SUBDIVISIONS
APPLICATION PROCEDURE

1. The application (prepared by a Land Surveyor or Town Planner) is received and checked that it is in order.

2. The application is prepared for circulation to:
   - Development Engineering
   - Transportation Engineering
   - Roads Department
   - Electricity
   - Materials Testing/Building Inspector
   - Water and Waste Water
   - Rezonings
   - Consent Use

   recorded on the strip plans,
   receipted at the cashier.

3. Once all departmental comments are received the application is either referred to the client for amending or it is approved subject to certain conditions which are informed by the comments from the departments.

4. Whilst the owner is complying with the conditions of approval, the land surveyor frames a survey diagram which is approved in the Surveyor Generals office.

5. Once the conditions have been complied with, on application by the owner or their attorney, the necessary certificate is issued by the Subdivisions Division which permits the transfer of the subdivision to be registered in the Deeds Registry.

LEFTE/KWAZULU LAND AFFAIRS ACT

1. The application is received by the Division.

2. The application is prepared for circulation and the fast track meeting arranged.

3. The application is circulated to sixteen Council Departments and two weeks thereafter the fast track meeting is held at which the Departments provide their comments.

4. The application is then either referred to the applicant for amendment or is approved by the Executive Director: Development and Planning subject to certain conditions.

5. The applicant then submits the application to the Province for approval and declaration in terms of the relevant legislation.

6. The surveyor prepares the general plan or survey diagrams which are submitted to the Surveyor General for approval.

7. The developer complies with the Conditions of Establishment issued by the Province.

8. Once the conditions have been complied with, on request by the developer a certificate is issued by the Division permitting the developer to transfer properties in the development.