	<b>AESTHETIC GUIDELINES ON PLAN SUBMISSIONS</b>	<b>REVISED 2025-01-30 REVISED 2025-03-01</b>
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## 1. INTRODUCTION AND PURPOSE

This document aims to provide guidance on the processes and requirements for submitting plans and conforming to the aesthetic requirements to do so.

The HOA Management office will require copies of the approved Council plans with a relevant Occupancy Certificate to keep on record. It remains the Owner's responsibility to submit these documents to the HOA Management office when required. Important to have these documents when the property is For Sale. This is for Full and Sectional Title Homes.

## 2. AESTHETIC REQUIREMENTS ON ANY AMENDMENTS AND ALTERATIONS

- a) All amendments made following the previously approved plans must be indicated on the new plans for submission. These include but are not limited to:
  - i. Pools
  - ii. Pergolas
  - iii. Carports and enclosers
  - iv. Any other structural changes


For more detailed information on allowed structures and their requirements such as approved materials please visit **THE RULES AND REGULATIONS** on The Wild's website [www.the-wilds.co.za](http://www.the-wilds.co.za)

- b) These requirements are for both Full Title and Sectional Title properties.
- c) For all amendments to be approved neighbor's consent is required and the neighboring property owner must sign the plans before they are submitted.

## 3. SUBMITTING AMENED PLANS

All plans are to be submitted on Wednesdays to allow for plan security on Fridays.

- a) Full Title properties:
  - i. The plans must include the Ground Floor, First floor, Elevation Plan & Site Plan. The plans must also show the Sewerage lines, Servitudes, and Contour.
  - ii. Must submit a certificate from the installer of any glass that is fitted.
  - iii. All amendments must be marked in RED and all applicable notes must be indicated on the plan submitted for approval.
  - iv. All structural [internal and external] amendments will require an engineer's report
  
- b) Sectional Title properties:
  - i. Must submit a site and unit plan. The plans must indicate all ratios and coverage.
  - ii. Must submit a certificate from the installer of any glass that is fitted.
  - iii. All amendments must be marked in RED and all applicable notes must be indicated on the plan submitted for approval.
  - iv. All sewer, water, and servitudes are to be indicated.

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- v. All structural [internal and external] amendments will require an engineer's report.
- vi. For alterations and amendments a signed Resolution on the Body Corporate letterhead must be submitted and supported by the applicable minutes.
- vii. No extension of Sectional Title units will be allowed other than, adding a veranda or enclosing a stoep.
- viii. All alterations (building work, installations, or any structural changes including changing of windows or sliding doors) on the inside or outside of the unit will need Body Corporate, HOA, and Tshwane approval.
- ix. Interior renovations such as re-tiling, painting, or décor will require Body Corporate approval.

c) Cost:

Proof of the plan scrutiny fee payment must be submitted with the plan approval submission.

Natasha Nel from MidCity Property Services can be contacted to forward an Invoice for the scrutiny payment: ([natasha.nel@midcity.co.za](mailto:natasha.nel@midcity.co.za)) Kindly make use of the reference number for this payment. This is for Full and Sectional Title Homes.

**\*\* Do not pay the fees to the levy account\*\***


- i. Amendment cost:
  - 0 – 10 m2 = R 1 150,00
  - 10 – 50 m2 = R 1 500,00
  - 50 and more = R 2 000,00
- ii. Vacant Stands Building a New Home R 2 500.00
- iii. Building Fees for New Homes R 12 500.00
- iv. Refundable building deposit R 12 500.00

d) Compulsory documents:

- i. Previous approved Council plans (important)
- ii. Four [4] sets of plans in A1 size in colour. For all new homes or amendments.
- iii. The document application for Plan Amendments must be completed and submitted for both Full and Sectional Title Homes. [Annexure A]
- iv. Signed and completed document from neighbouring property owners [Annexure B]

e) Process guidelines:

- i. All the documents required as mentioned must be submitted as one batch to avoid re-submission.
- ii. The owner or a representative must attend the Aesthetics meeting by appointment for the scrutiny of plans.
- iii. After the HOA Aesthetics Committee Members approve the amended or new plans, the owner or representative is to submit the HOA-approved plans to the Council for their approval.
- iv. The council will give a submission receipt that the plans were submitted/received. The Owner is to keep this receipt on record to collect the approved plans when ready.
- v. The owner or representative to follow up with Council when the approved plans are ready for collection. The Council does not make phone calls for these collections.
- vi. Keep in mind that HOA approval is subject to Tshwane approval.


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- vii. Three of the 4 sets of the HOA approved plans will be given back to the owner or representative on the day of scrutiny.
- viii. The owner is to keep one set of the HOA-approved plans for record keeping.
- ix. The HOA will keep an HOA-approved copy.
- x. The Council will require two copies of the HOA-approved plans.
- xi. The Council will not view plans without HOA approval.
- xii. It is the owner's responsibility to submit copies of the approved Council plans to the HOA Management office to replace the HOA-approved copy.
- xiii. The approved Council Plan must have a New Occupancy Certificate for which the HOA Management office requires a copy.

How to obtain an Occupancy Certificate: When the approved Council plans are collected, the Council does not verbally inform the collector to apply for an Occupancy Certificate. Kindly apply for the Occupancy Certificate when the plans are collected to submit the Approved Council Plan together with the Occupancy Certificate to the HOA Management Office. All plans require an Occupancy Certificate. This is for Full and Sectional Title Homes.


**ANNEXURE A**  
Application for amendments


	<b>Full Title Submission – All the below are compulsory.</b>	<b>Sectional Title Submission – All the below are compulsory.</b>
	Copy of previously approved Tshwane plans required to evaluate the new application	Copy of previously approved Tshwane plans required to evaluate the new application
	4 Sets of A1 plans to be submitted with all amendments marked in red	4 Sets of A1 plans to be submitted with all amendments marked in red
	Maximum ratio: Ground Floor not bigger than 50 % of the Stand Size	Not allowed to build additional living space
	Maximum ratio: 1 <sup>st</sup> Floor not bigger than 80 %	Resolution submitted
	Additional structures are named with the type of material that will be used	Proof of Scrutiny Payment submitted
	Schedule: Ground Floor & First Floor Totals (New + Existing	Proof that the MidCity account is paid to date
	Neighbors' approval where applicable	
	Comments of another party submitted	

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	Proof of Scrutiny Payment submitted		
	Proof that the MidCity account is paid to date		
<b>Owners Name &amp; Surname:</b>			
Telephone No:			
Stand Number / Complex Stand no & Unit no:			
The area within the estate			
Complex Name			
<b>Architect's Name &amp; Surname:</b>			
Registration No:			
Telephone No:			
SACAP Registration form to be submitted			
<b>Date when the owner's Architect inspected the property to re-draft and calculate <u>all</u> the amendments.</b>			
<p>The responsibility of the Architect is to make sure that the property matches the amended plans in all aspects. Therefore, an inspection by the owners' Architect is required. The HOA Aesthetics Committee will not evaluate the plans if the owners The architect did not inspect the entire property.</p>			

ANNEXURE B  
Comments from another party[Neighbor]

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	<b>City Planning and Development Department Section: Building Plans and Inspection Management</b>	DOC NO	CPnD/BP&IM/ CAP5
		ISSUE DATE	14/01/2014
		REV DATE	26/04/2016
		REV NO	3

### COMMENTS OF ANOTHER PARTY

This document must be handed in with the Application for Permission where the comment of an adjacent owner is required

<b>PLAN NO</b>		<b>REGION</b>	
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### PROPERTY INFORMATION

<b>PROPERTY DESCRIPTION</b>	
<b>STREET NAME AND NUMBER</b>	

### REGISTERED OWNER(S) OF PROPERTY UNDER APPLICATION

Provide a dated plan, signed by both parties, indicating the common boundary

<b>FULL NAME</b>			
<b>ID NUMBER</b>		<b>TITLE DEED NO</b>	
<b>POSTAL ADDRESS</b>			
<b>E-MAIL</b>		<b>POSTAL CODE</b>	
<b>TEL</b>		<b>CELL</b>	
<b>SIGNATURE(S) OF REGISTERED OWNER(S)</b>		<b>DATE</b>	

### REGISTERED OWNER(S) OF PROPERTY WHOSE COMMENTS ARE SOUGHT

<b>PROPERTY DESCRIPTION</b>			
<b>STREET NAME AND NUMBER</b>			
<b>FULL NAME</b>		<b>ID NUMBER</b>	
<b>ENTITLEMENT (INDICATE)</b>	<b>OWNER</b>	<b>TRUSTEE</b>	<b>HOLDER OF A POWER OF ATTORNEY</b>
<b>POSTAL ADDRESS</b>			
<b>E-MAIL</b>		<b>POSTAL CODE</b>	
<b>TEL</b>		<b>CELL</b>	
<b>COMMENTS</b>			
<b>SIGNATURE(S) OF REGISTERED OWNER(S)</b>		<b>DATE</b>	

**Note:** The local authority reserves the right to approve or to refuse any Application for Permission, notwithstanding an agreement between the parties above, should it not be in the interest of better development.

No Permission will be considered for approval where a restrictive clause or clauses exists/exist in the Title Deed of such property.