

Building procedure

In representing all Misty Cliffs owners the Village Association (MCVA) has established an excellent working relationship with the Local Authority and this has been of considerable benefit to developers and their architects. Not only can it ease the formal procedures but, of particular importance, it helps towards preservation of the natural and built environments that create the unique “sense of place” that distinguishes Misty Cliffs and makes it so precious to the community.

The Local Authority is the South Peninsula Administration of the Unicity and the MCVA works closely with it to the extent that the SPA will scrutinise plans that have been considered and commented upon by the MCVA. This arrangement is highly beneficial to the developer in that, effectively, there is a double scrutiny process. Note that the procedure applies also to sketch plans, rider plans, and plans for alterations and additions.

The MCVA reviews plans in terms of the Misty Cliffs Development Guidelines and the City's Building Regulations, and may also offer constructive comment relating to aesthetics and to certain peculiarities of local circumstances which may not be known to “out-of-town” architects.

To this end the MCVA retains the professional services of a local Architectural Advisor .

In addition the MCVA has an Environmental Control Officer (ECO) who monitors all aspects of environmental management in Misty Cliffs including the conduct of contractors during building operations.

The procedure to be followed in any building project are as follows:

1. Your architect is invited to submit to the MCVA architect your sketch plans and which should show;
 - a. Site plan layout (including ground floor plan), indicating contour levels across the site at 1m intervals, important natural features such as large rocks and streams, all site boundaries and building lines/set-backs.
 - b. Main elevations with height dimensions.
 - c. Cross sections showing access proposals.
 - d. Any other information required by the Guidelines such as driveway finishes, percentages of hard surfaces, height setbacks, etc.
 - e. Alterations and additions to existing buildings must be coloured or shaded.
 - f. This information should be sent, together with the scrutiny fee of R2 500 which is the “initial portion” of the total building deposit of R22 500. The remaining R20 000 is refundable and is required only to cover the cost of any possible road and environmental damage during building operations which has not been rectified by the builder, at his own expense, as part of the building contract.
 - g. Your architect must also submit the standard Misty Cliffs Building Agreement (see in Website Archive), which will require your signature. The MCVA will promptly advise whether there are likely to be conflicts with the Guidelines.

NB: Plans will not be considered until the scrutiny fee has been paid and the Building Agreement has been signed and is in the possession of the MCVA.

2. When your architect has completed Final Plans, five sets are to be submitted to the MCVA Architect for formal scrutiny.
3. The MCVA architect will make recommendations to the MCVA.
 - a. If the plans are supported by the MCVA they will be stamped accordingly.
 - b. If they are not supported, the MCVA architect will advise your architect so that steps can be taken to address the concerns.
4. Stamped plans are submitted to the SPA .
5. Before any building operations commence on site (including site clearance and any excavations) the **remainder** of the deposit provided for in the Building Agreement must be paid.
6. The ECO will monitor the building operations and bring any concerns to your attention, either informally, or in occasional circumstances, by letter from the MCVA. Please note that the MCVA on no account will intervene directly with your architect or your contractor.
7. When building operations have been completed and contractors have left the site the ECO will conduct a formal inspection of the site and surrounding area, together with the MCVA architect if necessary, and advise the MCVA whether the repayable portion of the building deposit can be returned and, if not, what remedial action is required. The MCVA will advise the owner in writing of its decision.

Please contact one of the MCVA committee members when you are ready to take your plans further.

Committee contact: Danielle Harris Ph 082 680 6188