

APPLICATION SUBMISSION CHECKLIST

The purpose of this checklist is to guide applicants in the preparation of applications and to check basic completeness of applications prior to submission to the Town Planning Department. Application submissions are required to be accompanied by the minimum supporting information and documentation listed herein, without all of which the application **will not be accepted** and the applicant will be advised of the shortcomings and invited to return once the proposed submission is complete as stated herein, or alternatively to make an appointment for a pre-submission meeting with the relevant Town Planner. Should you be unsure at all, kindly contact the Town Planning Department. All application submissions remain subject to a final completeness check by a Town Planner within 14 days of receipt, during which time further requirements may be identified and conveyed to the applicant, depending on the nature of the application.

		APPLICATION TYPE															
		a	b	c	d	e	f	g	h	i	K,	l	m	n	o	p	s
		Rezoning	Departure – Permanent	Departure – Temporary	Subdivision	Consolidation	Amendment/deletion of restrictive conditions	Permission in terms of the Zoning Scheme	Amendment, deletion or additional conditions in respect of an existing approval	Extension of time	Phasing, amendment or cancellation of a plan of subdivision or a part thereof	Amendment of Site Development Plan (SDP), Constitution/Architectural Guidelines	Zoning Determination	Closure of Public place	Consent Use	Occasional Use	Disestablishment of HOA
MINIMUM SUPPORTING INFORMATION / DOCUMENTATION REQUIRED	Completed & signed application form	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Power of attorney (1) (2) (4)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Locality Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Motivation letter/report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Copy of title deed	✓	✓	✓	✓	✓	✓(5)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Conveyancer's certificate (3)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Bondholder's consent	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Proposed subdivision / SG Diagram	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Copy of original approval letter	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Site development plan /building plans	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Application / Advertising fee proof of payment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
ADDITIONAL NOTES																	
(1) Unless applicant is registered owner. (2) To include company resolution if applicant not natural person. (3) May be waived if the title deed is clear enough (at official's discretion).									(4) Proof of Ownership (5) Original Title Deed								