

THE LA2 FORM OUTLINES THE DOCUMENTS TO BE SUBMITTED TO TRIGGER THE POST APPROVAL PROCESS FOR A SUBDIVISION APPLICATION AND INCLUDES THE APPLICATION FORM TO BE USED FOR SUCH SUBMISSION

In terms of Sections 34.(5) and 37.(1) of the City of Johannesburg Municipal planning By-law, 2016, newly created sub-divided/divided properties cannot be transferred or registered in the Deeds Office, unless the City has certified/confirmed that the conditions of sub-division/division have been complied with.

In order for the City to provide such certification, Legal Administration needs to ensure that the registered owner of the property that is being sub-divided/divided (hereinafter referred to as “the property”), has in actual fact complied, to the satisfaction of the Council, with all the conditions laid down by the Council as set out in the approval as well as further conditions that may be required by the City or the Municipal Owned Entities (MOE’s).

Such certification/confirmation of compliance, is done by means of the issuing of a Section 34.(5) or 37.(1) Certificate.

However, as outlined in the **LA1 - APPLICATION MANUAL**, the post approval process consists of various procedures. The submission of the **LA2 FORM** would be the first step in the City’s post-approval process flow. Once the completed **LA2 FORM** including the mandatory documents have been successfully submitted to LA Registration unit, the application will be allocated by the Ops- Manager (LA Registration) to a Legal Administrator in accordance with an allocation list.

Incomplete/incorrect documents and non-compliance with the stipulated requirements, will result in unnecessary delays. The Legal Administrator would subsequently circulate the application to the relevant MOE’s. Further details of the process is outlined in the LA1. As per the LA1, there is a list of documents that needs to be submitted with a Section 34(5) or 37(1) application. The submission of these documents is mandatory for Legal Administration to be able to process the circulation phase of the post-approval process.

The checkbox list below has been created for quality control to ensure that all the necessary documents required have been submitted. By ticking the boxes and signing the LA2 application form the applicant declares that the submitted information and documentation is correct and that the required documents and information are attached in compliance with the requirements of the Municipality.

Should the application found to be incomplete; the application will be returned to the applicant without further consideration or refunding of the application fees.

LA2 – DOCUMENT SUBMISSION CHECKLIST

| DOCUMENT SUBMITTED | APPLICANT | LEGAL ADMIN |
|---|--------------------------|--------------------------|
| Cover letter outlining the submitted documents | <input type="checkbox"/> | <input type="checkbox"/> |
| Proof of payment with Invoice number payment as reference | <input type="checkbox"/> | <input type="checkbox"/> |
| Land Use Management (LUM) Approval letter | <input type="checkbox"/> | <input type="checkbox"/> |
| LUM Approved Subdivision Certificate | <input type="checkbox"/> | <input type="checkbox"/> |
| LUM Approved Subdivision Layout | <input type="checkbox"/> | <input type="checkbox"/> |
| SG Diagram of newly created portions as well as parent property | <input type="checkbox"/> | <input type="checkbox"/> |
| Recently dated Zoning Certificate (recently dated) issued by CGIS | <input type="checkbox"/> | <input type="checkbox"/> |
| Proof of removal/cancelation of restrictive title conditions | <input type="checkbox"/> | <input type="checkbox"/> |
| Copy of Title Deed for each property that is being subdivided | <input type="checkbox"/> | <input type="checkbox"/> |
| Power of Attorney authorising applicant to act on behalf of the registered owner | <input type="checkbox"/> | <input type="checkbox"/> |
| Resolution of the company/partnership/joint owners/other legal entity , if applicable. | <input type="checkbox"/> | <input type="checkbox"/> |



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| LA2 - APPLICATION FORM: | |
|---|--|
| PROPERTY INFORMATION OF THE PROPERTY BEING SUBDIVIDED: | |
| Township / Agricultural Holding / Farm | |
| | |
| | |
| Erf (Erven) / Plot(s) / Farm(s) No | |
| | |
| Council Reference Number | |
| Date of subdivision certificate | |
| Date of approved SG Diagrams | |
| APPLICANT'S DETAILS (TOWN PLANNER/CONSULTANT) | |
| | |
| Name(s) | |
| | |
| | |
| Contact Details of the Applicant | |
| E-mail | |
| Cell Phone | |
| Work Phone | |

I, being the applicant described herein, declare that the above information is correct.

I hereby acknowledge that the Municipality has the right to request additional information or documentation should it be deemed necessary to place the Municipality in a position to take an informed decision on the matter.

SIGNATURE **DATE:**