



**FANCOURT**  
MASTER HOMEOWNERS ASSOCIATION

***BUILDING PROCESSES AND RESPONSIBILITIES WHEN BUILDING AT FANCOURT***

| PLANNING                                                                                                                                                                                | PLANNING APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | CONSTRUCTION AND<br>2 <sup>nd</sup> PHASE APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | COMPLETION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <p><b>PROCESS STARTS</b></p> <p>Selection of architect, and the planning of the new building or alteration in accordance with the appropriate design guidelines.<br/><b>(Owner)</b></p> | <p><b>Step 1.</b><br/>Application: Formal application is made to FMHA Building Controller along with scrutiny fees. Plans to be submitted 2 weeks prior to meeting dates. Town Planning Committee meeting dates every second Thursday of each month.<br/><b>(Owner)</b></p> <p><b>Step 2.</b><br/>Plans are scrutinized by the Building Controller and if found in order send to neighbours for their comment.<br/><b>(Fancourt Master Homeowners' Association - FMHA)</b></p> <p>Once all comments are reviewed, the application is approved or disapproved by the Town Planning Committee.<br/><b>If disapproved, start again at Step 1.</b></p> <p><b>Step 3.</b><br/>Approved plans (two sets), with the FMHA stamp, as well as the FMHA confirmation letter are prepared for submission to the Local Authority, and the necessary municipal scrutiny fees paid.<br/><b>(Owner / George Municipality)</b></p> <p>Municipal approval can take up to 8 weeks, during which time no construction may take place.</p> | <p><b>Step 1.</b><br/>The owner selects a contractor to undertake the building work. This would probably take place while the approvals are being processed.<br/><b>(Owner)</b></p> <p><b>Step 2.</b><br/>Building fees and deposits paid over to the FMHA.<br/><b>(Owner)</b></p> <p><b>Step 3.</b><br/>Application for Site Handover with the FMHA Building Controller.<br/><b>(Owner / Contractor)</b></p> <p><b>Step 4.</b><br/>The appointed contractor to register on the Fancourt biometric system.<br/><b>(FMHA / Contractor)</b></p> <p><b>Step 5.</b><br/>Initial Site Inspection and Site Handover with the Contractor and FMHA Building Controller.<br/><b>(FMHA / Contractor)</b></p> <p><b>Step 6.</b><br/>Construction of the Building.<br/><b>(Owner / Contractor)</b></p> <p><b>Step 7. (2<sup>nd</sup> Phase Approval)</b><br/>During construction the <b>owner</b> applies for 2<sup>nd</sup> phase approvals (external finishes). The <b>FMHA</b> ensures that the building complies with the approved architectural guidelines.<br/>Once 2<sup>nd</sup> phase approval has been obtained, the building may be completed.</p> | <p><b>Step 1.</b><br/>Application for Site Clearance from the FMHA Building Controller – final Site inspection. If all is found in order the Building Controller issues the site clearance certificate and confirmation letter to the George Municipality.<br/><b>(Owner / Contractor / FMHA)</b></p> <p><b>Step 2.</b><br/>Application to the George Municipality for municipal site inspection.<br/><b>(Owner / Contractor)</b></p> <p><b>Step 3.</b><br/>George Municipality carry out final site inspections.<br/><b>(George Municipality)</b></p> <p><b>Step 4.</b><br/>Occupation certificate issued.<br/><b>(George Municipality)</b></p> <p><b>Step 5.</b><br/>Copy of the occupation certificate issued to the FMHA Building Controller. Building deposit refunded.<br/><b>(Owner / FMHA)</b></p> <p><b>PROCESS COMPLETED</b></p> |