



Erf Due Diligence Checklist 2026

From zoning certificate to building plan, tick each box as you complete it.

Two documents govern what you can build: your zoning certificate and your SG diagram

Step 1 — Get Your Zoning Certificate

- ☐ **1. Request your zoning certificate or extract from your municipality**
Confirms your exact zone, coverage, FAR, height and building lines for this specific erf.
- ☐ **2. Note your zone name exactly as written**
For example "Single Residential Zoning 1: Conventional Housing (SR1)", not a shortened version.
- ☐ **3. Record your coverage and FAR figures**
These set your maximum footprint and total floor area.
- ☐ **4. Record your height restriction and building lines**
These apply independently of your FAR, even when your FAR has room to spare.
- ☐ **5. Check for any additional use rights**
Such as a second or third dwelling, and note any conditions attached.

Step 2 — Get Your SG Diagram

- ☐ **1. Search the free Chief Surveyor-General portal for your erf's diagram**
Confirms your erf's exact boundaries, dimensions and beacon positions.
- ☐ **2. Check which coordinate datum it uses**
Hartebeesthoek94 (current) or the older Cape Datum, replaced in 1999.
- ☐ **3. Confirm your erf's extent matches your title deed**
The total area in square metres should be identical on both documents.
- ☐ **4. Identify all adjoining erven**
Useful for confirming shared boundaries and any neighbouring servitudes.

Step 3 — Check Building Lines and Servitudes

- ☐ **1. Confirm your building lines on all four sides**
Front, rear and both side setbacks, from your zoning certificate.



☐ **2. Check your title deed and diagram for registered servitudes**

Note who holds each one and what it covers.

☐ **3. Never assume a servitude blocks building outright**

The holder may consent. Confirm with them directly before ruling out a design.

☐ **4. Apply for a formal departure if you need to build over a building line**

Budget time for a formal process, not a quick approval.

Step 4 — Calculate What You Can Actually Build

☐ **1. Work out your maximum footprint from your coverage figure**

Erf size multiplied by your coverage percentage.

☐ **2. Work out your maximum floor area from your FAR figure**

Erf size multiplied by your FAR.

☐ **3. Check which limit governs a single storey**

Whichever of footprint or floor area is smaller caps a one-storey build.

☐ **4. Confirm your height restriction doesn't cap you further**

A low height limit can leave FAR unused even when the maths allows more.

Step 5 — Check Your Title Deed

☐ **1. Read your full title deed, not just your zoning certificate**

Restrictive conditions apply regardless of what your zoning permits.

☐ **2. Look for a limit on the number of dwellings**

This can block a second dwelling your zoning would otherwise allow.

☐ **3. Look for architectural or aesthetic conditions**

Common in estates and newer developments.

☐ **4. Confirm any conditions your planned build would need removed**

Start this process early. It runs separately from your municipal application.

Step 6 — Choose the Right Route and Professional

☐ **1. Confirm whether you need subdivision, sectional title or a use-right check**

Each leads to a different kind of ownership. Match the route to your actual goal.



☐ **2. Appoint the right professional for your route**

A land surveyor, town planner, architect or conveyancing attorney, not all four for a simple project.

☐ **3. Confirm municipal fees for your specific application**

Fees vary significantly by municipality and application type.

☐ **4. Never submit building plans before every step above is confirmed**

A plan based on an unconfirmed assumption gets rejected, not approved with a note.

⚠ Disclaimer

Zoning rules, coverage, FAR, height restrictions, fees and processes vary significantly by municipality, zone and erf, and change over time. This checklist is provided for general information only and does not constitute town planning, legal or professional advice. Always confirm your own erf's exact requirements with your municipality, a registered town planner or a conveyancing attorney before finalising any design, purchase or building plan submission.