

COMPLIANCE WITH SECTION 21 (1) (C) OF THE KNYSNA MUNICIPALITY MUNICIPAL LAND USE PLANNING BY-LAW

NAME OF DEVELOPMENT:

PROPERTY DESCRIPTION: ERF ..., KNYSNA.

CONTACT DETAILS:

NAME:

POSTAL ADDRESS:

TEL:

CELL:

E-MAIL:

DATE:

List of Approval Documents referred to:

1. Knysna Municipality letter of approval for proposed subdivision of Erf, Knysna dated.....

STANDARD OPERATING PROCEDURE (SOP) FOR ISSUING COMPLIANCE CERTIFICATES:**PRE- SUBMISSION CONSULTATION**

Certain application types require a pre-consultation meeting with relevant city officials. Owner may also request pre-consultation meeting.

1. APPLICATION SUBMISSION i.e. SUBDIVISION

Processed and advertised (if required), decision.

2. APPROVAL GRANTED

Approval will be subject to conditions imposed from input made by various internal/external Departments.

3. POST APPROVAL PROCESS BY OWNER

Owner/developer proceeds with compliance with conditions eg provision of services.

4. SUBMISSION TO MUNICIPALITY FOR SECTION 28(3) TRANSFER REQUEST

Request is to be made on prescribed form. Evidence must be submitted for compliance with all conditions of approval, together with evidence of payment of applicable administrative penalty payable and evidence of applicable compliance with a directive issued against the owner for non-compliance with the Municipal Planning By-Law.

5. CASE OFFICER CHECKS REQUIREMENTS

Case officer checks compliance with full set of submission requirements and validity of subdivision (and any other related approvals)

6. IF SUBMISSION REQUIREMENTS INCOMPLETE OR VALIDITY OF APPROVALS HAVE LAPSED A REFUSAL LETTER IS SENT TO OWNER

Resubmission by owner with correct/complete information can be made. If approvals have lapsed, then new applications will need to be submitted for consideration.

7. IF STAGE 7 OK, CASE OFFICER CIRCULATES TO INTERNAL/EXTERNAL DEPARTMENTS FOR CONFIRMATION OF CONDITION COMPLIANCE (INTERNAL 10 DAYS TURN AROUND).

While circulation will usually be an electronic format, some external departments may still need a written letter. Owners are to ensure external departments give condition clearance unequivocally which may allow case officer to not require confirmation.

8. IF A DEPARTMENT NOW REQUIRES MORE INFORMATION OR IT CAN'T NOW CLEAR CONDITIONS, OWNER IS ADVISED OF REQUIREMENT AND RELEVANT DEPARTMENTAL CONTACT.

Case officer will advise of any condition(s) that still need to be cleared. Contact details of the relevant Departmental official will be provided.

9. IF ALL CONDITIONS ARE MET -CERTIFICATE ISSUED AND RATES CLEARANCE PROCESS CAN PROCEED.

Condition No	Description	Action Required	Department	Status (Compliance: Y/N)	Responsible party
(i)					
(ii)					
(iii)					
(iv)					
(v)					
(vi)					
(vii)					
(viii)					
(ix)					
(x)					
(xi)					
(xii)					
(xiii)					
(xiv)					
(xv)					
(xvi)					
(xvii)					
(xviii)					
(xix)					
(xx)					

Annexure A: PORTFOLIO OF EVIDENCE

Annexure B: SERVICES AGREEMENT (IF APPLICABLE)

Annexure C: PROOF OF PAYMENT

Annexure D: DEEDS OF TRANSFER TO THE MUNICIPALITY OR HOME OWNER ASSOCIATION (IF APPLICABLE)