



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

DEVELOPMENT MANAGEMENT INFORMATION GUIDELINES SERIES

SITE DEVELOPMENT PLANS

7



What is a site development plan, when is it required, and what does it involve?

Making progress possible. Together.

This booklet forms part of a series published by the City of Cape Town to help you understand and make better use of the planning system

LANGUAGE POLICY:

In line with the City of Cape Town's language policy, any booklet in this series is also available in Afrikaans and isiXhosa on request by e-mailing lums@capetown.gov.za.

LEGAL DISCLAIMER:

Although based on law, the information provided in this booklet is presented in an informal and plain language format for the purposes of providing advice on development matters and procedures to customers and members of the public. Should there be any discrepancy with provisions in the underlying legislation, the actual legislation takes precedence and should be consulted directly. Alternatively, please obtain independent professional advice on the matter. The City of Cape Town does not accept any liability for any action taken on the basis of the information contained herein.

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A SITE DEVELOPMENT PLAN, AND WHEN IT IS REQUIRED



What is a site development plan, and why is it necessary?

A site development plan is a plan or set of plans illustrating the detailed aspects of a proposed development.

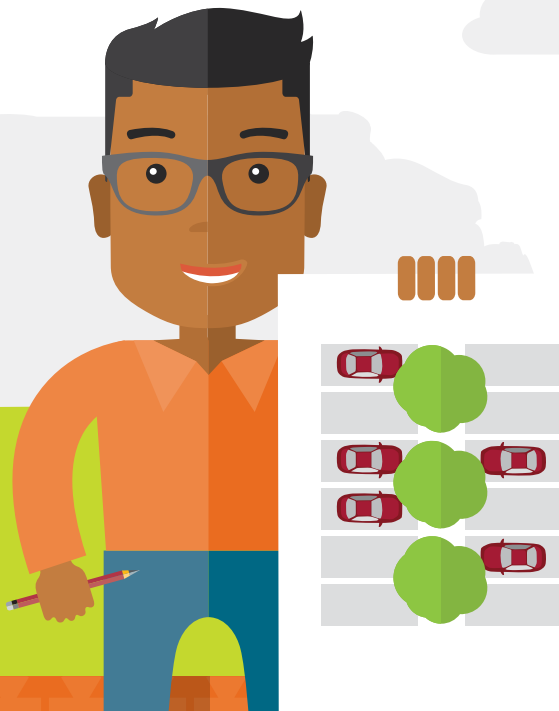
The purpose of a site development plan is to regulate additional matters that have not already been covered in any earlier conditions of approval or the applicable zoning scheme regulations/development parameters. Such matters would typically include the positioning of buildings, architectural details, etc. However, nothing in the site development plan is supposed to substitute or duplicate any existing regulations.

A site development plan can also be submitted as part of the motivation for a development application to show the details of the proposal.

Where the detailed site layout and specifics of a proposed development are particularly important for its consideration and implementation, you may need to submit a detailed site development plan so that the City can properly assess the details of the development. This may be required as a condition in terms of a land use approval or according to the provisions of a zoning category in the City of Cape Town Development Management Scheme, which forms part of the Municipal Planning By-law, 2015.

The Development Management Scheme defines a site development plan as “a scaled and dimensioned plan which shows development details such as site layout, positioning of buildings and structures, property access, building designs and landscaping of the proposed development”.

Once approved, an w and the details contained in it become part of the original approval of the proposed development or of the land use restrictions of the relevant zoning category, and is considered a legal obligation with which you must fully comply.





When is site development plan approval likely to be required?

A site development plan (including a landscape plan) may have to be submitted in the case of:

- group housing schemes and flats;
- shopping centres;
- business/office parks;
- industrial parks;
- some developments in conservation areas; and
- major developments where the impact on the nearby public environment (such as sidewalks, streets, public spaces, parks, etc.) would be significant, for example commercial precincts, conference centres and sports complexes.



A site development plan usually deals with more detailed site layout and design matters. So, although it may be submitted along with the original development application (such as a rezoning, subdivision or departure), it is generally considered after the primary development or land use rights are in place, but before building plans are submitted.

In terms of the City's zoning categories and land uses, the development proposals that may require a site development plan are in the following zones:

- Primary uses in a utility zoning (UT)
- Primary uses in transport zoning 2: public road and public parking (TR2)
- Primary and consent uses and a dwelling house in open space zoning: environmental conservation (OS1)
- Primary uses in open space zoning: public open space (OS2)
- Primary uses in open space zoning: special open space (OS3)

Importantly, a site development plan is always required for a group housing scheme in general residential sub zoning 1: group housing (GR1).



A SITE DEVELOPMENT PLAN, AND WHEN IT IS REQUIRED



How will I know whether I need to submit a site development plan?

The submission of a site development plan will be stipulated by either the base zone in the Development Management Scheme that stipulates if a site development plan must be submitted for approval or be required at the discretion of an authorised planning official in terms of item 123 of the Development Management Scheme. If you do need to submit a site development plan for your planned development to proceed, rather ask a planning official to be clear on the specific information or development details that should be shown on the site development plan. This could be done either by directly contacting the authorised official or at a pre-application consultation that can be requested.. It is important first to check on this, as conditions of approval may require certain additional information to be provided in a site development plan.

DO start by complying with the development rules for the required base zone instead of first designing a development and then trying to retrofit it by applying for departures from the development rules.



DO NOT simply proceed with developing a site development plan without checking with a planning official. If you provide too much information in a site development plan, you may find yourself “caught up” in a development concept too early on. This may result in unnecessary design work and costs, as well as an overly prescriptive development approval that could have been much simpler had you submitted a simpler site development plan.





Which issues are typically considered in a site development plan?

- General site layout/land use allocation
- Building positioning, orientation and general shape and form (“massing”)
- Impact on neighbouring sites, especially in terms of access, scale and overshadowing
- Access arrangements for vehicles and pedestrians
- Architectural form and building materials/finishes
- On-site parking and internal roads/traffic circulation
- Impact on the quality, safety and amenity of the surrounding public environment
- Arrangements for pedestrian movement to, around and on the site
- Engineering services and infrastructure provision
- Landscaping
- The constitution of the homeowners or property owners’ association concerned (which may include architectural design guidelines)



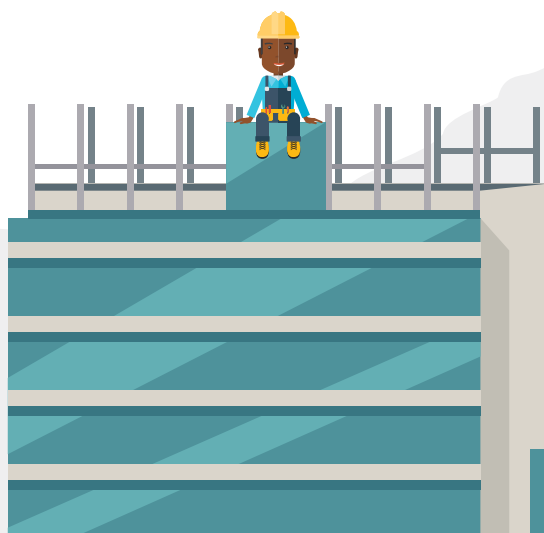
An important component of a site development plan is the landscaping of the remaining open space on the development site. This can consist of either hard (construction) or soft (vegetation) elements, or both, which are usually depicted on a landscape plan. A landscape plan may form an integral part of a site development plan. For more information, please consult the brochure in this series dedicated to landscape plans, or contact the City's Spatial Planning and Urban Design Department and ask to speak to an official in the Urban Design and Landscaping Section.

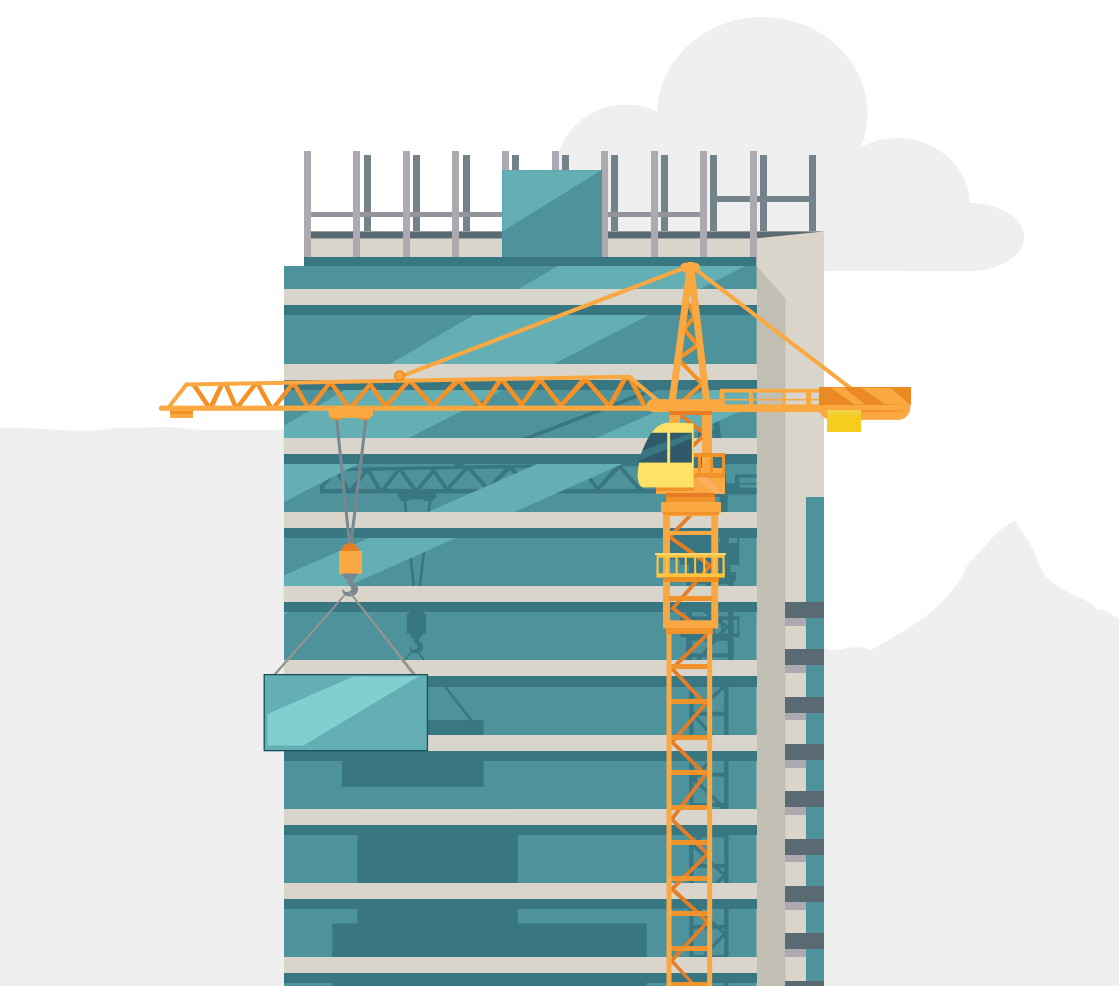




What is a concurrent multi-project site development plan or a joint site development framework?

In more complex cases, where large-scale developments are likely to occur side by side within similar timeframes (such as within two years from one another), the City may need you to submit a multi-project site development plan or a joint site development framework. In simple terms, this is a site development plan that covers a wider area beyond the boundaries of the subject site only. Such a broader site development plan is necessary so that the City can consider overlapping concerns and the combined impact of the developments on associated public space and the surrounding area.







Basic elements and requirements

When you submit a site development plan to the City, please be sure to adhere to the requirements below in preparing your submission. If not, it may be considered incomplete and sent back to you for corrections resulting in delays.

A site development plan must be prepared by a suitably qualified professional such as an architect, draughtsperson, town planner, etc. For sites larger than 1 ha, the City may require this to be done specifically by an urban designer or planner.

In certain applications it may be possible to use a copy of an existing approved building plan to indicate the required information for the new application. For example, the bedrooms to be used for a guest house, or the rooms and outdoor areas to be used for an Early Childhood Development centre.

Depending on the nature of your proposed development, a site development plan should include at least the following components:

- A basic site layout plan with site layout information and details
- An information table/schedule illustrating development details
- Typical architectural drawings
- Schedule of building materials and finishes
- Landscape plan (consult separate brochure on landscape plans)
- Name logos and/or outdoor advertisement arrangements
- A homeowners/property owners' association constitution

These elements are elaborated on in the next few pages...



THE BASIC SITE LAYOUT PLAN SHOULD INCLUDE AND ILLUSTRATE:

The City may require some or all of the following information for a site development plan:

- a) existing bio-physical characteristics of the property;
- b) existing and proposed cadastral boundaries;
- c) the layout of the property, indicating the use of different portions thereof;
- d) the massing, position, use and extent of buildings;
- e) sketch plans and elevations of proposed structures, including information about external finishes;
- f) cross-sections of the site and buildings on site;
- g) the alignment and general specification of vehicle access, roads, parking areas, loading areas, pedestrian flow and footpaths;
- h) the position and extent of private, public and communal space;
- i) typical details of fencing or walls around the perimeter of the land unit and within the property;
- j) electricity supply and external lighting proposals;
- k) provisions for the supply of water, management of stormwater, and disposal of sewage and refuse;
- l) external signage details;
- m) general landscaping proposals, including vegetation to be preserved, removed or to be planted, external paving, and measures for stabilising outdoor areas where applicable;
- n) the phasing of a development;
- o) the proposed development in relation to existing and finished ground levels, including excavation, cut and fill;
- p) statistical information about the extent of the proposed development, floor space allocations and parking supply;
- q) relationship of the proposed development to the quality, safety and amenity of the surrounding public environment;
- r) relationship of the proposed development to adjacent sites, especially with respect to access, overshadowing and scale;
- s) illustrations in a three-dimensional form depicting visual impacts of the proposed development on the site and in relation to surrounding buildings; and
- t) any other details as may reasonably be required by the City.



THE INFORMATION TABLE/SCHEDULE SHOULD INCLUDE:

- the total site size;
- the total number of dwelling units;
- the total floor area, coverage/bulk and building height;
- the total number of parking bays for residents, visitors and staff;
- the size of private and communal open space;
- the size of individual portions and dwelling units; and
- an indication of unit type and site coverage per individual portion.



THE SET OF ARCHITECTURAL DRAWINGS (TO A SCALE OF 1:100, 1:200 OR 1:500) SHOULD ILLUSTRATE:

- typical plan and elevation views (including typical street elevations) of all proposed structures;
- a general artist's impression/perspective drawing (where necessary);
- details regarding materials, finishes and colours of external walls and roofs;
- separately specified floor areas for the main dwelling, garage, any patios/verandas, and the total for the various unit types; and
- potential future extensions.



THE SCHEDULE OF BUILDING MATERIALS AND FINISHES SHOULD INCLUDE COLOUR SCHEMES AND MATERIALS FOR:

- external walls and roofs of all structures;
- window frame and door types or finishes;
- outdoor-surface finishes for all internal streets, drive-ins, patios, parking areas, squares, hard-surfaced pedestrian walkways, etc.; and
- boundary walls treatment or enclosures.

Proposals and guidelines for name logos and outdoor advertisements may be required in the case of shopping complexes, business parks, etc. These should also include their location, height and elevation.

A proposed homeowners'/property owners' association constitution may be required in certain cases, such as with a group housing scheme. The constitution must be compiled in line with the City's approved model constitution, a copy of which may be obtained from your nearest district planning office.



SUBMITTING A SITE DEVELOPMENT PLAN, THE ASSESSMENT PROCESS, AND IMPLEMENTATION



How to submit a site development plan, and how it will be processed

For the submission and assessment of your site development plan, you will typically go through the following general steps or phases:

- Step 1:** Making sure of the exact nature of the relevant conditions of approval (where a site development plan was required) and obtaining the City's site development plan requirements.
- Step 2:** Getting a suitably qualified and competent person to prepare your site development plan (which may include a landscape plan) in accordance with the relevant conditions of approval and the City's site development plan submission requirements.
- Step 3:** Submitting your site development plan application with all supporting documents to your local district office, and arranging payment of the applicable application fees if it does not form part of your primary development application.
- Step 4:** Subjecting your application to public consultation/ advertising to affected parties (if deemed necessary by the City's Planning and Building Development Management Department) and internal circulation to the relevant line departments for comment.
- Step 5:** Making corrections and amendments referred back to you.

- Step 6:** Resubmitting to your local district planning office for final assessment and decision.
- Step 7:** Concluding any detail agreements with the City's Parks Department (if needed).
- Step 8:** Receiving written notice of site development plan approval. If no appeals are received, building plans may be submitted at this stage.
- Step 9:** Implementing your site development plan details and site landscaping.

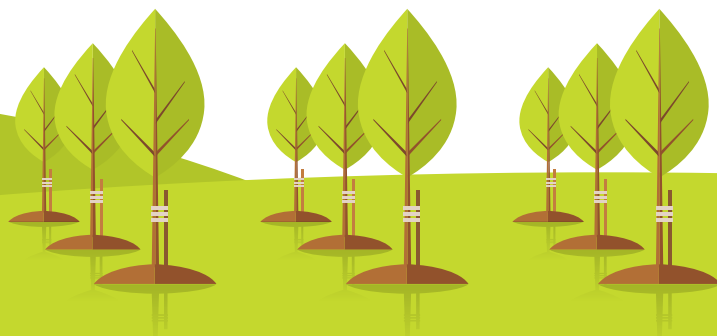
Throughout this process, you may contact your local district planning office to check on progress or any other aspect of the application process. Please supply your application reference number when making any enquiry.





General points to note regarding the submission of a site development plan

- Once approved, a site development plan becomes an annexure to the original development approval, which means it becomes a legal obligation with which you must fully comply. Therefore, the proposed development must be undertaken, completed and maintained in accordance with the details of the approved site development plan.
- Building plans and engineering layout drawings can only be submitted or considered once the relevant site development plan has been approved, and must also be in line with such approved site development plan.
- The City may not refuse a site development plan if it is consistent with the development rules of the base zone, overlay zone or conditions of approval.
- Should future development proposals or extensions not comply with the approved site development plan, you may need to apply for its amendment.





Implementation arrangements

To ensure that you implement your approved site development plan to the City's satisfaction, the City may require

- ... landscaping work to be executed within specific time limits and at certain milestones during the development. This needs to be agreed with the City beforehand and may include a period of maintenance of any such new landscaping until it is established.
- ... a bank guarantee or proof of sufficient funds to be held in trust equal to the value of the required landscaping work to ensure it is implemented to a satisfactory standard.



CONTACT DETAILS

For any further questions about land use management issues, contact your nearest development management office on the numbers provided below:

Table Bay District

Media City Building, 2nd Floor, cnr. Adderley Street and Hertzog Boulevard,
Cape Town

Postal address: PO Box 4529, Cape Town, 8000

Email address: Tablebay.hub@capetown.gov.za

Blaauwberg District

Municipal Building, 87 Pienaar Road, Milnerton

Postal address: PO Box 35, Milnerton, 7435

Email address: Blaauwberg.hub@capetown.gov.za

Northern District

Kraaifontein Administrative Building, Brighton Road

Postal address: PO Box 25, Kraaifontein, 7569

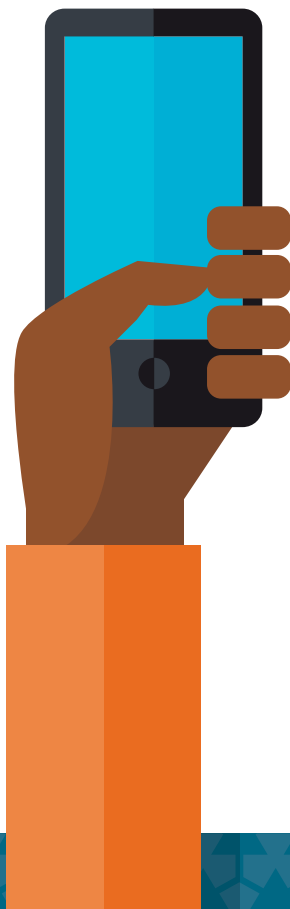
Email address: Northern.hub@capetown.gov.za

Tygerberg District

Parow Administrative Building,
cnr. Voortrekker Road and Tallent Street

Postal address: Private Bag X4, Parow, 7499

Email address: Tygerberg.hub@capetown.gov.za





Helderberg District

Somerset West Administrative Building, cnr. Andries Pretorius and Victoria streets

Postal address: PO Box 19, Somerset West, 7129

Email address: Helderberg.hub@capetown.gov.za

Mitchells Plain/Khayelitsha District

Stocks and Stocks Complex, Ntlazane Road, Ilitha Park, Khayelitsha

Postal address: Private Bag X93, Bellville, 7535

Email address: Khayemitch.hub@capetown.gov.za

Cape Flats District

Ledger House, cnr. Aden Avenue and George Street, Athlone Postal address: PO Box 283, Athlone, 7760

Email address: CapeFlats.hub@capetown.gov.za

Southern District

Plumstead Administrative Building, cnr. Main and Victoria roads

Postal address: Private Bag X5, Plumstead, 7801

Email address: Southern.hub@capetown.gov.za

<http://planning.capetown.gov.za>



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