



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

DEVELOPMENT MANAGEMENT INFORMATION GUIDELINE SERIES

LANDSCAPE PLANS

8



What is a landscape plan, when is it required, and what does it involve?

Making progress possible. Together.

This booklet forms part of a series published by the City of Cape Town to help you understand and make better use of the planning system

LANGUAGE POLICY:

In line with the City of Cape Town's language policy, any booklet in this series is also available in Afrikaans and isiXhosa on request by e-mailing lums@capetown.gov.za.

LEGAL DISCLAIMER:

Although based on law, the information provided in this booklet is presented in an informal and plain language format for the purposes of providing advice on development matters and procedures to customers and members of the public. Should there be any discrepancy with provisions in the underlying legislation, the actual legislation takes precedence and should be consulted directly. Alternatively, please obtain independent professional advice on the matter. The City of Cape Town does not accept any liability for any action taken on the basis of the information contained herein.

<http://planning.capetown.gov.za>

Contents

- 04 A landscape plan and when it is required
- 8 Preparing a landscape plan: the requirements
- 12 An alphabetical index of landscape planning and design principles
- 26 Submitting a landscape plan, the assessment process and implementation
- 30 Contact details



What is a landscape plan, and why is it necessary?

A landscape plan is a plan (or set of plans) with supporting drawings that shows how you will be designing the visual appearance of a site around existing natural features (such as a tree or a steep slope), built structures (such as a home or outbuilding) and infrastructure services (such as water mains and electricity cables). The landscape plan forms part of a site development plan.

The City may need a landscape plan to be able to properly assess whether a proposed development is desirable and in keeping with its surrounding public environment. The City may request a landscape plan:

- as part of the required supporting documents of a development application;
- in terms of section 100 of the City of Cape Town Municipal Planning By-law 2015; or
- where an environmental impact assessment (EIA) authorisation is needed in terms of the National Environmental Management Act, Act 107 of 1998.

Once approved, a landscape plan and its content become part of the original approval of the proposed development, which you are required to fully comply with by law. In other words, it forms part of the minimum standards in terms of which the proposed development must be carried out, completed and maintained.





When is landscape plan approval likely to be required?

A landscape plan may have to be submitted to the City:

- to fulfil a condition of approval of an application submitted in terms of planning law (such as an application for approval of a site development plan, rezoning or subdivision);
- to fulfil a condition of lease on City-owned land;
- as a requirement of an EIA authorisation (in which case the City may not be the one granting final approval and may only need a copy of the approved plan); and
- as a requirement of a record of decision issued by Heritage Western Cape (in which case the City is again not the institution granting final approval and may only require a copy of the approved plan).

Landscape plans usually deal with the finer details of site layout and design. For this reason, they are generally assessed after the primary development rights or land use rights for the property are in place, but before building plans are submitted. However, in some cases, the City may need you to submit the landscape plan along with your original application. If so, the planning official will let you know.



PREPARING A LANDSCAPE PLAN: THE REQUIREMENTS

When you submit a landscape plan to the City, please be sure to adhere to the requirements below in preparing your submission. If not, it may be considered incomplete, be delayed, or even sent back to you for corrections.

A landscape plan must be prepared by a suitably qualified professional. For larger or more complex developments, the City may require this to be done by a qualified, professional landscape architect registered with the South African Council for the Landscape Architectural Profession (SACLAP) in terms of the Landscape Architectural Professional Act, Act 45 of 2000. If so, the landscape architect's registration number must appear on all plans submitted.

Please note:

- Landscape plans may not be smaller than A4 or larger than A0. Any changes to a landscape plan must be made in ink, signed and dated.
- Note that the City now only accepts submissions in digital format so the landscape plan will need to be created in a digital format be a scanned paper plan.
- If the City asks for it, the estimated cost of/budget for the proposed landscaping works as well as a development programme must be attached as an annexure to the landscape plan.



Basic requirements

Of course, the amount of detail shown on the landscape plan and the amount of landscaping required will depend on the nature of your application. For example, the City will not require you to re-landscape an entire property if your application only involves internal changes to existing buildings. If, for instance, you are applying for a departure so as to remove boundary vegetation in an urban conservation area, the City may only require you to submit a landscape plan showing appropriate new vegetation on the boundary. So, depending on the nature of your proposed development, a landscape plan may include the following basic information:

- Name of the developer or owner(s)
- Erf number(s), suburb and street address of the property, as well as the erf numbers of the neighbouring properties
- Name and contact information (telephone number, fax and address) of the landscape architect or other professional who has drawn up the landscape plan
- The plan scale (1:500, 1:250, 1:200, 1:100 or 1:50), bar scale and north point
- The site boundaries, area and dimensions, as well as any existing and proposed servitudes
- Name and position of street(s) bordering the property
- Existing and proposed contours at minimum intervals of 1 m if slopes are less than 1:4 and intervals of 5 m if slopes are greater than 1:4
- Accurate reflection of ground levels, finished floor levels and top-of-wall levels, in line with the building site plan
- The building footprint, basement footprint and roof overhang of existing and proposed buildings

- Entrances and windows on the ground floor of the proposed development
- The location of existing mature trees that you wish to retain, relocate and/or remove, both on the property and along any street. Also include the trunk diameter, drip lines, height and botanical names of any such trees. Where you plan to retain trees, please indicate the existing and proposed ground levels around their roots
- The location of trees and vegetation you wish to plant, including their botanical names, sizes, and how densely ground covers and shrubs will be planted. The City encourages the use of plant species that are indigenous to South Africa as well as the Western Cape region, as they are more water-wise and more cost-effective to maintain in the long term
- All landscaping on levels other than natural ground, such as on balconies and roof gardens
- Existing and proposed structures and hard surfaces you wish to retain. Be sure to specify the surface material to be used, such as solid paving, permeable (penetrable) paving to allow stormwater through, lawn, etc.
- An indication of how vehicles and pedestrians will move on and around the property
- Development on neighbouring properties (such as buildings, landscaping, etc.)
- Irrigation and drainage in general landscaped areas and planters
- Location of all (existing and proposed) underground and overhead services, such as water pipes, electricity cables, telephone lines, stormwater pipes, sewers, etc.
- A schematic indication of stormwater flow paths, detention (holding) and treatment facilities



Possible additional requirements

The City may request any of the following additional inputs as part of the landscaping plan, depending on the nature of your application:

- A tree survey by a qualified arborist (tree surgeon)
- Indication of the 1:10-, 1:50- or 1:100-year flood lines, ecological buffer or a 32 m setback line from river banks, certified by a qualified engineer
- Indication of groundwater flows
- Proposed/approved phases in which the proposed development/subdivision will take place
- Details of boundary treatments (i.e. structures put up on the boundary of the property, mostly for privacy and protection, such as a boundary wall or fence), including the external appearance, height, materials and finishes of these structures
- Location and size of a water meter
- The location of all rainwater downpipes, channels and stormwater disposal pipes
- Lighting proposals
- Tree planting and irrigation on sidewalks, as a possible condition of City Parks





Conservation or heritage areas

Landscaping in conservation or heritage areas is controlled through the zoning scheme, which may prohibit extensive pruning, felling, uprooting or destruction of mature trees or hedgerows without the City's prior written approval. Consult the City's brochure on heritage areas for a list of current declared urban conservation areas. The City's brochure on cultural landscapes and historic vegetation contains guidelines on how to deal with existing and proposed planting in these areas.



Declared scenic drives

Declared scenic drives (also called 'tourist drives' or 'tourist roads') are public roads or rights-of-way that run through areas of natural or cultural beauty and are listed as scenic drives in the City of Cape Town Municipal Planning By-law, 2015. In terms of the applicable regulations, no vegetation or trees on premises along a declared scenic drive may project above the level of the nearest point on the footway of a scenic drive, except with the City's approval.



Ecological buffers around rivers and wetlands

Development and associated activities may not come within a certain distance from riverine and wetland areas. The area separating development from these areas is called an ecological buffer. Buffer widths are determined based on aquatic (water-related) ecological principles, taking into account the type and condition of the relevant ecosystem as well as the nature and potential impact of the proposed development on the aquatic environment. Consult the City's Floodplain and River Corridor Management Policy, 2009, for more information in this regard. For questions relating to the policy, e-mail the City's Catchment, Stormwater and River Management Department on csrcm.secretary@capetown.gov.za.



Ecologically sensitive areas and systems

The following areas and systems are considered ecologically sensitive:

- Nature conservation and protected natural areas (such as nature reserves and bird sanctuaries)
- Other conservation areas, including areas falling within the City's biodiversity network
- Watercourses (such as rivers, streams and drainage lines)
- Wetlands
- Estuaries
- Mountains
- The urban edge (including mountains, rural areas or coastal areas)

Where a development falls within or borders on any of the areas and systems above, the City encourages the use of water-wise and locally indigenous vegetation, typical of the ecology of the immediate area, for all new landscaping. This is to, amongst others, promote biodiversity and ensure long-term sustainability.



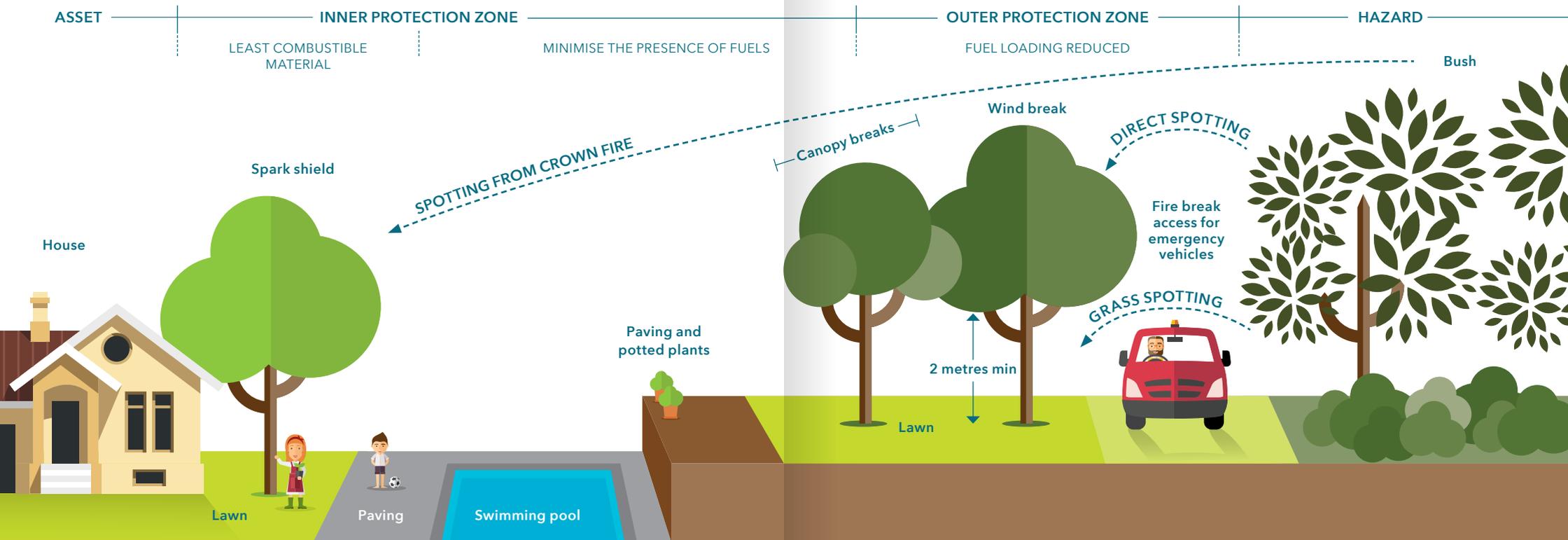
Fire risk reduction

Fynbos needs periodic burning to maintain its ecological functioning. These planned fires as well as uncontrolled fires may have a negative impact on properties located on the urban edge if the landscapes around buildings have not been designed to reduce the risk of fire. Landscape interventions that will reduce the risk of veld fire damage to buildings are:

- the use of so-called 'wet' areas (such as swimming pools or vegetable gardens);
- installing windbreaks and screening trees between potential veld fires and buildings;

- the disuse of highly combustible vegetation, timber fencing and plants with a high fuel load; and
- the use of indigenous (preferably locally indigenous) succulent or fire-retardant plant species.

For more information, please consult the City's planning guidelines relating to veld fires. For questions on this policy, e-mail the City's Development Management Department on Planning.BuildingManagement@capetown.gov.za.





Historic landscapes and vegetation

The character of cultural landscapes should be retained or enhanced instead of altered through development. This includes historic vegetation, regardless of whether it is exotic or indigenous. Trees that are not historic, but contribute to the character of cultural landscapes should also be protected. The use of locally indigenous plant species also helps retain our natural heritage.

Consult the City's brochure on cultural landscapes and historic vegetation for more information on the treatment of existing vegetation that forms part of cultural landscapes, as well as the treatment of historic vegetation.



Declared weeds and invader plants that form part of historic vegetation should also be retained if permitted in terms of the Conservation of Agricultural Resources Act, Act 43 of 1983. (See "Vegetation" below for more on declared weeds and invader plants.)

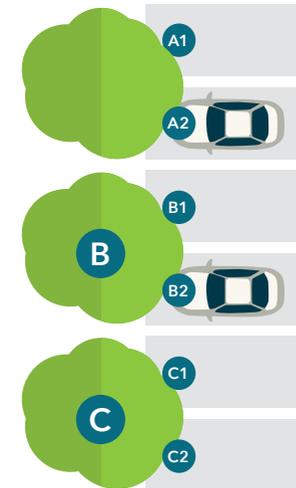


Parking lot landscaping

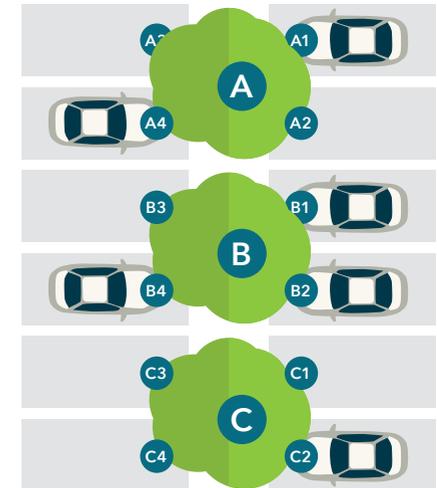
Where new land use rights are applied for, the City may require you to landscape parking areas as a condition of approval. In general:

- where the parking bays are in a single row, one tree should be planted for every two parking bays;
- where parking is provided in rows opposite each other, one tree should be planted for every four parking bays; and
- irrigation may be required for all tree planting.

Remember, however, that the final requirements will depend on your specific case or site.



Single row:
one tree, two bays



Opposite rows:
one tree, four bays



Public open space

Public open space to be provided in large housing or mixed-use developments must be indicated on a landscape plan. Where ownership of open space will be transferred to the City, the City Parks Department must be consulted on how these spaces must be designed and the materials, site furniture and vegetation that need to be used. City Parks will also determine an establishment and maintenance period for the development of public open space. Where open space has been set aside for conservation purposes, the City's Environmental Resource Management Department will be responsible for approving the landscape/rehabilitation plan.

Where a fence is put up next to a public open space, it should not be higher than 1,8 m and have a surface transparency of at least 40%. Where a fence is put up next to a watercourse or wetland, it should be permeable so that water flow is not obstructed. For more information, consult the City's respective policies on boundary walls and fences as well as floodplain and river corridor management. Alternatively, e-mail the City's Development Management Department on Planning.BuildingManagement@capetown.gov.za.



Scenic routes in terms of the scenic route network

On some scenic routes, different vegetation and planting techniques may be used between the road and the scenic view to direct your attention towards the views, as long as the views are not obstructed. For example:

- trees can be clustered in an uneven manner for a natural appearance, which allows views towards the scenic feature;
- trees can be grouped together with larger gaps to frame or enhance views; or
- landscaping can be applied to soften hard structures so as to enhance and maintain the aesthetics of the scenic route.

The City's Drive Route Network Management Plan and brochure on scenic drives provides more information in this regard. Alternatively, phone the City's Spatial Planning and Urban Design Department on 021 400 9483.





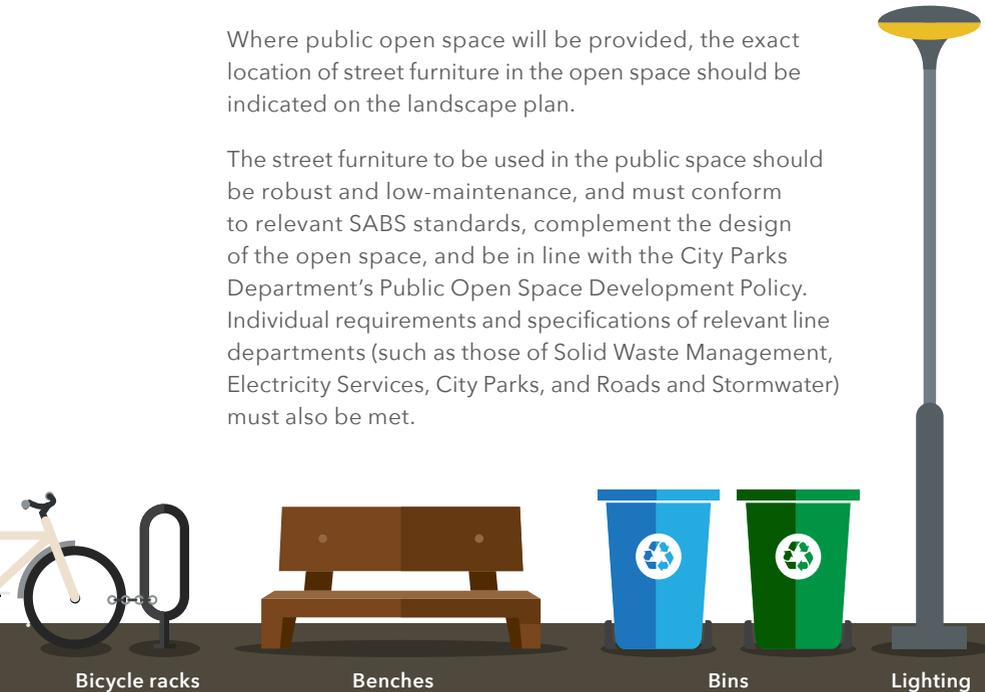
Street furniture design palette

For any development requiring a landscape plan, a street furniture design palette (scheme) may be requested. Amongst others, the street furniture palette should include:

- existing and proposed lighting for vehicle traffic and pedestrians (including the lamp type and wattage);
- bins;
- bollards, posts and railings;
- signage;
- benches;
- drinking fountains;
- bicycle racks;
- tree grids and guards; and
- braai units.

Where public open space will be provided, the exact location of street furniture in the open space should be indicated on the landscape plan.

The street furniture to be used in the public space should be robust and low-maintenance, and must conform to relevant SABS standards, complement the design of the open space, and be in line with the City Parks Department's Public Open Space Development Policy. Individual requirements and specifications of relevant line departments (such as those of Solid Waste Management, Electricity Services, City Parks, and Roads and Stormwater) must also be met.



Sidewalks

A developer may upgrade and maintain the public sidewalks next to a building by means of tree planting as well as 'hard' and 'soft' landscaping, with the City's permission.

Trees on sidewalks

City Parks must be contacted for the relevant tree species to be used and tree-planting specifications. Any approval obtained from the City must be in writing. All trees planted on sidewalks, or on any other City-owned land, become the property of the City. Where there are existing street trees on the sidewalk bordering on the proposed development, the trees must be retained and protected at all cost during construction. For more information on the planting of trees, tree maintenance and tree pruning, consult the City Parks Department's document 'Procedures regarding trees on Council-owned land'.

Hard and soft landscaping on sidewalks

Hard landscaping refers to construction materials, while soft landscaping entails the use of vegetation. Any hard or soft landscaping in a public road reserve (which includes the sidewalk and traffic islands) requires permit approval from the City's Roads and Stormwater Department. In designing the landscape, bear in mind that unobstructed ('walkable') sidewalk space must be at least 1 500 mm wide to ensure easy wheelchair and pedestrian movement. In addition, no loose stones or gravel may be used to surface walkways or cover the surface directly next to a road or cycleway, as this may be difficult to maintain.





Vegetation

Declared weeds and invader species

Declared weeds must be eradicated and invader species controlled on the development site in accordance with the Conservation of Agricultural Resources Act, Act 43 of 1983 and the Alien and Invasive Species Regulations, 2014.

Mature non-invasive exotic species should be retained wherever possible, and incorporated into proposed developments in urban areas where they do not pose a threat to ecological resources, especially where they form part of a cultural landscape or are extraordinary-specimen trees.

Open spaces that will be transferred to the City must first be rehabilitated and cleared of declared weeds and invasive species before the City will take ownership. Once ownership has been transferred, the City will take over responsibility for maintenance and invader control.

Indigenous and conservation-worthy vegetation

Red Data, threatened or protected species: If specialist studies indicate that the property contains Red Data species listed by the International Union for Conservation of Nature, or threatened or protected species listed in terms of the National Environmental Management: Biodiversity Act, Act 10 of 2004, the landscape plan must illustrate how the design will accommodate these species and their habitat. The design must provide the required buffer areas and corridors as recommended in the specialist studies. The landscape plan must also indicate where temporary fencing will be put up to protect the listed species during construction.

Trees: Existing indigenous trees that cannot be cultivated commercially must be retained and incorporated into developments. Protected trees in terms of section 12(1)(d) of the National Forest Act, Act 84 of 1988, and champion trees in terms of section 12(1)(a) and (b) of the same act, may not be cut, disturbed, damaged or destroyed.

Pay special attention to the conservation of trees that:

- have a long life expectancy;
- are healthy;
- are specimen trees or part of a tree grouping;
- are part of several of the same species of trees that occur in the same suburb, and therefore contribute to the character of the local area;
- are street trees;
- form part of an avenue or row of trees or perimeter trees;
- are of cultural landscape value;
- are found within urban conservation or heritage areas; and/or
- are mature and contribute positively to the local ecology.





Walkways and cycleways

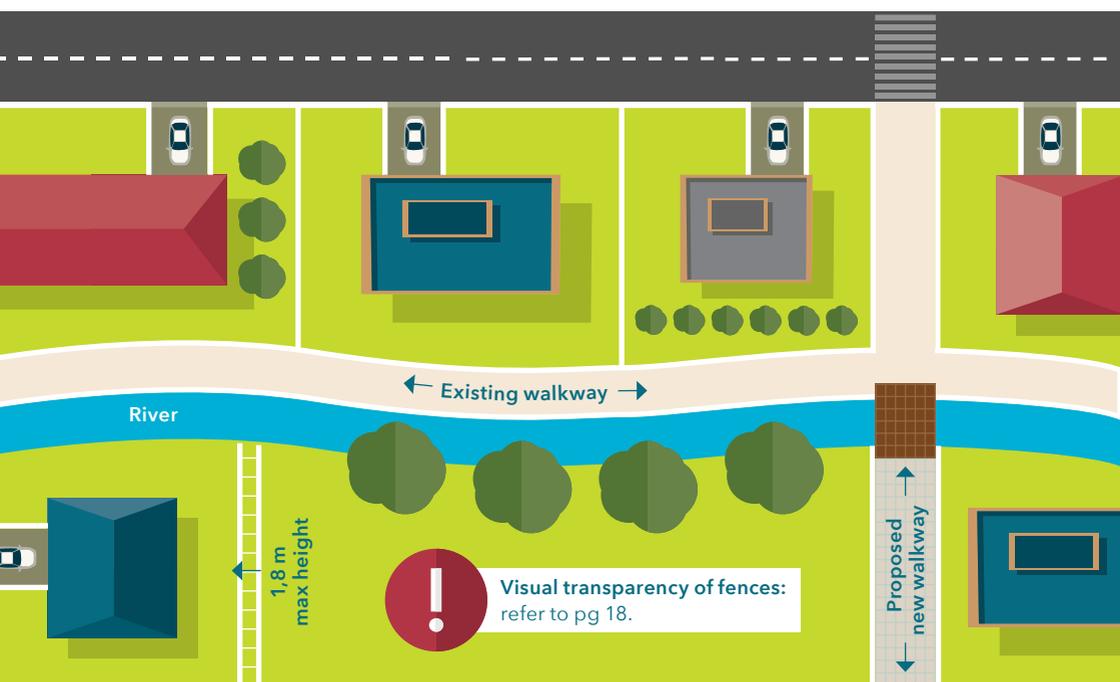
The exact location and extent of proposed walkways and cycleways, along with their specifications and design information, should be indicated on a landscape plan.

Lighting

To increase pedestrians, and cyclists' safety and security, walkways and cycleways must be well lit at night. Yet, no light may spill into neighbouring private properties. Where lighting is to be installed on land that will be transferred to the City, contact the City's Electricity Services Department for specifications and approval.

Walkways and cycleways through linear open spaces

Where walkways and cycleways are proposed through linear open spaces, such as along a river, creek or foreshore, they should line



up with existing pathways in the same open space system. Paving used to construct new walkways should be in line with the paving palette of the area. For more information, contact the City's Urban Design Section on 021 400 9428.

Walkways and cycleways in road reserves and parks

Where walkways and cycleways are constructed within road reserves, contact the City's Roads and Stormwater Department for the relevant construction specifications and materials to be used. For walkways and cycleways through parks, contact City Parks to obtain the specifications and prescribed materials.



Water-sensitive urban design and SUDS

New development should try to maintain the natural water flow system of the site. This means that run-off volumes after development should be kept as close as possible to run-off volumes prior to development. This can be achieved through absorption and attenuation. In addition, the quality of stormwater released into receiving waters should be managed to prevent further degradation and any negative impact on river systems. Stormwater quality and quantity can be managed through a range of sustainable urban drainage system (SUDS) controls.

For more information on water-sensitive urban design and SUDS:

- consult the City's Management of Urban Stormwater Impacts Policy, 2009;
- also read the Catchment, Stormwater and River Management Department's "SUDS Landscaping and Indigenous Plant Species Guideline"; and/or
- contact the Catchment, Stormwater and River Management Department on 021 400 1205 or email csmr.secretary@capetown.gov.za.

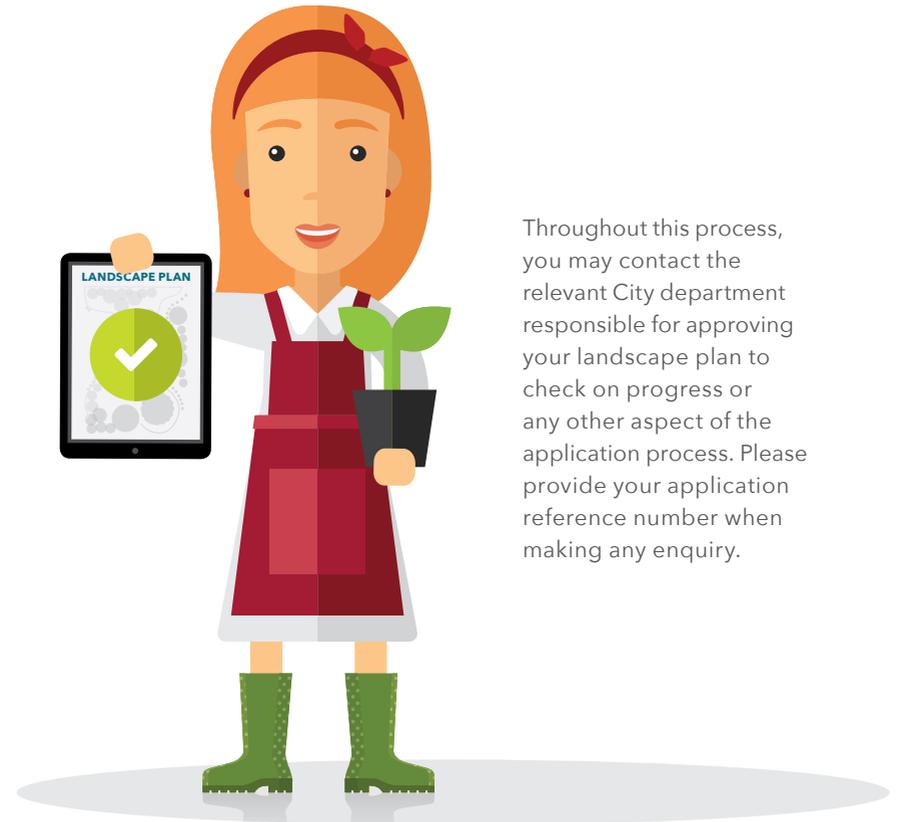
SUBMITTING A LANDSCAPE PLAN, THE ASSESSMENT PROCESS AND IMPLEMENTATION



How to submit a landscape plan and how it will be processed

For the submission and assessment of your landscape plan, you will typically go through the following general steps or phases:

- Step 1** Making sure of the exact conditions of approval (where a landscape plan is required) and obtaining landscape plan requirements. For certain application types, the Municipal Planning By-law, 2015, requires a pre-application consultation meeting with relevant City officials. At this meeting, the need for and the content of landscaping requirements will be established. (Consult other brochures in this series for more information on pre-application consultation meetings.)
- Step 2** Getting a suitably qualified and competent person to prepare your landscape plan in accordance with the relevant conditions of approval and landscape plan submission requirements.
- Step 3** Submitting your landscape plan to the department(s) set out in the conditions of approval.
- Step 4** Considering and acting on any departmental comments referred back to you.
- Step 5** Resubmitting your amended landscape plan to the specific department(s) for final assessment and decision. Your assigned case official will confirm that your submitted landscape plan is complete.
- Step 6** Concluding any detail agreements with the relevant City departments (if needed).
- Step 7** Implementing your landscape plan in accordance with the City's approval.



Throughout this process, you may contact the relevant City department responsible for approving your landscape plan to check on progress or any other aspect of the application process. Please provide your application reference number when making any enquiry.



Implementation arrangements

You remain responsible to implement and carry the cost of your approved landscape plan to the City's satisfaction. To ensure this, the City may impose a condition ...

- ... that a bank guarantee must be provided for the work ...

If a bank guarantee is required, a priced bill of quantities or quotation for the implementation of the landscaping work must be submitted to the City. This should contain enough detail so that the City can assess the accuracy of the information. The City will then determine a percentage of the costs that will serve as an acceptable guarantee. A bank guarantee to this amount must then be submitted to the relevant department before subdivision clearance of the last number of units/erven. (For further information on subdivision and subdivision clearance, please consult other brochures in this series.)

OR

- ... that completed units in the new development must be kept back until all landscaping has been completed satisfactorily ...

In this case, the City may stipulate that subdivision clearance will not be granted for the registration of completed units/erven until all landscaping work has been completed as per the approved landscape plan.

If a bank guarantee is required, a priced bill of quantities or quotation for the implementation of the landscaping work must be submitted to the City. This should contain enough detail so that the City can assess the accuracy of the information.



For any further questions about land use management issues, contact your nearest development management office on the numbers provided below:

Table Bay District

Media City Building, 2nd Floor, cnr. Adderley Street and Hertzog Boulevard, Cape Town

Postal address: PO Box 4529, Cape Town, 8000

Contact number: 021 400 6444

Blaauwberg District

Municipal Building, 87 Pienaar Road, Milnerton

Postal address: PO Box 35, Milnerton, 7435

Contact number: 021 444 0561

Northern District

Kraaifontein Administrative Building, Brighton Road

Postal address: PO Box 25, Kraaifontein, 7569

Contact number: 021 444 1062

Tygerberg District

Parow Administrative Building, cnr. Voortrekker Road and Tallent Street

Postal address: Private Bag X4, Parow, 7499

Contact number: 021 444 7843

Helderberg District

Somerset West Administrative Building, cnr. Andries Pretorius and Victoria streets

Postal address: PO Box 19, Somerset West, 7129

Contact number: 021 444 4619

Mitchells Plain/Khayelitsha District

Stocks and Stocks Complex, Ntlazane Road, Ilitha Park, Khayelitsha

Postal address: Private Bag X93, Bellville, 7535

Contact number: 021 360 1101

Cape Flats District

Ledger House, cnr. Aden Avenue and George Street, Athlone

Postal address: PO Box 283, Athlone, 7760

Contact number: 021 684 4369

Southern District

Plumstead Administrative Building, cnr. Main and Victoria roads

Postal address: Private Bag X5, Plumstead, 7801

Contact number: 021 444 7721



<http://planning.capetown.gov.za>



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Making progress possible. Together.