

Development Planning

TYPICAL REZONING PROCESS

DEVELOPMENT PLANNING

(High level)

Please Note:

- It is recommended to use the services of a Registered Town and Regional Planner.
- Refer to *Annexure A* for timelines

TYPICAL REZONING PROCESS DEVELOPMENT PLANNING (High level)

Applicant

Corporate Geo-Informatics (CGIS)

Land use Management (LUDM)



1

The applicant establishes information if a rezoning is required and the process to follow from the **Town Planner at the Land Use Management (LUM) Counter - 5th Floor, Metro Centre, A Block.**

The applicant obtains the application forms from the **(LUM) Registration Counter - 8th floor, Metro Centre, A Block**

2

The applicant obtains property related information such as zoning information and locality plans from the **Corporate Geo-Informatics (CGIS) Public Information Counter – 8th floor, Metro centre, A block**

3

The applicant submits the rezoning application and the required information at the **(LUM) Registration Counter**

4

The **(LUM) Registration Counter** verifies the property status and the zoning information on the **Land Information System (LIS).** If the application is complete it is registered and the **(LUM) Registration Counter** updates the status on **LIS** to "Application submitted" status

5



The **(LUM) Registration Counter** circulates the application for comments to Internal Departments such as:

- City Parks
- Joburg Water
- City Power
- JRA
- EISD

External departments such as:

- Rand Water
- Neighbouring municipalities
- Eskom
- Telkom

5(a)



The applicant advertises the application in terms of the relevant process

5(b)



If there is an objection within the designated period:

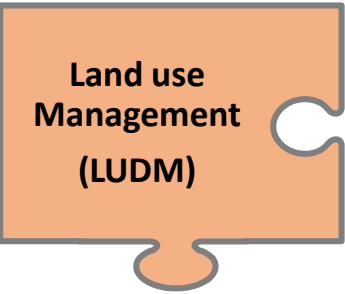
The **(LUM) Registration Counter** provides the objection to the applicant for comments and the objection is acknowledged

6



The **Registration Counter** allocates the application to the **Manager at the Land Use Management**

**TYPICAL REZONING PROCESS
DEVELOPMENT PLANNING
(High level)**



7

The Town Planner interacts with the applicant



8

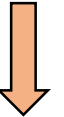
The Town Planner drafts the relevant report

(if objections are received)



9a

Municipal Planning Tribunal recommendation



9a (1)

Municipal Planning Tribunal conducts a hearing and the application is considered



9a (2)

The applicant and objector(s) is notified of the decision.
If any party is dissatisfied, they can appeal (step 10)

If the appeal results in the application being approved (step 11)

If the appeal results in the application being refused, the process ends

9b
Delegated decision

9b (1)

The applicant is notified of the decision



10

Applicant or objector(s) can appeal to the Appeals Authority against the decision



11

The Town Planner updates the TAS (LIS) with "Rezoning Approved" status



12

The application is forward to Legal administration on 9th floor, Metro centre, A block for post decision implementation



TYPICAL REZONING PROCESS
CONTINUED

Land use
Management
(LUDM)



13

Legal administration
places promulgation
notice in the
Provincial Gazette



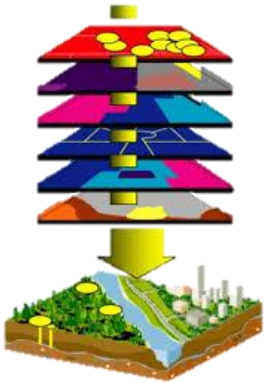
Applicant



14

The applicant is notified to
pay engineering services
prior to the transfer or
exercising of the rights

Corporate
Geo-Informatics
(CGIS)



15

The CGIS Zoning
section is tasked to
update the zoning
data on GIS



15(a)

The zoning
category is
updated on LIS



Valuation
Department



16

The Valuation
department is tasked
to value the property
And determine the
category based on the
new zoning. The
information is updated
on LIS



Revenue
Department



17

The Property, owner and
valuation information is
processed to the SAP (Billing
System) from LIS

The rates are adjusted
according to the new
valuation

ANNEXURE A

LUDM TURNAROUND TIMES: 2019/20

APPLICATION	TURNAROUND TIME
LEGAL ADMIN	
Post-decision legal Admin: Subdivisions/Division of land	2.0 Months
Post-decision legal Admin: Rezoning	3 Months
Post-decision legal Admin: Consent	1.5 Month
Post-decision legal Admin: Township (Excludes processes out of the City's hands e.g. lodging documents with the SG, opening a township register etc.)	
Issuing if conditions of establishment from date of submission	1 month
Division of township application	15 working days
Extension of time application	15 working days
Amendment of the conditions	15 working days
Section 101(1) application (all pre-proclamation conditions are met)	1 month
Change of ownership before Section 82	15 days
Proclamation of township	1 month
Section 82 Application	1 month
Notarial tie/ Notarial tie cancellation/ Notarial Deed of Servitudes/Release of guarantees	1 month
LAND USE MANAGEMENT	
Rezoning	5.5 month
Consent Use	2.5 month
Township Establishment	5.5 month
PLANNING LAW ENFORCEMENT	
First Inspection and issuing of notice after registration of complaint	15 days
Re-inspection from the date of the first inspection	31 days

Notes:

Turnaround times are calculated from the time of submission of a complete application to approval of the application, excluding delays (pending time) caused by additional requests/late comments from ME's, City Departments, Government Gazette etc.