



## **GARLINGTON BUILDING GUIDELINES**

### **BUILDING PROCEDURES**

- 1 After a Homeowner has had his/her building plans approved by GARC and the owner wishes to commence building, he is required to contact the Garlington Homeowners' Association (prior to work on site commencing) and a Site Handover Meeting will be arranged.
- 2 Prior to the Site Handover Meeting, the owner and contractor must each lodge a deposit of R15 000 with the Garlington Homeowners' Association. In the event of the owner electing not to use the services of his Architect to supervise the building, then such deposit shall be increased to R30 000. In addition to the R30 000 a further R4 800 must be lodged to cover the inspections which will be conducted at the instruction of the HOA, in the absence of the architectural supervision, to ensure that the build is done in terms of the plans approved by GARC.
- 3 Before the handover, the owner shall be obliged to have the boundary pegs identified by a Land Surveyor and a certificate to this effect shall be handed to the owner at the Site Handover Meeting.
- 4 A building contractor and owner will be obliged to enter into a contract with the Garlington Homeowners' Association and complete the Site Handover Form prior to the commencement of construction.
- 5 Only builders approved by the Garlington Homeowners' Association may be used and for this purpose the owner may merely submit the name of the builder to the Garlington Homeowners' Association, who shall advise the owner if the specific builder has been precluded from building at Garlington. The Garlington Homeowners' Association does not give any undertaking as to the quality of builders but does have the right to exclude builders from building at Garlington. All builders must be members of the Master Builders' Association.
- 6 In the case of any alterations to buildings, the same procedures shall be adopted and the same fees will be payable. Contracts must again be entered into.



## GARLINGTON BUILDING GUIDELINES

### PLAN SUBMISSION PROCEDURES

1. Plans may only be prepared by an Architect who is approved by the Garlington Architectural Review Committee (GARC).
2. Two sets of plans are to be submitted to Sue Mitchell in hard copy by 10am on the day prior to the scheduled meeting (082 728 0148 or sue@rmbrokers.co.za).
3. A submission fee of R6 000 must be paid with the first submission and in the event of the Architect submitting his first design and not having been formally included on the panel but having been granted permission by the GARC to submit a set of plans, then an additional submission fee of R5 000 shall be payable (ie total submission fee of R11 000).
4. In the case of a 3<sup>rd</sup> or any further submissions, a fee of R2 000 shall be paid in **each** instance.
5. GARC may call on the payment of additional fees, calculated on a time basis, for difficult submissions.
6. A minimum fee of R1 000 will be payable, for alterations which are deemed by GARC, to be minor.
7. A fee of R3 000 shall be payable in respect of alterations to already approved plans.
8. A roof plan must be submitted.
9. Layouts of adjoining properties must be submitted with plans, as well as street elevations showing adjoining properties.
10. Plans may be in black and white and at a scale of either 1:100 or 1:50.
11. A Submission Form must be completed and accompany each submission.
12. In the case of houses below the werfwall, a cross-section is to be included in the plan.
13. A plan showing how storm water is to be dealt with, must be submitted.
14. All boundary fencing must be shown, with the proposed height indicated.
15. Payment of the fees may be made by electronic transfer into the following account:  
  
**Bank:** First National Bank  
**Account Name:** Garlington Homeowners' Association  
**Account No:** 6263 045 8596  
**Branch Code:** 220 825  
**Reference:** Erf No ..... **Surname:** .....  
**If the above reference is not quoted, we will be unable to correctly allocate your payment. Proof of payment must be emailed to both: sue@rmbrokers.co.za AND accounts@garlington.co.za**
16. Please check the website for any updates/variations to the submission procedure.