



## **Building Development Management (BDM) – Feasibility or Sketch Plan Enquiry**

### **DAMS Overview:**

The Development Application Management System or DAMS allows for the electronic submission, processing and tracking of building plans and land use applications. DAMS is fully integrated with the City's SAP enterprise environment and links the City's central property repository – which also fully integrates with our Geographic Information System (GIS) – with the City's digital financial system and the main electronic document/records management system.

The Development Management Department only accept building plans and land use applications submitted online via **e-Services**. Read or download our [DAMS Registration Booklet](#) for guidelines on how to register.



### **PLEASE NOTE:**

Applicants must be registered on the e-services portal.

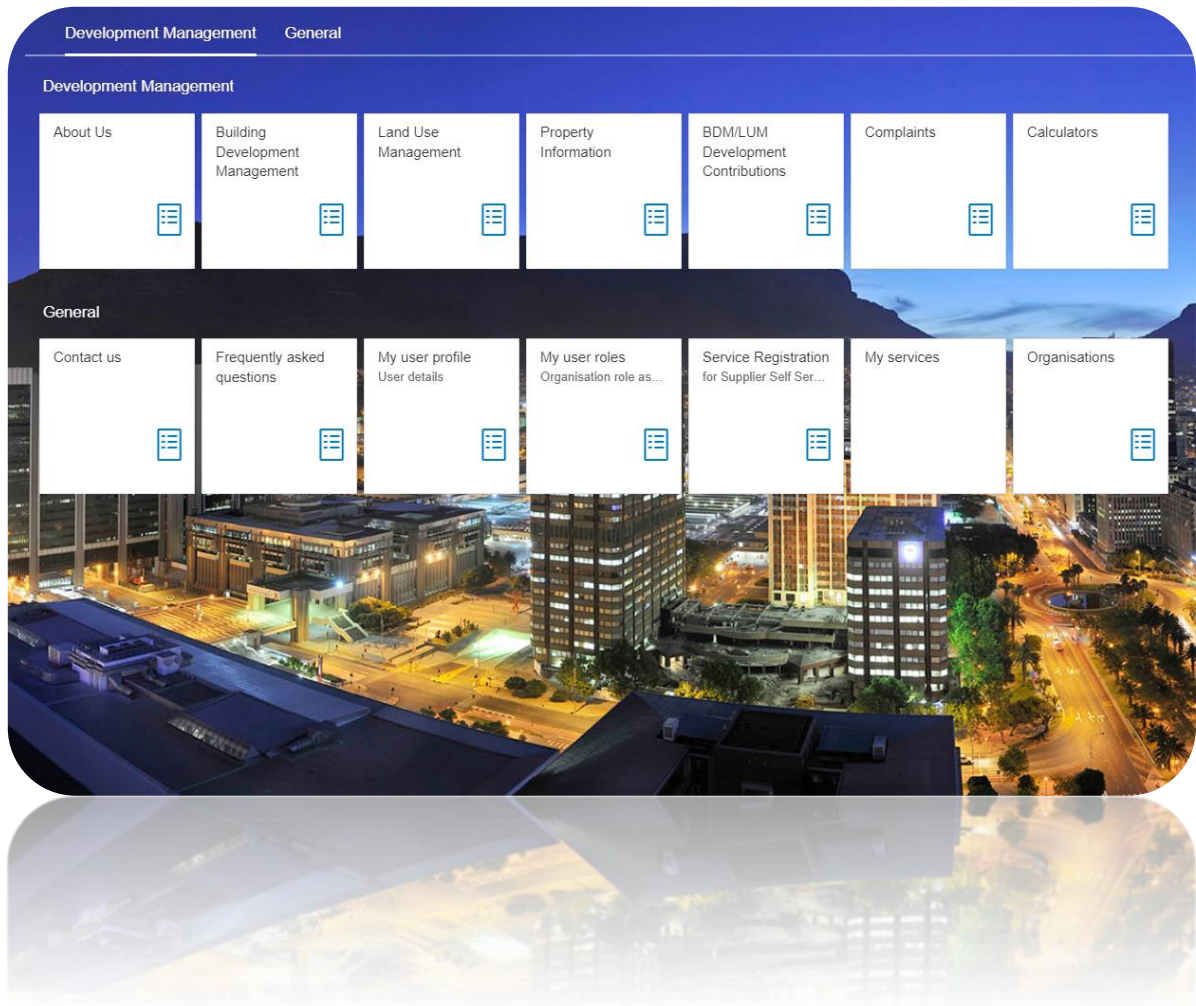
The following mandatory documents must be available for upload to process the request:

- o [Power of attorney](#)

### DAMS Access:

Access the **e-Services** portal:

Development Management **e-Services** home page:



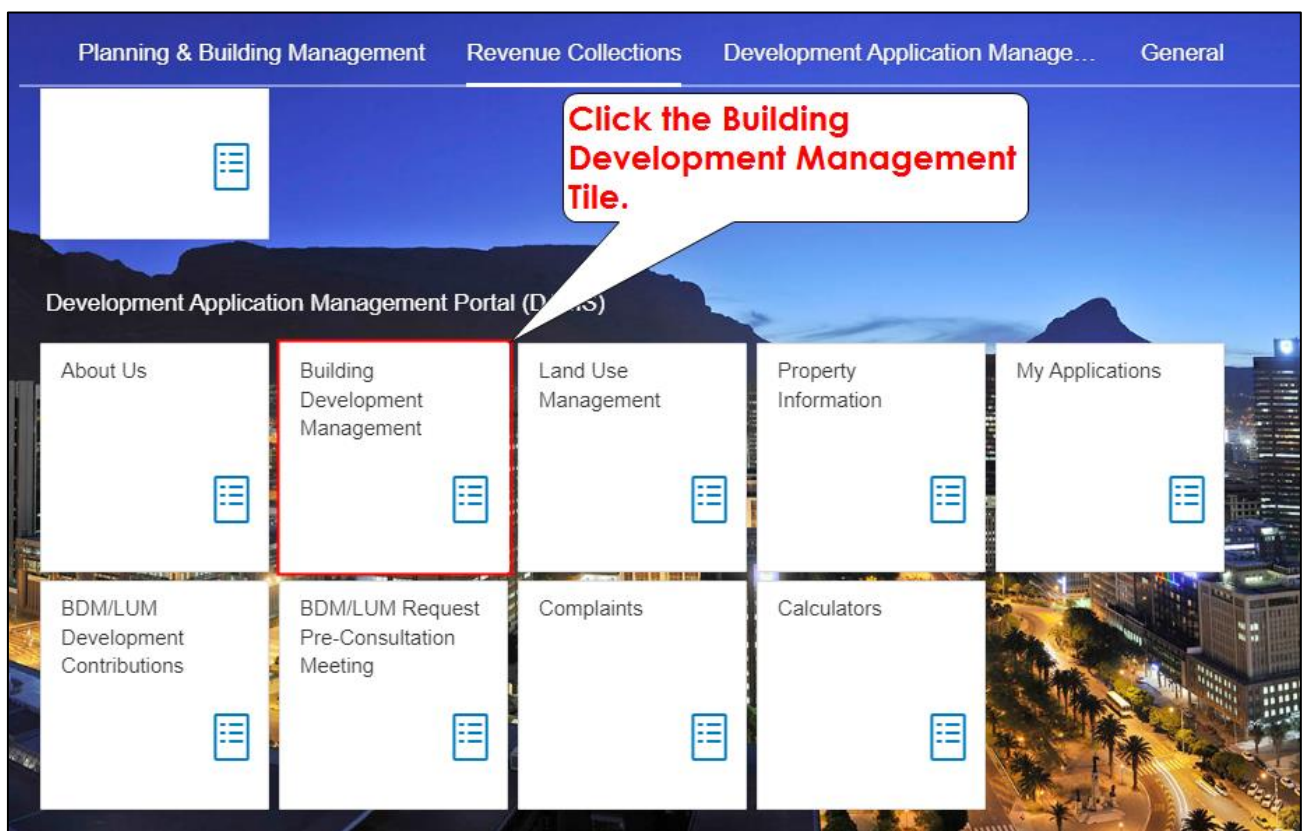
## Building Development Management (BDM) – Feasibility or Sketch Plan Enquiry

### Overview:

Find out how to “Request a feasibility plan or sketch plan” enquiry via the Development Application Management Portal (DAMS).

### STEP 1: Building Development Management Applications – Home Page

Select the "Building Development Management Tile"




## STEP 2: Feasibility or sketch plan enquiry

City of Cambridge Building Development Management Applications


☒ Submit Application

**Click the Feasibility or Sketch Plan Enquiry tile**


Feasibility or Sketch Plan Enquiry

 Application

Request Pre-Consultation Meeting

 Application


Submit Building Plan / Permits

 Application


---

✓ Requests (Paid Services)


Request Copies of Plans

 Application


Request Permission to Use

 Application

Request Occupancy Certificate


 Application

Resubmission after Refusal

 Application

## STEP 3: Search criteria process

Feasibility or Sketch Plan Enquiry - Search & Select Property

 Property Search Criteria

\*Search By:

**Select the drop-down arrow to display search criteria.**

## Building Development Management (BDM) – Feasibility or Sketch Plan Enquiry

<

Feasibility or Sketch Plan Enquiry - Search & Select Property

Property Search Criteria

\*Search By:

▼

Select from the list below

ERF Number

GIS Map

Parcel Number

SG26 Code

Private Address

Sectional Title

Street Address

Select the relevant search option

<

Feasibility or Sketch Plan Enquiry - Search & Select Property

Property Search Criteria

\*Search By:

ERF Number

▼

Select the drop-down arrow to display the allotment areas

Search by ERF Number

Allotment:

▼

\*ERF Number:

6270

Search

## Building Development Management (BDM) – Feasibility or Sketch Plan Enquiry

Feasibility or Sketch Plan Enquiry - Search & Select Property

Property Search Criteria

\*Search By: ERF Number

Search by ERF Number

Allotment:

\*ERF Number:

- MELKBOSCH STRAND
- MFULENI (CAPE)
- MFULENI (STELLENBOSCH)
- MILNERTON
- MISTY CLIFFS
- MITCHELLS PLAIN
- MONTAGUE GARDENS
- MOORREESBURG

Select the relevant allotment area OR type the allotment area

Feasibility or Sketch Plan Enquiry - Search & Select Property

Property Search Criteria

\*Search By: ERF Number

Search by ERF Number

Allotment:

\*ERF Number:

Search

Select the Erf number field and type in the Erf number

## Building Development Management (BDM) – Feasibility or Sketch Plan Enquiry

Feasibility or Sketch Plan Enquiry - Search & Select Property

Property Search Criteria

\*Search By: ERF Number

Search by ERF Number

Allotment: MITCHELLS PLAIN

\*ERF Number: 6270

Search

Click Search

Feasibility or Sketch Plan Enquiry - Search & Select Property

Property Search Criteria

\*Search By: ERF Number

Search by ERF Number

Allotment: MITCHELLS PLAIN

\*ERF Number: 6270

Search

Select the Property

Select the property line item

ERF Number	House No	Street
00006270	67	JERSEY

**STEP 4: Selection of impacted departments**

Feasibility or Sketch Plan Enquiry - Property Impacts

<input type="checkbox"/>	FAR	Fire and Rescue Services	FAR Cape Flats	
<input type="checkbox"/>	GIS	PBDM Geographic Information System	GIS Mitchells Plain/Khayelitsh	
<input checked="" type="checkbox"/>	LUM	Land Use Management (P&BDM)	LUM Mitchells Plain/Khayelitsh	
<input type="checkbox"/>	NOP	Noise Pollution	NOP Central	
<input type="checkbox"/>	PRM	Property Management	PRM Southern	

Cancel

Feasibility or Sketch Plan Enquiry - Property Impacts

<input type="checkbox"/>	ENV	Environmental management (ENV)	ENV Mitchells Plain/Khayelitsh	
<input checked="" type="checkbox"/>	FAR	Fire and Rescue Services	FAR Cape Flats/Khayelitsha	
<input type="checkbox"/>	GIS	PBDM Geographic Information System	GIS Mitchells Plain/Khayelitsh	
<input checked="" type="checkbox"/>	LUM	Land Use Management (P&BDM)	LUM Mitchells Plain/Khayelitsh	information
<input type="checkbox"/>	NOP	Noise Pollution	NOP Central	

Cancel



## STEP 6: Document upload process

To upload any supporting documentation, select the “Upload files” drop-down arrow.

< Feasibility or Sketch Plan Enquiry - Property Impacts

**> Upload Files**

**Select the drop-down arrow.**

**Feasibility Comments** - Select any 2 Dept's at no charge. **Feasibility Comments and Sketch Plan** – Select 3 or more Depts, charges apply. Upload of a Sketch Plan is mandatory.

▼ Default Property Affected / Impacted Departments

Information

<input type="checkbox"/>	Department	Dept. Description	Region Description	Enquiry / Feedback
<input checked="" type="checkbox"/>	BDM	Building Development Management	BDM Mitchells Plain/Khayelitsh	Proposal is to accommodate a dwelling extension with a window closer that 1.5m from the common property boundary, can that be accommodated?
<input type="checkbox"/>	CHA	Air Quality	CHA Central	

Submit Cancel

< Feasibility or Sketch Plan Enquiry - Property Impacts

Upload Files

No of Files : 0

Upload **+**

**Click + to upload.**

Upload

No entries. Click Upload to add

Drop files to upload, or use the "+" button.

**Feasibility Comments** - Select any 2 Dept's at no charge. **Feasibility Comments and Sketch Plan** – Select 3 or more Depts, charges apply. Upload of a Sketch Plan is mandatory.

Submit Cancel

## STEP 6: Complete Request

Feasibility or Sketch Plan Enquiry - Property Impacts

Case ID : 170000001273  
 Allotment : MITCHELLS PLAIN  
 ERF No: 00006270

Address : 67 JERSEY STREET WESTRIDGE - MITCHELLS PLAIN  
 Case status: ☐ Draft Case

> Upload Files

**Feasibility Comments** - Select any 2 Dept's at no charge. **Feasibility Comments and Sketch Plan** – Select 3 or more Depts, charges apply. Upload of a Sketch Plan is mandatory.

✓ Default Property Affected / Impacted Departments

Click **Submit** to complete the request

Department	Dept. Description	Region Description	Enquiry / Feedback
<input type="checkbox"/> BDM	Building Development Management	BDM Mitchells Plain/Khavelitsh	

Information

Submit Cancel

Feasibility or Sketch Plan Enquiry - Property Impacts

Case ID : 170000001273  
 Allotment : MITCHELLS PLAIN  
 ERF No: 00006270

Address : 67 JERSEY STREET WESTRIDGE - MITCHELLS PLAIN  
 Case status: ☒ Feasibility Circulation

> Upload Files

**Feasibility Comments** - Select any 2 Dept's at no charge. **Feasibility Comments and Sketch Plan** – Select 3 or more Depts, charges apply. Upload of a Sketch Plan is mandatory.

✓ Default Property Affected / Impacted Departments

Click **OK** to confirm

Success  
 Case ( 170000001273 ) submitted successfully!

OK

Department	Dept. Description	Region Description	Enquiry / Feedback
<input type="checkbox"/> BDM	Building Development Management	BDM Mitchells Plain/Khavelitsh	

Information

Close

## Building Development Management (BDM) – Feasibility or Sketch Plan Enquiry

Feasibility or Sketch Plan Enquiry - Property Impacts

Case ID : 170000001273

Address : 67 JERSEY STREET WESTRIDGE - MITCHELLS PLAIN

Allotment : MITCHELLS PLAIN

ERF No: 00006270

Case status: ☐ Feasibility Circulation

> Upload Files

Feasibility Comments - Select any 2 Dept's at no charge. Feasibility Comments and Sketch Plan – Select 3 or more Depts, charges apply. Upload of a Sketch Plan is mandatory.

✓ Default Property Affected / Impacted Departments

Click 

Close

 to return to the main menu

Information

Department	Dept. Description	Region Description	Enquiry / Feedback
<input type="checkbox"/> BDM	Building Development Management	BDM Mitchells Plain/Khayelitsha	

Close

**Congratulations you have successfully made your submission/enquiry.**

**Click here to view other available user manuals.**

For online services and enquiries, contact us through our District Information Hubs:

[Blaauwberg](#)   [Northern](#)   [Cape Flats](#)   [Table Bay](#)

[Helderberg](#)   [Tygerberg](#)   [Khayelitsha](#)   [Southern](#)

Page 11 of 11