

## DRC PROCESS – OCTOBER 2021

### **1. Preamble**

The Design Review Process (DRP) is a mechanism for protecting the aesthetics, scale and nature of design standards of the development and ensuring that the integrity of all homes are in alignment with the Architectural Vision of the Association.

### **2. Design Review Manual**

The Architectural Design Guidelines (ADG), or more commonly referred to as the Design Review Manual (DRM), is the legal document used to control the nature and aesthetics of development, and to ensure the protection, improvement and enhancement of the natural environment. It is the standard by which all plans are measured against.

### **3. Design Review Committee**

The Design Review Committee (DRC) is a group of three independent and impartial professionals who evaluate plans submitted by Homeowners against the DRM. These professionals are appointed in terms of the Constitution of Kelderhof Country Village and are made up of two architectural professionals and one landscape professional.

### **4. Expectations of the Process**

Homeowners need to be aware of their expectations when submitting a plan for reviewing. They can expect the following: -

- 4.1 Independence & Objectivity -The committee is independent of the HOA and has no vested interest but to ensure consistency, adherence and fairness on the designs,
- 4.2 Expertise – The review is carried out by suitably trained professionals who are experienced in design and know how to criticise constructively.
- 4.3 Multidisciplinary - It combines the different perspectives of architects and landscapers who are trained professionals, to give a complete, rounded assessment.
- 4.4 Transparency & Accessibility – The committee will provide all the necessary and pertinent feedback as to requirements for changes or reasons for plans not approved.
- 4.5 Time – The professional needs time to adequately and thoroughly assess each submission and expectations on turn-around time should be reasonable.
- 4.6 Professional – The committee members are all professionals and are not only suitably qualified, have years of industry experience, they also have understanding and knowledge of the DRM

requirements and philosophy This may not always be seen by Homeowners and peers, but their input is invaluable and they are remunerated for their insights.

## **5. Involved Parties**

There are a few parties involved in the DRC process and you should be familiar with them before you start.

- 5.1 Your Design Professional (DP) – This is the person you appoint to draw up the plans for your build/alteration. Make sure your DP is familiar with: -
  - 5.1.1 DRM and the requirements of the Estate. Submissions that are rejected may be as a result of your DM not doing sufficient research which means the plans have to be amended and resubmitted. This will be the homeowners cost whereas the knowledgeable DP would be able to avoid these.
  - 5.1.2 Council regulations. Departures from council regulations need to be submitted to avoid the plans being rejected.
  - 5.1.3 Neighbours Consent. If any of the departures trigger a requirement for Consent from a neighbour, this should be done prior to submission to avoid the plans being sent back and a resubmission and the concomitant re-submission fee.
  - 5.1.4 Supporting Documentation. All supporting documentation like engineer appointment, light calculations etc. This will ensure that the DRC will process your submission first time.
- 5.2 The Estate Manager (EM) – The Estate Manager is responsible for the processing of your application. He will send your application to the Managing Agent for control and billing and then forward the plans onto the DRC. Once approved, the EM will send you the necessary documentation to complete like the Builder's Code of Conduct and appoint a building inspector to ensure compliance with the rules of the Estate.
- 5.3 The Managing Agent (MA) – The Managing Agent will invoice you for the DRC's time and ask you to settle the invoice before you receive the signed and approved plans.
- 5.4 The Building Inspector (BI) – The Building Inspector is responsible for the supervision of your build, to ensure it complies with the NHRBC, the BCOC and the rules of the Estate. He will sign off your Completion Certificate when the build is complete.

## **6. Process**

- 6.1 The application should be made by your DP and sent to the Estate Manager's office.
- 6.2 Your DP will be able to determine if there is a departure from the Estate guidelines.

- 6.3 If there is a departure, payment of the departure fee is first to be paid (see 7.4) as well as all the necessary documents in place (neighbour's consent, letter of motivation etc.) first. Thereafter a the application for full scrutiny can be made.
- 6.4 The EM will send it to the DRC for assessment.
- 6.5 The DRC professional will review the pack to ensure all the relevant documents are included. If it's not included it will be returned to your DP.
- 6.6 If the submission pack is complete, he will then determine the extent of the work and advise the MA to send an invoice to your DP for the scrutiny fees.
- 6.7 Your/your DP need to effect payment of scrutiny fees after which the DRC professional will complete the assessment of your submission.
- 6.8 Assuming the plans are compliant, the plan will be stamped with the HOA DRC stamp, signed and sent back to your DP.
- 6.9 It is then your/DP's responsibility to submit the plan to the local authority for scrutiny in terms of HOA and council guidelines. It follows that if the plans aren't stamped by the HOA, they will automatically not be scrutinised.
- 6.10 Once approved, a copy of the approved plans are to be issued to the HOA and DRC.
- 6.11 You would then appoint a builder to build your house/alterations.
- 6.12 The builder would need to complete the necessary documentation including the NHBC certificate, Builders Code of Conduct and pay the builder's deposit and upfront levies etc.
- 6.13 The BI will monitor your construction and ensure that any proposed deviations from approved plans to be submitted to HOA/DRC for approval prior to implementation.
- 6.14 Once your build is complete it is crucial to ensure that an Occupation Certificate is issued by the council AS WELL as a Completion Certificate issued by the Estate.
- 6.15 Should there be any "As-built" drawings required indicating changes to original approved drawings, these need to be submitted to the local authority/council and thereafter a copy to the DRC professional and HOA.

## **7. Costs (VAT incl.)**

- 7.1 Category 1- New Build R6,100
- 7.2 Category 2 - Significant Works R4,275
- 7.3 Category 3 - Minor Works R2,475
- 7.4 Departure Scrutiny R862.50
- 7.5 Architect's Hourly Fee - R1,035
- 7.6 Retainer R5,000
- 7.7 Processing Fee on Resubmissions - R862.50