



DESIGN REVIEW SUBMISSION REQUIREMENTS

Architects are required to submit the following electronic documents for the Design Review Committee records, at the following stages:

1.1 DESIGN CONCEPT STAGE

1.1.1 PROJECT DATA

- Project Data Sheet in MS Word .DOCX file format (Can be downloaded from Elisenheim Website.
- City of Windhoek zoning certificate (in the case of General Residential erven only)

1.1.2 PHOTOGRAPHS

- 5x digital photographs of the site prior to development
(Photographs are to be in .JPG file format, max. size: 350Kb each)

1.1.3 SUBMISSION FEE

A submission fee of N\$ 4 500.00 is payable by the owner upon project registration

1.1.4 DRAWINGS

- 1x Concept Site Plan
- Concept Floor plans of all levels
- 2x general arrangement 3D aerial perspective drawings of the project from opposite corners showing topography, massing, composition and openings in external envelope
- Concept Section showing natural ground level
(Drawings are to be .PDF file format, max size: 2 Mb each and files are to be named with the Erf number as a prefix to the file name)

1.1.5 MATERIALS & COLOUR SCHEME

- External materials list with images of materials where appropriate
- External colour scheme with colour cards
(Document is to be .PDF file format, max size 2Mb)

1.2 FINAL DESIGN STAGE

1.2.1 UPDATED DRAWINGS

- 1x Site Plan
- Floor plans of all levels
- 2x general arrangement 3D aerial perspective drawings of the project from opposite corners showing topography, massing, composition and openings in external envelope
- Section showing natural ground level
(Drawings are to be .PDF file format, max size: 2 Mb each and files are to be named with the Erf number as a prefix to the file name)

1.2.2 UPDATED MATERIALS & COLOUR SCHEME

- External materials list with images of materials where appropriate
- External colour scheme

(Document is to be .PDF file format, max size 2Mb)

1.3 AS-BUILT STAGE

1.3.1 AS-BUILT DRAWINGS

- 1x Site Plan
- Floor plans of all levels

- Section showing natural ground level



ELISENHEIM

NEIGHBOURHOOD LIVING IN THE COUNTRYSIDE

(Drawings are to be .PDF file format, max size: 2 Mb each and files are to be named with the Erf number as a prefix to the file name)

1.3.2 PROJECT DATA SHEET

- Updated Project Data Sheet in MS Word.DOCX file format

Note that at completion the duties of the Design Review Committee are concluded and future responsibility is transferred to the Elisenheim Owner's Association. Any discrepancies or deviations from the approved design are noted by the Design Review Committee and communicated to the Owner's Association for further action. All the project documentation is similarly issued to them for archiving and future reference.