

**Annexure C**  
**Settlement Planning Time-line**

# LUPO SETTLEMENT PLANNING PROJECT - Town Planning Approval









Land Use Planning Ordinance 15 of 1985 Programme

OVERALL PROGRAMME	RESPONSIBILITY	MONTH 1				MONTH 2				MONTH 3				MONTH 4				MONTH 5				MONTH 6				MONTH 7				MONTH 8				MONTH 9				MONTH 10				MONTH 11				MONTH 12				MONTH 13			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4				
<b>PHASE 1: INVESTIGATION AND FEASIBILITY PHASE</b>																																																					
<b>PROJECT INCEPTION AND PROCESS PLAN AMENDED AND ACCEPTED</b>																																																					
<b>STATUS QUO ASSESSMENT</b>																																																					
Obtain Title Deeds																																																					
Cadastral data: Extract Erf Diagrams, Plan / noting sheets																																																					
Scrutinise all title deeds and determine any restrictions																																																					
Bondholders Consent (Obtain and formulate letter on behalf of owner)																																																					
Formulate POA and Company Resolution letters and have owners sign																																																					
Strategic Planning, Project Programme and checklist formulated																																																					
Constraints Analysis (including ENG and TRP analysis)																																																					
Site and area investigation analysis																																																					
<b>Tachy Survey</b>																																																					
Land Use Survey and Land Use Plan																																																					
Zoning Certificates and Zoning Plan																																																					
Locality Plan																																																					
<b>Draft conceptual development /sketch plan</b>																																																					
<b>Circulated for comments and amendments</b>																																																					
Conceptual Development/Sketch Plan																																																					
<b>Circulated for comments and amendments</b>																																																					
Phase closure report																																																					
<b>PHASE 2: PRELIMINARY LAYOUT PHASE</b>																																																					
<b>Draft Layout Plan</b>																																																					
<b>Circulated for comments and amendments</b>																																																					
Final Layout Plan																																																					
<b>Circulated for comments and amendments</b>																																																					
Draft Subdivision plan																																																					
<b>All Final plans completed including subdivision plan</b>																																																					
<b>Circulated for comments and amendments</b>																																																					
Draft motivation and town planning report (with draft supporting reports below)																																																					
<b>Tachy Survey</b>																																																					
<b>Hydrological Study</b>																																																					
<b>Traffic Impact Assessment (TIA)</b>																																																					
<b>Engineering services report and floodline</b>																																																					
<b>Stormwater management plan (SMP)</b>																																																					
<b>Environmental report for TP application (Env Basic Assessment)</b>																																																					
<b>Agriculture Application Act 70 of 1970</b>																																																					
<b>Geo-technical Study</b>																																																					
<b>Final Planning motivation report</b>																																																					
Full application compilation with all Annexures/Plans																																																					
<b>PHASE 3: TOWNSHIP ESTABLISHMENT PHASE</b>																																																					
<b>Submission of application for processing</b>																																																					
Circulation to internal and external Departments																																																					
Advertising and notification of adjoining owners, obtain all Dept comments																																																					
Resolve potential problems, make amendments and resolve objections																																																					
Municipal Planner to prepare report to Council																																																					
Report checked by Management levels and then signed																																																					
Submitted to Admin to table at Standing Committee																																																					
If approved, the report/application goes to Mayoral Committee																																																					
If approved, the report goes to Full Council for approval																																																					
Council Minutes and Approval formulated and signed by Director																																																					
<b>Close-out Report</b>																																																					

Final approval dependent on EIA, TIA and SDP being approved

**PROJECT TEAM MEMBERS:**

PROJECT CO-ORDINATION	
TOWN PLANNING	
ENGINEERING	
ENVIRONMENTALIST	
LAND SURVEYOR	
TRAFFIC ENGINEERING	
ARCHITECT	
LAWYER/LEGAL	

-  Submission to Planning Dept and Land Administration
-  Milestone
-  Approval / Determination
-  Closure reports
-  Planning progress and timeframes
-  Team comments and review
-  Municipal Processing and Determination
-  Critical Studies and deadlines