



Dihlabeng Local Municipality

9 Muller street East
Bethlehem
9700

PO Box 551
Bethlehem
9700

Telephone : (058) 303 5732
Fax number : (058) 303 4073 / 4731

DIRECTORATE PUBLIC WORKS

Enquiries / Navrae:	Mnr Mxolisi Mchunu Manager Town Planning	Mrs Kerenza Marais Assistant Town Planner	Mr Jan van der Bijl Senior Draughtsman
Telephone :	(058) 303 5732 X2248	(058) 303 5732 X2246	(058) 303 5732 X2250

INFORMATION DOCUMENT SUBDIVISION

1. How to apply and what documentation is required :

None of the required documentation may be left out. If **any** documentation is incomplete or missing it may result in the rejection of the application.

Covering letter	<ul style="list-style-type: none"> Postal address and contact details of the owner / consultant. Proper motivation for the subdivision. (motivation report).
Application form	<ul style="list-style-type: none"> Subdivision application must be fully completed
Payment of application fee	<p><u>Payments : Finance Department – ground floor of Dihlabeng Local Municipality :</u></p> <ul style="list-style-type: none"> Payment of R300,00 to be paid into Vote number : 1030 052 361 760 A copy proof of payment must accompany the application. Use Erf number as reference. <p><u>For electronic payments :</u> Dihlabeng Local Municipality Reference : Use Erf number / rezoning Account Number : 405 289 8966 Bank : 502233 Branch : ABSA</p> <ul style="list-style-type: none"> A copy proof of payment must accompany the application. Use Erf number as reference.
Title Deed	<ul style="list-style-type: none"> Copy of the registered Title Deed.
Service availability form	<ul style="list-style-type: none"> Signed by all relevant Departments. This document is valid <u>1 year</u> from date of signature. All costs for the installation of services will be for the account of the developer. It is the responsibility of the owner / developer to obtain quotations for the installations of these services from the relevant Departments. In cases where an application will only make use of the existing services, this information must be noted in the covering letter. In order for the Electricity Department to determine the feasibility of the application the exact kVa that is needed for the proposed application must be mentioned in the service availability form or covering letter. It is not the responsibility of the Electricity Department to do these determinations, the applicant must appoint an independent Electrical Contractor to determine the electricity need and the Electricity Department will then create

	<p>a quotation if this need will be feasible.</p> <ul style="list-style-type: none"> The owner / consultant must ensure that a quotation is drawn up by the Electricity Department as proof of reservation of services. Each new Erf that will be created must have its own sewerage, water and electrical connection.
Subdivision Layout Plan A4 / A3	<ul style="list-style-type: none"> Town Erf number of erf to be subdivided Street or street names adjoining / surrounding the erf Dimensions of erf Area of sites before AND after subdivision Proposed subdivision lines Outline of existing dwellings Building lines Outline of proposed new buildings Erf numbers of adjoining erven Scale and north point The proposed new entry or exit points for the new subdivided portions Location of existing services Position of the following (where applicable): <ul style="list-style-type: none"> Storm water catch pits Water connection points Street lamp posts Distribution poles Sub stations Electrical distribution boxes Trees
Building Plans	<ul style="list-style-type: none"> No building plans may be submitted for approval before the final approval from Free State Province. Copy of such a letter must accompany building plans on submission.
Power of attorney	If any person other than the registered owner of the erf submits an application a power of attorney from the registered owner of the erf must be attached.

3. Who may apply

The owner of a land or the owner's authorised consultant may submit an application for subdivision. The following are the permitted uses on different Land Use Zones :

4. What are the site requirements in the event of rezoning ?

Erf size	Erf smaller than 600m ²	Larger than 600m ²
Coverage	60 % - outbuildings included	50 % – outbuildings included
Permitted number of dwellings	1 dwelling per site	<u>Bethlehem, Fouriesburg</u> Minimum area of site - 1 dwelling per 600m ² Possible consent for additional dwelling house <u>Clarens, Paul Roux and Rosendal</u> Minimum area of site - 1 dwelling per 1000m ² Possible consent for additional dwelling house
Subdivisions	No subdivisions allowed	<u>Bethlehem, Fouriesburg</u> Minimum area of site - Minimum permissible subdivision of 600m ²

		NO deviation on erf size <u>Clarens, Paul Roux and Rosendal</u> Minimum area of site - Minimum permissible subdivision of 1000m ² 10% deviation on erf size
Street building line	3.0m	4.5m Erf larger than 3000m ² = 6m
Side building Line	1.0m	2.5m Relaxation to 1.0m with consent of affected properties
Rear building line	1.5m	3.0m
Height restriction	2 storeys	2 storeys

Additional provisions	
Subdivisions	<p>i. The Local Municipality may recommend an application for subdivision if the application complies with the following requirements:</p> <ul style="list-style-type: none"> • The owner must prove that for the optimal use of the land, the erf cannot be practically subdivided in the conventional way. • No subdivisions may have a street front of less than 12 meters, except where a panhandle is used to gain entry to the erf. • The owner must ensure at his own cost and to the satisfaction of the Local Municipality that the panhandle portion of the subdivision is properly fenced and that the surface of this section is provided with a hard surface. • Panhandle entries on all applications must be additional to the minimum allowed erf size. Where 1 (one) building is accessed by way of a panhandle, a 4m width will be required. Where 2 (two) buildings are being accessed by a panhandle entrance, a minimum width of 5m will be required. • A Site layout plan according to the requirements as set out by the Local Municipality must be submitted for the application. • The subdivision will be subject to the availability of services for such a subdivision.
Additional dwelling	<ul style="list-style-type: none"> • One (1) additional dwelling per erf may be permitted, with the consent of the Local Municipality ,if the erf size permits an additional dwelling; • The height restriction will be 2 storeys; • All buildings jointly may not exceed the permitted coverage; • The design and location of the additional dwelling house must be to the satisfaction of the Local Authority; and • In the event where the dwellings are linked, an architectural unit must be formed. • If there are any restrictive conditions against the Title Deed, said conditions must be removed. • On site parking must be provided for at least 2 vehicles and; • Sufficient services must be available for the approval of an additional dwelling.
Building lines	<ul style="list-style-type: none"> • <u>Street building line, side and rear space:</u> <ol style="list-style-type: none"> I. In the case of a corner stand only one side will be subject to the restriction, with the consent of Council, and affected properties. II. 6.0m where erven are larger than 3000m². • <u>Other:</u> <ol style="list-style-type: none"> I. The Local Municipality may, in its discretion, relax the building line on corner erven provided that such relaxation is confirmed to one boundary only. The

	<p>adjacent neighbour must consent.</p> <p>II. Erven which are smaller than 400m² may be permitted a larger street building line relaxation and on a corner site on both of the street frontages, including the splay corner, provided that such a relaxation does not seriously affect the sight line on any street junction, or the amenity of any neighbouring erf or be in conflict with any provisions, intent or purpose of the scheme.</p> <p>III. The Local Municipality may relax the building line if it is satisfied that no interference with the amenities of the existing neighbourhood existing or as contemplated by the scheme will result and taking into account:</p> <ul style="list-style-type: none"> • The location of the erven in relation to existing streets and other erven in the immediate neighbourhood; or • The levels of the erven or adjoining land; or • The shape or size of the erven; <p>IV. Where a building line is laid down no building other than boundary walls, fences, pergolas or architectural and garden features, shall be erected between the building line and the street line. Where a new road or road widening is required, the building line is to be set back so as to take into consideration any such new road or widening.</p> <p>V. The Local Municipality may by Special Consent, relax the building line if, on account of the levels of the erf or adjoining land or the propinquity of buildings already in front of the building line or any other special circumstances compliance with the building line would seriously hamper the development of the erf.</p>
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Any other requirements for rezoning for any other permitted land use are clearly set out in the Town Planning Scheme. A copy of these requirements is available at the Dihlabeng Local Municipality.

5. The channels an application will follow in order for Council to consider the application for approval :

- 5.1 Each application is subject to approval at each of the following meetings. If the application is approved at the first meeting it goes to the second and so forth.
- 6.1.1 Portfolio Meeting
 - 6.1.2 Exco Meeting (Executive Committee)
 - 6.1.3 Council Meeting
- 5.2 Council has the ultimate authority to deny or approve applications. After Council has reached a resolution, a letter will be drawn up and sent to the applicant conveying all the recommendations.
- 5.3 Here after it is the owner / consultant's own responsibility to forward the application to Free Sate Province. At Free State Province an application for the Changes of Land Use application form must be completed and follow their routes for approval.

APPLICATION FORM – SUBDIVISION

Please ensure that **all** the information on this form is completed. If any information is missing or incomplete it might result in the rejection of the application.

This application can be submitted at the Directorate Public Works, 9 Muller street East, Second Floor.

<p>Confirm that following documentation accompanies application :</p> <p>Please tick applicable blocks to confirm</p>	<input type="checkbox"/> Covering letter explaining purpose and short description of application. <input type="checkbox"/> Motivating report enclosing details of application <input type="checkbox"/> Copy of the Title Deed <input type="checkbox"/> Layout plan on A4 <input type="checkbox"/> Completed service availability form <input type="checkbox"/> Power of attorney if consultant is appointed <input type="checkbox"/> Copy of latest Municipal account
Registered Owner :	
Name and surname:	
Email :	
Telephone number :	
Fax number :	
Cellular Phone nr:	
Physical adress :	
Postal adress :	

Property details :	Applicable to the property that will be subdivided
	All detail as requested must be filled in
Explain reason for subdivision :	
Property :	
Erf / stand number :	
Erf / stand size :	
Area :	
Street Address:	
Title Deed number :	
Current zoning :	Single residential <input type="checkbox"/> Medium residential <input type="checkbox"/> Undetermined <input type="checkbox"/> Business <input type="checkbox"/> Other :
Size in extent of existing property :	m ²
Subdivision details:	
In how many portions will the site / erf be subdivided ?	
Proposed new sizes in extent :	1. m ² 2. m ² 3. m ²

<p><u>Services :</u></p> <p>Please tick applicable blocks</p>	<p>Water Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Sewerage Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Electricity Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><u>Important Note 1:</u> Fully completed service availability form must accompany application.</p> <p><u>Important Note 2 :</u> All costs for the installation of services will be for the account of the developer. It is the responsibility of the owner / developer to obtain quotations for the installations of these services from the relevant Departments.</p>
<p><u>Signature of owner / consultant + date :</u></p>	





SERVICE AVAILABILITY FORM : DIHLABENG LOCAL MUNICIPALITY

This document confirms the availability of Municipal services on a site for the purposes of any application that might impact on the existing or proposed service load on a site.

Important Notes :

- It is the owner's / consultant's OWN responsibility to confirm the availability of these services and to reserve these services with a quotation where applicable.
- This document is only valid for a period of 1 (one) year from date of signatures.
- This document serves only as preliminary proof of availability of services. Due to high service demand, service capacity may become depleted at any stage if services are not reserved by the owner / applicant.

<u>Property details :</u>	
Erf / stand number :	
Street Address / Area :	
Shortly Describe type of application :	

<u>Electricity Availability on site</u>	<u>Water Availability on site</u>	<u>Sewerage Availability on site</u>
YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>
NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>
Current amount of kVa on site : _____	Existing connection : YES <input type="checkbox"/>	Existing connection : YES <input type="checkbox"/>
Additional amount of kVa available : _____	New connection : YES <input type="checkbox"/>	New connection : YES <input type="checkbox"/>
_____ Signature Department	_____ Signature Department	
_____ Date	_____ Date	
Comments :	Comments :	