

LAND SUBDIVISION IN KIAMBU COUNTY

**SUBMISISON PROCEDURES,
STANDARDS AND GUIDELINES**

1. What is Land Subdivision?

“Subdivision” in relation to land means the division of any land, held under single ownership, into two or more parts

2. Approval Requirements

1.1. Submission

Subdivision schemes are prepared by a registered Physical Planner with valid practising licence from the Physical Planners’ Registration Board (PPRB).

Application to subdivide is lodged at the relevant Sub County Planning Office land must be accompanied with:

1. Form PPA.1 duly filled appropriately;
2. Ownership documents and certificate of official search or any other evidence of land ownership status from the respective Land Registry;
3. Survey map/Registry Index Map (RIM);
4. At least 4 copies of subdivision scheme plan duly signed by the developer and the submitting planer;
5. Consent to subdivide from the Land Control Board; (freehold land)
6. Copy of Consulting Planner’s current practising certificate; and
7. Copy of land rates payment/clearance.

The scheme plan shall contain:

1. Title Block
 - a. Describing the Project, locality and Plot Reference Number,
 - b. Developer’s Name ,Address, Signature and date;
 - c. Consultant’s Name Address, Signature and date
 - d. Scale (Rational Representative Fraction (RF) scales are to be used (s) (1:200; 1:500; 1:1000; 1:2000 1:2500or 1:5000)
2. The Subdivision scheme illustrating:
 - a. The location plan indicating major roads and/or features;
 - b. True North;
 - c. The entire plot boundaries (edged in red) and their dimensions;
 - d. Adjoining plots and land reference numbers;
 - e. Scheme design:
 - i. Plot shapes: The frontage shall be shorter than the depth (ideally ratio of the width to the length being 1:2) to minimize infrastructure cost per plot;
 - ii. the minimum size of plots in any area, plots at street corners shall be made to adequate size to permit establishment of satisfactory building lines (whenever appropriate) and to provide for proper utilization of such plots within the building lines;
 - iii. Plot sizes are determined by the extent of public sewerage reticulation offered. The County Spatial Plan offers zoning guidelines on permitted land uses and minimum plot sizes broadly as follows:

- Agricultural
 - Small-scale Zones size (0.2ha)
 - Large scale Zones (2.0ha)
 - Residential:
 - Low Density Zones single dwelling (0.2ha)
 - Medium Density Zones single dwelling (0.1ha)
 - Compact Density Zones single dwelling (0.045ha)
 - High Density Zones multi-dwelling (0.045)
 - Industrial
 - Sewered Zones
 - Light Industry (0.045)
 - Medium Industry (0.2ha)
 - Un-sewered Zones
 - Medium Industry (2.0ha)
 - Heavy Industry (20ha)
- f. Road networks
- Names of all existing roads and their respective widths
 - Properly designed network (shaded in blue) of primary distributor, local distributor, minor access roads and footpaths. Proposed access roads with their respective widths;
 - Major Communication Roads 60m
 - Through Routs 30-36m
 - Spine Road, Commercial and Industrial Roads 25m
 - Bus Routes/local distributor 18m
 - Neighbourhood access road exceeding 150m long 15m
 - Normal access road not exceeding 150m long 12m
 - Minor access road not exceeding 6m 9m
 - *Cul de Sacs* must terminate with a 12x12m hammerhead; and
 - Junction corners must be truncated by not less than half the width of the joining road
- g. Boundaries and areas of all sub-plots, and their approximate dimensions (in hectares) or in large comprehensive schemes a summary schedule)
- Proposed use of each sub-plot (for comprehensive schemes planning colours to apply)
 - Commercial (Red);
 - Residential (brow);
 - Industrial (purple);
 - Religious; (orange)
 - Educational Facilities; (orange)
 - Health Facilities; (orange)
 - Open Spaces/Playfield/Riparian (green); and
 - Each sub-plot should be numbered or lettered
- h. Service Wayleaves (water mains, storm water drainage, trunk sewer, high voltage power, communications cables; etc.)
- i. Existing structures/buildings (either for retention or demolition)
- j. Contours with their values

1.2. Evaluation

The subdivision scheme is circulated to various County department and Government Agencies for evaluation as follows:

- a. County Planning Office:
 - Zoning Compliance
 - Planning standards and specifications
- b. County Land Survey
 - Road reservations and alignments
 - Boundaries and bacons confirmation
- c. County Roads Directorate
 - Road reservations and alignments
 - Traffic management
- d. County Environment Directorate (in consultation with relevant Water and Sanitation Companies)
 - Water supply reticulation
 - Sewerage reticulation
 - Riparian reserves
- e. County Valuation Directorate
 - Valuation and rating status
 - Public land verification
- f. NEMA/WARMA;
 - Environmental considerations
- g. KRC; KAA
 - Railway or aviation considerations
- h. Ministry of Defence
 - Military security considerations

1.3. Approval

Approvals are granted by the County Planning Technical Committee (PTC) in their routine meetings. The decision of the committee is communicate by the County Director of Physical Planning through Form PPA.2 (Notification of Approval/Refusal/Deferment of Development Permission)

All subdivisions are grated conditional approval. These conditions shall be binding upon the owner, successors and assigns.

Standard performance conditions include but not limited to:

- a. Submission of Engineering drawings
 - Civil engineering for the roads and storm water drainage
 - Water supply (and where appropriate sewerage reticulation)
- b. Reservation/surrender of land for
 - Public utility,
 - New roads and existing road widening and
 - Service wayleaves and riparian reserves

1.4. Implementation of Performance Conditions

Fulfilment of the performance conditions is capital intensive and often beyond the financial reach of the developer. The County Government shall offer a flexible implementation option of partial and progressive release of the subplots (maximum 30% at any time) to full conveyance to unlock the funding of the infrastructure development. After all the conditions are fully met Compliance (subdivision) Certificate is issued paving way for total conveyance of all parcels of land.

The developer will not be deemed to have complied with the subdivision conditions unless the County Government has been able to inspect the following stages of the approved engineering works:

- a. Roads
 - Setting out of the works
 - Excavation to formation levels
 - Laying and compaction to base (in case of non-adoptive standards)
 - Placing and finishing of base course and wearing course (in case of adoptive standards)
 - Alignment of kerbs and edges
 - Street lighting at all stages
- b. Water Supply and Sewerage reticulation
 - Setting out of the works
 - Excavation to invert levels
 - Laying of the pipes
 - Testing of the water pressure/sewer lows