



HEAD OFFICE  
012 809 0142  
27 Muirfield Boulevard, Silver Lakes, 0081

CLUBHOUSE  
012 809 0281  
La Quinta Street, Silver Lakes, 0081

PRO SHOP  
012 809 0430  
La Quinta Street, Silver Lakes, 0081

## **BUILDING PLAN APPLICATION FORM**

FOR OFFICE USE:

REV DATE: MAY 2025

<b>Non-refundable Administration Fee: R</b>	<b>Receipt Number:</b>
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<b>Builders Deposit Fee: R</b>	<b>Receipt Number:</b>
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<b>REGISTERED OWNER DETAILS</b>
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<b>Individual</b>		<b>Joint Owners</b>		<b>Close Corporation</b>		<b>Company</b>		<b>Trust</b>	
<b>Name:</b>					<b>Stand Number:</b>				
<b>Email Address:</b>					<b>Street Address:</b>				
<b>Phone:</b>									
<b>Estimated Value of Development:</b>									
<b>Concept</b>		<b>New Dwelling</b>		<b>Alt &amp; Additions</b>		<b>Swimming Pool</b>		<b>Amended</b>	
<b>Rear B/Wall</b>		<b>Side B/Wall</b>		<b>Street B/Wall</b>		<b>Historical Case</b>		<b>As Built</b>	

**No incomplete and double-sided copies of documentation submissions will be accepted**

**The following must be submitted for the proposed development (buildings and structures):**

- Fully completed, signed and dated HOA Building Plan Application Form.
- Applicable building plan submission fees are payable.
- 2x Sets of coloured Concept Plans (as applicable). Recommend 3-D rendered images/building plans.
- 3x Sets of coloured Building Plans (coloured for municipal submission purposes). At least one of these 3x sets of coloured building plans, the Elevations, are to be coloured (rendered) and reflect the aesthetic details of the proposed development (building or structure). Recommend submitting 3-D rendered images.
- All affected adjacent Registered Homeowners' consent signatures to reflect on each page of each set of Building Plans, as well as in the HOA Building Plan Application Form as provided.
- Resolution Form for a company, close corporation or trust regarding signing authority.
- Consent Form for joint owners regarding signing powers.
- Power of Attorney regarding the appointment of a Registered SACAP Architectural Practitioner to handle the building plan submission process at the HOA and Local Authority.
- Architectural building plans are also to be submitted to the HOA in electronic format (PDF format) for Zoom meeting purposes.
- When the construction work is completed, the Homeowner is to request a final inspection by the HOA before the occupation of the building (dwelling house). Submit a completed applicable HOA Application

Form to the HOA to arrange an appointment with the Compliance Officer. The appointed Architectural Practitioner is to provide a "practical completion certificate" of the works for use during the final inspection.

- The official Architectural & Aesthetic Committee (AAC) meets on the first Tuesday of every month and Building Plans and administration documentation need to be submitted to the HOA office the previous Wednesday by 13:00 or sooner. Submission fees are payable as well.
- No AAC meeting scheduled during school holidays, including December and January (Contractor's break).
- Feedback from the AAC meeting can take up to 7 working days.
- Before any construction work may commence on site, the Homeowner and the appointed Building Contractor to arrange a meeting with the HOA's Compliance Officer regarding the required Site Induction.
- Once the Building Plans are approved by the Local Municipality, a copy of the municipal approved Building Plans is to be lodged with the HOA as well as a copy of the municipal plan approval letter.

**IMPORTANT REQUIREMENT:**

Before submitting a proposed development plan, a professional Land Surveyor must conduct a cadastral survey and provide a *Land Surveyor's certificate* and associated positioning, land rights and restrictions plan (hereinafter plan).

**This certificate and plan must attest to:**

- The physical boundaries and beacon features that are assumed to be the property's boundaries, as well as their agreement with the property's legal boundaries.
- The building footprints of existing buildings, the measurements from these buildings to the legal boundaries, and the consistency of the existing buildings with the approved building plans.
- Any encroachments on land rights or restrictions that have been registered or filed on the property or adjacent property.
- The proposed development plan must be based on the certificate and plan described above.
- The proposal will eliminate misrepresentations to existing buildings and the positioning thereof and enhance the value of the proposals being received.

**Registered Homeowner Signature:**

**Date:**

We are committed to protecting your privacy ensuring that your Personal information is collected and used properly and lawfully for the following purpose: **Building Plan Application.**

We confirm that your Personal information collected will be used and disposed of as required by the Protection of Personal Information Act No: 4 of 2013 (POPI Act).

**CONSENT SIGNATURES** - Contact the SLHOA Reception at [reception@silverlakes.co.za](mailto:reception@silverlakes.co.za) and request to get you with the affected adjacent homeowner's contact details for their consent.

**ENVIRONMENTAL OPERATIONS REQUIREMENTS:**

- The Homeowner agrees to plant an indigenous tree as approved by the HOA on the sidewalk as required by the *Aesthetic and Architectural Committee, a list of approved trees is to be obtained from the HOA operations department.*
- *No existing trees on the pavement abutting the property may be removed without the HOA's approval and must be indicated on the site plans.*

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

ARCHITECTURAL PRACTITIONER DETAILS	
Name:	Stand Number:
Company:	Phone Number:
SACAP Reg No:	Date:
<b>Signature (Architectural Practitioner):</b>	

ADJACENT REGISTERED HOMEOWNER(S) CONSENT COMMENTS	
Name:	Stand Number:
Email Address:	Phone Number:
<u>Comments:</u>	
<b>Signature:</b>	<b>Date:</b>

ADJACENT REGISTERED HOMEOWNER(S) CONSENT COMMENTS	
Name:	Stand Number:
Email Address:	Phone Number:
<u>Comments:</u>	
<b>Signature:</b>	<b>Date:</b>

ADJACENT REGISTERED HOMEOWNER(S) CONSENT COMMENTS	
Name:	Stand Number:
Email Address:	Phone Number:
<u>Comments:</u>	
<b>Signature:</b>	<b>Date:</b>

**ADJACENT REGISTERED HOMEOWNER(S) CONSENT COMMENTS**

Name:	Stand Number:
Email Address:	Phone Number:
<u>Comments:</u>	
Signature:	Date:

**ADJACENT REGISTERED HOMEOWNER(S) CONSENT COMMENTS**

Name:	Stand Number:
Email Address:	Phone Number:
<u>Comments:</u>	
Signature:	Date:

**ADJACENT REGISTERED HOMEOWNER(S) CONSENT COMMENTS**

Name:	Stand Number:
Email Address:	Phone Number:
<u>Comments:</u>	
Signature:	Date:

**ADJACENT REGISTERED HOMEOWNER(S) CONSENT COMMENTS**

Name:	Stand Number:
Email Address:	Phone Number:
<u>Comments:</u>	
Signature:	Date:

# LIST OF INFORMATION (HARD COPIES) REQUIRED TOGETHER WITH SUBMISSION OF BUILDING PLANS

**\*SLHOA wishes to duplicate these documents in its records for reference purposes\***

## SUBMISSION REQUIREMENTS

ERF NO \_\_\_\_\_

NO	DOCUMENT	√ / X	OBTAIN FROM
1.	SANS 10400 - STANDARD NATIONAL APPLICATION FORM  FORM 1 <input type="checkbox"/> FORM 2 <input type="checkbox"/>		Homeowner   Architectural Practitioner   Engineer <a href="http://www.sabs.co.za/index.php.?pages=standardforms">www.sabs.co.za/index.php.?pages=standardforms</a>
2.	ZONING CERTIFICATES WITH APPROVED LAND-USE RIGHTS		LAND-USE LEGISLATION ADMINISTRATION (LULA) <a href="mailto:GeoInfoService@TSHWANE.GOV.ZA">GeoInfoService@TSHWANE.GOV.ZA</a>
3.	S.G. DIAGRAM		OFFICE OF SURVEYOR GENERAL
4.	DRAINAGE DIAGRAM		SEWERAGE DIVISION - (TSHWANE LOCAL MUNICIPALITY)
5.	TITLE DEED / LETTER OF OWNERSHIP		OWNER
6.	<b>THREE X SETS OF THE BUILDING PLANS IN FULL COLOUR COPIES. BUILDING PLANS TO BE IN COLOURED ACCORDING TO NBR REQUIREMENTS</b>		OWNER & ARCHITECTURAL PRACTITIONER
7.	LATEST MUNICIPAL SERVICES STATEMENT - UP TO DATE		OWNER
8.	CONSENT LETTER IN GROUP HOUSING / SECTIONAL TITLE	N/A	SILVER LAKES BOARD OF TRUSTEES / CO-OWNER
9.	HOMEOWNERS ASSOCIATION - PROOF OF APPROVAL / STAMP (DATED & SIGNED)		SILVER LAKES HOMEOWNERS ASSOCIATION
10.	POWER OF ATTORNEY		OWNER & ARCHITECTURAL PRACTITIONER
11.	COPY OF SACAP COMPLIANCE CERTIFICATE & COPY OF VALID SACAP REGISTRATION CERTIFICATE  Compliance <input type="checkbox"/> Registration <input type="checkbox"/>		ARCHITECTURAL PRACTITIONER
12.	COMPLIANCE WITH SWIMMING POOL SAFETY (As per SANS 10400-D:2011)		OWNER & ARCHITECTURAL PRACTITIONER

## LEGEND

X = Outstanding

√ = In Order

# CHECKLIST GUIDELINES FOR SUBMISSION OF ARCHITECTURAL BUILDING PLANS

1.	3x Sets of hard copies for (normal municipal submission purposes) building plans. Please note 1x set of coloured copies) to be held by the HOA for record purposes. 2x Sets of coloured copies to be submitted to TLM for consideration.
2.	Elevation treatment – coloured elevation to be submitted with Building Plans showing the colour pallet of the finished proposed building. Sensitivity towards the environment and the character of the Estate (earthy colours) is important.
3.	Site plan – Outline of ground and first floor, layout of buildings, pools, courtyards, boundary wall, yard walls, screen walls, contour lines, open balconies and covered balconies, the position of the washing line, servitudes, building lines, the position of swimming pool pump and filter (housed). Indicate landscape on pavement and municipal services. (e.g. existing trees, streetlight pole, water connection, electrical meter kiosk). The north point, street name and number, stand number, adjacent stand numbers and average height of existing boundary walls.
4.	Schedule of rights tabulated (clearly indicate existing, new, ground floor and first floor). Indicating area of the stand, zoning, permissible coverage, actual coverage, building lines and servitudes.
5.	Height restrictions as per HOA Rules and Municipal Land Use Management Scheme. Maximum 2 storey. Balconies: All affected adjacent Homeowner's consent is required regarding the privacy and view. Indicate max height of the building on elevations and sections.
6.	Swimming pools: privacy, swimming pool discharge water may not enter the sewer system and safety requirements according to SANS 10400 as well as SABS 1390.
7.	Main building minimum 220m <sup>2</sup> excluding garages and outbuildings.
8.	Indicate stand number, street name, street number and existing landscaping on the site plan as well as municipal services such as street light poles, electrical kiosk and water connection.
9.	No galvanised metal roofing covering, garage doors, fencing or gates are permitted. Specify the material to be used for finishing of such items. Only Chromadek or similar manufacturer-prepared finishes are permitted, subject to approval.
10.	All plumbing pipes are to be enclosed into integrated accessible drainage ducts. Specify the material used to cover drainage ducts. Show access to drainage ducts (provide details on plans).
11.	Solid boundary walls have <b>30% maximum</b> coverage on the street frontage and <b>50% maximum</b> coverage on corner stands - coverage on the street front (Refer to Rules). Indicate calculations on the building plans in this regard. Foundations not to encroach cadastral boundary. Indicate the details on the building plans (Also a section through the wall clearly indicates the cadastral building line, foundation, height of wall and thickness of wall).
12.	Outbuildings and additions to match the existing.
13.	Staff accommodation and kitchens to open in screened yards – walls to be 2.1m. All gates leading into yards are to be solid gates 2.1m high (not see-through), Washing lines are to be adequately screened (Indicate position on site plan).
14.	Entrance into staff accommodation to lead off a lobby. Staff accommodation not to face Golf Course.
15.	Yard walls to match buildings. Show on elevations, show details (provide cross-section and details).
16.	All affected adjacent Homeowners' signatures should be on the building plans and the HOA building plan application form as provided. The registered Homeowner or appointed representative to sign the building plans (provide power of attorney as applicable or consent form for joint owners).
17.	Paving: no half-brick or imprint permitted. Specify the type of material used.
18.	Subdivided stands: Copy of Tshwane approval (forms), conditions of subdivision and SG Diagram required. No further duets or sectional title stands permitted.
19.	Changes to duets: both owners' consent is required on building plans and application forms.
20.	Granny Flats and Home Enterprises: A letter of intent is required. Affected adjacent Homeowners are to sign this letter. An application form for Home Enterprises is required.
21.	No temporary carports and lean-to roofs are permitted. No Wendy houses permitted.
22.	Golf course and Game reserve stands: building lines and boundary walls as per specific Rules.
23.	Golf Course stands Precautionary measures (Golf Balls in flight) Homeowners to be re-affirmed of dangers, no safety nets permitted.

# PLAN SUBMISSION FEE

TYPE OF SUBMISSION	PLAN FEE
Concept Plan	R342.00

TYPE OF SUBMISSION	PLAN FEE	BUILDERS DEPOSIT
Proposed New Dwelling	R2,656.00	R6,000.00 (fully refundable)

TYPE OF SUBMISSION	PLAN FEE	BUILDERS DEPOSIT
Proposed Alterations & Additions (bigger than 100m <sup>2</sup> )	R1,594.00	R6,000.00 (fully refundable)
Proposed Alterations & Additions (0-100m <sup>2</sup> )	R800.00	

TYPE OF SUBMISSION	PLAN FEE
Any amendments on New / Alterations & Additions / As-Built Plans (bigger than 100m <sup>2</sup> )	R1,594.00
Any amendments on New / Alterations & Additions / As-Built Plans (0-100m <sup>2</sup> )	R800.00

TYPE OF SUBMISSION	PLAN FEE
As-Built Plans	R800.00

TYPE OF SUBMISSION	PLAN FEE
New / As-Built Swimming Pool Plans	R574.00

TYPE OF SUBMISSION	PLAN FEE
Reinstatement of Approved Building Plans	R342.00

Payment can be made via cash, cheque, debit card/credit card at our office or via electronic transfer, as follows:

Bank	Nedbank
Account Name	Silver Lakes HOA
Account Number	163 104 8759
Branch Code	163 145
Branch Name	Brooklyn
Reference	Plans / Erf No

Please send proof of payment to [reception@silverlakes.co.za](mailto:reception@silverlakes.co.za)