

**Eye of Africa Home Owners Association
Estate Procedure Manual (EPM)**

Procedure: Architectural Control

Area: Architectural Review
Rev : 3 Date: June 2021

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2.1.1. Architectural Review Procedure
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- 2.1.1.1. The Board will appoint the Architectural Review Committee (ARC) in accordance with the Constitution.

 - 2.1.1.2. All drawings will be submitted electronically in PDF and DWG format to the following e-mail: plans@eyeofafricahoa.co.za it will then be forwarded to the Architectural Review Committee (ARC) for review once proof of payment for scrutiny fee has been received.

 - 2.1.1.3. All correspondence to and from the client will be via the Estate Building Control.

 - 2.1.1.4. Plans will be scrutinized thereafter in accordance with the Architectural Design Guidelines.
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2.1.2. Plan Submission Procedure

- 2.1.2.1. Plans will be submitted in two stages: Preliminary Sketch Plans (Stage 1) and Final Working Drawings (Stage 2).
- 2.1.2.2. The Plan Scrutiny Fees are payable to the Homeowners Association with the submission of the Stage 1 - Preliminary Sketch Plans.
- 2.1.2.3. For the Stage 1 submission Preliminary Sketch drawings must be submitted in PDF and DWG format by e-mail (PDF and DWG format - max. **1mb per PDF and DWG**) to plans@eyeofafricahoa.co.za

The Google definition of a sketch drawing is: The first *drawings* of a building or *architectural* scheme, suggesting matter to be developed in later detailed drawings.

However the term “sketch” does not mean freehand i.e. sketch drawings are a full set of drawings that are accurate, comprehensive and the sketch submission must include:

- 3D rendered images.
 - A Certificate from Professional Land surveyor indicating 500mm contours positions and datum level / benchmark value.
 - A comprehensive Site plan at a scale of 1:200 indicating the correct north point, 500mm contours positions, datum level, driveways and landscaping areas, plumbing including storm water drainage.
 - Floor plans dimensioned at a of scale 1:100,
 - Sections through all changes of levels at a scale of 1:100 indicating natural ground levels, floor levels & height restriction lines.
 - All elevations in colour at a scale of 1:100 showing intended finishes, building lines, height restrictions, servitudes and setbacks.
 - Roof plan,
 - Schedule of Rights showing the building Areas, FAR and Coverage calculations
 - All intended finishes to be listed.
 - Etc. Please follow the EOA Architectural Check List and comply with the guidelines.
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- 2.1.2.4. For the Stage 1 Submission the following documents must be submitted in PDF by e-mail (PDF format - max. **1mb per PDF**) to plans@eyeofafricahoa.co.za :
- Completed Architectural Fee Breakdown Checklist?
 - Architects Declaration
 - Copy of latest Estate Guidelines initialed on each page and signed by the owner and Architectural Professional.
 - The ARC Checklist must be checked by the Architectural Professional and the stand Owner and signed by both parties.
 - Architectural Professional must have proof of SACAP registration.
- 2.1.2.5. The Architectural Review Committee (ARC) will have 7 days to scrutinize the plan and provide Estate Building Control with comments.
- 2.1.2.6. The Estate Building Control will communicate the comments of the ARC to the Client and Architect within 7 days.
- 2.1.2.7. For the Stage 2 – The final working drawings, the following documents must be submitted in PDF and DWG by e-mail (PDF and DWG format - max. 1mb per PDF) to plans@eyeofafricahoa.co.za:
- The google definition of a working drawing in architecture is: **A drawing that is subject to clarifications but is complete with enough plan and section views (with dimensions, details, and notes) to enable the depicted item's construction or replication without additional information.**
- 3D rendered images are not required.
 - Coloured elevations are not required.
 - The only difference between the sketch drawings and working drawings is that the working drawing must have more details (which are normally drawn to a bigger scale) and enough notes with all dimensions to provide the building contractor with enough information to construct the building.
 - All services need to be detailed.
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- Schedule of finishes and window and door schedules are required.
 - Landscaping plan is required.
 - The schedule of rights is required and must be the same as the one provided with the sketch submission.
 - Etc. To ensure the correct drawings are submitted the Architectural Professionals are advised to use the Architectural Check List and comply with the Architectural Guidelines.
 - NB All architectural professional registered with SACAP should be able to produce the drawings requested by EOA and the ARC.
- 2.1.2.8. The Architectural Review Committee (ARC) will have 7 days to scrutinize the plan and provide Estate Building Control with comments and/or approval. When the plans have been finally approved by the ARC an electronic approval stamp will be provided on the PDF plans by the ARC.
- 2.1.2.9. The Estate Building Control will communicate the comments and/or approval of the ARC to the Client and Architect within 7 days.
- 2.1.2.10. The Client or his Architectural Professional must submit 1 set of plans with the electronic approval stamp (hard copies) to Building Control at the estate for their records.
- 2.1.2.11. Before the approved plans can be released, the owner will be requested to provide the proof of payment for the relevant Building Fees and Deposits.
- 2.1.2.12. When Building Control is satisfied that all fees and levies have been paid up, the electronic stamped approved plans will be released to the client who then can submit them to the Local Authority for their approval.
- 2.1.2.13. A Landscape plan needs to be submitted for approval prior to commencement of construction, no site handover will be done without approved landscaping plan. A submission fee will be charged. Landscaping must be completed within 3 months after completion of construction.
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2.2.2 ARCHITECTURAL GUIDELINES SCRUTINY CHECKLIST

Erf No:	Date submitted:				
Project description:					
Architectural Professional:			Contact Person:		
SACAP Membership No:					
Tel No:			Fax No:		
Email:					
Address:			Scrutiny Fee paid:	YES	NO
To be considered to design houses at the Eye of Africa Estate, the minimum requirement is SACAP membership.					
In order to be considered an Architectural Professional the SACAP membership certificate must be submitted with this documentation.					
Proof of current membership will be required in the form of a payment receipt from SACAP.					
The SACAP membership number must relate directly to the Architectural Professionals name or Company name shown above. Under no circumstances will EOA allow any designer to use someone else's membership number even if they have "checked the drawings".					

PLAN SUBMISSION	YES	NO
5 Sets of coloured up drawings submitted:		
Building submission forms:		
Proof of building deposit payment:		
Relevant land survey drawing: A Certificate from Professional Land surveyor indicating 500mm contours positions and datum level / benchmark value.		
Submission complies with requirements as stipulated in 2.0 of guideline:		

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Notes:	
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DENSITY, COVERAGE AND HEIGHT RESTRICTIONS		PASS	AMEND
Residential dwelling:			
Initial building > 150m? Isn't it 220sqm?? (excl garages, covered patios, paved areas):			
Erf size:			
Coverage:	May not exceed 50% of erf area for single storey houses and 40% of the erf area for double storey houses:		
Permanently covered patios, covered entrances and veranda's must be incl in coverage and FAR calculations:			
Bulk or FAR:	May not exceed 50% of the erf area for single storey developments and 60% of the erf area for double story developments:		
Height restriction – complies with 8,5m height restriction of any vertical element from NGL prior to any site disturbance :			
Existing contour and proposed new levels must be indicated on drawings:			
Complies with two storey restriction (as per clause 4.1.3):			
Notes:			
BUILDING SETBACK LINES		PASS	AMEND
Street building lines:			
Side/ common building lines:			
Rear boundary building lines:			
Notes:			
BOUNDARY WALLS AND DRIVEWAYS		PASS	AMEND
Street boundary wall requirements/ restrictions:			
Side and rear boundary wall requirements/ restrictions:			
Retaining wall requirements/ restrictions:			
Boundary wall finish:			

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Retaining wall finish:		
Driveway access does not exceed – 6m width:		
Driveway finish:		
Provision of 2x HDPE sleeves under driveway as per stipulations:		
Notes:		

ARCHITECTURAL ELEMENTS AND MATERIALS	PASS	AMEND
ROOFS		
Roofing materials:		
Roof pitch:		
Fascia's and gutters:		
Barge boards:		
Roof eaves:		
Roof lights in similar plane as roof:		
Notes:		
WALLS		
Masonry brick construction:		
Painted smooth or textured plaster finish:		
Use of cladding materials:		
Colour specification of painted walls:		
Notes:		
WINDOWS AND DOORS		
Window and door finish:		
Window and door colour specification:		
Window proportions:		
Proportion of internal division of sliding and double doors:		
Appropriate treatment to door openings wider than 2.5m (i.e. Pergola/ roof overhang or recessing of glazing line):		
Front door type and finish:		
Visibility of small 'toilet' windows from roadway:		
Glazing clear or permitted UV tint or low E:		

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Notes:		
GARAGE DOORS		
Garage door type:		
Garage door finish:		
Notes:		
BURGLAR BARS		
Burglar bar position, style and colour (white):		
Notes:		
SHUTTERS		
Shutter style:		
Shutter material and colour:		
Notes:		
GATES		
Gate style, material and colour:		
Notes:		
AWNINGS		
Awning style, material and colour:		
Notes:		
BALCONIES		
Balconies to comply to guideline stipulations in clause 5.9:		
Notes:		
HANDRAILS AND BALUSTRADES		
Balustrade style, material and colour:		
Handrail style, material and colour:		
Notes:		
CHIMNEYS		
Chimney type and capping:		
Notes:		

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PLASTER MOULDINGS		
Plaster moulding style and colour:		
Notes:		
PERGOLAS		
Pergola style, material and colour:		
Notes:		
POOLS		
NBR compliance note on drawing for pool and pool enclosure:		
Position and screening off of pool filtration and heating system:		
Notes:		
EXTERNAL LIGHTING		
External lighting to comply to guideline stipulations in clause 5.15		
Notes:		
SIGNAGE		
Signage to comply to guideline stipulations in clause 5.16:		
Notes:		
SERVICES		
All piping, conduiting, surface wiring, gas bottles, condenser units and heat pumps not to be visible:		
Solar panels in same plane of roof without visible geyser:		
No visible satellite dishes or tv aerials on front façade:		
Washing/ drying areas to be screened off from street and neighbours:		
Integrated post box:		
Clear indication of 2x 110mm Ø HDPE sleeves as required across all driveways and paved surfaces:		
Notes:		
		PASS
		AMEND

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2.2.3. DECLARATION BY ARCHITECT

ERF NO:	
OWNER:	
ARCHITECTURAL PROFESSIONAL	
ADDRESS.....	ADDRESS.....
TEL.....	TEL.....
FAX.....	FAX.....
CELL.....	CELL.....
E-mail.....	E-mail.....
SACAP Registration no.....	
Please e-mail your comments/results with regards to this plan to the architect/owner at the above address. (Delete where not applicable)	

I,.....in my capacity as the architectural professional declare that the information given on this plan is correct and complete, and certify that all elements of the design to be submitted conform to the Architectural Guidelines in all respects, and I acknowledge that should they not, I will be held responsible for costs which may occur in order to conform. I further confirm that the hard copies that will be submitted for approval will be the same as the PDF drawings that were approved during the Stage 2 Submission.

Signature _____ Date _____

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Owner's Signature _____ Date _____

2.2.4 BUILDERS BOARD APPLICATION

GENERAL INFORMATION			
Erf No:		Plot No:	
Owner:			
Architectural professional:			
Contact Details:			
Contractor			
Contact Details:			
