SDP Approvals

S.D.P SUBMISSION PROCEDURE

- SDP submissions are generally done in A3 format (1 colour and 4 copies black and white)
- You will require the following to prepare the submission document

1. Engineers appointment form and drawings to be signed.
2. Boundary wall / fence details
3. Area, Parking, Zoning and schedule of Rights details to be on site plan
4. Application fee (R599)
5. Fire department fee (TBA) show hydrants on Site layout
6. Refuse removal to show on plan layout. I will need a separate plan to show size and indicate Tap and Gully
7. Storm water attenuation to show on Site plan
8. Landscaping layout
9. Water and sewer connection points to show on site plan
10. Contours to show on site plan
11. Storm water design by engineers should be submitted to JRA. I need a copy of the approval letter
12. City power – If the township falls under City power (not Escom) your Electrical engineer must assist with the approval there off as City power need a lot of technical info.
13. Note that both Health, Escom and Environmental departments are fairly easy to get approved. I will let you know if they comment, but I seldom get comments from them.
14. If your area falls under a City Power area then I will need a letter stating electricity requirement.
15. Company Resolution and Power of attorney from your client to you and Power of attorney from your company to Mandy Pietersen
16. Title deeds (If Draft - the title deed must accompany a letter from lawyer advising when submitting to the deeds office and previous owners title deed must be included to make sure the conditions on the title deed did not change)
17. Promulagation notice must be included
18. Sec 82 certificate to be included if applicable
19. Home owners approval if applicable
20. If we encroach any building lines the building line relaxation application must be submitted with the SDP (Neighbours consent)
21. All the requirements mentioned in the amendment scheme must be adhered to
- A control sheet will be kept to keep tabs on the progress of the submission
- SDP will only be submitted once all the departments signed and stamped the SDP
- Cheques to be made out to “City of Johannesburg”
- I would suggest to have the Plans ready for submission 2 weeks after I have submitted the SDP (I can then route to some of the departments and submit SDP) It will save some time
- It is vitally important that you keep copies of all documentation in you project file as I would need all the same doc’s for plan submission.
- Copies of application forms could be faxed to you on request