

INSTRUCTIONS TO APPLICANT **(For Sub-Division of Land)**

Please read carefully the Volume I and II (Parts I and III) of the Planning and Building Regulations of the City of Colombo Development Plan, 1999. Kindly note that all the Regulations and the Parts mentioned below are with reference to the Planning and Building Regulations of the City of Colombo Development Plan, 1999, Amendment 2008 and Development regulations circular No 25 of Urban Development Authority.

1. The application should be **signed by the owner/s and the qualified person/s** (Regulation 3)
2. A duly filled application form with
 - (a) If number of lots less than 2, including original and four duplicates should be submitted.
 - (b) If number of lots more than 2, including original, duplicates for each number of lots and one another duplicate should be submitted.
 - (c) 5 1/2cm space minimum (5.5 cm x 20 cm)space to be reserved for **Office Use.**
3. **Sub-division permit will be issued only under the name/s of the owner/s with two (2) copies of approved survey plan.** If the permit to be issued by hand, a letter of authorization with the name, national identity card number and specimen signature of the nominee should be submitted / forwarded to the City Planning Division.
If the Owner is a **Company** , Application should be signed by **2 Directors.**
4. The **minimum areas (extents)** of the proposed lots should be complied with the zoning regulations given in the Volume I (Part II) of the City of Colombo Development Plan, 1999 & Amendment 2008.
5. If any **amalgamation** is involved, please indicate the references in the survey plan.
6. Details of **access** to proposed lots and **turning circles** are given in Regulation 31.
7. It is the duty and the responsibility of the Qualified Person/Licensed Surveyor to **check** whether the block of land is affected by any street line, building line or any other reservation or any service line such as public / private / water or sewer line, rain water drain, drainage path, electricity and telephone cable etc. passes through the land. The area within street line/s or any other reservation should be shown as a separate lot.
8. Street line, building line or any other relevant reservations/lines should be marked by the **Surveyor.**
9. **Entrances** to the proposed private streets should be designed so as **not to be obstructed** by trees, bus halting places, electricity, telephone or any other posts etc.

10. No new sub-division should lead to **reduce** the open space/s, rear space, light & ventilation of an existing building and other requirements such as parking, sanitary facilities etc.
11. If the lot/s is/are accessed by a proposed private street, an original showing longitudinal section and cross-section in suitable and relevant intervals of the proposed street should be submitted with a duly filled **application form for the proposed private street** together with four copies of the sectional plans.
(Private street application can be obtained from the City Planning Division.)
12. If the land lot/s is/are abutting a **provisional street line**, the area within such street line should be thrown to the street free of compensation. The Legal Department of the Colombo Municipal Council will make necessary arrangements in this regard.
13. Non-vesting certificate and water, drainage/any other **clearances** necessary should be obtained from the relevant authorities before handing over the application to the Municipal Council.
14. It is the responsibility of the Owner / Town Planner / Licensed Surveyor to produce any **additional information** which may be found necessary.
15. A **processing fee** has to be paid at the time of submission of the sub-division application. A fee of Rs. 250/= + GST is charged for every lot depicted in the survey plan.
16. The **receipt** of payment of the application fee should be shown to the receiving counter. Until then, the processing of the application will not be started.
17. **If any of the information provided by the Owner / Town Planner / Licensed Surveyor is found to be false or incorrect by the Colombo Municipal Council, the application will be rejected/the permit issued with regard to the sub-division / re-sub-division / amalgamation will be cancelled.**
18. **Colombo Municipal Council is not responsible for any payment made by the owner other than the official payment made to the Council for which a receipt is issued.**