Document Reference:
DHA-GWA-BC-___

APPLICATION FOR SITE PLAN & POSSESSION OF PLOT

To:
Director Building Control
(Building Control Directorate)
Defence Housing Authority
Gujranwala

1 x PHOTO
Owner / Attorney

Subject: **Issuance of Site Plan & Physical Possession of Plot**

Dear Sir,

Please issue site plan of my plot and hand over to me / my authorized attorney.

Plot No._____, , Block _____, Sector _____ Phase_____, Size _____, Category (Resdl / Comm)

Owner's Name_____ S/W/DO _____

Date _____-_____-_____ CNIC | | | | | | - | | | | | | | - | | |

DHA Approved Attorney Name _____ S/W/DO _____
(In case of absence of Owner)

CNIC | | | | | | - | | | | | | | - | | | Attorney's Contact No _____

I hereby undertakes that all dues (cost of land, development charges, late payment surcharges, security charges, non-utilization charges / any other charges, penalties / fine imposed by DHAG) are cleared till date against my above mentioned plot till date

Owner / Attorney Contact _____ Owner's Signature_____

For DHA Office Use Only

PART-I (Verification)

1. Certified that applicant is the actual owner of the plot and all the original documents have been verified.

AD (Record) _____

2. Certified that the ownership is legal and there is no court case / objection

Director (Legal) _____

3. Certified that all dues incl dev charges have been cleared by the applicant and there is no outstanding payment / surcharge till date.

Director (Finance) _____

PART-II (Site Plan Details)

Demarcation of the plot is as under (Site Plan attached): - Site Plan issued on (Date) ____-_____-_____

Longer Dimensions (1)_____ft. Bounded By _____
(2)_____ft. Bounded By _____

Shorter Dimensions (1)_____ft. Bounded By _____
(2)_____ft. Bounded By _____

Area of Plot: _____ Sq. ft

Standard/Excess/Short by: _____ Sq. ft Corner ☐ Facing Park ☐ 80 ft and above Rd ☐

Sr	Factors	Town Planner	Reduction Rate	
			Max Allowed	Recommendations
1.	In vicinity of Boundary/ Drain/ Graveyard		15%	
2.	Reduced Frontage		5%	
3.	Irregular/ Odd/ Triangular Shape		10%	
4.	Misc (Elec Line/ SDS/ Hospital/ Near Litigation Area/ Any Other.		10%	
	Total		40%	

Town Planner (Building Con) _____ **Dir Building Control** _____

PART III (Physical Possession)

Handed over possession physically on date____-_____-_____.

Chief Surveyor _____ Town Planner _____

Possession taken on (Date) ____-_____-_____. By (Owner / Attorney) _____

(Owner / Attorney) Signature_____ **Director (Building Control)** _____

Documents required for possession application (copies)

1. Owner CNIC 2. Allocation / Transfer Allocation / Intimation / Transfer Intimation / Allotment Letter 3. All payment vouchers of Dev Charges 4. Payment Voucher of Site Plan & Possession Charges 5. DHA Approved Attorney (Specimen available on DHA website) 6. CNIC of Attorney

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