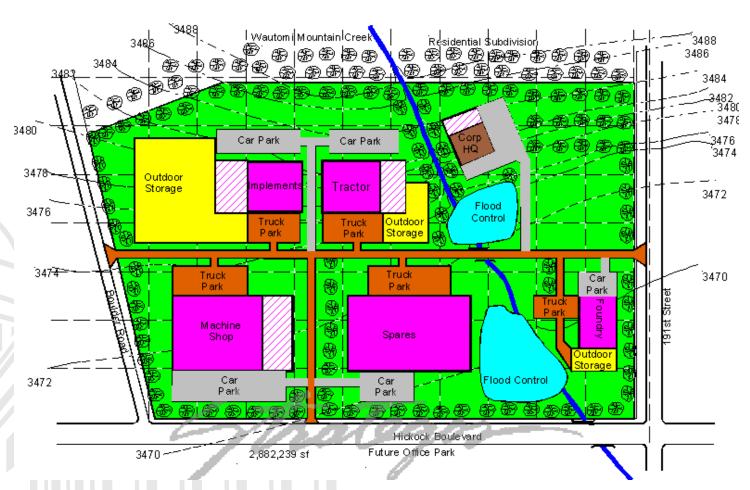


# SITE DEVELOPMENT PLANS & LANDSCAPE DEVELOPMENT PLANS COT PROCESS & REQUIREMENTS PRESENTATION 7 MARCH 2018





### WHAT IS A SDP?

"Means a plan which shows the siting, elevations and exterior finish of the proposed buildings, parking areas and open spaces of the proposed development of a property and any salient natural features thereof, as prescribed by the Municipality in Clause 31."

(Tshwane Town Planning Scheme 2008(Revised 2014)



 An SDP is to be drafted as a result of an approved land use change or zoning change.

 It is drafted in line with the approved development controls found in the Annexure T/ Amendment Scheme



 The SDP Shall Comply with the provisions of Clause 31 of the Tshwane Town Planning
 Scheme 2008(Revised 2014)

 An SDP shall be submitted with all the necessary mandates from the respective developer and/or Land owner.



## COT RSP/ CLAUSE 31 REQUIREMENTS

• SDPs are to comply with Clause 31(1)(a) to and including (c).

 The said requirements are further transferred to the application forms for ease of reference.

SDP in terms of Clause 31(1) must show;



 A Detailed plan drafted to a minimum scale, 1:200

The Siting, height, F.A.R and coverage of all structures

Entrances and exits to and from the erf onto public streets

Lines of subdivision where necessary



 Building locations, parking spaces, vehicular and pedestrian traffic systems.

 Building lines, Building restriction areas, servitudes etc

Location of existing buildings on adjacent erven

Contour lines



The Grouping of dwellings,

 Design, height, and finishing's of all buildings and physical barriers at street frontage.

 A complete Schedule of rights on the SDP indicating the PERMISSIBLE and ACTUAL development controls, inclusive of the parking provisions

# SO WHAT CONSTITUTES A COMPLETE SDP?

 COT Application Forms and Submission Mandates from Register Land Owner.

 Latest and promulgated Zoning Information including Annexure T's where applicable.

SDP in terms of Clause 31 of the TP Scheme



## APPLICATION FORMS & DOCUMENTS

What is a fully completed application form.

### The latest form being;



Economic Development and Spatial Planning Department

Regional Spatial Planning

DOC NO	CP&D/RSP/SDP
ISSUE DATE	27/02/2015
REV DATE	19/02/2018
REV NO	01



### SITE DEVELOPMENT PLAN AND LANDSCAPE DEVELOPMENT PLAN SUBMISSION REQUIREMENTS AND APPROVAL DOCUMENT TSHWANE TOWN-PLANNING SCHEME, 2008 (REVISED 2014)

Where the Municipality in terms of the Tshwane Town Planning Scheme 2008 (Revised 2014) or any amendment scheme or other provision requires and owner/applicant to submit a Site Development Plan such plan shall comply with the provisions of Clause 31 of the said scheme or any additional information than may be required. For that purpose the applicant shall submit the following information and or documentation.

### Use of this document:

<u>PART A:</u> To be completed by the Architect /Draughts person who will take full liability for the correctness of the information provided as must sign the declaration (no runners may complete the form). The yes and no columns must be initialed AND EVERY PAGE initialed by the Architect Draughts person.

<u>PART B:</u> For Official use only: To be completed by Building Control in terms of delegations by person authorized to make a recommendation on an SDP. Not complete unless the name of the person signing was provided.

PART C: To be completed by the Architect /Draughts person who will take full liability for the correctness of the information provided. Only originally signed declarations shall be accepted.

PART D: For official use only: To be completed by RSP.

### PART A: CLAUSE 31: SITE DEVELOPMENT PLAN AND LANDSCAPE DEVELOPMENT PLAN

31.(1)(a) A Site Development Plan and, if required, a Landscape Development Plan to the satisfaction of the Municipality shall be submitted to the Municipality for approval before any Building Plans are submitted and such Site Development Plan shall comply with the following:

Documentation required:	ANNEXURE OR		
	PAGE REFERENCE	YES	NO
Receipt of payment of the application fees			
<ol><li>Application for approval of SDP form completed in full (CP&amp;D/BP&amp;IM/AASDP)</li></ol>			
3. Power of Attorney and a Company Resolution when applicable			
Locality Plan			
5. Zoning Certificate / Final approved land use rights with proof of promulgation			
Registered Title Deed (endorsed if applicable)			
Registered notarial deed (if applicable)			
Approved SG Diagram			
			_



Information on plans required in terms of Clause 31:		
(Only one copy of each plan in colour)	YES	NO
(i) a fully detailed plan to a minimum scale of 1:200, which shall be amplified by means of sketch plans, sections and elevations of all buildings to a minimum scale of 1:100: Provided that the Municipality may accept scales other than the afore-mentioned and which fully illustrates the following aspects:		
(aa)The siting, height, FAR and coverage of all building and structures (proposed extensions included) and the number of Dwelling-units per hectare. (Indicate in table format on SDP)		
(bb) Landscaping, communal open spaces, children's play areas, private living areas, backyards, laundry rooms, drying areas for washing, refuse-bin area, and swimming pool, as well as the location, height, construction and finish of screen-walls or other acceptable forms of screening.		
(cc) Entrances to and exits from the erf to any public street.		
(dd) The proposed lines of subdivision if the erf is to be subdivided.		
(ee) Entrances to buildings, parking spaces and vehicular and pedestrian traffic systems. (Parking spaces shall be numbered. Visitors parking, loading zones and backing space shall be clearly indicated. Parking ratios shall be in table format on the SDP as stipulated in the Clause 28 of Annexure T)		
(ff) Building Restriction Areas and the building set-backs on any boundary. (Clause 9, Clause 12 or Annexure T)		
(gg) The location of Existing Buildings on adjoining erven. (Footprints and Land use)		
(hh) Contour lines with 0,5 m intervals or other intervals or height indications to the satisfaction of the Municipality. (Natural Ground Level and Mean Level shall be indicated in accordance with the Scheme, Clause 26)		
(jj) The grouping of Dwelling-units and the phasing of the development if it is envisaged not to develop the whole erf simultaneously.		
(kk) The design, height and finish of all buildings and physical barriers on the street boundaries if these are required by the Municipality.		
Indicate the development on the road reserve (side walk) on the SDP.		
All the conditions as indicated in the approved Annexure T or conditions of approval was taken into consideration and are on the plans where applicable.		
(b) The landscaping in terms of the Landscape Development Plan shall be completed within three months of the completion of the development or any phase thereof. The continued maintenance of the landscape development shall be to the satisfaction of the Municipality. (The Site Development Plan and Landscape Development plan shall correspond)		
(c) A Professional Landscape Designer as required by the South African Council for Landscape Architectural Profession (SACLAP) shall compile the Landscape Development Plan, which shall comply with the following:		
(i) A fully detailed plan to a scale of 1:200.		
(ii) The existing natural features and vegetation on the property shall be indicated.		
(iii) The proposed soft and hard landscape design information shall specify the species, quantities and qualities of the plants.		
(3) No owner of any property shall commence the erection of any building or structure before the aforementioned Site Development and Building Plans have been approved of by the Municipality.		



#### PART B:

RECOMMENDATION FROM BUILDING PLANS MANAGEMENT						
DIRECTOR: BUILDING PLANS AND MANAGEMENT						
NAME:		APPROVAL				
SIGNATURE:	DATE:					
		REFUSAL				

### ART C

### REGIONAL SPATIAL PLANNING EVALUATION

IECLARATION BY ARCHITECT/DRAUGHTS PERSON THAT THE INFORMATION PROVIDED IS CORRECT IND TRUE.

FULL NAME		COMPANY NAME	
ID		COMPANY	
NUMBER		REG NO	
POSTAL		1	<u> </u>
ADDRESS			
		POSTAL	
		CODE	
E-MAIL			
TEL		CELL	
	RCHITECT/DRAUGHTS		·
PERSON			
	ature I hereby declare that		
the information prov	ided on the site		
development plan a	nd or landscape plan is		
true and correct and	I accept any		
liability that arise out	of the information provided	SIGNATURE:	DATE:
including liability in r	ny professional capacity)		



SIGNATURE OF LANDSCAPE ARCHITECT:		
(By affixing my signature I hereby declare that		
the information provided on the site		
development plan and or landscape plan is		
true and correct and I accept any		
liability that arise out of the information provided	SIGNATURE:	DATE:
including liability in my professional capacity)		

### FOR OFFICIAL USE ONLY

PART D: To be completed by RSP.

ROPERTY DESCRIPTION:	1		
ROPERTY DESCRIPTION.			
LAN NUMBER:			
ANDSCAPE PLAN:			
STHETICAL ELEVATIONS:			
NAL INSPECTION REQUIRED BEFORE THE CCUPATION CERTIFICATE IS ISSUED	YES	NO	
OMMENTS	•		

REGIONAL SPATIAL PLANNING					
APPROVED	NOT IN ORDER				
DEPUTY DIRECTOR: REGIONAL SPATIAL PLANNING	DEPUTY DIRECTOR: REGIONAL SPATIAL PLANNING				
DATE:	DATE:				

Conditions subject to which the Site Development Plan is approved if approved in terms of the above.

Page 4 of 5

Initial applicant: .....

Initial RSP: .....





- I. The Municipality does not certify through the approval of the site development the correctness of any information or otherwise of any dimensions of the property, sizes and dimensions of buildings indicated, or any calculations of land use controls or other information indicated on the site development plan.
- The approval of the Site Development Plan shall in no way, manner or form grants, amends or can be regarded as approval and or consent, to the amend of the land use rights, controls or zoning of a property, as contained in the Tshwane Town Planning Scheme, 2008 (Revised 2014) or an amendment scheme, unless indicated and specified in writing by an authorized person, and only as may be permitted based on a site development plan.
- No Building Plan submitted in terms of the National Building Regulations and Standards Act, 1977 shall be approved contrary to an approved site development plan.

4.	
5.	
6.	
Initial:	DATE:



Initial applicant:	

Initial RSP: ...



## APPLICATION FORMS & DOCUMENTS CONT.

 REGISTERED (NO DRAFT ACCEPTIBLE) Title Deed.

Company and/or Trust Resolution where applicable



### APPLICATION FORMS & DOCUMENTS CONT.

 Where there is sectional title units, the Body Corporate or Home Owners Association shall provide consent

- Power of Attorney fully completed.
  - A fully completed power of attorney shall have the information as found on the template COT:
     F/22 found in the Tshwane LUM By-Law 2016.



### COT: F/22

### **EXAMPLE OF A POWER OF ATTORNEY**

I/We, [John ID No:,	n Citizer			10	e undersigned	, hereby no	minate, co	onstitute and a	ppoint –
(Include	the	company	name	and	registration	number	of the	e company	) and (name
and ID 110	or perso	n from the c	ompany w	ho in tui	rn is granted a agent(s) in my/	uthority by ti	he said coi	npany ) with t	ne power
					(type of app	lication and	property d	escription)	
would do if promise an	I/we we d agree	re present in to ratify, all	person ar ow and co	nd acting nfirm ev	verything to ed g in the matter; verything and a s power of atto	and I/we he anything my	olication ar	allow and cor	ever I/we firm, and
Signed at			on this		day of			20	
in the prese	nce of the	ne undersign	ed witnes	ses.					
AS WITNES	SSES:								
1		*************				•••••••••			
2									
John Citizer	n]				istered Owner				



## APPLICATION FORMS & DOCUMENTS CONT.

- Where there it is necessary for a municipal permission in terms of Schedule 25 of the Town planning Scheme, i.e., relaxation of building line
- Applicant must fully complete the additional application forms,
- The forms must be fully recommended by building control prior to RSP's decision.

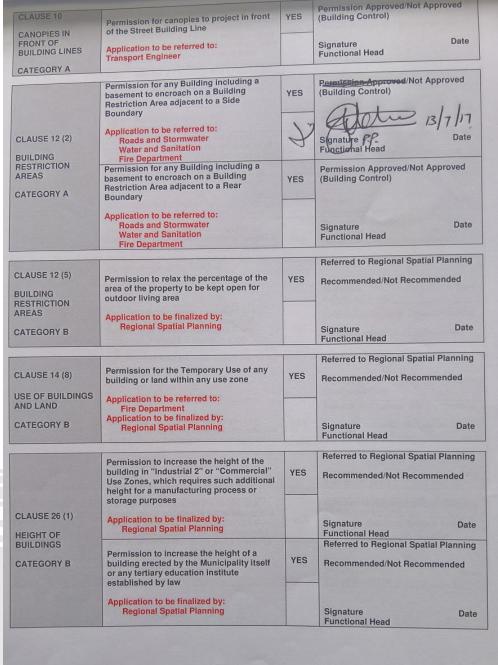




N.				DOCNO	CPnD/BPAIM AFP87
	City Planning and Dev	elopment Dep	artment	ISSUE DATE	13/03/2014
CITY OF	Section: Building Plan Management	tion	REV DATE	30/03/2016	
TSHWANE		REV NO	03		
	APPLICATIO	N FOR PE	RMISSION	1	
PLAN NO	3				
	Ro3/1109/17 - PROPER	TY INFORMA	TION		
PROPERTY DESCRIPTION	2126 P 1	ch un			
STREET NAME AND	HI3/08 Brook	igr)			
NUMBER	REGISTERED O	WNER(S) OF	PROPERTY		
FULL NAME					
ID NUMBER	Nthobiston Rosel Re	COMPANY			
	86915 0778 083	COMPANY	REG NO		
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E-MAIL	molustum & Diclor	d) com	POSTAL	li redissin	
TEL		CELL		076 834	5788
SIGNATURE(S) OF REGISTERED OWNER(S)			DATE	61-66-20	7
	PROFES	SIONAL PER	SON		
FULL NAME	Revier John Bro	DOMPANY	NAME	and Assoc	n Architec
ID NUMBER	64 THE 13	COMPANY	REG NO	2009 2148	
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E-MAIL	ad to manner brond to	To To	POSTAL	450	
TEL	651 430 1013	CELL		982 100	(27)
SIGNATURE	A RONN		DATE	01.06.	17
PART A: To be compl	eted by the Applicant. The yes a	of this document: and no columns mu Applicant.	st be initialed A	ND EVERY PAGE	initialed by the
	ART B: To be completed by the	replicant, the ye	s columns mus	t be initialed.	
*****				TAL APPLICANT:	N

No.





AN NO: .....

PROPERTY DESCRIPTION: .....





#### CONSIDERATION BY THE MUNICIPALITY PARTA WAIVING OF ADVERTISING Category A application: Advertising not required Category A application: Referred to Regional Spatial (Building Control) Planning Recommended/Not Recommended Date DECISION BY BUILDING CONTROL Signature Signature (STRIKE OUT WHICH IS NOT Functional Head **Functional Head** APPLICABLE AND SIGN IN BLOCK Category B application: Referred to Regional Spatial FOR DECISION Planning Recommended/Not Recommended Signature Functional Head FF PART B APPLICATION FOR PERMISSION Category A application: Category A application: Referred to Regional Spatial Planning Permission Approved Not Recommended (Building Control) Date Signature Signature Functional Head **Functional Head** Category B application: Referred to Regional Spatial Planning Recommended/Not Recommended Signatur Functional Head P. P. PART C REFERRAL TO IN TERMS OF B ABOVE REGIONAL SPATIAL DEVELOPMENT (To be completed by RSP) REGIONAL SPATIAL PLANNING FOR EVALUATIONS FOR REQUEST FOR EXEMPTION OF ADVERTISEMENT PROCEDURE REFUSED APPROVED Date Date Signature Deputy Director: Regional Spatial Planning Deputy Director: Regional Spatial Planning OFFICE USE ONLY **VOTE NUMBER** TARIFF DATE RECEIPT NUMBER INITIAL APPLICANT: .... PROPERTY DESCRIPTION: ..... Page 6 of 6



### **ZONING INFORMATION**

 All SDP are to be accompanied By a Zoning Certificate, with an Annexure T where applicable.

 Where land use change has occurred, the new zoning must first be linked to the scheme and reflect on the zoning certificate.



# • EXAMPLE OF A ZONING CERTIFICATE WITH LINKED RIGHTS





### Economic Development and Spatial Planning

Room 1-010 I Islvuno Bullding I 143 Lilian Ngoyi (Van der Walt) Street I Pretoria I 0002 PO Box 3242 I Pretoria I 0001 Tel: 012 358 7988 Email: geoInfoservice@tshwane.gov.za I www.tshwane.gov.za.j www.facebook.com/CityOf Tshwane

Generated by: GeoWEB

Date 2018/02/26

#### TO WHOM IT MAY CONCERN

#### ZONING CERTIFICATE IN TERMS OF TSHWANE TOWN-PLANNING SCHEME, 2008 (REVISED 2014)

PROPERTY KEY: 075200146/R ZONING KEY: 075200146/R

PROPERTY DESCRIPTION: R/146 WAVERLEY (CODONIA AVENUE

735)

The following zoning information must be read with the relevant Annexure T, Clauses and Schedules of the Tshwane Town-Planning Scheme 2008 (Revised 2014).

#### A. USE ZONE 28: SPECIAL

PURPOSES FOR WHICH LAND AND BUILDINGS MAY BE ERECTED AND USED IN TERMS OF TABLE B (COLUMN 3):	THE FOLLOWING LAND-USES MAY NOT BE ERECTED AND USED EXCEPT ONLY WITH THE CONSENT OF THE MUNICIPALITY IN TERMS OF TABLE B (COLUMN 4):	PURPOSES FOR WHICH LAND AND BUILDINGS MAY NOT BE ERECTED OR USED IN TERMS OF TABLE B (COLUMN 5):
In terms of Annexure T	In terms of Annexure T	In terms of Annexure T

<sup>\*\*</sup> If no land uses are indicated in the Annexure T, then Clause 14, Table B, shall apply.

В	ANNEXURE T	T829.pdf
С	MINIMUM ERF SIZE	N/A
D	UNITS PER HA	N/A
Ε	COVERAGE	Annexure T, subject to Clause 27.
F	FLOOR AREA RATIO	Annexure T, subject to Clause 25.
G	HEIGHT	Annexure T, subject to Clause 26
Н	DENSITY	N/A
Š	CONSENT USE	N/A  Disclaimer: Please note that the validity of the Consent Use cannot be verified as the rights may have lapsed.
J	BUILDING LINES	Streets: Subject to Annexure T (T829.pdf) Other: Subject to Annexure T (T829.pdf)
K	SCHEDULE 5	N/A
AL.	ATTACHED DOCUMENTS	Schedule 1.

Kind regards

f: GROUP HEAD: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING





2008



AMENDMENT SCHEME 995T SHEET 1 OF

2 SHEETS

THE REMAINDER OF ERF 146, WAVERLEY

1	Use Zone	28: SPECIAL
2	Uses permitted	Dwelling-house and/or a distribution centre
3	Uses with consent	None
4	Uses not permitted	All other uses
5	Definitions	For the purposes of this Scheme a distribution centre means land and buildings designed or used as a place from where clothing and other goods for people in need are collected and distributed within the existing dwelling-house.
6	Coverage	20% (covered parking excluding)
7	Height	1 storey
8	Floor area ratio	0,2
9	Site development plan and landscape development plan	Not applicable
10	Building lines	To the satisfaction of the Municipality.
11	Parking requirements	Demarcated parking spaces, together with the necessary paved maneuvering space, shall be provided on the erf in the following ratios to the satisfaction of the Municipality:  1) Distribution depot: 1 Parking space per 100 m² floor area.  2) Other: Table G.
12	Paving of traffic areas	All parts of the erf upon which motor vehicles are allowed to move or park, shall be provided with a permanent dust-free surface, which surface shall be paved, drained and maintained to the satisfaction of the Municipality.
13	Access to the erf	Entrances to and exits from the erf shall be sited, constructed and maintained to the satisfaction of the Municipality.
14	Loading and off-loading facilities	The loading and off-loading of goods shall only take place within the boundaries of the erf.

### **APPROVED**

PROMULGATED ON:

COMES INTO OPERATION ON:

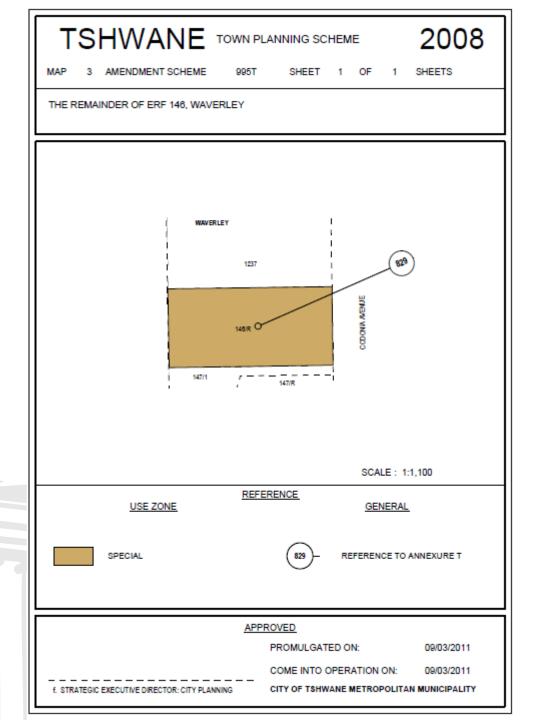
09/03/2011

f. STRATEGIC EXECUTIVE DIRECTOR: CITY PLANNING

09/03/2011

CITY OF TSHWANE METROPOLITAN MUNICIPALITY





# DRAFTING A SITE DEVELOPMENT PLAN & LANDSCAPE TISHWANE IGNITING EXCELLENCE DEVELOPMENT PLAN

- Must be in terms of Clause 31 of the Scheme
- Must be Clear and Legible (to scale)
- All recreation areas, parking spaces and maneuvering areas must be <u>indicated</u>, numbered and labeled.
- A full schedule of rights showing the permissible and actual development controls.



### SDP EXAMPLE



Source: http://www.godfreyhoffman.com/engineering/sample......



- FIRSTLY: Evaluate all submission documents. If any are found incomplete, refer file back
- SECONDLY: Evaluate the SDP i.t.o Clause 31 (Merits) and Zoning Information.
- THIRDLY: Complete the SDP Evaluation Form, and place such form on the file.
- APPLICANTS MAY NOT REMOVE THAT EVALUATION FORM!



# EVALUATION FORM EXAMPLES



Tel Please arrange for a	NAME AND ADDRESS OF THE OWNER,	
	Official	An
	Yes No	TO 1000
As per Clause 31 of Scheme (footprints, detail, rights tables, parking)	(MARS GE)	
Promulgateddate. /Title deed Endorsed Title	CONTRACTOR OF THE PARTY OF THE	
	\$4555 KIST	<b>(7)</b>
Street/ / Side / Rear / Provincial /	distribution.	25 75
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As per scheme		-
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STORY TO STORY		
Provision for NMT, Parking,		Sec. 182
	10 mg 120	(S)
		ACCOUNT NAMED IN
	Street / Side / Rear / Provincial / As per Scheme (nust be numbered ) Is it at the right location and functional	Street / Side / Rear / Provincial / As per Scheme (must be numbered ) Is it at the right location and functional  ***********************************



Town Planner:	Tel(Please arrange for a	meeong ir m	Official	Arch
		Yes	No	ALC: N
SDP	As per Clause 31 of Scheme (footprints, detail, rights tables, parking)	The state of	1.000 (0.00)	A PARTY
Rights (Use Zone)	Promulgated	THE REAL PROPERTY.	100000	N. KAS
Density	Promogates	1000	The latest terminal t	ALIS
Coverage			THE REAL PROPERTY.	245 M-W
Height		NEWS CO.		No. of Parties
FAR	The same of the sa	10 mm/s*	4 (carposan	W-
Building Lines	Street / Side / Rear / Provincial /	1000	Section 1	Carrier Co.
Parking	As per Scheme (must be numbered)			TO STATE OF
Backing Space (7 m)				
Loading Zones		I DESCRIPTION	a property	Street,
Traffic flow				
Pedestrian flow	. 6566			
Screening of Residential properties.				3.5
Scheme Conditions)	As per Scheme		2153	
Service Areas			Trace.	
Public transport	Has provision been made for public transport	or and the same	P SHIPP P	BASES S
NMT	Has provision been made for nmt	1	S CHARLES	Sec. of
Landscaping	HANNA HARRANAN 34	1	NA S	400

Comments	*****

Landscaping of sidewalks should be part of the development

Sidewalks (Scheme Conditions)



### COMPLETE SDP IN SUMMARY

- SDP must be in line with Clause 31 Provisions
- Must be accompanied by a registered Title
   deed, with necessary mandates (C.R, PoA etc)
- Must have fully completed application forms
- Must have the latest zoning information
- Must include a complete schedule on the SDP itself and not on a separate plan.



<u>DISCLAIMER</u>: "Any discussions, interpretation, support or advice given with regard to the policies of Council

specifically including RSDF and LUM By-law or on a specific land development application shall only be regarded as general remarks, inter alia due to the fact that there are interdependencies of other departments having to provide input and information that may not be available on the matter.



Therefore such remarks shall not be binding on municipal officials, the Municipality or any decision making body of the Municipality.

Decisions on the interpretation of the policies, frameworks and legislation, and the consideration of land development applications remain within the sole preserve of the decision making bodies of the Municipality and shall be dealt with, at the time, on the merits of the matter before it."



# THANK

YOU