



STELLENBOSCH

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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

DIRECTORATE: PLANNING & ECONOMIC DEVELOPMENT

www.stellenbosch.gov.za/planning-portal/

SUBMIT COMPLETED FORM TO landuse.applications@stellenbosch.gov.za

LAND USE PRE-APPLICATION SCRUTINY FORM

1. This Land Use **Pre-Application Scrutiny Form** is to be submitted prior to the submission of a Land Use and Land Development application in terms of Section 15(2) of the Stellenbosch Municipal Land Use Planning Bylaw (LUPB).
2. **It is compulsory to submit a Pre-application Scrutiny Form for any rezoning, subdivision or consolidation of land, the amendment or cancellation of a subdivision plan, the removal of restrictive conditions or an amendment of conditions of approval.**
3. It is not a requirement to submit a Pre-Application Scrutiny Form for the other types of applications, although you are advised to do so when any form of guidance is required.
4. Relevant documents can be accessed at the [Planning Portal – Stellenbosch Municipality](https://stellenbosch.gov.za/planning-portal/) <https://stellenbosch.gov.za/planning-portal/>.
5. A signed copy of the form must be submitted by email to landuse.applications@stellenbosch.gov.za.
6. The applicant will receive feedback per e-mail following a weekly internal technical discussion on the pre-application scrutiny submission.
7. A pre-application consultation meeting may be required in terms of Section 37 of the said Bylaw on receipt and consideration of a **Pre-Application Consultation Form**.

PART A: APPLICANT, OWNERSHIP & PROPERTY PARTICULARS

Applicant Name	
E-Mail Address	
Tel/ Cell Number	
Registered Owner	

Property Description (Erf / Farm Number)	
Street Address / Farm or Building Name (known as)	
Suburb & Town	
Current Zoning	
Current Land Use Activities / Buildings	

Are there existing buildings on the subject property(ies)?	Yes	No
Are there any existing unauthorized buildings and/or land use on the subject property(ies)?	Yes	No
If yes, is this application to legalize the building/ land use?	Yes	No
Are there any pending court case(s)/ order(s) relating to the subject property(ies)?	Yes	No
Is the property located in a heritage area or contains any heritage significant buildings?	Yes	No
Does the property fall inside the urban edge?	Yes	No

PART B: APPLICATION

1. WHAT LAND USE PLANNING APPLICATIONS ARE REQUIRED IN TERMS OF SECTION 15(2) OF THE SLUPB?

§15 (2)(a)	Rezoning	§15 (2)(f)	Removal / Suspension Amendment of restrictive conditions	§15 (2)(l)	Permission in terms of condition of approval*	§15 (2)(q)	Rectify failure by HOA*
§15 (2)(b)	Permanent Departure*	§15 (2)(g)	Permission in terms of zoning scheme*	§15 (2)(m)	Determination of a zoning	§15 (2)(r)	Permission required for the reconstruction of a building*
§15 (2)(c)	Temporary Departure*	§15 (2)(h)	Amendment of condition(s) of approval	§15 (2)(n)	Closure of a public place*	S24(1)	Exemption*
§15 (2)(d)	Subdivision	§15 (2)(i)	Extension of validity period of approval*	§15 (2)(o)	Consent use*	Policy	Street naming and numbering*
§15 (2)(e)	Consolidation	§15 (2)(k)	Amendment / cancelation of approved subdivision plan	§15 (2)(p)	Disestablishment of HOA*	Title Deed	Consent / Permission in terms of title deed*

*The submission of a pre-application scrutiny is not compulsory for these types of land use applications and a land use planning application form can be submitted, without completing the pre-application scrutiny form.

Details of the Proposal: (Brief description of development proposal. List expected land use activities. Short motivation of intended land use. Detailed planned outcome. If change of zoning is required, list which zoning is applied for. Describe additional use planned for. List type of consent use applied for.)

2. RELEVANCE OF ANY PLANNING LEGISLATION/ POLICIES AND PLANS

RELEVANT PLANNING CONSIDERATIONS		
(a) Is the proposal consistent / compliant with municipal plans, policies and guidelines, or any national or provincial policies (e.g., Western Cape Land Use Planning Guidelines: Rural Areas), restrictive title conditions, other legislation / authorisations?	Yes	No
List applicable plans/ policies/ guidelines that are relevant.		
(b) Is the proposal consistent with the Municipal Spatial Development Framework (MSDF)?	Yes	No
If not, site specific circumstance to be motivated.		
(c) Does the proposal require additional infrastructure / services e.g., electricity; water; sewerage; road network etc.?	YES	NO
Provide details on available / required infrastructure.		
(d) Does the development proposal include the provision of residential units, and if so, what is the target market re: range in income bracket/ selling price or rental for the units?	YES	NO
If yes, provide details on target market.		
(e) Does the proposal fall within a priority development area as defined in the Municipal Spatial Development Framework where the provision of inclusionary housing is mandatory in terms of the Stellenbosch Inclusionary Zoning Policy?	YES	NO
Provide details on inclusionary housing provision.		

(f) Does the subject property fall within the Adam Tas Corridor as outlined in the Local Spatial Development Framework (ATC LSDF)?	YES	NO
Provide details on proposed densities and alignment with the Adam Tas Corridor Local Area Overlay Zone.		

PART C: COPIES OF PLANS / DOCUMENTS TO BE SUBMITTED AS PART OF PRE-APPLICATION SCRUTINY

The following minimum documentation **must** be attached to this pre-application scrutiny form:

1. **Locality plan**
2. **Layout plan of proposal** (e.g. copy of existing building plan, indicating proposal on site plan, etc.)
3. **Proposed subdivision or consolidation plan (if applicable)**
4. **Full copy of the title deed or Conveyance Certificate**

Note:

- The Municipality may request any other information deemed necessary for the purpose of this pre-application scrutiny.
- If an incomplete pre-application scrutiny form or the required minimum supporting documents are not submitted the pre-application scrutiny form will not be accepted by the Municipality.

DECLARATION:

I hereby confirm that the information contained in this pre-application scrutiny form and accompanying documentation is complete and accurate.

Applicant's signature: _____ Date: _____