

THE RIVER CLUB

PROCEDURE FOR APPROVAL OF PLANS & COMMENCEMENT OF WORK

1. An owner wishing to undertake the design of a new house or do additions and alterations must contact the Managing Agents prior to commencing any design work. The managing agents will provide the owner with a copy of the Design Guidelines and Submission Form which needs to be completed and submitted with the plans.
2. The owner must submit a proper set of architectural plan, done by an architectural professional, for any proposed work to be done on their house. Hand sketches and/or photos will not be accepted. No plans will be scrutinized without the signed Submission Form.

New Design and/or Major/Medium sized Additions and/or Alterations

- Sketch Plan submission – 2 copies (Scrutiny Fee – **R 3 500.00**)
- Local Authority submission – 4 copies (Scrutiny Fee – **R 2 500.00**)

Minor Additions and/or Alterations (This would include an item such as an installation of a water tank, changing a window to a door or vice versa, the erection of a screen etc. For clarification between major or minor alteration please contact the managing agents.)

- HOA and/or Local Authority Submission – 4 copies (Scrutiny Fee – **R 1 800.00**)

The owners may request a meeting with the Estate Architect and/or the HOA. (**R 1 800.00** per hour or part thereof)

NB! Any submission which is **NOT APPROVED** will require a re-submission of the plans and will carry a further Scrutiny Fee as per above schedule). Should the Estate Architect not receive the correct amount of hard copies as specified above, he will make the required copies and add the cost to the Scrutiny Fee. Every application must be submitted to the managing agents and must be accompanied by the completed Submission Form.

3. The managing agents will submit the application to the Estate Architect for scrutiny.
4. Once scrutinised the Estate Architect will submit his Scrutiny report to the managing agents who will in turn either revert back to the Owner/Architect/Technician in cases where the application does not meet the required parameters of the guidelines or the plans will be sent to the trustees for their approval.
5. Once approved by the HOA the plans will be returned to the Owner/Architect/Technician.
6. In cases where the plans are not approved the Owner/Architect/Technician will have to resubmit the plans for a re-scrutiny.
7. No work may commence on site before the following have been met;
 - a. Payment of the required building deposit
 - b. The contractor must advise the manager, in writing, copied to the managing agents, of his intention to commence the works
 - c. The contractor must register himself and his staff at the guard house
 - d. The contractor must be in possession of the approved plans from the Local Authority.
8. Any changes, whatsoever, from the originally approved plans must be discussed with the Estate Architect prior to implementation thereof. Failure to do so may result in measures taken to re-instate the approved design and or specifications.
9. On completion of the works the Owner/Architect/Contractor must advise the managing agents, in writing, that the works have been completed.
10. The Estate Architect will inspect the works and issue a Final Completion Certificate certifying that the works were done in accordance with the previously approved plans. (Compliance Inspection – **R 1 800.00**). Should there be any deviations for the approved plans the Owner/Architect/Technician must submit a “as built” plan which will then have to be approved by the Estate Architect and HOA. (Scrutiny Fee – **R 2 500.00**)
11. The refund of any building deposits will only be done on presentation of the Completion Certificate issued by the Estate Architect.
12. For any queries please contact the managing agents.