

## Urban Planning Department – Urban Planning Section

### Fixing farm boundaries

Procedural steps UPD-02		
Processed by	Process	Location
Receptionist	Receive and verify application and supporting documents Enter all information within the system (incomplete application needs to be resubmitted)	General Survey Section Lands & Survey Department
Section Head	(Application goes to the Head of Urban Planning section via predefined workflow of the system to process the request and Head of department is notified) Reviews the request and assigns relevant staff	Urban Planning Section
Relevant staff	Studies the application from planning perspective, area planning and general policy plan; and contact service entities to obtain feedback and updated Head of section accordingly	Urban Planning Section
Section Head	Approves the request and forward it to Head of department	Urban Planning Section
Department Director	Forwards the application to General Survey section to complete the procedure ( Fixing farm boundaries)	Urban Planning Department
General Survey Section	Fixes farm boundaries, closes the request in the system and updates the status as “completed”	General Survey Section Lands & Survey Department
Receptionist	(In case Head of Urban planning section rejects the request, he will provide his justification for rejection. Reception staff informs the applicant about the rejection of application with proper justification and close the request in the system)	Reception
	Process duration	1 week