



GOWRIE FARM ARCHITECTURAL REVIEW COMMITTEE PLAN SUBMISSION PROCEDURES – PHASE ONE

Gowrie Farm Architectural Review Committee (GFARC) meetings are scheduled monthly and all submissions are to be made by 10am, five working days prior to the scheduled meeting. Please see the website for meeting dates, or contact Sue Mitchell.

The current fee submission structure is as follows:

- R6 000** for the first submission.
- R2 000** for the second and for each subsequent submission.
- R1 000** for minor amendments, as determined by GFARC.
- R3 500** for alterations to plans already approved by GFARC.
- R2 000** for each submission after the first for alterations.

When an architect who is not on the pre-approved panel of architects but has been given permission to design in regard to a specific erf, the following additional fees are payable with the first submission:

- R6 000** for a first house design or the first major external alterations to an already approved plan.
- R2 000** for internal alterations.
- R3 500** for external alterations.

Payment must be made by electronic transfer into the following account:

Bank:	Nedbank Corporate Saver
Account Name:	Gowrie Farm Homeowners' Association Building Reviews
Account Number:	902 106 1437
Branch Code:	198765
Account Type:	Savings
Reference:	Erf No

Please note that if the above reference is not reflected, we will be unable to allocate your payment to your submission. Please ensure that proof of payment is emailed to: sue@rmbrokers.co.za, or faxed to 086 297 7177 for attention Sue Mitchell.

Houses at Gowrie Farm are to be built in accordance with the building code, which is obtainable from Sue Mitchell, or directly from the website (www.gowrie.co.za).

We wish to remind you of the necessary requirements when lodging a submission with GFARC:

1. If any owner wishes to utilise the services of an architect who is not on the approved panel of architects for Gowrie Farm, permission must **first** be obtained from GFARC. The architect must submit their portfolio in hard copy and motivation must be given as to why an already approved architect is not to be used. If approval is given, then the additional fee for a non-panel architect, as set out above, will be payable together with the first submission fee. Any approval given will relate to a particular erf only and the project must be seen through to build completion. No other work may be undertaken on the

estate without obtaining the prior approval of GFARC and only after a completion certificate has been issued by the HOA in respect of the first approval.

2. All alterations to existing approved plans must be submitted by an architect who is on the approved panel – unless prior permission was given by GFARC to utilise the services of an alternative architect. Again the additional fee, as set out above, will be payable in respect of that submission.
3. No submission will be considered by the GFARC unless the full submission fee has been received.
4. All submissions are to be delivered in hard copy to Sue Mitchell at: 71 Tanner Road, Wembley, Pietermaritzburg and must comply with the Gowrie Farm Building Guidelines. Two full sets of folded plans are to be submitted, as well as a pdf set to be emailed to sue@rmbrokers.co.za. The relevant submission form and proof of payment of the submission fee must also be provided. If approved, you will be called on to submit further copies of the approved plan, for stamping and your onward transmission to the Municipality.
5. Plans, whilst being uncluttered with unnecessary detail, must still clearly illustrate the overall intent and **must** include the following:
 - a. Floor layouts
 - b. All elevations
 - c. Site plans. (Site plans are to be 1:200 and are to provide clear illustration of boundary walls, perimeter fencing, driveways, etc).
6. Critical dimensions of primary and secondary spaces are to be shown on the drawings. Wall plate heights and roof pitches to be shown on sections. Height out of ground to be shown on sections.
7. Finished floor levels to be shown in relation to actual ground levels.
8. All corner peg levels to be shown (based on actual topo-survey) on the plans.
9. Area calculations to be shown.
10. Coverage calculations to be shown.
11. North point on locality/site/layout plans to be shown.
12. A layout plan and site plan (scale 1:100) must be submitted. Such plans are to reflect all neighbouring properties, together with the houses built on such properties. Information relating to the neighbouring houses may be obtained via Sue Mitchell.
13. A plan must also be submitted, showing the roof from a bird's eye view.
14. Plans in colour are not required by the Gowrie Farm Building Committee.
15. The placement and details of the septic tank are required. Septic tanks are to be calcamite tanks of no less than 1 500 litres, which are rated for a "0 – 6 person household". These septic tanks must be inspected by an engineer, appointed and paid

for by the owner, and approved, prior to them being closed. In addition, a filter must be placed at the outlet pipe, preventing any foreign matter passing through into the system. A two-pipe drainage system is required, one for solid waste and one for grey water. The grey water line to bypass the septic tank and feed directly into the soak away. Septic tanks should have a man hole that is easily accessible to be able to pump out waste from time to time.

16. An external lighting plan must be submitted for approval by GFARC.
17. Solar heating installations must be submitted for approval by GFARC.
18. Any relaxation of building lines will be referred to the Gowrie Farm HOA Board for consideration.
19. Once your submission has been stamped and passed by GFARC, the following is required by the uMngeni Municipality:
 - 19.1 Four original stamped, signed copies of the approved plan, in colour, together with a letter from GFARC, confirming the approval. This letter will be made available to you by the Committee, on approval of the plans.
 - 19.2 A submission fee is due to the Municipality and is calculated on the floor area of the building. To obtain this, you may contact their offices on 033-330 6124.
20. **Any** alteration/amendment to an approved plan must be submitted to GFARC, together with the relevant submission form and submission fee.
21. Before any building commences on any property at Gowrie Farm, the erf should be identified by a land surveyor.
22. You may use a builder of your choice. The builder is required to sign a contract with the Gowrie Farm Homeowners' Association, prior to commencing construction on the property. The contract regulates how the contractor and his staff are required to conduct themselves while building on site at Gowrie Farm. This document may be obtained directly from the website (under Contractor's Agreement) or from the HOA office (gowriefarmhoa@gmail.com).
23. The building contractor will be required to lodge a deposit with the HOA prior to commencing building on any erf at Gowrie Farm. Please contact the HOA office to obtain the amount and banking details.
24. The building deposit will be refunded to the contractor on completion of the building, subject to the contractor having complied with the conditions of the Gowrie Farm Contractor's Agreement.
25. Information which your client may require regarding the service connections may be obtained from the offices of Sukuma Consulting Engineers. Please contact Alison Maud on 033-345 3284.
26. **All** enquiries, correspondence and telephone calls relating to plan submissions must be directed to Sue Mitchell on 082 728 0148 or email: sue@rmbrokers.co.za.