

Approval process of Land Sub division/Housing Scheme under Punjab Private Housing Scheme Rules, 2022

Step	Rule No	Required Documents / procedure	Remarks
1	5(3)	Application for status of land as per Site Development Zone plan along with following Documents:- a. Valid CNIC b. Document indicating location of Khasra Numbers marked on satellite image duly certified by the concerned Assistant Commissioner. c. Proof of processing fee of Rs.1,000/- rupees.	
2	5(4)	Local Government concerned issued Intimation / PPP regarding status of land as per site development zone.	
3	6(3)	Application for approval of housing scheme along with following documents:- a. Copy of CNICs. b. Mailing address. c. Copy of last pay utility bill. d. Copy of registration certificate of company / firm. e. Triplicate copy location plans of proposed scheme signed by Town Planner & Sponsors. f. Layout plan super imposed on a khasra plan signed by Town Planner & Sponsors. g. Title documents such as registered sale deed, mutation, fard-e-malkiyat. h. List of khasra no, khasra plan & boundary superimposed on satellite image, location of site shown on the master plan signed by Town Planner & Sponsors i. Aks-e-Shajra signed by Assistant Collector / Tehsildar. j. Soil Investigation Report. k. Triplicate copy non encumbrance certificate signed by Assistant Collector / Tehsildar. l. No Objection Certificate from the Irrigation Department, m. Triplicate copy topographic survey. n. Five hard copies & AutoCAD soft copy of layout plan super imposed on khasra plan. o. Soft copy of layout plan geo-referenced with the appropriate coordinate system.	
4	7(4)	Verification of NOC submitted along with application from Irrigation & Revenue Department	
5	7(8)	Verification of ownership documents from Additional Deputy Commissioner (Revenue)	
6	7(9)	Public Notice in at least two urdu & one English daily national newspaper	
7	7(10)	Deposit public notice fee	
8	8(1&2)	Technical clearance of layout plan in District Planning & Design Committee	
9	8(5)	Planning Officer shall submit the layout plan forthwith for technical clearance to the Chief Officer.	
10	8(6)	Planning Officer issued technical clearance of layout plan.	

11	8(7)	The sponsor shall submit the service designs along with NOC from Environment Protection Department.	
12	21(1)	<p>Pre-requisites for issuance of sanction of a scheme. (1) The local government concerned before approval of a housing scheme shall ensure fulfillment of the following requirements:</p> <ul style="list-style-type: none"> (a) deposit approval fee; (b) deposit conversion fee under rule 28; (c) deposit fee for a public notice to be published in two Urdu and one English daily national newspaper giving details of mortgaged plots and the salient features of the approved housing scheme and publish the same on the official website, if available; (d) execute a transfer deed on Form-B, B1, B2 for free of cost transfer to the local government concerned in the office of Sub Registrar, the total area reserved for roads, parks, open spaces, sports facility/playground, graveyard, parking, green strip (prohibited area), solid waste management and such other services and fifty percent area of minimum limit of public building sites excluding the area of mosque or worship; (e) execute mortgage deed on Form-C, C1, in favour of the local government concerned in the office of Sub Registrar to the extent of twenty percent saleable area of the housing scheme or 10% of the saleable plots in case of farm housing scheme as security for completion of development works; (f) verification of no objection certificate from Environment Protection Department, Government of the Punjab; and (g) verification of approved services designs. 	
13	21(2)	<p>(2) The sponsor and the concerned local government before approval of housing scheme, shall ensure that the mortgage deed and transfer deed are executed, registered and incorporated in the revenue record in the following manner:</p> <ul style="list-style-type: none"> (a) the transfer of land reserved for roads, public buildings, parks, open spaces, sports facility/playground, graveyard, parking, green strip (prohibited area), solid waste management and such other services in the name of the local government concerned is mutated in the revenue record; (b) the mortgage of the plots in favour of the local government concerned is mutated in the revenue record; and (c) the housing scheme is incorporated in the revenue record after approval of the District Collector. 	
14	22(1)	Approval of housing scheme.- (1) After fulfillment of the above requirements, the local government concerned shall issue a formal letter of approval in Form-D.	

