**To be completed by the municipality (for municipal projects) or the developer (for Departmental/Institutional projects)**

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| **General Information** |
| Project name |  |
| Project number |  |
| Project description |  |
| Housing Programme  |  |
| District |  |
| Municipality  |  |
| Town |  |
| Suburb |  |
| Ward |  |
| Farm/Erf number |  |
| GPS centre point |  |
| Municipal / developer contact person |  |
| Municipal / developer contact number |  |
| Municipal / developer email address |  |
| Purpose of application |  |
| **Property Details** |
| Land ownership & zoning. Attach a copy of the title deed and zoning certificate as Annexure N |  |
| Describe title deed issues. Attach a copy of the conveyancer certificate, attach as Annexure B |  |
| Describe impact of servitudes on the development, if any. Attach servitude diagram as Annexure B |  |
| **Land Scale** |
| Total land size in hectares |  |
| Total number of sites to be developed |  |
| Number of residential stands (indicate number of serviced sites, enhanced serviced sites, IRDP, FLISP, GAP, etc.). Include the urban design layout as Annexure I |  |
| Area of residential stands (ha) |  |
| What is the total development footprint for the project in m2 or hectares? |  |
| Indicate the range of erven sizes |  |
| Indicate the number of non-residential stands and what type of socio-economic facilities will be provided on these stands. If none, indicate why.  |  |
| Area of non-residential stands in m2 or hectares  |  |
| Residential gross and nett density (dwelling units (du)/ha) |  |
| Discuss urban design and layout planning concepts and different housing typologies, to improve safety (such as the inclusion of “stoeps”, landscaping, street lighting and improved surveillance, etc. Refer to Annexure C.)  |  |
| Describe proposed typology mix with reference to “Making Better Choices” design considerations, highlighting the use of different typologies to achieve densification and local economic development opportunities[[1]](#footnote-1) |  |
| **Strategic Alignment** |
| Project registered on the Integrated Development Plan. If yes, state date of IDP and page numbers | YES / NO |  |
| Is it the Municipalities intention to list the project on the Service Delivery and Budget Implementation Plan (SDBIP)  | YES / NO |  |
| **Spatial alignment** |
| Describe how the project is spatially integrated and consistent with the SDF land use categories. Show alignment to Social Housing guidelines and regulations, if necessary (for Social Housing projects) |  |
| Describe how the project addresses the spatial vision and objectives outlined in the Provincial Spatial Development Framework and the Provincial Strategic Plan as well as the Growth Potential of Town study (2018) |  |
| Describe adherence to urban design principles, land use categories and housing typologies as stated in the SDF and / or “Making better choices: green procurement in state-subsidised housing” |  |
| Is the property located within the Urban edge [Y/N]  | YES/NO |
| Describe the beneficiary community and if top structures are planned. Elaborate on the beneficiary selection according to National Department Human Settlements criteria i.e. are the beneficiaries over the ages of 60 years, child headed households, military veterans and those with disabilities.  |  |
| What initiatives have the municipality undertaken to improve the credit worthiness of beneficiaries (for FLISP projects)? |  |
| Attach a report, as Annexure O, on the detailed demand study completed pertaining to beneficiaries in the FLISP program (for FLISP projects)? |  |
| How many beneficiaries have completed an income and expenditure questionnaire (FLISP) and provide a report on the credit worthiness of the beneficiaries (for FLISP projects)? |  |
| Indicate number of residents in the municipality within the FLISP and Social Housing categories (for FLISP and Social Housing projects) |  |
| **Social Alignment** |
| Describe community participation and support (social compact report) |  |
| Describe alignment of the proposed project to the Regional Social Economic Programme |  |
| Describe alignment of the proposed project to the Violence Protection and Urban Upgrade Programme |  |

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| **Sustainability Criteria** |
| Indicate the progress from original Project Initiation Document (PID)  | Confirmation Y/N  | Available within 3 years Y/N | Additional comments (including alternate servicing decisions)  |
| Indicate access to facilities | Public transport access within 1km |  |  |  |
| Non-motorised transport route within 1 km |  |  |  |
| Access to daily activities (ATM, grocery store, etc.) within 1 km |  |  |  |
| Access to primary and secondary community facilities (hall, recreational space, religious institutions, schools, clinics) within 1 km  |  |  |  |
| A quality public park or public space is located within 500m of all future beneficiaries |  |  |  |
| Economic centre with employment opportunities within 5 km |  |  |  |
| Indicate the availability of bulk services for this project (including the Regional Bulk Infrastructure Grant and the Urban Settlement Development Grant) and attach letter of confirmation from the Municipal Director of Technical Services | Access roads & transportation |  |  |  |
| Sewer connector lines |  |  |  |
| Potable water supply & storage |  |  |  |
| Electricity & supply authority |  |  |  |
| Storm water management |  |  |  |
| Remaining Air space capacity at land fill site |  |  |  |
| Capacity to collect solid waste |  |  |  |
| Wastewater treatment capacity |  |  |  |

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| **Sustainability criteria (continued)** |
| Indicate the following;  | YES / NO (elaborate) |
| 1. Has the EIA been concluded as well as the cost
 |
| 1. Has provision been made for bulk services
 | YES / NO (elaborate) |
| 1. Has specialist studies been undertaken/completed (Traffic impact, Geotech, water studies etc.)
 | YES / NO (elaborate) |
| 1. Notice of intent, appointment and timelines.
 | YES / NO (elaborate) |
| Perennial or non-perennial water course / wetland located on or near to site |  |
| Site partially or totally falls within protected or proclaimed area |  |
| Site is larger than 5 ha |  |
| Buildings older than 60 years, graves or archaeological material on site |  |
| Site within 100m of coastline or river estuary |  |
| Site outside of a drought / fire risk / mudslide / rock fall area |  |
| Site on high value agricultural land |  |
| Site close to existing or planned cemetery |  |
| Site close to existing or planned landfill site |  |
| Site close to existing or planned waste water treatment works |  |
| Indicate other risks/issues/dependencies, e.g. land acquisition, relocation, bulk services, etc. |  |
| Indicate all existing land claims on site from the Department of Rural Development and Land Reform and the Land Claims Commission. Attach confirmation from DRDLR as Annexure P |  |
| Describe alignment to the Water Services Development Plan, the Integrated Waste Management Plan and the Stormwater Master Plan and how would requirements of the Plans be met? |  |
| Describe institutional capacity, both municipal and community to absorb and manage the project |  |
| **FUNDING** |
| Indicate amount applied for the packaging of the Project Implementation Readiness Report and show calculation (including variances due to Geotechnical conditions, etc.)[[2]](#footnote-2) |  |
| Indicate the amount applied for land purchase (if required). Note that motivation is required where the purchase price is higher than the valuation |  |
| Indicate what interim engineering services you are applying for (for UISP projects only) |  |
| Indicate if you want to access the Department’s Asset Finance Reserve[[3]](#footnote-3) to fund/co-fund the project and specify amount. Attach a business plan/case study addressing footnote 3, illustrating economic and social benefit to be unlocked |  |
| **Statutory Progress** |
| Council approved to proceed? If yes, give date and number of resolutions | YES / NO |  |
| Description of LUPA process in terms of the applicable municipal by-law |  |
| Description of NEMA process (provide reference numbers if applicable). Indicate if any pre-application consultation has commenced with the Department of Environmental Affairs and Development Planning. |  |
| Description of Heritage process (Eg. Has a Notice of Intent to Develop (NID) been submitted to Heritage Western Cape) |  |
| Description of Water Use Licence Application (WULA) process |  |
| Description of National Forest Act permits |  |
| **Implementation** |
| Describe Planning and Implementation process:1. Planning and design
2. Implementation (including preliminary phasing of development)
 |  |
| Describe relocation / decanting strategy and rehabilitation of informal settlements and indicate if a TRA application related to this project has be submitted.  |  |
| Describe opportunities identified for continuous community involvement in the planning and implementation process |  |
| **ATTACHMENTS** |
| Annexure A | Contour plan, 1:100 or 1:50. Include flood lines, if required.  |
| Annexure B | Land audit and cadastral report (by surveyor) describing servitudes and rights as well as conveyencing certificate (by conveyencor) confirming impact on conditions of title on possible development of the property |
| Annexure C | Conceptual layout plan (engineering) showing:* Nearby buffer zones, flood lines and orientation
* Roads and possible road widening
* Conceptual permanent engineering services layouts and interim engineering services (for UISP projects)
* Access routes
 |
| Annexure D | Checklist for the determination of the applicability of the NEMA EIA amendment regulations of 2014  |
| Annexure E | Geotechnical report phase 1. Include land rehabilitation requirements, slope, retaining walls, etc. and any geotechnical variations |
| Annexure F | Preliminary engineering report, confirming that project can be developed within quantum. Viability study and cost estimate  |
| Annexure G | Anticipated planning programme and associated cash flows highlighting targeted milestone dates, such as Environmental and Planning Authorisations and the submission of the Project Implementation Readiness Report |
| Annexure H | Preliminary Project Implementation plan with timelines (include; high level beneficiary admin programme, tender award, construction start dates and estimated durations of proposed phases) |
| Annexure I | Provisional layout plan (urban design) showing:* Housing typologies
* Road network
* Public open spaces
* Integration with surrounding neighbourhoods

Add a brief narrative explaining the methodology and the concepts of your design |
| Annexure J | Letter from the Municipal Director of Technical Services confirming the availability of bulk services for this project or the secured budget and implementation programme for work required to secure availability of bulk services |
| Annexure K (only required for applications including requests to fund land purchase) | Two independent valuations of the property |
| Annexure L (only required for applications including requests to fund land purchase) | Municipal valuation of the property |
| Annexure M (only required for applications including requests to fund land purchase) | Offer to purchase or sales agreement that includes suspensive clause with regard to the approval of funding by the Department of Human Settlements |
| Annexure N  | Title deed and a zoning certificate |
| Annexure O | Report on the detailed demand study for beneficiaries in the FLISP program (for FLISP projects) |
| Annexure P | Confirmation of existing land claims on site from the Department of Rural Development and Land Reform and the Land Claims Commission |
| Annexure Q | Business plan / case study to access the Department’s Asset Finance Reserve |
| **PROJECT FEASIBILITY REPORT COMPILED BY:** |
| Name and surname |  |
| Company |  |
| Contact number |  |
| Designation  |  |
| Signature |  |
| Date |  |
| Additional Comments / Information |  |
| **DECLARATION BY MUNICIPALITY (FOR MUNICIPAL PROJECTS) OR DEVELOPER (FOR DEPARTMENTAL/INSTITUTIONAL PROJECTS)** |
| Name of official |  |
| Contact number |  |
| Capacity of official |  |
| Signature of official  |  |
| Date |  |
| Additional Comments / Information |  |

Document approval

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | Designation | Signature | Date |
| Mr M Stoffels | Acting Chief Director Management Support |  | Approved on 13 October 2021 |
| Mr R Smith | Acting Chief Director HS Implementation |  | Approved on 15 October 2021 |
| Ms K August  | Chief Director HS Planning |  | Approved on 22 October 2021 |
| Ms P Mayisela | Head of Department |  | Approved on 27 October 2021 |

1. Making better choices: green procurement in state-subsidised housing [↑](#footnote-ref-1)
2. Note: Should the yield of the number of sites be reduced within the PFR application, as was approved for Tranche 1.1 in the Project Initiation Document, the cost difference between the number of sites would be off-set against the approval of the Project Feasibility Report (Tranche 1.2), thus reducing any future claims. [↑](#footnote-ref-2)
3. The Asset Finance Reserve can be accessed for infrastructure projects in non-metro municipalities (assisting municipalities to capture value in their strategic land and other assets); 1. Land with development rights have much more value than “raw: land. 2. Land can be developed and sold to the open market to cross subsidise affordable housing and create sustainable revenue (Rates and municipal service charges). 3. Cover investment in bulk infrastructure 4. Other human settlement related projects as approved by the MEC not covered under the Housing Code, including social amenities. 5. Job creation initiatives, including developing business/industrial hubs. [↑](#footnote-ref-3)