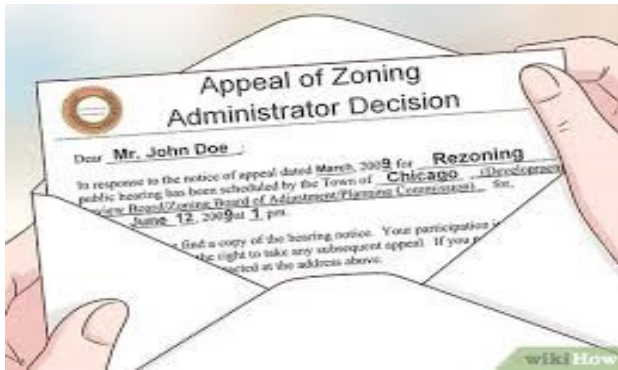


WHAT HAPPENS IF MY LAND DEVELOPMENT APPLICATION IS NOT APPROVED:

Land Use applications submitted to the municipality for rezoning or Special Consent amongst other alterations affecting land use, follow a very specific process as laid out in the Spatial Planning and Land Use Management Act 16 of 2013. A person who intends to appeal against the decision of the Municipality may lodge a written appeal within 21



HOW DO I LODGE AN APPEAL:

- The written appeal is lodged to the Municipal Managers Offices by the applicant
- The Spatial Planning and Land Use Management Act Administrator will notify the applicant on the receipt of appeal
- The Administrator will notify the client on the processes of the appeal processing and appeal hearing

AFTER MY APPLICATION IS AP-

Yes, Provided that building plans are submitted and approved by the Municipality.

BEFORE YOU DEVELOP YOUR SITE: CONSULT YOUR MUNICIPALITY

FLATS REZONING GUEST HOUSE
RELAXATION OF BUILDING LINES
SPECIAL CONSENT SHOPPING MALL
STUDENT ACCOMODATION HOTEL
BED AND BREAKFAST
CONFERENCE CENTRE LODGE
CAR-WARSH PROFESSIONAL OFFICES
PETROL FILLING STATION SUBDIVISION

KNOWING ABOUT LAND USE SCHEMES AND DEVELOPMENT CONTROLS:

- The Land Use Scheme sets out the various Use Zones applicable to land and buildings in the Municipal area and lists the purpose for which such land may and may not be used, and the purpose for which such land and buildings may only be used with consent of the Municipality.
- The Land Use Scheme sets out, among other things, general conditions applicable to all erven as well as rules relating to zonings for shops, schools, guest houses, hotels on residential erven, land to be used for religious purposes, and conditions relating to agricultural farm land.
- Development controls are features of a Land Use Scheme and provide parameters for specific types of developments.
- Building controls include: Floor Area Ratio, Coverage, Height, Building lines (front, back, sides).



WHAT DO YOU NEED TO KNOW BEFORE YOU DEVELOP:

1. Site Zoning
2. Permitted Uses and Non- Permitted Uses
3. Special Consent Uses
4. Development Parameters
5. Site Boundaries
6. Restrictive conditions registered on title deeds
7. Location of Municipal Services

LEGISLATION:

All Land Development Applications submitted to the Municipality are submitted in terms of:

- The Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA);
- The KSD Spatial Planning and Land Use Management By- Law of 2016.
- Umtata Town Planning Scheme.



WHAT DO I DO IF I WANT TO DEVELOP MY PROPERTY

Consult with the KSD Spatial Planning and Land Use Management Administrator and setup an appointment

HOW DO I PREPARE FOR THE PRECONSULTATION MEETING

You will need the following documentation during the pre-consultation meeting:

1. **Zoning Certificate.**
2. **Site development plan** showing the proposed development, parking bays,
3. **Title deed** of the property that will be devel-

WHAT HAPPENS DURING THE PRECONSULTATION MEETING

1. The applicant, property owner or representative presents the development concept and proposal.
2. The applicant is advised if the development proposal is in line with the Town Planning Scheme requirements and applicable legislation.
3. The applicant is appraised on the land development application process and the documentation needed for the application.
4. The administrator emails to the applicant the application form and application checklist.



WHAT HAPPENS AFTER I SUBMIT MY APPLICATION TO THE MUNICIPALITY

1. The application is sent an email acknowledging the receipt of application.
2. The Spatial Planning and Land Use Management Administrator SCREENING/ SCRUTIZATION the application.
3. The applicant is notified if the application is complete and the application will undergo the administration phase.
4. If the application is not complete, the administrator will request additional information from the applicant, e.g. Stormwater Management Plan, Environmental Impact Assessment, Geotechnical Report etc.
5. After submission of requested additional information, the applicant is notified on the confirmation of complete application.

THE ADMINISTRATION PHASE

1. A town planner is delegated to attend to the development application.
2. The applicant is provided with a Advert Notice of the application that needs to be advertised by the applicant on the Daily Dispatch to allow for public comment and/or objections for a period of 30 days.
3. The application is circulated for comments to the Office of the Chief Financial Officer and Department of Infrastructure for comment.
4. The town planner drafts an assessment report for the application and the application assessment report, with comments from relevant departments is forwarded for consideration by the Authorised Official or the municipal planning tribunal

3 MONTHS

CONSIDERATION PHASE

1. If the application is a category 1 application, the application is referred to the Municipal Planning Tribunal.
2. If the application is a category 2 application, the application is referred to the Authorised Official.
3. The application undergoes consideration by the Municipal Planning tribunal and/or Authorised Official.



2 MONTHS

DECISION PHASE

1. The Municipal Planning tribunal or Authorised official will formulate a decision on your application.
2. The Municipality will notify in writing the applicant and any person whose rights are affected by the decision of the decision and their right to appeal if applicable.
3. If the owner has appointed an agent, the owner must take steps to ensure that the agent notifies im or her of the decision of the Municipality.

1 MONTH

