



Architectural Plan Submission and Approval Process

The HOA Constitution requires that all building plans as well as plans for alterations and additions prepared in accordance with the Architectural Design Manual must be lodged with and approved by the HOA prior to submission for approval to the Local Authority.

The plan submission and approval process is set out in Clause 5 of the Architectural Design Manual.

The HOA has appointed Van Biljon Consulting Architects to scrutinize building plans on behalf of the HOA.

1. Architectural Design Manual (ADM)

The ADM can be downloaded from the Mount Vernon Residential Estate website – <https://mountvernonestate.co.za/>

It is important that owners and designers treat the ADM as a design manual and not as a design guideline - the provisions of the ADM are to be strictly adhered to.

2. Accreditation of Architects/Registered Designers

Any design will only be accepted by the H.O.A. if the designer is registered with the South African Council for the Architects Profession (SACAP) and has been accredited by the H.O.A. (CI 5.1)

SACP registered designers are required to submit a company bio/cv together with confirmation of registration with the SACAP to the HOA for accreditation which accreditation can be withdrawn at the discretion of the HOA.

3. Detail Required

Prior to submission of any plans, the owner must first obtain from the H.O.A all information including erf diagrams, service connection diagrams and erf levels that may be required to facilitate the design process (CI 5.3). This information can be obtained from the Estate Manager Shane Waugh - shane@mountvernonestate.co.za

4. Scrutiny Fee

The scrutiny fee is currently set at R4 000 excluding VAT which is payable on date of first submission. (CI 5.4)

The scrutiny fee will be directly invoiced by Van Biljon Consulting Architects.

Please note that submission of plans will only be confirmed on receipt of the scrutiny fee and no plans shall be scrutinized prior to full payment.

5. Submission of plans

Plans will be reviewed on the **first Thursday of every month**.

All plans and documentation, including all payments, shall be presented to the Van Biljon Consulting Architects offices one week preceding the meeting.

Van Biljon Consulting Architects
Contact Peet Van Biljon
Email scrutiny@vbcc.co.za

6. Format

Digital PDF copies of plans are to be submitted.