

# PROJECT CHECKLIST

## 1 PROCESS FOR PLAN APPROVAL PRIOR TO START OF BUILDING AT WESTFORD BRIDGE

(HO=Home Owner; WBHOA=Westford Bridge HOA board; PA=Project Architect; KM= Knysna Municipality)

#	PROCESS	RESPONSIBILITY	DATE COMPLETED	CHECKED BY
1	HO to <b>Contact</b> the WBHOA representative responsible for Architectural matters for advice on how to access the latest versions of the <i>Architectural Design Manual</i> , <i>Green Contract</i> , <i>Building Guidelines</i> and project <i>Checklist</i> and to discuss the process or address any queries he/she may have.	HO WBHOA		
2	<p><b>Architect/Designer.</b> The WBHOA does not wish to prescribe to owners which architect or draughtsman to use, however such architect / draughtsman <b>must</b>:</p> <ul style="list-style-type: none"> <li>▪ meet the professional criteria laid down by the Knysna Municipality (KM) and the SA Council for the Architectural Profession.</li> <li>▪ be acceptable to the Architectural Committee of the WBHOA.</li> <li>▪ be fully appraised of and bound by the terms of the Architectural Design Manual (Manual) and all other relevant terms and conditions that apply to building projects on the estate (as defined in the WBHOA Green Contract)</li> <li>▪ personally visit the site prior to the drawing of concept sketches or plans.</li> </ul>	HO		
3	<b>Schematic Design/Concept Drawing Phase.</b> The first step in the design process is the production of a schematic design by the architect/designer which must be submitted to the WBHOA for review. The design will be checked for preliminary compliance with the Manual by the WBHOA and the PA, who will communicate findings to the HO.	HO PA WBHOA		
4	<p><b>Design Development.</b> Preliminary drawings should be drawn based on the outcome of the schematic design phase above. On completion the drawings must be presented by the HO to the PA. Once the PA is satisfied that the plans comply with the design criteria laid down in the Manual he/she will communicate same to the HO.</p> <p><b>Fees:</b> The WBHOA will raise an invoice on the HO for the <b>Plan Scrutiny Fee</b> and the <b>Green Deposit</b>, as indicated in the relevant documentation (see also BUILDING CODE OF CONDUCT - GREEN CONTRACT).</p> <p>Final drawings should then be completed and submitted to the PA for final assessment and approval.</p> <p>Once the plans are approved by the PA they will be submitted by the PA to the WBHOA for final acceptance (and <b>stamping</b>), as required by the KM.</p> <p>The PA will arrange with the HO for collection of approved (stamped) plans, together with a formal <b>letter of approval</b> from the WBHOA, which will be subject to the payment of the fees above.</p>	HO PA  WBHOA		
5	<b>Waivers.</b> During the design development stage it may become apparent that a waiver(s) will be required. Such waiver(s) should be applied for from the WBHOA, and, if granted, the waiver(s) will be recorded in the Approval Letter above. It should be noted that where waivers relate to any deviation from the Design Manual, a separate waiver will be required from the KM. Application for such waiver(s) should be made early in the design process so as to avoid delays or the need to re-design.	HO		
6	Application must be made by the HO to the KM for a <b>Sensitive Coastal Area Permit</b> , to be submitted with plans.	HO		
7	<p><b>Approval by Local Authority.</b> HO to lodge the plans with the KM for approval (note: The KM will not accept drawings that have not been endorsed by the WBHOA).</p> <p>No building activity may commence without the drawings being approved by the KM.</p>	HO		

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8	HO to conduct a “ <b>search and rescue</b> ” exercise of indigenous vegetation with the WBHOA, any cost of work emanating from this will be to the account of the HO.	HO WBHOA		
9	<b>Services.</b> Once plans have been approved the WBHOA will arrange for the installation of water and electricity meters, to be billed to the HO. The WBHOA is to point out to HO the location of services so as to avoid damage during construction.	WBHOA		

## 2 PROCESS FOR MONITORING THE CONSTRUCTION PHASE OF THE BUILDING PROJECT

#	PROCESS	RESPONSIBILITY	DATE COMPLETED	CHECKED BY
1	<b>WBHOA approval of Contractor</b> - To ensure compliance with the conditions of the Manual, the selected Contractor must be approved by the WBHOA. Such approval will require proof that the Contractor has read and understands the terms of the <b>Manual</b> and the <b>Green Contract</b> . (Note: Owner-builders are not permitted). The appointment of a contractor should not be finalised before approval has been obtained from the WBHOA.	HO		
2	<b>Shade cloth</b> screen to be erected as detailed in the “ <b>Building Guidelines</b> ” to enclose the building area.	HO		
3	<b>First Site Meeting</b> - Proof that the pegged house is as per the site plan as shown in the formally approved working drawings with specific confirmation that it fits within the designated <b>building platform</b> , that the <b>level of the ground floor peg</b> is on the designated contour and that any <b>retaining walls</b> will meet the specifications as defined by the contract engineer (surveyor's certificate required). <b>(NB: PA call fee for this visit is included in Plan Scrutiny fee)</b>	HO PA		
4	<b>Second Site Meeting</b> (if applicable) – Proof that the completed basement floor level is as shown in the formally approved working drawings (surveyor's certificate required), and that any retaining walls meet (or will meet) the specifications as defined by the contract engineer	HO PA		
5	<b>Third Site Meeting</b> – Proof that the completed ground floor level is as shown in the formally approved working drawings (surveyor's certificate required), and that any retaining walls meet (or will meet) the specifications as defined by the contract engineer.	HO PA		
6	<b>Fourth Site Meeting</b> – Proof that the roof conforms with the colour and maximum height restriction as laid down in this Architectural Design manual (surveyor's certificate required), and that any retaining walls meet the specifications as defined by the contract engineer.  That the exterior wall and trim paint samples (as applied to sample sections) conform with the permissible paint colours as laid down in this Architectural Design Manual. <b>(NB: PA call fee for this visit is included in Plan Scrutiny fee)</b>	HO PA		
7	<b>Fifth Site Meeting</b> - Project Sign-off and reconciliation/set-off of <b>Green Deposit</b>	HO WBHOA		

NB: The cost of obtaining all relevant certificates above to be borne by the owner.