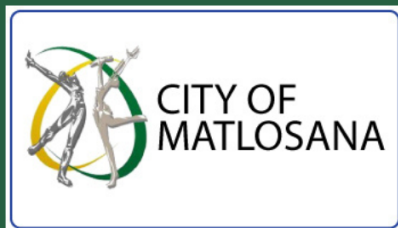


City of Matlosana

Land Use Scheme, 2023



agriculture, land reform
& rural development

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

APPLICATION FORMS

GENERAL:

- Forms must be completed in block capitals, or typewritten.
- Forms are issued without prejudice and do not constitute acceptance of any application.
- Applicants are encouraged to have a pre-submission consultation with the town planning department prior to submission.
- Please refer to the tariffs of charges for any land use application submission fees.

APPLICATION FORM A (APPLICANT DETAILS) – TO BE SUBMITTED WITH ANY APPLICATION AND/OR REQUEST AS REQUIRED BY THE BY-LAW OR LAND USE SCHEME

APPLICANT DETAILS			
Please indicate the type of applicant:			
Individual	<input type="checkbox"/>	Legal Entity / Other	<input type="checkbox"/>
Applicant Details: Individual			
Title			
Initial			
First Name(s)			
Surname			
Preferred Name			
ID Number			
Marital status if the owner is the applicant	Single/not married <input type="checkbox"/>	In community of property <input type="checkbox"/>	
	Out of community of property <input type="checkbox"/>		
Applicant Details: Legal Entity / Other			
Name			
Registration number			
Name and surname of Representative			
Physical Address of the Applicant			
Physical Address (Work)			
Address Line 1 (street no)			
Address Line 2 (street name)			
Township		Postal Code	
Specify City			
Physical Address (Home)			
Address Line 1 (street no)			
Address Line 2 (street name)			
Township		Postal Code	
Specify City			
Postal Address of the Applicant			
Postal Type	PO Box <input type="checkbox"/>	Physical Address (Home) <input type="checkbox"/>	
	Private Bag <input type="checkbox"/>	Physical Address (Work) <input type="checkbox"/>	
Postal Number			
Township		Postal Code	
Specify City			
Communication Details of the Applicant			
E-Mail Address			
Cell Phone			
Home Phone			
Work Phone			
Fax			
Preferred method of communication – please indicate			
OWNER DETAILS			
Please indicate the type of owner:			

Individual <input type="checkbox"/>	Legal Entity / Other <input type="checkbox"/>		
Owner Details : Individual			
Title			
Initials			
First name			
Surname			
Preferred name			
ID Number			
Marital status	Single/not married <input type="checkbox"/>	In community of property <input type="checkbox"/>	
	Out of community of property <input type="checkbox"/>		
Owner Details: Legal Entity/other			
Name			
Registration number			
Name and surname of Representative			
Physical Address of the Owner			
Physical Address (Work)			
Address Line 1 (street no)			
Address Line 2 (street name)			
Township		Postal Code	
Specify City			
Physical Address (Home)			
Address Line 1(street no)			
Address Line 2 (street name)			
Township		Postal Code	
Specify City			
Postal Address of the Owner			
Postal Type	PO Box <input type="checkbox"/>	Physical Address (Home) <input type="checkbox"/>	
	Private Bag <input type="checkbox"/>	Physical Address (Work) <input type="checkbox"/>	
Postal Number			
Township		Postal Code	
City			
Communication Details of the Owner			
E-Mail Address			
Cell Phone			
Home Phone			
Work Phone			
Fax			
Preferred method of communication – please indicate			
FOR OFFICIAL USE			
Application Reference No:			
Date Received:			
Payment Received*:		Receipt Number:	

Checked by:			
Notes:			
Application Type	Application Forms Required		
Township Establishment	Form A (Applicant Details)	Application Form B	
Amendment of Scheme (rezoning)	Form A (Applicant Details)	Application Form C	
Removal of Restrictive Title Conditions	Form A (Applicant Details)	Application Form D	
Subdivision / Consolidation of land	Form A (Applicant Details)	Application Form E	
Consent Use	Form A (Applicant Details)	Application Form F	
Written Permission	Form A (Applicant Details)	Application Form G	
SECTION 86 COMPLIANCE (TO BE CONFIRMED WITH OFFICIALS DURING PRE-APPLICATION CONSULTATION)		ATTACHED	
		YES	NO
Official application form, completed and signed			
Power of Attorney			
Resolution by Company / Trust / Body Corporate or Owner's association			
Bondholder's Consent			
Written Motivation for the application			
Copy of the SG diagram / relevant General Plan			
Locality plan			
Site Development Plan			
Where applicable, subdivision / consolidation plan			
Proof of payment of application fees			
Proof of municipal sewerage connection			
A copy of the title deed(s) of all relevant parcels of land			
Conveyancer certificate			
Community approval as a result of a community participation process conducted (Communal land)			
Any other plans / diagrams / documents / information:			

* Not applicable to rectification applications

I,
being the applicant described herein, declare that the above information is correct.

I hereby acknowledge that, should all the required documentation not be submitted in compliance with the requirements of the Municipality, the Municipality may elect not to consider the application as contemplated in section 90(2) of the City of Matlosana Spatial Planning and Land Use Management Municipal By-Law on Spatial Planning and Land Use Management, 2016. Should the application be found to be incomplete, the application will be returned to the applicant without further consideration or refunding of the application fees.

I hereby acknowledge that the Municipality has the right to request additional information or documentation should it be deemed necessary to place the Municipality in a position to take an informed decision on the matter.

I acknowledge that the Municipality may contact the owner at any time regarding the application.

SIGNATURE DATE:

APPLICATION FORM B – APPLICATION FOR TOWNSHIP ESTABLISHMENT

PART A: PROPERTY INFORMATION

Complete this section for each property (make a separate copy for each property)

Agricultural Holding / Farm Plot / Farm No	Portion (e.g. /R/1)
Title Deed No	
Size of property	
Name of Bond Holder	
Mortgage Bond Account No	Date of Bond
Name of Bondholder	
Ward	

PART B: EXISTING LAND USE INFORMATION

Present Zoning			
Present Height (Scheme)			
Present Density (Scheme)			
Present Coverage (Scheme)			
Present Annexure No		Present Amendment Scheme No.	
Existing Development			

PART C: PROPOSED TOWNSHIP

Name and Extension of the proposed township						
Use zone no	Proposed use zone	Erf no	Average size m ²	Height	Coverage	Other development control measures (density)

PART D: GENERAL INFORMATION

Is the property situated within 3 km of a sewerage disposal works?		Yes	No
Name the local authority(s) that is situated within 10 km of the boundaries of the property			
Name the local authorities or authorised bodies that provide the following services:			
Water			
Electricity			
Sewerage			
Roads and storm water			
Is the existing development (structures and land use) on the property described in the memorandum?		Yes	No

Is it required that the building(s) on the property be conserved in terms of the National Heritage Resource Act, Act 25 of 1999?	Yes	No	
ENVIRONMENTAL/BIOPHYSICAL SENSITIVITIES			
Is any part of the proposed development, forming the subject of this application, deemed to be a "listed activity" in terms of the National Environmental Management Act with specific reference to the regulations promulgated under Section 24(5) thereof?	Yes	No	
If "Yes" please provide the reference number of the application submitted to the environmental authorities with regard to the requirement to procure environmental authorization to conduct the listed activity as aforesaid: Reference Number			
Provide the contact details of the appointed Environmental Assessment Practitioner: Name:, Contact Details			
Indicate which process has been initiated	Basic Assessment	Yes	No
	Environmental Impact Assessment	Yes	No
	None	Yes	No
If the development is not a "listed activity" or if the above EIA process has not been initiated, have the on-site ecological issues been discussed in the memorandum?	Yes	No	
The applicant acknowledges that he/she is responsible to forward a copy of the application to external bodies and to submit proof thereof to the Municipality.	Yes	No	

ADDITIONAL DOCUMENT REQUIREMENTS*	YES	NO	N/A
Draft conditions of establishment for the proposed township			
A copy of the appropriate zoning of the applicable land			
An engineering geological investigation and report, compiled by a suitably qualified professional			
A traffic impact assessment, compiled by a suitably qualified professional			
An engineering services report, compiled by a suitably qualified professional			
A description of all existing and proposed servitudes and services on the land			
An undermining stability report, where applicable, compiled by a suitably qualified professional			
Confirmation whether or not a mining or prospecting right or permit over the land is held or is being applied for in terms of the Mineral and Petroleum Resources Development Act, 2002			
Confirmation and details of any land claims on the property			
In the case of the extension of the boundaries of a township, the consent from the Surveyor-General to the proposed extension of boundaries			

* In addition to the list provided in Application Form A

I,,
being the applicant described herein, declare that the above information is correct.

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I hereby acknowledge that the Municipality has the right to request additional information or documentation should it be deemed necessary to place the Municipality in a position to take an informed decision on the matter.

I acknowledge that the Municipality may contact the owner at any time regarding the application.

SIGNATURE

DATE:

APPLICATION FORM C – APPLICATION FOR REZONING

PROPERTY INFORMATION

Complete this section for each property (make a separate copy for each property)

Township / Agricultural Holding / Farm			
Erf / Plot / Farm No		Portion (e.g. /R/1)	
Ward			
Street name			
Street number			

REZONING DETAILS

Present Zoning		Proposed Use Zone	
Property Size (m ²)		Proposed Primary Right	
Present Height (Scheme)		Proposed Height (m/storey)	
Present Density (Scheme)		Proposed Density (m ² /units per ha)	
Present Coverage (Scheme)		Proposed coverage (%)	
Present Annexure No		Proposed number of units	
Present Amendment Scheme No		Estimate project value	
Bond (Yes/No)		If yes specify Bond Account No	
Bondholder's Name			
Existing Development			
Title Deed No			
Applicant responsible to request comments from external departments/institutions?	Yes	No	N/A

ADDITIONAL DOCUMENT REQUIREMENTS*	YES	NO	N/A
A zoning plan or land use rights plan, in colour and on an appropriate scale, of the application site and surrounding properties			
The amendment scheme map			

* In addition to the list provided in Application Form A

I,
being the applicant described herein, declare that the above information is correct.

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SIGNATURE DATE:

APPLICATION FORM D – APPLICATION FOR REMOVAL, AMENDMENT OR SUSPENSION OF TITLE CONDITIONS

PROPERTY INFORMATION

Complete this section for each property (make a separate copy for each property)

Township / Agricultural Holding / Farm		Portion (e.g. /R1)	
Erf / Plot / Farm No			
Ward			
Street Name			
Street Number			
Present Annexure No			
Present Zoning			
Property Size (m ²)			
Bond (Yes/No)			
If yes specify Bond Account No			
Bondholder's Name			
Existing Development			

REMOVAL, AMENDMENT OR SUSPENSION OF RESTRICTIONS IN TITLE DEED

Title Deed Number	
Indicate the conditions to be removed in the Title Deed	
Indicate the conditions to be suspended in the Title Deed	
Indicate the conditions to be amended in the Title Deed	

I,
being the applicant described herein, declare that the above information is correct.

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I acknowledge that the Municipality may contact the owner at any time regarding the application.

SIGNATURE

DATE:

APPLICATION FORM E – APPLICATION FOR SUBDIVISION / CONSOLIDATION

PROPERTY INFORMATION

Complete this section for each property (make a separate copy for each property)

Township / Agricultural Holding / Farm			
Erf / Plot / Farm No		Portion (e.g. /R1)	
Ward			
Street Name			
Street Number			

SUBDIVISION OR SIMULTANEOUS SUBDIVISION AND CONSOLIDATION				
Proposed Portion Description	Buildable Area (m ²)	Panhandle Area (m ²)	Panhandle Width (m)	Portion Area

CONSOLIDATION DETAILS	
Proposed Portion Description	Size (m ²)

Present Zoning (Scheme)			
Present Height (Scheme)			
Present Density(Scheme)			
Present Coverage (Scheme)			
Present Annexure No		Present Amendment Scheme No	
Property Size (m ²)			
Existing Development			
Title Deed Number			
Do all the erven to be consolidated belong to the same owner?			

ADDITIONAL DOCUMENT REQUIREMENTS*	YES	NO	N/A
Subdivision and/or consolidation plans indicating: <ul style="list-style-type: none"> - The location of the proposed land units - All existing structures on the property and abutting properties - The public places and the land needed for public purposes - The existing access points - All servitudes - Contours with at least a one meter interval, or such interval as may be approved by the Municipality - The street furniture - The light, electrical and telephone poles - The electrical transformers and mini substations - The storm water channels and catch pits - The sewerage lines and connection points - Any significant natural features, and - The scale and all distances and areas 			
Land surveyor Certificate if relevant			

* In addition to the list provided in Application Form A

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SIGNATURE

DATE:

APPLICATION FORM F – APPLICATION FOR CONSENT USE, IN TERMS OF SECTION 76 OF THE BY-LAW

PROPERTY INFORMATION

Complete this section for each property (make a separate copy for each property)

Township / Agricultural Holding / Farm			
Erf / Plot / Farm No		Portion (e.g. /R/1)	
Ward			
Street name			
Street number			

REZONING DETAILS

Present Zoning		Proposed Use Zone	
Property Size (m ²)		Proposed Primary Right	
Present Height (Scheme)		Proposed Height (m/storey)	
Present Density (Scheme)		Proposed Density (m ² /units per ha)	
Present Coverage (Scheme)		Proposed coverage (%)	
Present Annexure No		Proposed number of units	
Present Amendment Scheme No		Estimate project value	
Bond (Yes/No)		If yes specify Bond Account No	
Bondholder's Name			
Existing Development			
Title Deed No			
Applicant responsible to request comments from external departments/institutions?	Yes	No	N/A

ADDITIONAL DOCUMENT REQUIREMENTS*	YES	NO	N/A
A zoning plan or land use rights plan, in colour and on an appropriate scale, of the application site and surrounding properties			

* In addition to the list provided in Application Form A

I,
being the applicant described herein, declare that the above information is correct.

I hereby acknowledge that, should all the required documentation not be submitted in compliance with the requirements of the Municipality, the Municipality may elect not to consider the application as contemplated in section 92(c) of the City of Matlosana Spatial Planning and Land Use Management Municipal By-Law on Spatial Planning and Land Use Management, 2016. Should the application be found to be incomplete, the application will be returned to the applicant without further consideration or refunding of the application fees.

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SIGNATURE DATE:

APPLICATION FORM G – APPLICATION FOR WRITTEN PERMISSION, IN TERMS OF CLAUSE 11.6 OF THE SCHEME

PROPERTY INFORMATION

Complete this section for each property (make a separate copy for each property)

Township / Agricultural Holding / Farm			
Erf / Plot / Farm No		Portion (e.g. /R/1)	
Ward			
Street name			
Street number			

ZONING DETAILS

Present Zoning		Proposed Use Zone	
Property Size (m ²)		Proposed Primary Right	
Present Height (Scheme)		Proposed Height (m/storey)	
Present Density (Scheme)		Proposed Density (m ² /units per ha)	
Present Coverage (Scheme)		Proposed coverage (%)	
Present Annexure No		Proposed number of units	
Present Amendment Scheme No		Estimate project value	
Bond (Yes/No)		If yes specify Bond Account No	
Bondholder's Name			
Existing Development			
Title Deed No			
Applicant responsible to request comments from external departments/institutions?	Yes	No	N/A

APPLICATION DETAILS

For the following land use:			
Relaxation of the line(s) of no access		Relaxation of a building line	
Erection of additional (second) dwelling unit		Relaxation of coverage	
Relaxation of height		Provision of parking on adjacent property	
Relaxation of parking		Amendment of site development plan	
Erection of screen wall(s) exceeding 2,0m in height		Relaxation of the area restriction in respect of outbuildings for domestic staff quarters	
Permission for the establishment of a Temporary Structure		Permission for the keeping of animals, as defined in Clause 13.11.4 of the Scheme, on an erf in a proclaimed township	

ADDITIONAL DOCUMENT REQUIREMENTS*	YES	NO
Comments of surrounding landowners		Please note – if not provided, the application will not be considered

* In addition to the list provided in Application Form A

I,
being the applicant described herein, declare that the above information is correct.

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SIGNATURE DATE:

COMMENTS FROM SURROUNDING LANDOWNERS – WRITTEN CONSENT APPLICATION

APPLICATION DETAILS

For the following land use:	
Relaxation of the line(s) of no access	Relaxation of a building line
Erection of additional (second) dwelling unit	Relaxation of coverage
Relaxation of height	Provision of parking on adjacent property
Relaxation of parking	Amendment of site development plan
Erection of screen wall(s) exceeding 2m in height	Conducting a home occupation / business
Relaxation of the area restriction in respect of outbuildings for domestic staff quarter	Permission for the establishment of a Temporary Structure
Permission for the keeping of animals, as defined in Clause 13.11.4 of the Scheme, on an erf in a proclaimed township	
Name of applicant	
Postal Address	
Contact Details	
Property Description	
Street Address	
Current Zoning	
Current Land Use	
Details of application (nature and extent of intended use or relaxation required)	

NEIGHBOUR DETAILS:

Property description			
Name of Owner / Occupant			
Contact Details	Address		
	Tel no/Email		
Comments (tick applicable block)	No Objection		Objection
If objection, reasons:			
Signature		Date	

APPLICATION FORM H – APPLICATION FOR RECTIFICATION OF ERRORS ON LAND USE SCHEME MAP, IN TERMS OF SECTION 1.11 OF THE LAND USE SCHEME

PROPERTY INFORMATION

Complete this section for each property (make a separate copy for each property)

Township / Agricultural Holding / Farm			
Erf / Plot / Farm No		Portion (e.g. /R1)	
Ward			
Street Name			
Street Number			

ZONING DETAILS

Land Use Map No			
Present Zoning Indicated on Map		Proposed Use Zone	
Property Size (m ²)		Proposed Primary Right	
Present Height (Scheme)		Proposed Height (m/storey)	
Present Density (Scheme)		Proposed Density (m ² /units per ha)	
Present Coverage (Scheme)		Proposed coverage (%)	

ADDITIONAL DOCUMENT REQUIREMENTS*	YES	NO
Written proof of the lawful land use rights		Please note – if not provided, the application will not be considered

* In addition to the list provided in Application Form A

I, being the applicant described herein, declare that the above information is correct.

I hereby acknowledge that, should all the required documentation not be submitted in compliance with the requirements of the Municipality, the Municipality may elect not to consider the application as contemplated in section 92(c) of the City of Matlosana Spatial Planning and Land Use Management Municipal By-Law on Spatial Planning and Land Use Management, 2016. Should the application be found to be incomplete, the application will be returned to the applicant without further consideration or refunding of the application fees.

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I acknowledge that the Municipality may contact the owner at any time regarding the application.

SIGNATURE

DATE:

PUBLIC COMPLAINTS FORM

A	DETAILS OF COMPLAINANT					
NAME & SURNAME						
STREET ADDRESS						
CONTACT TELEPHONE NO						
E-MAIL ADDRESS						
B	PARTICULARS OF COMPLAINT					
DATE OF COMPLAINT				TIME		
METHOD OF LODGEMENT	TELEPHONIC		EMAIL		IN PERSON	
NAME OF OFFICIAL WHO RECEIVED COMPLAINT						
NATURE OF COMPLAINT						
BRIEF DESCRIPTION OF COMPLAINT						
DATES AND TIMES OF WHEN TRANSGRESSION OCCURED						
ADDRESS WHERE TRANSGRESSION OCCURRED						

INVESTIGATION OF COMPLAINT

C	PARTICULARS OF TRANSGRESSOR				
NAME & SURNAME					
ERF NO					
STREET ADDRESS					
CONTACT TELEPHONE NO					
E-MAIL					
D	INVESTIGATION INFORMATION				
DATE COMPLAINT RECEIVED					
DATE OF SITE INSPECTION					
NATURE OF CONTRAVENTION	DEV CONTROL		BUILDING CONTROL		OTHER
FINDINGS:					
BUILDING INSPECTOR		Signature			
TOWN PLANNER		Signature			
E	RECOMMENDATION				
ACTION TAKEN:					
WRITTEN WARNING REF NO.					
FINE ISSUED. FINE NO					
OTHER					
Was the complainant satisfied with outcome			YES		NO
Was the complainant satisfied with the handling of the complaint			YES		NO
Signature Date ASSISTANT DIRECTOR: SPLUM			Signature Date DIRECTOR: PLANNING & HUMAN SETTELEMENTS		

PRO FORMA CONTRAVENTION NOTICE

The Owner

.....
.....
.....

Sir/Madam,

NOTICE

The City Council of Matlosana is currently conducting a survey with the sole purpose to identify illegal land use activities within its Municipal boundaries. Illegal land use activities cannot be tolerated and shall be dealt with severely in terms of the applicable legislation.

An inspection conducted on revealed that the owner of the afore-mentioned property iswithout approval of the Municipality. The concerned property is currently zoned for purposes according to the City of Matlosana Land Use Scheme, 2023.

We wish to bring the following to your attention:

In terms of Section 161(1) of the City of Matlosana Spatial Planning Land Use Management By-law, 2016, any person who -

... (b) fails to comply with a compliance notice issued in terms of Section 165;
... (c) utilizes land in a manner other than prescribed by the land use scheme of the Municipality;
... Is guilty of an offence and is liable upon conviction to a fine or imprisonment not exceeding a period of 20 years or to both a fine and such imprisonment.

In terms of Section 165 of City of Matlosana Spatial Planning Land Use Management By-law, 2016, if any person fails to comply with a compliance notice the Municipality may –

... (a) lay a criminal charge against that person;
... (b) apply to an applicable court for an order restraining that person from continuing the illegal activity, to demolish, remove or alter any building, structure or work illegally erected or constructed without the payment of compensation or to rehabilitate the land concerned.

You are therefore requested to abate the situation within _____ days from the date of receipt of this notice.

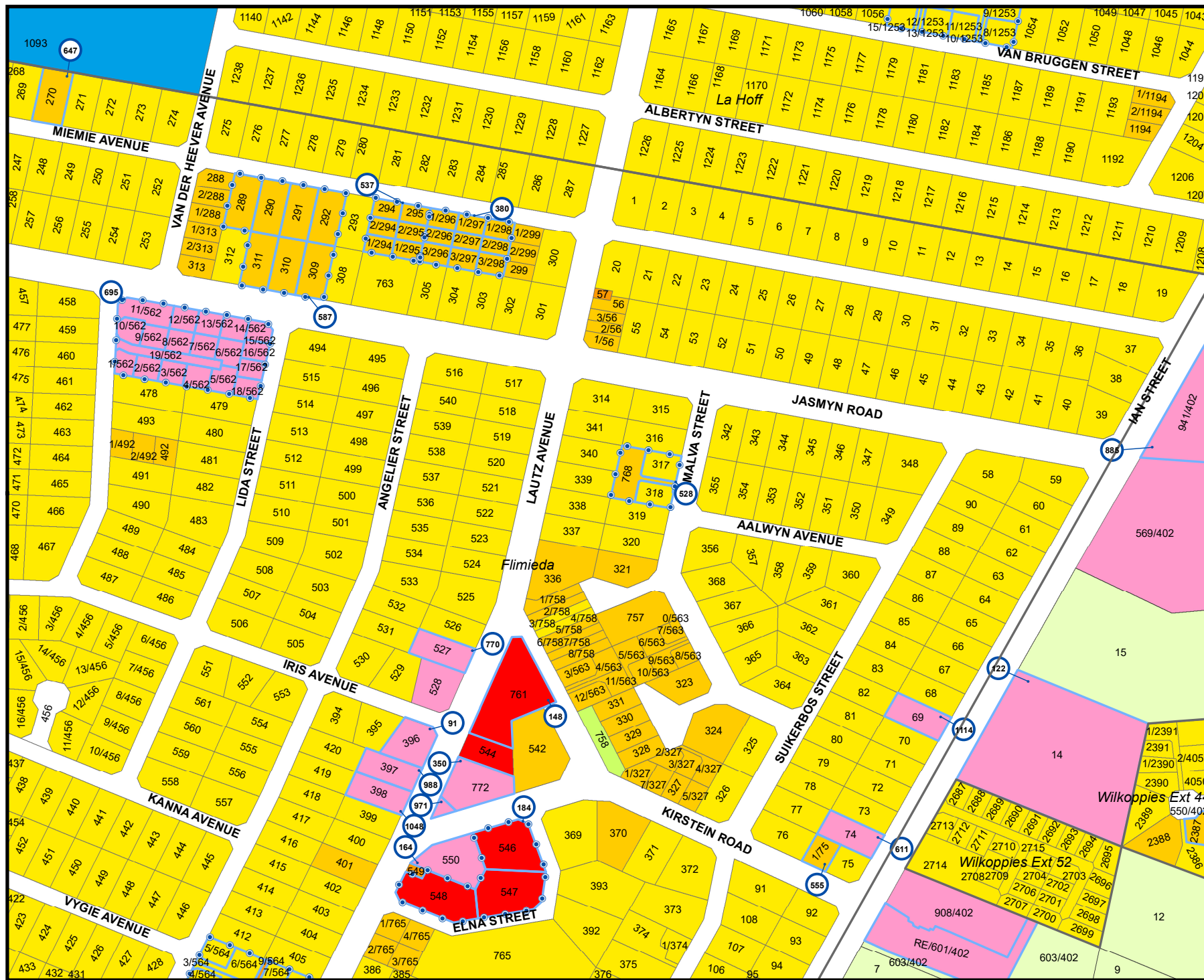
Should additional information be required, please call the Town Planning Section at telephone number 018 487 8616/8544/8378 during office hours.

We trust that you find the above in good order.

MUNICIPAL MANAGER

PRO-FORMA AMENDMENT SCHEME MAPS

SCALE 1 : 5 000

ERF / PORTION OF
TOWN / FARM

- Annexure
- Multiple Property Annexure
- Properties excluded from Multiple Property Annexure
- Proposed Roads and Road Widening
- Railways

Land Use Zones

- Residential 1
- Residential 2
- Residential 3
- Residential 4
- Rural Village
- Business 1
- Business 2
- Special
- Industrial 1
- Industrial 2
- Institutional
- Municipal
- Government
- Mining & Quarrying
- Public Open Space
- Recreation
- Conservation
- Transportation Services
- Public Roads

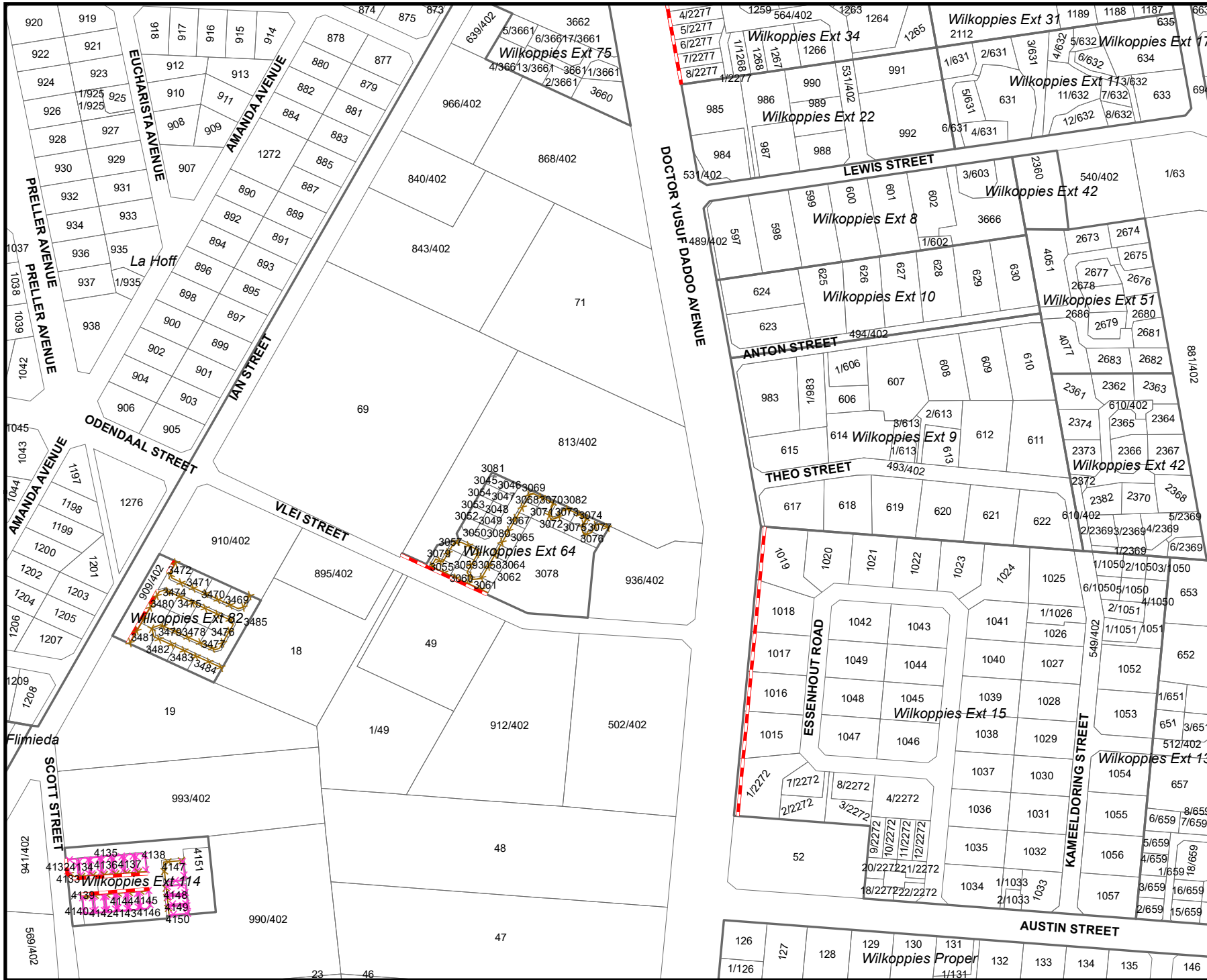
APPROVED

MUNICIPAL MANAGER

DATE

City of
Matlosana

SCALE 1 : 5 000



ERF / PORTION OF
TOWN / FARM

Building Restrictions

- ××× 1m Building Line
- ××× 2m Building Line
- ××× 3m Building Line
- ××× 5m Building Line
- ××× 6m Building Line
- ××× 8m Building Line
- ××× 9m Building Line
- ××× 10m Building Line
- ××× 12m Building Line
- ××× 16m Building Line
- ××× 18m Building Line
- ××× 20m Building Line
- ××× 30m Building Line
- ××× User Defined
- Lines Of No Access

APPROVED

MUNICIPAL MANAGER

DATE



City of
Matlosana

PRO-FORMA AMENDMENT SCHEME CLAUSES

CITY OF MATLOSANA LAND USE SCHEME, 2023

AMENDMENT SCHEME _____ (insert Amendment Scheme Number)

The City of Matlosana Land Use Scheme, 2023, approved by virtue of Local Authority Notice 400 of 2023, dated 29 August 2023, is hereby further altered and amended in the following manner:

1. The Land Use Zones Map Series, Sheet(s) _____ (insert sheet number)
2. The Building Lines / Lines of no Access Map Series, Sheet(s) _____ (insert sheet number) (if applicable)
3. By the addition of Annexure ____ (insert Annexure number) to the Scheme (if applicable)
4. By the addition to Schedule _____ (insert Schedule number) of the Scheme (if applicable)

CITY OF MATLOSANA LAND USE SCHEME, 2023

WYSIGINGSKEMA _____ (voeg Wysigingskemanommer in)

Die City of Matlosana Land Use Scheme, 2023, goedgekeur kragtens Plaaslike Bestuurskennisgewing 400 van 2023, gedateer 29 Augustus 2023, word hiermee soos volg verder gewysig en verander:

1. Die Land Use Zones Kaartreeks, Vel(le) _____ (voeg velnommer in)
2. Die Building Lines / Lines of no Access Kaartreeks, Velle _____ (voeg velnommer in) (indien van toepassing)
3. Deur die byvoeging van Bylae ____ (voeg Bylaenommer in) tot die Skema (indien van toepassing)
4. Deur die byvoeging tot Skedule _____ (voeg Skedulenommer in) van die Skema (indien van toepassing)



City of Matlosana Land Use Scheme, 2023

Funded by:



agriculture, land reform
& rural development

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

Author:



ACCREDITED TOWN AND REGIONAL PLANNERS
(Pretoria) (Pty) Ltd. No. 2002/017302/07