AMAHLATHI LOCAL MUNICIPALITY
Building Control Policy Document and Operational Guidelines

Prepared : by ADM & OCA
Table of Contents

1. INTRODUCTION .................................................................................................................. 3
2. DEFINITION OF TERMS ....................................................................................................... 3
3. PURPOSE AND SCOPE OF THE BUILDING CONTROL POLICY ........................................... 4
4. BACKGROUND ...................................................................................................................... 4
5. VISION .................................................................................................................................. 4
6. AIMS ..................................................................................................................................... 4
7. MANDATES/ROLES AND RESPONSIBILITIES ................................................................. 5
8. OBJECTIVES ......................................................................................................................... 5
9. ROLES & RESPONSIBILITIES ............................................................................................... 6
10. POLICY & LEGAL FRAME WORK ......................................................................................... 7
11. ASSOCIATED DOCUMENTS AND POLICIES ................................................................... 7
12. INTEGRATED DEVELOPMENT PLAN & OTHER STRATEGIC DOCUMENTS ..................... 7
13. HUMAN RESOURCE DEVELOPMENT ............................................................................ 8
14. COMPLIANCE ...................................................................................................................... 8
15. COMMUNITY ACCEPTANCE ............................................................................................... 8
16. DEVELOPMENT & AVAILABILITY OF BY-LAWS ............................................................. 8
17. OPERATIONAL DOCUMENT FOR BUILDING CONTROL AND BUILDING CONTROL OFFICER .............................................................. 9
18. APPLICATION PROCESS FOR BUILDING PLAN APPROVAL ........................................... 9
19. LANGUAGE OF COMMUNICATION ..................................................................................... 9
20. POLICY REVIEW .................................................................................................................. 9

OPERATIONAL GUIDELINES AND PROCEDURES SECTION ................................................... 9

21. FOUNDING STATEMENT .................................................................................................... 9
22. AMAHLATI LOCAL MUNICIPALITY COUNCIL REQUIRE: ............................................. 10
23. AMAHLATHI LOCAL MUNICIPALITY MUST ACCEPT THAT THE: .................................................. 10
24. THE BUILDING CONTROL OFFICER NEEDS: ...................................................................... 10
25. SUITABILITY OF CANDIDATES.......................................................................................... 10

BUILDING CONTROL SERVICE AND FUNCTION IS TO SUPERVISE THE IMPLEMENTATION OF
GOVERNMENT LEGISLATION AND OTHER APPLICABLE LEGISLATION & PRESCRIPTS...................... 10

26. THE BUILDING CONTROL OFFICER SHALL: ...................................................................... 10

DUTIES AND OPERATIONAL REQUIREMENTS AS STIPULATED UNDER THE TERMS OF THE NATIONAL
STANDARDS ACT 103 OF 1977 AND AMENDMENTS UP TO 2008 ....................................................... 11

27. CORE DUTIES: ......................................................................................................................... 11
28. NON CORE FUNCTIONS ............................................................................................................. 11
29. REPORTING AND COMMUNICATION .................................................................................... 11

OPERATIONAL REQUIREMENT ........................................................................................................... 16

30. A SECURE 12M2 OFFICE INCLUDING: .................................................................................. 16
31. CELL PHONE ALLOWANCE ....................................................................................................... 16
32. TRANSPORT OR ALLOWANCE OR SUBSIDY ......................................................................... 16
33. COPIES OF UPDATED: ............................................................................................................. 16
34. COMPUTER LINKAGE ................................................................................................................ 16

OPERATIONS AND SYSTEMS CONTROL & RECORDING METHOD ................................................... 17

35. THE REQUIRED SEQUENCE IS AS FOLLOWS FOR REGISTERED TOWN AREAS/FARMS/HOME
OWNER ASSOCIATIONS/BODY CORPORATE AREAS ........................................................................ 17

THE REQUIRED SEQUENCE IS AS FOLLOWS FOR INFORMAL SETTLEMENTS, TOWNSHIPS AND
INDIGENT CLUSTER UNITS.................................................................................................................. 18

36. THE NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT 103 OF 1977
AND AMENDMENTS UP TO 2008 STILL COMPLY BUT REQUIRE AN, AS YET, UNAPPROVED SYSTEM
TO ENSURE INVOLVEMENT OF: ........................................................................................................ 18

TOWN PLANNING .................................................................................................................................. 19

LIAISON WITH OTHER AMAHLATHI DEPARTMENTS........................................................................... 19
1. INTRODUCTION

The Objective of this Policy Document for Building Control is to outline the activities of Building Control and to guide the Municipal Management as far as effective implementation.

2. DEFINITION OF TERMS

Unless the context otherwise indicates, the under-mentioned words shall have the following:

(i) “Application”- means an application referred to in section 4 (2) of the National Building Regulations and Building standards Act 103 of 1977

(ii) “Architects”- means architect as defined in section 1 of the Architects’ Act, 1970 (Act No.35 of 1970)

(iii) “Building”- includes

(a) Any other structure, whether of a temporary or permanent nature and irrespective of the materials used in the erection thereof, erected of used for.

(b) Any wall, swimming bath, swimming pool, reservoir, or bridge or any other structure connected therewith.

(c) Any fuel pump or any tank used in connection therewith

(d) Any part of the building, including a building as defined in paragraph (a), (b) or (c)

(e) Any facility of system or part or portion thereof, within or outside but incidental to a building, for the provision of a water supply, drainage, sewerage, storm-water disposal, electricity supply or other similar service in respect of the building

(iv) “Building Control Officer/ Inspector”- means any person appointed or deemed to be appointed as building control officer or Building Inspector by local authority in terms of section 5 of Act 103 of 1977

(v) “Erection”- in relation to a building, includes the alterations, conversion, extension, re-building, re-erection, subdivision of or addition to, or repair of any part of the structural system of, any building; and erect shall have a corresponding meaning.

(vi) “Municipal Council”- means a Municipal Council referred to in section 157 of the Constitution;

(vii) “National building regulations”- means the national building regulations made in terms of section 17 of ACT 103 of 1977

1.1 WHAT IS BUILDING CONTROL

It is to ensure that all buildings and construction work on buildings is carried out in a safe and orderly fashion and in accordance with the regulating frame work of National Building Regulations and
Standards Act 103 of 1977, Municipal By-Laws and any other related Legislative Framework and by so doing:

(a) Safe (free from danger);

(b) Habitable (fit for human habitation);

(c) Accessible to people with disabilities;

(d) Fire safety and means of escape exists from buildings; and

(e) Compliant with the requirements of the National Building Regulations and other applicable legislation.

3. PURPOSE AND SCOPE OF THE BUILDING CONTROL POLICY

The purpose of the Building Control Enforcement Policy is to explain the ways in which this particular service will enforce its powers in accordance with the principles adopted by the Engineering Department of Amahlathi Local Municipality for the Municipality as a whole. The policy sets out how businesses and those affected by these regulatory responsibilities can expect from the service and assists staff in applying enforcement powers. The policy applies to all Building Control staff with enforcement responsibilities relating to the service areas and actions set out below.

4. BACKGROUND

Amahlathi Local Municipality does not have a Building Control Policy and enforcement bylaws however it has taken a resolution to ensure that there is compliance with the Legal requirements of the Acts relating to Building Control. Council and the Community have expressed an interest in understanding the processes in this regard.

5. VISION

That Building Control will assist in improving living conditions for all and ensure welfare of people in and around buildings

6. AIMS

Activities such as Building Control are technical in nature and require such processes necessary to carry out the function but also the aim is to involve and inform the Community at large of the benefits of good Building Control and practice, therefore;

(a) Involving communities in decisions relating to Building Control services within the jurisdiction of the Amahlathi Local Municipality;

(b) Making Amahlathi Local Municipality safer through application of the Building Regulations and to ensure that necessary actions are implemented towards safeguarding of occupants on dangerous Structure

(c) Making Amahlathi Local Municipality cleaner, more attractive and reducing carbon emissions through energy conservation.
7. MANDATES/ROLES AND RESPONSIBILITIES

A number of organizations are involved in the control of the buildings. An overview of the roles and responsibilities of the different organizations is provided below.

(a) **National Department:**
   The National Government is responsible for instituting the legislation aimed at guiding and providing policy direction in the erection of buildings at different spheres.

(b) **Provincial Authorities:**
   With respect to Building Regulations, the Provincial Government must:
   - Determine the need to review existing legislation or the drafting of new legislation;
   - Build the capacity if municipalities to perform this function;
   - Monitor the performance of municipalities in exercising their executive and legislative authority pertaining to building regulations;
   - Ensuring the performance of this function is addressed in the IDP;
   - Adjusting the performance of the function to the District Municipality or Local Municipality.

(c) **District Municipality**
   The District Municipality must:
   - Assist the Local Municipalities in performance of the Building Regulation function according to the prescribed mandate and responsibilities for Municipalities;
   - Capacitate the Local Municipalities to perform the Building Control Policy in terms of stipulations of the Municipal Structures Act, (Act No. 117 of 1998), where there is identified need for capacity.

(d) **Local Municipalities**
   The Local Municipality undertakes the day powers and functions in respect of Building Regulations; of which Building Plan Approval is one portion. The Local Municipalities are primarily responsible for the implementation and administration of the Act and National Building Regulations.

8. OBJECTIVES

(a) To establish Building Control that is effective and is in accordance with all Legal requirements.
(b) To ensure in the BC process that an efficient and correct system be adopted.
(c) To involve all Applicants and residents in a fair and equitable manner.
(d) To involve affected Municipal Departments in the approval process.
(e) To assist the poorer Communities in being able to improve their properties for future long term benefit so their feelings and aspirations are of equal importance.
To efficiently and speedily approve Building Plans so as to satisfy the needs of:

(i) the Applicant
(ii) potential employment in construction
(iii) short and long term benefits to the Municipality

(g) To assist in new development approvals and thereby creating employment.

(h) To assist other Municipal Departments on building matters.

(i) To give building advice to those who seek it.

(j) To monitor, oversee and ensure that Building Contractors comply with the Building Regulations and other applicable legislation in their development process in accordance with the Standard Building Erection Checklist attached as **Annexure A**

(k) Maintain site inspection regime which takes full account of relevant factors such as;

(i) The detail provided at the design assessment stage,
(ii) The nature of the work,
(iii) Experience of the builder,
(iv) Complexity and rate of build,
(v) Unusual or high risk features,
(vi) Notification arrangements,
(vii) Key construction

(l) Adequate site inspection records will be maintained as per the process flow description attached as **Annexure B**.

(m) Contraventions will be communicated promptly and clearly to a responsible person and statutory consultees will be advised of any significant deviations from the plans.

(n) Certificates of completion attached as **Annexure C** will be given upon satisfactory completion of the relevant work.

(o) Records of individual projects will be retained for a period of not less than five years.

(p) To assist poor and destitute society members in obtaining structures in a sound safe manner.

(q) To create a control environment that ensures effective management of:

- Abandoned buildings;
- Illegal building extensions; and
- Unauthorized building demolishing.

**9. ROLES & RESPONSIBILITIES**

(a) Council must delegate and give a clear direction with regard to the involvement of Building Control.

(b) Council must formulate a basis of fee payment on plan submissions which is fair and in line with the applicable norms and standards guided by Building Control.

(c) The BCO must carry out the functions of Building Control as determined by the Act and detailed in the Operational Procedures and Policy Section.
(d) The BCO to be given a clear chain of managerial line management responsibility and reporting.

(e) Council supported by Technical Services must mobilize Amahlathi communities towards understanding their role in Building Control.

10. **POLICY & LEGAL FRAME WORK**

This Policy when adopted by Council will take into consideration all the relevant legislation affecting;

(a) Town Planning
(b) Coastal Management
(c) Health and Safety
(d) Environmental Issues
(d) The Building Regulations
(e) National, Regional and Local Indigent Policy

**Note:-**
The usage of the legal aspects, besides compliance being necessary, is to treat any specific application/non-compliance in a fair and equitable basis

11. **ASSOCIATED DOCUMENTS AND POLICIES**

This Building Control and Plan Approval Policy Document shall be read together with the following Standard Documents:

- The Integrated Development Plan (IDP)
- The Indigent Policy;
- The Tariff Policy;
- The Municipal By-Laws; and
- The Credit & Debt Management Policy.

12. **INTEGRATED DEVELOPMENT PLAN & OTHER STRATEGIC DOCUMENTS**

In terms of the Municipal Systems act, Section 24, the Municipality must align its planning with the development plans and strategies of other organs of state so as to give effect to the principles of co-operative governance contained in Section 41 of the Constitution. In line with this requirement, the following programs and/or strategic documents are of particular importance:

(a) Its own Integrated Development Plan (IDP);
(b) Service Delivery & Implementation Plans and
(c) Sector Plans
(d) Spatial Development Frameworks
13. **HUMAN RESOURCE DEVELOPMENT**

(a) Lends itself to be a training module for trainees and must be used as such.

(b) Suitable arrangements for continuing professional development and in service training will be maintained.

14. **COMPLIANCE**

It is incumbent on Amahlathi Local Municipality to:

(a) Ensure compliance to the Legal requirements by Applicants;

(b) Have a set of By-Laws that assist and ensure implementation of the Building Control Policy.


15. **COMMUNITY ACCEPTANCE**

(a) Notwithstanding the Legal framework, Amahlathi shall arrange networking with the Community through awareness campaigns and public participation programmes to ensure an understanding of the building control process in particular:

(1) Actions that result to Contraventions of the Building Regulation categorized as among others when a person:
   - Failures to deposit plans before commencing building works.
   - Failures by the builder to give the required notice at specified stages of the work.
   - Failures to comply with the requirements of the Regulations in carrying out building work on site.

(2) When a person is found to have encroached

(b) Methods will be maintained to collect and monitor evidence of performance and procedures shall be put in place to learn from its findings as part of a process of continuous improvement.

16. **DEVELOPMENT & AVAILABILITY OF BY-LAWS**

(a) In order to ensure compliance, the Amahlathi Local Municipality and its authorized Agents, shall develop and make available its By-Laws and Policy Documents to Consumers within its area of jurisdiction.

(b) Supported by the Council, the Amahlathi Local Municipality shall undertake awareness campaigns and ensure accessibility to its By-Laws, Regulations and Policy Documents within Municipal Offices throughout its area of jurisdiction.
17. **OPERATIONAL DOCUMENT FOR BUILDING CONTROL AND BUILDING CONTROL OFFICER**

   The requirements are as laid down in the Operational Procedures and Policy Section Item.

18. **APPLICATION PROCESS FOR BUILDING PLAN APPROVAL**

   That the process of Plan Approval is to follow the Application Process system as laid down in the separate document MARKED “Application Process & Approval Document”.

19. **LANGUAGE OF COMMUNICATION**

   (a) The language of general communication shall be English. Where practical, notices and other broad communications will also be made available in isiXhosa.

   (b) The By-Laws shall prescribe in which instances, and under which Terms and Conditions, communications will be issued in respect of the official languages of South Africa.

20. **POLICY REVIEW**

   This Policy Document shall be reviewed:

   (a) Whenever National or Provincial Policies in respect of this function are revised.

   (b) If not reviewed in terms of National or Provincial Policy changes, this Policy shall be subjected to a full review at least every four (4) years to ensure its relevance, appropriateness, and general usefulness to the Amahlathi Local Municipality.

**OPERATIONAL GUIDELINES AND PROCEDURES SECTION**

This document is to provide guidance on the delivery of services by Building Control and in particular the Building Control Officer.

21. **FOUNDING STATEMENT**

   Ensure:

   That the Legal consideration and Codes of Practice relating to buildings and associated work are implemented for the benefit of the;

   - Community;
   - Individuals;
   - Municipality
   - Environment.
22. **AMAHLATHI LOCAL MUNICIPALITY COUNCIL REQUIRE:**

- The activity of a Building Control Operation to be of benefit to those involved;
- And to assist in Development in an orderly fashion.

23. **AMAHLATHI LOCAL MUNICIPALITY MUST ACCEPT THAT THE:**

- Building Control function and appointment of relevant personnel in particular the Building Control Officer to perform the function is a legal requirement within the frame work of South African Law.

24. **THE BUILDING CONTROL OFFICER NEEDS:**

- To be formally appointed by Council;
- Recognized as Council’s Executive responsible for the Building Control function;
- Reporting to a designated Line Manager.

25. **SUITABILITY OF CANDIDATES**

Candidate to perform the function must have:

- The qualifications given in Clause A16 of Section 4 of the National Building Regulations and Building Standards Act 103 of 1977, and Amendments up to 2008;
- When appointed given a Certificate of Indemnity as given in Clause A16 of Section 4 of the National Building Regulations and Building Standards Act 103 of 1977, and Amendments up to 2008.

**BUILDING CONTROL SERVICE AND FUNCTION IS TO SUPERVISE THE IMPLEMENTATION OF GOVERNMENT LEGISLATION AND OTHER APPLICABLE LEGISLATION & PRESCRIPTS**

26. **THE BUILDING CONTROL OFFICER SHALL:**

- Provide a professional applicant orientated service to ensure all building work complies with the regulations and to be carried out in an ethical manner;
- Ensure that Health and Safety issues are not compromised;
- Ensure that Welfare and Convenience of people with disabilities are catered for;
- Advise the Public/Community with the joint involvement of the system;

**AND**

- Carry out any necessary discussions with Applicants timeously;
• Assess Plans promptly and communicate to Applicants details or queries regarding their Application;

• Carry out Routine Site Inspections that takes into account:
  (a) The amount of approved construction work in detail
  (b) The nature of the work
  (c) The experience of the Builder
  (d) Potential complications and risk
  (e) Communication with the Applicant/building owner during construction
  (f) Maintain adequate Site Inspection records including Contravention
  (g) Issue Certificate of Completion upon completion of acceptable approved work;
  (h) Ensure the records are kept in a safe and secure manner;
  (i) The BCO shall avail himself/herself on opportunities of further Professional and Learner-ship development.

**DUTIES AND OPERATIONAL REQUIREMENTS AS STIPULATED UNDER THE TERMS OF THE NATIONAL STANDARDS ACT 103 OF 1977 AND AMENDMENTS UP TO 2008**

27. **CORE DUTIES:**

• Scrutinize the submitted Drawings for compliance;

• Ensure any instruction given regarding the Act is carried out;

• Inspection of Buildings during construction;

• Report to Council on Non-Compliance and Contravention issues;

• Ensure Fire Protection plan is adhered to;

• Ensure satisfactory Completion of Buildings and Certificate of Compliance & Completion issued;

• Liaise with Town Planning function;

• Prepare Reports & Responses including BCO aspect on Town Planning issues – for Council;

• Ensure approved SDP is maintained; Notify on Heritage issues.

28. **NON CORE FUNCTIONS**

Council can delegate other functions to the BCO as stipulated under Section 6(4) of the Act and
delegation can include among other:

• Prepare Building Quotations/Estimates for Council’s assistance;

• Liaise with Department of Statistics;
• Assist and regulate Encroachments;
• Ensure Health & Safety compliance;
• Monitor contraventions and ensure compliance;
• Bed & Breakfast overview;
• Assistance on updating the Valuation Role;
• Assistance where necessary with the General Public on issues pertaining to Building Control;
• Involvement of Land Use issues;
• Assist towards the Peace Officer/s appointments.
29. REPORTING AND COMMUNICATION

Building Control shall report to a designated Municipal Officer, Technical Services Directorate. Shall liaise with Town Planning staff and the administrative area of Amahlati where deemed necessary. Any clerical assistance and Building Inspectors must report to the BCO (see
Organogram on the next page).
RELATIONSHIP ORGANOGRAM
SAMPLE

TECHNICAL SERVICES DIRECTORATE

TOWN PLANNING

BUILDING CONTROL OFFICER

CLERICAL ASSISTANCE

BUILDING INSPECTOR

ADMINISTRATIVE ADM OF AMAHLATHI
Technical Services need not be the reporting head, but communication and decisions need to be made by Council.

OPERATIONAL REQUIREMENT

30. **A SECURE 12M2 OFFICE INCLUDING:**

- Desk;
- Plan Table;
- Filing Cabinet(s) & Filing System;
- Phone;
- Access To Stationery.

31. **CELL PHONE ALLOWANCE**

32. **TRANSPORT OR ALLOWANCE OR SUBSIDY**

33. **COPIES OF UPDATED:**

- National Building Regulations;
- Town Planning Act;
- Integrated Coastal Management Plan;
- ADM’s Policies of Sewer & Water
- Amahlathi SDP;
- Zoning and Land Use Plans.

34. **COMPUTER LINKAGE**

The objection of the Policy and Procedure is to ensure competency and user satisfaction in the Building Control Application.
OPERATIONS AND SYSTEMS CONTROL & RECORDING METHOD

It has become more and more critical that Building Construction and Control are carried out correctly. To ensure the BCO can carry out his duties, a proper Systems Control and Recording need to be put in place.

Therefore:

35. **THE REQUIRED SEQUENCE IS AS FOLLOWS FOR REGISTERED TOWN AREAS/FARMS/HOME OWNER ASSOCIATIONS/BODY CORPORATE AREAS**

- Query From Applicant;
- Submission Of Plans;
- Enter Application In A Filing System;

- Discussion/Scrutiny Of Plans By (As per Plans circulation list attached as *Annexure D*);
  (a) Town Planning
  (b) Health
  (c) Roads & Other key stakeholders

- Response To Applicant Including;
- Calculate Scrutiny Fee and Street Deposit;
- Process Application For;
  (a) Approving With Delegated Authority
  (b) Accept Subject To Council Approval
  (c) Reject Plans

**NOTE:** Approval CANNOT be given or work commenced unless the above process has been completed.

Contravention will apply, **provided that** the Building Control Officer/Council has responded in the requisite time period.

*Clause 7 Final Paragraph Section 1 of the National Building Regulations and Building Standards Act 103 of 1977 and Amendments up to 2008.*
THE REQUIRED SEQUENCE IS AS FOLLOWS FOR INFORMAL SETTLEMENTS, TOWNSHIPS AND INDIGENT CLUSTER UNITS

36. THE NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT 103 OF 1977 AND AMENDMENTS UP TO 2008 STILL COMPLY BUT REQUIRE AN, AS YET, UNAPPROVED SYSTEM TO ENSURE INVOLVEMENT OF:

- The Communities;
- Councillors;
- Ward Committees.
- I.E. There must be a “buy in” by the Community and Councillors to the process and application as it is for individuals long term benefit.
- Support and guidance shall be given by the Building Control Officer (BCO) towards an effective public participation process.

LIAISON WITH OTHER DEPARTMENTS OF THE BUILDING CONTROL POLICY

27. IT IS A LEGAL REQUIREMENT THAT THE BCO SIGNS OFF THE APPLICATION FOR APPROVAL. THIS WILL THEREFORE INCLUDE ASPECTS OF:

- Town Planning
- **FIRE**;
  
  (a) Domestic Fire aspects are covered in the Building Regulations and Town Planning submissions.

  (b) Commercial/Business/Industrial Requirements should be verified by the Main Service Provider – i.e. ADM.

- **SPECIFIC HEALTH & SAFETY**;

  (a) Domestic Aspects are covered in the Building Regulations and Town Planning submissions.

  (b) Commercial/Business/Industrial Requirements should be verified by the Main Service Provider – i.e. ADM.
• WATER BORNE SERVICES;

(a) Domestic & Residential Zoned Areas
ADM are the Provider of the Services but delegated Authority is given by the nature and action of Building Control.

(b) Large Developments/Commerce/Business/Industrial Liaison with ADM is necessary.

TOWN PLANNING

28. SPECIFIC ASPECTS TO VERIFY:
• Building Lines;
• Zoning;
• Heights;
• Restrictions.

If a Town Planner is not available, these items can be verified by the BCO. Town Planning Applications MUST be handled by a Professional Town Planner with input and comment from the BCO and other relevant Parties.

LIAISON WITH OTHER AMAHLATHI DEPARTMENTS

29. IT IS ESSENTIAL THAT THE ADMINISTRATION ARM OF THE MUNICIPALITY ARE ADVISED OF:

• Contentious Application

Ciskei is still covered by Ciskei Land Planning Ordinance. Any Application for Building Plans at odds with the intention – should be referred with recommendations to Council/Administration Arm.

• Contraventions:

Contravention Notices have to be issued by the BCO/Building Inspectorate. Authority for prosecution or Legal Action rests with the Administration Arm of the Municipality, unless Delegated Authority is given.

• Non Compliance:
Where Notice has been issued but not obeyed, and/or deviations to an Approved Plan made, this is Non Compliance and is a Contravention. Authority for prosecution or Legal Action rests with the
Administration Arm of the Municipality, unless Delegalized Authority is given

- **Effective date:**

Developed by Technical Services Department represented by HoD

**Signature** __________________________  DATE:________________________

__________________________________  DATE:________________________

Recommended by the MM

__________________________________  DATE:________________________

Approved by Mayor