



SUB DIVISION OF PLOTS

DOCUMENTS REQUIRED

1. Application for Subdivision of Plot/ House.
2. Two recent photographs of the owner (s) along with Application Form.
3. Forwarding letter given details of documents for Sub Division under the Owner's signature.
4. Affidavit duly attested by Oath Commissioner (specimen attached).
5. Original Paid Challan of Sub Division fee.
6. Original Paid Challan of separate water connection fee (if feasible/applicable).
7. Original Allotment / Transfer Letter.
8. Photocopy of CNIC (s) duly attested.
9. Original Site Plan & Copy of Site Plan.
10. Copy of Allotment/ Transfer letter.
11. **10x Copies of Ammonia Print Floor drawings** for each Sub Divided unit (in case of constructed building). Print should be as per approved plan/ drawings.



APPLICATION FOR SUB DIVISION OF PLOT / HOUSE

To: The Director (Building Control)
DHA, Gujranwala

Subject: **Request for Sub-Division of Plot/ House No. _____ Sector _____**
Phase _____ Measuring _____ Sft/Marla _____

Sir,

I am the owner of above-mentioned plot/ house. I intend to apply for the sub-division of the Plot/ House. You are requested to please give me permission for sub-division of my Plot/ House. I am enclosing herewith following documents for approval please:

- a. Photocopy of Site Plan of the plot.
- b. Photocopy of Allotment / Transfer Letter.
- c. Photocopy of CNIC of the owner.
- d. Photocopies of Floor Drawings (separate drawing for each floor for constructed house).
- e. Photocopy of Completion Certificate.

Thanking you,

Dated: _____

Signature: _____

Name: _____

S/W/D/Of _____

Address: _____

E-mail: _____

Cell No: _____

CNIC # : _____

Note: Building Control Branch, after scrutiny and approval for Sub Division of Plot / House will inform the Customer in writing within one week for submission of required documents to Transfer & Record Branch.



SUB DIVISION OF PLOT/ HOUSE

AFFIDAVIT

(On Stamp Paper Worth Rs. 100/- duly attested by the Oath Commissioner)

I, _____ S/W/D/ of _____
CNIC # _____ Contact No. _____ R/O _____

senses and of my free will and without any coercion or duress, do hereby solemnly affirm and declare as under:-

- a. That I am the owner of Plot/ House No _____
Sector _____ Phase _____ Measuring _____ Sq
ft/ Marla, in Defence Housing Authority, Gujranwala.
- b. I want to sub-divide the aforesaid plot/ house in two parts.
- c. I shall contact Building Control Branch for the separate sewerage connection before formal approval of the sub-division.
- d. Paid Challan No _____ dated _____ for Rs. _____ as
sub-division fee is attached.
- e. I have applied for the separate sewerage connection and paid Challan No.
_____ dated _____ of **Rs. 90,000/-** (Rupees ninety thousand only)
for separate sewerage connection is attached.
- f. I have applied for the separate water connection and paid Challan No.
_____ dated _____ for Rs. 10,000/- (Rupees ten thousand only) for
separate water connection is attached.
- g. Original Allotment / Transfer Letter bearing No. _____ along with
original copy of site plan is attached.
- h. **In Case Of Two Owners.** Ownerships of sub-divided plot/ house will be as
under:-
 - (1) Plot / House No. _____/1 (First Portion) Name _____
 - (2) Plot/ House No. _____/1 (Second Portion) Name _____

Dated: _____

DEPONENT
(Signature & Thumb Impression)

Verification

Certified on Oath at Gujranwala this _____ day of _____ that the contents of the above-mentioned affidavit is correct and true to the best of my knowledge and belief.

DEPONENT
(Signature & Thumb Impression)