



City of Johannesburg
Department of Development Planning

Metro Centre
158 Civic Boulevard
Braamfontein

PO Box 30733
Braamfontein
2017

Joburg Connect +27(0)11 375 5555
www.joburg.org.za

Site Development Plan

Site Development Plan

Application in Terms of Clause 39 of The City of Johannesburg Land Use Scheme, 2018

PURPOSE

The submission of a Site Development Plan is a legislative requirement and is legally binding upon the owner and his/her successors in title. In essence the purpose of an SDP is to determine at an early stage (pre-development) whether a proposed development complies with the relevant legislative requirements and control measures (Normally in terms of the town planning scheme and/or the conditions of approval of a consent application or a sub-division application). Aspects such as built form, design and aesthetics are considered and the Council also has an obligation to ensure that environmentally sensitive features are protected. Furthermore the efficiency and effectiveness of the overall layout, with regard to access, connection to engineering services, overlooking, privacy, etc. is considered. Should amendments to the proposed development be required it can be affected prior to the drafting of costly building plans and thus save the developer time and money.

1. Firstly determine whether a Site Development Plan (SDP) is required.
2. Site Development Plans are required by the Council:
 - a) A condition of an application, including consent use / sub-division applications, as and when required by the Council; or
 - b) Conditions of approval of an amendment scheme application (Rezoning)
 - c) On all Use Zones other than erven zoned “Residential 1” or land that is developed with a dwelling house only; or
 - d) For the development of any structures by any party on erven or sites with a “Public Open Space” use in terms of the Land Use Scheme; or
 - e) All erven within a registered Special Development Zone; or
 - f) On erven in an Environmental Control Area; or
 - g) Where required in any other part of the Land Use Scheme.

PROCESS

1. Collect an application form from the Registration Department (Room 8100, 8th Floor, A Block, Metro Centre, 158 Loveday Street, Braamfontein.)
2. An application shall consist of the following:
 - a) Prescribed application fee. (Refer to fees schedule). The receipt of payment must be attached to the application.
 - b) Covering letter addressed to: The Executive Director
Development Planning
PO Box 30733
Braamfontein
2017
 - c) Application Information – Form A.
 - d) **Original** Power of attorney (if applicable – Form B)
 - e) Company Resolution (if applicable – Form C)
 - f) A copy of the registered title deed for each erf that is included in the application. (1 copy)
 - g) A copy of the company closed corporation, should the or trust property by registered in favour of one of the above.
 - h) The application must contain the master copy SDP (coloured) and six (6) good quality copies.
 - i) All plans must be folded to a A4 – size according to Council requirements.
 - j) Town Planning Rights :
 - Zoning certificate; and/or
 - Letter of approval (Consent / sub-division) if applicable; and/or
 - Promulgation Notice & Map 3; and/or
 - General Plan; and/or
 - Approval letter & approved layout plan (townships)
 - k) Locality plan of the area. (16 copies)
 - l) Zoning and density zoning plan. (16 copies)
 - m) Land Use Plan. (16 copies)

3. Please NOTE that no changes, either hand written or by way of tippex, are acceptable, unless agreed to, at the sole discretion of the Council. Should any changes be required the original copy must be replaced with an amended SDP.
4. Submit the complete SDP application at **Registration, Room 8100 on the 8th Floor.** (Same place where Application Form was collected)

ON SUBMISSION

1. The Registration Officer will check the application and inform the applicant to pay the application fee.
2. Once the application is registered on the tracking system with a unique Registration Number it will be allocated to the relevant Town Planning Area for consideration.
3. Land Use Management shall on receipt of an SDP determine whether the proposed development requires / warrants comments from other departments such as Johannesburg Roads Agency (JRA), Environmental Management, etc. If so, LUM will circulate to / engage with the respective departments / entities to obtain their comments and input.
4. Should further engagement be required from any Department or Municipal Entity (ME) the responsible Planner will engage with the applicant.
5. Approval of an SDP can only be done by the Department Development Planning.
6. Enquiries regarding the progress and status of the application can be made after two (2) weeks from the date of submission at Registration by checking on the computer provided at the Information Desk.

INFORMATION TO BE REFLECTED ON THE SDP

1. **Schedule of Rights** as per “**ANNEXURE A**”, containing:
 - a) Property description
 - b) Zoning
 - c) Development control measures (permissible and actual as per proposal)
 - d) Parking requirements and provisions
2. The **Schedule of Rights** as per “**ANNEXURE A**” must be provided in a column on the right hand side of the sheet containing the layout of the proposed development
3. Development layout, building details, engineering services, connection points & servitudes, physical features, landscaping and adjoining property details. (Refer to “**ANNEXURE B**”)
4. Scale, North point, locality map (Refer to “**ANNEXURE B**”)

NOTE

AN APPROVED SITE DEVELOPMENT PLAN IS BINDING BY LAW AND DEVIATIONS ARE NOT PERMITTED WITHOUT APPROVAL OF AN AMENDED SITE DEVELOPMENT PLAN.

APPLICABLE SCHEME:

.....

APPLICATION TYPE:

.....

.....

APPLICATION PURPOSES:

.....

.....

.....

SITE DESCRIPTION:

Erf/Erven (stand) No(s):

Township (Suburb) Name:

Street Address: Code.....

Title Deed Number:

OWNER:

Full name:

Postal Address: Code:

Tel No (w): Fax No:

Cell:

E-mail address:

SIGNED:

Signature of owner/s

DATE:

AUTHORISED AGENT (IF APPLICABLE)

Full name:

Postal Address: Code:

Residential Address:

Tel No (w): Fax No:

Cell:

E-mail address:

The owner hereby elects the Authorised Agent of the Owner/s address to appear below as that to which all correspondence regarding this application shall be directed and, if having elected that of the Authorised Agent, acknowledges that correspondence addressed to such Agent shall be deemed to have been received by the Owner, notwithstanding that such correspondence may not have actually been brought to the Owner's notice.

SIGNED:

Signature of Agent

DATE:

If an AUTHORISED AGENT is submitting the application, please submit:

Special Power of Attorney (Form B)

OR – A letter of authorisation from the owner/s

IF THE OWNER IS A COMPANY

A company resolution authorising the agent is required (Form C)

REGISTRATION No : ____ / ____ / ____ / ____
 (As allocated by Registration Department)

Existing Zoning:in terms of the
 Town Planning Scheme,

**Existing Development
 (Brief description of current status):**

.....

.....

.....

.....

.....

.....

TABLE 1

THE SITE DEVELOPMENT PLAN IS SUBMITTED IN TERMS OF THE FOLLOWING: (Tick which is applicable)		
SITE DEVELOPMENT PLAN in terms of:	DOCUMENTS / INFORMATION REQUIRED (to be submitted with the application)	TICK
Standard condition of the CoJ Land Use Scheme, 2018	Zoning Certificate (Schedule / Annexure included)	
Condition of a Consent and/or Condition of Sub-division approval	Letter of Approval Zoning Certificate (Schedule / Annexure included)	
Condition of a proclaimed township prior to the issuing of a Section 29(1) in terms of the CoJ MPB, 2016 (previous Sec 82)	Zoning Certificate (Schedule / Annexure included) Copy of Sec 29(1) request	

In addition to the documents referred to in TABLE 1 above the following further documentation as indicated in TABLE 2 is submitted.

TABLE 2

THE FOLLOWING DOCUMENTS ARE SUBMITTED TOGETHER WITH THE SITE DEVELOPMENT PLAN AND THE APPLICATION FORM			
	Document	Attached (Tick)	Remarks
1	Title Deed(s) * See NOTE		
2	Locality Map Zoning Map		
3	One (1) Master Copy SDP (coloured) Six (6) good quality Paper Copies		
4	Power of Attorney (If applicable) See "Form B" as an example		
5	Company Resolution (If applicable) See "Form C" as an example		
6	Application Fee Refer to fees schedule		
* NOTE : If change of ownership is in the process (submitted to Registrar of Deeds) a copy of the original title deed, draft title deed and a Conveyancer's Certificate from the attorney attending to the transfer must be submitted.			

ACKNOWLEDGEMENT

The applicant / owner / agent and/or signatory to this application form herewith warrant that the information provided is correct and shall be held liable for any misrepresentation made herein. Any actions taken or information provided by the signatory shall bind the owner of the property/ies and the signatory warrants that he/she is authorized to provide the said information.

The applicant / owner / agent and/or signatory of this form further acknowledges that any discussions with the City of Johannesburg's Departments and/or Municipal Entities, in no way grants any rights in terms of any policy, by-law, scheme or other applicable laws to the applicant and only deals with technical matters and that any decision to either approve or refuse the Site Development Plan is the sole preserve of the City of Johannesburg or its delegated officials.

Form "B" and "C" shall be regarded as examples only

SCHEDULE OF RIGHTS			
PROPERTY DESCRIPTION			
Erf / Portion:	_____	Site Area :	_____ m ²
Township :	_____	Title Deed No. :	_____
ZONING INFORMATION			
Town Planning Scheme	: _____ Land Use Scheme, _____	Amendment Scheme no	: ____ / _____
Use Zone	: _____	Annexure No	: _____
DEVELOPMENT CONTROL MEASURES			
Permissible	Control	Actual	
	Height Zone		
	Height of buildings		
	Coverage		
	Floor Area Ratio		
	Floor Area		
	Density (Dwelling Units per hectare)		
	No of Dwelling Units on the erf		
PARKING			
Parking Ratio per Use	Area per use	Parking Bays Required	
_____ Parking bays per 100m ² _____ floor area	_____ m ²	_____ parking bays	
_____ Parking bays per 100m ² _____ floor area	_____ m ²	_____ parking bays	
_____ Parking bays per 100m ² _____ floor area	_____ m ²	_____ parking bays	
_____ Parking bays per dwelling unit	_____ units	_____ parking bays	
_____ Parking bays per _____ seat/s	_____ seats	_____ parking bays	
TOTAL PARKING BAYS REQUIRED		_____ Parking Bays	
TOTAL PARKING BAYS PROVIDED		_____ Parking Bays	
+ SURPLUS / - DEFICIT No of Parking Bays		_____ Parking Bays	
The information provided above is hereby certified to be correct and precise.			
NAME :	_____ (PLEASE PRINT)	SIGNATURE :	_____
DATE :	____ / ____ / ____	PLAN No :	_____

Landscaping	Schedule of Rights (As per “Annexure A”)
<ul style="list-style-type: none"> • Notation of Botanical names • Trees & shrubs • Plant beds • Grassed areas • Existing vegetation (large trees & protected species) • 1:50 & 1: 100 flood lines (No development permitted within 1:100 Flood line or 32m from the centre of the watercourse, whichever is the greater) • On-site storm water attenuation measures • Record of Decision (ROD) to be attached for all Authorisation applications • The landscaping plan must be properly coloured. Depending on the intensity of the development a separate Landscape Plan can be required 	<ul style="list-style-type: none"> • Property description • Site area • Zoning • Development Control measures <ul style="list-style-type: none"> - Height - Coverage - Floor Area Ratio (FAR) & Floor Area (m²) - Density in Units / ha {Permitted & Proposed} - No of units {Permitted & Proposed} • Parking <ul style="list-style-type: none"> - Ratios {Distinguish between different land uses} - Distinguish between Covered & Open parking bays (<i>if required</i>) - No. of Parking bays required {for each use} - No. of Parking bays provided (Total)
Engineering Services & Servitudes	Off Site Information
<ul style="list-style-type: none"> • Indicate positioning of Engineering Services (Water, Sewer, Storm water and Electricity) • Connection points of all Engineering Services • Electrical capacity requirements to be indicated • Distinguish between internal services & Council services • All Servitudes (including RoW) & Building lines to be shown • Storm water treatment & attenuation details, if required • Internal roads & dimensions • Refuse management plan to be provided for residential developments exceeding 10 units. (For more detail : www.pikitup.co.za) 	<ul style="list-style-type: none"> • Streets and street names • Width of street reserve/s • Zoning and actual land use of adjoining properties • Locality of buildings within 15m from common boundary. • A Cross-sectional elevation showing the relationship to adjacent buildings (especially height and distance apart) • Access points of adjoining development/s • Servitudes • Open space links to adjoining properties, inclusive of flood lines, ridges, rocky outcrops, etc.
Physical Features	Development Layout
<ul style="list-style-type: none"> • Contours (1m intervals and values) • 1:50 & 1:100 year flood lines • Provide the source of information for both the contours and flood lines. May be required to be certified by a Pr.Eng on request. • Natural features (Rocky outcrops, water courses, large trees, etc) • Proposed Cut and Fill (Values). Pre- and post-development contours to be indicated. • Indicate natural ground level on elevations 	<ul style="list-style-type: none"> • Erf boundary dimensions • Building footprints (Dimensions) • Parking layout <ul style="list-style-type: none"> - Numbered & dimensions - Dimensions of manoeuvring space • Internal roads (width) • Entrance/s (width) • Bell mouth entrance (heavy duty kerbing – Radius of 6,5m) where applicable • Entrance structure / boom / gatehouse (minimum distance of 6m from road surface) • Refuse area/s
Building Details	Detail of Drawing
<ul style="list-style-type: none"> • Elevations (At least two) reflecting natural ground level and cut and fill • Height of buildings • Materials used & Colour • Roof material & Colour • Road & parking surface material • Boundary treatment (material & height) • Signage structures / advertising 	<ul style="list-style-type: none"> • Title Column on right hand side of the sheet containing the development layout to show the following : <ul style="list-style-type: none"> - Schedule of Rights (As per “Annexure A”) - North point - Scale (1:100, 1:200 or rule) Layouts “not to scale” or “reduced scale” are not acceptable. - Locality Map

SPECIAL POWER OF ATTORNEY

I, the undersigned
being the registered owner of
held under deed of transfer/certificate of consolidation title no.
do hereby nominate, constitute and appoint.....

.....
With power of Substitution to be my lawful representative in my name, place and
stead, to make application for

.....
In addition to apply for the Municipality's approval of a **Site Development Plan** and
to make any other necessary applications and further to represent me at any inquiry
in relation to the above-mentioned matters and generally whatever may be necessary
or desirable to procedure the consent of the Council, and generally for effecting the
purposes aforementioned, to do or cause to be done whatsoever shall be requisite,
as fully and effectually, for all intents and purpose as I might or could do if personally
present and acting herein-hereby ratifying, allowing and confirming and promising
and agreeing to ratify, allow and confirm all and whatsoever my representative shall
lawfully do or cause to be done, by virtue of these presents and whatever my said
preventative has To date done herein.

SIGNED AT JOHANNESBURG ON THIS _____ THE DAY OF _____ 20__
in the presence of the undersigned witnesses.

SIGNED: _____

AS WITNESSES:

1. _____

2. _____

COMPANY RESOLUTION

RESOLUTION BY OWNERS / MEMBERS OF

.....
.....

RESOLVED THAT:

At a meeting held at _____ on this
_____ day _____ month for the _____ year.

1. An application be submitted to the City of Johannesburg Metropolitan
Municipality for the _____
_____.

2. _____
be and hereby authorised to sign all necessary documentation and papers to enable
the above application to be proceeded with.

Chairperson of the meeting

SIGNED: _____

AS WITNESSES:

1. _____
2. _____
3. _____