

KITUI MUNICIPALITY

DEVELOPMENT APPROVAL GUIDELINES WITHIN KITUI MUNICIPALITY.

Developers proposing to develop within Kitui Municipality shall submit development applications (building plans, extension/renewal/change of user, subdivision schemes, etc.) to Kitui Municipality Physical Planning office. The physical planner shall then verify the application to confirm the following

Building plans;

- Application for storey building there must be five architectural and five structural drawings fully stamped by valid licensed architectural and structural engineer respectively.
- For an ordinary building the applicant shall submit five architectural drawings stamped by the architect.
- The plans must have stamp by Kitui central sub county public health officer.
- All architectural and structural analysis shall be done (Setbacks, building lines, parking, elevators for high-rise buildings, ventilation etc.

Attachments

- Land ownership documents; (for freehold a copy of title deed, search certificate, survey map, subdivision scheme and sell agreement where applicable.
- Leasehold; a lease title, letter of allotment, a copy of area PDP, rate clearance certificate, change of user brief where applicable.
- Valid certificate and practicing license for both architect and structural Engineer.
- For storey (high risk) building, indemnity form fully stamped

Site Visit and considerations (By Municipal Physical Planner)

- Land use zoning; if the proposed use doesn't match with the area zoning the applicant shall process change of user.
- The proposed site must have access road, no encroachment to road reserve and should not be riparian.
- The proposed site shall not have any unresolved/pending dispute.

NB: The physical Planner shall prepare a brief site report and forward to Municipal manager through the Deputy municipal Manger technical services. The deputy municipal manager may sometimes visit the site when considered necessary.

Filling billing Schedule (Payment invoice)

- The physical Planner upon being satisfied with the proposed site, shall assess the approval fee with authorization by the deputy municipal manager technical services.

- The approval fee calculation shall be with reference to the current Kitui County Finance Act.
- Upon payment of the approval fee, the applicant shall fill Form PLUPA DC/1A
- The copies of billing schedule and payment receipts shall be kept by the Kitui Municipality revenue clerk.
- Thereafter the Planner will enter the application to the register.
- The revenue clerk shall be getting a monthly statement of revenue collection from municipality development applications and forward the same to Municipal manager through the deputy municipal manager finance and administration.

NB: Calculation for approval fee shall be done by Kitui Municipality Physical planner who shall also stamp the billing schedule

Plan circulation (Comment sheet)

- The Physical Planner shall seek comments from the architect, surveyor, structural engineer and any other relevant technical staff depending on the type of the Project.
- The comments shall be written on a comment sheet bearing Kitui Municipality letter head.

Recommendation for approval

- The physical Planner shall recommend the building Plans for approval and forward the plans to deputy municipal manager Technical Services for checking stamp
- The checked plans shall be forwarded to the County Executive committee member Lands, Housing and Urban Development by the Municipal Manager.

NB: Recommendation for approval shall be done within one week from the date of payment of approval fee.

From Municipality to the County ministry of Lands, Housing and Urban Development.

- All the Plans captured in Kitui municipality forwarding register shall then be submitted to the County director of physical planning.
- The Director shall then forward them to the County Executive Committee member in charge of Lands, Housing and Urban Development for approval/deferments.

Communication of approval/Deferment to Applicants

- The Director shall communicate the decision of approval/deferment to Kitui Municipality Physical Planner who shall collect the applications and communicate the same to the applicant.
- The applicants are required to collect their Plans within one week from the date of communication of approval/deferment.

NB: The physical planner shall keep a copy of approved development application for future reference.

Monthly reports

- A report on the number of forwarded plans and total revenue collection from the forwarded plans shall be given to municipal manager monthly who shall then forward the same to the Ministry of Lands, Housing and Urban Development (Chief Officer Urban Development and Chief Officer Lands and Housing).

Inspection during Construction

- Inspection during construction phases shall be coordinated by the physical Planner.
- The routine inspection team shall comprise a building inspector, Physical Planner, two enforcement officers and a revenue clerk.
- The team shall give a report on details of construction site visited (Location, approval status, level of construction and compliance) and proof of fee payment.
- Depending on the magnitude of the project, the physical Planner with permission of Kitui Municipal Manager may engage other relevant county government professionals.
- A daily inspection report shall be given to the deputy municipal manager Technical services who shall communicate the same to Kitui Municipal manager.
- A record of all the ongoing construction and their inspection record shall be kept by the physical Planner and a copy of the same by the Deputy Municipal manager Technical services.
- Developers are supposed to keep a triplicate and visitors book at their construction site where the inspection team shall be writing their comments. A copy of the approved plan and payment receipt must be availed to the team for verification.

NB: There shall be a monthly interdepartmental inspection; development control, Environment, disaster management, revenue and Department of trade. The team shall prepare a monthly working schedule for prior logistical arrangements.

Issuance of Occupation Certificate

- The Physical Planner shall give a list of completed building to the Municipal manager through the deputy Municipal manager Technical Services.
- The municipal manager shall communicate to developers of the completed building about the final inspection date before the issuance of occupation certificate.
- The technical team taking part in final inspection shall be coordinated by the Deputy Municipal manager Technical services.
- Copies of occupation certificate and register shall be kept in the office of deputy municipal manager-Technical Services

NB: No Occupation certificate shall be issued to complete building without any inspection record.

Recommendations

- Registration of development applications shall only be done after submitting all the necessary documents.
- Payment for development applications shall only be done after site visit
- No recommendation for approval shall be done on freehold land without an approved subdivision scheme
- No recommendation for approval shall be done to leasehold land without a copy of recognized area PDP.
- No recommendation for approval shall be done without processing change of user where applicable.
- No recommendation for approval shall be given without proper for Parking space
- No recommendation for approval shall be done without proper solid and liquid waste management indication.
- No recommendation for approval shall be done on land with pending land dispute
- Occupation certificate shall only be done to developers whose buildings have inspection record.

KINDLY SEE THE FLOW CHART OF APPROVAL PROCESS BELOW

KITUI MUNICIPALITY DEVELOPMENT APPLICATION PROCESS

