ZEMA
ZIMBALI ESTATE MANAGEMENT ASSOCIATION

Application No:

CHECKLIST – PLAN SUBMISSION & APPROVAL

		Applicant	ZEMA approved	ZEMA referred	ZEMA checked
Registered Owner	(as per title deed)				
Cadastral Description	(as per title deed)				
Street Address					
Architect					
Date					
All Plans in A4 format and folded with title block visible and in Sets					
Body corporate approval	(all plans to be signed - approved by body corporate prior to submission to ZEMA)				
Principal Agent Agreement	(to be signed by owner and agent)				
Copy of Title Deed and SG diagram					
2 x Copy of Landscape Plan, (1 x Fully coloured)	(landscape plan to be signed by owner and author)				
2 x Copy of Engineers Stormwater Management Plan, Pre and Post construction					
All plans to be signed by the Owner and Author					
Site Plan	(indicate footprint of adjoining buildings)				
Road Name, Street Furniture					
Driveway (Finish, Gradient, Entry Position)					
Correct Cadastral Description					
Permitted Coverage					
Proposed Coverage					
Proposed Bulk	(includes all areas)				
Area Overlay	(required to be superimposed on plan layouts)				
Dwelling Position					
Encroachment Trade offs	(clearly indicated on site plan)				
Stormwater Layouts (Berms, Banks, Silt MH, Pre & Post Control)					
All relevant Elevations					
Height of building to comply with height controls					
Roof Material					
Roof Pitches,	(2 pitches with minimum 17,5°, with minimum variance of 15°)				
Plinth (Type, Finish, Height)					
External Wall Finishes (Colour as per Standard Zimbali Colours)					
Doors and Windows (Type, Colour)					
Retaining Walls (Type, Height)					
Sewer Drainage (all drainage concealed with stack and duct details)					
Gutters and Downpipes (Type)					
Basement and Voids (non habitable)					
Balustrades (Type, Details)	(glass balustrades not permitted externally)				
Fire Hose Reel					
Pool Fencing, Indemnity					
SANS 10400, Part XA Energy Efficiency Compliance	(Building envelope, floors, walls, fenestration, shading, roof assemblies, lighting & power, hot water services, etc, NOTE All information to be endorsed on drawings)				
ARC Standard Notes					
Standard Details (Balustrades, Decking, Eaves, Shutters, Gable, Etc)					
All texts to be minimum 2,5mm					
ARC Approval					
Other					

Note: ZEMA does not accept any hand alterations on submitted or referred plans