

ARCHITECTURAL DESIGN MANUAL

for single residential units



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1. INTRODUCTION

Sparrebosch is distinctive and unique in its prominence and environmental sensitivity within its Knysna and Garden Route context. The manual has been developed to protect and maintain this setting and to foster a harmonious relationship between the wide range of its environment that includes built structures, golf course, indigenous vegetation (including spectacular forests and beautiful endemic fynbos) and its meeting with the coastline.

The overarching aesthetic intention is to create an environment that responds architecturally to aspects of a modernised Southern Cape vernacular, the climate and the nature and character of the site, and in so doing achieve an architectural coherence within its residential zones.

Whilst individual choice within these parameters is encouraged, a variety of individual architectural styles is not. Designs should steer clear of stylistic referencing, e.g. to Georgian and 'Tuscan'. The use of natural materials and tones is promoted, whilst the use of fake-anything is not.

A Design Review Committee (DRC) has been appointed by the Home Owners Association (HOA) to develop, guide and monitor the aesthetics of the Estate within this unique environmental context. The Design Manual should be read in conjunction with the Articles of Association of the HOA. The DRC reserves the right to interpret this manual and approve plans submitted at its discretion. In the event of any discrepancy between the two documents, the Constitution shall take precedence. The Owner is to ensure that the appointed Architect is in possession of the current version of the manual. The Design Manual is an addition to the National Building Regulations and Knysna Local Authority requirements. In the event of any discrepancy between them, the latter two shall take precedence.

2. SITE RESTRICTIONS

2.1 Building Lines:

The following building lines are to be strictly adhered to:

2.1.1 Road frontages

- 4.5m minimum to dwellings
- 5m minimum to garages

2.1.2 Lateral boundary

- 2m minimum

2.1.3 Rear boundary

- 2m for dwellings
- 3m when bordering the common to golf course
- for R12 erven:
 - 10m minimum
- for R14 erven:
 - 5m on S and SW boundary
 - 10m on E boundary

2.2 Servitudes and Reserves:

2.2.1 Varying servitudes and reserves (into which no buildings or swimming pools, etc. may encroach) apply to many erven; the HOA may be able to assist with information, e.g. fynbos reserves.

2.3 Coverage:

Maximum coverage: 35% to all (residential) erven (in accordance with Local Authority Regulations).

2.4 Height Restrictions :

2.4.1 Erven South of the Collector Road :

- All built elements are to be within 8m measured from the natural ground level vertically below the point.

2.4.2 Erven North of the Collector Road (R1 to R6) and R14 & R15:

- All buildings must be one storey in height but are restricted to a height of 6.5m from natural ground level vertically below that point.
- Dormer windows in roofs are permitted. A dormer storey is permitted within the roof space provided that the prescribed natural ground to eaves height does not exceed 3,8m and ground floor level to eaves height does not exceed 3,2m.
- Any basements must conform to Local Authority zoning requirements (in terms of natural cross-ventilation and minimum depth of 2m below natural ground level when measured along the ground floor mid-line). Any excavations against facades where the natural ground level is lowest must be backfilled to the original (natural) ground level.

2.4.3 Chimneys may project above the height restriction; their proportions and design are to be consistent with the design ethic described in this manual.

3. DESIGN RECOMMENDATIONS

What with modern society's concerns about global warming and the effect that each individual has – the 'carbon footprints' we leave - it has become incumbent on us to consider reducing our own.

Knysna's high annual rainfall is contradicted by its relatively low amount of potable water available for distribution. We strongly recommend the installation of dual flush toilet cisterns, low volume taps and a minimum of 15kl water tank(s) to each new residence. Furthermore, dual waste water systems are encouraged, where 'grey' water (e.g. from baths and showers) is collected for garden irrigation.

The installation of solar panels for the heating of hot water cylinders is becoming an increasingly sensible way to reduce owners' dependence on purchased electricity, affording substantial savings. Again, we strongly recommend their inclusion in new residences.

Both water storage tanks and solar heating panels should be incorporated into the design at an early stage to allow for their suitable positioning. Should they be incorporated, they must be concealed from view. Tanks may be positioned under decks or terraces, or buried.

- Owners should ensure that building regulations are complied with, which may make the inclusion of either or both storage tanks and solar heating panels compulsory.

3.1 Built form:

House plans are to be simple, composed of predominantly of rectangular and square forms, the architectural design of which must allow for the articulation of building elements and result in elegant proportions.

3.1.1 Large monolithic dominant structures will not be permitted.

3.1.2 Garages, private courtyards, kitchen yards and outbuildings are to be an integral part of the main dwelling by appropriate link.

3.1.3 Houses on stilts or columns will not be permitted unless the topography of the site dictates. Wooden supporting columns are to have a minimum spacing of 4m and should be devoid of visible cross bracing. The design of the supporting structure will be subject to scrutiny and approval by the DRC.

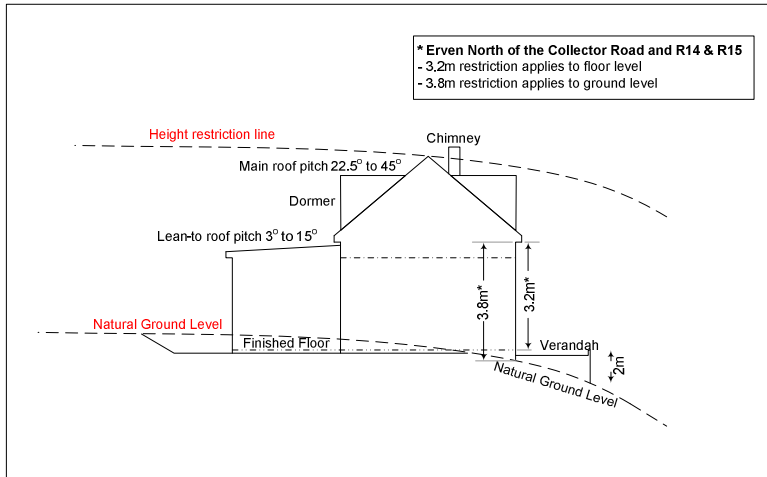
3.1.4 At least 50% of the house footprint must make direct contact with the ground.

3.2 Roofs:

3.2.1 Major roofs are to be double pitched at a slope between $22\frac{1}{2}^{\circ}$ and 45° . Where the roof pitch exceeds 36° , architectural projections such as dormer windows must be incorporated to minimise the impact of large roof areas.

3.2.2 Hipped roof forms are permitted.

3.2.3 Verandah and lean to roofs may have a pitch between 3° and 15° , they are to be clearly subservient to the double pitched major roof forms, their width may not exceed 2/3rds of the span of their adjacent double pitched roof, nor may they exceed the gutter or fascia level of the major roof forms.



3.2.4 All dormer windows are to conform to the window proportions described in this manual and are to be clearly subservient to the major roof forms, (i.e. less than 50% in plan and elevational area). The design approval of these is at the DRC's discretion.

3.2.5 Rooms in roof space are permitted, subject to the indicated overall height restrictions.

3.2.6 Parapets should be simple extensions of the end wall with elegant moulded copings. A height of 300mm above roof finish is recommended.

3.2.7 Flat roofs as minor elements not exceeding 10% of the roof area are permitted. The total of all minor elemental flat roofs may not exceed 25% of the total roof area.

3.2.8 Permitted roofing materials are:

- Natural slate of grey colouring.
- Concrete tiles (such as Coverland 'Elite' range) of deep grey / charcoal tones and additionally on R13 and R14 erven, dark brown and 'Kanonberg' black.
- Pre-painted corrugated or profiled (such as 'Kliplok') metal sheeting finished in deep tones of grey on erven, with the exception of R13 and R14.
- Thatch roofs will be permitted.
- No unpainted or reflective materials may be used.
- Profiled metal sheeting (e.g. 'Kliplok', excluding the traditional corrugated profile) may not be pitched at more than $27\frac{1}{2}^{\circ}$, except when appropriately included with 1st floor balconies, at the discretion of the DRC.

3.2.9 All concrete flat roofs are to be covered with stone chips (brown/sandstone colour).

3.2.10 Dutch hipped roofs are permitted; the vertical face shall be closed off with louvres or ship-lapped slats.

3.2.11 Boston hipped roofs are permitted; the reduced face shall be angled and finished to match the main roof body.

3.2.12 Gambrel or mansard roofs are not permitted.

3.3 Walls:

Since colours are considered to be a crucial aspect of achieving an aesthetic coherence on the Estate, owners and their architect are to ensure that only wall colours approved by the DRC are used; a list is available from the HOA.

- 3.3.1 Plaster and painted masonry walls are permitted, in natural earth coloured tones that have been approved by the DRC. Since colours are considered to be a crucial aspect of achieving an aesthetic coherence on the Estate, owners and their architect are to ensure that only wall colours approved by the DRC are used; a list is available from the HOA. **The list has a number of colour swatches, each with a colour code from a paint manufacturer that paint suppliers can use to match the colour.**
- 3.3.2 Uninterrupted blank lengths (exceeding 4m without window/door openings) are not permitted.
- 3.3.3 The use of natural stone is encouraged.
- 3.3.4 Slatted timber siding (or ship-lapped slats), painted or varnished.
- 3.3.5 Stucco.
- 3.3.6 Plaster mouldings, surrounds and detail design elements may be painted white.
- 3.3.7 Plinths (walls below floor level) are to be finished with natural stone or painted plaster and may not exceed 2m above natural ground level. Where the slope of the ground is overwhelmingly constraining the DRC may, at its discretion, accept minor encroachments of this limitation.

3.4 Windows and Doors:

- 3.4.1 In general, windows and doors shall form individual openings in dominant wall elevations.
- 3.4.2 Large expanse sliding doors are to be located under deep roof or pergola overhangs (minimum 1,8m) in order to prevent sun reflection.
- 3.4.3 Windows and doors shall be rectangular or square and shall complement each other in design and proportion.
- 3.4.4 Fan lights to doors and windows are permitted.
- 3.4.5 Hardwood frames are permissible.
- 3.4.6 Powder-coated aluminium or PVC frames are permissible; these may be within hardwood frames.
- 3.4.7 Window treatments such as shutters and deep reveals and recesses are encouraged.
- 3.4.8 Hardwood frames are to have a natural, painted or varnished finish.
- 3.4.9 No bright or primary colours are permitted.

3.5 Verandahs, Decks and Pergolas:

- 3.5.1 The height of ground floor level of verandahs and decks must not exceed 2m above the prescribed ground level measured at the lowest point. If verandahs have balustrade walls above their perimeter support walls, then the height of the top of the balustrade wall must not exceed 2m above the prescribed ground level. Where the slope of the ground is overwhelmingly constraining the DRC may, at its discretion, accept minor encroachments of this limitation.
- 3.5.2 Verandah supporting structures shall be plastered and painted masonry or faced with natural stone or timber.

- 3.5.3 Decks supported on timber columns are permitted subject to the requirements above (under 'built form').
- 3.5.4 Deck balustrading may be constructed of timber posts and timber rails with a painted or varnished finish. Alternatively, timber or stainless steel posts may be used with and stainless steel straining wires. Glass or other reflective materials may not be used generally, although the DRC may waive this guideline in special circumstances, upon written application with motivation.
- 3.5.5 Provision for creepers or vines is encouraged.
- 3.5.6 Shade cloth is not be permitted.
- 3.5.7 Verandah roofs may be utilised as decks for dormers or second storeys above if limited in size to not more than 10% of the roof area.
- 3.5.8 When verandahs form roof decks, their areas must be included in the total amount of flat roof components that may not exceed 25% of the roof area.

3.6 Boundary Walls :

- 3.6.1 Masonry pillars, piers or fin walls (plastered and painted) up to height of 2.1m are permitted to form gate openings.
- 3.6.2 Boundary walls are not permitted along the side of any erf which is not bounded by either another residential erf, or a road, or within 3m of the boundary when the rear boundary borders the common to the golf course.
- 3.6.3 Where boundary walls are permitted, these are not to exceed 1,2m above natural ground level, except for screen walls up to 1.8m above natural ground level surrounding private courtyards and kitchens.
- 3.6.4 Screen walls (between 1,2 and 1.8m above natural ground level) may not be erected on rear boundaries; their combined maximum lengths on side boundaries may not exceed 10m and they may not be erected within 4.5m of the street boundary.
- 3.6.5 Painted and plastered brick walls, timber latte and picket fences are permitted.
- 3.6.6 No steel palisade, vibracrete, precast post and slat walls are permitted.
- 3.6.7 Electric fences are not permitted.
- 3.6.8 Planting as a screen element between properties is encouraged.
- 3.6.9 Diamond mesh fencing (not exceeding 1.2m height) with green or black plastic coating will be allowed if the correct planting is implemented to form a hedge or 'green' barrier.

4. General:

- 4.1 Driveway surfaces may be finished in brick paving, precast concrete cobbles, cement-stabilised laterite or sandstone gravel.
- 4.2 Swimming pools and water features are acceptable with the provisos that:
 - Above ground pools are to be clearly described; their approval will be at the discretion of the DRC. Swimming pools are permitted provided that they are constructed below finished ground or terrace level. Rim flow type pools are permitted; the colours of the exposed rims are to be in keeping with the remainder and in any event shall not be of bright or primary colouring.
 - The restriction of the building lines shall apply to the positioning of swimming pools and filtration plants.
 - Discharge pipes from swimming pools must discharge water directly, via a piped system, into the regulated sewer system.

- 4.3 Pre-painted aluminium guttering (such as Watertite 'Ogee' profile) are acceptable; its colour is to match the roofing and fascia. Wallmounted downpipes' colours are to match the walls. PVC gutters are not permitted.
- 4.4 Washing lines, kitchen and yard areas must be concealed.
- 4.5 All services are to be concealed, including:
- Plumbing soil and waste pipes (concealed within walls).
 - Air conditioning units and piping (wall-mounted units should be installed not higher than 1.0m from ground level).
 - Swimming pool and water feature filtration plants and pumps (to be housed and placed to minimise disturbance to neighbours).
 - Waste bins are to be concealed in animal-proof enclosures. ('Wheelie'-type waste bins are encouraged).
 - Gas bottles are to be housed in suitably ventilated enclosures.
 - Water cylinders, which must be concealed within the roof space (or building structure); any solar heating panels should be mounted flush against roof surfaces and their positions shown on the drawings.
 - Water storage tanks, the positions of which are to be shown on the drawings.
 - Aerials and satellite dishes, the positions of which are to be shown on the drawings may not be mounted on chimneys and masts, may be concealed in roof spaces, should not be positioned on road frontages and must not project above the roofline.
- 4.6 Boats and trailers, etc. must be housed in garages or carports.
- 4.7 Structures such as Wendy houses, steel-framed shadeports and temporary carports are not permitted.
- 4.8 Retaining walls for terracing etc. are to be of natural stone, staked poles, 'Terraforce', or similar with indigenous planting. The acceptability of masonry or concrete retaining walls will be at the discretion of the DRC.
- 4.9 External lighting is to be kept at low levels, generally. External lighting to built structures, landscape or for security purposes may only be installed if it does not cause glare, reflection, disturbance to neighbours or nuisance value. External light fittings that are not mounted on walls may not be more than 1m above ground level. The DRC may postpone considering the acceptability of the external lighting installation until it has been completed, particularly when the description of it on drawings is considered incomplete.
- 4.10 Retractable awnings may be positioned only over terraces, balconies or verandahs and are to conform to the colour codes; no primary colours (other than white) are permitted.

5. Waivers:

- Fully motivated waivers to the above criteria may be considered by the DRC if they have merit and neighbours approval.

6. **LANDSCAPING GUIDELINES**

Our aim is to preserve the endemic indigenous vegetation and promote its use in private erven, so as to sustain the natural beauty of the area and provide habitat and food for the local birds and other *fauna* on the Estate.

- 6.1 A minimum of 20% of area of each erf is to be vegetated with indigenous fynbos. A preservation line demarcating the area of fynbos best located for its preservation is to be indicated on all plans submitted for building approval, and departure from it will only be permitted with prior consent of the Environmental Control Officer.

- 6.2 Fynbos reserves (requiring specifically determined areas to be vegetated with indigenous fynbos) apply to erven on R1 South, R1, R2 and R3; the HOA may be able to assist with information.
- 6.3 All plant species in gardens must be indigenous and are to be selected from the list compiled (and available from) by the HOA.
- 6.4 The planting of indigenous trees along sidewalks is strongly encouraged.
- 6.5 Sidewalks are to be landscaped and maintained by owners.
- 6.6 Pedestrians must be afforded safe passage, allowing for two walking side-by-side, via walkways across the sidewalks.
- 6.7 No large trees may be removed without written consent of the HOA or DRC.
- 6.8 Owners shall be responsible for controlling invasive plants, should they arise, and the prevention of them spreading into common areas.
- 6.9 Kikuyu grass is not permitted.
- 6.10 Private gardens may not encroach onto common areas, other than the erven's portion of road sidewalks.
- 6.11 Owners may not sink boreholes on their erven.

7. PLAN SUBMISSIONS AND APPROVALS

Plans may be submitted only by persons or practices that are registered with the South African Council for the Architectural Profession.

7.1 Scrutiny fee:

- 7.1.1 A scrutiny fee is payable when the plans are submitted for the purposes of funding the DRC; this fee is subject to change by the DRC and the HOA from time to time.
- 7.1.2 This fee is non-refundable and covers the first submission and then two re-submissions of the same concept plan should it be required.
- 7.1.3 A plan scrutiny fee is payable by post to Sparrebosch Home Owners Association, P.O. Box 3343, Knysna, 6570 or by internet payment to the Sparrebosch HOA, Standard Bank account no. 070907005, Knysna branch code 020909. (Erf number and owner's name should be referenced.)

7.2 First Stage:

- 7.2.1 A design concept or preliminary plans may be submitted to the DRC for comment. This will prove to be particularly worthwhile to architects who are not certain that all these guidelines have been met and to whom feedback from the DRC will be of value prior to the plans being completed.
- 7.2.2 When a design concept or preliminary plans are submitted to the DRC, the Architect should recognize that its feedback will depend on the amount of information contained in the drawings submitted.
- 7.2.3 When a design concept or preliminary plans are submitted to the DRC, it shall be taken as the first submission with respect to the scrutiny fee.

7.3 Second Stage:

A set of detailed design and working drawings must be submitted to the DRC for approval. Information required by the DRC is as follows:

- 7.3.1 A site plan prepared by a professional Land Surveyor at a minimum scale of 1 in 200, showing natural ground contour lines at 500mm intervals. The drawing must be signed / stamped by the Land Surveyor.
- 7.3.2 A table of areas, including erf area, coverage, covered and uncovered built areas on all levels, areas and percentages of flat (concrete) and lean-to roofs and number of storeys.
- 7.3.3 All plans, elevations and relevant sections, at minimum scale 1 in 100. All drawings are to show the erf number, Owner's name and signature, Architect's name and SACAP number and drawing title.
- 7.3.4 A site plan at a scale of at least 1 in 200 showing cadastral information (i.e. boundary dimensions, north point, etc.), the erf numbers of the erven adjacent to the property, the nearest buildings on adjacent erven (if applicable) and adjacent street names, building lines, servitudes and other restrictions, a roof plan including all covered and uncovered built areas (including decks, swimming pools and water features), retaining walls, boundary walls, paved areas, landscaped areas and the fynbos reserve (minimum of 20% of erf area as further described in Landscaping Guidelines below).
- 7.3.5 Other information to be shown includes:
 - Storm water management.
 - All external finishes, including colour specifications.
 - Roofing materials' full specifications and colours by manufacturer's references. Roof finish sample must be submitted to the DRC for approval.
 - Boundary wall/fence details, including elevations.
 - Drainage and how it is concealed, as well as the sewer connection.
 - External lighting plan.
 - Swimming pool filtration plants and pumps position.
 - Swimming pools back wash management.
- 7.3.6 Structural / civil engineer's indemnity.
- 7.3.7 A checklist is available from the HOA office to assist in the preparation of drawings.
- 7.3.8 The Owner and Architect should recognize that the DRC's approval constitutes its consent for the drawings to be submitted to the Local Authorities for their approval; this consent is, however, not necessarily an indication of the acceptability of the plans to the Local Authorities, whose determinations have precedence.

7.4 Third Stage:

- 7.4.1 After the drawings have been approved by the DRC they must be submitted to the Local Authorities for approval together with their completed application form, Engineer's certificate and OSCAE application. (Contact the HOA for referral to a consultant on the latter application, if required.)
- 7.4.2 The DRC shall retain an approved set of drawings; the Local Authorities require three sets of drawings (with two sets coloured according to requirements) to be submitted them, all indicating the approval of the DRC. Should four sets have been submitted to the DRC, three sets will be made available for the architect's submission to the Local Authorities.
- 7.4.3 If one set of drawings had been submitted to, and approved by the DRC, then three sets of matching drawings presented to them at a later date will have its approval indicated for the architect's submission to the Local Authorities.

- 7.4.4 On completion of the building works the owner (or the contractor acting on behalf of the owner) is to request the HOA for written notice confirming that the HOA has no objection to an Occupation Certificate being issued by the Local Authorities; the building works may not be occupied without the Local Authorities' certification of consent, which will be withheld without them being handed the abovementioned notice. The HOA may withhold issuing such notice until it is satisfied that the building works have been brought to conformance with the Architectural Design Manual and approved building plans.
- 7.4.5 Certain prescribed fees will be payable at this stage to the Local Authorities.
- 7.4.6 Should the requirements of the Local Authorities or any other statutory authorities or the National Building Regulations SABS 0400 conflict with this manual then such other requirements will take precedence.

7.5 Building phase;

- 7.5.1 It is the owners' responsibility to ensure that any building works carried out on their erven are in accordance with the HOA's Builders Code of Conduct.
- 7.5.2 The Builders Code of Conduct sets out requirements that all contractors must comply with.
- 7.5.3 All contractors who intend carrying out building works (including any alterations and additions to existing residences and their repainting) must register with the HOA prior to carrying out any works.
- 7.5.4 A contractor who registers with the HOA is required to pay a Builder's deposit, all or some of which may be retained after the works have been completed, at the entire discretion of the HOA.
- 7.5.5 Any building work undertaken must have been approved by the Local Authorities.