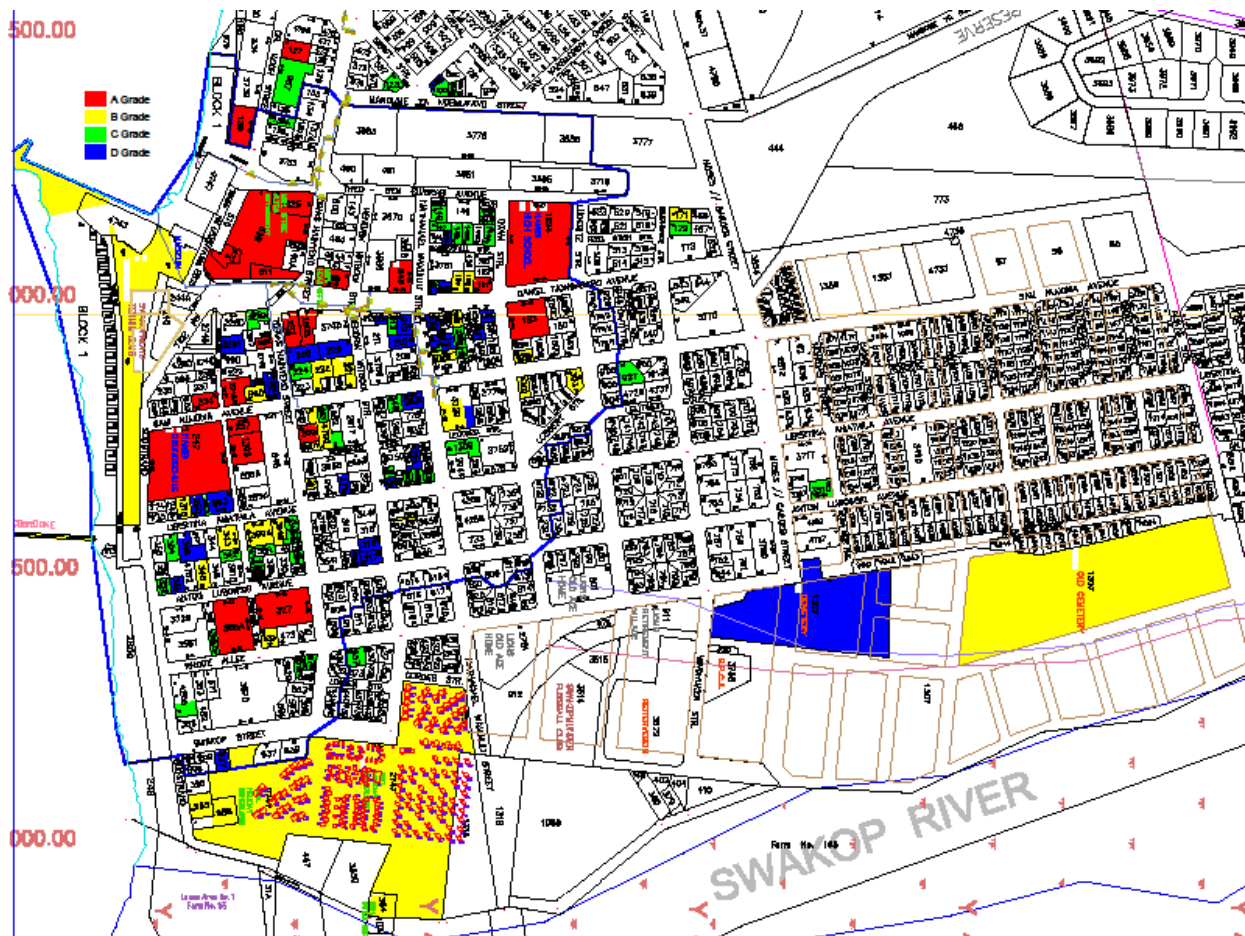


# PROCEDURE FOR SUBMISSIONS FOR AESTHETICAL APPROVAL SWAKOPMUND MUNICIPALITY

All applications within the Conservation Area of Swakopmund, even those smaller than 10 000m<sup>2</sup> and less than N\$2 million in cost, must be considered by Council for aesthetic approval, **except** additions which are not visible from the street and do not affect the integrity of buildings older than 50 years. (Boundaries indicated in blue)



**Major Projects outside the Conservation Area** also needs to be submitted to Council for aesthetic approval. (A major project being defined as a building with a larger floor area than 800m<sup>2</sup>).

Any external renovations, new colour schemes, elemental additions and changes of façadal material in the Conservation Area must also be submitted for aesthetic approval.

The Applicant must submit a detailed written application to the Secretary of the Aesthetic Committee of the Municipality of Swakopmund. All applicants submitting a project for consideration by Council's Aesthetics Committee must submit the following documents:-

- (a) Written motivation that also includes the following:-
  - ✓ Location of the Building (Erf & Street Address)
  - ✓ Owner of the Property (Name & Address)
  - ✓ Indicate: Conservation Area or Non-Conservation Area
  - ✓ Heritage Rating (If applicable)
  - ✓ Building date of Existing building (Year)
  - ✓ Indicate proposed colour scheme (Colour Scheme Chart)
  - ✓ Signage – description thereof (If applicable)
  - ✓ Motivation for demolitions or partial demolitions.
- (b) Copies of the heritage rating of the building/structure (If applicable)
- (c) Location Plan showing the position of the erf in town.
- (d) Attach the original land surveyor diagram.
- (e) Site plan with building lines and erf boundary dimensions, also showing new and existing structures.
- (f) Plans of all floors of the building/s.
- (g) Colour + rendered elevations of all sides of the building/s (also "back" elevations)
- (h) Indicate positioning of Geysers & Satellite Dishes & Antennas.
- (i) A section through the building showing all relevant heights especially overall heights to roof tops + towers.
- (j) Artist's impression of the building showing the building in context with its neighbouring buildings. (Before & After – including signage)
- (k) Digital Photograph/s of the site before any demolitions, or new work has taken place.
- (l) Sent a set of original plans to the Secretary of the Aesthetics Committee of the Municipality of Swakopmund.
- (m) Electronic copy of the complete application for e-mail distribution, with a total file size of no more than 1Mb.

The application, if complete and if it meets the submission requirements, will be registered.

The application will be scrutinized by the Town Planner for adherence to the Town Planning Scheme.

Applications that do not meet the requirements of the Town Planning Scheme will be returned to the applicant.

Qualifying applications will be submitted to, and be evaluated by, the Aesthetics Committee of the Swakopmund Municipality.

Should an application not be approved by the Aesthetics Committee it will be returned to the applicant with comments on the identified shortcomings that have to be addressed before a re-evaluation is done.

Should an application for a property within the Conservation Area be approved it will be stamped and returned to the applicant, who is then required to make an application for submission to the National Heritage Council for consideration and approval.

Should the National Heritage Council approve such application, they will date stamp and return same to the applicant.

Thereafter the drawings approved by the Swakopmund Municipality's Aesthetics Committee and the National Heritage Council will be submitted by the applicant to the Swakopmund Municipality's Engineering Department who will submit the application to the Management Committee of the Swakopmund Municipality for consideration and recommendation to the Municipal Council of Swakopmund where applicable.

Should same be approved by the Municipal Council of Swakopmund, the applicant will be informed accordingly, where after he/she may proceed to submit building plans to the Building Control section of the department of Engineering Services for approval in terms of the Town Planning Scheme and the Building Regulations, and both approvals, from the Aesthetics Committee and those of the National Heritage Council should be included.

It is important that prior to the submission of an application, architects confirm with the office of the General Manager: Engineering Services what the requirements of the Town Planning Scheme and the Building Regulations are in order to ensure that a submission complies with both. Applications not complying will not be evaluated.

It is also important to note that under no circumstances may the sequence of the above process be deviated from for example where an application is first submitted to the Heritage Council of Namibia and only then submitted for evaluation by the Municipality of Swakopmund. In such cases the process will be repeated and valuable time will be lost.

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