

Urban Planning Department – Urban Planning Section

Assigning demarcation on land's border

Procedural steps UPD-08		
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 and Head of department is notified) Assigns relevant staff as per assigned area	Urban Planning Section
Relevant staff	Studies the application from planning perspective and compare between land plan and general policy plan	Urban Planning Section
Relevant staff	Contacts Land Acquisition department for feedback, prepares demarcation form and forwards it to General Survey Section	Urban Planning Section
Relevant staff	Assigns demarcation on land and issue (PD) and forwards it to Urban Planning department	Urban Planning Section
Relevant staff	Issues drawings (PD) and forwards it to Urban Planning section	General Survey Section Lands & Survey Department
Relevant staff	Receives the drawings and get it validated from Head of Section	Urban Planning Section
Department Director	- Contacts Real Estate Registration Department at to issue new title deed id land is private property Contacts lands and Survey Department if land is under state's conditional status	Urban Planning Department
Relevant staff	Closes the request in the system and updates the status as "completed"	Urban Planning Section
	Process duration	2weeks