



GOVERNMENT OF THE PUNJAB
LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT
DEPARTMENT

Dated Lahore the 17th September, 2022

STANDING INSTRUCTIONS

No. SO. Estate(LG) 2-62/2020. In exercise of the powers conferred under Section 153(5) of the Punjab Local Government Act, 2022 (XIII of 2022) and in pursuance of the Punjab Local Governments Land Use Plan (Classification, Reclassification and Redevelopment) Rules 2020, following instructions are hereby issued for strict compliance;

1. (i) Land use plan of a local government under rule 27(1) consists of following;
 - a. the notified land use classification map;
 - b. the notified site development zone structure plan; and
 - c. notified lists "A" & "B" roads.(ii) As defined in rule 27(2) of the rules *ibid*, each part of land use plan shall be effective from the date of its notification.
2. A local government shall classify its entire local area into land use classes i.e. **(a) residential; (b) commercial; (including institutional) (c) industrial; (d) agricultural; and (e) notified area**, indicating actual land use in both plan and non-planned area, under rule 3 read with Chapter IV and issue notification thereof under rule 17 of the rules *ibid*. The said classification map may be prepared by local government concerned from its own sources or by contracting out under Section 40(1)(e) of Punjab Local Government Act 2022.
3. A local government shall prepare and notify lists "A" and "B" of the roads under Chapter III of the rules *ibid*.
4. A local government that has prepared and notified land use classification map and lists "A" & "B" roads, as referred above is permitted to proceed further in accordance with law and rules concerned on Site Development Zones.
5. A local government shall prepare and notify site development zone and its structure plan in accordance with Chapter V of the rules *ibid* read with the Punjab Local Governments Land Use Plan Regulations, 2021. The said Site Development Zone Structure Plan may be prepared by local government concerned from its own sources or by contracting out under Section 40(1)(e) of Punjab Local Government Act 2022.

6. No local government shall allow the establishment of a private housing scheme except in a site development zone.
7. No local government shall approve a site development zone, the limits of which extend into a restricted area.
8. On the request of local governments, Secretary Local Government and Community Development Department, in exercise of powers conferred upon him under rule 3(2) and 12(2) of rules *ibid*, is pleased to extend the period of preparation and notification of classification maps and enlistment and review of roads "A" & "B" within four months from the issuance of these standing instructions.
9. A Chief Officer/Head of local government shall ensure issuance of notification of land use classification maps and list "A" and "B" roads under the rules *ibid* within stipulated time, failing which he will submit the reasons for failure to prepare land use plan or seek further extension from Secretary, Local Government & Community Development Department.
10. The District Planning and Design Committee (DPDC) shall ensure fulfilment of criteria for preparation of site development zone structure plan mentioned in rule 22 of the rules *ibid* and in compliance with Punjab Local Governments Land Use Plan Regulations, 2021 and guidelines given at Annex A of these standing instructions for the scrutiny of Site Development Zone structure plan.
11. The Chairperson of the District Planning and Design Committee (DPDC) shall convene meeting of the committee at least fortnightly and dispose of the pending cases on merit subject to rules, regulations and instructions. The Chairperson of DPDC shall also ensure that scrutiny and the minutes of the DPDC meetings take in to account the parameters and criteria outlined in the rules, regulations, instructions and guidelines issued by the government in letter and spirit.
12. A Chief Officer/Head of local government shall ensure that no non-conforming land use takes place in the area classified as agriculture in the land classification map prepared under rule 3 *ibid* except for the area falling into a notified site development zone and which has been converted on payment of conversion fee under rule 20(2) of the rules *ibid*.
13. The Chief Officer/Head of local government shall initiate immediate legal action

notified under any rule, and in any way including and not limited to establishment of a private housing scheme or land subdivision.

14. The Officers/Officials of local governments and head of local governments who fail to protect the agriculture area in their respective jurisdiction shall be subject to disciplinary and any other proceedings under applicable laws.
15. The above standing instructions are not applicable to already duly notified site development zone structure plans of a local government provided they have been prepared following the rules and regulations applicable at the time of their preparation and notification.
16. Standing instructions issued vide notification bearing No. SO. Estate (LG) 2-25/2019(P) dated 05.01.2022 are hereby withdrawn with immediate effect.

**SECRETARY
LG&CD DEPARTMENT**

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. All the Divisional Commissioners in Punjab.
2. All the Administrators of local governments in Punjab.
3. All the Deputy Commissioners in Punjab.
4. The Deputy Secretary (General) to Chief Secretary.
5. The Chief Officers of all local governments in Punjab.
6. PSO to Minister for, Local Government & Community Development.
7. PSO to Secretary, LG&CD Department.
8. PSO to Secretary, HUD&PHE Department.
9. PSO to Special Secretary, LG & CD Department.


SECTION OFFICER (ESTATE)

GUIDELINES FOR SITE DEVELOPMENT ZONE STRUCTURE PLAN

The guidelines given below are divided in the following two parts

- A. Delineation of site development zone
- B. Preparation of site development zone structure plan

A. DELINEATION OF SITE DEVELOPMENT ZONE**(I) Preparation of Base Map and Established Built-up Area:**

1. Prepare a base map of the area by using satellite imagery or Google Map
2. Conducting field surveys and mark various hard and soft features including existing transportation arteries, railway tracks, gas pipelines, high tension power lines, water bodies i-e canals, nullahs, lakes etc.
3. Identify the established built-up area(s) marking their boundary in the light of following parameters: -
 - (i) Boundary shall be contiguous and enclosing the compact blocks of built-up area.
 - (ii) Ribbon development and inclusion of suburban areas should be avoided.
 - (iii) Boundary shall be drawn keeping in view the physical barriers on the ground.
 - (iv) The existing housing schemes (approved or un-approved) if adjoined with the built-up area of the city; will be included. In the other case, the existing schemes which are away from the built-up area (i.e., predominantly in open areas) will not be included in the Built-up Area Boundary.
 - (v) In the same way as above marking of the boundary of the rural settlements shall also be done within the jurisdiction of a local government
 - (vi) The Lay Out Plans (LOPs) of the housing schemes should be geo referred and then digitized.

(II) Determining Size and Location of Site Development Zone:

1. Identifying the size and location of Site Development Zone (SDZ) including its boundary in a local area shall include the following: -
 - (i) Review of the existing land use classification map that helps in identifying potential areas for site development zones.
 - (ii) Review of the previous plans of the local area (if any) like outline development plan, master plan, structure plan etc.
 - (iii) When proposing the size and location of a SDZ, factors including population growth, population density, size of established built-up area

in the local area and future land requirement for housing should be calculated.

- (iv) To estimate the land required for housing and other uses to be provided through SDZ development, population projections based on the latest population census at block level should be made in the local area.
- (v) Separate population growth rates for urban and rural population should be calculated for local area.
- (vi) The calculation for additional land area should take into consideration medium, and high-density development and also take into account vacant plot in existing housing schemes and potential for infill development in the built-up area.
- (vii) SDZ location should be aligned with the temporal analysis of land cover.

2. While determining the location and boundary of Site Development Zone (SDZ) following factors shall also be considered for its viability: -

- (i) The limits of a site development zone shall not extend into the restricted areas, including but not limited to, environmentally/ecologically sensitive areas, flood prone areas, hazardous areas or areas having cultural heritage or large public infrastructure like airport, power plants etc,
- (ii) The location of the site development zone can be outside established built up area and close to its boundary to ensure a compact and contiguous form.
- (iii) Preferably site development zones should be situated in the area that spans the landscape between contiguous urban development and rural countryside with low population density and is likely to be urbanized in the next eight years.
- (iv) Connectivity to existing standard public service infrastructure is critical for determining the viability of a site development zone.
- (v) The site should have public water and sewer system and transportation connectivity already available or be situated such that connectivity of infrastructure is possible and economical in the future.
- (vi) Sites linked to good condition and standard roads may be preferred.
- (vii) Site location should be aligned with the spatial growth trend of the urban area.
- (viii) No sites should be identified that it limits future expansion and are scattered in the local area making them unviable for the development of a good structure plan.
- (ix) Industrial site development zones may be located near to main transportation arteries and away from the established built-up area contingent upon provision of suitable infrastructure.

(B) PREPARATION OF SITE DEVELOPMENT ZONE (SDZ) STRUCTURE PLAN

- (I) The Site Development Zone Structure Plan shall include:
 - (i) Proposed road networks within the SDZ area.
 - (ii) demarcation of proposed Primary or Secondary Level Roads / Corridors within SDZ.
 - (iii) Road network may be proposed along high-power tension lines, water channels, railway tracks etc.
 - (iv) As far as possible existing right of ways should be used by extending their width to the required level.
- (II) The SDZs can be divided into different blocks based on the proposed road network and Land use should be proposed for each block based on, purpose and overall land use classification map to ensure compatibility.
- (III) For SDZ Structure Plan standard color notations shall be used for boundaries, infrastructure & land uses etc.
- (IV) SDZ structure plan may also propose infrastructure including roads, nullahs, high transmission lines, social and institutional amenities, and road up to secondary level.