



APPLICATION FOR POSSESSION OF PLOT & SITE PLAN

To: **Director Planning**
(Building Control Section)
Defence Housing Authority
Gujranwala

Sr	Factors	Town Planner BC	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 (Determined by BC Branch) Elec Line/ SDS/ Hospital/ Near Litigation Area/ Any Other.		10%	
	Total		40%	
Town Planner BC		PD		
Dir Planning				

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._____, Size _____, Cat (Resdl / Comm), Sector_____, Block _____ Phase_____

Owner's Name _____ Signature _____

Date ___-___-___ CNIC

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DHA Approved Attorney's Name _____ (In case of owner absence)

CNIC

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 Signature _____

Owner / Attorney Contact _____

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 all dues incl dev charges have been cleared by the applicant and there is no outstanding payment / surcharge till _____.
Director (Finance) _____

PART-II (Site Plan Details)

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

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 (Planning) _____

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