



Republic of Kenya

# MINISTRY OF LANDS AND PHYSICAL PLANNING

**Vision:** To be a globally competitive organisation in sustainable land management

**Mission:** To facilitate improvement of the livelihood of Kenyans through efficient administration, equitable access, secure tenure and sustainable management of the land resource.

## SERVICE CHARTER

| SERVICE   | REQUIREMENTS  | CHARGES   | TIMELINE   |
|---|---|---|--|
| LAND REGISTRATION DEPARTMENT  |   |   |  |
| Registration of documents   |   |   | 4 days   |
| Deed of indemnity/ Agreements/ contracts/ deep poll / licences/ bonds/ commissions/ trust deed/ certificate of incorporation and any other documents registered under Registration of Documents Act | Instruments, nominal duty/ proof of duty payment, certified copy of ID/ passport, copy of PIN certificate, 2 passport-size photographs and attestation  | Registration 500  |  |
| Wills/ building plans   | Will/ plan  | Kshs. 500   |  |
| General Court Orders/ Decrees<br>A Vesting order  | General Court Orders/ Decrees<br>Court order, valuation report, proof of stamp duty payment, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs  | Kshs. 500   |  |
| Caution/ Caution withdrawal   | Duly filled in caution form, certified copy of ID/ passport, copy of PIN certificate, 2 passport-size photographs and proof of claim (Only applicable to caution)   |   |  |
| Extension/ renewal of lease   | Lease instrument, surrender instrument, original Title, rent apportionment, proof of stamp duty payment (receipt), certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs  | Kshs. 500   |  |
| Lease   | Lease instrument, rent apportionment, proof of stamp duty payment (receipt), certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs  | Registration fee 500<br>Title fees 500  |  |
| Sub-leases  | Consent to lease, valuation report, rent clearance, proof of stamp duty payment (receipt), original title document, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs   | Kshs. 500   |  |
| Power of Attorney   | Power of Attorney instrument, proof of stamp duty payment, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs  | Kshs. 500   |  |
| Partition   | Partition instrument, valuation report, proof of stamp duty payment (receipt), original title document, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs   | Registration fees 500<br>Title fee 500  |  |
| Mutations   | Mutation form, consent to subdivide, amended RIM, original Title, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs   | Registration fees 500<br>Title fee 500  |  |
| Correction  | Deed of rectification/ correction, proof of stamp duty payment (receipt), original title document, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs  | Registration fees 500<br>Title fee 500  |  |
| Succession  | Letters of administration, confirmation of grant, transfer to personal representatives, transfer by transmission, stamp duty payment, original title document, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs                                    | Registration fees 1000<br>Title fee 500   |  |
| Charges/ Discharges   | Charge/ Discharge document/ Instrument, consent to charge (Applicable to charges), original Title, proof of stamp duty payment, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs   | Kshs. 500   | At the expiry of 60 days from the date of gazette notice |
| Transfers   | Consent to transfer, valuation report, rent clearance, proof of stamp duty payment (receipt), original title document, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs  | Kshs. 500   |  |
| Replacement of Lost Title/ Reconstruction of Land Register  | Application for lost title/ reconstruction, indemnity/ statutory declaration, publication in two local dailies, Kenya Gazette publication, police abstract, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs                                       | Registration fees 500<br>Title replacement fees 500   |  |
| Issuance of Search Certificate  | Completed Application Form, ID and copy of PIN certificate  | Free  | 3 days   |
| Provision of technical advice   | None  | Free  | On the spot  |
| DEPARTMENT OF LAND ADJUDICATION AND SETTLEMENT  |   |   |  |
| Issuance of title after completion of adjudication process  | Adjudication record, Area List, RIM, Forwarding letter from Chief Land Registrar and certified copy of ID   | Registration fees of Kshs. 500<br>Title fee Kshs. 500   | 3 days   |
| Issuance of title deeds in settlement schemes   | Original ID, specific plot number, PIN number and 3 Passport-size photographs   | Preparation fees (Kshs. 500 per title)<br>Adjudication fees (Minimum of Kshs. 250 per Ha  | 2 days   |
| Issuance of title deeds in settlement schemes   | Production of discharge of charge and transfer document, copy of ID and PIN number  | • Stamp duty (2% of the land value)<br>• 50 cents per Kshs.1000 of the amount charged<br>• Title fees: Kshs. 500<br>• Attestation (Kshs. 1000)  | 2 days   |
| Preparation of legal documents for settlement scheme plots  | Letter of acceptance of offer and 10% payment of land charge deposit  | • Conveyance fees (Kshs. 250 plus 10% land deposit)<br>• Administration charges assessed as follows:<br>I) Low potential areas (Kshs. 2500 per acre)<br>II) Medium potential areas (Kshs. 3500 per acre)<br>III) High potential areas (Kshs. 5000 per acre) |  |
| Issuance of consent to transfer, charge, lease and sub-lease  | Written application, rent clearance certificate and a letter from advocate  | Kshs. 1000 per plot   | 2 days   |
| Processing of application for sub-division  | Original sub-division scheme/ Blue-print prepared by a registered and practising physical planner, certified copy of ownership, current official search of property, certification of title, prior approval by relevant authorities in form of original current PPA 2 Form and site visit | • 2-10 plots (Kshs. 200 @)<br>• 11-20 plots (Kshs. 150 @)<br>• 21-50 plots (Kshs. 100 @)<br>• 51 and above (Kshs. 80 @)   | 2 days   |
| Issuance of title sub-division  | Amended Registry Index Map (RIM), copy of ID, PIN number, a duly filled Mutation Form and compliance Certificate from County Government   | Registration fees of Kshs. 500  | 2 days   |
| Approval of sub-division/ amalgamation schemes  | Approval by relevant authorities  | Kshs. 250 per sub-plot  | 2 days   |
| Approval of application for extension of lease/ change of user/ extension of user sub-divisions and amalgamations   | - Appropriate application form<br>- Location map  | Minimum of Kshs. 5000   | 2 days   |
| Ground rent determination upon sub-division, change of user and lease extension   | Relevant approvals  | Free  | 3 days   |
| Disputed Rent   | Instructions from the relevant parties such as courts   | Free  | 2 days   |
| Foreign Missions  | Site visits, transport facilitation and ownership documents   | Free  | 28 days  |
| DEPARTMENT OF PHYSICAL PLANNING   |   |   |  |
| Approval of building plans  | Recommendation by relevant authorities  | Minimum of Kshs. 750  | 2 days   |
| Processing of building plans  | Building plans, site plan and certified copy of title   | • Kshs. 200-700 depending on the area of the building<br>• Small projects (Kshs. 1,500)<br>• Big projects (Kshs. 3000)  | 3 days   |
| Issuance of compliance certificate  | Submission of the preceding year's copy of compliance certificate and site visit  | Kshs. 2000  | 2 days   |
| Processing of Environment Impact Assessment and Audit Reports   | Comprehensive Environmental Impact Assessment Report  | Kshs. 3000 per report   | 14 days  |
| Sale of Plans   | Official written request by customer(s) and/ or other government agencies   | Size A4 & A3 (Black and white - Free)<br>Size A0 Coloured (Kshs. 2,500)<br>Size A1 Coloured (Kshs.1,500)<br>Size A3 Coloured (Kshs. 800)<br>Size A4 Coloured (Kshs. 300)  | On the spot  |
| Part Development Plans  | Documents of ownership  | A4 & A3 (Free)  | On the spot  |
| Authentication of Part Development Plans  | Official written request by customer(s) and/ or other government agencies   | Free  | On the spot  |
| Sale of Minutes of National Physical Planning Liaison Committee meetings  | Official written request by customer(s) and/ or other government agencies   | Kshs. 300 for 1st page and Kshs. 20 for every additional page   | 1 hour   |
| Scrutiny of minute books  | Official written request by customer(s) and/ or other government agencies   | Kshs. 200   | 1 hour   |
| SURVEY DEPARTMENT   |   |   |  |
| Resolution of boundary disputes (fixed and general boundaries)  | Proof of ownership, availability of RIM of disputed land, location map, payment receipt and summons/ Court Order  | Dispute fee (minimum Kshs. 3,500)<br>Survey fee (minimum Kshs. 2000 per portion/Ha)   | 2 days   |
| Demarcation and survey of land on adjudication areas  | Request   | Free  | 12 months  |
| Surveying of new grants   | Payment receipt, letter of allotment and part development plan  | Minimum of Kshs. 10,000 per portion plus 3% value of the plot   | 1 month  |
| RIM amendment/ deed plan preparation  | Indent from allocating authority, release letter from licensed surveyor and payment receipt   | Minimum of Kshs. 1000 per portion   | 10 days  |
| Sale of maps  | Request   | Minimum of Kshs. 150 per small sheet printed and minimum of Kshs. 300 for large sheets  | On the spot  |
| Sale of national atlas  | Request   | • Digital copy (Kshs. 5,000)<br>• Hard copy (Kshs. 7,500)   | On the spot  |
| Sale of topographical maps  | Request and proof of ownership  | Minimum Kshs. 400   | On the spot  |
| Topographical Surveys   | Request and proof of ownership  | Kshs. 25,000 per hectare  | 1 month  |
| Comments on developments  | PPA2 and request on development application searches  | Free  | 1 day  |
| DEPARTMENT OF VALUATION   |   |   |  |
| Assessment of stamp duty  | Production of documents   | Free  | On the spot  |
| Rental assessment for government  | Request from Land Administration, access to property, measurement of area and drawings of premises  | Free  | 12 days  |
| Valuation for Rating  | Instruction letter from county government, resolutions approved by County Government, searches, relevant maps, development plans (DPS), folio register (FRS) and field inspection   | 50% of the valuers' scale of fees   | 6 months   |
| Valuation of assets   | Request, detailed Inventory of assets and cost of acquisition   | 50% of the valuers' scale of fees   | 21 days  |
| Valuation of stamp duty   | Application, copy of title and provision of RIM (Registry Index Map), location map/ route map and contacts  | Free  | 8 days   |

We are committed to courtesy, efficiency, accountability and transparency in service delivery. If you are dissatisfied with any service offered to you by Ministry of Lands and Physical Planning official(s), do not hesitate to report to:

The Cabinet Secretary,  
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P. O. Box 30450-00100 NAIROBI  
Email: cslandskenya@gmail.com

HUDUMA BORA  
NI HAKI YAKO

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