

Urban Planning Department – Urban Planning Section

Joining plots (lands)

Procedural steps UPD-04		
Processed by	Process	Location
Applicant	Submits application for joining Properties to registration department along with all supporting documents	Real Estate Registration Department
Messenger	Delivers the application to Urban Planning Department – Reception desk to initiate the process	Reception
Receptionist	Receive and verify application and supporting documents Enter all information within the system (incomplete application needs to be resubmitted)	Reception
Section Head	(Application goes to the Head of Urban Planning section via predefined workflow of the system for approval and Head of department is notified) Reviews the application and assigns relevant staff accordingly	Urban Planning Section
Relevant staff	Reviews the request, prepares demarcation form and forwards it to General Survey Section and inform reception staff to collect the fees	Urban Planning Section
Cashier	Collects the fees and issues receipt to the applicant	Cashier
General Survey Section Lands & Survey Department	Executes property document for requested joining and forwards it to head of Urban Planning department	General Survey Section Lands & Survey Department
Department Director	Validates drawings and contacts Registration department to issue new deed and inform reception staff accordingly	Urban Planning Department
Receptionist	Closes the request in the system and updates the status as “completed”	Reception
	Process duration	1 week