

DIGTEBY

E S T A T E

PLAN SUBMISSION PROCEDURE

1. DOCUMENTS TO BE SUBMITTED

The following must accompany the first submission of proposed building plans to the Digteby Estate Home Owners Association (“DHOA”):

- One complete set of working drawings
- Architectural declaration document, completed and signed
- Fees and charges as detailed – to accompany plans where applicable

Barring unforeseen circumstances, comments will be forwarded to the design architects within fourteen days of submission.

Should resubmission of plans be necessary, additional scrutiny fees, as provided for, may be levied at an hourly rate by DHOA. One set of drawings, clearly indicating the corrections/changes, must be submitted in addition to the four sets referred to below.

Prior to submission to the local authority for approval, four complete sets of drawings must be presented to the Home Owners Association for final approval.

2. FEES AND CHARGES

All figures are exclusive of VAT and all cheques must be made out to Digteby Estate Home Owners Association.

Plan Scrutiny	R2 500-00 (excl. VAT)
Plan Scrutiny Additional Hourly charge (if applicable)	R 400-00 (excl. VAT)
Alterations and/or Additions	R 800-00 (excl. VAT)

3. BANK DETAILS

Digteby Estate Home Owners Association

ABSA Bank: Current account

Stellenbosch Branch; Code: 632-005

Account number: 406 946 8964

4. CONTACT DETAILS

DHOA: Pieter Theron (082) 563 0079

Managing Agent: Gary Bernhardt (083) 646 2221

or

Dennis Moss Partnership (021) 887 0124

(Hanns Blumer or Gideon Visser)

5. Architectural Checklist. (Appendix)

The list attached does not have to be filled in by the design architect.

It only serves the purpose of assisting architects to comply:

6. DECLARATION

STAND NO:.....

OWNER:..... DESIGN ARCHITECT

TEL : TEL:.....

FAX:..... FAX:.....

CELL:..... CELL:.....

E-mail..... E-mail.....

Architects are required to phone the Managing Agent in order to obtain the outcome of their plan scrutiny.

I, _____, in my capacity as the design architect declare that the information as given on my plans is correct and complete and certify that all elements of the design to be submitted conform to the Digteby Architectural Guidelines in every respect and I acknowledge that should they not, I will be held responsible for costs which may be incurred in order to ensure compliance.

Signature _____ Date _____

Owner's signature _____ Date _____