

## APPROVAL OF PRIVATE HOUSING SCHEME

### DEVELOPMENT AUTHORITIES (APH)

#### CHECK LIST OF DOCUMENTS

| Service   | Application Type<br>New /<br>Duplicate /<br>Amendment        | Required Documents  |          |           |             | Fee (PKR) |
|---|--|---|----------|-----------|-------------|-----------|
|   |  | Document  | Original | Photocopy | Attestation |           |
| <b>DOCUMENTS<br/>CHECKLIST<br/><br/>APPLICATION<br/>APPROVAL BY<br/>LDA</b> | <b>DOCUMENTS CHECKLIST - METROPOLITAN PLANNING WING, LDA</b> |   |          |           |             |           |
|   | New  | Formal application signed by all owners with contact numbers and correspondence address                             | Yes      | -         | -           |           |
|   | New  | Certified copy of certificate of registration of the company or the cooperative society, if applicable              | -        | Yes       | Yes         |           |
|   | New  | Copies of CNICs of all owners   | -        | Yes       | Yes         |           |
|   | New  | Copy of utility bill of correspondence address  | -        | Yes       | -           |           |
|   | New  | List of Khasra numbers (including area) of scheme   | Yes      | -         | -           |           |
|   | New  | Location Plan of site of scheme (signed by owners and Town Planner)   | Yes      | -         | -           |           |
|   | New  | Location of site shown on the Master Plan (Signed by owners and Town Planner)                                       | Yes      | -         | -           |           |
|   | New  | Khasra Plan and scheme boundary super-imposed on Satellite image at appropriate scale                               | Yes      | -         | -           |           |
|   | New  | Layout Plan of Scheme signed by all owners and Town Planner (triplicate hard copies, including AutoCAD Drawing)     | Yes      | -         | -           |           |
|   | New  | Topographic Survey (triplicate copy)  | Yes      | -         | -           |           |
|   | New  | Consent from Sponsor of adjoining approved housing schemes (incase access or services of approved schemes are used) | Yes      | -         | -           |           |

Signature \_\_\_\_\_ Date: \_\_\_\_\_

| Service  | Application Type<br>New /<br>Duplicate /<br>Amendment | Required Documents  |          |           | Fee (PKR) |
|--|---|---|----------|-----------|-----------|
|  |   | Document  | Original | Photocopy |           |
|  | New   | Clearance from Army, DHA if applicable  | Yes      | -         | -         |
|  | New   | Clearance from NHA, if applicable   | Yes      | -         | -         |
| <b>DOCUMENTS CHECKLIST - DIRECTOR ENGINEERING (PHS), LDA:</b>  |   |   |          |           |           |
|  | New   | Formal application signed by all owners with contact numbers and correspondence address                           | Yes      | -         | -         |
|  | New   | List of Khasra numbers (including area) of scheme   | Yes      | -         | -         |
|  | New   | Location Plan of site of scheme (signed by owners and Town Planner)   | Yes      | -         | -         |
|  | New   | Khasra Plan and scheme boundary super-imposed on Satellite image at appropriate scale                             | Yes      | -         | -         |
|  | New   | Layout Plan of Scheme signed by all owners and Town Planner (triplicate hard copies, including AutoCAD Drawing)   | Yes      | -         | -         |
|  | New   | Topographic Survey (triplicate copy)  | Yes      | -         | -         |
|  | New   | Soil Investigation Report (Boreholes drilled by Consultant in presence of officials of Director Engg. (PHS), LDA) | Yes      | -         | -         |
| <b>DOCUMENTS CHECKLIST - SOIL INVESTIGATION REPORT</b>   |   |   |          |           |           |
| <b>Instructions:</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The consultancy firm should have an updated PRA registration certificate.</li> <li>• The company should have adequate technical staff and proper well established laboratory for conducting various soil tests.</li> <li>• The test will be performed as per ASTM and AASHTO guidelines.</li> <li>• During the process of soil investigation, the sponsor of the scheme/consultant would dully inform Directorate of Engg PHS for site visit.</li> <li>• For the scheme area up to 1000 K, 20 boreholes and 20 test pits would be conducted (1 bore hole &amp; 1 test pit per 50 K)</li> </ul> |   |   |          |           |           |
| <b>DOCUMENTS CHECKLIST - WASA, LDA:</b>  |   |   |          |           |           |

| Service | Application Type<br>New /<br>Duplicate /<br>Amendment | Required Documents  |          |           | Fee (PKR) |
|---------|---|---|----------|-----------|-----------|
|         |   | Document  | Original | Photocopy |           |
|         | New   | Formal application signed by all owners with contact numbers and correspondence address   | Yes      | -         | -         |
|         | New   | Location Plan of site of scheme (signed by owners and Town Planner)   | Yes      | -         | -         |
|         | New   | Khasra Plan and scheme boundary super-imposed on Satellite image at appropriate scale   | Yes      | -         | -         |
|         | New   | Layout Plan of Scheme signed by all owners and Town Planner (triplicate hard copies, including AutoCAD Drawing)   | Yes      | -         | -         |
|         | New   | 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)                       | Yes      | -         | -         |
|         | New   | Plan showing ultimate sewerage disposal arrangement from proposed housing scheme/land sub division to nearby drain/nallah/sewer etc.  | Yes      | -         | -         |
|         | New   | 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. | Yes      | -         | -         |
|         | New   | Clearance from concerned department other than WASA owning & maintaining the drain/   | Yes      | -         | -         |

| Service  | Application Type<br>New /<br>Duplicate /<br>Amendment | Required Documents  |          |           | Fee (PKR) |
|--|---|---|----------|-----------|-----------|
|  |   | Document  | Original | Photocopy |           |
|  |   | nallah/sewer proposed as ultimate disposal point, if applicable.  |          |           |           |
| <b>DOCUMENTS CHECKLIST - TEPA, LDA:</b>          |   |   |          |           |           |
|  | New   | Formal application signed by all owners with contact numbers and correspondence address                         | Yes      | -         | -         |
|  | New   | Location Plan of site of scheme (signed by owners and Town Planner)   | Yes      | -         | -         |
|  | New   | Khasra Plan and scheme boundary super-imposed on Satellite image at appropriate scale                           | Yes      | -         | -         |
|  | New   | Layout Plan of Scheme signed by all owners and Town Planner (triplicate hard copies, including AutoCAD Drawing) | Yes      | -         | -         |
|  | New   | Topographic Survey  | Yes      | -         | -         |
|  | New   | Cross section / Total ROW of roads abutting to the Housing Scheme / Land Sub-Division.                          | Yes      | -         | -         |
|  | New   | Pay order in favor Chief Engineer TEPA along with application (@ Rs. 2500/- per kanal of total scheme area)     | Yes      | -         | -         |
| <b>DOCUMENTS CHECKLIST - REVENUE DEPARTMENT:</b> |   |   |          |           |           |
|  | New   | Formal application signed by all owners with contact numbers and correspondence address (Annex-A)               | Yes      | -         | -         |
|  | New   | Copy of Record of Right (Fard Malqiat)  | -        | Yes       | -         |
|  | New   | Copy of Mutation/Mutations  | -        | Yes       | -         |
|  | New   | Copy of Register Deed/Deeds   | -        | Yes       | -         |
|  | New   | Copy of akas Shajra   | -        | Yes       | -         |

(@ Rs. 2500/- per kanal of total scheme area)

| Service  | Application Type<br>New /<br>Duplicate /<br>Amendment | Required Documents  |          |           |             | Fee (PKR) |
|--|---|---|----------|-----------|-------------|-----------|
|  |   | Document  | Original | Photocopy | Attestation |           |
|  | New   | Copy of Khasra Girdawri   | -        | Yes       | -           |           |
|  | New   | Copies of CNICs of all owners   |          |           |             |           |
|  | New   | List of Khasra numbers (including area) of scheme   | Yes      | -         | Yes         |           |
|  | New   | Location Plan of site of scheme   | Yes      | -         | -           |           |
|  | New   | Khasra Plan and scheme boundary super-imposed on Satellite image at appropriate scale                           | Yes      | -         | -           |           |
|  | New   | Layout Plan of Scheme signed by all owners and Town Planner (triplicate hard copies, including AutoCAD Drawing) | Yes      | -         | -           |           |
|  | New   | Final Transparency of Layout Plan of Housing Scheme (Signed by all owners of land and Town Planner)             | Yes      | -         | -           |           |
| <b>DOCUMENTS CHECKLIST SUBMISSION OF FINAL TRANSPARENCY AND MORTGAGE DEED AND TRANSFER DEED BY SPONSOR</b> | New   | Softcopy of Plan geo-referred with appropriate Coordinate System  | Yes      | -         | -           |           |
|  | New   | Draft Mortgage Deed (Signed by all owners of land)  | Yes      | -         | -           |           |
|  | New   | Draft Transfer Deed (Signed by all owners of land)  | Yes      | -         | -           |           |
|  | New   | Payment of Penalty, in case of illegalities   | Yes      | -         | -           |           |

| Service   | Application Type<br>New /<br>Duplicate /<br>Amendment | Required Documents   |          |           |             | Fee (PKR) |
|---|---|--|----------|-----------|-------------|-----------|
|   |   | Document   | Original | Photocopy | Attestation |           |
| <b>DOCUMENTS<br/>CHECKLIST</b><br><br><b>SUBMISSION OF<br/>SERVICE DESIGNS,<br/>MORTGAGE &amp;<br/>TRANSFER DEED<br/>AND PAYMENT<br/>OF FEES &amp;<br/>PENALTIES BY<br/>SPONSOR</b> | New   | Service Design of <ul style="list-style-type: none"> <li>▪ Electrification,</li> <li>▪ Water Supply and Sewerage,</li> <li>▪ Roads &amp; drainage</li> </ul> | Yes      | -         | -           |           |
|   | New   | Plans of <ul style="list-style-type: none"> <li>▪ Horticulture,</li> <li>▪ Solid Waste Management</li> </ul>   | Yes      | -         | -           |           |
|   | New   | Initial Environmental Examination (IEE) Report for Environmental Protection Agency (EPA) NOC   | Yes      | -         | -           |           |
|   | New   | Sanction Fee, Penalty (if any), Public Notice fee to LDA   | Yes      | -         | -           |           |
|   | New   | Final Transfer Deed & Mortgage Deed on Stamp Paper   | Yes      | -         | -           |           |

***Fees:** All fees will be directly deposited in the bank account of relevant departments*

**Signature:** \_\_\_\_\_

**Focal Person Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Approval of Private Housing Scheme by Development Authority

## NO Objection Certificate

**1**

### NOC from WASA

#### Instructions

\* Require for Submission of Application for Approval by Development Authority

\* Formal application signed by all owners with contact numbers and correspondence address

#### Required Documents

| S.No | Documents   | Original                            | Photocopy                | Attestation              |
|------|---|-------------------------------------|--------------------------|--------------------------|
| 1    | Location Plan of site of scheme (signed by owners and Town Planner)   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2    | Khasra Plan and scheme boundary super-imposed on Satellite image at appropriate scale   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3    | Layout Plan of Scheme signed by all owners and Town Planner (triplicate hard copies, including AutoCAD Drawing)   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4    | 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)                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5    | Plan showing ultimate sewerage disposal arrangement from proposed housing scheme/land sub division to nearby drain/nallah/sewer etc.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6    | 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7    | Clearance from concerned department other than WASA owning & maintaining the drain/ nallah/sewer proposed as ultimate disposal point, if applicable.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**2**

### NOC from TEPA

#### Instructions

\* Require for Submission of Application for Approval by Development Authority

\* Formal application signed by all owners with contact numbers and correspondence address

\* Service Fees: Pay order in favor Chief Engineer TEPA along with application (@ Rs. 2500/- per kanal of total scheme area)

#### Required Documents

| S.No | Documents | Original | Photocopy | Attestation |
|------|-----------|----------|-----------|-------------|
|------|-----------|----------|-----------|-------------|

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

|   |   |                                     |                          |                          |
|---|---|-------------------------------------|--------------------------|--------------------------|
| 1 | Location Plan of site of scheme (signed by owners and Town Planner)   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Khasra Plan and scheme boundary super-imposed on Satellite image at appropriate scale                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Layout Plan of Scheme signed by all owners and Town Planner (triplicate hard copies, including AutoCAD Drawing) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Topographic Survey  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Cross section / Total ROW of roads abutting to the Housing Scheme / Land Sub-Division.                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**3**

### IEE Report for EPA NOC

#### Instructions

\* Required for Submission of Service Designs, Mortgage & Transfer Deed and Payment of Fees & Penalties by Sponsor

\* Formal application signed by all owners with contact numbers and correspondence address

#### Required Documents

| S.No | Documents              | Original | Photocopy | Attestation |
|------|------------------------|----------|-----------|-------------|
| 1    | IEE Report for EPA NOC | Yes      | -         | -           |

### NOC/Report

**1**

### Director (Eng), PHS, (NOC/Report)

#### Instructions

\* Require for Submission of Application for Approval by Development Authority

\* Formal application signed by all owners with contact numbers and correspondence address

#### Required Documents

| S.No | Documents   | Original                            | Photocopy                | Attestation              |
|------|---|-------------------------------------|--------------------------|--------------------------|
| 1    | List of Khasra numbers (including area) of scheme   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2    | Location Plan of site of scheme (signed by owners and Town Planner)   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3    | Khasra Plan and scheme boundary super-imposed on Satellite image at appropriate scale                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4    | Layout Plan of Scheme signed by all owners and Town Planner (triplicate hard copies, including AutoCAD Drawing) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5    | Topographic Survey (triplicate copy)  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

2

| 6   | Soil Investigation Report (Boreholes drilled by Consultant in presence of officials of Director Engg. (PHS))    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|---|---|-------------------------------------|-------------------------------------|-------------------------------------|
| <b>Revenue Department (NOC/Report)</b>  |   |                                     |                                     |                                     |
| <b>Instructions</b>   |   |                                     |                                     |                                     |
| * Require for Submission of Application for Approval by Development Authority             |   |                                     |                                     |                                     |
| * Formal application signed by all owners with contact numbers and correspondence address |   |                                     |                                     |                                     |
| <b>Required Documents</b>   |   |                                     |                                     |                                     |
| S.No  | Documents   | Original                            | Photocopy                           | Attestation                         |
| 1   | Copy of Record of Right (Fard Malqiat)  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2   | Copy of Mutation/Mutations  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3   | Copy of Register Deed/Deeds   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4   | Copy of Akas Shajra   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5   | Copy of Khasra Girdawri   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6   | Attested Copies of CNICs of all owners  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7   | List of Khasra numbers (including area) of scheme   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8   | Location Plan of site of scheme   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9   | Khasra Plan and scheme boundary super-imposed on Satellite image at appropriate scale                           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10  | Layout Plan of Scheme signed by all owners and Town Planner (triplicate hard copies, including AutoCAD Drawing) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

**Approval**

1

| <b>Approval from Electricity Supply Company</b>   |                                   |                                     |                                     |                                     |
|---|-----------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <b>Instructions</b>   |                                   |                                     |                                     |                                     |
| * Required for Submission of Service Designs, Mortgage & Transfer Deed and Payment of Fees & Penalties by Sponsor |                                   |                                     |                                     |                                     |
| * Approval Of Service Design (Electrification)  |                                   |                                     |                                     |                                     |
| <b>Required Documents</b>   |                                   |                                     |                                     |                                     |
| S.No  | Documents                         | Original                            | Photocopy                           | Attestation                         |
| 1   | Service Design of Electrification | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

2

|                           |  |  |  |  |
|---------------------------|--|--|--|--|
| <b>Approval from WASA</b> |  |  |  |  |
|---------------------------|--|--|--|--|

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

| <b>* Required for Submission of Service Designs, Mortgage &amp; Transfer Deed and Payment of Fees &amp; Penalties by Sponsor</b> |   |                                     |                                     |                                     |
|--|---|-------------------------------------|-------------------------------------|-------------------------------------|
| <b>* Approval Of Service Design (Water Supply And Sewerage)</b>  |   |                                     |                                     |                                     |
| <b>Required Documents</b>  |   |                                     |                                     |                                     |
| S.No   | Documents                                   | Original                            | Photocopy                           | Attestation                         |
| 1  | Service Design of Water Supply And Sewerage | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

**3**

| <b>Approval from Director (Eng), PHS</b>   |                                    |                                     |                                     |                                     |
|--|------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <b>Instructions</b>  |                                    |                                     |                                     |                                     |
| <b>* Required for Submission of Service Designs, Mortgage &amp; Transfer Deed and Payment of Fees &amp; Penalties by Sponsor</b> |                                    |                                     |                                     |                                     |
| <b>* Approval Of Service Design (Roads &amp; Drainage)</b>   |                                    |                                     |                                     |                                     |
| <b>Required Documents</b>  |                                    |                                     |                                     |                                     |
| S.No   | Documents                          | Original                            | Photocopy                           | Attestation                         |
| 1  | Service Design of Roads & Drainage | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

**4**

| <b>Approval from PHA</b>   |                   |                                     |                                     |                                     |
|--|-------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <b>Instructions</b>  |                   |                                     |                                     |                                     |
| <b>* Required for Submission of Service Designs, Mortgage &amp; Transfer Deed and Payment of Fees &amp; Penalties by Sponsor</b> |                   |                                     |                                     |                                     |
| <b>* Approval of Horticulture Plan</b>   |                   |                                     |                                     |                                     |
| <b>Required Documents</b>  |                   |                                     |                                     |                                     |
| S.No   | Documents         | Original                            | Photocopy                           | Attestation                         |
| 1  | Horticulture Plan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

**5**

| <b>Approval from Waste Management Company</b>  |                             |                                     |                                     |                                     |
|--|-----------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <b>Instructions</b>  |                             |                                     |                                     |                                     |
| <b>* Required for Submission of Service Designs, Mortgage &amp; Transfer Deed and Payment of Fees &amp; Penalties by Sponsor</b> |                             |                                     |                                     |                                     |
| <b>* Approval of Solid Waste Management Plan</b>   |                             |                                     |                                     |                                     |
| <b>Required Documents</b>  |                             |                                     |                                     |                                     |
| S.No   | Documents                   | Original                            | Photocopy                           | Attestation                         |
| 1  | Solid Waste Management Plan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Signature: \_\_\_\_\_

Date: \_\_\_\_\_