



MINISTRY OF LANDS, PUBLIC WORKS, HOUSING AND URBAN DEVELOPMENT

STATE DEPARTMENT FOR LANDS AND PHYSICAL PLANNING

SERVICE CHARTER

Vision: Secure land tenure and sustainable built environment for all

Mission: To provide efficient land administration and management, access to adequate and affordable housing, social and physical infrastructure for sustainable development

SERVICE	REQUIREMENTS	CHARGES	TIMELINE
DIRECTORATE OF LAND REGISTRATION			
Deed of indemnity/ Agreements/ contracts/ deed poll / licenses/ bonds/ commissions/ trust deed/ certificate of incorporation and any other documents registered under Registration of Documents Act	Instruments duly executed and attested, proof of duty payment, certified copy of ID/ passport, copy of PIN certificate, 2 passport-size photographs	<ul style="list-style-type: none"> Stamp duty Kshs.200 Registration Kshs. 500 	3 days
Wills/ building plans	Will/ plan	Registration fee Kshs. 500	

General Court Orders/ Decrees	General Court Orders/ Decrees	Registration fee Kshs. 500	3 days
A Vesting order	Court order, valuation report, proof of stamp duty payment, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs	<ul style="list-style-type: none"> • Registration fee Kshs. 500 • Stamp duty 2% or 4% of the value of property 	
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)	Registration fee Kshs. 500	
Lease	Lease instrument, Original title (for extension/renewal of lease), rent apportionment, proof of stamp duty payment (receipt), certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs	<ul style="list-style-type: none"> • Registration fee Kshs. 500 • Opening of the Land register Kshs. 500 • Title fees Kshs. 500 	
Long term lease/ sub lease	Duly executed sub lease, 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	<ul style="list-style-type: none"> • Registration fee Kshs. 500 • Stamp duty 2% or 4% of the value of property • Certificate of lease fee Kshs. 500 	
Power of Attorney	Duly executed Power of Attorney instrument, proof of stamp duty payment, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs	<ul style="list-style-type: none"> • Registration fee Kshs. 500 • Stamp duty Kshs. 200 	
Partition	Duly executed Partition instrument, rent apportionment (for leasehold property), 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	<ul style="list-style-type: none"> • Registration fees Kshs. 500 • Title fee Kshs. 500 per portion • Opening of Land register Kshs. 500 	
Mutations	Mutation form, consent to subdivide, amended RIM, rent apportionment (for leasehold property) , original Title, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs	<ul style="list-style-type: none"> • Registration fees Kshs. 500 • Title fee Kshs. 500 per portion • Opening of Land register Kshs. 500 per portion 	
Correction	Duly filled Form for correction, stamp duty payment receipt (where applicable), original title document, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs	<ul style="list-style-type: none"> • Registration fees Kshs. 500 • Title fee Kshs. 500 	

Succession	Completed form LRA 39 and or LRA 42, Letters of administration, confirmation of grant, proof of stamp duty payment, original title, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs	<ul style="list-style-type: none"> • Registration fees Kshs. 1000 • Title fee Kshs. 500 • Stamp duty Kshs. 200 	
Charges	Charge Instrument, consent to charge, Spousal consent, original Title, proof of stamp duty payment, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs	<ul style="list-style-type: none"> • Registration fees Kshs. 500 • Stamp duty 0.1% for the secured amount 	
Discharges	Discharge Instrument, original Title, proof of stamp duty payment, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs	<ul style="list-style-type: none"> • Registration fees Kshs. 500 • Stamp duty 0.05% for the discharged amount 	
Transfers	Duly executed transfer instruments, Consent to transfer (where applicable), valuation report, rent clearance, proof of stamp duty payment (receipt), original title, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs	<ul style="list-style-type: none"> • Registration fees Kshs. 500 • Title fee Kshs. 500 • Stamp duty 2% or 4% of the value of property 	
Replacement of Lost Title/ Reconstruction of Land Register	Application for lost title/ reconstruction, indemnity (for reconstruction of the land register), police abstract, statutory declaration, publication in two local dailies of nation-wide circulation, Kenya Gazette publication, certified copy of ID/ passport, copy of PIN certificate and 2 passport-size photographs	<ul style="list-style-type: none"> • Registration fees Kshs. 500 • Title replacement fees Kshs. 500 	3 days upon the expiry of 60 days from the date of gazette notice
Issuance of Search Certificate	Completed Application Form, ID and copy of PIN certificate	Kshs.500	3 days
Provision of technical advice	Depends on nature of activity/what the advice entails	Free	Immediate
Boundary dispute	Complain/request, copy of title, addresses of the disputing parties, copy of map (RIM), copy of mutation (where applicable)	Boundary dispute fees Kshs. 3500	3 months from the date of the notice(summon)
Stamp duty assessment	Duly executed Instruments to be assessed	Free	Immediate
Stamp duty exemption	Application for exemption, instruments to be exempted, supporting documents, copy of title	Free	Immediate
Incorporation of Trusts	Application for Incorporation, duly registered trust deed or constitution, petition for incorporation, abstract of the minutes and a sample of seal and Logo	Kshs. 3000	7 days
Registration of Certificate of incorporation (Trusts)	Certificate of incorporation	Registration fee Ksh.500	3 days

DIRECTORATE OF LAND ADMINISTRATION			
Approval of Sub-division/ Amalgamation Schemes	Approval by relevant County Governments in the form of original current PPA 2 Form, Consent from Land Control Board in case of Agricultural lands and Positive comments from Survey, Physical Planning and Land Administration Officer	Kshs. 250 per sub-plot	2 days
Approval of Application for Change of User/ Extension of User	Approval by relevant County Governments in the form of original current PPA 2 Form, Consent from Land Control Board in case of Agricultural lands, Positive comments from Survey, Physical Planning and Land Administration Officer, Newspaper Notification, Planning Brief and Ground report by Land Administration Officer	Kshs. 5000 approval fee	3 days
Approval of Application for Extension of Lease	Approval by relevant County Governments in the form of original current PPA 2 Form, Consent from Land Control Board in case of Agricultural lands, Positive comments from Survey, Physical Planning and Land Administration Officer and Ground report by Land Administration Officer	Kshs. 5000 approval fee	3 days
Ground rent determination upon Sub-division, Change of User and Lease Extension	Relevant approvals/RIM/Survey Plan	Free	3 days
Lease processing	Letter of allotment/subdivision scheme approval letter, Payment of legal fees RIM/Deed Plan	<ul style="list-style-type: none"> • Conveyancing fee @ Kshs. 1250 • Registration fee @ Kshs. 500 • Stamp duty as assessed by the Director Land Valuation 	5 days
Issuance of Land Control Board Consent	Duly filled application form, Original current official search	Kshs. 1000 per application	2 days
DIRECTORATE OF LAND ADJUDICATION AND SETTLEMENT			
Demarcation of land	Request for declaration from the Sub County Land Adjudication Officer	Free	6 months
Filing of land committee cases	File a case within 14 days after completion of demarcation	Kshs 150 per case	14 days

Hearing and determination of land committee cases	Attendance by all the parties on issuance of summons to appear at a specified at place and time within the adjudication section.	Free	3 months
Filing of arbitration board cases	File a case within 14 days after committee's decision	Kshs 300 per case	Immediate
Hearing and determination of arbitration board cases	Attendance by all the parties on issuance of summons to appear at a specified place and time within the adjudication section.	Free	4 months
Filing of objection cases against the adjudication register	Filing objection cases within 60 days after publication of adjudication register	Kshs 500 per case	Immediate
Hear and determine objection to the adjudication register cases	Attendance by all the parties on issuance of summons at a specified place within the adjudication section.	Free	6 months
Filing of appeal to the Cabinet Secretary cases	Appeal in writing specifying the ground of appeal within 60 days after determination of the objection.	<ul style="list-style-type: none"> • Kshs 600 per case • Kshs. 35 per page 	<ul style="list-style-type: none"> • Immediate • Immediate
Sale of case proceedings	Submission of application on demand.	Kshs 60 per page	1 hour
Sale of sketch maps	Submission of application on demand	Kshs 60 per page	Immediate
Civic awareness & sensitization of communities	Attendance by the members of the community	Free	1 week
Gazettement of Adjudication programme	Preparation and submission of inventories of unregistered Community land Election of community land management committees by unregistered communities Registration of Community Application for recognition and adjudication of claim on community land	Free	3 months
Demarcation of survey of community land	Adjudication team	Free	60 days
Dispute resolution in community land	Ad hoc committees	Free	1 month
Preparation of legal documents	National Identity card Payment of 10% acceptance fee	Conveyance fee Kshs.250 plus 10% land value assessed as follows:	

Letter of allotment Charge form agreement	Production of original letter of offer	<ul style="list-style-type: none"> • Low potential area Kshs. 2,500/acre • Medium potential areas Kshs. 3,500/acre • High potential areas. Kshs. 1,000/acre 	2 months
Preparation of discharge of charge/Certificate of outright purchase	- None	Full payment of land/development loan	15 days
Transfer of plots through succession	Submission of relevant documents (will, Certificate of Confirmation of Grant, Letter of Administration).	Kshs. 250	2 weeks
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	<ul style="list-style-type: none"> • Kshs. 200-700 depending on the area of the building • Small projects (Kshs. 1,500) • 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	<ul style="list-style-type: none"> • Size A4 & A3 (Black and white is: - Free • Size A0 Coloured - Kshs. 2,500 • Size A1 Colored - Kshs. 1,500) • Size A3 Coloured - Kshs. 800 • Size A4 Coloured - Kshs. 300 	Immediate
Part Development Plans	Documents of ownership i.e. certified copy of the title deed or certificate of title or lease, location plan, public notification in accordance with section 58 (7) and (8) of PLUPA and planning brief.	A4 & A3 (Free)	Immediate
Authentication of Part Development Plans	Official written request by customer(s) and/ or other government agencies	Free	Immediate

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	<ul style="list-style-type: none"> • Dispute fee (minimum Kshs. 3,500) • 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 or 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	7 days
Sale of maps	Request	<ul style="list-style-type: none"> • Minimum of Kshs. 150 per small sheet printed and • Minimum of Kshs. 300 for large sheets 	immediate
Sale of national atlas	Request	<ul style="list-style-type: none"> • Digital copy (Kshs. 5,000) • Hard copy (Kshs. 7,500) 	immediate
Sale of topographical maps	Written application	• Minimum Kshs. 400	immediate
Topographical Surveys	Request and proof of ownership	• Kshs. 25,000 per hectare	15 days
Comments on developments	PPA2 and request on development application, official search	Free	1 day
Online Sale of Mutation Forms to licensed surveyors	Consent for land transaction, professional registration on Ardhisasa platform	KSh. 50 per set	immediate
Mutation Surveys	Production of Land Control Board Consent, Proof of ownership	Minimum KSh.3000 per portion	14 days
Processing of mutation surveys	Land Control Board Consent, Mutation duly signed by licensed surveyor, application by licensed surveyor	Minimum KSh. 200 per portion	1 day

Approval for aerial surveys	Application letter, indication of area of coverage and time, clearance form DoD and Kenya Civil Aviation	Free	2 days
Sale of navigational charts	Written application by the institution requesting	Minimum KSh. 1000 per sheet	immediate
DEPARTMENT OF VALUATION			
Valuation for stamp duty purposes	Application for valuation, Copy of Transfer, Copy of Title, Search, Plan/Map/Route Map, Contact person's Name/Phone, Approved Building Plans	Free	8 working days
Asset valuation	Request letter by MDAs, Asset Register (Detailed), Ownership documents, Contact person, Plans (where necessary)	50% of the values' scale of fees	21 working days
Government Leasing	Request letter by MDAs, Ownership documents, contact person, plans for lettable area, Inspection by housing directorate (private lease valuation agreements), Asking rent (where applicable)	Free	21 working days
Rent Determination	Requisition by Director Land Administration, Final Approvals by Director Land Administration, copy of existing title, Plans (survey RIMs), Briefs from physical planning department where necessary, all should be in the correspondence file	Free	3 working days
Preparation for valuation roll	Request 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 for Probate	Request public trustee, contact person, Copy of title/ownership documents, Search, Plans/Maps	Kshs. 2,000	8 working days
Valuation for government purchase/Sale	Letter of instructions from the government agency purchasing/selling, copy of ownership documents or other relevant documents, Letter of offer where applicable, Contact persons	50% of the valuers' scale of fees	21 working days
Valuation for Arbitration/Court Purpose	Valuation request letter by court stating clearly the purpose of valuation, copy of ownership documents, Contact Person	Free	21 working days

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



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**HUDUMA
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Note: We do not accept cash payment

All payment should be

Cashless through Ardhipay