



**OAKWOOD**

**PINEHURST GARDEN CITY**



**GARDEN CITIES**

**HOMEOWNERS ARCHITECTURAL IMPROVEMENTS**  
**GUIDELINE**  
**for**  
**Alterations and Additions**  
**to**  
**Homes**

# **HOME IMPROVEMENT GUIDE TO HOMEOWNERS**

*1 November 2009*

*Updated November 2011*

*Updated July 2012*

*Updated February/March 2013*

## **Index**

Clause 1	Introduction
Clause 2	Architectural Language
Clause 3	Site Layout
Clause 4	Building Mass
Clause 5	Exterior Windows and Doors
Clause 6	Boundary Walls
Clause 7	Stonework
Clause 8	Basements
Clause 9	Balustrades
Clause 10	Awnings, Carports, and Pergolas
Clause 11	Covered Verandahs and Braai Patio's/Braai Rooms
Clause 12	Paint
Clause 13	Verge Paving
Clause 14	Swimming Pools
Clause 15	TV Antennae and Satellite Dishes
Clause 16	Burglar Bars
Clause 17	Water and Energy Saving Devices
Clause 18	Minor Works
Clause 19	Street numbers and Post Boxes
Clause 20	Safety
Clause 21	Plan Submission Procedure
Clause 22	Working Document
Clause 23	Miscellaneous

## **Annexures**

"A"	Planning Process Flowchart
"B"	Burglar Bars & Security Gates
"C"	Fireplaces
"D"	Steel Palisade Fencing - Privacy
"E"	Braai Servery Top Closer
"F"	Awnings
"G"	Solar Panel
"H"	Planning Submission Fees

## 1. INTRODUCTION

- 1.1 Garden Cities is known to generations of homeowners for its enviable record of successful, integrated suburbs that have generated a strong sense of civic responsibility and pride among their thousands of residents. The intention of this guide is to assist the new homeowner in ensuring that any form of improvement made to their home will add value to the architectural coherence of the built fabric of Oakwood. The principle objective of this coherence in architectural language, building materials and colours, is to ensure that **all** improvements, alterations and additions to existing buildings and streetscapes contribute to the value of each individual home owner's investment on the one hand, and to mitigate the visual impact of the development as a whole, on the other. It is therefore important to note that for the benefit of all homeowners, this document is and will be a living document, and will be revised, amended and updated from time to time.
- For the benefit of all homeowners, the rules and guides that may have been acceptable in the past may become unacceptable in the future and precedent will not be found to be grounds for departures from the rules of the day.
- 1.2 This Guide is applicable to all single residential, group housing and general residential properties. Commercial properties will be subject to the pre-scrutiny and written approval of Garden Cities and the town planning scheme regulation of the local authority.
- 1.3 Garden Cities together with the relevant Home Owners Association shall appoint a Professionally Registered Architect as the Supervising Architect who, in conjunction with the trustees, will ensure that all that all standards are maintained throughout the lifespan of the HOA.
- 1.4 As stated in agreement of sale documentation and HOA constitution rules.
- “No alteration, addition, demolition, major decoration or reconstruction of or to the property, including walls, fences and sidewalks, may be undertaken without the prior approval of the appointed Supervising Architect and HOA trustees and the relevant local authority where applicable.”**
- 1.5 Any additions, alterations, or amendments to the original planning applications' approved plans, at any stage, as well as colour changes, are to be submitted to the supervising architect for further approval.
- 1.6 A refundable deposit will also be collected; which will be refunded once an inspection has been concluded to determine that the building has been constructed in accordance with the approved building plans and that repair, if any, to the road, kerb and verge areas and HOA property have been made good by the homeowner as a result of the construction.
- 1.7 No application will be accepted without payment of the prescribed fees to the relevant supervising architect, including penalty fees, if the work has been commenced or completed at the time of the application.
- 1.8 Each and every planning application will stand on its own merit and its own set of particular circumstances'. Precedence shall not constitute a binding form of motivation.
- 1.9 In questions of interpretation of the Guide or in the event of matters arising from the design process which are not addressed by the Guide, the Trustees and supervising architect **shall make a final and binding ruling**. Minor variations that are deemed to be in the interest of the built environment and compatible with the guide may be considered by Garden Cities and/or the H.O.A .from time to time.
- 1.10 **Clearance certificates required by the transferring attorneys upon the sale of a home, may be withheld by the estate management should any improvement have been attended to without obtaining planning approval, or the property not be maintained to acceptable standards.**
- 1.11 The approval of any planning application does not absolve the homeowner from his/her responsibility of obtaining local authority – Oostenberg Administration – building plan approval. The HOA supervising architect plans approval process is not to be construed in any way whatsoever as Local authority, Town planning and/or National Building/SABS regulations plan approval.

- 1.12 **No building work may commence until HOA and local authority planning approval has taken place. Should deviations from the approved plans be required during the construction process, the entire application is to be re-lodged for new HOA & Local authority planning approval prior to the execution of the "Rider" plans.(Plans "over-riding" the approved plans.)**
- 1.13 All building plans are to be prepared and submitted by professionals registered with the South African Council of the Architectural profession. (SACAP)

## **2. ARCHITECTURAL LANGUAGE**

This guide does not attempt to be excessively descriptive in terms of architectural style as such. It is more concerned with the achievement of architectural synergy and cohesion with the existing streetscapes.

## **3. SITE LAYOUT**

All sites should endeavour to further promote the philosophy of the "Garden City Ideal " with the planting of trees and the theme of a flowing soft landscape, which penetrates between the buildings, complimenting the extensive public open spaces, is being maintained.

- 3.1 Immediately upon handover of the house keys, all existing trees along the immediate road frontage become the full responsibility of the homeowner. Trees are to be regularly watered and cared for and are not to be removed without prior written consent.
- 3.2 The road reserve between the roadway and front boundary of the home is the property of the local authority and the relevant Homeowners Association (HOA) and as such requires their permission for alterations to same. The planting of and use of stone chips is to be controlled by the appointed Supervising Architect. Planning approval is required in this regard.

## **4. BUILDING MASS**

- 4.1 The addition of extra garaging is permissible provided that the addition is set back, or a method of softening the impact of the addition is set in place. For example an added trellis/ pergola system in front of these doors would suffice.
- 4.2 Granny flats are permitted, however; with the consent of the neighbourhood – the number of affected homeowners are to be determined by the trustees and Supervising architect.
- 4.2.1 They shall be subject to the provisions of clause 1.8
- 4.2.2 An extra parking bay is to be provided on the property.
- 4.2.3 Each granny flat application WILL be dealt with on its own merits.
- 4.2.4 The granny flat addition should tie in with the main dwelling to ensure that it does not impact on the overall architecture of the individual dwelling and surrounding houses.
- 4.2.6 Apart from the living room, the Granny flat is permitted one bedroom, one bathroom and one kitchen only.
- 4.2.7 The gross square metres of the granny flat may not be more than 30% of the main dwelling size. Up to a maximum of 120 square metres or 66% maximum coverage of all roofed area's on the site, including the granny flat.
- 4.3 Double storey additions will require numerous neighbours' consent, due to their impact upon the built environment.
- 4.3.1 Every application shall be subject to the provisions of clause 1.8
- 4.3.2 It is recommended that any upper level addition to the ground floor of a Single Residential building, may not be less than 75% of the total coverage of dwelling, excluding the garage if the garage is separated from the main building mass OR 75% of the total coverage of the dwelling, including its garage if the garage is an integral part of the main dwelling. Every endeavour must be taken to ensure that overlooking features are kept to the minimum, with special care taken to ensure that the core recreation areas of neighbours' homes are not overlooked. It is preferable that the complete footprint be considered.

4.3.3 Double Storey additions shall not be permitted to encroach over rear or lateral building lines.

4.3.4 Any addition to the ground floor of a General Residential dwelling (Grouped Housing) will require the consent of all homeowners in the development. Compliance with Clauses 4.3, 4.3.1, 4.3.2 & 4.3.3 and local authority consent approval will be required.

## 5. EXTERIOR WINDOWS AND DOORS

- 5.1 All new windows are to match not only the existing dwelling, but also the adjoining dwellings and those in the immediate area.
- 5.2 All new doors including garage doors, are to compliment the style and are not to be too ornate and out of context with the those in the area.

## 6. BOUNDARY WALLS

- 6.1 Street frontage boundary walling should, as far as possible, be maintained, as originally developed, by Garden Cities. The Maximum permissible height is 1800mm. Additional walling is to be in line with the City's "BOUNDARY WALLS AND FENCES POLICY".
- 6.2 Steel palisade street boundary walls/ fences up to a maximum height of 1.800m may be permitted where this type of screen walling is required. It is preferable that the low "werf-muur" type of walling be introduced, 600mm in height with Steel palisade infill panels 1200mm high to make up the overall 1800mm. The Palisade panels are to be placed between 330x330mm plastered and painted masonry/brick columns. All materials are to match the existing dwelling.
- 6.3 Existing Steel Palisade panels are a vital compliment of many streetscapes, creating a break between long tunnels of street boundary walling. Should a homeowner require privacy behind these panels, two methods of achieving this are in place.
- 6.3.1 A solid screen may be erected at least 600mm behind the steel palisade fencing panel. This may either be a plastered wall the same colour as the boundary screen wall, or natural stone cladded wall in sandstone or off-white in colour.
- 6.3.2 or a screen in some form complimented by live natural vegetation. (Please see **ANNEXURE "D"** photos of a few examples)
- 6.3.3 A minor works planning application is required for suchlike screens.
- 6.4 Sliding Steel palisade vehicular gates, although discouraged, may be permitted when incorporated with clause 6.2 above. Consideration will also be given to the amount of stacking distance (verge width) in order not to become a nuisance to neighbours and other residents with continued stacking into the road area.
- 6.5 LATERAL OR SIDE BOUNDARY.
- 6.5.1 This walling (Vibracrete) may be raised by 1 panel, (7 panels total from ground level or 2.100m) with adjoining owners consent. (This is the preferred maximum)
- 6.5.2 In exceptional cases where privacy is required, panels may be raised by up to 2 panel's maximum (8 panels total from ground level or 2.400m in height measured from the first panel on the ground. Adjoining owners consent is required.
- 6.5.3 In order to respect the aesthetic harmony of all neighbouring boundary walling and street boundary wall. All suchlike added panels are to step down and ultimately taper (gently- chamfer) to the matching height of the neighbouring wall.
- 6.6.1 Clause 18.3.1 is to be complied with where necessary in regard to the raising of vibracrete wall panels.

## 7. STONE CLADDING

Stonework as a whole is to be discouraged. Only natural light in colour stonework will be considered, and would have to be made up of natural stone, cut and dressed on site and installed by a specialist stonemason only. The Supervising Architect is required to inspect the stonework at commencement, during and at completion.

## 8. BASEMENTS

Basements to comply with the National Building Regulations definition. (Ceiling at less than 1m above the average immediate natural ground level)

## 9. BALUSTRADES

Balustrades, if required, must be designed simply and elegantly. They must compliment the style of the main building and where applicable to match other suchlike in the immediate vicinity.

## 10. AWNINGS, CARPORTS, AND PERGOLAS

- 10.1 Planning approval is required for any form of fixed Pergola, Awning or Carport.
- 10.2 Only plain Awnings are permitted and are to be the same colour as the house. The use of external drop-down blinds on Patios and Terraces is discouraged. They may be permissible only where completely out of roadway and open parks view and are to be rolled down only during adverse weather and at night if required. They may not be permanently fixed in position. A minor works planning application is required.
- 10.3 Solariums – sun rooms are not permitted.
- 10.4 Carports must have a level profile finish with sloping roofing sheets hidden behind fibre cement / solid piece (not slatted) aluminium fascia's. Carport roofing is to be of one roofing material only. A patchwork of translucent and other material is not permitted. Carport roof supports to be of timber/steel sections situated on top of 330x330x600mm high plastered brick piers. The sides of a carport may be trellised (square, not diagonal) and planted with creepers.
- 10.5 Shade ports are not permissible.

## 11. COVERED VERANDAHS, BRAAI TERRACES, BRAAI ROOMS.

- 11.1 Shade and shelter requirements over a Patio or braai terrace in the form of a lean-to roof (afdakkie) require special attention. This form of home improvement is not to be confused with a formal new room addition to a home. Covered Braai patios may not be larger than 20% of the dwelling floor area, excluding the garage and are recommended to not to span more than 3,500mm.
- 11.2 The structure is to be as "clean" as possible, covering **only** the "Footprint" of the terrace, and not the braai counter/server top area. The roof structure is to fall over its shortest area. Small profile corrugated steel roofing is to be used. (**IBR profile roofing sheets are permitted only when fully concealed behind parapet masonry walls**)
- 11.3 Supports at each of its lowest ends must either be in large timber/steel sections, square and 100x100mm minimum in size.
- 11.4 A method of creating a closure over the braai servery top may be view below. (please see **ANNEXURE "E"**)
- 11.6 Formal **room additions, for example a braai room addition**, are to be constructed under the same roof as the main house. Where this is not be possible, parapet plastered brick walls may be used to hide a flat roof.
- 11.7 Prefabricated aluminium awnings erected over patios are permissible, provided they are not viewed from roadways or parks. Public Open Spaces.)

## 12. PAINT AND NEW BUILDING WORK COLOURS

All new paint and finishes are to match the existing dwelling.

### 13. VERGE PAVING

All paving visible from the street and on road reserve ground levels, must be in keeping with other paving in the immediate area. Minor works planning approval is required for any new paving or landscaping within the road reserve, this being the verge area, between roadway and property boundary line.

### 14. SWIMMING POOLS

- 14.1 The installation of swimming pools requires full planning approval. Applications are to be lodged with the supervising architect together with the pool suppliers/manufacturers' details.
- 14.2 Pumps and filtration systems are to be indicated on the plan and are to be located so as not to cause a disturbance to neighbours. They should not be visible from the road or adjacent open spaces either.
- 14.3 Pool enclosures (safety fencing) must comply with National building regulations SABS 10400 and be of simple design to match the dwelling and not exceeding 1.2m in height.
- 14.4 Back washing must be discharged in accordance with the local authority/municipalities requirements.
- 14.5 The developer will not be held accountable for any underground services which may transverse the swimming pool situation.

### 15. TV ANTENNAE - SATELLITE DISHES AND CHIMNEYS

- 15.1 Aerials and satellite dishes should be obscured within the roof space or otherwise concealed where possible. Dishes are to be placed away from roads.
- 15.2 Fire appliances; New free standing fire appliances may be installed. The positioning of steel flues would be preferred on the far side of the roof ridge line, away from the roadway. They are to be properly maintained to prevent rust streaks staining the roof. **The minimum and maximum height above the roof tile is to be 1 metre. If located on or close to the ridgeline, 600mm minimum & maximum above same ridgeline.** (Please see ANNEXURE "C" for non-permissible chimney's and steel flues)

### 16. BURGLAR BARS AND SECURITY GATES

- 16.1 Burglar bars should be simple horizontal lines, without ornate detail. (Please see ANNEXURE "B" Burglar bars)
- 16.2 Security gates are to be discouraged; however if installed it is recommended that they be similar to the house garden gates. (Please see ANNEXURE "B" Security Gates)
- 16.3 External "basket type" steel burglar bars are not permitted.

### 17. WATER AND ENERGY SAVING DEVICES

- 17.1 Environment aesthetics take precedence over all unsightly installations. All neighbourhood homeowners are to consent.
- 17.2 The use of water saving devices and technologies is encouraged with all home improvements. See Annexure "G" for permissible solar water heaters. Only flat and not tubular panels are permitted with the minimum of exposed piping. Exposed piping is to be the same colour as its background colour- example house paint colour or concrete roof tile colour.
- 17.3 Gardens and irrigation systems are to be designed according to best practices for water conservation.
- 17.4 The roadway verge between the roadway and house street boundary remains the property of the HOA. For water-wise promoters the extensive use of stone chips and/or paving is discouraged. **Minor works planning approval is required for any development of verges.** (Please see clause 18.3.2below)
- 17.5 All other energy saving devices; whether wind turbines, rain-storage tanks, etc. requires approval in terms of sizing and placement prior to proceeding with such projects. Fully detailed plans, specifications and fixing/installation details will be required. Minor/major works planning applications are required.

## 18. DEEMED MINOR WORKS

### 18.1 **Clause 1.10 of the guide is applicable to all Minor works applications as well.**

- 18.2 Minor works applications are to take the following format;
- 18.2.1 Full contact details of the applicant/home-owner are required including email address.
  - 18.2.2 The home-owners' house plan, including the site, captured on an A4 or A3 sheet (4 copies required) is to be lodged with the supervising architect for minor works planning approval.
  - 18.2.3 A reduced application fee of R 220.00 (excluding VAT) is payable.
  - 18.2.4 No building refundable deposit is required.
- 18.3 Minor works are categorized as the following;
- 18.3.1 The installation of electric fencing is permitted with the consent of all affected adjoining owners. The maximum amounts of strands are to be 3 (three). Upon approval, any future raising of vibracrete panels will require the re-approval and re-consent of the electric fencing by all affected adjoining homeowners. The making good of the reverse side of the newly raised panels should they require painting to match the existing, should be for the account of the homeowner making application for the extra panels. The maximum numbers of permissible strands are 3 (three).
  - 18.3.2 The laying of paving/stone chips within the road reserve. (Max.30% beige stone chips–remainder live vegetation.)
  - 18.3.3 The installation of air conditioning units.(To be installed below boundary screen walls.)
  - 18.3.4 The erection of Wendy houses. Affected adjoining owners consent required. Full specifications are required. (Size, Height, finishes and site situation.)
  - 18.3.5 The installation of retractable awnings and/or roll down vertical blinds. (Full specifications are required.)
  - 18.3.6 for overly large structures including Jungle Gyms and Garden type furniture. (Full specifications are required, Size, Height, finishes and site situation.)
  - 18.3.7 Water & energy saving devices and technologies. (Please see Annexure "G")
  - 18.3. Any other minor works as so deemed at their time of application.
- 18.4 All minor works, as set out in 18.3 above, whichever applicable, are to be depicted on A4 or A3 size drawing sheets(The supervising architect may be contacted for further assistance in this regard)
- 18.5 The free standing Wendy house sheds are permitted only if not visible from any streets or open spaces. Their roofs are to be the same colour as the main house. All affected adjoining owners' consent will be required.
- 18.7 Air conditioning condenser units are to be well concealed and not visible from roadways and/or or open spaces, and are to be installed at natural ground level or well below boundary screen walls. As with swimming pool pumps, A/C units are to be sited so as not to cause a disturbance to neighbours.
- 18.8 All sewer/plumbing pipes are to be concealed and are not to be visible on external walls.

## 19. STREET NUMBERS

All street numbers and postboxes are to remain as originally developed and when replaced are to comply fully with the general type in the area.

## 20. SAFETY.

All area's under development that are seen to be building sites, demarcated or not, are deemed to be out of bounds to all residents.

Homeowners are to report any transgressions of these rules to the estate manager.

## 21. PLAN SUBMISSION PROCEDURE

- 21.1 All applications may to be submitted to Garden Cities offices at 50 Louis Thibault Drive Edgemean (021)558-7181 or directly to the appointed Supervising Architect:
- Reg Whittaker Architect I tel. 021-975 9083 I cell. 083 309 3024 I Fax. 086 672 9434 I email.  
[info@regwhittakerarchitect.co.za](mailto:info@regwhittakerarchitect.co.za)
- 21.2 All homeowners' contact details, including email address, are to be made available with the application.
- 21.3 For major home improvements, one copy of the planning application is preferred upon initial submission.
- 21.4 After the plans scrutiny process has taken place, 6 copies are to be resubmitted for the official HOA stamp of approval.
- 21.5 Plan applications not bearing the HOA stamp of approval, will not be accepted by the City Oostenberg Admin. (Kraaifontein)
- 21.6 Please see **ANNEXURE "A"** for a detailed planning submissions procedure.
- 21.7 Please **ANNEXURE "H"** for planning application submission fees and building refundable deposits.



- 21.8 Where works deviate from the approved plans a “Stop-works” order may be executed where necessary.
- 21.9 For minor works plan submission procedure, please see clause 18.
- 21.10 For planning applications lodged prior to registration taking place, the Supervising Architect is to be consulted as to the correct procedure to be followed.

## **22. WORKING DOCUMENT**

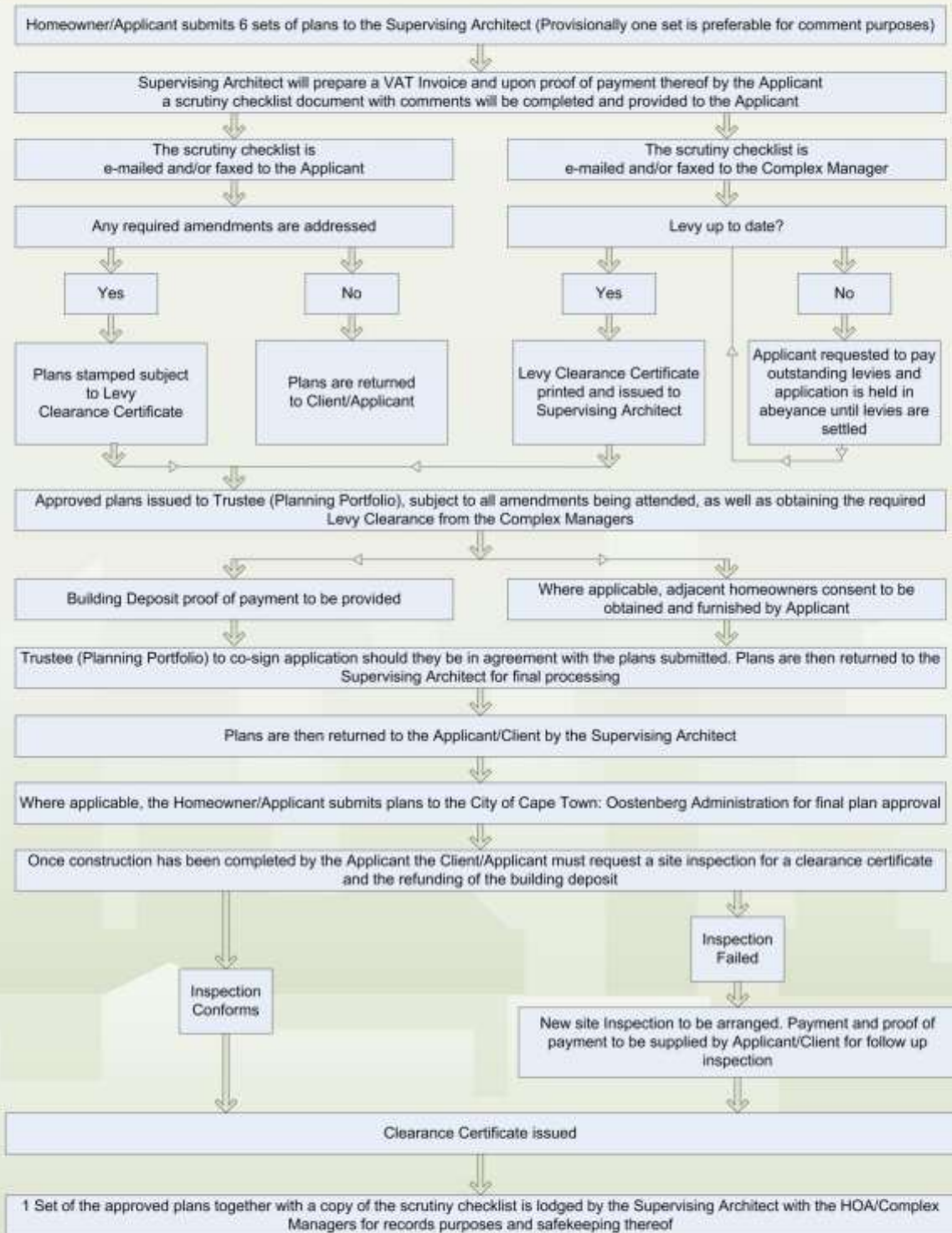
- 22.1 This document is a work in progress document and will be updated from time to time. The latest update guide is available at the sales office or obtainable from the appointed Supervising Architect.

## **23. MISCELLANEOUS**

- 23.1 **Street (verge) trees are not to be removed without the prior consent of the HOA and/or its representatives.**

# Annexure "A" - Planning Application Scrutiny Process

Friday, September 17, 2010



**ANNEXURE”B”**

**Burglar bars .**



**Security gates.**



**ANNEXURE”C”**

**Fireplaces...Steel Flue's - Not permissible!!**

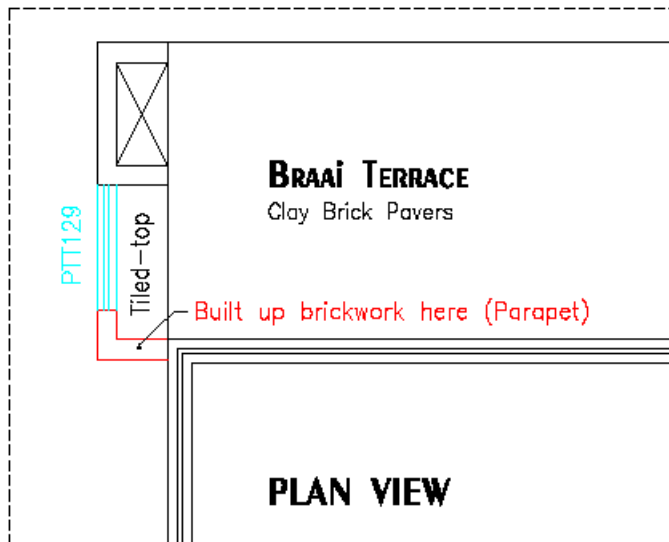
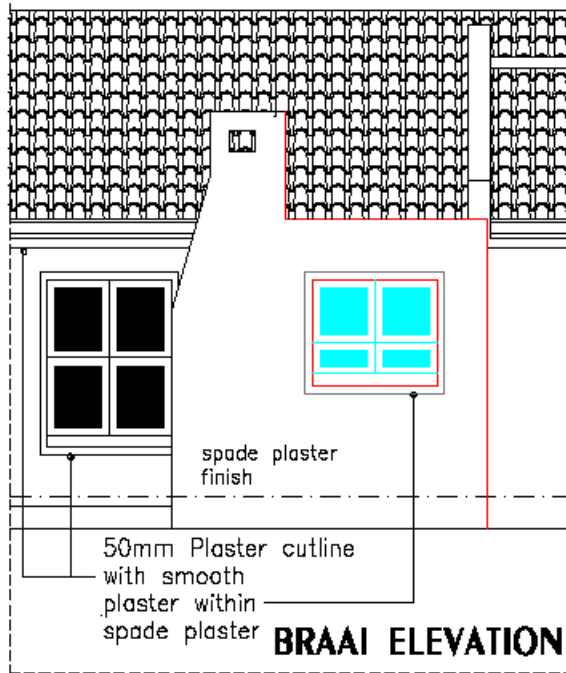


**ANNEXURE “D” Steel Palisade Fencing – Privacy - methods**



**ANNEXURE “E”**  
**homes.**

**Covered Braai: Tiled Top/Servery closure, applicable to parapet roofed homes.**



**ANNEXURE “F”** Awnings: Typical permissible type of awning – White or same as house colour only – no alternating colours or stripes. Not permitted on the streetscape.



**ANNEXURE “G” Solar Panels: Type “A” is permissible – Type “B” is not permissible.**

**Type “A” Flat panel is permissible.**



**Type “B” tubular panel is not permissible.**



**ANNEXURE “H” Current Plan Submission Fees and Building Refundable deposits**

<b>Item</b>	<b>Amount (Excl. VAT)</b>	<b>Amount (Incl. VAT)</b>	<b>Additional Information</b>
Scrutiny and Approval of Building Plans	R 385.00	R 438.90	Written approval issued with comments where required.
Minor works scrutiny of A4-A3 sheets	R 220.00	R 250.80	Written approval issued with comments where required.
Per Site Inspection and Issuing of Completion Certificate	R 385.00	R 438.90	Issuing of Completion Certificate to facilitate return of Builder’s Refundable deposit.
Per site inspection – “Minors works”	Zero	Zero	No site inspection for “Minor works”
Applicants refundable deposit – “Minor works:”	Zero	Zero	
Applicants refundable deposit – All other works:	R 2 500.00	Zero	All structural building work.

- Refundable deposits to be withheld if deviations are made from the approved plan.
- Refundable deposits to be withheld to offset damages to common property not repaired; where applicable.
- Refundable deposit to be forfeited if the planning application is not completed within 18 months from the date of commencement of the building work.
- Please be advised that the Local Authority charges a separate plan scrutiny fee for City planning approval.
- Refundable deposits to be refunded subject to the conditions above.
- The Planning application fee shall increase to R 1 000.00 (ex.vat) should the construction work have already commenced or have been completed at the time of application.

NOTE: ON COMPLETION OF YOUR PLANNING APPLICATION, THE SUPERVISING MUST BE CONTACTED TO EXECUTE A FINAL SITE INSPECTION. HE WILL ISSUE A COMPLETION CERTIFICATE AND YOUR REFUNDABLE DEPOSIT WILL BE REFUNDED.

Food for thought.

“UNAUTHORIZED COVERED PATIO”

(Imagine returning from holiday to find the value of your home somewhat jeopardized)

