

PART B: LAND USE PLANNING REQUIRED DOCUMENTATION AND INFORMATION

KOUGA LOCAL MUNICIPALITY SPATIAL PLANNING AND LAND USE MANAGEMENT BY-LAWS (Gazetted 2016)

LAND USE PLANNING APPLICATIONS IN TERMS OF THE KOUGA MUNICIPALITY: BY-LAW ON MUNICIPAL LAND USE PLANNING: REQUIRED DOCUMENTATION AND INFORMATION (2021-2022)

PLEASE REFER TO MANDATORY DOCUMENTS AS WELL AS SECTION 1 AND SECTION 2 FOR SPECIFIC
REQUIREMENTS

MANDATORY DOCUMENTS AND INFORMATION FOR ALL APPLICATIONS.	
Note: Applications submitted on RDP erven and Appeals differ from the list below.	
Application Form	
Bond holders consent (Required if the bond has been registered against the property. Please approach the appropriate bank for this consent)	
Cadastral Information (SG Diagrams / GP's and Servitudes)	
Company/Trust Resolution (Required if the property is owned by a non natural person (Company, Trust etc.) – A resolution from the board/members which grants permission to the applicant to submit the land use application.	
Conveyancers Certificate (This is a certificate which identifies whether the title deeds contain any conditions which would limit or restrict the proposed application or the intended development of the property. A conveyancer will issue this document at your request.	
Copy of Title Deed (A full copy of the title deed is required.)	
Locality Map – A clear and accurate locality map is required.	
Detailed Motivation Report - A written motivation is required.	

Table 1: Mandatory documents and information for all applications

REFER TO THE FOLLOWING SECTIONS FOR THE LAND USE APPLICATION SPECIFIC 'REQUIRED DOCUMENTATION AND INFORMATION'

These tables identify the required documentation specific to the various land use application types. These documents need to be included in the application in addition to the Mandatory Required Documentation reflected in the table above.

- Section 1: SDP's, Consolidations, Subdivisions, Subdivisions Combined Subdivision, Rezoning, Removal of Restrictions, Consent, Departures
- Section 2: Other Applications, RDP Applications and Appeals

NOTES:

That due to the unique nature of each land use application it is not possible to predetermine all the documentation and information needed to enable the municipality to consider the land use application effectively. Additional information may therefore be requested as the application proceeds through the assessment and decision-making phase.

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Section 1: SDP's, Consolidations, Subdivisions, Subdivisions Combined Subdivision, Rezoning, Removal of Restrictions, Consent, Departures

		SDP		Consol	Subdivision		Subdiv. Combined	Rezoning	ROR		Consent	Departure
	Required Document Type	New Site Development Plan Assessment (Not Amended SDP)	Site Development Plan Amendment	Consolidation	Subdivision of land (Into 2 Erven)	Subdivision of land (Into 3 and more Erven)	Combined - Rezoning, Departure, Subdivision of land	Rezoning of Land	Combined - Departure and Removal, suspension or amendment of restrictive condition of title deed	Removal, suspension or amendment of restrictive condition of title deed	Consent use	Permanent departure
Copies of a plan of the township showing the posed alteration or amendment or, if partial cancellation	Required Doc/Info Applicable Specific											
Copy of the relevant general plan												
Current Site Development Plan Approval and cover letter			x									
Description of all existing and proposed servitudes and services on the land					x	x	x					
Elevations that effect relaxation							x		x			x
Engineering Services Report (Bulk & Internal)					x	x	x					
Floor Plan, preferable when change of usage									x			x
Geotechnical Report						x	x					
Land Use Map					x	x	x					
Land Use/Zoning Approval Letter (Existing Land Use Rights)		x	x									
Prelim Submission SDP (Site Plan)					x	x	x	x			x	x
Proposed Consolidation Plan				x								
Proposed Subdivision Plan					x	x	x					
Status Report (SG)												
Topographic / Aerial Map					x	x	x					
Traffic Impact Study / Statement						x	x					

Table 2: Section 1 - Application Specific Documentation

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Section 2: Other Applications, RDP Applications and Appeals

		Other Applications					RDP Applic.			Appeal
	Required Document Type	Exemption of a subdivision or consolidation from the need for approval in terms of this By-Law as contemplated in section 66	Amendment or cancellation of a subdivision plan (Section 57)	Occup Practice or Other Rights - Approval ito condition of title, a condition of subdivision or condition of an existing scheme or land use scheme	Determination of a zoning as contemplated in section 181	Sect 57(n) Applic for Amendment, deletion or addition of conditions iro an existing approval granted in terms of section 54(9) - (Incl. Amended SDP);	Permanent departure RDP	Rezoning of Land RDP (Smaller than 250m2)	Consent use RDP	Application for Appeal
Copies of a plan of the township showing the posed alteration or amendment or, if partial cancellation	Required Doc/Info Applic Type Specific		x							To be determined by the municipality
Copy of the relevant general plan			x							
Current Site Development Plan Approval and cover letter										
Description of all existing and proposed servitudes and services on the land			x							
Elevations that effect relaxation							x			
Engineering Services Report (Bulk & Internal)										
Floor Plan, preferable when change of usage							x			
Geotechnical Report										
Land Use Map			x				x			
Land Use/Zoning Approval Letter (Existing Land Use Rights)										
Prelim Submission SDP (Site Plan)				x			x	x	x	
Proposed Consolidation Plan										
Proposed Subdivision Plan		x								
Status Report (SG)			x							
Topographic / Aerial Map			x							
Traffic Impact Study / Statement										

Table 3: Section 2 - Application Specific Documentation