

DEVELOPMENT CONTROL COMMITTEE (DCC) PROCESS

PURPOSE

- Ensure compliance of design guidelines, standards and codes
- Maintains control and future-proofs the development
- Minimise any negative impact
- Co-ordinate use of shared spaces
- Promote synergy as well as growth of the developments

STEP 1: CLIENT CONSULTANTS TEAM SELECTION



- Architects must be registered by the Board of Registration of Architects and Quantity Surveyors (BORAQS)
- Engineers must be registered by the Engineering Board of Kenya (EBK)
- Registered Physical Planner
- Quantity Surveyor, Mechanical and Electrical Engineer
- Sustainability Consultant, NEMA Consultant, traffic engineer etc.

STEP 2: DCC SUBMISSION



- Electronic submission of Drawings to dcc@tatucity.com
- Administration:
 - Fees invoice/ Request for Payment
 - Client pays DCC Fees
- Review and Comments:
 - Architect/ Physical/ Planner/ Council/ Submitting Architect / Sustainability Consultant
- Review & Comments Letter
- Re-submission and approval letter

STEP 3: KIAMBU COUNTY SUBMISSION



- Architectural Submission
- Invoice
- County Approval Fees
- County Circulation and Architectural Approval
- County Structural Approval
- Submit Blue Prints for stamping
- Construction Permit Issued

STEP 4: CONSTRUCTION



- Intent to start Construction and Site hand over
- Signing of Contractors code and Guidelines
- Inspections
 - Setting out
 - The foundation and excavation stage
 - The slab stage
 - The frame stage
- Roof construction
- The final stage
- Completion of the building
- Civil works during construction
- Exterior works during construction
- Alterations

STEP 5: POST CONSTRUCTION



- DCC Compliance Certificate
- Application for County Occupation Permit
- County Occupation Permit Issued
- Post construction inspections

GUIDELINES ON DEVELOPMENT AND PLANNING APPROVALS

Submission Procedures

Formal applications to the DCC may be submitted at Tatu House during office hours and should be addressed as follows:

Development Control Committee
Tatu City Limited, Tatu House
Ruiru-Kiambu Road
Email: dcc@tatucity.com
Phone number: +254 20 513 1000

Electronic submissions must be in PDF and AutoCAD format. Each drawing must be submitted in its own file. Plan sheets submitted as part of your application may not be:

- Smaller than A4 (210X297 mm)
- Larger than A0 (841X 1189 mm)
- Larger than A3 (297 X 420 mm) in the case of minor works permit

Plans must be drawn to a suitable scale being any of the following:

| Plan Component | Scale |
|---|--|
| Site plan | 1:100, 1:200, 1:250, 1:500, 1: 1000 |
| Layout Drawings | 1:20, 1:100, 1:500 |
| Drainage installations drawings | 1:50, 1:100, 1:200 |
| General structural drawings and details | 1:1, 1:2, 1:5, 1:10, 1:20, 1:50, 1:100 |

Plans are to be in colour where applicable as follows:

| Plan element | Colour notation |
|------------------------|---------------------------------|
| New Masonry | Red |
| New Concrete | Green |
| New Iron/Steel | Blue |
| New wood/ timber | Brown |
| New glass | Black |
| All existing materials | Grey |
| All other materials | any colour other than the above |

Site Plans

| | |
|-----------------------|--------------------|
| Proposed work | Red |
| Existing work | not coloured |
| Work to be demolished | Black dotted lines |

*A 3D/ Perspective of the proposed development may be required as part of the submission documents

Each file must be numbered bearing the same number as the drawing itself. A set of drawings will be returned to the sender on approval, appropriately endorsed with the Tatu stamp of approval.

Drawings will only be submitted to the local authority after getting a DCC approval. A register will be maintained between Tatu City and the local authority. The duration of DCC review and scrutiny of plans will vary depending on the complexity of the application, but generally will not exceed 2 weeks from the date of submission of a comprehensive application. The DCC will respond either indicating approval, or detailing specific areas of concern.