

ANNEXURE A - MINIMUM REQUIREMENTS MATRIX

The purpose of this checklist is to guide applicants in the preparation of land use planning applications, as well as the Municipality, to ensure basic completeness of applications prior to submission thereof. An application must be accompanied by the information and documents as set out in section 38 of the By-law on Municipal Land Use Planning and failure to submit the information and documentation will result in the application being deemed incomplete and are grounds for the Municipality to refuse to accept an application in terms of section 40 of the said legislation. The applicant should consult with the Municipality to ascertain the applicability of the compulsory information and documentation required for each specific application type. The applicant will be advised of the outstanding information, or alternatively, be advised to make an appointment for a pre-application consultation meeting. All land development application submissions remain subject to a final completeness check by an official within 30 days of receipt of the application and the Municipality may request additional information.

		COMPULSORY INFORMATION AND DOCUMENTATION REQUIRED														SUPPORTING INFORMATION AND DOCUMENTATION REQUIRED					
Section 15(2)	Requirements Application types	Completed & signed application form	Power of Attorney / Owner's consent (1)	Resolution (2)	Proof of registered ownership (3)	Bondholder's consent (if any)	Written motivation (4)	S.G. diagram / Extract of general plan	Locality plan	Site development plan / conceptual layout plan	Subdivision plan (including street name(s) & number(s)) (5)	Proof of payment of application fees	Copy of title deed	Conveyancer certificate (7)	Minutes of pre-application meeting (8)	Zoning plan	Phasing plan	Consolidation plan	Proof of lawful use right	Proof of failure of HOA (9)	Copy of original approval letter (s)
(a)	Rezoning of land:	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	✓	✓	✓	✓	✓	-	-	-	-	-
(b)	Permanent departure from development parameters of zoning scheme:	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	✓	✓	✓	✓	-	-	-	-	-	-
(c)	Departure granted on a temporary basis:	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	✓	✓	✓	✓	-	-	-	-	-	-
(d)	Subdivision of land that is not exempted, including the registration of a servitude or lease agreement: (6)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	-	-	-	-	-
(e)	Consolidation of land that is not exempted:	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	✓	✓	✓	✓	✓	-	✓	-	-	-
(f)	Removal, suspension or amendment of restrictive conditions:	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	✓	✓	✓	✓	-	-	-	-	-	-
(g)	Permission required in terms of the zoning scheme:	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	✓	✓	✓	✓	-	-	-	-	-	-
(h)	Amendment, deletion or imposition of conditions in respect of an existing approval:	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	✓	✓	✓	✓	-	-	-	-	-	✓
(i)	Extension of the validity period of an approval:	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	✓	✓	✓	✓	-	-	-	-	-	✓
(j)	Approval of an overlay zone:	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	✓	✓	✓	✓	✓	-	-	-	-	-
(k)	Amendment or cancellation of an approved subdivision plan or part thereof:	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	-	-	✓
(l)	Permission required in terms of a condition of approval:	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	✓	✓	✓	✓	-	-	-	-	-	✓
(m)	Determination of a zoning:	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	✓	✓	✓	✓	-	-	-	✓	-	✓
(n)	Closure of a public place or part thereof:	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	✓	✓	✓	✓	-	-	-	-	✓	-
(o)	Consent use contemplated in the zoning scheme:	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	✓	✓	✓	✓	-	-	-	-	-	-
(p)	Occasional use of land:	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	✓	✓	✓	✓	-	-	-	-	-	-
(q)	Disestablish a home owner's association:	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	✓	✓	✓	✓	-	-	-	-	-	✓
(r)	Rectify a failure by a home owner's association (HOA) to meet its obligations:	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	✓	✓	✓	✓	-	-	-	-	-	✓
(s)	Permission for reconstruction of an existing building that constitutes a non-conforming use:	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	✓	✓	✓	✓	-	-	-	-	-	✓

GENERAL NOTES:	
(1) - Unless the applicant is the registered owner(s).	(6) - To include proof of an agreement or approval if an application for subdivision requires servitude(s) over land which does not belong to the applicant.
(2) - Resolution or other proof that applicant is authorised to act on behalf of a juristic person.	(7) - Conveyancer certificate or copy(ies) of all historical title deeds.
(3) - Proof that the copy of the title deed as submitted is the latest document.	(8) - Where applicable, the minutes of a pre-application consultation in respect of the application should be submitted.
(4) - The written motivation should be based on section 65 criteria	(9) - Constitution of HOA and proof of failure.
(5) - The subdivision plan should comply with section 38.(j) and 98 of the by-law	(10) - To include a certified copy if applying for removal, suspension or amendment of restrictive conditions