

Roche Caiman Development Guidelines for Standard Extension

Procedure to Submit a Planning Application for Extension

Client

- •1. Visits the District
 Administration or Department of
 Infrastructure Office to view the
 catalogue
- •2. Chooses and obtains a copy of the option that fits the boundary of the parcel of land
- •3. Complete and submit the application form
- •4. Note: The options and the guideline can be downloaded from www.spa.gov.sc

Private Agent or Department of Infrastructure Agent

- •1. Visits the site to confirm that the chosen option complies to boundary distance stipulated in the guideline
- •2. Draws the site plan showing all existing features including the extent of the chosen options
- 3. Submits a formal planning application on Client's behalf
- •4. Receives the final approved plan and gives to the Client

Planning Authority

- •1. Circulates the application to the Department of Environment, Public Health Authority, PUC Electricity, Sewerage and Water.
- •2. Issues approval of the application granting three year validity





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Procedure for Construction after Developer Receives Approval

Client

- •1. Appoints and enters into a written agreement with a Licensed Builder
- •2. Provides the Buider with all relevant approved documents

Licensed Builder

- •1. Enters into a written agreement with the client
- 2. <u>Must</u> submit Commencement Notice to Planning Authority <u>2 days</u> prior to starting construction
- 3. Implement construction as per approval granted
- •4. <u>Must</u> submit Reinforcement notice **5 days** prior to casting concrete
- •5. <u>Must</u> submit Completion Notice upon completion of construction

Planning Authority

- •1. Once Commencement Notice is received, inform the Client and Contrator of the Development Control Officer and Engineer responsible to monitor/supervise the project
- •2. Development Control Officer conducts monitoring visits to verify and ensure that the approved plans are being followed
- •3. PA Engineer Supervises structural aspect of the construction to ensure that the approved structural designs are complied with