



Urban Development Authority
Ministry of Megapolis & Western Development



DEVELOPMENT APPROVAL PROCESS IN DECLARED URBAN AREAS

As per the section 8(j) of Urban Development Authority Amendment Act No. 04 of 1982 any development activity with in a declared urban development area, as per the provisions given under Development Authority Act No. 41 of 1978, is required to obtain an approval from the Urban Development Authority (UDA).

Subsequently UDA delegated the authority of giving approvals for development activities to the respective local authorities under the direction, supervision & control of UDA. But as per a decision taken by the Board of Management of UDA, a part of powers delegated to local authorities were taken back to UDA with effect from 01st of February 2017, in order to provide an efficient and transparent service to the developers/ general public.

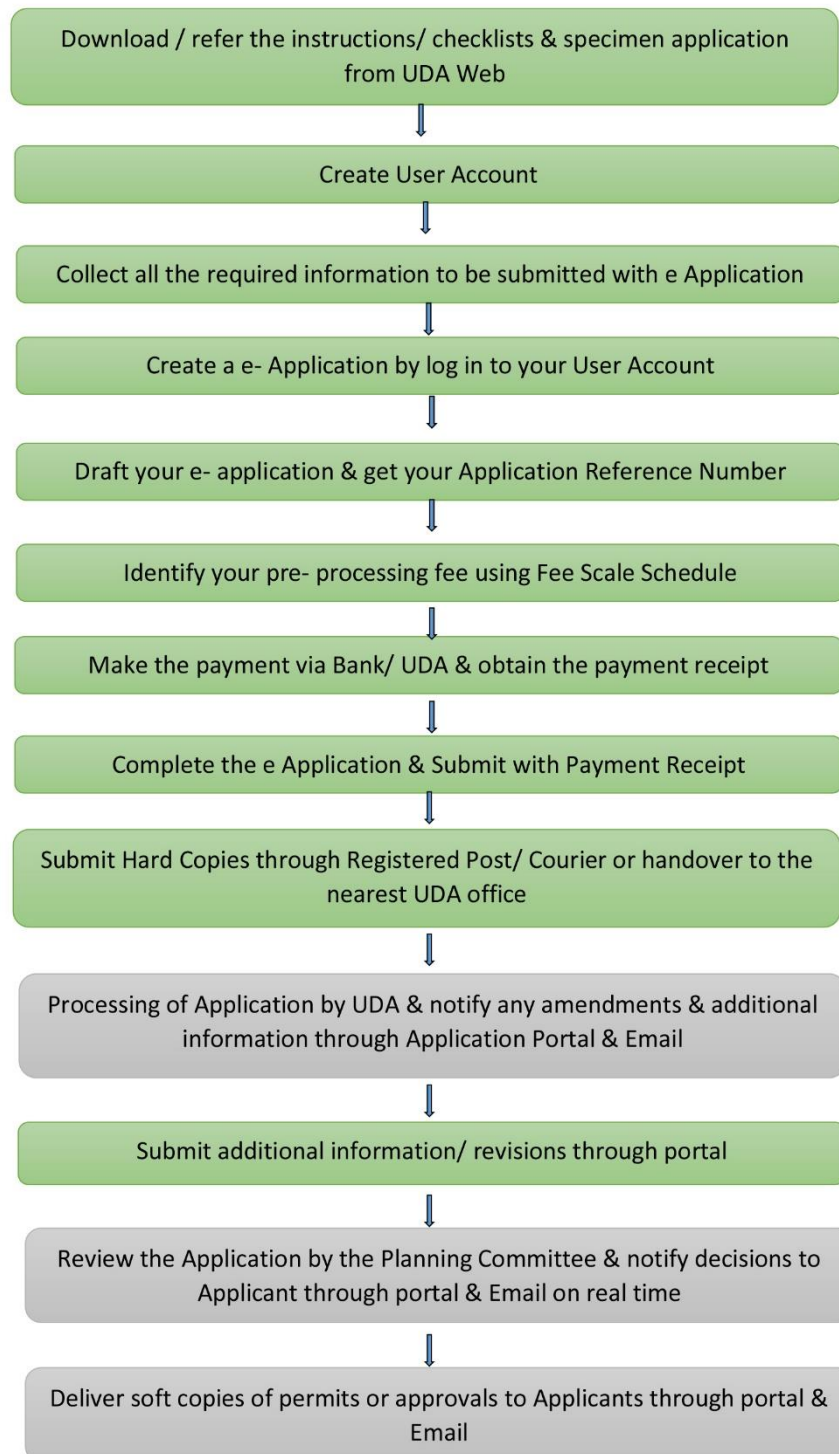
You can obtain relevant approvals from the nearest Provincial or District Office of UDA. Please **contact** the nearest office for further information.

The updated map of ‘Urban Development Areas’ declared by UDA as at 02nd of June 2017, is accessible via http://www.uda.gov.lk/attachments/regulations/declare_Area_SL_2016.jpg

ONLINE APPLICATION PORTAL

In order to provide an efficient service to the public, UDA has introduced an Online Application System, through which the public can directly submit all types of applications for approval of their intended development activities.

Process of Online Application



Benefits of Online Application Portal

- It is not essential to visit UDA to obtain the approvals.
- The status of the application and the name of the respective officer, responsible for handling the application at each stage of the process can be viewed in real-time by accessing the online application portal.
- The progress of the process can be monitored by logging into User Account.
- Notifications on any amendments/ additional information required will be sent via email/SMS in real time, in order to improve the efficiency of the process.

Creating a User Account

The process starts with creating a User Account first. There are two methods to create a User Account.

(1) A User Account can be created by sending following information via email to the info@uda.gov.lk.

- Name in Full
- E-mail Address
- National Identity Card Number (NIC) / Passport Number
- Postal Address
- Contact Number

OR

(2) A User Account can be created with the assistance of UDA officers by contacting or visiting the nearest UDA office.

Once a User Account is created, any number of applications can be submitted through it.

Common Guidelines for using Online Application Portal

- e-Application should be duly filled and the declaration of the applicant/ owner and the qualified persons (if required) should be stated.

- All information and supporting documents need to be prepared as per the instructions given in following sub sections on different applications prior to initiating the application process.
- The specimen application can be referred to identify the details needs to be uploaded as scanned or pdf versions
- *It is not required to complete the whole application at once, but it can be drafted and saved in order to edit and send later.*
- The Schedule of Processing Fee can be calculated based on the Government Gazette notification no 1597/8, dated 2009/04/19. The relevant payments can be paid either directly to the UDA counter or can be deposited to the following UDA bank account.

Bank Account Details

Bank : Bank of Ceylon
 A/C Name : Chairman - Urban development Authority
 Account Number : 1534

BANK OF CEYLON		මුදල් තැන්පතු පත්‍රිකාව		පண වෛද්‍ය සේවාව		Cash Deposit Slip		දිනය / திகதி / Date		01012018	
BOC		Bankers to the Nation		கணக்கு/காඩ்பன் අංකය		கணக்கு/காඩ்பன் இலக்கம்		1534			
Bec/SupplS 171243		Chairman		Urban Development Authority		Account/Card Holder's Name and Address :					
1-2		Credit		For cash deposits above Rs. 200,000 deposited by Person other than A/C Holder/Card Holder		Depositor's Name and Address		Mr. Abed Efgh		5000/-	
Form No: 70175		Ref No: PPC/LADMO/2018/01/01/0000N		Purpose of Deposit: PPC		N.I.C / P. P / D. L No.: 999999999v		Telephone No: 011XXXXXXX		2000/-	
		Depositor's Signature								1000/-	
		Valid Computer Print or Authorised Signature								500/-	
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Signature

It is compulsory to fill this information irrespective of the amount to be paid

- The scanned copy of the Bank Deposit Slip should be uploaded to the Online Application Portal whereas the original copy of the payment slip shall be submitted to the UDA with other relevant drawings and documents.
- The application number should be stated as the reference number in the bank deposit slip and should be uploaded with the respective application. The application will be rejected if the application number does not match with the reference number of the bank slip.
- At the initiation of the online application, you will be asked to select the relevant local authority of which your **proposed site is located**.

Note:

Your application is forwarded to the relevant officer in the selected local authority to initiate the processing. So if you make a wrong selection your application will be forwarded to a wrong cluster office.

- Once you submit your application please send your hard copies of documents with reference to your application number given by the online application portal, via Registered Post or courier to relevant office or hand it over to the nearest UDA office.
- If you have all the information specified above, now you can initiate your online application.

APPLICATIONS

There are few categories of application forms depending on the nature and context of the development activity. For the convenience, different types of application forms along with the details of required supporting documents are available in the UDA website for download.

Preliminary Planning Clearance / PPC

Why you need to obtain a PPC?

- Obtaining a PPC prior to the Building Permit will save your time and money you invest in.
- You can obtain a PPC even before purchasing a land for development.
- The PPC will provide you the details on, permissible development within the intended land to be developed, required clearances to be submitted along with the development application and etc.

What are the information required for applying for PPC?

- Duly filled e-application
- Scanned copy of payment slip
- Scanned copy of a sketch of the site, showing the site/land in relation to the adjoining properties, streets, access from main road to a scale of not less than 1:6000
- Scanned copies / pdf versions of drawings on brief description with **line plans** and **elevations of proposed buildings**. (Applicable to construction related projects only)
- Brief description of the proposed activity
- Scanned copies of declaration forms by Applicant/s, Owner/s & Qualified persons (if applicable)

How to Apply for PPC?

- Download the PPC downloads folder from UDA website.
- Go through the specimen application and checklists
- Get ready with all the information required for lodge your online application.
- Log in to your account via <http://applications.uda.lk/> to apply for PPC.

Sub Division Application

Why you need to obtain a Permit for Subdivision?

- Subdivision is the process of altering property boundaries and creating new parcels of land.
- Land subdivision is also a part of a Development Activity as specified under the Section 9(a) Urban Development Authority Law No. 4 of 1982.
- As per the section 8(J) of the Urban Development Authority Amendment Act No. 04 of 1982, no development activity shall be carried out in a declared urban development area without a written approval of the Urban Development Authority.
- Therefore, you need to get the written approval from Urban Development Authority for any types of Subdivision or Amalgamation of Land.
- Your Subdivision Plan shall comply with the Planning Regulations of the UDA and the effective Development Plans of the respective Local Authority Area.

What are the information required for applying for an Approval for Subdivision?

- Duly filled e-application
- Scanned copy of payment slip
- Scanned copy of deed / title certificate
- Original Survey plan & four survey plan copies certified by a qualified person

(If the subject property is located within Colombo Municipal Council (CMC) area, the applicant should submit six hard copies of survey plan.)
- Scanned copy of approved base survey plan. If the base survey plan is not approved, a copy of survey plan dated prior to the year of 1986 or to the date of which the respective local area had been declared as an Urban Development Area, needs to be submitted.
- Drainage & Water Clearance from National Water Supply & Drainage Board / CMC Drainage Department (If Required)
- Street & Building line certificate (Specially Colombo Municipal Council & Dehiwala Mout Lavinia Municipal Council)
- Scanned Payment receipt of rates (Relevant year)
- Scanned copies of Declaration forms by Applicant/s, Owner/s, Surveyor & Town Planner

- If applicant is not the owner of the land, the declaration form of the owner & power of attorney by giving authority to applicant on behalf of the owner.
- If it is a plantation land or land located in special zone (Archeological conservation area/ High security zone/ Hazard area / Conservation Area)
 - Clearance from Urban Development Authority
 - Clearance from National Building Research Organization
 - Clearance from Fragmentation Board
 - Clearance from Department of Agrarian Services
 - Clearance from Sri Lanka Land Reclamation & Development Corporation (SLLR&DC)
 - Clearance from Ceylon Electricity Board
 - Clearance from Department of Archeology
 - Any other relevant clearances (You will be notified later if any additional clearances are required)
- Scanned copy of National Identity Card
- Scanned copy of Business Registration Certificate (If applicant is a company or any other organization)
- Scanned copy of a sketch or a google map image indicating the location of the land
- Scanned copies of **declaration forms** by Applicant/s, Owner/s & Qualified persons (if applicable)

How to Apply for Subdivision Approval?

- Download the Sub-Division downloads folder from UDA website.
- Go through the specimen application and checklists
- Get ready with all the information required for lodge your online application.
- Log in to your account via <http://applications.uda.lk/> to apply for Sub Division.

Building Application

Why you need to obtain a Development Permit?

- As per the section 8(J) of the Urban Development Authority Amendment Act No. 04 of 1982, no development activity shall carryout in a declared urban development area without a written approval of the Urban Development Authority.
- A permit issued under this section shall be valid for a period of one year. Provided however, that the Authority may extend the validity of a permit on request for a further period or periods not exceeding two years if the Authority is satisfied that the development activity referred to in the permit has been commenced but not have been completed due to unforeseen circumstances.

What Are the Information Required for Applying for Development Permit?

- Duly filled e-application
- Scanned copy of payment slip
- Scanned copy / pdf version of drawings of the proposed building (You are required to submit 04 hard copies of drawings with signatures of Applicant, Chartered Engineer & Chartered Architect)
- Scanned copy of approved Subdivision Plan.

(If the proposed building is situated in CMC area a scanned copy of Street Line/ Building Line Certificate, Drainage & Water Clearance & additional two copies of drawings of the proposed building)
- Scanned copy of deed / title certificate
- Scanned copy of National Identity Card/ Passport.
- Scanned copy of Business Registration Certificate (If applicant is a company or any other organization)
- Scanned copy of payment receipt of rates for relevant year.
- Scanned copy of the Preliminary Planning Clearance obtained from UDA. (If Available)
- If there is an existing building in the proposed land, a scanned copy of approved plans/Certificate of Conformity of such buildings.
- If the applicant is not the owner of land, a Power of Attorney allowing applicant to act on behalf of the owner. (Scanned copy)

- If the proposed development is a Non Residential Building or an Apartment, following clearances need to be obtained by indicating the compliance with requirements of respective authorities and the serviceability for proposed development. (Scanned copies)
 - Fire Certificate obtained from Fire Service Department
 - Clearance from Ceylon Electricity Board (CEB)
 - Clearance from National Water Supply & Drainage Board (NWS&DB)
 - Clearance from respective Local Authority regarding the proposed Solid Waste Disposal System.
 - Clearance from respective Local Authority regarding the proposed Sewerage & Waste Water Disposal System.
 - If it is a Condominium Property, a Clearance from the Condominium Authority.
- Scanned copies of relevant clearances specified in the Preliminary Planning Clearance from other organization.
- You will be notified on any additional documents required during the processing of your application.
- Scanned copy of a sketch or a google map image indicating the location of the land
- Scanned copies of **declaration forms** by Applicant/s, Owner/s & Qualified persons (if applicable)

How to Apply for Building Permit?

- Download the Building Application downloads folder from UDA website.
- Go through the specimen application and checklists
- Get ready with all the information required for lodge your online application.
- Log in to your account via <http://applications.uda.lk/> to apply for Building Application.

Certificate of Conformity

Why you need to obtain a Certificate of Conformity?

- The Certificate of Conformity is issued to certify that a building has been constructed according to an approved **survey plan**. Once the building is constructed, this certificate should be obtained from the UDA prior to occupation of the building for the specified use.

- As per the section 8(K) of the Urban Development Authority Amendment Act No. 04 of 1982, the Development Activity to be inconformity with the Development Permit Issued by this Authority.
- No land or building shall be used for any purpose other than for the Permit issued for the land.

What are the information required to apply for a Certificate of Conformity?

- Duly filled e-application
- Scanned copy of payment slip
- Following documents need to be submitted based on the type of development activity

If the development activity is a Building Construction;

- A scanned Copy of development Permit
- Copy of Approved Building Plan
- Copy of Approved Survey Plan
- Conformation Letters / Recommendations of submitted ppc's

If the development activity is a Land Sub division;

- Scanned copy of Condition Letter
- Scanned copy of Surveyor Plan
- Scanned copies of certificates of Qualified Persons
 - Chartered Town Planner
 - Chartered Engineer
- Other Certificate
 - Ceylon Electricity Board
 - National water supply & Drainage Board (NWS&DB)
- Scanned copies of **declaration forms** by Applicant/s, Owner/s & Qualified persons (if applicable)

How to apply for Certificate of Conformity?

- Download the CoC downloads folder from UDA website.
- Go through the specimen application and checklists
- Get ready with all the information required for lodge your online application.
- Log in to your account via <http://applications.uda.lk/> to apply for CoC.