



NATIONAL CAPITAL DISTRICT COMMISSION
 REGULATORY SERVICES DEPARTMENT
PHYSICAL PLANNING DIVISION

APPLICATION FOR
REGISTERING CUSTOMARY/STATE
PROPERTIES IN UNPLANNED AREA
 NCD PHYSICAL PLANNING BOARD

APPLICATION CHECK LIST

Note: Applicant to assess and complete checklist prior to lodgement of the application(s)

APPLICATION WILL NOT BE ACCEPTED UNTIL THIS CHECK LIST IS COMPLETED

Completed by Applicant	Completed by Commission	DOCUMENTATION	Office Use Only
		Completed Application Form	
		Two (2) Sets of Plans including the following: -Land Tenure Documents/ILG Documentation -Location Plan at Scale of not less than 1:4000 with locality map/Sketch map - Site Plan showing all site dimensions/sketch map -Contours 2 or 5m interval if any -GPS point of the site-x and y coordinates/ Northings and Eastings -Satellite image of the site if any -Un/Registered Survey Plans if any -Copy of land Title if any -Area in Hectares	

Key: A- Application

N/A- Not Available

O/S- Outstanding

Processed by
 (Customer Service Officer)

Date:/...../.....

Checked by
 (Co-coordinator – Administration)

Date:/...../.....