

PROJECT CHECK-LIST

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

(**HO**=Home Owner; **WBHOA**=Westford Bridge HOA board; **ARC**=Architectural Review Committee; **PA**=Project Architect; **BCO**=Building Control Officer; **KM**=Knysna Municipality);
ADM=Architectural Design Manual; **BCC**=Building Code of Conduct; **BG**=Building Guidelines; **PCL**=Project Check List)

#	PROCESS	RESPONSIBILITY	DATE COMPLETED	CHECKED BY
1	HO to access the WBHOA website (www.westfordbridge.co.za ; PLANNING TO BUILD tab) for information on what to do when planning to build at Westford Bridge as well as the latest versions of the ARCHITECTURAL DESIGN MANUAL (ADM) , BUILDING CODE OF CONDUCT CONTRACT (BCC) , BUILDING GUIDELINES (BG) and PROJECT CHECKLIST (PCL) .	HO		
2	Architect/Designer. The WBHOA does not wish to prescribe to owners which architect or draughtsman to use, however such architect / draughtsman must : <ul style="list-style-type: none"> ▪ meet the professional criteria laid down by the Knysna Municipality (KM) and the SA Council for the Architectural Profession. ▪ be acceptable to the Architectural Review Committee (ARC) of the WBHOA. ▪ be fully appraised of and bound by the terms of the ADM and all other relevant terms and conditions that apply to building projects on the estate (as defined in the BCC) ▪ personally visit the site prior to the drawing of concept sketches or plans. 	HO		
3	Schematic Design/Concept Drawing Phase. The first step in the design process is the production of a schematic design by the architect/designer which must be submitted to the PA for review. The design will be checked for preliminary compliance with the Manual by the PA, who will communicate findings to the HO and ARC.	HO PA WBHOA		
4	Design Development. 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 ADM he/she will communicate same to the ARC. Fees: The WBHOA will raise an invoice on the HO for the Plan Scrutiny Fee and the Building Deposit , as indicated in the relevant documentation (see also BUILDING CODE OF CONDUCT - BCC). Final drawings should then be completed and submitted to the PA for final assessment and approval. Once the plans are approved by the PA they will be submitted by the PA to the ARC. Once approved by the ARC they will be submitted to the WBHOA for final acceptance (and stamping), as required by the KM. The PA will arrange with the HO for collection of approved (stamped) plans, together with a formal letter of approval from the WBHOA, which will be subject to the payment of the fees above.	HO PA WBHOA ARC WBHOA PA		

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5	Application must be made by the HO to the KM for a Sensitive Coastal Area Permit , to be submitted with plans.	HO		
6	HO to complete and sign copy of the BUILDING CODE OF CONDUCT (BCC) contract and submit same to the WBHOA for counter-signing, together with payment/bank guarantee for the BUILDING DEPOSIT	HO WBHOA		
7	Approval by Local Authority. 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).	HO		
8	No building activity may commence without the drawings being approved by the KM and delivery of a copy of same, together with the completed BCC and deposit (as per 6 & 7 above)	All		

2 PROCESS PRIOR TO AND DURING (MONITORING) THE CONSTRUCTION PHASE OF THE BUILDING PROJECT

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1	WBHOA approval of Contractor - To ensure compliance with the conditions of the ADM and BCC 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 ADM and BCC. (Note: Owner-builders are not permitted, unless a registered member of the NHBRC). The appointment of a contractor should not be finalised before written approval has been obtained from the WBHOA.	HO BCO WBHOA		
2	Shade cloth screen to be erected as detailed in the BCC to enclose the building and storage areas, to be certified by the BCO.	HO BCO		
3	Induction Meeting: HO to arrange with the Building Control Officer BCO to meet with the Contractor (and Project Manager if applicable) to plan the preparation of the site as per the BCC. NOTE: Covid-19 distancing/health rules apply	HO BCO		
4	Prior to any clearing or construction work, HO to conduct a “ search and rescue ” exercise of indigenous vegetation with the BCO, any cost of work emanating from this will be to the account of the HO.	HO BCO		
5	Services. Once plans have been approved the BCO will arrange for the installation of water and electricity meters, to be billed to the HO. The BCO will point out to the Contractor the location of services so as to avoid damage during construction.	BCO		
6	First Site Meeting - 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 building platform , that the level of the ground floor peg is on the designated contour and that any retaining walls will meet the specifications as defined by the contract engineer (surveyor's certificate required).	HO BCO		

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4	Second Site Meeting (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	Third Site Meeting – 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	Fourth Site Meeting – 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.	HO PA		
7	Fifth Site Meeting - Project Sign-off and reconciliation/set-off of Building Deposit	HO WBHOA		

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