



Approval of Part Development Plans (PDPs)

Applicant to login to Ardhisasa platform (www.ardhisasa.lands.go.ke)

Login Page

The applicant logs into the ardhisasa web platform



The screenshot shows the login interface for the Ardhisasa platform. At the top, the word "Login" is displayed. Below it is the Ardhisasa logo, which includes the text "ardhisasa" and the slogan "Shamba Laha, Hati Safi!". The form contains three input fields: "Identification Number or Ardhisasa ID" with the value "6091064", "Password" with masked characters, and "OTP Code" with the value "119054". To the right of the OTP field is a green timer showing "01:38" and a "Resend" button. A large brown "Login" button is positioned below the input fields. At the bottom of the form, there are three links: "Don't have an account. Register here", "Back to home", and "Forgot your password?". In the bottom right corner of the page, there is a small circular logo with the text "We Are Here!" and a red notification icon.

After login, the applicant clicks on the photo avatar to switch to his/her professional account

(N.B: refer to user guides on upgrading account to professional account)

The screenshot displays the ARDHISASA user dashboard. At the top, the header includes the time (8:53:00 AM), date (September 29, 2022), and location (SHAMBA LAKO, HATI SAFI). The user is identified as Pauline, with a 'Private account' status. A green circle highlights the notification bell and profile avatar, with a yellow arrow pointing to the avatar. The main content area is titled 'Services' and features a search bar and four service categories: Land Registration, Land Administration, Physical Planning, and Survey & Mapping. A customer support chat window is open in the bottom right corner, displaying a welcome message and a 'Write a reply..' input field. The left sidebar contains navigation links for Services, My Properties, My Wallet, My Appointments, My Tickets, Notifications, and Account.

Applicant now selects Registered County Physical planner Account for this application

The screenshot displays the ARDHISASA web application interface. The top navigation bar includes the time (8:52:08 AM), date (September 29, 2022), and user location (SHAMBA LAKO, HATI SAFI). A notification bell icon shows 99+ alerts. The user's name, Pauline Macharia, is displayed as a Registered County Physical Planner. A dropdown menu is open, listing account types: Registered County Physical Planner Account (highlighted with a green circle), Registered Physical Planner Account, Advocate Account, Approved County Surveyor Account, Licensed Surveyor Account, and Logout. The main content area shows a 'Services' section with a search bar and four service categories: Land Registration, Land Administration, Physical Planning, and Survey & Mapping. A customer support chat window is visible in the bottom right corner, with a message from 'Customer Support' and a reply input field.

ardhisasa
Shamba Lako, Hati Safi!

8:52:08 AM
September 29, 2022
SHAMBA LAKO, HATI SAFI
99+
Registered County Physical Planner
Pauline Macharia
Registered County Physical Planner Account
Registered Physical Planner Account
Advocate Account
Approved County Surveyor Account
Licensed Surveyor Account
Logout

Hi Pauline, welcome

Home / Dashboard

Services

Search for a Service
Find Service

Land Registration
Search
Transfer
Charge
View More

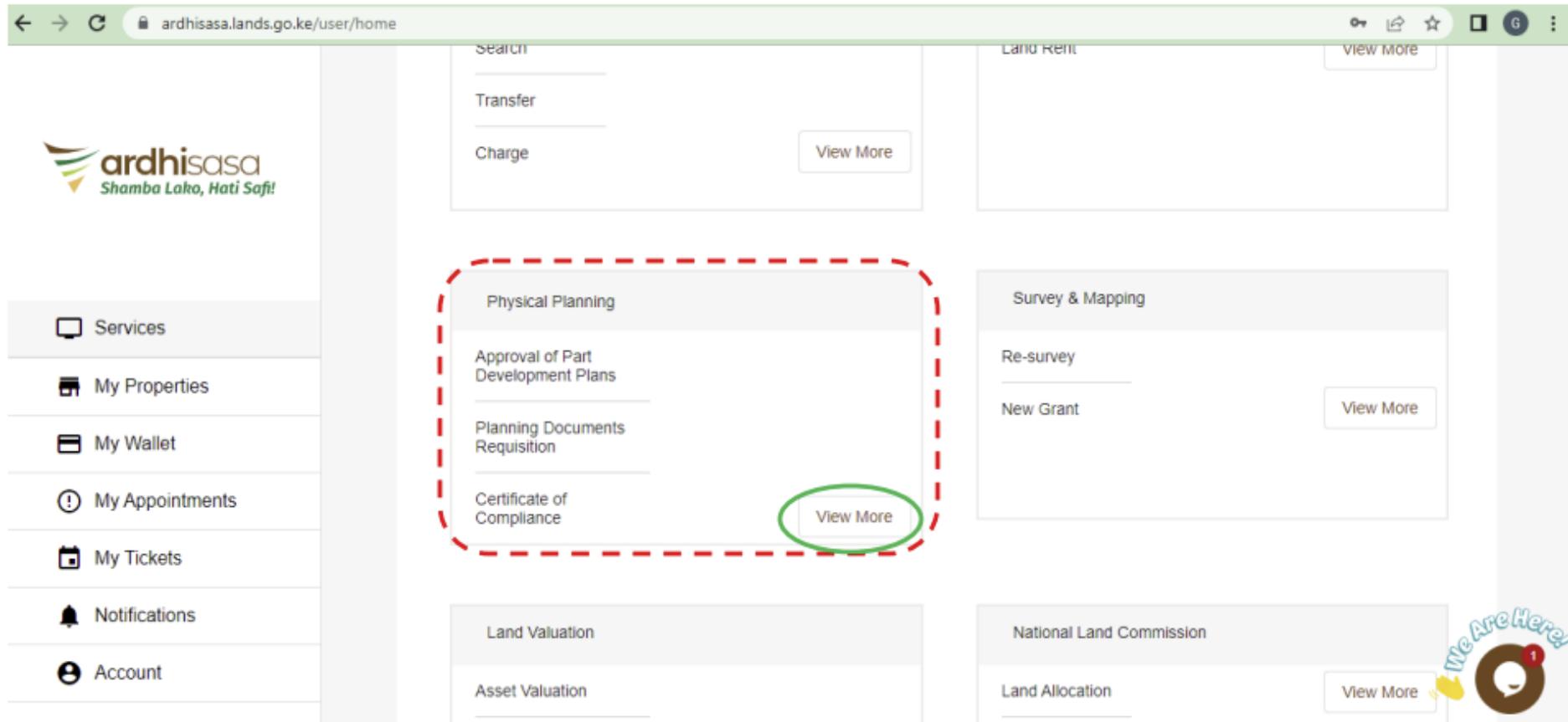
Land Administration
Land Rent
Change of User
Extension of User

Physical Planning
Approval of Part Development Plans
Planning Documents Requisition
Certificate of Compliance
View More

Survey & Mapping
Subdivision
Re-survey
New Grant
View More

Welcome to ARDHISASA, if you need help simply reply to this message, we are online and ready to help.
Customer Support
9 minutes ago
Write a reply..

Applicant navigates to physical planning services and clicks on 'view more'



Applicant clicks on 'Approval of PDP' under Physical Planning Services

The screenshot displays the ARDHISASA web application interface. At the top, the header shows the time 8:53:29 AM, the date September 29, 2022, the user name SHAMBA LAKO, HATI SAFI, and a notification bell icon with 99+ alerts. The user is identified as a Registered County Physical Planner. The breadcrumb trail is Home / Dashboard / MoLPP / Physical Planning. The main content area is titled 'Physical planning Services' and contains a list of options: Compliance Certificate, Approval of PDP (circled in green), Planning Documents Requisition, and Development Control (Projects of Statigic National Importance). A sidebar on the left lists navigation options: Services, My Properties, My Wallet, My Appointments, My Tickets, Notifications, and Account. A chat window is open in the bottom right corner, showing a message from Customer Support: 'Welcome to ARDHISASA, if you need help simply reply to this message, we are online and ready to help.' The chat window includes a profile picture, the name 'Customer Support', the time '10 minutes ago', and a text input field with the placeholder 'Write a reply..'. A floating chat icon with a notification badge is also visible in the bottom right corner.

Applicant clicks on 'New Application' to launch an application on the system

(N.B: This button is only visible in a professional account of a Registered County Physical Planner)

The screenshot displays the ARDHISASA web application interface. The top navigation bar shows the time as 8:51:04 AM on September 29, 2022, and the user's name as SHAMBA LAKO, HATI SAFI, who is a Registered County Physical Planner. The left sidebar contains a menu with options: Services, My Properties, My Wallet, My Appointments, My Tickets, Notifications, and Account. The main content area is titled 'Approval of PDP Applications' and features a 'New Application' button circled in green. Below the title, there are statistics for Pending (0), Ongoing (27), Approved (11), and Rejected (0) applications. A search bar is present, and a table with columns for No., Reference No., Date of submission, Elapsed time, Status, and Actions is shown, currently displaying 'Nothing to display'. A chat window is open at the bottom right, showing a message from Customer Support: 'Welcome to ARDHISASA, if you need help simply reply to this message, we are online and ready to help.' The chat window includes a 'Write a reply..' field and icons for thumbs up, edit, and delete. A notification icon with a red '1' is visible in the bottom right corner.

Frequently Asked Questions will guide the applicant on various requirements for the application

8:54:10 AM
September 29, 2022

SHAMBA LAKO, HATI SAFI

99+
Registered County Physical Planner

Home / Dashboard / MoLPP / Physical Planning / Approval of PDP / New Application

Approval of PDP: New Application

1 FAQs — 2 Application Details — 3 Location Details — 4 Attach Files — 5 Verify Details

Frequently Asked Questions

What is Approval of PDP Application? ^

This is an application to approve plan used in the alienation of public land with the authority of the National Land Commission.

What is Part Development Plan? v

Who submits the PDP for approval? v

Why is the approval done at national level and not county level? v

What are the requirements needed?

Who are the actors involved?

what are the payments required?

Template Documents

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

Customer Support 11 minutes ago

Write a reply..

Next

Applicant will find the template shapefile format that he/she will use in terms of the attribute data for system ingestion into database

The screenshot shows the ARDHISASA web application interface. The top navigation bar includes the time (8:54:10 AM), date (September 29, 2022), user name (SHAMBA LAKO, HATI SAFI), and a notification bell with 99+ alerts. The user is identified as a Registered County Physical Planner. The breadcrumb trail is: Home / Dashboard / MoLPP / Physical Planning / Approval of PDP / New Application.

Approval of PDP: New Application

Progress steps: 1 FAQs, 2 Application Details, 3 Location Details, 4 Attach Files, 5 Verify Details.

Frequently Asked Questions

- What is Approval of PDP Application?
This is an application to approve plan used in the alienation of public land with the authority of the National Land Commission.
- What is Part Development Plan?
- Who submits the PDP for approval?
- Why is the approval done at national level and not county level?
- What are the requirements needed?
- Who are the actors involved?
- what are the payments required?
- Template Documents**

Customer Support chat window: Welcome to ARDHISASA, if you need help simply reply to this message, we are online and ready to help. Customer Support, 11 minutes ago. Write a reply..

Next button and chat icon with 1 notification.

Applicant will find the template shapefile format that he/she will use as guide in terms of the prerequisite attribute data for system ingestion into database

The screenshot shows the Ardhisasa web application interface. The top navigation bar includes the time (9:43:14 AM), date (September 29, 2022), user name (SHAMBA LAKO, HATI SAFI), and notification status (99+). The left sidebar contains a menu with items: Services, My Properties, My Wallet, My Appointments, My Tickets, Notifications, and Account. The main content area is titled "Approval of PDP: New Application" and features a progress bar with five steps: 1 FAQs, 2 Application Details, 3 Location Details, 4 Attach Files, and 5 Verify Details. Below the progress bar is a "Frequently Asked Questions" section with several questions and answers, including "What is Approval of PDP Application?", "What is Part Development Plan?", "Who submits the PDP for approval?", "Why is the approval done at national level and not county level?", "What are the requirements needed?", "Who are the actors involved?", and "what are the payments required?". At the bottom of the FAQ section is a "Template Documents" section, which is circled in green and contains three links: "Approval of pdp shapefile sample", "Approval of pdp shapefile sample", and "Sample pdp shapefile". A "We Are Here!" chat icon is visible in the bottom right corner.

9:43:14 AM
September 29, 2022
SHAMBA LAKO, HATI SAFI
99+
Registered County Physical Planner

ardhisasa
Shamba Lako, Hati Safi

Home / Dashboard / MoLPP / Physical Planning / Approval of PDP / New Application

Approval of PDP: New Application

- 1 FAQs
- 2 Application Details
- 3 Location Details
- 4 Attach Files
- 5 Verify Details

Frequently Asked Questions

What is Approval of PDP Application? ^

This is an application to approve plan used in the alienation of public land with the authority of the National Land Commission.

What is Part Development Plan? v

Who submits the PDP for approval? v

Why is the approval done at national level and not county level? v

What are the requirements needed? v

Who are the actors involved? v

what are the payments required? v

Template Documents

- [Approval of pdp shapefile sample](#)
- [Approval of pdp shapefile sample](#)
- [Sample pdp shapefile](#)

We Are Here!

Applicant enters the required application details (these are mandatory fields to be completed by the applicant)

8:54:36 AM
September 29, 2022

SHAMBA LAKO, HATI SAFI

99+
Registered County Physical Planner

Home / Dashboard / MoLPP / Physical Planning / Approval of PDP / New Application

Approval of PDP: New Application

1 FAQs — 2 Application Details — 3 Location Details — 4 Attach Files — 5 Verify Details

Application Details

Enter D.P reference Number
e.g HTAD5XLM

Plan Title *
e.g HTAD5XLM

Select unit *
Select unit

Approximate Acreage *
Enter Approximate Acreage

Enter additional details if any
Additional information

Back Next

We Are Here!

Applicant enters the required location details of the subject parcel (these are mandatory fields to be completed by the applicant)

The screenshot displays the Ardhisasa web application interface. The top navigation bar shows the time as 8:55:09 AM on September 29, 2022, and the user's name as SHAMBA LAKO, HATI SAFI, who is a Registered County Physical Planner. The breadcrumb trail indicates the user is in the 'New Application' section under 'Approval of PDP'.

The main content area is titled 'Approval of PDP: New Application' and features a progress indicator with five steps: 1. FAQs, 2. Application Details, 3. Location Details (the current step), 4. Attach Files, and 5. Verify Details.

The 'Location Details' section contains the following form fields:

- County ***: A dropdown menu with the placeholder text 'Select your county'.
- Locality ***: A text input field with the placeholder text 'Enter your locality'.
- Sub-county ***: A dropdown menu with the placeholder text 'Enter your Sub-county'.

At the bottom right of the form, there are two buttons: a dark brown 'Back' button and a light gray 'Next' button.

The left sidebar contains navigation options: Services, My Properties, My Wallet, My Appointments, My Tickets, Notifications, and Account.

The Ardhisasa logo is located in the top left corner, and a 'We Are Here!' chat icon is in the bottom right corner.

Applicant attaches any relevant documentation that will aid in his/her application. This include the mandatory statutory documents as marked by the asterisks and the zipped shapefile data of the PDP



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

8:55:37 AM SHAMBA LAKO, HATI SAFI 99+ Registered County Physical Planner

September 29, 2022

Home / Dashboard / MoLPP / Physical Planning / Approval of PDP / New Application

Approval of PDP: New Application

1 FAQs 2 Application Details 3 Location Details 4 Attach Files 5 Verify Details

Documents

Authorization letter	Choose file	Prove of circulation to county surveyor *	Choose file
Advert from dailies(Swahili) *	Choose file	Gazette notice *	Choose file
Advert from dailies(English) *	Choose file	PDP pdf file *	Choose file
Prove of circulation to county commissioner *	Choose file	PDP Shape file (.zip format) *	Choose file
Prove of circulation to county land officer *	Choose file		

[Additional documents](#)

Back Next



Applicant confirms if all the information provided are true and all the relevant documents are attached before submitting the application

8:59:21 AM SHAMBA LAKO, HATI SAFI 99+ Registered County Physical Planner

September 29, 2022

Home / Dashboard / MoLPP / Physical Planning / Approval of PDP / New Application

Approval of PDP: New Application

FAQs Application Details Location Details Attach Files Verify Details

Application Details

Type of Application:	PDP Approval
Title:	Existing site for Chiefs camp
Development Plan Reference Number:	PDP/002/NBI/2022/2
Approximate Acreage:	2.5 Ha.

Project Location Details

County:	Siaya
Sub County:	Alego Usonga
Locality:	Mur Malanga

Application documents

Authorization letter	rossi.pdf
Advert from dailies(Swahili)	rossi.pdf
Advert from dailies(English)	rossi.pdf
Prove of circulation to county commissioner	rossi.pdf
Prove of circulation to county land officer	rossi.pdf
Prove of circulation to county surveyor	rossi.pdf
Gazette notice	rossi.pdf
PDP pdf file	rossi.pdf
PDP Shape file	0d2e4129-a490-4af9-bfbc-a252f48aa2f3.zip

Back Submit

We Are Here!

Applicant confirms that he/she wants to submit the application. Click 'Yes' to submit the application

The screenshot displays a web application interface for a user named SHAMBA LAKO, HATI SAFI, who is a Registered County Physical Planner. The user is logged in at 9:00:06 AM on September 29, 2022. The interface shows a navigation menu on the left with options like Services, My Properties, My Wallet, My Appointments, My Tickets, Notifications, and Account. The main content area is titled "Approval of PDP: New Application" and features a progress bar with five steps: FAQs, Application Details, Location Details, Attach Files, and Verify Details. The "Application Details" step is currently active. A modal dialog box is open in the center, asking "Are you sure?" and "Are you sure you want to submit the request?" with "No" and "Yes" buttons. The "Yes" button is highlighted. The background shows the "Application Details" form with fields for Type of Application, Title, Development Plan Reference Number, and Approximate Acreage. Below this is the "Project Location Details" section with fields for County (Siaya), Sub County (Alego Usonga), and Locality (Mur Malanga). On the right side, there is a table of "Application documents" with columns for document name and file name. The table includes documents like Authorization letter, Advert from dailies (Swahili/English), Prove of circulation to county commissioner/land officer/surveyor, Gazette notice, PDP pdf file, and PDP Shape file. A "We Are Here!" chat bubble is visible in the bottom right corner.

9:00:06 AM
September 29, 2022

SHAMBA LAKO, HATI SAFI
Registered County Physical Planner

Home / Dashboard / MoLPP / Physical Planning / Approval of PDP / New Application

Approval of PDP: New Application

FAQs Application Details Location Details Attach Files Verify Details

Application Details

Are you sure?
Are you sure you want to submit the request?

No Yes

Application documents

Authorization letter	rossi.pdf
Advert from dailies(Swahili)	rossi.pdf
Advert from dailies(English)	rossi.pdf
Prove of circulation to county commissioner	rossi.pdf
Prove of circulation to county land officer	rossi.pdf
Prove of circulation to county surveyor	rossi.pdf
Gazette notice	rossi.pdf
PDP pdf file	rossi.pdf
PDP Shape file	0d2e4129-a490-4af9-bfbc-a252f48aa2f3.zip

County: Siaya
Sub County: Alego Usonga
Locality: Mur Malanga

Back Submit

We Are Here!



**PDP Approval
Application
Submitted Successfully**