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ROYAL GOVERNMENT OF BHUTAN
 GELEPHU THROMDE

OFFICIAL SITE PLAN APPLICATION FORM

To
 The Head
 Urban Planning Division
 Gelephu Thromde

Date:

Subject: Application for the issuance of Official Site Plan

Sir,

Kindly arrange to issue an Official Site Plan for my plot as per the details given below:

1. Name of the Plot Owner:.....
2. Thram Number :.....
3. Plot Number :.....
4. Location (Demkhong) :.....(LAP-I / LAP-II / CORE/LAP-III/ LAP-IV)
5. Purpose of request of official site plan.....

Terms and condition

1. The site plan will be issued within 3 working days from the date of application upon payment of site plan fee Nu. 500/- for each site plan.
2. For land conveyance involving sub divisions of plots the site plan will be issued upon payment of demarcation fee, cost of the pegs and site plan fee.
3. Site plan will be issued only, if all the pending dues/ issues on the particular plots are cleared, viz. land tax, property tax and other fees / charges.
4. It would be land owners responsibility to apply for the latest site plan in case of land sub division or land ownership transfer.
5. A letter of Authorization will be required if plot owner authorizes his/her representative on his/her behalf to apply/collect the official site plan.

The information submitted in the form is authentic. I have read and fully understand the above mentioned terms and condition and hereby I agreed with it. I also agree with the proposed site boundaries, location and shape of the plot as per the Urban Design Plan/ Local Area Plan of Gelephu Structure Plan.

Yours faithfully,

Signature :.....Applicant Name :.....
 Contact No. :..... CID Number :.....