



GARLINGTON ARCHITECTURAL REVIEW COMMITTEE

To Whom It May Concern

GARLINGTON : PLAN SUBMISSION PROCEDURES

- The Garlington Architectural Review Committee meetings are scheduled monthly. Please see the website, or contact Sue Mitchell, for the scheduled meeting dates. **All submissions must be with Sue Mitchell by no later than 10am, four working day prior to the scheduled GARC meeting. No late submissions will be accepted and any late submissions will be held over to the next meeting of GARC.**
- The current fee structure is as follows:

SUBMISSION	FEE
1st	R6 000
2nd & Subsequent	R2 000
Alterations to approved plan - less than 50m ²	R2 000
Alterations to approved plan - greater than 50m ²	R3 000
Swimming pool, pergola, verandah enclosure - Frameless	R1 000
Each alteration submission after the first, will raise a fee applicable to that alteration	
Non-Panel architect	R5 000
GARC may call on the payment of additional fees, calculated on a time basis, for difficult submissions.	
Review of a GARC decision	R5 000

Payment must be made by electronic transfer into the following account and proof of payment must accompany the submission, failing which, the submission will not be reviewed:

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

3. If any owner wishes to utilise the services of an architect who is not on the approved panel of architects for Garlington, written permission must first be obtained from GARC. The proposed architect must submit their portfolio in hard copy and motivation must be given as to why an already approved architect is not to be used. If approval is given, then the additional R5 000 fee will be payable, together with the first submission fee. Any approval given will relate to a particular erf only and the project must be seen through to build completion. No other work may be undertaken on the estate by that architect, without obtaining the prior approval of GARC.
4. Any alteration/amendment to an approved plan must be submitted to the GARC, as set out below, together with the relevant submission form and submission fee. All alterations to existing approved plans must be submitted by an architect who is on the approved panel – unless prior permission is given by GARC to utilise the services of an alternative architect. Again, the additional fee of R5 000 will be payable in respect of that submission.
5. Two sets of folded plans are to be delivered to Sue Mitchell (082 728 0148) at 71 Tanner Road, Wembley, Pietermaritzburg, by no later than 10am, four working days prior to the scheduled meeting, together with the completed submission form and proof of payment of the fee. **In addition, the submission must be emailed to Sue Mitchell, in PDF format (sue@rmbrokers.co.za).**
- 5 Plans must clearly illustrate the overall intent and must include the following:
 - 5.1 Wall plate heights and roof pitches to be shown on sections.
 - 5.2 Finished floor levels to be shown in relation to actual ground levels.
 - 5.3 All corner peg levels to be shown (based on actual topo-survey) on the plans.
 - 5.4 Area calculations to be shown.
 - 5.5 Coverage calculations to be shown.
 - 5.6 North point on locality/site/layout plans to be shown.
 - 5.7 A roof plan must be submitted.
 - 5.8 Layouts of adjoining properties must be submitted with plans, as well as street elevations showing adjoining properties.
 - 5.9 Plans may be in black and white and at a scale of either 1:100 or 1:50.
 - 5.10 In the case of houses below the werfwall, a cross-section is to be included in the plan.
 - 5.11 A plan showing how storm water is to be dealt with, must be submitted.
 - 5.12 All boundary fencing must be shown, with the proposed height indicated.
- 6 The placement and details of the septic tank are required. Septic tanks are to be calcamite tanks of no less than 1 500 litres, which are rated for a "0 to 6-person household".
- 7 Solar heating installations must be submitted for approval by GARC.
- 8 Any request of the relaxation of building lines must be accompanied by the written consent of the neighbour/s.

Yours faithfully

"GARLINGTON ARCHITECTURAL REVIEW COMMITTEE"