

MONTE CHRISTO

RETIREMENT VILLAGE

PLAN APPROVAL PROCESS MAP

1. Member submits plans in electronic format as per the Architectural Guidelines to the MA

2. MA generates invoice for scrutiny fees and sends to member – plans may only be processed once fee paid

3. As soon as fees are paid, the MA is to forward plans to each member of the ARC

4. MCRVAA to study plans and circulate comments to the ARC members

8. Member to apply rectification if required and re-submit plans to the MA – process from point 4 to then be repeated

7. The MA to forward comments to member for information or rectification

6. MCRVAA to forward the ARC's final comments to the MA

5. Within 5 days, the ARC is to meet to discuss plans and MCRVAA comments

9. If approved by the ARC, the MA will stamp with the MCRVA stamp and return to the member with a letter confirming approval

10. The Member may now submit their plans to the Municipality for Municipal approval

LEGEND

ARC

Architectural Review Committee Members:

- Marais Visagie (Architect)
- Mark Teuchert (Trustee)
- Marieta van Wyk (Trustee)

MA
MCRVA

Managing Agent
Monte Christo Retirement Village Association

MCRVAA

Monte Christo Retirement Village Association Architect