

LAND USE PLANNING APPLICATION FORM (Section 15 of the Langeberg Land Use Planning Bylaw PN 264/2015, 30 July 2015) KINDLY NOTE: Please complete this form using BLOCK capitals and ticking the appropriate boxes. PART A: APPLICANT DETAILS First name(s) Surname South African Council for Planners (SACPLAN) registration number (if applicable) Company name (if applicable) Postal Address Postal Code Email Tel Fax Cell PART B: REGISTERED OWNER(S) DETAILS (If different from applicant) Registered owner(s) Physical address Postal code E-mail Cell Fax Tel PART C: PROPERTY DETAILS (in accordance with title deed) Property description [Erf Number(s) or Farm(s).] **Physical Address GPS** Coordinates Town

Current Zoning					Extent m ² /ha					0	Y	Ν				
	cable g Scheme															
Curre	ent Land Use	•														
	Title Deed number & date															
Any restrictive Y			Ν													
Are restrictive con- ditions in favour of			Ν													
	party(ies)? property				•											
bond		I				nd/or			If yes is	this ann	lication to k					
land use on the subject property (ies				perty(ies)	Ś		Y	Ν	the buil	lding / lai	nd use?	-	Y	Ν		
		-			/ order(s)		Y	Ν				ered on	Y	Ν		
PART	D: PRE-APPL	LICATIC	N C	ONSULTA [.]	TION											
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	2(0)	consent use cont	templated in the zoning scheme;	R
V	2(p)	occasional use o		R
	2(q)		of a home owner's association;	R
			failure by a home owner's association to meet its	
	2(r)		pect of the control over or maintenance of services;	R
	2(s)	R		
			TOTAL A:	R
PRESC	CRIBED NOTIO	CE AND FEES** (fo	r completion and use by official)	
Tick	Notificatior in media	n of application	Type of application	Cost
	SERVING O	F NOTICES	Delivering by hand; registered post; data messages	R
	PUBLICATIO	ON OF NOTICES	Local Newspaper(s); <i>Provincial Gazette</i> ; site notice; Municipality's website	R
	ADDITIONA		Site notice, public meeting, local radio station,	D
V	OF NOTICE	S	Municipality's website, letters of consent or objection	R
\checkmark	NOTICE OF	DECISION	Provincial Gazette	R
	INTEGRATE	D PROCEDURES	T.B.C	R
			TOTAL B:	R
			TOTAL FEES*	R
			(TOTAL A + B)	ĸ
	ING DETAILS		ality are non-refundable and proof of payment must accompany publishing notice of an application. g Municipality	
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PART G: ATTACHMENTS AND SUPPORTING INFORMATION AND DOCUMENTATION FOR LAND USE PLANNING APPLICATION [sections 15(2)(a) to (s) of the Langeberg Municipal Land Use Planning Bylaws]

Complete the following checklist and attach all relevant information and documentation. Failure to submit all information and documentation required will result in the application being deemed incomplete. An application will only be processed once it is complete.

Information and documentation required in terms of section 38(1) of said legislation

Y	Ν	Power of attorney / Owner's consent if applicant is not owner	Y	Ν	Bondholder's consent (if applicable)
Y	Ν	Resolution/other proof that applicant is authorised to act on behalf of juristic person	Y	Ν	Proof of registered ownership or any other relevant right held in the land concerned
Y	Ν	Written motivation	Y	Ν	S.G. Diagram / General Plan extract
Y	Ν	Locality Plan	Y	Ν	Site Development Plan or Conceptual Layout Plan
Y	Ν	Proposed Subdivision Plan	Y	Ν	Proof of agreement or permission for required servitude
Y	Ν	Proof of payment of application fees	Y	Ν	Full copy of the title deed
Y	Ν	Conveyancer's certificate	Y	Ν	Minutes of pre-application consultation meeting (if applicable)

Supporting information and documentation:

Y	Ν	N/A	Consolidation plan	Y	Ν	N/A	Land Lise Plan / Jening Plan
Y	Ν	N/A	Street name and numbering plan	T	IN	N/A	Land Use Plan / Zoning Plan
Y	Ν	N/A	Landscaping / Tree plan	Y	Ν	N/A	1 : 50 / 1:100 Flood line determination (Plan and report)
Y	Ν	N/A	Abutting owner's consent	Y	Ν	N/A	Home Owners' Association consent
Y	И	N/A	Environmental Impact Assessment (EIA), Heritage Impact Assessment (HIA), Traffic Impact Assessment (TIA), Traffic Impact Statement (TIS), Major Hazard Impact Assessment (MHIA), Environmental Authorisation (EA) / Record of Decision (ROD) (strikethrough irrelevant)	Y	Ν	N/A	Services Report or indication of all municipal services / registered servitudes
Y	Ν	N/A	Copy of original approval and conditions of approval	Y	Ν	N/A	Proof of failure of Home owner's association
Y	Ν	N/A	Proof of lawful use right	Y	Ν	N/A	Any additional documents or information required as listed in the pre-application consultation form / minutes
Y	Ν	N/A	Required number of documentation copies	Y	Ν	N/A	Other (specify)

PART	H: AUT	HORISATION(S)	IN TERMS OF OTHER LEGISLA	ATI (ON						
Y	N/A	National Herit (Act 25 of 199	age Resources Act, 1999				Specific Environmental Act/s):				
Y	N/A	National Envir	onmental Management				Specific Environmental Act(s): Environmental Conservation Act No. 73				
		Act, 1998 (Act Subdivision of	Agricultural Land Act,	_			of 1989, National Environmental Management:				
Y	N/A	1970 (Act 70 c	of 1970)		Y	N/A	Air Quality Act No 39 of 2004,				
		•	anning and Land Use ment Act, 2013 (Act 16 of		1		National Environmental Management:				
Y	N/A	2013) (SPLUMA	•				Waste Act No. 59 of 2008, National Water Act No 36 of 1998,				
			Health and Safety Act,				(strikethrough irrelevant)				
Y	N/A	•	of 1993): Major Hazard								
		Installations Re	ning Act, 2014 (Act 3 of	-			Other (specify)				
Y	N/A	2014) (LUPA)			Y	N/A					
Y	Ν	-				MHIA	approval been made? If yes, attach				
			plans / proof of submission e				tion proposition terms of solution $(A(1))$ of				
Y	Ν		•	•		•	tion procedure in terms of section 44(1) of es, please attach motivation.				
SECTI	ON I: [DECLARATION									
I here		sh to confirm th	-								
1.				olic	cation	form	and accompanying documentation is				
2.		nplete and corr aware that it		er	tion 8	6(1)(d)) of the Langeberg Municipal Land Use				
2.			supply particulars, information or answers knowing the particulars, information								
	ansv	wers to be false	, incorrect or misleading or	no	t belie	ving th	nem to be correct.				
3.			orized to make this applica ant power of attorney or co				of the owner and (where applicable) that				
4.							the owner's behalf, it is accepted that				
	corr	espondence fr	om and notifications by th	e٨	Aunicip	oality ii	n terms of the by-law will be sent only to				
_		-	the owner will regularly co								
5.		elopment prop		anc	d Use	pianni	ing applications required to enable the				
6.				b	een re	ad an	nd that there are no restrictive title deed				
				or	alterno	atively	an application for removal/suspension or				
7			part of this submission.								
7.					-	-	respect of the provision and installation of s a result of the proposed development.				
Appli	cant's	signature:			Date:						
		-									
Appli	cant's	Name:									
		-									
ANNE	XURES	·									
			e attached for your	A	nnexu	<u>re A</u> : <i>I</i>	Minimum requirements matrix				
inforr	nation	, only if applica	ble:			and use planning application submission					
			Annexures with the				and protocol				
appli	cation	torm.		Land use planning application workflow							

The purpos	e of this checklist is to guide a	pplicants in	the prepare	ation of land	l use planni	ng applicati	ons, as well			UM REQUIRI ensure basic			cations prio	r to submissio	on thereof. A	n applicatio	on must be	accompanie	d by the info	ormation ar	nd	
ın applica outstanding	s as set out in section 38 of the ttion in terms of section 40 of th g information, or alternatively, pality may request additional i	e said legis be advised	lation. The a to make an	pplicant sh	ould consul	t with the Mu	unicipality to	o ascertain tl	he applicat	ility of the c	ompulsory i	nformation of	and docum	entation req	uired for eac	h specific c	application	type. The app	olicant will b	e advised o	of the	
	pairy may request additional i			CON	MPULSORY I	NFORMATION	N AND DOC	UMENTATIO	N REQUIRED							SUPPORTING INFORMATION AND DOCUMENTATION REQU						
ection 15(2)	Requirements	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) &	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)	
	Application types									layoor plan	number(s) a number(s)] (5)											
(a)	Rezoning of land;	v	v	v	v	v	v	v	v	v	-	v	v	v	v	v	-	-	-	-	-	
(b)	Permanent departure from development parameters of zoning scheme;	v	v	v	v	v	v	v	v	v	-	v	v	٧	v	-	-	-	-	-	-	
(c)	Departure granted on a temporary basis;	v	v	v	v	v	v	v	v	v	-	v	v	٧	v	-	-	-	-	-	-	
(d)	Subdivision of land that is not exempted, including the registration of a servitude or lease agreement; (6)	v	v	v	v	v	v	v	v	v	v	v	v	v	v	-	-	-	-	-	-	
(e)	Consolidation of land that is not exempted;	v	v	v	v	v	٧	v	v	v	-	v	v	V	v	v	-	v	-	-	-	
(f)	Removal, suspension or amendment of restrictive conditions;	v	v	٧	V	v	٧	v	v	٧	-	v	v (10)	V	v	-	-	-	-	-	-	
(g)	Permission required in terms of the zoning scheme;	v	v	v	v	v	v	v	v	v	-	v	v	v	v	-	-	-	-	-	-	
(h)	Amendment, deletion or imposition of conditions in respect of an existing approval;	v	v	v	v	v	v	v	v	v	-	v	v	v	v	-	-	-	-	-	v	
(i)	Extension of the validity period of an approval;	v	v	v	v	v	V	v	v	v	-	V	v	V	v	-	-	-	-	-	v	
(j)	Approval of an overlay zone;	v	v	v	v	v	v	v	v	V	-	V	v	٧	v	v	-	-	-	-	-	
(k)	Amendment or cancellation of an approved subdivision plan or part thereof;	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	V	-	-	-	v	
(1)	Permission required in terms of a condition of approval;	v	٧	v	v	v	v	v	v	v	-	v	v	v	v	-	-	-	-	-	v	
(m)	Determination of a zoning;	v	v	v	v	v	v	v	v	v	-	v	v	v	v	-	-	-	v	-	v	
(n)	Closure of a public place or part thereof;	v	v	v	v	v	v	v	v	v	-	v	v	٧	v	-	-	-	-	v	-	
(0)	Consent use contemplated in the zoning scheme;	v	v	v	v	v	v	v	v	V	-	V	v	v	v	-	-	-	-	-	-	
(p)	Occasional use of land;	V	v	v	V	v	v	V	v	v	-	v	v	٧	v	-	-	-	-	-	-	
(q)	Disestablish a home owner's association;	v	v	v	v	v	V	v	v	v	-	v	v	v	v	-	-	-	-	-	v	
(r)	Rectify a failure by a home owner's association (HOA) to meet its obligations;	v	v	v	v	v	v	v	v	v	-	v	v	v	v	-	-	-	-	-	v	
(s)	Permission for reconstruction of an existing building that constitutes a non-conforming use.	v	v	v	v	V	V	v	v	v	-	v	v	v	v	-	-	-	-	-	v	
GENERAL NO	NTES:																					
(1) - Unless th	ne applicant is the registered owner	(s).									(6) - To inclu applicant.	ide proof of a	n agreement	or approval if	an applicatior	n for subdivisio	on requires se	ervitude(s) over	land which do	oes not belor	g to the	
(2) - Resolutio	on or other proof that applicant is a	uthorised to c	act on behalf	of a juristic pe	erson.						1	yancer certific	ate or copy(i	ies) of all histori	cal title deeds							
(3) - Proof the	at the copy of the title deed as sub	mitted is the l	atest docume	ent.							(8) - Where	applicable, th	e minutes of	a pre-applicat	ion consultatio	on in respect o	of the applica	ation should be	submitted.			
(4) - The writt	en motivation should be based on	section 65 cri	teria								(9) - Constit	ution of HOA c	and proof of f	ailure.								
5) - The suba	division plan should comply with sea	ction 38.(i) an	d 98 of the bv	-law							(10) - To inc	lude a certifie	d copy if app	lying for remov	al, suspension	or amenden	nent of restric	tive conditions				
											L			,	,							

ANNEXURE B – LAND USE PLANNING APPLICATION SUBMISSION AND PROTOCOL

The following pages set out the basic submission requirements for land use planning applications compiled in terms of Langeberg Municipal Land Use Planning Bylaw PN 264/2015, 30 July 2015. In an effort to prevent delays and ensure the success of the application, prospective applicants are advised to undertake a pre-consultation application meeting in order to obtain more information and specific application related advice, guidelines and submission requirements.

Application documentation and supporting information should be accurate and be prepared and submitted strictly in accordance with these requirements. Failure to do so, or where submissions are incomplete, is grounds for refusing to accept the land use planning application in terms of section 40 of the said legislation.

1. Supporting information and documentation

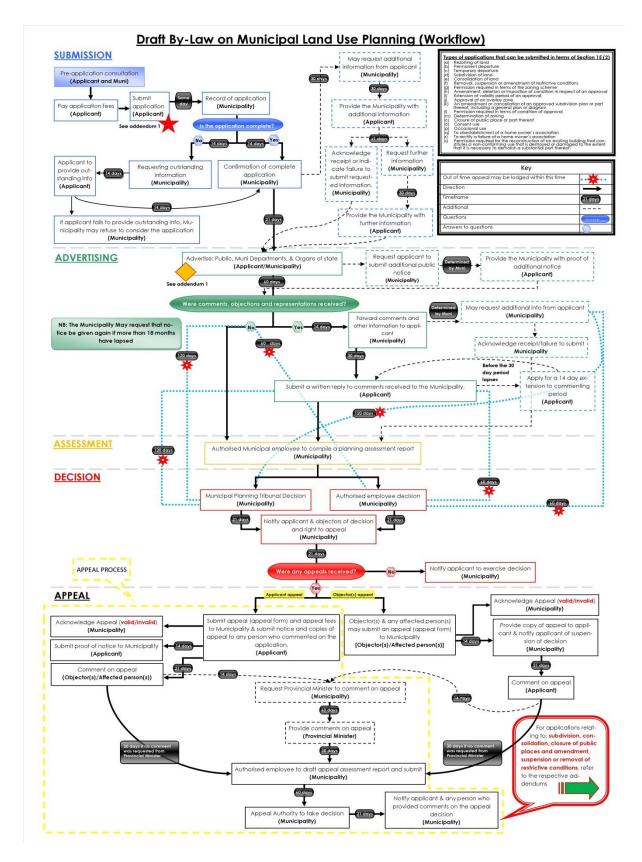
The minimum supporting information and documentation required to enable the Municipality to assess land use planning applications are listed in **Annexure A**. Kindly note, that this is only a guideline and the Municipality should be consulted to ascertain if any additional requirements relating to the proposal might be requested.

2. Application and advertising fees

The application and advertising fees must be paid in full on submission, failing which the Municipality will refuse to accept and/or refuse to consider the application. The total fee(s) payable is determined by the application type and extent of public participation required, and it is advised that the Municipality be contacted to determine the exact amount payable in respect of the application.

When an integrated procedure is followed in terms of section 44 of the said legislation the advertising fees will be determined once an agreement is reached between the Municipality and any other organ of state (for example the simultaneous publication of notices for Environmental Authorisations with land use planning applications).

The applicant is liable for the cost of serving notices of an application. The fees referred to above are only application and advertising fees and any additional costs may be at the applicant's expense (e.g. development charges).



NOTE: The work-flow is only a guideline and may be subject to change due to various factors which may include complexity of application, type of application, additional information requested, oral hearing etc.

4. Motivation report / letter

A written motivation for an application should be based on the criteria referred to in section 65 of the said legislation, namely;

- Desirability of the proposed utilisation of land and any guidelines issued by the Provincial Minister regarding desirability of proposed land uses;
- Investigations carried out in terms of other laws that are relevant to the consideration of the application;
- The impact of the proposed land development on municipal engineering services;
- Applicable policies of the Municipality that guide decision making;
- Applicable provisions of the zoning scheme;
- Consideration of the following forward planning documents;
 - Integrated development plan, including the municipal spatial development framework;
 - Integrated development plan and spatial development framework for the district municipality, where applicable;
 - Applicable local spatial development frameworks adopted by the Municipality;
 - Applicable structure plans;
 - Provincial spatial development framework; and
 - Regional spatial development framework in section 18 of SPLUMA and LUPA or provincial regional spatial development framework
- Policies, principles and planning and development norms and criteria set by the national and provincial government; and -
- Land development principles as referred to in section 42 of the Spatial Planning Land Use Management Act, 2013 (Act 16 of 2013) (SPLUMA) and Chapter VI of the Land Use Planning Act, 2014 (Act 3 of 2014) (LUPA).

When an application is submitted for an amendment, suspension or removal of restrictive conditions the criteria referred to in section 33(5) of the said legislation, should also be considered.

5. Plans

The following plans together with the information mentioned below, may be required to accompany the application:

5.1. <u>Locality plan</u>

When a locality plan is required, such a plan must be legible and may include the following;

- The scale, True North, legend and the title "Locality Plan";
- Erf boundaries with erf or farm numbers thereon;
- Location of the subject property (boundary line highlighted and area hatched);
- Street names and numbers;
- Roads with an indication of whether they are main, trunk, national or provincial roads;
- Municipal boundaries, nearest towns, etc.
- Any physical restrictions on the property or surrounding properties which may affect the application; and -
- Other relevant information as may be required.

5.2. <u>Zoning plan</u>

When a zoning plan is required, such a plan must be legible and may include the following;

- The scale, True North, legend and the title "Zoning Plan";
- The location of the proposed land units;
- Erf boundaries with erf or farm numbers thereon;
- Street names and numbers;
- Dimensions, size and location of the relevant portion and zonings (indicated in accordance with the notation schedule of the relevant zoning scheme);
- The existing access points;
- All servitudes;
- All existing structures on the property and abutting properties;
- The proposed public places and the land needed for public purposes;
- All distances and areas to scale; and –
- Other relevant information as may be required.

5.3. <u>Subdivision plan</u>

When a subdivision plan is required, such a plan must be legible and may include the following;

- The scale, True North, legend and the title "Subdivision Plan";
- The location of the proposed land units;
- The proposed zonings in respect of the proposed land units (indicated in accordance with the notation schedule of the relevant zoning scheme);
- All existing structures on the property and abutting properties;
- The proposed public places and the land needed for public purposes;
- The existing access points;
- All servitudes;

- Contours with at least a one-meter interval or such other interval as may be approved by the Municipality;
- The street furniture;
- The lamp, electricity and telephone posts;
- The electricity transformers and mini-substations;
- The storm-water channels and catch pits;
- The sewerage lines and connection points;
- Any significant natural features;
- 1:50 / 100 year flood line (if applicable);
- All distances and areas to scale; and –
- Other relevant information as may be required.

5.4. <u>Consolidation plan</u>

When a consolidation plan is required, such a plan must be legible and may include the following;

- The scale, True North, legend and the title "Consolidation Plan";
- The proposed consolidation in respect of the proposed land units;
- All existing structures on the properties;
- The existing access points;
- All servitudes;
- The sewerage lines and connection points;
- Any significant natural features; and –
- All distances and areas to scale.

5.5. <u>Site development plan</u>

When a site development plan is required, such a plan must be legible and may include the following;

- The scale, True North, legend and the title "Site Development Plan", as well as the number of the plan (amendments to the plan must have subsequent numbers);
- All existing / proposed structures on the property(ies);
- The existing / proposed access points;
- Building lines (zoning scheme and title deed);
- Land use planning parameters (coverage, height, floor space, parking etc. according to zoning scheme);
- All servitudes;

- Contours with at least a one-meter interval or such other interval as may be approved by the Municipality;
- 1:50 / 1:100 year flood line, if applicable;
- The street furniture;
- The lamp, electricity and telephone posts;
- The electricity transformers and mini-substations;
- The storm-water channels and catch pits;
- The refuse areas, sewerage lines and connection points;
- Detailed parking layout with dimensions;
- Any significant natural features; and –
- All distances and areas to scale.

5.6. <u>Street naming and numbering plan</u>

When a street name and numbering plan is required, such a plan must be legible and may include the following;

- The scale, True North, legend and the title "Street name and Numbering Plan";
- The location of the proposed land units;
- The proposed street names and numbers in respect of the proposed land units;
- All existing structures on the property and abutting properties;
- The proposed public places and the land needed for public purposes;
- The existing access points;
- All servitudes;
- The street furniture;
- The lamp, electricity and telephone posts;
- The electricity transformers and mini-substations;
- Any significant natural features; and –
- All distances and areas to scale.

6. Supporting information and documentation

The following information or documentation may be requested at the discretion of the Municipality and can include the following;

- Copy of Traffic Impact Statement (TIS if between 50 150 peak hr trips) or Traffic Impact Assessment (TIA - if > 150 peak hr trips);
- Floodline determination (report / plan);
- Copy of the Environmental Impact Assessment (EIA) / Heritage Impact Assessment (HIA) report;

- Confirmation of submission of EIA / HIA;
- Copy of the Environmental Authorisation (EA) / Record of Decision (ROD);
- Services report or indication of all municipal services / registered servitudes;
- Landscaping / Tree plan;
- Typical unit types (plan & elevation);
- Abutting neighbour consent;
- Body Corporate / Home Owners Association (HOA) consent;
- Home Owners Constitution / architectural guidelines;
- Copy of original approval and conditions of approval;
- Minutes of pre-application consultation meeting;
- Confirmation from the Department of Rural Development and Land Reform regarding land claim(s) / restitution claim(s);
- Proof of lawful use right;
- Proof of failure of Home owner's association;
- Additional copies of selected documentation;
- Additional motivation; and –
- Any other specialist studies, etc.

Draft By-Law on Municipal Land Use Planning (Workflow)

