

Sale of Plans

User - Guide



Sale of Plans Process Summary

Summary Steps

A member of the public, registered on ArdhiSasa platform logs into their account.

Under the services tab, click on survey and mapping.

Click on view more.

Select Sale of Plans option and click on new application.

Enter the parcel number on the search bar.

Select the type of results needed, either pdf or csv.

Click on search to view the result.

Once the results are viewed click on Add and submit the request.

Make payments and download the plan.

Login

Any member of the public, having registered on the ArdhiSasa Platform, inputs their user ID and password and Clicks “Continue”.

Login



Identification Number or Ardhisasa ID

Password

[Continue](#)

[Don't have an account. Register here](#) [Back to home](#) [Forgot your password?](#)



Login

The system prompts them to enter the *OTP* sent on their phone number used during registration.

Login



ardhisasa
Shamba Lako, Hati Safi!

Identification Number or Ardhisasa ID

Password

OTP Code

0:1 :45

Resend

Login

[Don't have an account. Register here](#) [Back to home](#) [Forgot your password?](#)

Welcome to ARDHISASA, if you need help simply reply to this message, we are online and ready to help.

Customer Support 1 hour ago

Write a reply..

👍 📎 😊



Dashboard

The system directs the user to their Dashboard.

The member of the public is able to view all the services offered by MOLPP.

10:48:12 AM
January 21, 2022

SHAMBA LAKO, HATI SAFI

99+
Private account

Hi Samuel, welcome

Home / Dashboard

Services

Search for a Service

Find Service

Land Registration

Search
Transfer
Charge [View More](#)

Land Administration

Land Rent
Change of User
Extension of User [View More](#)

Physical Planning

Approval of Part Development Plans

Survey & Mapping

Subdivision

We Are Here!

Dashboard

On services tab under *Survey and mapping* click on *view more* to see all the services under this department.



Services

My Properties

My Appointments

My Tickets

Notifications

Account

Search

Transfer

Charge

[View More](#)

Land Rent

Change of User

Extension of User

[View More](#)

Physical Planning

Approval of Part
Development Plans

Planning Documents
Requisition

Certificate of
Compliance

[View More](#)

Survey & Mapping

Subdivision

Re-survey

New Grant

[View More](#)

Land Valuation

Asset Valuation

Government Leasing

Government Agencies
Purchase

[View More](#)

National Land Commission

Land Allocation

[View More](#)



Survey and Mapping services

Click on *Sale of Plans*



- Services
- My Properties
- My Appointments
- My Tickets
- Notifications
- Account

10:05:42 AM

SHAMBA LAKO, HATI SAFI

January 21, 2022

99+   Private account

Home / Dashboard / MoLPP / Survey

Survey & Mapping Services

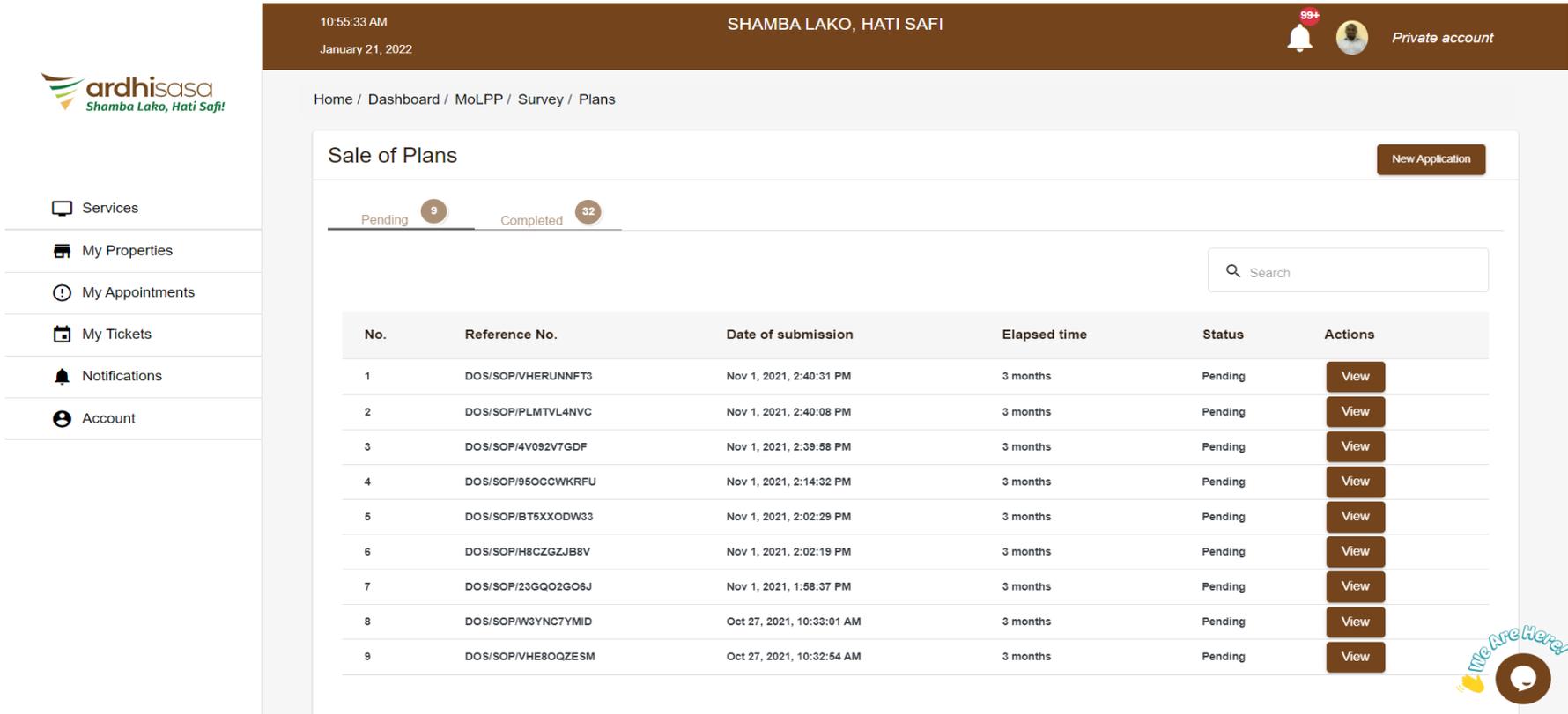
New Grant
Subdivision
Amalgamation
Re-survey
Sale of Plans



Sale of Plans-Dashboard

The system directs the user to the sale of plans dashboard.

The dashboard lists all applied plans and their status.(either pending or completed)



10:55:33 AM
January 21, 2022

SHAMBA LAKO, HATI SAFI
99+
Private account

Home / Dashboard / MoLPP / Survey / Plans

Sale of Plans

New Application

Pending 9 Completed 32

Search

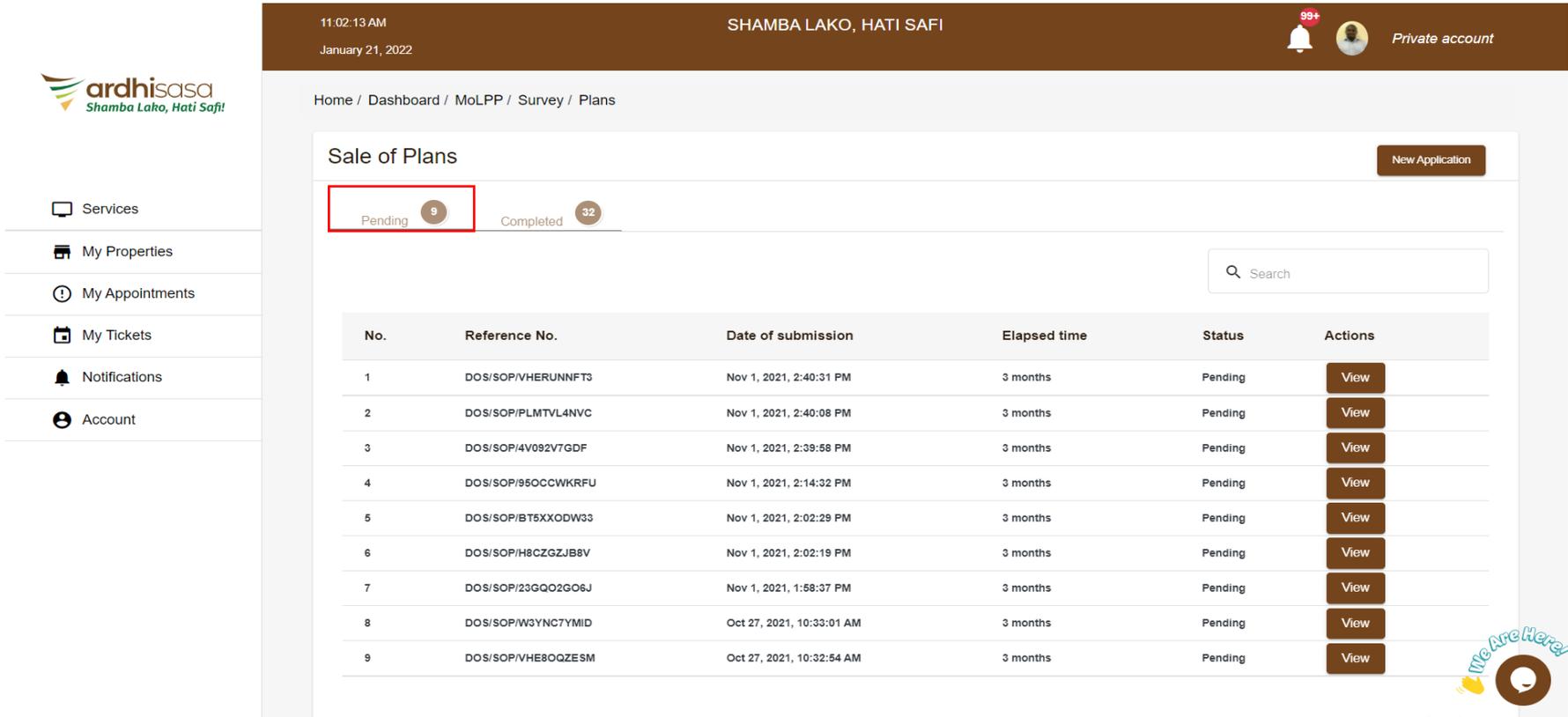
No.	Reference No.	Date of submission	Elapsed time	Status	Actions
1	DOS/SOP/VHERUNNFT3	Nov 1, 2021, 2:40:31 PM	3 months	Pending	View
2	DOS/SOP/PLMTVL4NVC	Nov 1, 2021, 2:40:08 PM	3 months	Pending	View
3	DOS/SOP/4V092V7GDF	Nov 1, 2021, 2:39:58 PM	3 months	Pending	View
4	DOS/SOP/95OCCWKRFU	Nov 1, 2021, 2:14:32 PM	3 months	Pending	View
5	DOS/SOP/BT5XXODW33	Nov 1, 2021, 2:02:29 PM	3 months	Pending	View
6	DOS/SOP/H8CZGZJB8V	Nov 1, 2021, 2:02:19 PM	3 months	Pending	View
7	DOS/SOP/23GQO2GO6J	Nov 1, 2021, 1:58:37 PM	3 months	Pending	View
8	DOS/SOP/W3YNC7YMID	Oct 27, 2021, 10:33:01 AM	3 months	Pending	View
9	DOS/SOP/VHE8OQZESM	Oct 27, 2021, 10:32:54 AM	3 months	Pending	View

Services
My Properties
My Appointments
My Tickets
Notifications
Account

We Are Here!

Sale of Plans-Pending

All pending payment applications are found under the Pending tab.



The screenshot displays the Ardhisasa web application interface. The top navigation bar shows the time (11:02:13 AM), date (January 21, 2022), user name (SHAMBA LAKO, HATI SAFI), notification count (99+), and account type (Private account). The left sidebar contains menu items: Services, My Properties, My Appointments, My Tickets, Notifications, and Account. The main content area is titled 'Sale of Plans' and features a 'New Application' button. Below the title, there are two tabs: 'Pending' (highlighted with a red box and showing 9 items) and 'Completed' (showing 32 items). A search bar is located to the right of the tabs. The main table lists 9 pending applications with columns for No., Reference No., Date of submission, Elapsed time, Status, and Actions. Each row has a 'View' button in the Actions column.

No.	Reference No.	Date of submission	Elapsed time	Status	Actions
1	DOS/SOP/VHERUNNFT3	Nov 1, 2021, 2:40:31 PM	3 months	Pending	View
2	DOS/SOP/PLMTVL4NVC	Nov 1, 2021, 2:40:08 PM	3 months	Pending	View
3	DOS/SOP/4V092V7GDF	Nov 1, 2021, 2:39:58 PM	3 months	Pending	View
4	DOS/SOP/95OCCWKRFU	Nov 1, 2021, 2:14:32 PM	3 months	Pending	View
5	DOS/SOP/BT5XXODW33	Nov 1, 2021, 2:02:29 PM	3 months	Pending	View
6	DOS/SOP/H8CZGZJB8V	Nov 1, 2021, 2:02:19 PM	3 months	Pending	View
7	DOS/SOP/23GQO2GO6J	Nov 1, 2021, 1:58:37 PM	3 months	Pending	View
8	DOS/SOP/W3YNCY7MID	Oct 27, 2021, 10:33:01 AM	3 months	Pending	View
9	DOS/SOP/VHE8OQZESM	Oct 27, 2021, 10:32:54 AM	3 months	Pending	View



Sale of Plans-Pending

All completed applications are found under the Completed tab



Services

My Properties

My Appointments

My Tickets

Notifications

Account

11:02:18 AM

SHAMBA LAKO, HATI SAFI



Private account

Home / Dashboard / MoLPP / Survey / Plans

Sale of Plans

New Application

Pending 9

Completed 32

Search

No.	Reference No.	Date of submission	Elapsed time	Status	Actions
1	DOS/SOP/KVK139NLG9	Jan 20, 2022, 9:04:16 AM	a day	Completed	View
2	DOS/SOP/0R9MFGFEWJ	Jan 19, 2022, 2:48:16 PM	2 days	Completed	View
3	DOS/SOP/8VKT8SZABS	Jan 12, 2022, 8:47:23 AM	9 days	Completed	View
4	DOS/SOP/T3NRLK9WYU	Jan 12, 2022, 8:13:56 AM	9 days	Completed	View
5	DOS/SOP/ZV0KYT7VPQ	Jan 11, 2022, 9:17:46 AM	10 days	Completed	View
6	DOS/SOP/E62G8Q2L0Q	Jan 11, 2022, 9:06:14 AM	10 days	Completed	View
7	DOS/SOP/B4WULHS3C2	Jan 11, 2022, 8:48:43 AM	10 days	Completed	View
8	DOS/SOP/2V3VPJOHU4	Jan 11, 2022, 8:45:13 AM	10 days	Completed	View
9	DOS/SOP/83AK1OMJ9K	Jan 7, 2022, 9:15:04 AM	14 days	Completed	View
10	DOS/SOP/SRYVPTRXXL	Jan 6, 2022, 6:29:52 PM	15 days	Completed	View



Sale of Plans – New Application

On the dashboard the user clicks on *New Application* button.

10:55:38 AM
January 21, 2022

SHAMBA LAKO, HATI SAFI

99+
Private account

ardhisasa
Shamba Lako, Hati Safi

Home / Dashboard / MoLPP / Survey / Plans

Sale of Plans

New Application

Pending 9 Completed 32

Search

No.	Reference No.	Date of submission	Elapsed time	Status	Actions
1	DOS/SOP/KVK139NLG9	Jan 20, 2022, 9:04:16 AM	a day	Completed	View
2	DOS/SOP/0R9MFGFEWJ	Jan 19, 2022, 2:48:16 PM	2 days	Completed	View
3	DOS/SOP/8VKT8SZABS	Jan 12, 2022, 8:47:23 AM	9 days	Completed	View
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5	DOS/SOP/ZV0KY77VPQ	Jan 11, 2022, 9:17:46 AM	10 days	Completed	View
6	DOS/SOP/E62G8Q2L0Q	Jan 11, 2022, 9:06:14 AM	10 days	Completed	View
7	DOS/SOP/B4WULHS3C2	Jan 11, 2022, 8:48:43 AM	10 days	Completed	View
8	DOS/SOP/2V3VPJ0HU4	Jan 11, 2022, 8:45:13 AM	10 days	Completed	View
9	DOS/SOP/83AK10MJ9K	Jan 7, 2022, 9:15:04 AM	14 days	Completed	View
10	DOS/SOP/SRYVPTRXXL	Jan 6, 2022, 6:29:52 PM	15 days	Completed	View

We Are Here!

Sale of Plans – New Application Dashboard

The system directs the user to enter the Parcel number and select the types of results needed.

10:55:45 AM
January 21, 2022
SHAMBA LAKO, HATI SAFI
99+
Private account

Home / Dashboard / MoLPP / Survey / Plans / New Application

Sale of Plan: New Application

Parcel Number *

Enter Parcel Number

Search

Type of Results *

PDF CSV



Sale of Plans – New Application

Enter the parcel number and select the type of results by clicking on the check box.
Then click on the *Search* button.

The screenshot shows the Ardhisasa web application interface. On the left is a navigation menu with the following items: Services, My Properties, My Appointments, My Tickets, Notifications, and Account. The main content area is titled "Sale of Plan: New Application". It features a "Parcel Number" input field with the text "NAIROBI/BLOCK118/103" and a "Search" button highlighted with a red border. Below the input field, there is a "Type of Results" section with two checked checkboxes: "PDF" and "CSV". The top of the page has a dark brown header with the time "11:15:56 AM", the date "January 21, 2022", the user name "SHAMBA LAKO, HATI SAFI", a notification bell icon with "99+", a profile picture, and the text "Private account". The Ardhisasa logo is in the top left corner. In the bottom right corner, there is a circular logo with the text "We Are Here!" and a speech bubble icon.

Sale of Plans – New Application

The system displays the results of the search.

Click on *View* to see the results.

The screenshot displays the Ardhisasa web application interface. The top navigation bar includes the time (11:34:43 AM), the user name (SHAMBA LAKO, HATI SAFI), a notification bell icon with '99+', a profile picture, and the text 'Private account'. The date 'January 21, 2022' is shown on the left. The breadcrumb trail reads 'Home / Dashboard / MoLPP / Survey / Plans / New Application'. The main content area is titled 'Sale of Plan: New Application'. It features a search input field with the text 'NAIROBI/BLOCK118/103' and a 'Search' button. Below the search field, there are radio buttons for 'Type of Results' with 'PDF' and 'CSV' selected. A 'Search Results' section contains a table with the following data:

No.	Survey Plan Number	Date of Survey	Status	Actions
1	221/84	Not Available	Approved	View

The 'View' button in the table is highlighted with a red box. On the left side, there is a sidebar menu with options: Services, My Properties, My Appointments, My Tickets, Notifications, and Account. The Ardhisasa logo is at the top left, and a 'We Are Here!' logo is at the bottom right.

Sale of Plans – New Application

The user is able to see the system generated results on their screen.

A plan preview of a survey plan appears. Click on *Add* and continue

The screenshot displays a web application interface for 'ardhisasa Shamba Lako, Hati Safi'. The user is logged in as 'SHAMBA LAKO, HATI SAFI' on 'January 21, 2022' at '11:37:49 AM'. The navigation path is 'Home / Dashboard / MoLPP / Survey / Plans / New Application'. The main content area is titled 'Sale of Plan: New Application'. A search bar contains 'NAIROBI/BLOCK118/103'. The 'Type of Results' section has checkboxes for 'PDF' and 'CSV', both of which are checked. Below this is a 'Search Results' table with one entry:

No.	Sur
1	

A modal window titled 'Plan Preview : Plan 123/ABC/QWERTY' is open, showing a map of a street grid with a specific area highlighted in green. The map includes a scale bar (300 m), a compass rose, and a search bar. At the bottom of the modal, there are 'Close' and 'Add' buttons. The 'Add' button is highlighted with a red border. In the background, a table shows the status of the application as 'Approved' with a 'View' button.

ardhisasa
Shamba Lako, Hati Safi!

11:37:49 AM SHAMBA LAKO, HATI SAFI 99+ Private account

January 21, 2022

Home / Dashboard / MoLPP / Survey / Plans / New Application

Sale of Plan: New Application

Parcel Number *
NAIROBI/BLOCK118/103

Type of Results *
 PDF CSV

Search Results

No.	Sur
1	

Plan Preview : Plan 123/ABC/QWERTY

300 m

Leaflet | © OpenStreetMap contributors

Close Add

Status: Approved

Actions: View

We Are Here!

Sale of Plans – New Application

Click on *Submit* to proceed.



- Services
- My Properties
- My Appointments
- My Tickets
- Notifications
- Account

8:32:01 AM SHAMBA LAKO, HATI SAFI 99+ Private account
December 2, 2021

Home / Dashboard / MoLPP / Survey / Plans / New Application

Sale of Plan: New Application

Parcel Number *

 Search

Type of Results *

PDF CSV

Added Plans

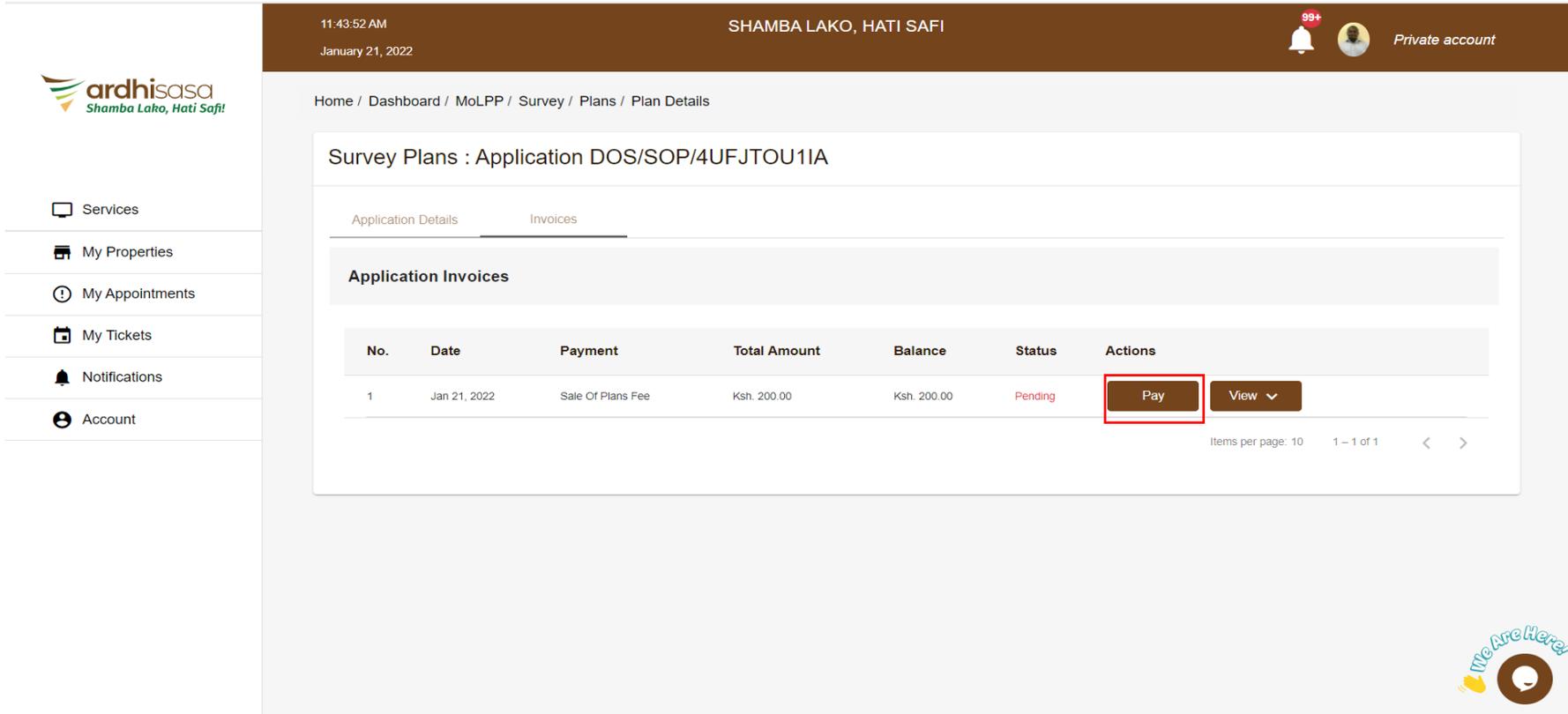
No.	Survey Plan Number	Date of Creation	Status	Actions
1	147/38	Jan 7, 1980	Approved	Remove

Submit

Sale of Plans – New Application

Proceed and make payments.

Click on *Pay*.



The screenshot displays the user interface of the Ardhisasa application. The top navigation bar includes the time (11:43:52 AM), date (January 21, 2022), user name (SHAMBA LAKO, HATI SAFI), notification bell (99+), profile picture, and account type (Private account). The left sidebar contains navigation options: Services, My Properties, My Appointments, My Tickets, Notifications, and Account. The main content area shows the breadcrumb path: Home / Dashboard / MoLPP / Survey / Plans / Plan Details. The title of the page is "Survey Plans : Application DOS/SOP/4UFJT0U1IA". Below the title, there are tabs for "Application Details" and "Invoices". The "Application Invoices" section contains a table with the following data:

No.	Date	Payment	Total Amount	Balance	Status	Actions
1	Jan 21, 2022	Sale Of Plans Fee	Ksh. 200.00	Ksh. 200.00	Pending	Pay View ▼

At the bottom right of the table, there is a pagination control showing "Items per page: 10" and "1 – 1 of 1" with navigation arrows. In the bottom right corner of the page, there is a circular logo with the text "We Are Here!" and a speech bubble icon.

Sale of Plans – New Application

Choose the preferred payment method, confirm payment and click on **ok** at the top of your browser

The screenshot displays the Ardhisasa web application interface. On the left is a navigation sidebar with the Ardhisasa logo and menu items: Services, My Properties, My Appointments, My Tickets, Notifications, and Account. The main content area shows the 'Survey Plans : Application' page with a breadcrumb trail: Home / Dashboard / MoLPP / Survey. A notification box at the top right displays the IP address '192.168.214.35:8000 says' and the message 'You have paid 200.00 Ksh', with a red '2' and a red-bordered 'OK' button. Below this is the 'Application Invoices' section, which contains a table with the following data:

No.	Date	Payment	Total Amount	Balance	Status	Actions
1	Nov 1, 2021	Sale Of Plans Fee	Ksh. 200.00	Ksh. 200.00	Pending	Close View

Below the table is a 'Select payment method *' section with four radio button options: Mock (selected), Cooperative Bank, Mpesa Express, and Mpesa. Each option has a corresponding logo below it: MOCK, GO BANK, M-PESA EXPRESS, and M-PESA. A note states: 'This will proceed creating a mock payment.' followed by a list of instructions:

- Visit MOCK or mobile banking app if provided
- Enter account no. Mock
- Enter bill reference no. HY10HR21WC
- Enter amount. 200.00
- Enter your pin and send
- You will receive a customer transaction receipt
- Once you have received a transaction receipt. Click complete button below

A red '1' and a red-bordered 'Confirm' button are positioned at the bottom left of the payment selection area. In the bottom right corner, there is a 'We Are Here!' chat bubble icon.

Sale of Plans – New Application

Under the application details tab click on download to download the results(either PDF or CSV)

January 21, 2022 Private account

Home / Dashboard / MoLPP / Survey / Plans / Plan Details

Survey Plans : Application DOS/SOP/4UFJT0U1IA

Application Details Invoices

Application Details

No.	Survey Plan Number	Date of Creation	Invoice Amount	Actions
1	221/84	Not Available	Ksh. 200.00	Download PDF CSV

We Are Here!

Sale of Plans – Downloading the Plan

Click on the PDF to download the plan click on CSV to download all the controls on the plan.

NBL_221_84.pdf | 1 / 1 | - 10% + | [Icons] | [Icons]



1

Coordinates Summary

Station	Northings	Eastings	Height	Class of Station
1	221.000	84.000	100.00	BM
2	221.000	84.000	100.00	BM
3	221.000	84.000	100.00	BM
4	221.000	84.000	100.00	BM
5	221.000	84.000	100.00	BM
6	221.000	84.000	100.00	BM
7	221.000	84.000	100.00	BM
8	221.000	84.000	100.00	BM
9	221.000	84.000	100.00	BM
10	221.000	84.000	100.00	BM
11	221.000	84.000	100.00	BM
12	221.000	84.000	100.00	BM
13	221.000	84.000	100.00	BM
14	221.000	84.000	100.00	BM
15	221.000	84.000	100.00	BM
16	221.000	84.000	100.00	BM
17	221.000	84.000	100.00	BM
18	221.000	84.000	100.00	BM
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28	221.000	84.000	100.00	BM
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31	221.000	84.000	100.00	BM
32	221.000	84.000	100.00	BM
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35	221.000	84.000	100.00	BM
36	221.000	84.000	100.00	BM
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39	221.000	84.000	100.00	BM
40	221.000	84.000	100.00	BM
41	221.000	84.000	100.00	BM
42	221.000	84.000	100.00	BM
43	221.000	84.000	100.00	BM
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72	221.000	84.000	100.00	BM
73	221.000	84.000	100.00	BM
74	221.000	84.000	100.00	BM
75	221.000	84.000	100.00	BM
76	221.000	84.000	100.00	BM
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78	221.000	84.000	100.00	BM
79	221.000	84.000	100.00	BM
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81	221.000	84.000	100.00	BM
82	221.000	84.000	100.00	BM
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85	221.000	84.000	100.00	BM
86	221.000	84.000	100.00	BM
87	221.000	84.000	100.00	BM
88	221.000	84.000	100.00	BM
89	221.000	84.000	100.00	BM
90	221.000	84.000	100.00	BM
91	221.000	84.000	100.00	BM
92	221.000	84.000	100.00	BM
93	221.000	84.000	100.00	BM
94	221.000	84.000	100.00	BM
95	221.000	84.000	100.00	BM
96	221.000	84.000	100.00	BM
97	221.000	84.000	100.00	BM
98	221.000	84.000	100.00	BM
99	221.000	84.000	100.00	BM
100	221.000	84.000	100.00	BM

Form No. 3

Line	Survey	Distance
221.000	84.000	6.127

Folio No. 221
Register No. 84

Sale of Plans- Invoice

The Applicant is also able to view and download the payment receipt and invoices under the invoices tab

January 21, 2022 Private account

Home / Dashboard / MoLPP / Survey / Plans / Plan Details

Survey Plans : Application DOS/SOP/4UFJT0U1IA

Application Details **Invoices**

Application Invoices

No.	Date	Payment	Total Amount	Balance	Status	Actions
1	Jan 21, 2022	Sale Of Plans Fee	Ksh. 200.00	Ksh. 0.00	Complete	Pay View

1 - 1 of 1

We Are Here!

Sale of Plans- Invoice

Click on *Invoice* to view and download.

12:16:08 PM
January 21, 2022

SHAMBA LAKO, HATI SAFI

99+
Private account

Home / Dashboard / Invoice Details

Application Invoice Details

[Back](#) [Download](#)



Phone: 0743922876, 0773641455, 0732682593
Email: ardhisasa@ardhi.go.ke
Website: ardhisasa.lands.go.ke

Recipient
N/A

No.	Payment Description	Amount
1	Payment for Survey Plan 221/84	Ksh. 200.00

Total Amount: Ksh. 200.00
Total Paid: Ksh. 200.00
Balance: Ksh. 0.00

[Payment instructions](#)

Mpesa Mpesa Express Cooperative Bank Mock



Sale of Plans- Receipts

Click on *receipt* to view and download.



- Services
- My Properties
- My Appointments
- My Tickets
- Notifications
- Account

12:13:01 PM
January 21, 2022

SHAMBA LAKO, HATI SAFI

99+
Private account

Home / Dashboard / Invoice Receipt

Application Invoice Details

[Back](#) [Download](#)



Phone: 0743922876, 0773641455, 0732682593
Email: ardhisasa@ardhi.go.ke
Website: ardhisasa.lands.go.ke

Recipient
N/A

No.	Invoice No.	Payment Description	Amount
1	99NLL4IYPR	Sale of Plans Fee	Ksh. 200.00

Total Amount: Ksh. 200.00
Total Paid: Ksh. 200.00
Balance: Ksh. 0.00

Disclaimer: This receipt is system generated and valid. You may confirm validity of this invoice on the Ardhisasa portal





LOG OUT

