

Documents to be submitted to the Municipality for various development applications.

PLEASE MARK (WHERE APPLICABLE)

DOCUMENTS	TOWNSHIP ESTABLISHMENT	REZONING	REMOVAL OF RESTRICTIONS	SUBDIVISION	CONSOLIDATION	DEVELOPMENT OF LAND OUTSIDE THE AREA OF A SCHEME	SPECIAL CONSENT	WRITTEN CONSENT	RELAXATION	GRANNY FLAT
Application Fee	X	X	X	X	X	X	X	X	X	X
Title Deed	X	X	X	X	X	X	X	X	X	X
Bond Holder's consent (if registered against the property)	X	X	X	X		X	X	X	X	X
Power of Attorney (if property is not registered in applicant's name)	X	X	X	X	X	X	X	X	X	X
Company Resolution (if property is registered in name of company)	X	X	X	X	X	X	X	X		
*Mineral Rights Holder's Consent (if applicable)	X					X				
Application Form (if applicable)	X	X	X	X	X	X	X		X	X
Motivation Memorandum	X	X	X	X	X	X	X	X	X	X
Locality Plan	X	X	X	X	X	X	X	X		
Zoning Plan	X	X	X							
Land-use Plan	X	X	X							
Site Plan (including parking layout)	X	X				X	X	X	X	X
Layout Plan	X					X				
Subdivision/ Consolidation Plan				X	X					
*Newspaper Advertisements	X	X	X			X	X			
*Proof of Registered Letters/ Notices to adjacent Property Owners	X	X	X			X	X	X	X	X
*Site Notice/s Affidavit (on expiry date of advertisement)	X	X	X	X	X	X	X			
EIA Approval/ Exemption (if listed in activity)	X	X				X				
Traffic Impact Study (if required by relevant Department)	X	X								
Geotechnical Report/ Letter signed by a qualified engineer	X					X				
ZDM Comments	X					X				
COGTA Comments	X									
Technical Services Comments	X	X	X	X	X	X	X	X	X	X
Public Safety Comments	X	X	X	X	X	X	X	X	X	X
Environmental Services Comments	X	X	X	X	X	X	X	X	X	X
Agriculture, Forestry and Fishers						X				
Eskom						X				
Dept. of Transport (if applicable)						X				
Other										

*May be submitted after the advertisement period but must be **WITHIN 60 DAYS** of initial submission of the application.

Please note that applications will also be withdrawn at a later stage, on the basis of incorrect documentation submitted and/or procedures followed.

FOR OFFICIAL USE

Date Received: _____ Officials Name: _____

Signature: _____

A copy of the completed, checked and signed application list also serves as the acknowledgement of receipt.