



## Application for PLANNING PERMIT

(Form PP02/A)

Application may be filed Monday through Friday between 9:00 a.m. and 5:00 p.m.

The Chief Urban Planner,  
Urban Planning Division,  
Thimphu Thromde

Sir/Madam,

I/We(applicant) .....bearing CID No.....  
hereby submit this application for a planning permit as detailed below:

<b>Purpose</b> (tick whichever is relevant):		
<input type="checkbox"/> Construction	<input type="checkbox"/> Demolition of existing Structure	
<input type="checkbox"/> Re-use of the existing Structure	<input type="checkbox"/> Others, specify.....	
<b>Development Type</b> (tick):		
<input type="checkbox"/> Small	<input type="checkbox"/> Standard	<input type="checkbox"/> Comprehensive

<b>1. Land Details</b>	
Plot ID:	Thram No:
Place/Neighbourhood:	
Area Type:	Land Use:
<b>2. Policy Compliance and Site Context(tick):</b>	
Site Context Study: Yes ( ) / No ( )	TSP 2023/LAPs: Yes ( ) / No ( )
<b>3. Engage(tick if applicable):</b>	
Adjoining landowners: Yes ( ) / No( )	Local Community: Yes ( ) / No( )
Stakeholders: Yes ( ) / No ( )	
<b>4. Hazard(tick):</b>	
Topography Study: Yes ( ) / No ( )	Geotechnical Study (if required): Yes ( ) / No ( )
Site-specific ground investigation (if required/applicable): Yes ( ) / No ( )	

<b>5. Preliminary Report Attached:</b>
a. Define the context for the site with a site plan showing land ownership, adjoining plots (building footprints and heights of existing buildings), and connection to utilities (Refer to code CX1.1.1 & CX1.2.1).
b) Built form provisions such as setback dimensions, height, parking areas, indicative net FAR, elevations, and other code requirements that impact the design concept on the schematic level (simple line drawings).
c) Geohazard Investigation (if applicable).



- d) Edge conditions (if applicable).
- e) TSP 2023/LAPs compliance (Refer to code CX2.1.1).
- f) Heritage Constraints.
- g) Development/re-use/demolition intention letter.
- h) Preliminary site capacity (Refer to code BF 1.1-1.4).

#### 6. Documents Required:

- |                                      |   |
|--------------------------------------|---|
| a. Land ownership certificate.       | f. Site-specific ground investigation (if required).            |
| b. Power of Attorney.                | g. Geotechnical report (if required).                           |
| c. Alignment with the TSP checklist. | h. Preliminary report.  |
| d. Engagement Evidence.              | i. Urban Planners/Architects/Engineers/consultants certificate. |
| e. Topography Survey.                | j. Undertaking Letter (Owner and Consultant).                   |

**I hereby declare that I am the applicant and affirm that all the information provided in this application is true and accurate. Furthermore, I confirm that the legal plot owner has authorized me to act on their behalf in submitting this application (applicable when the applicant is not the legal plot owner).**

**Owner'(s)/Applicant's Signature:**

**Consultant's Signature:**

**Date:**

**Date:**

Name:

Name/Company:

CID No:

CID No:

Contact No:

Contact No:

Email ID:

Email ID:

*(Please be advised that providing false or misleading information is against the law and may lead to the permit rejection).*

#### OFFICE USE ONLY

Application received date:

Assigned Application No:

Received by Chief Urban Planner (Seal/Signature)

Assigned to (Planner's Name)



## UNDERTAKING for PLANNING PERMIT

Date:.....

We, the undersigned owner(s) and designer(s), hereby declare and affirm the following in relation to the proposed development designated for (primary use) ....., located on Plot ID: ..... bearing Thram No: .....

1. The proposed development is in alignment with the Thimphu Structure Plan 2023–2047 and complies with the provisions of the Local Area Plans (LAPs).
2. Comprehensive context and site studies have been conducted in adherence to the requirements stipulated in the Thimphu City-Wide Design Code 2024.
3. The built-form provisions, including setbacks, building height, parking requirements, and Floor Area Ratio (FAR), have been ensured in strict compliance with the Thimphu City-Wide Design Code 2024.
4. The feasibility of provisional utility connections, including electricity, sewerage, drainage, and access roads, has been thoroughly assessed through on-site studies in consultation with the relevant agencies.
5. Necessary geohazard and risk assessments (where applicable) have been conducted, with corresponding reports and mitigation measures attached, in accordance with the Thimphu City-Wide Design Code 2024 and the Thimphu Structure Plan 2023–2047.
6. Applicable edge conditions and heritage buffers have been incorporated as per the requirements of the Thimphu City-Wide Design Code 2024 and the Thimphu Structure Plan 2023–2047.
7. Consultations with adjoining landowners, the local community, and other stakeholders (where applicable) have been conducted in accordance with the Thimphu City-Wide Design Code 2024 and the Thimphu Structure Plan 2023–2047. Supporting documentation of these engagements is attached for verification.
8. A certified surveyor has carried out the survey of existing structures, topography, and required utilities, and the calculations of the existing structure FAR (where applicable) are accurate and true to the best of our knowledge.

We acknowledge that the information provided herein is critical for the approval and review process, and we affirm that all statements made are true and correct to the best of our understanding.

### Owner(s)

Name:

CID No:

Contact No:

Affix  
Legal  
Stamp

### Consultant

Name:

CID No:

Contact No:

### Witness

Name:

CID No:

Contact No:

Affix  
Legal  
Stamp

### Witness

Name:

CID No:

Contact No: