



ཐིམ་ཕུ་ཕོ་ལོ་སྡེ་ལས་འཛིན།  
 འབྲུག་རྒྱལ་ཁབ་ལྷན་ཁག་ ཡིག་གྲོམ་ཨུའུ་ལཱ་  
 ལུང་ཅན་ཟུམ་ལ། འབྲུག་ཐིམ་ཕུ་



THIMPHU CITY CORPORATION  
 MoWHS, Post Box No - 215  
 Lungtenzampa, Thimphu: Bhutan



**REQUISITION FORM FOR OFFICIAL SITE PLAN/DEMARCATIION  
 (Applied to Survey Section/ Planning Division)**

I/we.....the landowner/ landowners of **Plot No.....** Under the **Thram No.....** with a Registered Area of..... Sqft/sqm/decimals, located in .....area near (any landmark or road name)....., would like to request TCC, to demarcate my plot as per the proposed plan and issue the latest official site plan of my plot (or) to issue the latest official site plan of my plot.

I have furnished the copies of the following documents,

1. The latest Landownership Certificate issued by TCC.
2. The previous official site plan issued by TCC (to be superceded)

**Requisition Submitted on (Date):**

**Date Fixed with Survey Section for Demarcation:**

I authorize Mr /Mrs /Miss ..... of ..... to apply and collect my site plan on behalf of me.

Name & Signature of the Landowner

**Terms and conditions:**

1. Site Plans /Plot Demarcation would be processed only as per the order of submission of the form. For plots, which do not require plot demarcation, official Site Plan would be issued only after a minimum of 15 working days from the date of application, only if all the clearances are made.
2. For plots, which have to be demarcated as per the plan, Site Plan would be issued only after a minimum of 15 working days of final verification of demarcated pillars and only if all the clearances are made.
3. Survey Section of TCC would carry out final demarcation; only after paying the demarcation fee & Pillar Charges of Nu ..... Site plan would be issued only after paying the Site Plan Fee of Nu..... per site plan.
4. For plots, which fall within the areas, which are outsourced for demarcation the Demarcation Fee, Pillar Charges& Site Plan Fee would be as approved by 62<sup>nd</sup> City Committee Meeting held on 8<sup>th</sup> July 2005.
5. Site Plan would be issued only after removal of existing temporary structure/ Bagos or any illegal/ unapproved construction within the site.
6. Site plan would be issued only after the removal of any structure / boundary wall/fencing etc. falling out of the latest demarcated site boundary which was part of the old site boundaries. TCC would compensate for any existing approved structure / boundary wall /fencing etc.which are located within the registered area of the plot, which would get affected by proposed reshaping of existing plot/plan.
7. Site Plan would be issued only if all the pending dues on the particular plot are cleared.
8. The site plan issued is final and would be valid for two years from the date of issue. The site plan issued is an Original Document and TCC would charge a fee of Nu 750/- for every additional copy.
9. It would be landowner's responsibility to apply for the latest site plan in case of land sub-division or in case of land ownership transfer.

The information submitted in this form is authentic. The above-mentioned Terms and Conditions have been read and understood and I agree with all of them. I also agree with the proposed site boundaries, location and shape of the plot as per the Urban Design Plan/Local Area Plan of TSP.

*For Areas Under Land Pooling:* I declare that I totally agree with the Land Pooling principle applied and agree to contribute.....% of land **or/and** a Development Fee Equivalent to the total pooling Percentage/balance pooling percentage of..... (for Guided Land Development areas) towards the development of my plot and the LAP as per the..... Local Area Plan (valid only for Land Pooled areas).

**Name:** .....

**Address:** .....

**Contact No:** .....

Signature of the applicant/Landowner

I have received the official Site Plan on.....

.....

Name & Signature of the applicant/Landowner

**For Official Use Only**

LAND RECORD	SURVEY SECTION	REVENUE



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**Verification and authorization of above-mentioned cadastral information**

**Clearance from Planning Division:( Not required for Unplanned Areas and Areas Outsourced for Demarcation)**

- Issued Plot Coordinates & Dimension Plan No..... on.....to Survey Section for Demarcation.
- Issued Revised Plot Coordinates & Dimension Plan No..... on.....to Survey Section for Re-demarcation.
- Issued alignment plan to realign Service Lines (water supply/drainage/Sewage) Plan No..... on.....

The Planning Division of TCC authenticate that the Plot Coordinates, Dimension and alignment provided for realigning the services lines were as per the Plan.

**Head of Urban Planning Division**

**Clearance from Survey Section:(Not required for Areas Outsourced for Demarcation)**

- Date of submission:.....
- Date Fixed with Survey Section for Demarcation:.....
- Temporarily Demarcated on:.....
- Verified by on:.....
- Re-demarcated on (In case of any deviation or any on-site issues):.....
- Permanently Demarcated on:.....
- No of Pillars Demarcated:.....
- Demarcated by (Name &Signature of the Surveyor).....

The Survey Section of TCC authenticate that the Plot was demarcated as per the plan, coordinates/dimensions issued from Urban Planning Division for planned areas and as per the cadastral information available with Survey Section for unplanned areas.

**Head of Survey Section**

**Clearance from Building Section: :(Not required for Vacant Plots)**

- Existing Temporary/Unapproved Structures if any:.....
- Use of Existing Attic floor if any:.....
- Existing Structure, which are falling out of the demarcated plot boundary if any:.....
- Temporary Structures/ Unapproved Structures / Bagos / removed or cleared on:.....
- Structures falling out of demarcated boundary removed or cleared on:.....

The Building Section of TCC authenticate that the Plot does not have any temporary/Unapproved structures, does not have any unapproved uses within the plot or existing building and all the structures falling with the previous plot boundary and which are falling outside the demarcated plot boundary were cleared.

**Head of Building Section**

**Clearance from Engineering Division:**

- There is no Water supply line/Sewage Line/ Drainage Line passing through the plot:.....
- ..... Lines were found and shifted to an appropriate alignment as per planning recommendation on.....

The Engineering Section of TCC authenticate that there is no public watersupplyline, Sewage line and drainage lines falling within the demarcated plot boundary.

**Head of Engg. Section**

**Clearance from Revenue Section:**

- Pillar Charge Receipt No.& Book No:.....
- Demarcation fee Receipt No.& Book No:.....
- Site Plan fee Receipt No & Book No:.....

The Revenue Section of TCC authenticate that the plot owner has paid all the fees and charges related to plot demarcation and site plan and also cleared all taxes till date and does not have any pending dues.

**Head of Revenue Section**

Verified all Clearance  
 (Name & Sign of Issuing Officer)

(Name & Sign of Issuing Division/Section Head)