



CENTURY VIEW PROPERTY OWNERS ASSOCIATION ("CVPOA")

HOMEOWNERS GUIDELINE FOR PLAN APPROVALS

When is it necessary to submit plans for approval?

It is a requirement of the Constitution of the Century View Property Owners Association (CVPOA) and by the complex's Design Guidelines. Also as required by the Century City Property Owners Association (CCPOA) Rules and Regulations and the Law as administered by the City Council of the City of Cape Town.

Basically that includes every building alteration, addition, and any new construction. It applies usually to changes to existing exterior of buildings, but also applies to gardens, boundary walls (including vibrecrete) and swimming pools.

The responsibility of Homeowners who are applying for approval

- They are fully responsible for their own property, and must consider other Homeowners' rights.
- Appoint an appropriate professional or technician to prepare the plan according to the law, if necessary.
- Work within the Law – the Cape Town Zoning Scheme, the Land Use Planning Act and the National Building Regulations (see Notes).
- Comply with the CVPOA Design Guidelines.
- Comply with the CCPOA Rules and Regulations including the Urban Design Framework.
- Comply with the CVPOA Contractors Agreement.
- Submit drawings which comply with the requirements of the National Building Regulation and/or the City of Cape Town.
- Submit those drawings, illustrations and other relevant documents by e-mail in digital format in accordance with the CCPOA.
- Directives will be channelled to the CVPOA for consideration and approval.
- Pay the stipulated CCPOA scrutiny fee in advance.

The responsibilities of the CVPOA

- The CVPOA is responsible for the overall property and represent the interests of both the applicant and the rest of the Homeowners.
- Maintain an up to date set of approved CVPOA Design Guidelines.
- Any changes must be submitted to the CCPOA and Design Review Committee (DRC) for comment and approval.
- The CVPOA Design Guidelines must be available to all Homeowners, the CCPOA and DRC.
- The CVPOA Design Guidelines must outline a procedure for submission of plans.
- The CVPOA may appoint specialists to assist them execute their responsibilities generally and to adjudicate proposals.

The responsibilities of the Board of Trustees of the CVPOA

- Approve or not approve the proposals, and specifically the drawings, in terms of the CVPOA Design Guidelines under the CVPOA Constitution.
- Where the CVPOA Design Guidelines are silent and depending on the CVPOA Rules & Regulations, the Board of Trustees may approve a proposal only once the CVPOA Design Guidelines have been adopted at a general meeting of their CVPOA.
- Call for assistance from professionals to arrive at their decision where a proposal is complex or controversial, or may be a source of dispute between Homeowners.
- It is not necessary for a Trustee to be a built environment professional. An ordinary land owner applying common sense to the application of the guidelines is ideal.

The responsibilities of the Managing Agent who is acting for the CVPOA

- Assist the CVPOA to undertake their responsibilities and ensure the smooth flow of documents.
- Managing agents do not approve proposals on behalf of the CVPOA unless specifically mandated to do so.

- Ensure that the submitted drawings meet the required standard and that the CVPOA and CCPOA requirement are met.
- Ensure the CVPOA Contractors Agreement is enforced.

The responsibilities of Tenants

Any requirement they may have must be referred to the Homeowners who must make any submission to change a building at their discretion and under their responsibility.

The responsibilities of the CCPOA and the DRC

- Once the CVPOA has approved the application and the drawing, the DRC will scrutinise it at the next scheduled meeting.
- Approve and endorse the drawings with the DRC and CCPOA stamps. They will return it to the applicant, who must then have it approved by the City of Cape Town
- Before construction commences a fully completed and signed copy of the CVPOA Contractors Agreement must be submitted to the Managing Agent.

The responsibilities of the City of Cape Town

- The City of Cape Town has requirements for all submissions for approval. A drawing must be drawn as required by the City Council under the National Building Regulations.
- The City of Cape Town will not consider a submission for approval unless such submission has been endorsed by the DRC and CCPOA stamps.

Plan Submission Procedure

(No hand drawn plans will be accepted!)

- Electronic submissions must be in PDF format. The drawings must be printable to a recognised scale on ISO A size of paper. Changes to be in colour where applicable. All submissions are to be emailed to the CCPOA on es@ccpoa.co.za and a read receipt must be utilised on all emails sent, as it is the responsibility of the sender to ensure that the electronic submission has been received by the CCPOA.
- Century City residents may take hard copies of their plans (A3 or A4 only) to **PostNet**, Shop 583, Upper Level, Canal Walk, Century City. PostNet will scan the drawings and electronically submit the plans to the CCPOA on the resident's behalf. All scanning and emailing costs incurred are for the residents account.

Timeline expectations

- Please note that the scrutiny process may take up to 30 days by the CCPOA and CVPOA upon submission for the relevant parties to review submissions until approval may be granted. In cases where further plan alterations are required the timeline may be longer.
- Please note that the City of Cape Town may take anything from 30-90 days upon submission until approval may be granted.

It is therefore wise to plan any alterations accordingly and not to enter into any contractual agreements with builders and/or suppliers until official approval has been granted.

Note 1: Land Use Planning Act is used here to mean also the Land Use Planning Ordinance
 Note 2: National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977)
 Note 3: The CCPOA Rules and Regulations are downloadable from the Century City website