



Support to the Construction Industry

Project Approval Regime

**Housing Urban Development & Public Health Engineering Department
And
Local Government & Community Development Department**

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The Government of the Punjab, Services & General Administration Department constituted a committee, in line with the policy of the Federal Government, in order to support and facilitate construction sector by way of timely approval of layout and construction plans; issuance of requisite NOCs from concerned departments and agencies and completion of allied formalities **(Annex-A)**. The Committee was tasked to review legal mechanism and existing processes in Local Governments under the Local Government and Community Department (LG&CDD) and Development Authorities (DAs) +Punjab Housing and Town Planning Agency (PHATA) working under the Housing, Urban Development and Public Health Engineering Department (HUD&PHED) and submit proposals for approval of layout plans for individual construction requests (building plan approval / construction permit), land use conversions and Private Housing Schemes in a time bound manner.

1. Current Status

Multiple Agencies are involved in the approval process which included Primary Agencies responsible for granting approval / sanctions and Secondary Agencies which provide NOCs and allied certificates under various laws, rules and regulations to the Primary Agencies for completion of the approval processes. The details of these agencies are as under:

➤ Primary Agencies:

- Local Governments: Metropolitan and Municipal Corporations, Municipal Committees, Town and Tehsil Committee;
- Development Authorities: LDA, RDA, FDA, MDA, GDA, BDA, DDA, SDA, FMDA; and
- Punjab Housing and Town Planning Agency (PHATA)

➤ Secondary Agencies: TEPA, WASA, EPA, Civil Defense, Civil Aviation Authority & Pakistan Air Force, Board of Revenue, High Level Design Committee (HLDC - headed by Deputy Commissioner) and Special Committee (for Lahore Mall Road)

The Primary and Secondary Agencies work independently and there is no single platform where such agencies may coordinate. A citizen has to file independent applications in all such agencies particularly the secondary agencies to seek various NOCs. It usually takes

many months for the same. After seeking all necessary NOCs, a citizen is required to submit application to either of the Primary Agency to get final approval. This makes the existing arrangement / approval regime highly cumbersome and results in inordinate delays.

2. Objective

To facilitate citizens by ensuring approvals by time bound processes through one window operations

3. Categories of Approvals and Timelines for Individual Constructions

The approval requests made by citizens were divided into following broad categories with proposed timelines as under:

	Category	Timeline (Working days)
A	Individual constructions (residential, commercial, warehouses / industrial)	30
B	Completion Certificate	30
B	Land use conversions	45
C	Private housing schemes	60-75

4. Process Mapping

It was revealed that primary agencies have different sets of rules and regulations, follow different processes and have different categories. It was felt that in short-term, instead of undertaking extensive amendments in ongoing legal frameworks of these agencies which requires sufficient time, the processes may be mapped as per existing rules and timelines may be reduced by putting the processes on fast track and ensuring concurrent processes by both Primary and Secondary Agencies. The task of amending Rules, which requires Cabinet decision,

would be undertaken in second stage to further reduce NoCs and number of documents required.

The following categories have been listed:

4.1. Categories of Approval under Lahore Development Authority

The Lahore Development Authority operates under LDA Building & Zoning Regulations 2019 (for approval of maps and completion certificates), LDA Land Use Rules 2014 (for land use conversions) and LDA Private Housing Schemes Rules 2014 (for approval of private housing schemes). The agencies involved for provision of various NOCs including documents required for submission of applications are enclosed at **Annex-B**. The summarized process is as under:

Type of construction	Departments / Agencies Involved	No. of Documents
Residential (any plot size)	i. LDA ii. Approval of HLDC in case of HLDC Roads iii. TEPA for approval on Structural Plan Road	14
Low rise (up to 50 feet) Commercial, Industrial, Public Building	i. LDA ii. HLDC iii. TEPA iv. WASA	13
High rise (Above 50 feet) Commercial, Industrial, Public Building	i. LDA ii. HLDC iii. TEPA iv. WASA v. EPA vi. Civil Defense vii. Civil Aviation	20
Completion Certificate	i. LDA	7
Land Use Conversion	i. LDA	22
Private Housing Scheme	i. LDA ii. WASA iii. TEPA iv. EPA v. BoR vi. LESCO vii. PHA viii. Irrigation ix. NHA x. Army (If area is semi-restricted)	24

All other Development Authorities will also follow above noted timelines and categories.

4.2 Categories of Approval under Local Governments

The local governments operate under Punjab Local Government Act 2019. The agencies involved for provision of various NOCs including documents required for submission of applications to the Local Governments are enclosed at **Annex-C**. The summarized process is as under:

Type of construction	Departments / Agencies Involved		No. of Documents
Residential (Upto 4 stories)	i. LG&CDD ii. HLDC iii. Special Committee		10
Residential (Above 4 stories)	i. LG&CDD ii. HLDC iii. CAA / PAF (wherever applicable)		14
Commercial (Upto 4 Kanal & upto 4 stories)	i. LG&CDD ii. HLDC iii. Special Committee		9
Commercial (Above 4 Kanal & upto 4 stories)	i. LG&CDD ii. TEPA iii. HLDC	iv. Special Committee v. CAA / PAF	14
Commercial (Above 4 stories)	i. LG&CDD ii. TEPA iii. HLDC iv. Special Committee	v. CAA / PAF (wherever applicable) vi. Civil Defense	16
Industrial Institutional and Complex	i. LG&CDD ii. TEPA iii. HLDC iv. Special Committee	v. CAA / PAF (wherever applicable) vi. Civil Defense	17
Completion Certificate	i. LG&CDD		6
Land Use Conversion	i. LG&CDD		6
Approval of Private Housing Schemes	i. LG&CDD ii. WASA iii. TEPA iv. EPA	v. Irrigation vi. NHA vii. Army (If area is semi-restricted)	20

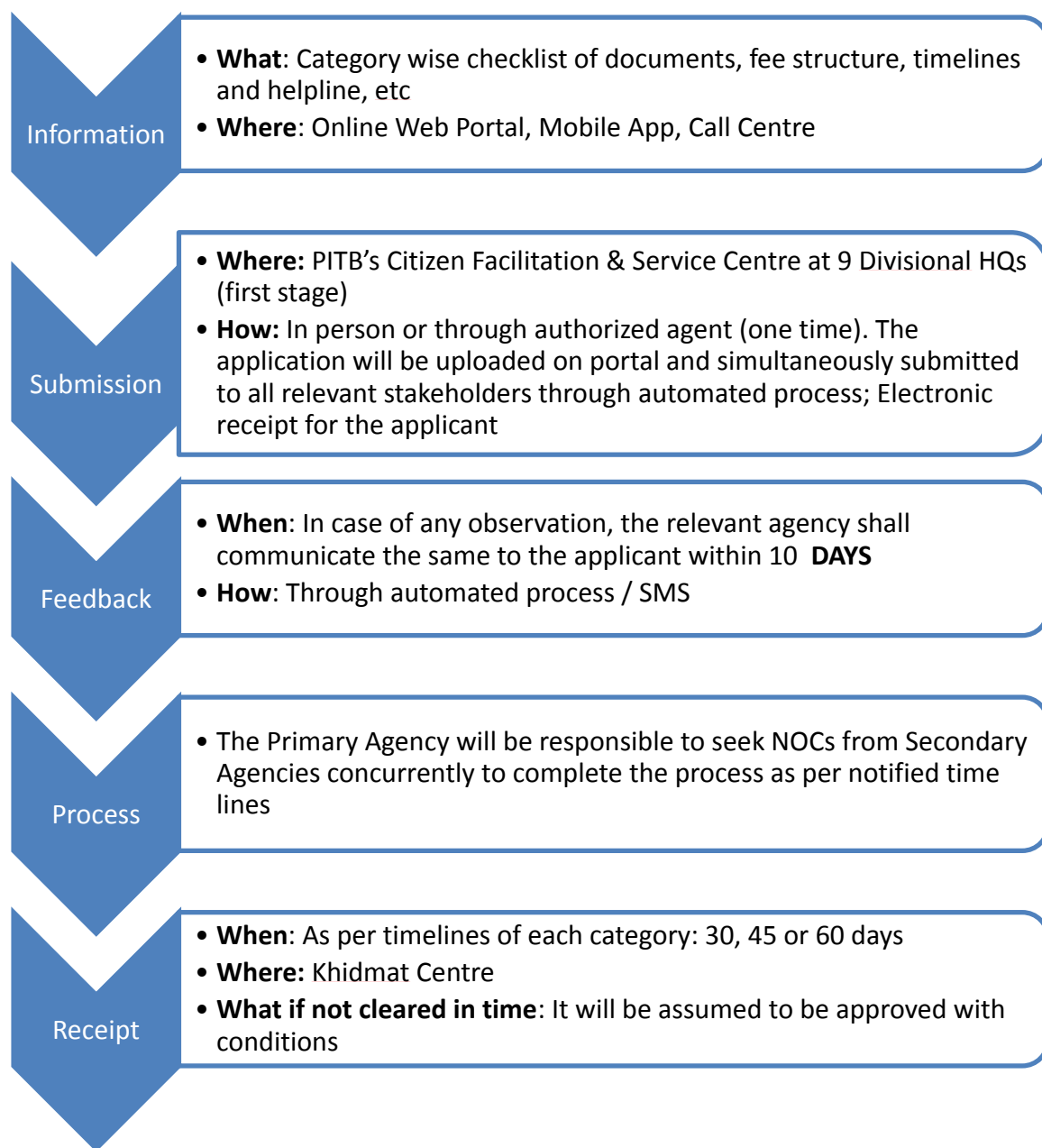
4.3 Categories of Approval under PHATA

The Punjab Housing and Town Planning Agency (PHATA) operates under PHATA Building & Zoning Regulation 2008 (for approval of maps and completion certificates) and PHATA Land Use Rules 2017 (for land use conversions). The agencies involved for provision of various NOCs including documents required for submission of applications to PHATA are enclosed at **Annex-D**. The summarized process is as under:

Type of construction	Departments / Agencies Involved	No. of Documents
Residential and Commercial (Up to 3 stories / 38 feet)	i. PHATA	9
Multi stories and public Assembly Buildings	i. PHATA ii. EPA iii. WASA iv. TEPA v. Civil Defense vi. HLDC vii. Special Committee	14
Land Use Conversion	i. PHATA	7

5. The Framework

A citizen or his authorized representative can get all relevant information from the web portal, mobile app and Call Center and even through SMS. Afterwards, he may submit application in the PITB's (Punjab Information Technology Board) Khidmat Center. From there the application will be transmitted to the Primary Agency and all relevant Secondary Agencies concurrently. The Agencies will convey observations / for any missing information electronically to Primary Agency, within ten days, which will be conveyed to the applicant through smsm. Afterwards, approval process will be completed as per aforementioned timelines. The citizen can collect its approval letter from the Khidmat Center either himself or through his authorized agent. The proposed process flow is as under:



6. Physical Setup

It was agreed that citizens will submit applications for all approvals at PITB's Citizen Facilitation and Service Centers (CFSC) also called *Khidmat Centers* wherein **Special Counter** will be established having **focal persons** of LG&CDD, Dev Authority, PHATA & EPA of the rank of **BS 16** or above as per following details:

- *Khidmat Centers* already functional at all Divisional Headquarters except Multan and DG Khan under the overall supervision of PITB

- LG&CD Department will provide space for Two Khidmat Centers at Multan & D.G. Khan
- Development Authorities' one window operation (where available) will also be utilized in the same framework

7. Completion Certificate

- Checklists with timelines regarding Completion Certificates by Local Governments, Development Authorities (DA) & PHATA prepared and provided to PITB for development of portal on the pattern of individual construction requests
- The applications will be submitted within one month of building completion and will be processed in 30 days

8. Land Use Conversions

- Checklists with timeline regarding **Land Use Conversions** by Local Governments, DAs & PHATA also prepared and provided to PITB for development of web portal
- Cases of Land Use Conversions, will be processed separately to be completed in 45 days

9. Approval of Private Housing Schemes

- Checklists with timelines regarding approval of private housing schemes / land subdivisions by Local Governments and Development Authorities prepared for development of web portal.
- The applications will be processed in 60 days in case of LDA and other Development Authorities and 75 days in case of local governments

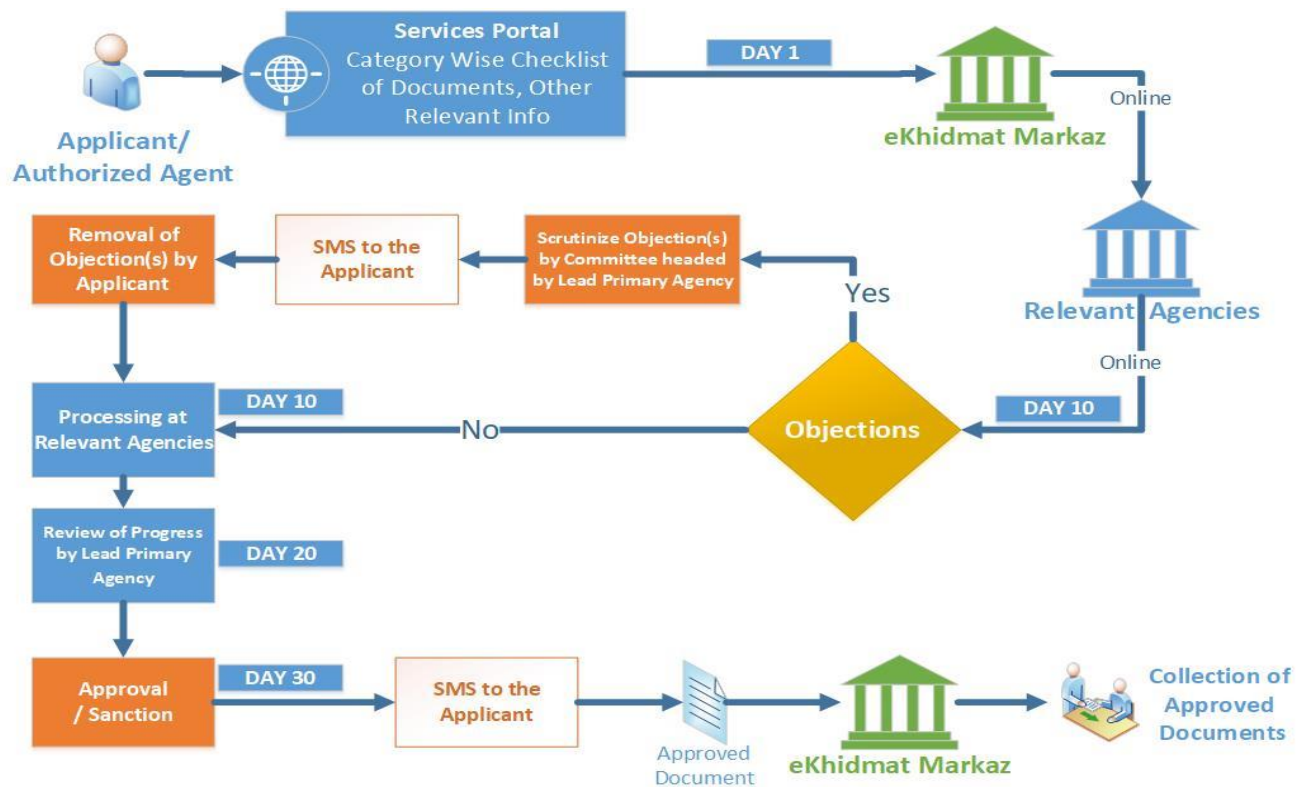
10. Grievance Redressal Committees

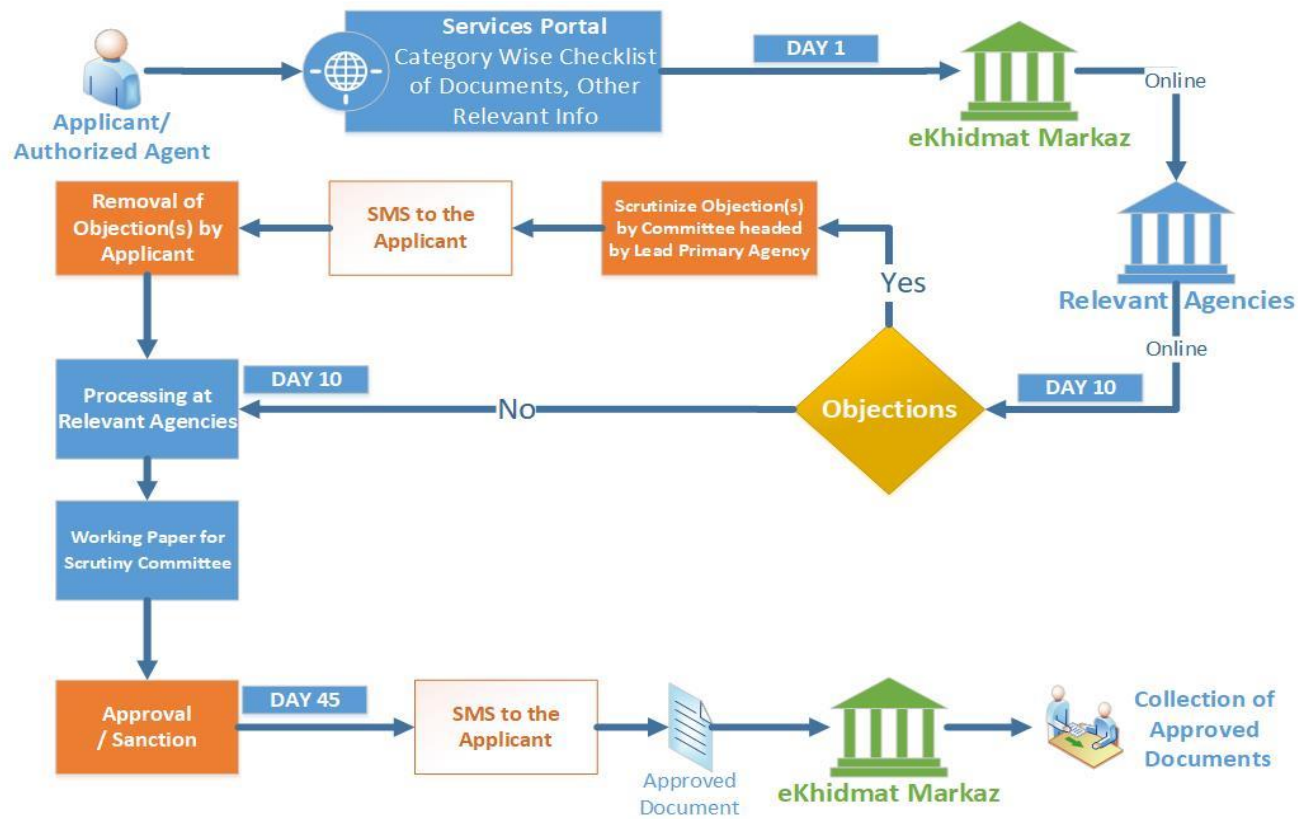
Following Grievance Redressal Committees are proposed at every **Division** to process and resolve grievances / complaints:

- Commissioner of the Division **(Convener)**
- Addl. Deputy Commissioner (Rev)
- DG of the Concerned Dev Authority
- Chief Officer
- Any other member co-opted by the committee

11. Process Flow Chart

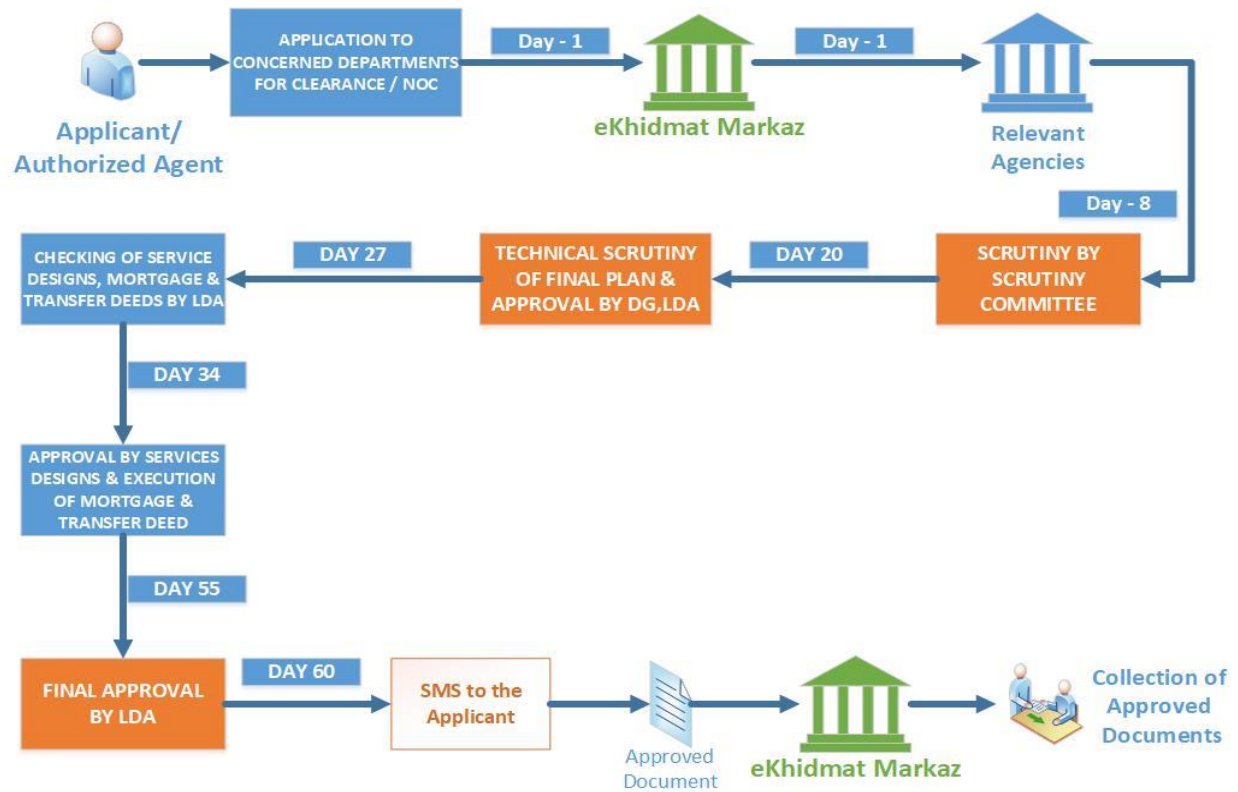
11.1 Individual Constructions





11.3

Private Housing Schemes (LDA)





**GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT
(Implementation & Coordination Wing)**

Dated Lahore the 10th April, 2020

NOTIFICATION

No. SO(I&C-I)5-18/2020. In order to support and facilitate the construction sector by way of timely approval of layout / construction plans, issuance of requisite NOCs from concerned departments / agencies and completion of allied formalities, the Competent Authority has been pleased to constitute the following Committee:

1. Secretary, HUD & PHE	Convener
2. Secretary, LG & CD	Member
3. Secretary, Environment	Member
4. DG LDA	Secretary
5. DG PHATA	Member
6. DG EPA	Member
7. Mr. Sajid Latif, DG IT, PITB	Member
8. Director General (I&M), LG&CD	Member
9. Director Land Records, BOR, Punjab	Member
10. Additional Secretary, Industries Department	Member
11. Any other member co-opted by the Committee	

2. TORs of the Committee:

- a. To review the legal mechanism and existing processes in Local Government, Development Authorities and PHATA for granting approval (layout plans, NOCs, NDCs, etc.) to individual construction requests as well as to Private Housing Schemes / Land Sub-division;
- b. To identify bottlenecks which result in delays in the approval processes;
- c. To propose a uniform framework for processing requests / granting approvals in the shortest possible time;
- d. To facilitate in development of an all encompassing portal by PITB on the subject which may translate the proposed timelines into self-generated automated approvals, if deemed necessary;
- e. To suggest composition of Grievance Redressal Committees in order to process and resolve complaints / grievances.

3. The Committee shall convene its meeting at the earliest and submit its recommendations within five working days for the information / approval of Competent Authority. **All members will attend the meeting in person.**

MAJ. (RETD.) AZAM SULEMAN KHAN
CHIEF SECRETARY

ALL MEMBERS OF THE COMMITTEE

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. Senior Member, Board of Revenue, Punjab
2. Secretary, Govt. of the Punjab, Industries, Commerce & Investment Department
3. Chairman, Punjab Information Technology Board, Punjab
4. Additional Secretary (Gen) / Staff Officer to Chief Secretary, Punjab
5. PS to Secretary (I&C), S&GAD


(MUHAMMAD KASHIF BARA)
DEPUTY SECRETARY (I&C)

CHECK-LIST OF DOCUMENTS AND TIMELINE FOR APPROVAL OF BUILDING PLANS

(Town Planning Wing)

Lahore Development Authority

Checklist for Residential

LDA Housing Schemes (For all plot sizes)

- Copy of CNIC (Attested Copy)
- Application/Performa for verification of ownership and possession from DLD/DEM, LDA
- Possession Letter (Copy Issued by LDA)
- Sub-Division Letter (In case the plot was subdivided) (One Copy)
- Forms A & B (Available on LDA Website)
- Affidavit on Rs 50/- Stamp paper (Flag-M)
- Basement Affidavit on Rs 50/- Stamp paper (In case of basement) (Flag-N)
- Undertaking for Damages on Rs.500/- Stamp paper (Flag-O)
- Building Plans (04 Ammonia Prints and 01 Cloth Mounted Copy)
- (16 additional copies of building plans along with multimedia presentation in case of HLDC Road)
- Building Plan Fee Structure (Flag-P)

Approved Private Housing Schemes (For All Plot Sizes)

- Copy of CNIC (Attested Copy)
- Transfer Letter (Society Attested Copy)
- Possession Letter (Society Attested Copy)
- Site Plan (Society Attested Copy)
- NOC from Society (Original)
- Mortgage Release Letter (In case the plot was previously mortgaged with LDA (One Copy)
- Sub-Division Letter (In case the plot was subdivided) (One Copy)
- Forms A& B (Available on LDA Website)

- Affidavit on Rs 50/- Stamp paper **(Flag-M)**
- Basement Affidavit on Rs 50/- Stamp paper (In case of basement) **(Flag-N)**
- Undertaking for Damages on Rs.500/- Stamp paper **(Flag-O)**
- Building Plans (04 Ammonia Prints and one Cloth Mounted Copy)
(16 additional copies of building plans along with multimedia presentation in case of HLDC Road)
- Building Plan Fee Structure **(Flag-P)**

Controlled Area (For All Plot Sizes)

- Copy of CNIC (Attested Copy)
- Registry (Attested Copy)
- Fard Malkiyat (Attested Copy)
- Inteqal (Attested Copy)
- Aks Shajra (Original)
- Nazri Naqsha (Original)
- Colored Satellite Imaginary (Three Copies on A3 Size)
- Forms A & B (Available on LDA Website)
- Affidavit on Rs 50/- Stamp paper **(Flag-M)**
- Basement Affidavit on Rs 50/- Stamp paper (In case of basement) **(Flag-N)**
- Undertaking for Damages on Rs.500/- Stamp paper **(Flag-O)**
- Building Plans (04 Ammonia Prints and one Cloth Mounted Copy)
(16 additional copies of building plans along with multimedia presentation in case of HLDC Road)
- Document Required by TEPA for Structural Plan Road Report **(Flag-A)**
- Building Plan fee structure **(Flag-P)**

Checklist for Apartments/ Converted Commercial/ Industrial/ Public Building

LDA Housing Schemes (For Low Rise Buildings Upto 50 Feet Height)

- Copy of CNIC (Attested Copy)
- Application/Performa for verification of ownership and possession from DLD/DEM, LDA
- Possession Letter (Copy Issued by LDA)
- Sub-Division Letter (In case the plot was subdivided) (One Copy)
- BR-Forms from 01 to 12 (except BR-9) (Available on LDA Website)
- Affidavit on Rs 50/- Stamp paper (Flag-M)
- Vetting of Structure Drawings and Certificate from Structural Engineer on LDA Panel (Flag-Q)
- Basement Affidavit on Rs 50/- Stamp paper (In case of basement) (Flag-N)
- Undertaking for Damages on Rs.500/- Stamp paper (Flag-O)
- Building Plans(04 Ammonia Prints and one Cloth Mounted Copy)
(16 additional copies of building plans along with multimedia presentation in case of HLDC Road)
- Document required by TEPA for TIA NOC /Parking Agreement (for more than 4 kanal plot area) (Flag-B)
- Documents required for WASA NOC (for converted plots) (Flag-F)
- Building Plan Fee Structure (Flag-P)

LDA Housing Schemes (For Multistorey High Rise Buildings Above 50 Feet Height)

- Copy of CNIC (Attested Copy)
- Application/Performa for verification of ownership and possession from DLD/DEM, LDA
- Possession Letter (Copy Issued by LDA)
- Sub-Division Letter (In case the plot was subdivided) (One Copy)
- BR-Forms from 01 to 12 (except BR-9) (Available on LDA Website)
- Affidavit on Rs 50/- Stamp paper (Flag-M)
- Soil Investigation Report duly signed by PEC registered Engineer/Consultant (Two Copy)
- Vetting of Structure Drawings and Certificate from Structural Engineer on LDA Panel (Flag-Q)

- Electrification & Fire Safety Plans (Three Set)
- Water supply, Sewerage & Drainage Plans (Three Set)
- Basement Affidavit on Rs 50/- Stamp paper (In case of basement) **(Flag-N)**
- Undertaking for Damages on Rs.500/- Stamp paper **(Flag-O)**
- Building Plans (04 Ammonia Prints and 01 Cloth Mounted Copy)
- Document required by TEPA for TIA NOC /Parking Agreement (for more than 4 stories or 4 kanals) **(Flag-B)**
- Document Required by EPA for IEE/EIA NOC (For Plot 2 Kanal and above) **(Flag-S)**
- Documents required by Civil Defense (for more than Four Storey Building) **(Flag-T)**
- Documents required for WASA NOC (for converted plots) **(Flag-F)**
- NOC from Civil Aviation Authority in case of building plans above 300 feet height
- Building Plan Fee Structure **(Flag-P)**
- (16 additional copies of building plans along with multimedia presentation in case of HLDC Road)

**Checklist for Apartments/ Converted Commercial/ Public Building
Approved Private Housing Schemes (For Low Rise Buildings Upto 50 Feet Height)**

- Copy of CNIC (Attested Copy)
- Transfer Letter (Society Attested Copy)
- Possession Letter (Society Attested Copy)
- Site Plan (Society Attested Copy)
- NOC from Society (Original)
- Mortgage Release Letter (In case plot was previously mortgaged with LDA (One Copy)
- Sub-Division Letter (In case the plot was subdivided) (One Copy)
- BR-Forms from 01 to 12 (except BR-9) (Available on LDA Website)
- Affidavit on Rs 50/- Stamp paper **(Flag-M)**

- Vetting of structure Drawings and Certificate from Structural Engineer on LDA Panel **(Flag-Q)**
- Basement Affidavit on Rs 50/- Stamp paper (In case of basement) **(Flag-N)**
- Undertaking for Damages on Rs.500/- Stamp paper **(Flag-O)**
- Building Plans (04 Ammonia Prints and one Cloth Mounted Copy)
- Document required by TEPA for TIA NOC /Parking Agreement (for more than 4 stories or 4 kanals) **(Flag-B)**
- Documents required for WASA NOC (for converted plots) **(Flag-F)**
- Building Plan Fee Structure **(Flag-P)**
- (16 additional copies of building plans along with multimedia presentation in case of HLDC Road)

Approved Private Housing Schemes (For Multistorey High Rise Buildings Above 50 Feet Height)

- Copy of CNIC (Attested Copy)
- Transfer Letter (Society Attested Copy)
- Possession Letter (Society Attested Copy)
- Site Plan (Society Attested Copy)
- NOC from Society (Original)
- Mortgage Release Letter (In case plot was previously mortgaged with LDA(One Copy)
- Sub-Division Letter (In case the plot was subdivided) (One Copy)
- BR-Forms from 01 to 12 (except BR-9) (Available on LDA Website)
- Affidavit on Rs 50/- Stamp paper **(Flag-M)**
- Soil Investigation Report duly signed by PEC registered Engineer/Consultant (Two Copy)
- Vetting of Structure Drawings and Certificate from Structural Engineer on LDA Panel **(Flag-Q)**
- Electrification & Fire Safety Plans (Three Set)
- Water supply, Sewerage & Drainage Plans (Three Set)

- Basement Affidavit on Rs 50/- Stamp paper (In case of basement) **(Flag-N)**
- Undertaking for Damages on Rs.500/- Stamp paper **(Flag-O)**
- Building Plans (04 Ammonia Prints and one Cloth Mounted Copy)
- Document required by TEPA for TIA NOC /Parking Agreement (for more than 4 stories or 4 kanals) **(Flag-B)**
- Document Required by EPA for IEE/EIA NOC (For Plot 2 Kanal and above) **(Flag-S)**
- Documents required by Civil Defense (for more than Four Storey Building) **(Flag-T)**
- Documents required for WASA NOC (for converted plots) **(Flag-F)**
- NOC from Civil Aviation Authority in case of building plans above 300 feet height
- Building Plan Fee Structure **(Flag-P)**
- (16 additional copies of building plans along with multimedia presentation in case of HLDC Road)

Controlled Area (For Low Rise Buildings Upto 50 Feet Height)

- Copy of CNIC (Attested Copy)
- Registry (Attested Copy)
- Fard Malkiyat (Attested Copy)
- Inteqal (Attested Copy)
- Aks Shajra (Original)
- Nazri Naqsha (Original)
- Colored Satellite Imaginary (Three Copies on A3 Size)
- BR-Forms from 01 to 12 (except BR-9) (Available on LDA Website)
- Affidavit on Rs 50/- Stamp paper **(Flag-M)**
- Vetting of Structure Drawings and Certificate from Structural Engineer on LDA Panel **(Flag-Q)**
- Basement Affidavit on Rs 50/- Stamp paper (In case of basement) **(Flag-N)**
- Undertaking for Damages on Rs.500/- Stamp paper **(Flag-O)**

- Building Plans (04 Ammonia Prints and one Cloth Mounted Copy)
- Document required by TEPA for TIA NOC /Parking Agreement (for more than 4 kanal plot area) **(Flag-B)**
- Document Required by TEPA for Structural Plan Road Report **(Flag-A)**
- Documents required for WASA NOC(for converted plots) **(Flag-F)**
- Building Plan Fee Structure **(Flag-P)**
- (16 additional copies of building plans along with multimedia presentation in case of HLDC Road)

Controlled Area (For Multistorey High Rise Buildings Above 50 Feet Height)

- Copy of CNIC (Attested Copy)
- Registry (Attested Copy)
- Fard Malkiyat (Attested Copy)
- Inteqal (Attested Copy)
- Aks Shajra (Original)
- Nazri Naqsha (Original)
- Colored Satellite Imaginary (Three Copies on A3 Size)
- BR-Forms from 01 to 12 (except BR-9) (Available on LDA Website)
- Affidavit on Rs 50/- Stamp paper **(Flag-M)**
- Soil Investigation Report duly signed by PEC registered Engineer/Consultant (two Copy)
- Vetting of Structure Drawings and Certificate from Structural Engineer on LDA Panel **(Flag-Q)**
- Electrification & Fire Safety Plans (Three Set)
- Water supply, Sewerage & Drainage Plans (Three Set)
- Basement Affidavit on Rs 50/- Stamp paper (In case of basement) **(Flag-N)**
- Undertaking for Damages on Rs.500/- Stamp paper **(Flag-O)**

- Building Plans (04 Ammonia Prints and one Cloth Mounted Copy)
- Document required by TEPA for TIA NOC /Parking Agreement (for more than 4 stories or 4 kanals) **(Flag-B)**
- Document Required by TEPA for Structural Plan Road Report (in case of control area) **(Flag-A)**
- Document Required by EPA for IEE/EIA NOC **(Flag-S)**
- Documents required by Civil Defence (for more than Four Storey Building) **(Flag-T)**
- Documents required for WASA NOC(for converted plots) **(Flag-F)**
- NOC from Civil Aviation Authority in case of building plans above 300 feet height
- Building Plan Fee Structure **(Flag-P)**

Checklist for Designated Commercial/ Civic Centre Plots

LDA Housing Schemes

- Copy of CNIC (Attested Copy)
- Application/Performa for verification of ownership and possession from DLD/DEM, LDA
- Possession Letter (Copy Issued by LDA)
- BR-Forms from 01 to 12 (except BR-9) (Available on LDA Website)
- Affidavit on Rs 50/- Stamp paper **(Flag-M)**
- Vetting of Structure Drawings and Certificate from Structural Engineer on LDA Panel **(Flag-Q)**
- Basement Affidavit on Rs 50/- Stamp paper (In case of basement) **(Flag-N)**
- Undertaking for Damages on Rs.500/- Stamp paper **(Flag-O)**
- Building Plans (04 Ammonia Prints and one Cloth Mounted Copy)
- Building Plan Fee Structure **(Flag-P)**

Approved Private Housing Schemes

- Copy of CNIC (Attested Copy)

- Transfer Letter (Society Attested Copy)
- Possession Letter (Society Attested Copy)
- Site Plan (Society Attested Copy)
- NOC from Society (Original)
- Mortgage Release Letter (In case plot was previously mortgaged with LDA(One Copy)
- BR-Forms from 01 to 12 (except BR-9) (Available on LDA Website)
- Affidavit on Rs 50/- Stamp paper (Flag-M)
- Vetting of structure Drawings and Certificate from Structural Engineer on LDA Panel (Flag-Q)
- Basement Affidavit on Rs 50/- Stamp paper (In case of basement) (Flag-N)
- Undertaking for Damages on Rs.500/- Stamp paper (Flag-O)
- Building Plans (04 Ammonia Prints and one Cloth Mounted Copy)
- Building Plan Fee Structure (Flag-P)

Timelines for Approval

Residential Plot (Up to 7 marla) LDA HOUSING SCHEMES

Sr. NO	Process	Concerned Officer/official	Max. Days Req.
1	Application Receiving & put up	AD one window	1
2	Scrutiny of Drawings by Drawing Cell	Draftsman/Asst. Architect	6
3	Ownership Verification	<u>Exempted plots :</u> Deputy Director DLDs (2) , Assistant Director DLDs (2) , Assistant Director (Record) (2) <u>Allotted Plots:</u> Deputy Director DEM (2), Assistant Director (DEM) (2), Assistant Director Record (2)	
4	Possession verification	Senior Estate Officer (2) , Estate Officer(2) , Patwari Estate Branch (2)	
Note: FUNCTIONS AT SR.NO 2 AND 3 ARE TO BE PROCESSED IN PARALLEL			
5	issuance of Challan	DD revenue	2
6	Site Survey	ADTP	5
7	Amount Verification	DD revenue	2
8	Final scrutiny	Asst. Architect	5
9	Approval Letter Printing	AD SFP CELL	3
10	Building Plan Approval	ADTP	4
11	Ready For Disposal	AD one window	2
Total Days			30

Residential Plot (above 7 Marla up to 1 kanal LDA HOUSING SCHEMES

Sr. NO	Process	Concerned Officer/official	Max. Days Req.
1	Application Receiving & put up	AD one window	1
2	Scrutiny of Drawings	Draftsman/Asst. Architect	6
3	Possession verification	Senior Estate Officer (2) , Estate Officer(2) , Patwari Estate Branch (2)	
4	Ownership Verification	Exempted plots :	

		Deputy Director DLDs (2) , Assistant Director DLDs (2) , Assistant Director (Record) (2) Allotted Plots: Deputy Director DEM (2), Assistant Director (DEM) (2), Assistant Director Record (2)	
Note: FUNCTIONS AT SR.NO 2, 3 AND 4 ARE TO BE PROCESSED IN PARALLEL			
5	issuance of Challan	DD revenue	2
6	Site Survey	ADTP	5
7	Amount Verification	DD revenue	2
8	Final scrutiny	ADTP	5
9	Approval Letter Printing	AD SFP CELL	3
10	Building Plan Approval	DDTP	4
11	Ready For Disposal	AD one window	2
Total Days			30

Residential Plot (Above 1 kanal including farm houses) LDA HOUSING SCHEMES

Sr. NO	Process	Concerned Officer/official	Max. Days Req.
1	Application Receiving & put up	AD one window	1
2	Scrutiny of Drawings	Draftsman/Asst. Architect/Director Architect	6
3	Possession Verification	Senior Estate Officer (2) , Estate Officer(2) , Patwari Estate Branch (2)	
4	Ownership Verification	<u>Exempted plots :</u> Deputy Director DLDs (2) , Assistant Director DLDs (2) , Assistant Director (Record) (2) <u>Allotted Plots:</u> Deputy Director DEM (2), Assistant Director (DEM) (2), Assistant Director Record (2)	
Note: FUNCTIONS AT SR.NO 2, 3 AND 4 ARE TO BE PROCESSED IN PARALLEL			
5	issuance of Challan	DD revenue	2
6	Site Survey	ADTP	5
7	Amount Verification	DD revenue	2
8	Final scrutiny	ADTPDDTP	5
9	Approval Letter Printing	AD SFP CELL	3
10	Building Plan Approval	DTP	4
11	Ready For Disposal	AD one window	2
Total Days			30

RESIDENTIAL PLOT (Up to 7 marla) APPROVED PRIVATE HOUSING SCHEMES

Sr. NO	Process	Concerned Officer/official	Max. Days Req.
1	Application Receiving & put up	AD one window	1
2	Scrutiny of Drawings by Drawing Cell	Draftsman/Asst. Architect	6
3	CMP Report	DDMP	
4	Ownership Verification by Town Planning Wing	ADTP	
Note: FUNCTIONS AT SR.NO 2, 3 AND 4 ARE TO BE PROCESSED IN PARALLEL			
5	issuance of Challan	DD revenue	2
6	Site Survey	ADTP	5
7	Amount Verification	DD revenue	2
8	Final scrutiny	Asst. Architect	5
9	Approval Letter Printing	AD SFP CELL	3
10	Building Plan Approval	ADTP	4
11	Ready For Disposal	AD one window	2
Total Days			30

RESIDENTIAL PLOT (above 7 Marla up to 1 kanal APPROVED PRIVATE HOUSING SCHEMES

Sr. NO	Process	Concerned Officer/official	Max. Days Req.
1	Application Receiving & put up	AD one window	1
2	Scrutiny of Drawings	Draftsman/Asst. Architect	6
3	CMP Report	DDMP	
4	Ownership Verification	ADTP	
Note: FUNCTIONS AT SR.NO 2, 3 AND 4 ARE TO BE PROCESSED IN PARALLEL			
5	issuance of Challan	DD revenue	2
6	Site Survey	ADTP	5
7	Amount Verification	DD revenue	2
8	Final scrutiny	ADTP	5
9	Approval Letter Printing	AD SFP CELL	3
10	Building Plan Approval	DDTP	4
11	Ready For Disposal	AD one window	2
Total Days			30

RESIDENTIAL PLOT (above 1 kanal including farm houses) APPROVED PRIVATE HOUSING SCHEMES

Sr. NO	Process	Concerned Officer/official	Max. Days Req.
1	Application Receiving & put up	AD one window	1

2	Scrutiny of Drawings	Draftsman/Asst. Architect/Director Architect	6
3	CMP Report	DDMP	
4	Ownership Verification	ADTP	
Note: FUNCTIONS AT SR.NO 2, 3 AND 4 ARE TO BE PROCESSED IN PARALLEL			
5	issuance of Challan	DD revenue	2
6	Site Survey	ADTP	5
7	Amount Verification	DD revenue	2
8	Final scrutiny	ADTPDDTP	5
9	Approval Letter Printing	AD SFP CELL	3
10	Building Plan Approval	DTP	4
11	Ready For Disposal	AD one window	2
Total Days			30

RESIDENTIAL PLOT (Up to 7 marla) CONTROLLED AREA

Sr. NO	Process	Concerned Officer/official	Max. Days Req.
1	Application Receiving & put up	AD one window	1
2	Scrutiny of Drawings by Drawing Cell	Draftsman/Asst. Architect	6
3	CMP Report	DDMP	
4	Ownership Verification	TP Patwari	
Note: FUNCTIONS AT SR.NO 2, 3 AND 4 ARE TO BE PROCESSED IN PARALLEL			
5	issuance of Challan	DD revenue	2
6	Site Survey	ADTP	5
7	Amount Verification	DD revenue	2
8	Final scrutiny	ADTPDDTP	5
9	Approval Letter Printing	AD SFP CELL	3
10	Building Plan Approval	ADTP	4

11	Ready For Disposal	AD one window	2
Total Days			30

RESIDENTIAL PLOT (above 7 Marla up to 1 kanal) CONTROLLED AREA

Sr. NO	Process	Concerned Officer/official	Max. Days Req.
1	Application Receiving & put up	AD one window	1
2	Scrutiny of Drawings	Draftsman/Asst. Architect	6
3	CMP Report	DDMP	
4	Ownership Verification	TP Patwari	
Note: FUNCTIONS AT SR.NO 2, 3 AND 4 ARE TO BE PROCESSED IN PARALLEL			
5	issuance of Challan	DD revenue	2
6	Site Survey	ADTP	5
7	Amount Verification	DD revenue	2
8	Final scrutiny	ADTP	5
9	Approval Letter Printing	AD SFP CELL	3
10	Building Plan Approval	DDTP	4
11	Ready For Disposal	AD one window	2
Total Days			30

RESIDENTIAL PLOT (above 1 kanal including farm houses) CONTROLLED AREA

Sr. NO	Process	Concerned Officer/official	Max. Days Req.
1	Application Receiving & put up	AD one window	1
4	Scrutiny of Drawings	Draftsman/Asst. Architect/Director Architect	6
2	CMP Report	DDMP	
3	Ownership Verification	TP Patwari	
Note: FUNCTIONS AT SR.NO 2, 3 AND 4 ARE TO BE PROCESSED IN PARALLEL			
5	issuance of Challan	DD revenue	2
6	Site Survey	ADTP	5
7	Amount Verification	DD revenue	2
8	Final scrutiny	ADTPDDTP	5
9	Approval Letter Printing	AD SFP CELL	3
10	Building Plan Approval	DTP	4
11	Ready For Disposal	AD one window	2
Total Days			30

(Apartment and Converted commercial buildings (LOW RISE UP TO 50 FEET HEIGHT) LDA HOUSING SCHEMES

Sr. No	Process	Concerned Officer/official	Max. Days Req.
1	Application Receiving & put up	AD one window	1
2	Scrutiny of Drawings	Draftsman/asst. Architect/Director Architect	6
3	Ownership Verification	<u>Exempted plots :</u> Deputy Director DLDs (2) , Assistant Director DLDs (2) , Assistant Director (Record) (2) <u>Allotted Plots:</u> Deputy Director DEM (2), Assistant Director (DEM) (2), Assistant Director Record (2)	
4	Possession Verification	Senior Estate Officer (2) , Estate Officer(2) , Patwari Estate Branch (2)	
Note: FUNCTIONS AT SR.NO 2, 3 AND 4 ARE TO BE PROCESSED IN PARALLEL			
5	Approval for Issuance of Building plan scrutiny fee challan	DTP	2
6	Site Survey	ADTP	5
7	issuance of Challan	DD revenue	2
8	Amount verification on payment of challan	DD revenue	2
9	Scrutiny of provided NOCS by the different allied departments as per above mentioned checklist	DDTP	3
10	Preparation of technical report for approval of building plans	ADTP/Assistant Architect/DDTP	4
11	Issuance of Final Approval	DTP	3
12	Ready For Disposal	AD one window	2

	Total Days		30
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Apartment and Converted commercial buildings (HIGH RISE ABOVE 50 FEET HEIGHT) LDA HOUSING SCHEMES

Sr. No	Process	Concerned Officer/official	Max. Days Req.
1	Application Receiving & put up	AD one window	1
2	Scrutiny of Drawings	Draftsman/asst. Architect/Director Architect	6
3	Ownership Verification	<u>Exempted plots :</u> Deputy Director DLDs (2) , Assistant Director DLDs (2) , Assistant Director (Record) (2) <u>Allotted Plots:</u> Deputy Director DEM (2), Assistant Director (DEM) (2), Assistant Director Record (2)	
4	Possession Verification	Senior Estate Officer (2) , Estate Officer(2) , Patwari Estate Branch (2)	
Note: FUNCTIONS AT SR.NO 2, 3 AND 4 ARE TO BE PROCESSED IN PARALLEL			
5	Approval for Issuance of Building plan scrutiny fee challan	DTP	2
6	Site Survey	ADTP	5
7	issuance of Challan	DD revenue	2
8	Amount verification on payment of challan	DD revenue	2
9	Scrutiny of provided NOCS by the different allied departments as per above mentioned checklist	DDTP	3
10	Preparation of technical report for approval of building plans	DDTP/Assistant Architect/DTP	4
11	Issuance of Final Approval	DTP/CTP	3
12	Ready For Disposal	AD one window	2
	Total Days		30

Apartment and Converted commercial buildings (LOW RISE UP TO 50 FEET HEIGHT) APPROVED PRIVATE HOUSING SCHEMES

Sr. No	Process	Concerned Officer/official	Max. Days Req.
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1	Application Receiving & put up	AD one window	1
2	Scrutiny of Drawings	Draftsman/asst. Architect/Director Architect	6
3	Ownership Verification	ADTP	
Note: FUNCTIONS AT SR.NO 2 AND 3 ARE TO BE PROCESSED IN PARALLEL			
4	Approval for Issuance of Building plan scrutiny fee challan	DTP	2
5	Site Survey	ADTP	5
6	issuance of Challan	DD revenue	2
7	Amount verification on payment of challan	DD revenue	2
8	Scrutiny of provided NOCS by the different allied departments as per above mentioned checklist	DDTP	3
9	Preparation of technical report for approval of building plans	Draftsman/Assistant Architect/DDTP/Dir.Architect	4
10	Issuance of Final Approval	DTP	3
11	Ready For Disposal	AD one window	2
	Total Days		30

Apartment and Converted commercial buildings (HIGH RISE ABOVE 50 FEET HEIGHT)

APPROVED PRIVATE HOUSING SCHEMES

Sr. No	Process	Concerned Officer/official	Max. Days Req.
1	Application Receiving & put up	AD one window	1
2	Scrutiny of Drawings	Draftsman/asst Architect/Director Architect	6
3	Ownership Verification	ADTP	
Note: FUNCTIONS AT SR.NO 2 AND 3 ARE TO BE PROCESSED IN PARALLEL			
4	Approval for Issuance of Building plan scrutiny fee challan	DTP	2
5	Site Survey	ADTP	5
6	issuance of Challan	DD revenue	2
7	Amount verification on payment of challan	DD revenue	2
8	Scrutiny of provided NOCS by the different allied departments as per above mentioned checklist	DDTP	3
9	Preparation of technical report for approval of building plans	Draftsman/Assistant Architect/DDTP/Dir.Architect	4
10	Issuance of Final Approval	DTP/CTP	3
11	Ready For Disposal	AD one window	2
	Total Days		30

Apartment and Converted commercial buildings (LOW RISE UP TO 50 FEET HEIGHT)**CONTROLLED AREA**

Sr. No	Process	Concerned Officer/official	Max. Days Req.
1	Application Receiving & put up	AD one window	1
2	Scrutiny of Drawings	Draftsman/asst Architect/Director Architect	6
3	Ownership Verification	TP Patwari	
Note: FUNCTIONS AT SR.NO 2 AND 3 ARE TO BE PROCESSED IN PARALLEL			
4	Approval for Issuance of Building plan scrutiny fee challan	DTP	2
5	Site Survey	ADTP	5
6	issuance of Challan	DD revenue	2
7	Amount verification on payment of challan	DD revenue	2
8	Scrutiny of provided NOCS by the different allied departments as per above mentioned checklist	DDTP	3
9	Preparation of technical report for approval of building plans	Draftsman/Assistant Architect/DDTP/Dir.Architect	4
10	Issuance of Final Approval	DTP	3
11	Ready For Disposal	AD one window	2
	Total Days		30

Apartment and Converted commercial buildings (HIGH RISE ABOVE 50 FEET HEIGHT)**CONTROLLED AREA**

Sr. No	Process	Concerned Officer/official	Max. Days Req.
1	Application Receiving & put up	AD one window	1
2	Scrutiny of Drawings	Draftsman/asst Architect/Director Architect	6
3	Ownership Verification	TP Patwari	
Note: FUNCTIONS AT SR.NO 2 AND 3 ARE TO BE PROCESSED IN PARALLEL			
4	Approval for Issuance of Building plan scrutiny fee challan	DTP	2
5	Site Survey	ADTP	5
6	issuance of Challan	DD revenue	2
7	Amount verification on payment	DD revenue	2

	of challan		
8	Scrutiny of provided NOCS by the different allied departments as per above mentioned checklist	DDTP	3
9	Preparation of technical report for approval of building plans	Draftsman/Assistant Architect/DDTP/Dir.Architect	4
10	Issuance of Final Approval	DTP/CTP	3
11	Ready For Disposal	AD one window	2
	Total Days		30

PUBLIC BUILDING AND INDUSTRIAL BUILDINGS (For all sizes) LDA HOUSING SCHEMES

Sr. No	Process	Concerned Officer/official	Max. Days Req.
1	Application Receiving & put up	AD one window	1
2	Scrutiny of Drawings	Draftsman/asst Architect/Director Architect	6
3	Ownership Verification	<u>Exempted plots :</u> Deputy Director DLDs (2) , Assistant Director DLDs (2) , Assistant Director (Record) (2) <u>Allotted Plots:</u> Deputy Director DEM (2), Assistant Director (DEM) (2), Assistant Director Record (2)	
4	Possession Verification	Senior Estate Officer (2) , Estate Officer(2) , Patwari Estate Branch (2)	
Note: FUNCTIONS AT SR.NO 2, 3 AND 4 ARE TO BE PROCESSED IN PARALLEL			
5	Approval for Issuance of Building plan scrutiny fee challan	DTP	2
6	Site Survey	ADTP	5
7	issuance of Challan	DD revenue	2
8	Amount verification on	DD revenue	2

	payment of challan		
9	Scrutiny of provided NOCS by the different allied departments as per above mentioned checklist	DDTP	3
10	Preparation of technical report for approval of building plans	Draftsman/Assistant Architect/DDTP/Dir.Architect	4
11	Issuance of Final Approval	CTP	3
12	Ready For Disposal	AD one window	2
	Total Days		30

PUBLIC BUILDING AND INDUSTRIAL BUILDINGS (For all sizes) APPROVED PRIVATE HOUSING SCHEMES

Sr. No	Process	Concerned Officer/official	Max. Days Req.
1	Application Receiving & put up	AD one window	1
2	Scrutiny of Drawings	Draftsman/asst Architect/Director Architect	6
3	Ownership Verification	ADTP	
Note: FUNCTIONS AT SR.NO 2 AND 3 ARE TO BE PROCESSED IN PARALLEL			
4	Approval for Issuance of Building plan scrutiny fee challan	DTP	2
5	Site Survey	ADTP	5
6	issuance of Challan	DD revenue	2
7	Amount verification on payment of challan	DD revenue	2
8	Scrutiny of provided NOCS by the different allied departments as per above mentioned checklist	DDTP	3
9	Preparation of technical report for approval of building plans	Draftsman/Assistant Architect/DDTP/Dir.Architect	4
10	Issuance of Final Approval	CTP	3
11	Ready For Disposal	AD one window	2
	Total Days		30

PUBLIC BUILDING AND INDUSTRIAL BUILDINGS (For all sizes) controlled area

Sr. No	Process	Concerned Officer/official	Max. Days Req.
1	Application Receiving & put up	AD one window	1
2	Scrutiny of Drawings	Draftsman/asst Architect/Director Architect	6
3	Ownership Verification	TP Patwari	
Note: FUNCTIONS AT SR.NO 2 AND 3 ARE TO BE PROCESSED IN PARALLEL			
4	Approval for Issuance of Building plan scrutiny fee challan	DTP	2
5	Site Survey	ADTP	5
6	issuance of Challan	DD revenue	2
7	Amount verification on payment of challan	DD revenue	2
8	Scrutiny of provided NOCS by the different allied departments as per above mentioned checklist	DDTP	3
9	Preparation of technical report for approval of building plans	Draftsman/Assistant Architect/DDTP/Dir.Architect	4
10	Issuance of Final Approval	CTP	3
11	Ready For Disposal	AD one window	2
	Total Days		30

(DESIGNATED COMMERCIAL/ CIVIC CENTRE PLOTS LDA HOUSING SCHEMES

Sr. No	Process	Concerned Officer/official	Max. Days Req.
1	Application Receiving & put up	AD one window	1
2	Scrutiny of Drawings	Draftsman/asst Architect/Director Architect	6
3	Ownership Verification	<u>Exempted plots :</u> Deputy Director DLDs (2) , Assistant Director DLDs (2) , Assistant Director (Record) (2) <u>Allotted Plots:</u> Deputy Director DEM (2), Assistant Director (DEM) (2), Assistant Director	

		Record (2)	
4	Possession Verification	Senior Estate Officer (2) , Estate Officer(2) , Patwari Estate Branch (2)	
Note: FUNCTIONS AT SR.NO 2, 3 AND 4 ARE TO BE PROCESSED IN PARALLEL			
5	Approval for Issuance of Building plan scrutiny fee challan	DTP	2
6	Site Survey	ADTP	5
7	issuance of Challan	DD revenue	2
8	Amount verification on payment of challan	DD revenue	2
9	Scrutiny of provided NOCS by the different allied departments as per above mentioned checklist	DDTP	3
10	Preparation of technical report for approval of building plans	Draftsman/Assistant Architect/DDTP/Dir.Architect	4
11	Issuance of Final Approval	DTP/CTP	3
12	Ready For Disposal	AD one window	2
	Total Days		30

(DESIGNATED COMMERCIAL/ CIVIC CENTRE PLOTS APPROVED PRIVATE HOUSING SCHEMES

Sr. No	Process	Concerned Officer/official	Max. Days Req.
1	Application Receiving & put up	AD one window	1
2	Scrutiny of Drawings	Draftsman/asst Architect/Director Architect	6
3	Ownership Verification	ADTP	
Note: FUNCTIONS AT SR.NO 2 AND 3 ARE TO BE PROCESSED IN PARALLEL			
4	Approval for Issuance of Building plan scrutiny fee	DTP	2

	challan		
5	Site Survey	ADTP	5
6	issuance of Challan	DD revenue	2
7	Amount verification on payment of challan	DD revenue	2
8	Scrutiny of provided NOCS by the different allied departments as per above mentioned checklist	DDTP	3
9	Preparation of technical report for approval of building plans	Draftsman/Assistant Architect/DDTP/Dir. Architect	4
10	Issuance of Final Approval	DTP/CTP	3
11	Ready For Disposal	AD one window	2
	Total Days		30

Process for approval of building plans on High level design committee (HLDC) roads

Sr. No	Process	Concerned Officer/official	Max. Days Req.
1	Application Receiving & put up	AD one window	1
2	Scrutiny of Drawings	Draftsman/Asst Architect/Director Architect	6
3	Ownership Verification	<u>Exempted plots :</u> Deputy Director DLDs (2) , Assistant Director DLDs (2) , Assistant Director (Record) (2) <u>Allotted Plots:</u> Deputy Director DEM (2), Assistant Director (DEM) (2), Assistant Director Record (2)	
4	Possession Verification	Senior Estate Officer (2) , Estate Officer(2) , Patwari Estate Branch (2)	
Note: FUNCTIONS AT SR.NO 2, 3 AND 4 ARE TO BE PROCESSED IN PARALLEL			
5	Approval for Issuance of Building plan scrutiny fee challan	DTP	2

	Site Survey	ADTP	5
6	issuance of Challan	DD revenue	2
7	Amount verification on payment of challan	DD revenue	2
8	Preparation of working paper after Scrutiny of provided NOCS/documents by the different allied departments as per above mentioned checklist for onward submission of the case before sub-committee / main committee of HLDC headed by DC Lahore.	DDTPDTP/Director Architect	5
9	Approval by HLDC	DC Lahore	5
10	Issuance of Final Approval letter and disposal at one window	DTP	2
	Total Days		30

CHECKLIST FOR APPROVAL OF COMMERCIALIZATION

(Permitted cases on approved roads/master plan zones)

Mandatory Documents

1. Application from Owner
2. Copy of CNIC of owner/owners

Application/Performa for verification of ownership and possession from DLD/DEM, LDA (Flag-K)

3. Pay Order of Rs. 1000/- as scrutiny fee (in name of U.D. Wing, LDA)
4. Affidavit showing the intended use, mortgage and litigation status regarding the land to be commercialized **(Flag-L)**
5. Provision of commercial rates (If commercial rates not available in DC Valuation Table

Additional Documents in Case of Control Area

6. Aks Shajra (Original with dimensions) duly signed and attested by Tehsildar
7. Nazri Naqsha (Original with dimensions) duly signed and attested by Patwari
8. Certified Copy of Inteqal
9. Certified Copy of Registry
10. Fard Malkiyat in case of computerized original copy of Fard Malkiyat duly signed and attested by Tehsildar
11. Copy of Massavi duly signed and attested by Tehsildar
12. Identification report (Nishandahi report) from Tehsildar
13. Khasra Gardawari in original duly signed and attested by Tehsildar
14. Google Imagery (coloured copy) showing the site alongwith longitude and latitude duly signed by owner/owners

Additional Documents in Case of Private Housing Scheme/Society

15. Attested copy of Transfer/ Allotment Letter from Society
16. Copy of Possession Letter from Society

17. Attested copy of Demarcation plan from Society
18. NOC from Society in original
19. Copy of sub-division letter and plan if applicable

Additional Documents in Case of Regular Housing Scheme/Society

20. Application/Performa and copy of Transfer/Allotment letter for verification of ownership and possession from DLD/DEM, LDA
21. Copy of Possession Letter
22. Copy of sub-division letter and plan if applicable

TIME FOR APPROVAL OF COMMERCIALIZATION (Permitted cases on approved roads/master plan zones)

Sr.	Process	Action BY	Days Req.
1	Application received and put up	Record keeper	2
2	Report regarding Master Plan / Approved Roads	Assistant Director Com	2
3	Ownership verification and possession verification (Exempted plots : DLDs , Allotted Plots: DEM, Controlled : Patawari of TP Wing)	<u>Exempted plots :</u> Deputy Director DLDs (2) , Assistant Director DLDs (2) , Assistant Director (Record) (2) <u>Allotted Plots:</u> Deputy Director DEM (2), Assistant Director (DEM) (2), Assistant Director Record(2) <u>Possession verification:</u> Senior Estate Officer (2) , Estate Officer(2) , Patwari Estate Branch (2) <u>Controlled Area :</u> Patawari of TP Wing	6
4	Report of Private Housing Scheme (MP Wing) Regular schemes demarcation/part plan (TP wing)	Deputy Director and Patwari MP wing. Deputy Director TP and Draft Man	3
5	Site Visit Report (Commercial Directorate)	Assistant Director Com	3

6	Annual Commercialization Report (Recovery Directorate)	Assistant Director and Record keeper Recovery Branch	2
7	Final Scrutiny and Approval of case (Commercial Directorate)	AD, DD, DIR, CTP	15
8	Challan Generation	Deputy Director Accounts	2
9	Provision of paid challan and amount verification	Deputy Director Accounts	5
10	Drafting and Printing of SFP Letter	Deputy Director Commercial	3
11	Signature of SFP Letter	Director Commercial	2
	Total Days		45

CHECKLIST FOR APPROVAL OF COMMERCIALIZATION

(Permissible Cases)

Mandatory Documents

1. Application from Owner
2. Copy of CNIC of owner/owners
Application/Performa for verification of ownership and possession from DLD/DEM, LDA
(Flag-K)
3. Pay Order of Rs. 1000/- as scrutiny fee (in name of U.D. Wing, LDA)
4. Affidavit showing the intended use, mortgage and litigation status regarding the land to be commercialized **(Flag-L)**
5. Provision of commercial rates (If commercial rates not available in DC Valuation Table)
6. Document required for NOC WASA **(Flag-G)**
7. Document required for NOC TEPA **(Flag-A)**

Additional Documents in Case of Control Area

8. Aks Shajra (Original with dimensions) duly signed and attested by Tehsildar

9. Nazri Naqsha (Original with dimensions) duly signed and attested by Patwari
10. Certified Copy of Inteqal
11. Certified Copy of Registry
12. Fard Malkiyat in case of computerized original copy of Fard Malkiyat duly signed and attested by Tehsildar
13. Copy of Massavi duly signed and attested by Tehsildar
14. Identification report (Nishandahi report) from Tehsildar
15. Khasra Gardawari in original duly signed and attested by Tehsildar
16. Google Imagery (coloured copy) showing the site alongwith longitude and latitude duly signed by owner/owners
17. NOC from ADCR

Additional Documents in Case of Private Housing Scheme/Society

18. Attested copy of Transfer/ Allotment Letter from Society
19. Copy of Possession Letter from Society
20. Attested copy of Demarcation plan from Society
21. NOC from Society in original
22. Copy of sub-division letter and plan if applicable

Additional Documents in Case of Regular Housing Scheme/Society

23. Application/Performa and copy of Transfer/Allotment letter for verification of ownership and possession from DLD/DEM, LDA
24. Copy of Possession Letter
25. Copy of sub-division letter and plan if applicable

CHECKLIST FOR APPROVAL OF COMMERCIALIZATION

(Permissible Cases)

Sr.	Process	Action BY	Days Req.
1	Application received and put up	Record keeper	1
2	Report regarding Master Plan / Approved Roads	Assistant Director Com	1
3	Ownership verification and possession verification (Exempted plots : DLDs , Allotted Plots: DEM, Controlled : Patawari of TP Wing)	<u>Exempted plots :</u> Deputy Director DLDs (2) , Assistant Director DLDs (2) , Assistant Director (Record) (2) <u>Allotted Plots:</u> Deputy Director DEM (2), Assistant Director (DEM) (2), Assistant Director Record(2) <u>Possession verification:</u> Senior Estate Officer (2) , Estate Officer(2) , Patwari Estate Branch (2) <u>Controlled Area :</u> Patawari of TP Wing	6
4	Report of Private Housing Scheme (MP Wing) Regular schemes demarcation/part plan (TP wing)	Deputy Director and Patwari MP wing. Deputy Director TP and Draft Man	3
5	Site Visit Report (Commercial Directorate)	Assistant Director Com	3
6	Annual Commercialization Report (Recovery Directorate)	Assistant Director and Record keeper Recovery Branch	1
7	Final Scrutiny and for Approval of case from scrutiny committee (Commercial Directorate)	AD, DD, DIR, CTP	8
8	Approval From Scrutiny Committee	Sec. HUD&PHE	10
9	Challan Generation	Deputy Director Accounts	2
10	Provision of paid challan by the applicant and amount verification	Deputy Director Accounts	5
11	Drafting and Printing of SFP Letter	Deputy Director Commercial	3

12	Signature of SFP Letter	Director Commercial	2
	Total Days		45

CHECKLIST FOR Issuance of completion certificate for commercial/apartment/public and industrial buildings

- Copy of CNIC (Attested Copy)
- Application/Performa for verification of ownership and possession from DLD/DEM, LDA
- Application for issuance of Completion certificate
- Transfer/possession/ownership Letter
- Sanction Letter (Copy Issued by LDA)
- Work completion BR-Form 09 (Flag-R)
- Application for Civil Defence NOC alongwith required documents (Flag-T)
- Building Plan Fee Structure (Flag-P)

CHECKLIST FOR Issuance of completion certificate for RESIDENTIAL buildings

- Copy of CNIC (Attested Copy)
- Application/Performa for verification of ownership and possession from DLD/DEM, LDA
- Application for issuance of Completion certificate
- Transfer/possession/ownership Letter
- Sanction Letter (Copy Issued by LDA)

COMPLETION CERTIFICATE (PROCEDURE FOR ISSUANCE in case of residential)

Sr. No	Process	Concerned officer/official	Max. Days Req.
1	Application Receiving & put up	AD One window	1
2	Ownership Verification	DDLD/DDEM	6
3	Issuance of CC processing Challan	DD revenue	2
4	Amount verification on payment of challan	DD revenue	2
5	Preparation of technical report and site visit	ADTP/DDTP	10
6	Issuance of Challan for violation	DD revenue	2
7	Application of issuance of CC after depositing penalty Challan	AD One window	1
8	Amount verification	DD revenue	2
9	SFP Printing	SFP Cell	2
10	Issuance of Completion Certificate at One Window	DDTP/DTP	2
	Total Days		30

COMPLETION CERTIFICATE (PROCEDURE FOR ISSUANCE in case of Apartments /commercial / Industrial / public buildings/ multi storey buildings)

Sr. No	Process	Concerned officer/official	Max. Days Req.
1	Application Receiving & put up	AD One window	1
2	Ownership Verification	DDLD/DDEM	6
3	Issuance of Challan	DD revenue	2
4	Amount verification on payment of challan	DD revenue	2
5	Preparation of technical report and site visit	DDTP/DTP	10

6	Issuance of Challan for violation	DD revenue	2
7	Application of issuance of CC after depositing penalty Challan	AD One window	1
8	Amount verification	DD revenue	2
9	SFP Printing	SFP Cell	2
10	Issuance of Completion Certificate at one Window	DTP/CTP	2
	Total Days		30

Checklist for Approval of Private Housing Schemes

CHECKLIST OF METROPOLITAN PLANNING WING, LDA:

- Formal application signed by all owners with contact numbers and correspondence address
- Certified copy of certificate of registration of the company or the cooperative society, if applicable
- Attested Copies of CNICs of all owners
- Copy of utility bill of correspondence address
- List of Khasra numbers (including area) of scheme
- Location Plan of site of scheme (signed by owners and Town Planner)
- Location of site shown on the Master Plan (Signed by owners and Town Planner)
- Khasra Plan and scheme boundary super-imposed on Satellite image at appropriate scale
- Layout Plan of Scheme signed by all owners and Town Planner (triplicate hard copies, including AutoCAD Drawing)
- Topographic Survey (triplicate copy)
- Consent from Sponsor of adjoining approved housing schemes (in case access or services of approved schemes are used)
- Clearance from Army, DHA if applicable
- Clearance from NHA, if applicable

CHECKLIST OF DIRECTOR ENGINEERING (PHS), LDA:

- Formal application signed by all owners with contact numbers and correspondence address
- List of Khasra numbers (including area) of scheme
- Location Plan of site of scheme (signed by owners and Town Planner)
- Khasra Plan and scheme boundary super-imposed on Satellite image at appropriate scale

- Layout Plan of Scheme signed by all owners and Town Planner (triplicate hard copies, including AutoCAD Drawing)
- Topographic Survey (triplicate copy)
- Soil Investigation Report (Boreholes drilled by Consultant in presence of officials of Director Engg. (PHS), LDA)

SOIL INVESTIGATION REPORT

- The sponsor of scheme can engaged the consultant firm dully registered with Pakistan Engineering Council in category of Geo tech Consultancy, having a minimum experience of 5 years and have an updated PEC registration certificate.
- The consultancy firm should have an updated PRA registration certificate.
- The company should have adequate technical staff and proper well established laboratory for conducting various soil tests.
- The test will be performed as per ASTM and AASHTO guidelines.
- During the process of soil investigation the sponsor of the scheme/consultant would dully inform Directorate of Engg PHS for site visit.
- For the scheme area up to 1000 K, 20 boreholes and 20 test pits would be conducted (1 bore hole & 1 test pit per 50 K)

CHECKLIST OF WASA, LDA:

- Formal application signed by all owners with contact numbers and correspondence address
- Location Plan of site of scheme (signed by owners and Town Planner)
- Khasra Plan and scheme boundary super-imposed on Satellite image at appropriate scale
- Layout Plan of Scheme signed by all owners and Town Planner (triplicate hard copies, including AutoCAD Drawing)
- Water Quality Test Report of Water Source for proposed housing scheme/land sub division from reputable laboratory like PCRWR, PCSIR, Punjab University etc (ISO 17025:2017 accredited Laboratory)
- Plan showing ultimate sewerage disposal arrangement from proposed housing scheme/land sub division to nearby drain/nallah/sewer etc.

- Clearance from concerned department e.g. Railway, Highway, Revenue or private land owner for their respective path to be utilized for laying of force main/sewer from scheme to ultimate disposal point, if applicable.
- Clearance from concerned department other than WASA owning & maintaining the drain/ nallah/sewer proposed as ultimate disposal point, if applicable.

CHECKLIST OF TEPA, LDA:

- Formal application signed by all owners with contact numbers and correspondence address
- Location Plan of site of scheme (signed by owners and Town Planner)
- Khasra Plan and scheme boundary super-imposed on Satellite image at appropriate scale
- Layout Plan of Scheme signed by all owners and Town Planner (triplicate hard copies, including AutoCAD Drawing)
- Topographic Survey
- Cross section / Total ROW of roads abutting to the Housing Scheme / Land Sub-Division.
- Pay order in favour Chief Engineer TEPA along with application (@ Rs. 2500/- per kanal of total scheme area)

CHECKLIST OF REVENUE DEPARTMENT:

- Formal application signed by all owners with contact numbers and correspondence address (Annex-A)
- Copy of Record of Right (Fard Malqiat)
- Copy of Mutation/Mutations
- Copy of Register Deed/Deeds
- Copy of akas Shajra
- Copy of Khasra Girdawri
- Attested Copies of CNICs of all owners
- List of Khasra numbers (including area) of scheme
- Location Plan of site of scheme

- Khasra Plan and scheme boundary super-imposed on Satellite image at appropriate scale
- Layout Plan of Scheme signed by all owners and Town Planner (triplicate hard copies, including AutoCAD Drawing)
- Draft of Clearance Report from Revenue Department is attached.

SCRUTINY BY SCRUTINY COMMITTEE

SR.	ACTIONS BY LDA	BY	NO. OF DAYS
1.	Issuance of meeting notice of Scrutiny Committee, site visit and scrutiny of plan, clearance from other departments	Assistant Director	04
3.	Scrutiny of areas of each land use in Layout Plan Scrutiny of areas to be mortgaged and transferred to LDA.	Draftsman	
4	Scrutiny of ownership of scheme plan in light of clearance from Revenue Department and documents provided by Sponsor.	Qanoongo / Patwari	
5.	Site visit and report about status of development	Surveyor	
6.	Preparation of case and submission with observations, if any	Assistant Director	01
7.	Scrutiny of Layout Plan & Case and submission with specific recommendations	Deputy Director	02
8.	Scrutiny of case and reports of relevant officers	Director	01
9.	Site visit and meeting of Scrutiny Committee, calculation of penalty, if any		03
10.	Issuance of Minutes of Meeting, Intimation to Sponsor for submission of correct plan or final transparency along with draft mortgage deed and transfer deed, fees & penalty if any.	Assistant Director	01

SUBMISSION OF FINAL TRANSPARENCY AND MORTGAGE DEED AND TRANSFER DEED BY SPONSOR

LIST OF DOCUMENTS:

- Final Transparency of Layout Plan of Housing Scheme (Signed by all owners of land and Town Planner)
- Softcopy of Plan geo-referred with appropriate Coordinate System
- Draft Mortgage Deed (Signed by all owners of land)
- Draft Transfer Deed (Signed by all owners of land)
- Payment of Penalty, in case of illegalities

TECHNICAL SCRUTINY OF FINAL PLAN AND APPROVAL BY DG, LDA

SR.	ACTIONS BY LDA:	BY	NO. OF DAYS
1.	Checking of documents, Signature on Layout Plan, Preparation of case for approval	Assistant Director	01
2.	Checking of documents, Signature on Layout Plan,	Draftsman	
3.	Checking of documents, Signature on Layout Plan,	Qanoongo	
4.	Security of case and submission with suggestions / observations Signature on Layout Plan	Deputy Director	01
5.	Submission of case with specific recommendation Signature on Layout Plan	Director	01
6.	Final Checking and submission of case to Director General for approval and Signature on Layout Plan	Chief Metropolitan Planner	01
7.	Approval / observation by Director General Signature on Layout Plan	Director General	02
8.	Intimation to Sponsor to submit correct plan or provide required NOCs, Mortgage deed & Transfer deed, Services Designs, Fees and penalties.	Director	01

SUBMISSION OF SERVICE DESIGNS, MORTGAGE & TRANSFER DEED AND PAYMENT OF FEES & PENALTIES BY SPONSOR

LIST OF DOCUMENTS:

- Service Design of
 - Electrification,
 - Water Supply and Sewerage,
 - Roads & drainage
- Plans of
 - Horticulture,
 - Solid Waste Management,
- IEE Report for EPA NOC
- Sanction Fee, Penalty (if any), Public Notice fee to LDA
- Final Transfer Deed & Mortgage Deed on Stamp Paper

CHECKING OF SERVICE DESIGNS, MORTGAGE & TRANSFER DEEDS BY LDA

SR.	ACTIONS	BY	NO. OF DAYS
1.	Scrutiny of Service Designs, mortgage deed & transfer deed Encashment of fees and penalties	Assistant Director	02
2.	Scrutiny of mortgage deed & transfer deed.	Qanoongo / Patwari	
3.	Checking of mortgage deed, transfer deed.	Draftsman	
4.	Preparation of case for approval with observation, if any	Assistant Director	01
5.	Security of case and submission with recommendations	Deputy Director	
6.	In case of any discrepancies, intimation to Sponsor / department, otherwise, Forwarding the Service Designs to concerned departments Forwarding Mortgage Deed and Transfer Deed to DEM (PHS), LDA	Director (MP)	01
7.	Checking of Mortgage Deed and Transfer Deed to DEM (PHS), LDA and forwarding to the office of Sub-Registrar for execution and incorporation in Revenue Record	Director Estate Management (PHS)	03

APPROVAL FROM RELEVANT DEPARTMENTS

SR.	ACTIONS	CONCERNED DEPARTMENT
1.	Approval of Service Design of Electrification	LESCO
2.	Approval of Service Design of Water Supply & Sewerage	WASA
3.	Approval of Service Design of Roads & Drainage	Director (Engg), PHS, LDA
4.	Approval of Horticulture Plan	PHA
5.	Approval of Solid Waste Management Plan	LWMC
6.	NOC regarding Environment	EPA
7.	Execution of Mortgage Deed and Transfer Deed	LDA / Sub-Registrar
8.	Incorporation of Mortgage Deed & Transfer Deed and Scheme Plan in Revenue Record	Revenue Deptt.

FINAL APPROVAL BY LDA

SR.	ACTIONS	BY	NO. OF DAYS
1.	Scrutiny of approvals issued by relevant departments, Verification of payments of fees and penalties (if any)	Assistant Director	01
2.	Checking of registered mortgage deed, transfer deed.	Qanoongo	
3.	Site visit and report about status of development	Surveyor	
4.	Preparation of case for approval with observation, if any	Assistant Director	01
5.	Security of case and submission with recommendations	Deputy Director	
6.	In case of any discrepancies, intimation to Sponsor / department, otherwise, Submission of case for permission to issue final approval to CMP	Director (MP)	02
7.	Approval	CMP	
8.	Printing of final approval letter on Security Feature Paper (SFP)	Director (OWO)	
9.	Signature and issuance of approval letter	Director (MP)	01

Timelines for Approval of Private Housing Schemes by LDA

Sr.	Process	Days Req.
1	APPLICATION TO CONCERNED DEPARTMENTS FOR CLEARANCE / NOC (Army, DHA & NHA etc if applicable) Preparation of Soil Investigation Report by Consultant	
2	APPLICATIONS FOR APPROVAL (at One Window Counter or Khidmat Markaz)	8
3	SCRUTINY BY SCRUTINY COMMITTEE	12
4	SUBMISSION OF FINAL TRANSPARENCY & DEEDS BY SPONSOR	
5	TECHNICAL SCRUTINY OF FINAL PLAN & APPROVAL BY DG,LDA	7
6	SUBMISSION OF SERVICE DESIGNS, MORTGAGE & TRANSFER DEED AND PAYMENT OF FEE & PENALTIES BY SPONSOR	
7	CHECKING OF SERVICE DESIGNS, MORTGAGE & TRANSFER DEEDS BY LDA	7
8	APPROVAL BY SERVICES DESIGNS & EXECUTION OF MORTGAGE & TRANSFER DEED	21
9	FINAL APPROVAL BY LDA	5
	Total	60

Checklist & Projects Approval Regime
Local Government & Community Development Department

Checklist for Submission of Building Application

(A) RESIDENTIAL (Upto 4-storey):

- Application on Form BB-1(Notice/Permission to Build) alongwith Form BB-3(material specifications) and Form BB-4(Building specifications) ;
- Title Documents/Certified Copy of property ownership documents such as registered title deed or fresh Fard Malkiat or PTD/PTO or allotment letter of approved housing scheme as issued by concerned authority (whichever applicable) of the under reference Property;
- Attested Copy of CNIC of the applicant and of the power of attorney, (wherever applicable);
- Undertaking on Stamp Paper of Rs. 500 denomination to the effect that applicant would be responsible for any damage caused to life or limb of any person or any property or municipal & utility services during construction of building (BB-5);
- Undertaking on Stamp Paper of Rs. 100 denomination to the effect that the proposed building plan is conforming to the land-use provisions of the applicable Master Plan/Land-Use Plan and Building & Zoning Bye-Laws;
- Drainage plan.
- 5 copies of proposed building plans on blue prints along with one copy on cloth comprising Section, Elevation, Plan, Site Plan and Block Plan;
- 1 copy of proposed building plan on A-4 Size for Scanning at one window.
- Signature of the owner and of the power of Attorney (if applicable) and Registered Architect of the project on proposed building plan and attached Forms;
- Valid NOC from CAA/PAF wherever applicable.
- Application for NOC from the Archeology Department in case of Special Premises declared under Punjab Special Premises (Preservations) Ordinance, 1985. (if applicable)
- Landscape plan; (if property measuring 4 Kanal and above)

(B) RESIDENTIAL (Above 4-storey):

- Application on Form BB-2 (Notice/Permission to Build multi story building) alongwith Form BB-3(material specification) and Form BB-4 (details of building specification) ;

- Title Documents/Certified Copy of property ownership documents such as registered title deed or fresh Fard Malkiat or PTD/PTO or allotment letter of approved housing scheme as issued by concerned authority (whichever applicable) of the under reference Property;
- Attested Copy of CNIC of the applicant and of the power of attorney, (wherever applicable);
- Undertaking on Stamp Paper of Rs. 500 denomination to the effect that applicant would be responsible for any damage caused to life or limb of any person or any property or municipal & utility services during construction of building (BB-5);
- Undertaking on Stamp Paper of Rs. 100 denomination to the effect that the proposed building plan is conforming to the land-use provisions of the applicable Master Plan/Land-Use Plan and Building & Zoning Bye-Laws;
- Application for NOC from the Archeology Department in case of Special Premises declared under Punjab Special Premises (Preservations) Ordinance, 1985. (if applicable).
- Landscape plan; (if property measuring 4 Kanal and above)
- Drainage plan
- 5 copies of proposed building plans on blue prints along with one copy on cloth comprising Section, Elevation, Plan, Site Plan and Block Plan;
- 1 copy of proposed building plan on A-4 Size for Scanning at one window.
- Signature of the owner and of the power of Attorney (if applicable) and Registered Architect of the project on proposed building plan and attached Forms;
- Structure Stability Certificate (SSC) as per specimen at form BB-6;
- 3 sets of structural design drawings and documents duly prepared and signed by a Structural Engineer registered with PEC;
- If approval requires prior clearance from High Level Design Committee, additional 21 copies of proposed building plan and multi-media presentation;
- If approval requires prior clearance of Special Committee, (Lahore only) submission of additional 18 copies of proposed building plan and multi-media presentation;
- Valid NOC from CAA/PAF wherever applicable
-

(C) COMMERCIAL (upto 4-storey i.e G +3):

- Application on Form BB-1(Notice/Permission to Build) alongwith Form BB-3(material specification) and Form BB-4(building specification) ;
- Title documents/Certified Copy of property ownership documents such as registered title deed or fresh Fard Malkiat or PTD/PTO or allotment letter of approved housing scheme as issued by concerned authority (whichever applicable) of the under reference Property;
- Attested Copy of CNIC of the applicant and of the power of attorney, (where ever applicable);
- Undertaking on Stamp Paper of Rs. 500 denomination to the effect that applicant would be responsible for any damage caused to life or limb of any person or any property or municipal & utility services during construction of building (BB-5);
- Undertaking on Stamp Paper of Rs. 100 denomination to the effect that the proposed building plan is conforming to the land-use provisions of the applicable Master Plan/Land-Use Plan and Building & Zoning Bye-Laws;
- 5 copies of proposed building plans on blue prints along with one copy on cloth comprising Section, Elevation, Plan, Site Plan and Block Plan;
- Landscape plan; (if property measuring 4 Kanal and above)
- 1 copy of proposed building plan on A-4 Size for Scanning at one window.
- Signature of the owner and of the power of Attorney (if applicable) and Registered Architect of the project on proposed building plan and attached Forms;
- Valid NOC from CAA/PAF wherever applicable.
- If approval requires prior clearance from High Level Design Committee, additional 21 copies of proposed building plan and multi-media presentation;
- If approval requires prior clearance of Special Committee,(Lahore only) submission of additional 18 copies of proposed building plan and multi-media presentation;
- Application for NOC from the Archeology Department in case of Special Premises declared under Punjab Special Premises (Preservations) Ordinance, 1985. (if applicable)
- Application for NOC from Traffic Engineering & Planning Agency/Traffic Police/Concerned Agency (for area of 4 Kanal and above)
- Drainage plan.

- Application for NOC from EPA; (in case of Hotels and hospitals)

(D) COMMERCIAL (Above 4-storey):

- Application on form BB-2 (Multi – Storey & Public Assembly) alongwith form BB-3(material specification) and form BB-4 (building specification) ;
- Title documents/Certified Copy of property ownership documents such as registered title deed or fresh Fard Malkiat or PTD/PTO or allotment letter of approved housing scheme as issued by concerned authority (whichever applicable) of the under reference Property;
- Attested Copy of CNIC of the applicant and of the power of attorney, (wherever applicable);
- Undertaking on Stamp Paper of Rs. 500 denomination to the effect that applicant would be responsible for any damage caused to life or limb of any person or any property or municipal & utility services during construction of building (BB-5);
- Undertaking on Stamp Paper of Rs. 100 denomination to the effect that the proposed building plan is conforming to the land-use provisions of the applicable Master Plan/Land-Use Plan and Building & Zoning Bye-Laws;
- 5 copies of proposed building plans on blue prints along with one copy on cloth comprising Section, Elevation, Plan, Site Plan and Block Plan;
- 1 copy of proposed building plan on A-4 Size for Scanning at one window.
- Signature of the owner and of the power of Attorney (if applicable) and Registered Architect of the project on proposed building plan and attached Forms;
- Structure Stability Certificate (SSC) as per specimen at form BB-6;
- 3 sets of structural design drawings and documents duly prepared and signed by a Structural Engineer registered with PEC;
- Application for NOC from Traffic Engineering & Planning Agency/Traffic Police/Concerned Agency; (for area of 4 Kanal and above or building having 7 story and above)
- Drainage plan.
- If approval requires prior clearance from High Level Design Committee, additional 21 copies of proposed building plan and multi-media presentation;

- If approval requires prior clearance of Special Committee, (Lahore only) submission of additional 18 copies of proposed building plan and multi-media presentation;
- Application for NOC from the Archeology Department in case of Special Premises declared under Punjab Special Premises (Preservations) Ordinance, 1985. (if applicable);
- Valid NOC from CAA/PAF wherever applicable.
- Application for NOC from EPA; (in case of Hotels and hospitals)
- Landscape plan; (if property measuring 4 Kanal and above)
- Evacuation Plan

(E) INDUSTRIAL, INSTITUTIONAL, URBAN DEVELOPMENT PROJECT AND COMPLEX OF BUILDING ON A PLOT OF 20 KANAL OR ABOVE:

- Application on form BB-2 (Multi – Story & Public Assembly) alongwith form BB-3(material specification) and form BB-4(building specification) ;
- Certified Copy of property ownership documents such as registered title deed or fresh Fard Malkiat or PTD/PTO or allotment letter of approved housing scheme as issued by concerned authority (whichever applicable) of the under reference Property;
- Attested Copy of CNIC of the applicant and of the power of attorney, (where ever applicable);
- Undertaking on Stamp Paper of Rs. 500 denomination to the effect that applicant would be responsible for any damage caused to life or limb of any person or any property or municipal & utility services during construction of building (BB-5);
- Undertaking on Stamp Paper of Rs. 100 denomination to the effect that the proposed building plan is conforming to the land-use provisions of the applicable Master Plan/Land-Use Plan and Building & Zoning Bye-Laws;
- 5 copies of proposed building plans on blue prints along with one copy on cloth comprising Section, Elevation, Plan, Site Plan and Block Plan;
- 1 copy of proposed building plan on A-4 Size for Scanning at one window.
- Landscape plan; (if property measuring 4 Kanal and above)
- Drainage plan.
- Signature of the owner and of the power of Attorney (if applicable) and Registered Architect of the project on proposed building plan and attached Forms;

- Structure Stability Certificate (SSC) as per specimen at form BB-6;
- 3 sets of structural design drawings and documents duly prepared and signed by a Structural Engineer registered with PEC;
- Application for NOC from EPA;
- Application for NOC from Traffic Engineering & Planning Agency/Traffic Police/Concerned Agency;
- Building application shall be accompanied with a landscape plan and drainage plan.
- If approval requires prior clearance from High Level Design Committee, additional 21 copies of proposed building plan and multi-media presentation;
- If approval requires prior clearance of Special Committee, submission of additional 18 copies of proposed building plan and multi-media presentation; (For Lahore Only)
- Application for NOC from the Archeology Department in case of Special Premises declared under Punjab Special Premises (Preservations) Ordinance, 1985. (if applicable)
- Valid NOC from CAA/PAF wherever applicable.
- Evacuation Plan (in case of Multi Storey)

Timeline for Processing & Approval of Building Application

Activity	Concerned Staff	Timeline
(A) Residential upto 10 Marla: Approval by Deputy Metropolitan Officer Planning;		
To calculate Scrutiny Fee, checking of drawings as per Building Bye-Laws in order to issue Challan Form for payment of Scrutiny Fee in designated bank	Head Draftsman (HD)	One day
To register Building Application upon verification of Scrutiny Fee	Building Plan Clerk (BPC)	One day
To scrutinize the ownership / title documents of the property with respect to site position	Municipal Patwari	2 days
To report as per provisions of approved land use / master plan and town planning scheme, as the case may be	Building Surveyor	2 days
To report as per site position and applicable building bye-laws of the local government	Building Inspector (BI)	3 days
To verify reports of Head Draftsman, Municipal Patwari, Building Surveyor and B.I and recommend proposal for further proceedings of approval / issuance of observations, as per the facts of the case.	Assistant Municipal Officer (Planning)	2 days
To evaluate the reports and record decision on the building application if within his competence with deposit of building plan approval fee, or forward the case to the next higher authority for decision.	Deputy Municipal Officer (Planning)	3 days/14 working days
(B) Residential Above 10 Marla upto one Kanal & Commercial upto 10 Marla: approval by Municipal Officer (Planning);		
To verify reports of staff and approve proposal upto his jurisdiction with deposit of building plan approval fee, and will forward the other cases to the Chief Corporation Officer.	Municipal Officer (Planning)	5 days/19 working days
(C) Residential above 1 Kanal upto 2 Kanal, Commercial above 10 marla upto one Kanal and industrial upto 2 Kanal: Approval by CCO;		
To verify reports of staff and approve proposal upto his jurisdiction with deposit of building plan approval fee, and will forward the other cases to the Administrator/Departmental	Chief Corporation Officer	5 days/24 working days

Committee. To recommend proposal for placing before HLDC, Special Committee & Special Premises Committee within their jurisdictions respectively.		
(D) Residential above 2 Kanal, Commercial above one Kanal and industrial above 2 Kanal: Approval by Administrator/Lord Mayor upon recommendations of Plan Scrutiny Committee;		
To verify reports of staff and approve proposal upon recommendations of the Scrutiny Committee or HLDC or Special Committee which ever applicable, with deposit of building plan approval fee.	Administrator/Lord Mayor	6 days/30 working days

Checklist for Submission of Application for Conversion of Land Use

1. Application for the conversion of land use by the owner of the property or a person having valid power of attorney.
2. Certified Copy of property ownership documents such as registered title deed or fresh Fard Malkiat or PTD/PTO or allotment letter of approved housing scheme as issued by concerned authority (whichever applicable) of the under reference Property;
3. Attested Copy of CNIC of the owner of the property and the power of attorney, (wherever applicable);
4. Site plan showing dimensions and location of site and adjoining road/street.
5. Undertaking on Stamp Paper of Rs. 100 denomination to the effect that the applicant shall fulfill the terms and conditions applicable for specific change of land use.
6. Satellite Imagery with marking of proposed site as per defined scale.

Timeline for Processing & Approval of Application for Change of Land Use

Activity	Concerned Staff	Timeline
PERMITTED AND PERMISSIBLE LAND USE: CONVERSION OF RESIDENTIAL, INDUSTRIAL, PERI URBAN AREA OR INTERCITY SERVICE AREA TO PERMITTED COMERCIAL USE ON NOTIFIED ROADS (LIST – A) Approval by Administrator/Mayor		
To register Application for change of land use.	Junior Clerk (JC)	2 day
To visit the site, examine the site plan w.r.t ownership & report as per site position	Municipal Patwari & Building Inspector	3 days
To examine the site plan and report in light of the provisions of Land Use Rules, policy guidelines, DP&DC decisions, approved land use / master plan, as the case may be	Draftsman, Building Surveyor, & Assistant Metropolitan Officer (Planning)	3 days
To verify reports of Municipal Patwari, Building Inspector, Draftsman, Building Surveyor, and Assistant Metropolitan Officer (Planning), and recommend proposal for further proceedings of approval /placement of case in DP&DC / issuance of observations, as per the facts of the case.	Metropolitan Officer (Planning)	4 days
To forward with comments the proposal of permitted land use to Administrator / Lord Mayor for decision. To forward the permissible land use cases to DP&DC.	Chief Corporation Officer	3 days
To evaluate the reports and record decision on the proposed conversion of land use.	Administrator/Lord Mayor	5 days
(B) CONVERSION OF RESIDENTIAL, INDUSTRIAL, PERI URBAN AREA OR INTERCITY SERVICE AREA TO PERMISSIBLE COMERCIAL USE IS EXAMINED AND RECOMMENDED BY DP&DC. PERMISSION GRANTED BY ADMINISTRATOR/MAYOR;		
The DP&DC shall examine the application on merit /rules and recommend next course of action regarding conversion to permissible land use.	DP&DC	15 days/35 working days
Upon grant of permission of Permitted Land Use Conversion by local government or Permissible Land Use Conversion by DP&DC, intimation letter shall be issued accordingly alongwith Land Use Conversion Fee Challan.	Metropolitan Officer (Planning)	4 days

In case of observations/rejection of application, intimation letter shall be so issued.		
After verification of submission of Land Use Conversion Fee, land use conversion letter shall be issued in favor of the applicant.	Metropolitan Officer (Planning)	3 days /42 days

Checklist for Completion Certificate Application

Work Completion Notice:

- i. Application for Completion Certificate shall be submitted within one month of the completion of the work in writing;
- ii. In case of multi storey building and building of public assembly, the application shall be submitted on BB-9 (Structure Stability Certificate for completion of building) for completion of the work in accordance with the Building Bye-Laws and the approved building plan;
- iii. In case of non-multi storey building, the application shall be submitted on BB-15 for completion of the work in accordance with the Building Bye-Laws and the approved building plan;
- iv. In case of multi-storey building, application for NOC from Civil Defence.
- v. Attested copy of sanctioned building plan
- vi. As built building plan

PROCESSING WITH TIME LINE FOR ISSUANCE OF COMPLITION CERTIFICATE

Activity	Concerned Staff	Timeline
Registration of application.	Building Plan Clerk	2 day
To visit the site, examine the construction as per sanctioned Building Plan and recommend for the issuance of completion certificate or point out the deviation(s), if any; and work out the composition charges of compoundable deviation(s).	Building Inspector	5 days
Verification of the report of Building Inspector and issue completion certificate upto 10 Marla Residential, recommend and forward other cases to Metropolitan Officer (Planning).	Assistant/Deputy Metropolitan Officer (Planning)	3 days
Verification of the reports of Building Inspector, Assistant/Deputy Metropolitan Officer (Planning) and issue completion certificate and forward the case(s) of compoundable deviation(s) to composition committee of local government.	Metropolitan Officer (Planning)	5 days
Consider the case(s) of compoundable deviation(s) and record decision.	Composition Committee	7 days
To issue completion certificate upon submission of original Bank Challan of deposited composition charges.	Metropolitan Officer (Planning)	3 days/25 working days

**Check list / Documents required for Check List for Approval of Private Housing Scheme, Farm
Housing Scheme & Land Sub Division**

Phase-I

SUBMISSION OF APPLICATION FOR PRELIMINARY PLANNING PERMISSION

- Developer will provide following documents for Preliminary Planning Permission.
- Application on simple paper signed by Developer depicting the area details, location and contact number of Developer.
- Attested copy of computerized National Identity Card of the Developer.
- Complete mailing address of the Developer.
- A copy of recent utility bill for the property mentioned in mailing address as proof of residence.
- A certified copy of 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. 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 total area and salient features.
- Application with 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 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 access road :

- Aks-e-Shajra Issued by the Revenue Department.
- Site Plan of proposed scheme mentioning the surrounding areas.
- Area of 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 waste water;
- Original paid challan as proof of deposition of fee as per following.
 - rupees five thousand for scheme having area up to two thousand kanal; and
 - rupees ten thousand for scheme having area above two thousand kanal
- In case of Industrial Schemes, following additional attachments are also required;
- a comprehensive statement / description for the supply of water; arrangement for provision of power and sui gas (if required); and final disposal of the waste water;
- description of the industries to be developed at proposed sites.
- report from industry department regarding the feasibility/ suitability of the proposed location pertaining to the negative areas and negative list;
- Report from the concerned office 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

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

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

- Certified title documents (registered title deed, or fresh Fard Malkiyat, Intaqal, etc. or any other document) having 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 extend to a depth of one thousand feet around the proposed scheme signed by the Developer and Town Planner (triplicate copy).
- Layout plan, super imposed 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 approach road, payment of Condonation Fee (where applicable), certificate about exchange of government land (where applicable).
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 minimum thirty feet right of way;
- Approach road / access road width is minimum Sixty feet in case of Metropolitan Corporations(city district)/forty feet(other districts);
- accommodation of roads proposed in master plan;
- a ten marla plot for solid waste management up to one thousand plots and ten marla plot for every additional one thousand plots;
- 20 % of the plots in a housing scheme shall be reserved /planned for plots upto 5 marlas for 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 grave yard within walking distance of a scheme, the area can be provided as extension of the existing grave yard with 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 residential plot, four kanal;
- e) approach road not less than 40 ft; (in case of city district 60 ft)
- f) internal roads with minimum forty feet right of way;
- g) accommodation of roads proposed in master plan;
- h) a ten Marla plot for solid waste management up to one thousand plots and ten Marla plot 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.

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

- a) scale of scheme plan 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 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 existing graveyard, if any, excluding it from 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 colour hatched;
 - q) signatures of developer and town planner;
 - r) cardinal sign indicating north;
 - s) name of scheme;
 - t) names of the mouzas comprising a scheme.
- Fee.
 - (a) sanction of a scheme at the rate of rupees one thousand per kanal;
 - (b) approval of design and specifications for water supply, sewerage and drainage at the rate of rupees five hundred per kanal;
 - (c) approval of design and specifications for road, bridge and footpath of a scheme at the rate of rupees five hundred per kanal;
 - (d) 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 fee for conversion of peri-urban area to scheme use at the rate of one percent of the value of the residential land as per valuation table or one percent of the average sale price of preceding twelve months of residential land in the vicinity, if 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;

- Roads network, bridge, footpaths;
- Plans for approval by the competent authority regarding:
 - Landscaping ;
 - Electricity and street lighting;
 - Solid Waste Management,
- Developer will provide 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 specification of Water Supply, Sewerage and drainage system;
 - Number of tube wells, their capacity, chamber designs, bore hole details and connection with water supply system, including tube wells logs (strata chart), details of tube wells machinery and installation details;
 - Over head tank, capacity, design, structure design, and design calculation and structural stability certificate;
 - Design for ultimate disposal of sewage;
 - Location of septic or soakage well, where disposal is not available.
- Developer will provide following four sets of documents for approval of Designs and Specifications of 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, land scape design for road network, street furniture design & fixture,
 - Traffic control devices;

Phase-III

ISSUANCE OF SANCTION OF SCHEME (PRE-REQUISITES)

- Developer will provide following documents for issuance of sanction of a scheme:
 - a) a transparency of approved layout plan indicating also the plots proposed to be mortgaged;
 - b) a soft copy of approved layout plan geo-referenced with the coordinate system of survey of Pakistan plan;
 - c) a transfer deed in accordance with form B for free of cost transfer to Concerned local government:
 - i. area reserved for roads, open space, park and graveyard, solid waste management; and
 - ii. one percent of scheme area for public buildings, excluding the area of mosque:
 - d) submit in the name of 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 saleable area as security for completion of development works; or
 - iv. a performance bond, in accordance with form D and D1, consisting of a performance agreement and a bank guarantee respectively. Amount of bank guarantee shall be equivalent to 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, location, with contact number of the Developer. Following shall be attached.
 - Attested copy of National Identity Card of Developer;
 - Certified title documents (Fard, Intiqal, or any other document)
 - Non Encumbrance Certificate issued by competent authority;

- Sub-division plan, indicating location of existing buildings;
- Location plan;
- Three sets of sub-division and location plan signed by a Developer and a Town Planner (Hard and Soft copy);
- Application with 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 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 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 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 waste water.
- 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 LAY OUT PLAN

The Developer will submit Application for issuance of approval alongwith 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.

**PROCESSING AND TIME FRAME FOR HOUSING SCHEME, FARM HOUSING SCHEME AND LAND
SUB DIVISION**

Phase-I

**SUBMISSION OF APPLICATION FOR PRELIMINARY PLANNING PERMISSION FOR HOUSING
SCHEME & FARM HOUSING SCHEME**

S.#	Task	Processes	Responsibility	Time schedule
a	Application receiving / Preliminary Scrutiny and challan issuance	1. Checking of requisite attachments with applications as per check list. 2. Issuance and deposit of challan of Preliminary Planning Permission fee. 3. Forwarding the application to concerned local government.	Building Clerk E-Khidmat Center / Facilitation Center	02 days
b	Preliminary Scrutiny / Preliminary Planning Permission processing by the local government.	1. Receipt of application(s), entry in the register and allocation of specific sequential number to each application. 2. Refer the application(s) of NOCs to concerned departments. 3. local government will scrutinize the documents and NOC's / report to be received from Revenue and Irrigation Departments as per rules/law. 4. In case of objections, refusal, rejection of application, will be return to the E-Khidmat center. 5. In case of clearance, the Metropolitan Officer Planning will forward the case to forthcoming DP&DC meeting for decision through Chief Corporation Officer.	Building clerk / Building Inspector/ Metropolitan Officer (Planning) / Chief Corporation Officer	10 days
c	DP&DC Meeting and issuance of decision(s).	1. Preparation of agenda for placing the case before the District Planning and Design Committee meeting. 2. Maintenance of the record, file compilation & relevant entries in the register etc. 3. Preparation of draft letters for communication. 4. Attachments of all relevant references. 5. Examination & approval of the agenda	Metropolitan Officer Planning /DP&DC	15 Days

		from competent committee where required under the rules / law. 6. Communication to concerned members / government departments, where required. 7. Issuance of minutes / decision of DP&DC		
d	Post DP&DC action by local government	1. In case of objection(s) / refusal, Metropolitan Officer Planning will inform the Developer accordingly. 2. In case of clearance by DP&DC, Metropolitan Officer Planning will forward the case with his recommendation(s) for issuance of Preliminary Planning Permission to Administrator/Lord Mayor through Chief Corporation Officer. 3. Administrator/Lord Mayor will approve and thereafter, Metropolitan Officer Planning will forward the Preliminary Planning Permission to E-Khidmat Center.	Metropolitan Officer Planning / Chief Corporation Officer / Administrator/ Lord Mayor	05 days
e	Issuance of PPP from E-Khidmat Center	1. Applicant will receive the same from E-Khidmat Center. 2. Validation period of Preliminary Planning Permission is 6 months.	Metropolitan Officer Planning/ E-Khidmat Center	01 day

Phase-II

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

S.#	Task	Processes	Responsibility	Time schedule
A	Submission of application for Technical Scrutiny Of Lay Out Plan & Services Design.	1. Checking of requisite attachments with application(s) as per check list. 2. Forward the application to concerned local government, if found complete and in order.	Building Clerk , E-Khidmat Center	01 day

B	Submission of Design and Specification of services	- Developer will submit four sets of Design and Specifications of services along with documents (as per check list) and copy of paid challans to E-Khidmat Center. - The E-Khidmat Center will forward the application to local government.	E-Khidmat Center / Facilitation Center / Building Clerk	01 day
C	Scrutiny of documents / Services Design.	After receiving of application, office of MO (Infrastructure) will; - Scrutinize and check the Services Designs as per law and in case of shortcomings / discrepancies, raise objections for clearance by the Developer through E-Khidmat Centre - In case of clearance, grant approval of services design and specifications - Issue sanction letter of Design and Specifications to the Developer through E Khidmat Centre	Metropolitan Officer (Infrastructure)	15 days (These 15 days will start concurrently & will not include in days)
D	Initial Scrutiny of documents for Technical Scrutiny	- Receipt of applications, entry in the register and allocation of specific sequential number to each application. - Checking and scrutiny of requisite attachments with applications as per rules. Building Inspector will scrutinize the plans / documents and recommend to Metropolitan Officer Planning for clearance or point out discrepancies, if any.	Building Clerk/ Building Inspector	8 days
E	Information to Developer regarding objections.	- In case of objection(s), Metropolitan Officer Planning will inform the Developer for rectification. - In case scrutinized and cleared by Metropolitan Officer Planning, he will direct	Metropolitan Officer Planning	02 days

		subordinate staff to put up case for invitation of public objections.		
F	Invitation of public objections	1. Prepare the public advertisement notice and forward to Metropolitan Officer Planning. 2. Metropolitan Officer Planning will scrutinize and forward the public notice with report to Administrator/Lord Mayor for approval of publication through Chief Corporation Officer. 3. After approval, the Public notice will be sent to Director General Public Relations, Lahore by Chief Corporation Officer for publication at the cost of Developer.	Head Clerk / Metropolitan Officer Planning / Chief Corporation Officer / Administrator/Lord Mayor	05 days
G	Publication of advertisement / filing and clearance of objections, if any.	Building Inspector will enlist and scrutinize the objections and submit report to Metropolitan Officer Planning, who will forward the report with his recommendation(s) to Administrator/Lord Mayor through Chief Corporation Officer, who may: i. Reject the objections; or ii. Require the Developer / complainant for provision of further information / documents. iii. In case of clearance /settlement of objections refer the case to Metropolitan Officer Planning through Chief Corporation Officer to issue letter by Chief Corporation Officer to DP&DC, for inclusion in the forthcoming meeting of DP&DC.	Building Inspector Metropolitan Officer Planning /Chief Corporation Officer/ Administrator/ Lord Mayor	15 + 02 days

H	DP&DC Meeting and issuance of decision.	1. Preparation of agenda for placing the case before the District Planning and Design Committee meeting. 2. Maintenance of the record, file compilation & relevant entries in the register etc. 3. Preparation of draft letters for communication. 4. Attachments of all relevant references. 5. Examination & approval of the agenda from competent committee where required under the rules / law. 6. Communication to concerned members / government departments, where required. 7. Decision of DP&DC/issuance of minutes.	Metropolitan Officer Planning /DP&DC	15 Days
I	Post DP&DC action by local government	1. In case of objection(s) / refusal, Metropolitan Officer Planning will inform the Developer accordingly. 2. In case of clearance by DP&DC, Metropolitan Officer Planning will forward the case for approval by the Council/House through Chief Corporation Officer/Administrator/Lord Mayor. 3. Council/House will approve/Reject and Metropolitan Officer Planning will forward the approval of Lay Out Plan alongwith Challans to E-Khidmat Center.	Metropolitan Officer Planning / Chief Corporation Officer / Administrator/ Lord Mayor/Council/House	05 days
J	Issuance of technical clearance of Lay out Plan, Demand letter & Services Design from E-Khidmat	The applicant will receive the same from E-Khidmat Center.	E Khidmat Center	01 day

	Center			
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Phase-III

SUBMISSION FOR SANCTION OF HOUSING SCHEME OR FARM HOUSING SCHEME

S.#	Task	Processes	Responsibility	Time schedule
A	Submission of application for sanction of scheme	1. Checking of requisite attachments with application(s) as per check list. 2. Submission of Paid Challans. 3. Forward the application to concerned local government, if found complete and in order.	Building Clerk / E-Khidmat Center	01 day
B	Scrutiny of documents / Deeds etc. for the issuance of formal letter of sanction.	1. Receipt of applications, entry in the register and allocation of specific sequential number to application. 2. Metropolitan Officer Planning will forward the Deeds to Metropolitan Officer (Regulation) for transfer/registration in favour of local government with Revenue Department through Chief Corporation Officer. 3. In case, Developer decides to furnish Performance Bond consisting of a performance Agreement and Bank Guarantee, Metropolitan Officer (Infrastructure) will work-out the development cost. 4. Building inspector will forward the cleared Lay Out Plan to Metropolitan Officer Planning for clearance or point out discrepancies, if any. 5. In case of discrepancies, Metropolitan Officer Planning will require further documents	Building Clerk/Building Inspector / Metropolitan Officer Planning/ Metropolitan Officer Infrastructure/ Metropolitan Officer (Regulation) Chief Corporation Officer / Administrator/Lord Mayor	7 days

		/ information from the Developer. 6. In case of clearance, Metropolitan Officer Planning with his report will recommend, for the issuance of Formal Letter of Sanction by the Administrator through CCO after the verification of Deeds and its execution in revenue record.		
C	Issuance of Sanction letter from E-Khidmat Center	The applicant will receive the same from E-Khidmat Center.	E Khidmat Center	01 day

TIME FRAME FOR PROCESS OF AN APPLICATION FOR LAND SUB DIVISION.

S.#	Task	Processes	Responsibility	Time schedule
A	Receipt of application, preliminary scrutiny and challan issuance	1. Checking of requisite attachments with applications as per Check list. 2. Forwarding the application to local government.	Building Clerk E-Khidmat Center	02 day
B	Initial Scrutiny of documents.	1. Receipt of applications, entry in the register and allocation of specific sequential number to each application. 2. Refer to Revenue Department for verification of ownership and issuance of NOCs; 3. Scrutinize the plans / documents and point out discrepancies, if any.	Building Clerk/Building Inspector / Metropolitan Officer Planning	10 days

C	Scrutiny / Verification of NOCs.	After receiving the verification / NOC's, Building Inspector will scrutinize, and: - In case of objection, forward the case to the Metropolitan Officer Planning who will inform the Developer for rectification. - In case of clearance, recommend the case to Metropolitan Officer Planning for further process who will submit the same with his recommendation(s) to Administrator through Chief Corporation Officer for technical clearance of Lay Out Plan.	Building Inspector/ Metropolitan Officer Planning/ Chief Corporation Officer/ Administrator/ Lord Mayor	05 days
D	Issuance of technically cleared Lay Out Plan / demand letter	Metropolitan Officer Planning, through E-Khidmat Center, will issue the letter to the Developer intimating technical clearance of Lay Out Plan and seeking documents mentioned in check list and issue challan for deposition of fee.	Metropolitan Officer Planning / E Khidmat Center	02 days

PHASE-II

SUBMISSION FOR SANCTION OF LAND SUB DIVISION

S.#	Task	Processes	Responsibility	Time schedule
A	Receipt of application / Preliminary Scrutiny	1. Checking of requisite attachments with applications as per Check List. 2. Checking of deposit of fee. 3. Forwarding the application to local government.	Building Clerk / E-Khidmat Center	01 day

B	Scrutiny of documents / Deeds etc. and formal letter of sanction.	Receipt of application, entry in the register and allocation of specific sequential number to each application. After receiving of application, Building Inspector will: • Forward the Deeds to Metropolitan Officer Regulation through Metropolitan Officer Planning/Chief Corporation Officer for transfer/registration of deeds in favour of local government with Revenue Department. • Verify the technically cleared Lay Out Plan and recommend to Metropolitan Officer Planning for clearance or point out discrepancies, if any. • In case of discrepancies, requirement of further documents / Metropolitan Officer Planning will inform the Developer . • In case of clearance, and transfer/registration of deeds Metropolitan Officer Planning recommend to the Administrator / Lord Mayor through Chief Corporation Officer for sanction.	Building Clerk/Building Inspector / Metropolitan Officer(Reg)/ Metropolitan Officer Planning Chief Corporation Officer / Administrator/ Lord Mayor	15 days
C	Issuance of Sanction letter from E-Khidmat Center	The applicant will receive the same from E-Khidmat Center.	E Khidmat Center	01 day

Projects Approval Regime

Punjab Housing and Town Planning Agency

Checklist for Submission of Building Plan Application

(A) For Residential / Commercial / Community Sites (Upto 3 stories / 38 feet height)

Fee Rs. 500/- per marla for residential/community sites and Rs. 2000/- per marla for commercial

Deposit of Fee :-

For Govt. Funded Schemes	National Bank of Pakistan through challan on form no. 32-A
For Self Income Schemes	Bank of Punjab through deposit slip

- i. Application on form BR-1 along with form BR-3 (building specification) and form BR-4 (details of material specification);
- ii. Certified Copy of ownership document such as Allotment Letter or Transfer Letter issued by PHATA or registered sale deed (where Proprietary Rights stand issued);
- iii. Attested Copy of CNIC of the applicant(s);
- iv. Undertaking on Stamp Paper of Rs. 500/- to the effect that applicant would be responsible for any damage caused to life or limb of any person or any property or municipal & utility services (BR-5);
- v. Undertaking on Stamp Paper of Rs. 50/- to the effect that the proposed building plan is conforming to the approved layout plan of the scheme and as per land-use prescribed therein;
- vi. 5 copies of proposed building plan including layout, location, section, elevation and block plan on blueprints plans;
- vii. Signature of the applicant(s) and Registered Architect of the project on proposed building plan and attached forms;
- viii. Applications pertaining to properties measuring 4 kanal and above shall be accompanied by a landscape plan showing hard and soft landscape elements including Horticulture Works around the proposed building. Adequate plantation of trees must be indicated on the plans;
- ix. Drainage Plan (i) a plan showing the intended line of drainage of such building and the details of the arrangements proposed for the aeration of the drains (ii) plan and

section of the area between building line and edge of adjacent metaled road having levels with reference to a road level showing drainage line.

(B) For Multi-storey (More than 3 stories & above 38 feet height) & Public Assembly Buildings:

Fee Rs. 5/- per s.ft. for residential and Rs. 10/- per s.ft. for commercial

Deposit of Fee:-

For Govt. Funded Schemes	National Bank of Pakistan through challan on form no. 32-A
For Self Income Schemes	Bank of Punjab through deposit slip

- i. Application on form BR-2 along with form BR-3(building specification) and form BR-4 (details of material specification);
- ii. Certified Copy of ownership document such as Allotment Letter or Transfer Letter issued by PHATA or registered sale deed (where Proprietary Rights stand issued)
- iii. Attested Copy of CNIC of the applicant(s);
- iv. Undertaking on Stamp Paper of Rs. 500/- to the effect that applicant(s) would be responsible for any damage caused to life or limb of any person or any property or municipal & utility services (BR-5);
- v. Undertaking on Stamp Paper of Rs. 50/- to the effect that the proposed building plan is conforming to the approved layout plan of the scheme and as per land-use prescribed therein;
- vi. 5 copies of proposed building plan including layout, location, section, elevation and block plan on blueprints plans;
- vii. Signature of the applicant(s) and Registered Architect of the project on proposed building plan and attached forms;
- viii. Applications pertaining to properties measuring 4 kanal and above shall be accompanied by a landscape plan showing hard and soft landscape elements include Horticulture Works around the proposed building. Adequate plantation of trees must be indicated on the plans;
- ix. Drainage Plan (i) a plan showing the intended line of drainage of such building and the details of the arrangements proposed for the aeration of the drains (ii) plan and

section of the area between building line and edge of adjacent metaled road having levels with reference to a road level showing drainage line;

- x. Structure Stability Certificate (SSC) specimen at form BR-6;
- xi. 3 sets of structural design drawings and documents duly prepared and signed by a Consultant Structural Engineer;
- xii. Excavation Plan and design of pile work / retaining structures for a site area more than 20 kanal;
- xiii. Application for NOC from EPA for industrial, hospital, hotel, urban development project and complex of building on a plot of 20 Kanal or above;

Documents Required by EPA for NOC

- 1) Duly filled Application form (Schedule-IV) as per IEE/EIA Regulations, 2000 (**Link: IEE/EIA Regulations 2000**)
- 2) Ten paper copies and two electronic copies of an IEE or EIA in case of development projects i.e., housing schemes/ commercial buildings (more than 2 Kanal land & more than 45 feet height) and check list in case of petrol pumps. (**Link: Guidelines for Preparation of IEE/EIA Report**)
- 3) Review Fee in form of Bank Draft in favour of DG EPA (Amount mentioned in link at serial i above).
- 4) Layout map / building plan of the project.
- 5) Land ownership documents.
- 6) Copy of CNIC of the applicant of the proposed project.
- 7) Undertaking as per Schedule VII of Regulations *ibid*.
- 8) Estimated cost of Project (project cost includes infrastructure and land cost).
- 9) Colored Map of Google Earth (A3/A2 size) indicating the proposed project area, nearby trunk sewer and distances from nearby residential areas, water body, road network (highway) & sensitive habitat (if any).
- 10) Proof of status of land as per record of Local Govt. (Land use Rules), master plan of Development Authorities.
- 11) Plan for waste water disposal in trunk sewer to be communicated in due course of time.

12) Authority letter in favor of proponent in case of more than one land owner.

Timelines for Issuance of NOC by EPA

Activity	Concerned Staff	Timeline
Application Receiving Under Regulation	One Window Cell	1 day
Assigning Computer Tracking No.		
Entry in IEE (Fee Rs.15,000/- in any schedule bank) EIA (Fee Rs.30,000/- in any schedule bank) Register	EIA Inspector –I	
Review Fee (Fee Rs.15,000/-in any schedule bank) Bank Draft entry in record		
Forwarding Bank Draft to Concerned Cashier		
Preparation/Dispatch of Letter for Field Office to request for Site suitability Report	Junior /Senior Clerks, Insp. I	
Preliminary Scrutiny Process	AD-EIA, DD-EIA	5 days
Submission of replies from Proponent, submission of Site Suitability report from Field Office, EPA (subject to quick coordination of the Proponent with the Field Officer).	AD-EIA, DD-EIA, SC/JC	4 days
Review of reply received from the Proponent	AD-EIA, DD-EIA, SC/JC	1 day
Submission of Public Hearing Draft (proposed venue /date) for approval by DG, EPA, if reply is satisfactory (in case of EIA only)	AD-EIA, DD-EIA, SC/JC	2 days
Approval and issuance of Public Hearing Notice for Publication (in case of EIA only)	AD, DD, Dir, DG	
Public Hearing Notice published in one local and one national daily 30 days prior to Public Hearing Date (in case of EIA only)	Public hearing	30 days
Proceeding of Public Hearing, submission of minutes of public hearing to EPA HQ by EPA Field Office. (in case of EIA only) There may be some public concerns that required to be addressed by proponent which will be time consuming	PROPONET + EPA Field Formation	7 days
Approval for placement of case in Committee of Expert (after receipt of minutes of public hearing, in case of EIA only)	AD -EIA / DD-EIA	1 day
Preparation of Working Paper for Committee of Experts (COE), Meeting of COE, preparation of Minutes of the Meeting and approval from the Committee	SEC. COE/SC	5 days
Preparation of Draft EA or otherwise	AD -EIA/Steno	1 day
Submission for approval of competent authority its issuance to the Proponent	AD, DD, Dir, DG, DC, Commissioner	3 days

NOTE: *This timeline is subject to in time submission of requisite documents/information from proponent quickly and if all process continues in ideal conditions without any public complaint/court case/litigation/official Holidays, etc.

- **TOTAL DAYS FOR IEE: 20 working days**
- **TOTAL DAYS FOR EIA: 60 working days**

xiv. Application for NOC from Traffic Engineering Agency for commercial building on a plot of 4 Kanal or above and commercial high-rise building having 5 storey and above in the housing schemes at Lahore, Multan, Rawalpindi and Faisalabad. For the rest of schemes such NOC is not required;

Documents Required (For NOC From Traffic Engineering Point of View Against TIA Report and Execution of Parking Agreement)

1. Attested copy of ownership documents.
2. Copy of commercialization letter of concerned Department/Authority (If Applicable).
3. Attested copy of CNIC of owner(s).
4. Original Power of Attorney and attested copy of CNIC of authorized representative (if applicable).
5. Two (02) sets of drawings (A0 Size, Ammonia Print) duly signed by the owner & signed & stamped by the Architect
6. TIA Report duly signed and stamped by PEC registered Transportation/Traffic Engineer as per requirement of TEPA. (One Hard Copy, One Soft Copy of TIA report and Traffic Count Data)
7. Parking Agreement on Online Stamp Paper (Min. Rs. 1200) with signature(s) and thumb impression(s) of the owner(s), authorized representative and the witness (As per attached Format).
8. Attested copy of CNIC of witness.
9. Affidavit on Rs.100 stamp paper duly signed by the owner(s) and/or authorized representative (As per attached format).
10. Contact details for correspondence / site visit.

Requisite Fee: (For Lahore only)

1. Rs. 250,000/- for buildings having covered area upto 50,000 S.ft. or Rs. 5/- per S.ft. for buildings having covered area greater than 50,000 S.ft.
2. Rs. 50,000 for execution of Parking Agreement.

Fee submission Procedure:

1. In case of no observation, the applicant shall be informed by Directorate of Admin & Finance, TEPA, to collect original challans.
2. Applicant shall submit the challan fee in Bank of Punjab, Temple Road Branch in favour of TEPA.
3. Applicant shall return the original paid challans to Directorate of Admin & Finance, TEPA for verification.

Timelines for Issuance of NOC and Execution of Parking Agreement by TEPA

	Activity	Concerned Staff	Timeline 18 Working days
1	As drawings are necessary for processing the case of TIA, the process on the case shall be started once plans have been scrutinized by LDA or 07 days from the submission of the case, whichever comes earlier.		
2	Download the case / documents and put up the case to Deputy Director (TE) TEPA after checking of all the related documents and site visit (if necessary)	Assistant Director (TE)	05
3	In case of any discrepancy/shortcoming , the case report will be forwarded to Director (S&E) TEPA	Deputy Director (TE)	02
4	The case will be submitted for information of Chief Engineer TEPA and the applicant shall be intimated about observation	Director (S&E)	02
5	In case of No Objection , recommendation of the case after checking of relevant documents and forwarding of the case to Director (S & E) TEPA	Deputy Director (TE)	03
6	In case of No Objection , forwarding of the case to Deputy Director Accounts TEPA for issuance of Challans to the applicants who shall intimate the applicant to collect Fee Challans.	Director (S&E)	02
7	After receipt of Paid Challans from the applicant, the verification of the Paid Challan Fee and forwarding of the case to Director Admin & Finance TEPA for seeking approval from Chief Engineer TEPA	Deputy Director (Accounts)	02
8	Forward the case to Chief Engineer TEPA for approval	Director (Admin & Finance)	02
9	Forward back the case to Director (S&E) TEPA, after approval	Chief Engineer, TEPA	03

10	Issuance of NOC Letter	Director (S&E)	01
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- xv. Application for obtaining Certificate from Civil Defense (Fire Fighting) Department; (No fee is charged)

Documents Required by Civil Defense (Fire Fighting) Department for NOC

1. Attested copy of CNIC of the owner
2. Application form duly filled in by the applicant
3. Fire Safety Drawings prepared by the consultant as per Rule-9 of Civil Defence Special Power Rules, 1951 as prescribed in the relevant schedule (link attached).
4. Affidavit of Rs. 50/- declaring that all Civil Defence measures as per schedules (link attached) will be completed before commencement / operation of commercial buildings.

Timelines for issuance of NOC by Civil Defense (Fire Fighting) Department:

	Activity	Concerned Staff	Timeline 10 Working days
1	Receipt and marking of Application	Concerned Deputy Commissioner/ Controller Civil Defense	1 day
2	To scrutinize the Application forms/ drawings under Civil Defence special power rules, 1951 under rule, 9.	Concerned Civil Defense Officer	2 days
3	Inspection Report	Chief Instructor/ Instructor Grade-II	2 days
4	Issuance of observations / objections letter	Civil Defense Officer	2 days
5	Issuance of Final approval letter	Civil Defense Officer	3 days

- xvi. In case of HLDC jurisdiction, submission of additional 16 copies of proposed building plan and multi-media presentation;
- xvii. In case of Special Committee jurisdiction, submission of additional 18 copies of proposed building plan and multi-media presentation.

Timelines for Processing & Approval of Building Plans by PHATA

	Activity	Concerned Staff	Timeline 30 Working days
1	Receipt and Marking of Application	Deputy Director PHATA Sub Region	One day
2	To calculate scrutiny fee, checking of drawings as per Building and Zoning Regulations and preparation of challan form for payment of scrutiny fee.	Assistant Director (TP)/ Head Draftsman (HD)	4 days
3	To scrutinize the ownership / title documents with respect to the property	Head Clerk DHC	4 days
4	To report the site position and applicable building and zoning regulations	Sub Engineer	4 days
5	Scrutiny of Building Plan on more than 2 kanal and above by the committee consisting of Director PHATA Region, Deputy Director (TP) PHATA Region and Deputy Director PHATA Sub Region	Committee	4 days
6	Issuance of observations / objections	Deputy Director PHATA Sub Region	7 days
7	Issuance of challan form for payment of scrutiny fee.	Deputy Director PHATA Sub Region	One day
8	Payment of Scrutiny fee by applicant	Applicant	3 days
9	Issuance of Final Approval letter	Deputy Director PHATA Sub Region	2 days
10	In case Deputy Director PHATA Sub-Region does not inform about objections or does not pass orders granting or refusing permission within 7 days, plan shall be deemed to have been sanctioned.		

Checklist for Submission of Land use Conversion Application

(C) For Approval of Land use Conversion (For permitted uses)

- i. Application from owner, in case of his absence from Special / General power of attorney along with copy of his CNIC;
- ii. Attested copy of CNIC of owner(s);

- iii. Attested copy of ownership document such as Allotment Letter or Transfer Letter issued by PHATA or registered sale deed where Proprietary Rights stand issued;
- iv. Attested copy of approved building plan;
- v. Attested copy of possession letter;
- vi. Attested copy of sub-division plan or amalgamation plan and letter, if applicable;
- vii. Affidavit showing the intended use, mortgage and litigation status of the plot to be commercialized;

Timelines for Approval of Land Use Conversion by PHATA (Permitted uses)

	Activity	Concerned Staff	Timeline 45 Working days
1	Receipt and marking of Application	Deputy Director PHATA Sub Region	One day
2	To scrutinize the specifications and existing land use of property in accordance with approved Classification / Re-classification Plan of scheme	Assistant Director (TP) /Head Draftsman (HD)	4 days
3	To scrutinize the ownership / title documents with respect to the property	Head Clerk DHC	4 days
4	Site visit report	Sub Engineer	3 days
5	Issuance of observations / objections letter	Deputy Director PHATA Sub Region	3 days (i.e., within 15 days from the receipt of application)
6	Note for obtaining approval of the Director PHATA Region	Deputy Director PHATA Sub Region	4 days
7	Approval of note	Director PHATA Region	7 days
8	Generation of Challan	Deputy Director PHATA Sub Region	One day
9	Payment of Commercialization fee	Applicant	15 days
10	Issuance of Final Approval letter	Deputy Director PHATA Sub Region	3 days

(D) For Approval of Land use Conversion (For permissible uses)

- i. Application from owner, in case of his absence from Special / General power of attorney along with copy of his CNIC;
- ii. Attested copy of CNIC of owner(s);
- iii. Attested copy of ownership document such as Allotment Letter or Transfer Letter issued by PHATA or registered sale deed where Proprietary Rights stand issued;
- iv. Attested copy of approved building plan;
- v. Attested copy of possession letter;
- vi. Attested copy of sub-division plan or amalgamation plan and letter if applicable;
- vii. Affidavit showing the intended use, mortgage and litigation status of the plot to be commercialized;
- viii. Approval letter of the Scrutiny Committee headed by the Commissioner

Timelines for Approval of Land Use Conversion by PHATA (Permissible uses)

	Activity	Concerned Staff	Timeline 45 Working days
1	Receipt and marking of Application	Deputy Director PHATA Sub Region	One day
2	To scrutinize the specifications and existing land use of property in accordance with approved Classification / Re-classification Plan of scheme	Assistant Director (TP) / Head Draftsman (HD)	4 days
3	To scrutinize the ownership / title documents with respect to the property	Head Clerk DHC	3 days
4	Site visit report	Sub Engineer	2 days
5	Issuance of observations / objections letter	Deputy Director PHATA Sub Region	3 days (i.e., within 15 days from the receipt of application)
6	Note for Commissioner to place the case before the Scrutiny Committee	Director PHATA Region	3 days
7	Issuance of observations / objections by Scrutiny Committee	Commissioner / Scrutiny Committee	3 days

8	Approval of note	Commissioner / Scrutiny Committee	7 days
9	Generation of Challan	Deputy Director PHATA Sub Region	One day
10	Payment of Commercialization fee	Applicant	15 days
11	Issuance of Final Approval letter	Deputy Director PHATA Sub Region	3 days

Checklist For Completion Certificate

Fee Rs. 1000/- per marla for residential / community sites and Rs. 2000/- per marla for commercial

Deposit of Fee :-

For Govt. Funded Schemes	National Bank of Pakistan through challan on form no. 32-A
For Self Income Schemes	Bank of Punjab through deposit slip

(A) For Residential / Commercial / Community Sites (Upto 3 stories / 38 feet height)

- i. Application from owner, in case of his absence from Special / General power of attorney along with copy of his CNIC (BR-15);
- ii. Attested Copy of CNIC of owner(s);
- iii. Attested Copy of ownership documents such as Allotment Letter or Transfer Letter issued by PHATA or registered sale deed where Proprietary Rights stand issued;
- iv. Attested copy of approved building plan;
- v. Completion building plan;
- vi. Attested copy of electricity bill
- vii. Affidavit on Rs.50/- stamp paper that all the information is correct;

(B) For Multi-storey (More than 3 stories & above 38 feet height) & Public Assembly Buildings:

- i. Application from Owner, in case of his absence from Special / General power of attorney along with copy of his CNIC(BR-9 & BR-15);

- ii. Attested Copy of CNIC of owner(s);
- iii. Attested Copy of ownership documents such as Allotment Letter or Transfer Letter issued by PHATA or registered sale deed (where Proprietary Rights stand issued);
- iv. Attested copy of approved building plan;
- v. Completion building plan;
- vi. Attested copy of electricity bill
- vii. Affidavit on Rs.50/- stamp paper that all the information is correct;

Timelines for Issuance of Completion Certificate by PHATA

	Activity	Concerned Staff	Timeline 30 Working days
1	Receipt and marking of Application	Deputy Director PHATA Sub Region	One day
2	To scrutinize the specifications and existing land use of property in accordance with approved scheme plan	Head Draftsman (HD)	4 days
3	To scrutinize the ownership / title documents with respect to the property	Head Clerk DHC	4 days
4	Site visit report	Sub Engineer	3 days
5	Issuance of observations / objections letter	Deputy Director PHATA Sub Region	3 days (i.e., with in 15 days from the receipt of application)
6	Note for approval	Deputy Director PHATA Sub Region	4 days
7	Generation of Challan for payment of completion fee	Deputy Director PHATA Sub Region	One day
8	Payment of completion fee	Applicant	7 days
9	Issuance of Completion Certificate	Deputy Director PHATA Sub Region	3 days

TRAFFIC ENGINEERING AND TRANSPORT PLANNING AGENCY (TEPA)

CHECKLIST FOR CASES OF STRUCTURE PLAN ROAD REPORT

(For Cases of all kind of Residential, Commercial, apartment and Industrial Buildings falling in Controlled Area of LDA)

1. Attested copy of Ownership Documents.
2. Attested Copy of CNIC of Owner(s).
3. Layout Plan (along with location plan) duly signed by the owner, Signed and stamped by architect (Three (03) copies on A3 Size or Above).
4. Colored Satellite Imagery of the site having proper demarcation of the site with distance from some landmark duly signed by the owner and Architect (Three (03) copies on A3 Size or Above).
5. Cross section / Total ROW of road abutting to the site.
6. Aks Shajra and Nazri Naqsha.
7. Contact Details for Correspondence / Site Visit.

Fee Structure:

- a. Residential House building upto 5 Marla – Rs. 3,000/-
- b. Residential House building from 5 Marla upto 10 Marla – Rs. 5,000/-
- c. Residential House building from 10 Marla upto 1 Kanal – Rs. 10,000/-
- d. Residential House building 1 Kanal and above – Rs. 15,000/-
- e. Rs. 5/Sft of total covered area for commercial/industrial/apartment buildings.

Fee submission Procedure:

1. In case of No Observation, the Applicant shall be informed by Directorate of Admin & Finance, TEPA, to collect Original Challans.
2. Applicant shall submit the Challan Fee in Bank of Punjab, Temple Road Branch in favour of TEPA.
3. Applicant shall return the original Paid Challans to Directorate of Admin & Finance, TEPA for verification.

SOPS FOR CASES OF STRUCTURE PLAN ROAD REPORT (FOR CASES OF ALL KIND OF RESIDENTIAL, COMMERCIAL, APARTMENT AND INDUSTRIAL BUILDINGS FALLING IN CONTROLLED AREA OF LDA)

Activity	Concerned Staff	Working Days
Case shall be received through web portal at the office of TEPA. Assistant Director (Engg.) TEPA shall download the case / documents and put up the case to concerned Deputy Director (Engg.) TEPA after checking of related documents.	Assistant Director Engg.	03
In case of any discrepancy/shortcoming, Deputy Director (Engg.) TEPA shall forward his report to Director (S&E) TEPA.	Deputy Director Engg.	02
Director (S&E) TEPA shall submit the case for information of Chief Engineer TEPA and the applicant shall be intimated about observation.	Director (S&E)	02
In case of No Objection, Deputy Director (Engg.) TEPA shall recommend the case, after checking of relevant documents and site visit (if necessary) and shall forward the case to Director (S & E) TEPA.	Deputy Director Engg.	05
In case of No Objection, the Director (S & E) TEPA will forward the case to Deputy	Director (S&E)	02

Director Accounts TEPA for issuance of Challans to the applicant who shall intimate the applicant to collect Fee Challans.		
After receipt of Paid Challans from the applicant, the Deputy Director Accounts TEPA shall verify the Paid Challan Fee and shall forward the case to Director Admin & Finance TEPA for seeking approval from Chief Engineer TEPA.	Deputy Director (Accounts)	02
Forward the case to Chief Engineer TEPA for approval	Director (Admin & Finance)	02
Forward back the case to Director (S&E) TEPA, after approval	Chief Engineer, TEPA	03
Issuance of NOC Letter	Director (S&E)	01
Total Days		18

TRAFFIC ENGINEERING AND TRANSPORT PLANNING AGENCY (TEPA)

**CHECKLIST FOR NOC FROM TRAFFIC ENGINEERING POINT OF VIEW AGAINST TIA REPORT AND
EXECUTION OF
PARKING AGREEMENT**

(For all type of Commercial, Industrial, Public and Apartment Buildings having one of the following)

- i. Five (05) or More Storeys
 - ii. Plot Area Four (04) Kanal or Above
1. Attested copy of Ownership Documents.
 2. Copy of commercialization letter of concerned Department/Authority (If Applicable).
 3. Attested Copy of CNIC of Owner(s).
 4. Original Power of Attorney and Attested Copy of CNIC of Authorize Representative (If applicable).
 5. Two (02) sets of drawings (A0 Size, Ammonia Print) duly signed by the owner & signed & stamped by the Architect
 6. TIA Report duly signed and stamped by PEC registered Transportation/Traffic Engineer as per requirement of TEPA. (One Hard Copy, One Soft Copy of TIA report and Traffic Count Data)
 7. Parking Agreement on Online Stamp Paper (Min. Rs. 1200) with signature(s) and thumb impression(s) of the owner(s), authorized representative and the witness (As per attached Format).
 8. Attested Copy of CNIC of witness.
 9. Affidavit on Rs.100 stamp paper duly signed by the owner(s) and/or authorized representative (As per attached Format).
 10. Contact Details for Correspondence / Site Visit.

Fee Structure:

1. Rs. 250,000/- for buildings having covered area upto 50,000 Sft. or Rs. 5/Sft for buildings having covered area greater than 50,000 Sft.

2. Rs. 50,000 for Execution of Parking Agreement.

Fee submission Procedure:

4. In case of No Observation, the Applicant shall be informed by Directorate of Admin & Finance, TEPA, to collect Original Challans.
5. Applicant shall submit the Challan Fee in Bank of Punjab, Temple Road Branch in favour of TEPA.
6. Applicant shall return the original Paid Challans to Directorate of Admin & Finance, TEPA for verification.

SOPs FOR CASES OF FOR NOC FROM TRAFFIC ENGINEERING POINT OF VIEW AGAINST TIA REPORT AND EXECUTION OF PARKING AGREEMENT

Activity	Concerned Staff	Working Days
As drawings are necessary for processing the case of TIA, the process on the case shall be started once plans have been scrutinized by LDA or 07 days from the submission of the case, whichever comes earlier.	-----	-----
Download the case / documents and put up the case to Deputy Director (TE) TEPA after checking of all the related documents and site visit (if necessary)	Assistant Director (TE)	05
In case of any discrepancy/shortcoming , the case report will be forwarded to Director (S&E) TEPA	Deputy Director (TE)	02
The case will be submitted for information of Chief Engineer TEPA and the applicant shall be intimated about observation	Director (S&E)	02
In case of No Objection , recommendation of the case after checking of relevant documents and forwarding of the case to Director (S & E) TEPA	Deputy Director (TE)	03
In case of No Objection , forwarding of the case to Deputy Director Accounts TEPA for issuance of Challans to the applicants who shall intimate the applicant to collect Fee Challans.	Director (S&E)	02

After receipt of Paid Challans from the applicant, the verification of the Paid Challan Fee and forwarding of the case to Director Admin & Finance TEPA for seeking approval from Chief Engineer TEPA	Deputy Director (Accounts)	02
Forward the case to Chief Engineer TEPA for approval	Director (Admin & Finance)	02
Forward back the case to Director (S&E) TEPA, after approval	Chief Engineer, TEPA	03
Issuance of NOC Letter	Director (S&E)	01
Total Days		18

TRAFFIC ENGINEERING AND TRANSPORT PLANNING AGENCY (TEPA)

CHECKLIST FOR EXECUTION OF PARKING AGREEMENT

(For All Commercial, Industrial, Public and Apartment Buildings)

- i. Having less than Five (05) Storeys
 - ii. Having Plot Area less than Four (04) Kanal
1. Attested copy of Ownership Documents.
 2. Copy of commercialization letter of concerned Department/Authority (If Applicable).
 3. Attested Copy of CNIC of Owner(s).
 4. Original Power of Attorney and Attested Copy of CNIC of Authorized Representative (If applicable).
 5. Two (02) sets of drawings (A0 Size, Ammonia Print) duly signed by the owner & signed & stamped by the Architect
 6. Parking Agreement on Online Stamp Paper (Min. Rs. 1200) with signature(s) and thumb impression(s) of the owner(s), authorized representative and the witness (As per attached Format).
 7. Attested Copy of CNIC of witness.
 8. Affidavit on Rs.100 stamp paper duly signed by the owner(s) and/or authorized representative (As per attached Format).
 9. Contact Details for Correspondence / Site Visit.

Fee Structure:

1. Rs. 50,000 for Execution of Parking Agreement.

Fee submission Procedure:

1. In case of No Observation, the Applicant shall be informed by Directorate of Admin & Finance, TEPA, to collect Original Challans.
2. Applicant shall submit the Challan Fee in Bank of Punjab, Temple Road Branch in favour of TEPA.
3. Applicant shall return the original Paid Challans to Directorate of Admin & Finance, TEPA for verification.

SOPs FOR CASES OF EXECUTION OF PARKING AGREEMENT

Activity	Concerned Staff	Working Days
As drawings are necessary for processing the case of TIA, the process on the case shall be started once plans have been scrutinized by LDA or 07 days from the submission of the case, whichever comes earlier.	-----	-----
Download the case / documents and put up the case to Deputy Director (TE) TEPA after checking of all the related documents and site visit (if necessary)	Assistant Director (TE)	05
In case of any discrepancy/shortcoming , the case report will be forwarded to Director (S&E) TEPA	Deputy Director (TE)	02
The case will be submitted for information of Chief Engineer TEPA and the applicant shall be intimated about observation	Director (S&E)	02
In case of No Objection , recommendation of the case after checking of relevant documents and forwarding of the case to Director (S & E) TEPA	Deputy Director (TE)	03
In case of No Objection , forwarding of the case to Deputy Director Accounts TEPA for issuance of Challans to the applicants who shall intimate the applicant to collect Fee Challans.	Director (S&E)	02

After receipt of Paid Challans from the applicant, the verification of the Paid Challan Fee and forwarding of the case to Director Admin & Finance TEPA for seeking approval from Chief Engineer TEPA	Deputy Director (Accounts)	02
Forward the case to Chief Engineer TEPA for approval	Director (Admin & Finance)	02
Forward back the case to Director (S&E) TEPA, after approval	Chief Engineer, TEPA	03
Issuance of Letter	Director (S&E)	01
Total Days		18

TRAFFIC ENGINEERING AND TRANSPORT PLANNING AGENCY (TEPA)

CHECKLIST FOR CASES OF NOC REGARDING OIL DEPOT/LPG STORAGE PLANT/CHEMICAL OR PETROLEUM OR SIMILAR STORAGE FACILITIES

8. Attested Copy of CNIC of Applicant/Owner.
9. Contact Details for Correspondence / Site Visit.
10. Latest Ownership Documents (Fard Malkiyat / Certified copy of Registered Sale Deed).
11. Aks Shajra (Certified by Tehsildar), showing Right of Way (ROW) of Road on the Front.
12. Nazri Naqsha, Certified by Tehsildar (only in case if Road is not Marked on Revenue Musavii) showing Right of Way (ROW) of Road on the Front.
13. Detailed External and Internal Traffic Circulation Plan (2 No.), also showing actual Plot Dimensions, Right of Way (ROW) Details, Covered Area Details etc. [duly signed and stamped by the Architect and Owner].
14. Colored Satellite Imagery of the site having proper demarcation of the site with distance from some landmark duly signed by the Owner (on A3 Size or Above).

Fee Structure:

1. Rs. 105,000/- for processing and issuance of NOC.

Fee Submission Procedure:

7. In case of No Observation, the Applicant shall be informed by Directorate of Admin & Finance, TEPA, to collect Original Challans.
8. Applicant shall submit the Challan Fee in Bank of Punjab, Temple Road Branch in favour of TEPA.

Applicant shall return the original Paid Challans to Directorate of Admin & Finance, TEPA for verification.

SOPs FOR CASES OF FOR NOC REGARDING OIL DEPOT/LPG STORAGE PLANT/CHEMICAL OR PETROLEUM OR SIMILAR STORAGE FACILITIES, FROM TRAFFIC ENGINEERING POINT OF VIEW

Activity	Concerned Staff	Working Days
Download the case / documents and put up the case to Deputy Director (S&E) TEPA after checking of all the related documents and necessary site visit	Assistant Director (S&E)	04
In case of any discrepancy/shortcoming , the case report shall be forwarded to Director (S&E) TEPA	Deputy Director (S&E)	02
The case shall be submitted for information of Chief Engineer TEPA and the applicant shall be intimated about observation	Director (S&E)	02
In case of No Objection , case report shall be recommended and forwarded to Director (S & E) TEPA	Deputy Director (S&E)	02
In case of No Objection , forwarding of the case to Deputy Director Accounts TEPA for issuance of Challans to the applicant who shall intimate the applicant to collect Fee Challans.	Director (S&E)	02
After receipt of Paid Challans from the applicant, the verification of the Paid Challan Fee and forwarding of the case to Director Admin & Finance TEPA for seeking approval from Chief Engineer TEPA	Deputy Director (Accounts)	02
Forward the case to Chief Engineer TEPA for approval	Director (Admin & Finance)	02
Forward back the case to Director (S&E) TEPA, after approval	Chief Engineer, TEPA	03
Issuance of NOC Letter	Director (S&E)	01
Total Days (In case of No Objection)		16

TRAFFIC ENGINEERING AND TRANSPORT PLANNING AGENCY (TEPA)

CHECKLIST FOR CASES OF NOC REGARDING PETROL PUMPS

15. Attested Copy of CNIC of Applicant/Owner.
16. Contact Details for Correspondence / Site Visit.
17. Attested Copy of MOU with Oil Marketing Company.
18. Latest Ownership Documents (Fard Malkiyat / Certified copy of Registered Sale Deed).
19. Aks Shajra (Certified by Tehsildar), showing Right of Way (ROW) of Road on the Front.
20. Nazri Naqsha, Certified by Tehsildar (only in case if Road is not Marked on Revenue Musavii) showing Right of Way (ROW) of Road on the Front.
21. Detailed Layout Plans (2 Nos.), showing actual Plot Dimensions, Right of Way (ROW) Details, Size and Orientation of Dispensing Units and Canopy, Covered Area Details etc. [duly signed and stamped by Oil Marketing Company].
22. Colored Satellite Imagery of the site having proper demarcation of the site with distance from some landmark duly signed by the Owner (on A3 Size or Above).

Fee Structure:

2. Rs. 305,000/- for processing and issuance of NOC.

Fee Submission Procedure:

9. In case of No Observation, the Applicant shall be informed by Directorate of Admin & Finance, TEPA, to collect Original Challans.
10. Applicant shall submit the Challan Fee in Bank of Punjab, Temple Road Branch in favour of TEPA.
11. Applicant shall return the original Paid Challans to Directorate of Admin & Finance, TEPA for verification.

SOPs FOR CASES OF NOC REGARDING PETROL PUMP, FROM TRAFFIC ENGINEERING POINT OF VIEW

Activity	Concerned Staff	Working Days
Download the case / documents and put up the case to Deputy Director (S&E) TEPA after checking of all the related documents and necessary site visit	Assistant Director (S&E)	04
In case of any discrepancy/shortcoming , the case report shall be forwarded to Director (S&E) TEPA	Deputy Director (S&E)	02
The case shall be submitted for information of Chief Engineer TEPA and the applicant shall be intimated about observation	Director (S&E)	02
In case of No Objection , case report shall be recommended and forwarded to Director (S & E) TEPA.	Deputy Director (S&E)	02
In case of No Objection , forwarding of the case to Deputy Director Accounts TEPA for issuance of Challans to the applicants who shall intimate the applicant to collect Fee Challans.	Director (S&E)	02
After receipt of Paid Challans from the applicant, the verification of the Paid Challan Fee and forwarding of the case to Director Admin & Finance TEPA for seeking approval from Chief Engineer TEPA	Deputy Director (Accounts)	02
Forward the case to Chief Engineer TEPA for approval	Director (Admin & Finance)	02
Forward back the case to Director (S&E) TEPA, after approval	Chief Engineer, TEPA	03
Issuance of NOC Letter	Director (S&E)	01
Total Days (In case of No Objection)		16

TRAFFIC ENGINEERING AND TRANSPORT PLANNING AGENCY (TEPA)

CHECKLIST FOR CASES OF STRUCTURE PLAN ROAD REPORT

(For Cases of Housing Schemes, Land Sub-Division & Special Development zones)

1. Attested copy of Ownership Documents.
2. Attested Copy of CNIC of Owner(s).
3. Layout Plan (along with location plan) duly signed by the owner, Signed and stamped by Town Planner (Three (03) copies on A3 Size or Above).
4. Colored Satellite Imagery of the site having proper demarcation of the site with distance from some landmark duly signed by the owner and Town Planner (Three (03) copies on A3 Size or Above).
5. Cross section / Total ROW of roads abutting to the Housing Scheme / Land Sub-Division.
6. Aks Shajra and Nazri Naqsha.
7. Contact Details for Correspondence / Site Visit.
8. Pay order in favour Chief Engineer TEPA along with application.

Fee Structure:

Rs. 2500/ Kanal of total land area.

SOPS FOR CASES OF HOUSING SCHEMES, LAND SUB-DIVISION & SPECIAL DEVELOPMENT ZONES

Activity	Concerned Staff	Working Days
Case shall be received through web portal at the office of TEPA (along with Pay Order and required documents in hard form). Assistant Director (Engg.) TEPA shall download the case / documents and put up the case to concerned Deputy Director (Engg.) TEPA after checking of related documents.	Assistant Director Engg.	02
In case of any discrepancy/shortcoming, Deputy Director (Engg.) TEPA shall forward his report to Director (S&E) TEPA.	Deputy Director Engg.	03
Director (S&E) TEPA shall submit the case for information of Chief Engineer TEPA and the MP Wing-LDA / applicant shall be intimated about observation.	Director (S&E)	02
In case of No Objection, Deputy Director (Engg.) TEPA shall mark the Structure Plan Road and Setback (If any) after checking of relevant documents and site visit (if necessary) and shall forward the case to Director (S & E) TEPA.	Deputy Director Engg.	05
The Director (S & E) TEPA will forward the case to Director Admin & Finance	Director (S&E)	02

TEPA / Deputy Director Accounts TEPA for verification of Pay Order.		
After verification of Pay Order, Director Admin & Finance TEPA / Deputy Director Accounts TEPA shall forward the case to Chief Engineer TEPA, for seeking approval.	Director (Admin & Finance) / Deputy Director (Accounts)	01
Forward back the case to Director (S&E) TEPA, after approval	Chief Engineer, TEPA	02
Issuance of NOC Letter	Director (S&E)	01
Total Days		13

Note: After incorporate of Structure Plan Road and Set Back (If any), Sponsor will submit 2 copies of amended Layout Plan to TEPA (signed by all owners and Town Planner).

After final Approval by LDA, MP-Wing will forward 2 copies of approved Layout Plan to TEPA.

Checklist for NOC for Commercial Property

1. Copy of CNIC of Owner
2. Ownership Documents of the Property
3. Location Plan/Aerial Image of the site
4. Proposed Building Plans of the site

Account for Depositing Augmentation Charges

Account No PP-0007/2 Allied Bank Jail Road Branch Lahore.

Timeframe for NOC for Commercial Property

Sr. No.	Activities	Action By	Time Frame (working days)
1.	On receipt of documents to Director (PHS), WASA from Director Town Planning, LDA, the case will be put up to Director (PHS), WASA.	Sr.Clerk/Jr.Clerk	2-days
2.	i) Verification of documents/Letter to owner for missing documents. ii) Letter to concerned Dy. Director Revenue to obtain information regarding outstanding arrears against WASA connections, if any. iii) Letter to concerned SDO(O&M) to obtain site report regarding status of existing WASA Sewerage System.	AD(PHS)	2-days
3.	i) Submission of documents by owner, if any as requested at Sr. No.2 (i). ii) Dy. Director Revenue will report about the information requested at Sr.No. 2 (ii). iii) SDO (O&M) will report about the information requested at Sr. No. 2 (iii).	DDR & SDO (O&M)	5-days
4.	On receipt of documents / reports as mentioned in Sr. No. 3, Demand Notice for Sewerage Services Augmentation Charges will be issued to the owner.	DD(PHS)	3-days
5.	On confirmation of payment of Sewerage Services Augmentation Charges, NOC will be issued to the owner.	D(PHS)	3-days
Total			15-days

Checklist for NOC for Change of Land Use

1. Copy of CNIC of Owner
2. Ownership Documents of the Property
3. Location Plan/Aerial Image of the site

Timeframe for NOC for Change of Land Use

Sr. No.	Activities	Action By	Timeframe (Working Days)
1	Put Up PUC	Sr Clerk/Jr. Clerk	2 Days
2	Letter to concerned SDO (O&M) and Dy. Director Revenue for obtaining site report and outstanding arrears report	AD(PHS)	2 days
3	Reply from SDO(O&M) & Dy. Director Revenue	SDO(O&M)/Dy Director Revenue	5 Days
4	Issuance of Preliminary NOC/comments	Director(PHS)	3 Days
5	Issuance of fee challan after approval for scrutiny committee	DD(PHS)	2-days
6	Issuance of final NOC after provision of paid challan	Director(PHS)	3-days

Checklist for NOC to Housing Schemes/Land Subdivisions

1. Location Plan of the Proposed Site (Colored Copy)
2. Water Quality Test Report of Waster Source for Scheme
3. Ultimate Disposal Arrangement for sewage (duly marked on Aerial Image)
4. NOC from concerned department/landowner for their respective path to be utilized for laying force main/sewer from scheme to ultimate disposal point, **if applicable.**
5. NOC from concerned department/custodian owning & maintaining the drain/sewer proposed as ultimate disposal point, **if applicable.**

Timeframe for NOC Housing Schemes/Land Subdivisions

Sr. No.	Activities	Action By	Time Frame (working days)
1	On receipt of request from Director Metropolitan Planning (DMP), LDA, the case will be put up to Director (PHS), WASA.	Sr.Clerk/ Jr.Clerk	2-days
2	Scrutiny of Documents	DD(PHS), AD(PHS), SE(PHS)	3-days
3	A letter will be issued to concerned SDO(O&M) to obtain site report regarding ultimate disposal arrangement of the proposed scheme/land sub-division, if required.	AD(PHS)	1-day
4	SDO (O&M) will report about the information requested at Sr.No.03.	SDO(O&M)	2-days
5	On receipt of complete/satisfactory documents from sponsor, an NOC will be issued.	D(PHS)	2-days
Total			10-days

Checklist for Approval of Services Design of Water Supply & Sewerage System of Housing Schemes/Land Subdivisions

5. Certified copy of Layout Plan by LDA (To be communicated by LDA CMP directly to WASA)
6. Services Design of Water Supply & Sewerage System (To be resubmitted in case of revised layout plan by LDA)

Details of Account & Fees/Charges

1. Design Vetting Charges @ Rs.1000 per kanal of total area of scheme in **PP-0007/2 Allied Bank Jail Road Branch Lahore**
2. Sewerage Trunk Infrastructure Charges @ Rs. 87,400 per kanal of saleable area of scheme in **account no 000575036 JS Bank Allama Iqbal Town Lahore**

Timeframe for Approval of Services Design of Water Supply & Sewerage System of Housing Schemes/Land Subdivisions

Sr. No.	Activities	Action By	Time Frame (working days)
1	On receipt of request from Director Metropolitan Planning (DMP), LDA, the case will be put up to Director (PHS), WASA.	Sr.Clerk/ Jr.Clerk	2-days
2	1. A demand notice of fee for vetting of design will be issued to the sponsor. 2. A demand notice for the recovery of proportionate cost of sewerage trunk infrastructure charges will be issued to the sponsor	DD(PHS)	2-days
3	After receiving fee for vetting of design, the services design will be scrutinized and shortcomings in the design, if any, will be conveyed to the sponsor.	AD(PHS)/ SE(PHS)	14-days
4	After receiving payment of design vetting & sewerage trunk infrastructure charges and satisfactory services design, the Approval of Services Design of water supply and sewerage system of scheme/land sub-division will be issued.	D(PHS)	3-days
Total			21 days

Notification for Recovery of Augmentation Charges

LAHORE DEVELOPMENT AUTHORITY, LAHORE.

THE 6th APRIL, 2002

No. MD/ 272 Lahore Development Authority in exercise of powers conferred under Section 28 of Lahore Development Authority, Act 1975 (Act No. XXX of 1975) and in continuation of Notification No. MD/826 dated 27th September, 1999 has been pleased to revised the Sewerage Services Augmentation charges. The revised charges are as follows:-

SEWERAGE SERVICES AUGMENTATION CHARGE

- | | | |
|------|---|------------|
| i) | One storey building at one kanal. | Rs.200,000 |
| ii) | Double storey building at one kanal | Rs.225,000 |
| iii) | Three storey building at one kanal | Rs.250,000 |
| iv) | Four/five storey building at one kanal | Rs.300,000 |
| v) | Additional charge of 10% of the charge of Rs.300,000 per kanal for each additional Storey above five storeys. | |

Note:- If the area of the plot is more than one kanal or less than one kanal, then the charge will be worked out accordingly on prorata basis of the specified for kanal ratio.

DIRECTOR GENERAL
ON BEHALF
LAHORE DEVELOPMENT AUTHORITY

SPECIMEN OF APPLICATION FOR OWNERSHIP VERIFICATION

LAHORE DEVELOPMENT AUTHORITY

No. _____ Dated: _____

To

The Deputy Director Exemption/ Allotment

LDA, Lahore

I, _____, is the owner of Plot No. _____,
Block _____, Scheme _____,
Lahore requests for the issuance of Original Requisition for the ownership verification on the
following pattern:

NUMBER OF PLOT:

NAME OF SCHEME:

AREA OF PLOT:

TITLE OF PLOT:

NATURE OF PLOT (EXEMPTED OR SOLD):

PARTICULARS OF BUILDING PERIOD:

**Owner/
Applicant**

SPECIMEN OF APPLICATION FOR POSSESSION VERIFICATION

LAHORE DEVELOPMENT AUTHORITY

No. _____ Dated: _____

To

The Senior Estate Officer (DEM)

LDA, Lahore

I, _____, is the owner of Plot No. _____,
Block _____, Scheme _____,

Lahore requests for the issuance of Original Requisition for the ownership verification on the following pattern:

NUMBER OF PLOT:

NAME OF SCHEME:

AREA OF PLOT:

TITLE OF PLOT:

NATURE OF PLOT (EXEMPTED OR SOLD):

PARTICULARS OF BUILDING PERIOD:

Owner/ Applicant

AFFIDAVIT FOR INTENDED USE

I/we,..... R/o do hereby declare and affirm as under:-

- 1)- That deponent(s) has/have applied for Permanent Commercialization, before Director Commercialization LDA, of his/her/their land bearingmeasuring area ofTehsil District.....
- 2)- That the deponent(s)has/have intended to use the above mentioned property as
- 3)- That the deponent(s) undertakes to abide by all the terms and conditions of LDA according to commercialization policy in vogue.
- 4)- That the deponent shall follow the rules and regulations, which will be indicated on the commercialization letter.
- 5)- That the deponent shall use the property in accordance to commercialization policy in vogue after getting the approval for use of the plot for commercial purposes otherwise the same may be cancelled if found violated.
- 6)- That deponent(s) declare(s) that his/her plot in question is not mortgaged before any authority, person or bank etc., and is not disputed at all in any court of law and is from all encumbrances whatsoever.
- 7)- That in case any mis-declaration or concealment of facts, the under signed shall be responsible for its consequences.

DEPONENT_____

VERIFICATION

Verified on oath, at Lahore, on this..... that the contents of the above undertaking are correct and true, to the best of my knowledge and belief and nothing concealed.

DEPONENT_____

Affidavit on Rs 50/- Stamp paper

80310015

Rupees 50

بیان حلفی

یہ کہ میں مسی محمد اسماعیل ولد محمد اسماعیل سکیم

کار ہائشی ہوں اور

پلاٹ نمبر 18 بلاک 2 سکیم سیکٹر 14

میں نے اپنے پلاٹ کا نقشہ محکمہ ایل ڈی اے سے منظور کروانا ہے۔ جس کے لیے بیان حلفی تحریر کرنا ہوں کہ

میں اپنے پلاٹ پر محکمہ ایل ڈی اے کے منظور شدہ نقشہ کے مطابق موقع پر تعمیر کرونگا۔ اگر تعمیر میں کوئی

رو بدل کرونگا تو محکمہ ایل ڈی اے کو اختیار حاصل ہے کہ وہ میری تعمیر کو مسمار کر دیں

میرا بیان درست تسلیم کیا جائے اور میرے پلاٹ کا نقشہ منظور کر دیا جائے

شکر ہے

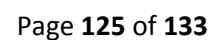
العرض

ATTESTED

11.12.2019

نام محمد اسماعیل ولد محمد اسماعیل سکیم

18 بلاک 2 سکیم سیکٹر 14



Undertaking for Damages on Rs.500/- Stamp paper

B622062

500 Rupees

BR-5

(Under Section 10.3.2.f)

UNDERTAKING ON STAMP PAPER OF PKR 1000 TO THE DIRECTOR TOWN PLANNING FOR
PAYMENT OF DAMAGES

(To be submitted along with Plans and Documents)

To
The Director Town Planning

PROPOSED BUILDING:
REVISED

(TITLE OF THE WORK)

PLOT NO: 18 Block C-2 AREA OF THE PLOT: K. M. 3 FT
Center Ho 11 Lahore 3-18-191

ADDRESS AND LOCATION OF PROPOSED BUILDING:

Sir, Muhammad Akbar the owner/builder do hereby declare and affirm that I would solely be responsible and I undertake to pay damages or make good if any damage is caused to life or limb of any person, adjoining properties or horticulture ad trees, gas lines, telecommunication lines (Telephones, cables etc.), Electricity Supply systems etc during the course of excavation for foundation or basements and construction of the building. I also undertake to completely indemnify the Authority and its employees in case of any such eventuality as mentioned above.

Name of the Owner/ Prospective Builders: Muhammad Akbar

NIC No. 35201.9624800.3

Address: 18-C-2-Cantonment
No 111 Lahore

Tel. No. 35201.9624800.3

Signature M. Akbar

Date 11-10-2019

Witness 1
Designation with BS M. Akbar

NIC No. 35201.9624800.3

Address 18-C-2-Cantonment

Tel. No. 35201.9624800.3

Signature M. Akbar

Date 11-10-2019

Witness 2
Designation with BS M. Akbar

NIC No. 35201.9624800.3

Address 18-C-2-Cantonment

Tel. No. 35201.9624800.3

Signature M. Akbar

Date 11-10-2019

Witness 3
Designation with BS M. Akbar

NIC No. 35201.9624800.3

Address 18-C-2-Cantonment

Tel. No. 35201.9624800.3

Signature M. Akbar

Date 11-10-2019

ATTESTED
NO: 11-10-2019

BUILDING PLAN SCRUTINY FEES/RATES

1. LDA HOUSING SCHEMES

Residential

Rs.5/sft + Rs. 2 Malba Charges = **Rs. 7 / SFT**

Commercial

Rs.15/sft + Rs. 5 Malba Charges = **Rs. 20 / SFT**

Apartments

Rs.5/sft + Rs. 2 Malba Charges = **Rs. 7 / SFT**

Industrial

Rs.15/sft + Rs. 5 Malba Charges = **Rs. 20 / SFT**

2. APPROVED PRIVATE HOUSING SCHEMES AND CONTROLLED AREA

Residential

=**Rs. 7 / SFT of total covered Area**

Commercial

=**Rs. 15 / SFT of total covered Area**

Apartments

=**Rs. 7 / SFT of total covered Area**

Industrial

=**Rs. 15/ SFT of total covered Area**

Fee submission Procedure:

1. In case of No Observation, the Applicant shall be informed by LDA one window cell, to collect Original Challans.
2. Applicant shall submit the Challan Fee in Allied Bank at LDA office..
3. Applicant shall return the original Paid Challans to Directorate of LDA one window cell for onward verification by Revenue directorate.

List of Structure Engineers on LDA PanelSTRUCTURE ENGINEER ON LDA PANEL

Following are the structure engineers on LDA panel which were appointed on the directions of Apex Court of Pakistan.

- | | |
|--------------------------|-----------------------|
| 1. Prof. Zia ud Din Mian | Cell no. 0300-4282838 |
| 2. Younis Javed Upal | Cell no. 0300-8447138 |
| 3. Rizwan Mirza | Cell no. 0345-4243404 |

Form BR-09

BR-9

(Under Section 10.3.3-c & 10.9)

STRUCTURAL STABILITY CERTIFICATE/COMPLETION NOTICES FOR MULTI-STOREY AND BUILDING OF PUBLIC ASSEMBLY

(Certificate to be submitted upon completion of the Building)

We hereby certify as follows:

a) That the construction of the building(s) at

.....

.....has been supervised by us & has been completed

on.....as per sanctioned plans.

b) That the construction works have been completed to our satisfaction & that the workmanship & all the materials have been used strictly in accordance with the approved structural design & technical specifications.

c) That the construction has been done under our supervision & guidance & that the records of the supervision have been maintained.

d) That no provision of these Regulations has been violated.

e) That the building is fit for the purpose (s) for which it has been constructed.

Builder's Signature with Date:	
Name:	
License No:	
Address:	

Architect's Signature with Date:	
Name:	
License No:	
Address:	

Structure Engineer's Signature with Date:	
Name:	
PEC Registration No:	
Address:	

Resident Engineer's Signature with Date:	
Name:	
PEC Registration No:	
Address:	

Documents required for cases to obtain Environmental Approval

- i. Duly filled Application form (Schedule-IV) as per IEE/EIA Regulations, 2000 (**Link: IEE/EIA Regulations 2000**)
- ii. Ten paper copies and two electronic copies of an IEE or EIA in case of development projects i.e., housing schemes/ commercial buildings (more than 2 Kanal land & more than 45 feet height) and check list in case of petrol pumps. (**Link: Guidelines for Preparation of IEE/EIA Report**)
- iii. Review Fee in form of Bank Draft in favour of DG EPA (Amount mentioned in link at serial i above).
- iv. Layout map / building plan of the project.
- v. Land ownership documents.
- vi. Copy of CNIC of the applicant of the proposed project.
- vii. Undertaking as per Schedule VII of Regulations *ibid*.
- viii. Estimated cost of Project (project cost includes infrastructure and land cost).
- ix. Colored Map of Google Earth (A3/A2 size) indicating the proposed project area, nearby trunk sewer and distances from nearby residential areas, water body, road network (highway) & sensitive habitat (if any).
- x. Proof of status of land as per record of Local Govt. (Land use Rules), master plan of Development Authorities.
- xi. Plan for waste water disposal in trunk sewer to be communicated in due course of time.
- xii. Authority letter in favor of proponent in case of more than one land owner.

TIME REQUIRED FOR ISSUANCE OF ENVIRONMENTAL APPROVAL

Step of Approval Process	Responsible Authority/Office	Days
Application Receiving Under Regulation 8	Citizen Facilitation and Service center	1
Assigning Computer Tracking No.		
Entry in IEE/EIA Register	EPA official	
Review Fee Bank Draft entry in record		
Forwarding Bank Draft to Concerned Cashier		
Preparation/Dispatch of Letter for Field Officer/Official for Site Suitability Report	Junior /Senior Clerks, Insp. I	
Preliminary Scrutiny Process / communication of objections if any	AD-EIA, DD-EIA	5
Submission of replies from Proponent, submission of Site Suitability Report from Field Officer/Official of EPA (subject to quick coordination of the Proponent with the Field Officer for inspection of site).	AD-EIA, DD-EIA, SC/JC	4
Review of reply received from the Proponent	AD-EIA, DD-EIA, SC/JC	1
Submission of Public Hearing Draft (proposed venue /date) for approval by DG, EPA, if reply is satisfactory (in case of EIA only)	AD-EIA, DD-EIA, SC/JC	
Approval and issuance of Public Hearing Notice for Publication (in case of EIA only)	AD, DD, Dir, DG	2
Public Hearing Notice published in one local and one national daily 30 days prior to Public	Public hearing	30

Step of Approval Process	Responsible Authority/Office	Days
Hearing Date (in case of EIA only)		
Proceeding of Public Hearing, submission of minutes of public hearing to EPA HQ by EPA Field Office. (in case of EIA only) There may be some public concerns that required to be addressed by proponent which will be time consuming	PROPONET + EPA Field Formation	7
Approval for placement of case in Committee of Expert (after receipt of minutes of public hearing, in case of EIA only)	DD-EIA	1
Preparation of Working Paper for Committee of Experts (COE), Meeting of COE, preparation of Minutes of the Meeting and approval from the Committee	SEC. COE/SC	5
Preparation of Draft EA or otherwise	AD -EIA/Steno	1
Submission for approval of competent authority its issuance to the Proponent	AD, DD, Dir, DG, DC, Commissioner	3

NOTE: *This timeline is subject to in time submission of requisite documents/information from proponent quickly and if all process continues in ideal conditions without any public complaint/court case/litigation/official Holidays, etc.



For EIA cases only

TOTAL DAYS FOR IEE: 20 working days

TOTAL DAYS FOR EIA: 60 working days

REQUIREMENTS:

1. Owner's attested Copy of ID card
2. Application form duly filled in by the applicant
3. Fire Safety Drawings prepared by the consultant as per Rule-9 of Civil Defence Special Power Rules 1951 as prescribed in the relevant schedule (link attached).
4. Affidavit of Rs. 50/- declaring that all Civil Defence measures as per schedules (link attached) will be completed before commencement / operational of commercial buildings.

TIME LINE:

Activity	Concerned Staff	Timeline Working days
Receipt and marking of Application	Concerned Deputy Commissioner/ Controller Civil Defense	01 day
To scrutinize the Application forms/ drawings under Civil Defence special power rules, 1951 under rule, 9.	Concerned Civil Defense Officer	02 days
Inspection Report	Chief Instructor/ Instructor Grade-II	02 days
Issuance of observations / objections letter	Civil Defense Officer	02 days