

CITY OF WINDHOEK URBAN PLANNING APPLICATIONS

FORM A1: APPLICATION SUBMISSION RULES

1. Applications shall be submitted in hard copy as follows:
 - a. **Two** complete copies with all required documents (**Form A3**) for town planner and filing purposes
Plus
 - b. **Five** copies excluding the Title Deed and Power of Attorney
2. In addition applications shall be submitted electronically as follows:
 - a. Electronic copy of application in the standard format supplied (.doc);
 - b. All annexures (.pdf);
 - c. All relevant plans and drawings (.pdf)
3. All applications and documentation must be submitted in the required format (**Form A2**).
4. All information required for evaluation indicated in **Form A2 Standard Application Format** must be addressed in the application. Applications with incomplete information will be returned to the applicant.
5. Applications shall only be accepted if all **required documents for town planning application (Form A3)** are provided.
6. Applications shall be submitted by a registered Town planner only based on applicable legislation (Town and Regional Planners Act 9/1996) and correspondence and meetings shall only be with said registered town planner.
7. No applications shall be received during December.
8. Applications shall only be received on Monday to Friday between 08:00 – 13:00.

FORM A2: STANDARD APPLICATION FORMAT

REZONING OF ERF ****, ***** STREET, [INSERT STREET NR AND NEIGHBOURHOOD] FROM [INSERT CURRENT ZONING INCLUDING DEVELOPMENT POTENTIAL] TO [INSERT PROPOSED ZONING INCLUDING DEVELOPMENT POTENTIAL]; AND
[INSERT ANY ADDITIONAL CONSENT REQUESTS]

Example

REZONING OF ERF 7649, JOHN MEINERT STREET NO 25, WINDHOEK FROM 'RESIDENTIAL WITH A DENSITY OF 1:900' TO 'OFFICE WITH A BULK OF 0.4'; AND CONSENT FOR FREE RESIDENTIAL BULK

1. Application

- Rezoning / subdivision submitted in terms of Town Planning Scheme Clause / Section of Ordinance or relevant reference
- Any consent required
- All relevant ownership information

2. Erf / Site information

- Location
- Topography
- Current zoning
- Size
- Existing land use of property for which application is submitted and all existing buildings on site
- Access
- Existing infrastructure (water, sewer and electricity)
- Existing Title Deed Conditions or any other condition registered against the property
- Any other relevant information to this property / site

3. Development proposal

- Intended development

4. Public Consultation and Objections

- Provide full details of media advertisements including dates, newspapers and closing date for comments;
- Details on Notices to Neighbours and feedback
- Notices on Site and Local Authority Notice Board
- State and discuss any Comment / Objection received

5. Motivation

- Need and desirability of proposed use specific to the immediate area
- City policies and development framework
- Use of existing and new buildings (existing to be used as is, converted or demolished)

6. Concluding remarks

FORM A3: REQUIRED DOCUMENTS FOR TOWN PLANNING APPLICATIONS


















1. Application Drawings (Rezoning)
 - a. Location Plan
 - b. Existing Zoning
 - c. Intended Zoning
2. Application Drawings (Subdivision / consolidation)
 - a. Location Plan
 - b. Existing Situation Plan
 - c. Intended Situation Plan

Note: All drawings must use City of Windhoek Zoning Colour Codes as attached.

Existing and intended rezoning as well as subdivision / consolidation plans must show the following:

- Title Block indicating Erf Number and Application and Drawing Name/Number
 - North arrow
 - Scale
 - All relevant erf boundaries and existing buildings
 - Contours at minimum 1m intervals
3. Town Planning Certificate (existing zoning)
 4. Copy of Approved Erf diagram at time of application
 5. Proof of Advertisements (copies may be reduced in size but must include date of newspaper and publication's name)
 6. Proof of Neighbour Notices
 7. Proof of Notice on Site
 8. Proof of Notice on LA Notice Board
 9. Copies of all objections received
 10. Credit Check from City of Windhoek
 11. Namibia Airport Company Clearance
 12. Power of Attorney
 13. Title Deed / Deed of Transfer / Founding Statement / Company Resolution

CITY OF WINDHOEK ZONING LEGEND AND COLOUR CODES

<u>LEGEND</u>		
	Business	150
	Cemetary	101
	Garage	136
	General Residential	41
	Government	35
	Industrial	201
	Institutional	220
	Municipal	Red
	Office	130
	Private Open Space	73
	Public Open Space	84
	Residential	51
	Restricted Business	145
	Special	52
	Street	254
	Transport & Communication	202
	Undetermined	43