

1. What power(s) does the County Government of Kiambu has over control and use of land?

The Physical and Land Use Planning Act (PLUPA) 2019, the Urban Areas and Cities Act (UACA) 2011 and the County Governments Act (CGA) 2012 give County Governments power to prohibit or control the use and development of land and buildings in the interest of proper, orderly, optimal land use, protect and conserve the environment, promote public safety and health, and promote public participation (both urban and rural areas).

2. What types of applications require approval by the County Government?

- a. Building Plans
- b. Sub-Divisions and Amalgamations
- c. Renewal/Extension of Leases
- d. Change of User/Extension of Use
- e. Renovations
- f. Outdoor advertisement

3. How do I make my application to the County Government?

Development applications are processed **online** through our Electronic Development Applications Management System (E-DAMS) with the exception of Outdoor Advertisement and Renovations where the applicant is required to visit the respective Sub-County Physical Planning offices.

An applicant can only make an application on EDAMS through registered and licensed professionals as below:

TYPE OF APPLICATION	OUTPUT	PROFESSIONAL
Building Plans	Architectural Drawings	Architect
	Structural Drawings	Structural Engineer
Sub-Division & Amalgamations	Sub-Division/Amalgamation plan	Physical Planner
Renewal/Extension of Leases	Planning Report	Physical Planner
Change of User/Extension of Use	Planning Report	Physical Planner

NB: For a list of the relevant professionals, visit the following sites:

<http://ebk.or.ke/registered-professional-engineers/>

<https://boraqs.or.ke/registered/architects>

<https://pprbkenya.org>

4. Why do I require to apply for Change of Use for my land?

- a) To inform the public/interested persons or organizations as per the Physical and Land Use Planning Act, 2019 section 61 (1d)
- b) If the proposed use of the land differs from the initially intended use for the land
- c) To provide a platform for infrastructural requirements
- d) To appraise possible areas of conflict likely to result from the new proposal

5. Under what circumstances do I require to apply for structural approvals?

If the proposed development/building has more than one floor/ or if it is a storeyed building

6. Why do I need a Geo-Technical Report?

To ascertain the soil profile stability

7. What documents do I require to make my application?

- a) Copy of Ownership Document (Title Deed/Lease Certificates)
- b) Land Search (not more than 3 months old)
- c) Current Land Rates Clearance Certificate
- d) Survey Map/ Approved sub-division plan

8. Can I apply for approval with a Share Certificate or Allotment Letter?

Yes. The share certificate or allotment letter should be accompanied by a sworn affidavit

9. Is there any payment required for processing of my application and how do I make the payment?

Yes. The fees payable for processing of various applications are provided for in the Kiambu County Finance Act which can be downloaded on <https://kiambu.go.ke>.

Once an invoice has been generated, payment to be made to Sub County offices and receipts collected

NB: Assessment of an application is done after payment has been made

10. How long will my approval take after I have made payment?

- a. Outdoor advertisement and renovations- 7 days
- b. Single Dwellings and Boundary Walls – 15 Days
- c. All other applications – 30 days

11. Why would my Building Plans not be approved within the stipulated time?

- a) The required documents have not been provided
- b) Not compliance to planning and building code standards (Adequate lighting; ventilation; room sizes; parking requirements etc.)
- c) Non-compliance with the Change of Use permit (PPA2)
- d) Failure by the Consultant Architect or Engineer to address comments raised in time as per a, b, and c above.
- e) Adverse comment(s) from institutions, organizations, or individuals that require further consultation

12. Why would my Change of User/Extension of Use not be approved within the stipulated time?

- a) The required documents have not been provided
- b) Failure by the Consultant Physical Planner to address comments raised in time.
- c) If the land is public or disputed
- d) If the proposal is in conflict with the neighbourhood
- e) If the proposal does not comply with the existing county land policy and zoning guidelines
- f) Adverse comment(s) from institutions, organizations, or individuals that require further consultation
- g) Where no public participation has been done

13. Why would my Sub-Division/Amalgamation application not be approved within the stipulated time?

- a) The required documents have not been provided
- b) Failure by the Consultant Physical Planner to address comments raised in time.
- c) If the land is public or disputed
- d) If the proposal does not comply with the existing county land policy and zoning guidelines
- e) Non-compliance with the planning standards (minimum plot size; minimum road width; plot shape; surrender for public utilities where applicable; riparian considerations)
- f) Adverse comment(s) from institutions, organizations, or individuals that require further consultation

11. Why would my Renewal of Lease/Extension of Lease application not be approved within the stipulated time?

- a) The required documents have not been provided
- b) Failure by the Consultant Physical Planner to address comments raised in time.
- c) If the land is undeveloped
- d) If any of the condition(s) of the subject lease has not been complied with
- e) If the Government requires the land for public good
- f) Adverse comment(s) from institutions, organizations, or individuals that require further consultation

12. What happens after I obtain my Building Plan approvals (Construction Permit)?

You are required to seek National Environment management Authority (NEMA) and National Construction Authority (NCA) approvals before commencing the construction works

13. Do I require County officials to undertake inspection of my construction works?

Yes. This is necessary for quality control and to ensure compliance to the approved plans. The developer is required to apply for inspection at each stage of development (Setting Out; Foundation; Walling; Roofing

14. Is it possible for me to apply for amendment to my approved Building Plan?

Yes. Amendments must be within the planning and building standards/framework

15. Do my approvals lapse?

Yes. After 3 years upon which one is required to apply for renewal.

16. Do I need permission to occupy my completed development?

Yes. The relevant county officials will inspect your building upon completion and if satisfied, issue an occupation permit upon payment of prescribed fees

17. What happens if I have developed or I am developing without County approvals?

It is an offense under the Physical and Land Use Planning Act, 2019 Section 57 (1).

18. What remedial measures are available to me if I had commenced works without approval or contrary to approved drawings?

A developer is required to stop further construction works and apply for regularization of the existing structure. Approval for such is subject to existing planning and building standards. In addition, the developer will be required to provide a structural integrity report.

19. What options are available to the Government in case I fail to comply with an enforcement notice issued?

- a) Arrest and arraignment in court
- b) Demolition of the illegal structure

20. Whom do I contact in case of any assistance?

You can visit your respective Sub-County Planning Office