

Checklist / Documents required for Approval of Private Housing Scheme, Farm Housing Scheme & Land Sub Division

Phase-I

SUBMISSION OF APPLICATION FOR PRELIMINARY PLANNING PERMISSION

- Developer will provide the following documents for Preliminary Planning Permission.
- Application on simple paper signed by the Developer depicting the area details, location, and contact number of the Developer.
- Attested copy of the computerized National Identity Card of the Developer.
- Complete the mailing address of the Developer.
- A copy of the recent utility bill for the property mentioned in the mailing address as proof of residence.
- A certified copy of the certificate of registration of the Company/ firm or the registrar of partnership or the Cooperative Society, if applicable.
- Ownership Status of proposed land;
- (In case of self-owned) Certified title documents i.e., a registered title deed, or fresh Fard Malkiyat, Intaqal, etc.
- (In case of private land not owned by the Developer) Bank Statement and details of self-owned assets as well as financial Statement indicating that enough funds are available to purchase the proposed land.
- Soil Investigation Report of the proposed land/site.
- Location plan of proposed site signed by Developer and Town Planner indicating the total area and salient features.
- Application with the following attachments, for NOC from the Irrigation Department pertaining to the fact that the site is not prone to flooding:
 - Aks-e-Shajra Issued by the Revenue Department.
- Site Plan of proposed scheme mentioning the surrounding areas.

- Application with the following attachments, for NOC from the Revenue Department pertaining to the fact that the proposed site is not notified by the Government for acquisition for any other public purpose and verification about the width / Right Of Way of the access road :
- Aks-e-Shajra Issued by the Revenue Department.
- Site Plan of proposed scheme mentioning the surrounding areas.
- Area of the proposed scheme is not less than 100 Kanal.
- Undertaking on stamp paper of Rs. 100/- denomination to the fact that the proposed site is in conformity with the Master Plan / relevant Rules.
- A comprehensive statement/description for the disposal of the wastewater;
- Originally paid challan as proof of deposition of fee as per following.
- Rupees five thousand for a scheme having an area of up to two thousand kanal; and
- Rupees ten thousand for a scheme having an area above two thousand kanal
- In the case of Industrial Schemes, the following additional attachments are also required;
- A comprehensive statement/description for the supply of water; arrangement for the provision of power and sui gas (if required); and final disposal of the wastewater;
- Description of the industries to be developed at proposed sites.
- Report from the industry department regarding the feasibility/ suitability of the proposed location pertaining to the negative areas and negative list;
- Report from the concerned officers regarding the direction and speed of the wind over different spans of time;

Phase-II

SUBMISSION OF APPLICATION FOR TECHNICAL SCRUTINY OF LAY OUT PLAN (T.S) & SERVICES DESIGN

The developer will provide the following documents for sanction of the Scheme (Within the validity period of Preliminary Planning Permission)

- Copy of Preliminary Planning Permission letter issued by the local government.
- Attested copy of the computerized National Identity Card of the Developer.

- Certified title documents (registered title deed, or fresh Fard Malkiyat, Intaqal, etc., or any other document) having a hundred percent ownership rights in favor of the developer.
- Khasra Plan / Aks-e-Shajra certified by the Tehsildar (Revenue). (Triplicate copy)
- Application for Non-Encumbrance Certificate from the Revenue Authorities. (Triplicate copy)
- Location Plan signed by a Town Planner. (Triplicate copy)
- Topographic survey extends to a depth of one thousand feet around the proposed scheme signed by the Developer and Town Planner (triplicate copy).
- Layout plan, superimposed on a Khasra Plan with proposed division of scheme into residential and commercial plots, road network, open spaces, graveyard, and public buildings; prepared and signed by a Town Planner and the Developer (05 hard copies and Auto-CAD soft copy).
- Application to the Revenue Department for scrutiny of land ownership documents, verification of the width of the approach road, payment of Condonation Fee (where applicable), and certificate about the exchange of government land (where applicable). The following attachments are required:
 - Ownership Documents (registered title deed, fresh Fard Malkiyat, Intaqal, etc.
 - Khasra Plan / Aks-e-Shajra Issued by the Revenue Tehsildar (Revenue).
 - Non-Encumbrance Certificates
 - Site Plan of proposed scheme mentioning the surrounding areas.
 - Key Plan of proposed scheme mentioning different approaches from the nearest / main road (s).
 - Application for NOC from Environment Protection Department.

Layout Plan for Housing Scheme adhered to the following Planning Standards:

- open space or park, seven percent and above;
- graveyard, two percent and above;
- commercial area, fixed five percent;
- public buildings from two to ten percent;
- maximum size of residential plot one thousand square yards;
- internal roads with a minimum of thirty feet right of way;

- Approach road/access road width is a minimum of Sixty feet in case of Metropolitan Corporations (city district)/forty feet (other districts);
- Accommodation of roads proposed in the master plan;
- A ten marla plot for solid waste management up to one thousand plots and ten marla plots for every additional one thousand plots;
- 20 % of the plots in a housing scheme shall be reserved /planned for plots upto 5 Marlas for the low-income group;
- Location of a tube well, overhead reservoir, pumping station, and disposal station to be provided if required by WASA and other agencies;
- Site of grid station to be provided if required by WAPDA or other agencies responsible for electricity.; and
- Green strip under high tension electricity line as per requirements of WAPDA or other agency responsible for electricity.

Layout Plan for Farm Housing Scheme adhered to the following Planning Standards:

- a) Graveyard two percent and above (in case there is an existing graveyard within walking distance of a scheme, the area can be provided as an extension of the existing grave yard with a separate boundary wall and should be reserved for the scheme).;
- b) commercial area, maximum five percent;
- c) open space, public buildings, and public utility plots, seven percent and above;
- d) minimum size of the residential plot, four Kanal;
- e) approach road not less than 40 ft.; (in case of city district 60 ft.)
- f) internal roads with a minimum of forty feet right of way;
- g) accommodation of roads proposed in the master plan;
- h) a ten Marla plot for solid waste management up to one thousand plots and ten Marla plots for every additional one thousand plots;
- i) Location of a tube well, overhead reservoir, pumping station, and disposal station to be provided if required by WASA and other agencies;
- j) Site of grid station to be provided if required by WAPDA or other agencies responsible for electricity.; and

- k) Green strip under high tension electricity line as per requirements of WAPDA or other agency responsible for electricity.

The layout plan of a scheme is prepared in accordance with the following technical requirements:

- a) Scale of scheme plans 1:1200 to 1:2400;
- b) Scale of location plan 1: 4800;
- c) Size and dimension of each plot;
- d) Chamfering of corner plot by 5x5 feet. up to one kanal zone and 10x10 feet for above one kanal zone;
- e) Size and dimension of public buildings and open spaces;
- f) Right of way of the road;
- g) Parking area with parking layout;
- h) Dimensions of a scheme boundary;
- i) Boundary of a mouza or a revenue estate;
- j) Number and boundary of each khasra in a mouza;
- k) Area statement and percentage of:
 - i. residential use;
 - ii. commercial use;
 - iii. open space;
 - iv. road;
 - v. graveyard;
 - vi. public building;
 - vii. other uses;
- l) Aggregate of various categories of plots with area and size;
- m) Area of the existing graveyard, if any, excluding it from the area required for a graveyard under these rules;
- n) Location of pumping station, if any;

- o) Location of overhead tank and tube well if any;
- p) Aggregate of various categories of plots to be mortgaged with red color hatched;
- q) Signatures of developer and town planner;
- r) Cardinal sign indicating north;
- s) Name of the scheme;
- t) Names of the mouzas comprising a scheme.

Fee.

- Sanction of a scheme at the rate of rupees one thousand per kanal;
- Approval of design and specifications for water supply, sewerage, and drainage at the rate of rupees five hundred per kanal;
- Approval of design and specifications for road, bridge, and footpath of a scheme at the rate of rupees five hundred per kanal;
- Approval of design and specifications for electricity and street light at the rate fixed by WAPDA or other agency responsible for electricity supply.

Conversion Fee.

- ✚ A developer shall deposit a fee for the conversion of peri-urban area to a scheme used at the rate of one percent of the value of the residential land as per the valuation table or one percent of the average sale price of the preceding twelve months of residential land in the vicinity of valuation table is not available.
- ✚ Developer will provide four sets of Design and Specifications of the following for approval by the concerned authority before initiating any construction/development:
 - ✚ Services Design duly prepared by the registered Engineer of PEC engaged by the Developer for approval by the MO (Infrastructure) of the following;
 - ✚ Water Supply, Sewerage, and drainage;
 - ✚ Road's network, bridge, footpaths;
 - ✚ Plans for approval by the competent authority regarding:
 - Landscaping;
 - Electricity and street lighting;
 - Solid Waste Management,

- Developer will provide the following four sets of documents for approval of Designs and Specifications of water supply, sewerage & drainage by the Metropolitan Officer (I):
 - Sanctioned Lay Out Plan, location plan, Topographic survey plan, land use analysis, soil test report;
 - Detailed designs and specifications of Water Supply, Sewerage, and drainage system;
 - Number of tube wells, their capacity, chamber designs, borehole details, and connection with water supply system, including tube wells logs (strata chart), details of tube wells machinery, and installation details;
 - Overhead tank, capacity, design, structure design, and design calculation and structural stability certificate;
 - Design for the ultimate disposal of sewage;
 - Location of septic or soakage well, where disposal is not available.
- Developer will provide the following four sets of documents for approval of Designs and Specifications of the road network by the Metropolitan Officer (I):
 - Sanctioned Lay Out Plan, location plan, Topographic survey plan, land use analysis, soil test report;
 - Geometric design of road network and junctions;
 - Pavement design, design of appurtenance and structure, road drainage design, landscape design for the road network, street furniture design & fixtures,
 - Traffic control devices;

Phase-III

ISSUANCE OF SANCTION OF SCHEME (PRE-REQUISITES)

- Developer will provide the following documents for the issuance of sanction of a scheme:
 - a) Transparency of approved layout plan indicating also the plots proposed to be mortgaged;
 - b) A soft copy of the approved layout plan geo-referenced with the coordinate system of the survey of Pakistan plan;

- c) A transfer deed in accordance with form B for free of-cost transfer to the Concerned local government:
- i. area reserved for roads, open space, park and graveyard, solid waste management; and
 - ii. one percent of the scheme area for public buildings, excluding the area of the mosque:
- d) submit in the name of the Concerned local government:
- iii. a mortgage deed, in accordance with form C, twenty percent for housing scheme and ten percent for farm housing scheme of the saleable area as security for completion of development works; or
 - iv. a performance bond, in accordance with forms D and D1, consisting of a performance agreement and a bank guarantee respectively. The amount of bank guarantee shall be equivalent to the total cost of development works:
- e) Application for NOC from EPA.

LAND SUB DIVISION

Phase-I

SUBMISSION OF APPLICATION FOR LAND SUB DIVISION

- Application for Sub-Division on a simple paper depicting the area details, and location, with a contact number of the Developer. The following shall be attached.
 - Attested copy of the National Identity Card of the Developer;
 - Certified title documents (Fard, Intiqal, or any other document)
 - Non-Encumbrance Certificate issued by competent authority;
 - Sub-division plan, indicating the location of existing buildings;
 - Location plan;
 - Three sets of sub-division and location plans signed by a Developer and a Town Planner (Hard and Soft copy);
- Application with the following attachments, for NOC from the Irrigation Department pertaining to the fact that the site is not prone to flooding:
 - Aks-e-Shajra Issued by the Revenue Department.

- Site Plan of proposed scheme mentioning the surrounding areas
- Application with the following attachments, for NOC from the Revenue Department pertaining to the fact that the proposed site is not notified by the Government for acquisition for any other public purpose and verification about the width / Right Of Way of the access road as well as ownership verification;
 - Ownership documents
 - Aks-e-Shajra Issued by the Revenue Department.
 - Site Plan of proposed scheme mentioning the surrounding areas.
- Block Plan / Google Image showing that land is locked due to the following;
 - (i) surrounded by an existing built-up area or an approved housing scheme;
 - (ii) separated from the built-up area by physical barriers.
- Application for NOC from the Revenue Authorities to the effect that the Developer does not own additional land in continuation of the land proposed for sub-division;
- Application for NOC from EPA for an area 40 kanal and above.
- a comprehensive statement/description for the final disposal of the wastewater.
- Layout Plan of a Land Sub Division shall adhere to the following:
 - (i) open space or park: seven percent and above;
 - (ii) commercial area: five percent;
 - (iii) public buildings: two to ten percent;
 - (iv) maximum size of residential plot one thousand square yards;
 - (v) approach road is not less than forty feet; (in city districts 60 ft.)
 - (vi) internal roads: minimum thirty feet right of way;
 - (vii) a ten Marla plot for Solid Waste Management;
 - (viii) location of a tube well, overhead reservoir, pumping station, and disposal station to be provided if required;
 - (ix) green strip under high tension electricity line as per requirements of WAPDA;

Phase-II

ISSUANCE OF APPROVAL FOR TECHNICALLY CLEARED LAYOUT PLAN

The Developer will submit the Application for issuance of approval along with the following attachments.

- Submit transparency of technically cleared sub-division plan;
- Paid challan as proof of deposit of sub-division fee;
- Paid challan as proof of deposit of land use conversion fee if applicable,
- A transfer deed in accordance with Form B, for free of cost transfer to the local government
 - (i) the area reserved for roads, open space, park, solid waste management; and
 - (ii) one percent of the area under land sub-division for public buildings, excluding the area of mosque;
- A mortgage deed in the name of local government of twenty percent of the saleable area, in accordance with Form C, as security for completion of development works.
- No Objection Certificate from the Environmental Protection Department for land forty kanal and above.