



Mariners Village
Home Owners Association (HOA)
140 Church Street, Westcliff, Hermanus
Tel. 028 312 1871
marinersvillage@telkomsa.net

MARINERS VILLAGE DESIGN REVIEW COMMITTEE (DRC)

Building Plans Submission Checklist

Please Note:

- Submission building plans must clearly express design intensions, with materials selection plus final colours and finishes.
- Three sets of drawings (two coloured) to be submitted with this DRC Checklist, properly completed by the Owner's Architect. Once approved, two copies will be given back to the owner and one copy kept in the HOA's files for record purposes. The DRC approved plans will be stamped and signed by the DRC review members and NO alterations may be made thereto after they have been approved. The municipality will not accept any plans without being approved and stamped by the HOA via the DRC.
- Any applications for waivers of the National Building Regulations or other statutory requirements, or any deviation from the Mariners Design Manual must be handed in and approved by the DRC before submission to the local authority.
- A receipt issued by the HOA's Administrators (i.e. OSRO) for the DRC's plan review fee as well as for the amount charged by the HOA as a Builder's Deposit (also known as the damage or scrutiny deposit) must accompany the detailed plans. The applicable current amounts payable in this regard must be obtained from the Complex Manager or his delegate.

HOA Trustees:

E. Botha, J. Engelbrecht, H. Jones, Dr. S. Parker, W.G. Pienaar, P. Potgieter, C. Van Niekerk, T. van Rooyen & R. Visser

Managing Agent:

OSRO CC Property Managing Agents, 301 Durban Road, Bellville 7535, Tel. 021 910 0707

MARINERS VILLAGE DESIGN REVIEW COMMITTEE (DRC)

Owner's Name & Surname: _____

Owner's Telephone No.: _____ Email: _____

Building plans submitted for: _____ (new house/alterations)

Plans Prepared By (Architect): _____

Contact Person: _____

Email Address: _____

Telephone No: _____

S.A.C.A.P. Registration No: _____

Street Name & No.: _____ Erf No.: _____

Property/Building Sizes:

Erf: _____ m²

House: _____ m²

Footprint: _____ m²

Pre-requisites:

Plan Review Fee Paid: R_____ OSRO's Receipt No.: _____

Builders Deposit Paid: R_____ OSRO's Receipt No.: _____

3x Sets of Plans Submitted: _____ Yes/No

Architectural Plan Review Check Form-As Per Design Manual

(Erf No. _____)

Nr.	Compliance with Design Manual	Yes	No	Comments
1.	Beacon certificate and building lines			
2.	Plan forms (1.1 & 1.2.4)			
3.	Coverage percentage: %			
4.	Building lines adherence (1.1.5)			
5.	Sans height restrictions (2)			
6.	Roof pitch: degrees (3.1)			
7.	Roof covering (3.4.1)			
8.	Roof colour (3.4)			
9.	Windows/doors - schedule (5)			
10.	Gables (3.7.1.)			
11.	Chimney (3.8)			
12.	Source of energy solar panel/heat-pump/gas (13)			
13.	Balcony (6)			
14.	Boundary walls (7)			
15.	Courtyard			
16.	Discussed boundary walls with neighbours			
17.	Superstructure walls (4)			
18.	Wall finishes (4.2)			
19.	Wall/house colours (4.2.1)			
20.	Windows (5)			
21.	Windows paired/proportional (5.1.2)			
22.	Outside doors-material & colour (5.3)			
23.	Garage doors (5.5)			

24.	Pergolas (3.9.4)			
25.	Braai area (8)			
26.	Driveway & drive way coverage (9)			
27.	Landscape plan layout			
28.	Veranda			
29.	Lean to roofs : Pitch Degree (3.2)			
30.	Lean to buildings are correctly sized			
31.	Garage roof (3.3)			
32.	Main roof (3)			
33.	Positioning of geysers (must be out of sight)			
34.	Positioning of laundry lines (out of sight if possible)			
35.	Positioning of air-conditioners			
36.	Swimming pool placement/size acceptable			

DRC Comments/Notes:

Plans are approved / not approved / conditionally approved:

Date: _____

Reviewed by:

Name: _____ Signature: _____

Name: _____ Signature: _____