

ARCHITECTURAL SUBMISSION PROCESS

STAGE 1

The Architectural Design Review Committee (ADRC) is scheduled to meet every second Tuesday of the month for adjudication unless by arrangement. Please send all communications and submissions to admin@fefa.co.za. Only SACAP registered Architects may submit plans.

Please note that the entire ADRC scrutiny procedure is a subjective one. All plans are to be sent in PDF format 5 working days prior to the meeting date to admin@fefa.co.za for pre-scrutiny.

Step 1 Conceptual drawings

- ✓ Site analysis and sketches of the proposed design concept are to be submitted to the ADRC for its assessment of the conceptual design principles.
- ✓ Submit a letter from the Architect confirming that the plans comply with the Fairview Estates Building Code along with a scrutiny fee.
- ✓ This fee will cover two meetings. Should more meetings be required, this will be for the cost of the homeowner.
- ✓ Schedule your Review Meeting

Requirements:

- ✓ Scrutiny fee proof of payment.
- ✓ SACAP registration certificate.
- ✓ Title Deed
- ✓ Letter from Architect confirming compliance.
- ✓ Architects' Passive Design Methodology (1-2 pages) elaborating on the design approach and passive design principles implemented.
- ✓ Conceptual sketches, etc. in electronic and hardcopy format (JPEG or PDF). These may be A3 or A1 and give the ADRC a good understanding of the design principles:
 - Locality plan showing the position of the site within Fairview Estate.
 - Site plan indicating any/ all fencing, external structures, building lines, and boundary lines.
 - Sections (indicate NGL and 7.6 Fairview height restriction, cut & fill).
 - 3D renderings.
 - Table of intended materials.
 - Overall area schedule.
 - Elevations

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- ✓ Site Survey - included on plans.

Step 2 Complete and Submit Stage 1 Checklist

- ✓ A Stage 1 checklist is provided to guide owners and Architects through the requirements of the design code.

STAGE 1 DOCUMENT CHECKLIST

☐	Scrutiny Fee paid
☐	SACAP Registration Certificate
☐	Title Deed
☐	Letter from Architect confirming compliance
☐	Passive Design Methodology (1-2 pages)
☐	Conceptual Sketches electronically
☐	Conceptual Sketches in hard copy (A3 or A1)
☐	Site Survey
☐	Stage 1 Checklist completed by the Architect

Other
