



REPUBLIC OF GHANA

**MINISTRY OF ENVIRONMENT
SCIENCE AND TECHNOLOGY
TOWN AND COUNTRY PLANNING DEPARTMENT**

**THE NEW SPATIAL
PLANNING MODEL
GUIDELINES**

NOVEMBER, 2011





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PREFACE

The New Spatial Planning Model seeks to streamline the use and management of land in a sustainable manner. It proposes a three tier planning system namely the preparation of Spatial Development Frameworks (SDF), Structure Plans (SP) and Local Plans (LP). The planning system establishes a direct connection between national development strategies and the spatial realisation of these strategies through a chain of conformity of plans.

The model proposes that Spatial Development Frameworks be prepared for the National, Regional and District levels. These will provide the development parameters for the next level of planning i.e. (SPs which will in turn provide guidance for the development of local plans). As a result there is a hierarchy of conformity, with each level of planning being in conformity with the one above it.

The model recognizes that plans so often fail in their realization because key stakeholders are not adequately involved in the plan preparation process. The model, therefore, proposes and places greater emphasis on the involvement of stakeholders, whether individual plot holders, large scale landlords, traditional rulers, real estate developers, or institutions in the planning process.

This document is in four parts. Part one describes the concept and the rational for the model and introduces the three tier planning system. The remaining three parts (part two, three and four) presents the three levels of plan preparation i.e. SDFs, SPs and LPs respectively. The guidelines as presented in this document seek to ensure the sustainable use and management of land and promote harmonious human settlement planning. They are intended to guide the planning activities of District Assemblies, Consultants, Developers, the Academia, the Planning Authority etc. in plan preparation. The guidelines describe the various types of plans and detail out the various levels of planning, plan initiation and approval processes, key data requirements and data sources, reporting formats, monitoring and evaluation procedure and stakeholder consultation processes.

All Professional Planners, District Assemblies, Consultants, Developers, the Academia and other relevant agencies are entreated to consult these guidelines carefully when preparing spatial plans. The Town and Country Planning offices or the Engineering Department of the District Assemblies should be contacted for further clarification.

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Ms. Sherry Ayeetey
(Minister of Environment, Science and Technology)



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LIST OF ABBREVIATIONS

ABBREVIATION	MEANING
Cap 84	Town and Country Planning Ordinance, 1945
DA	District Assembly
DCE	District Chief Executive
DCD	District Coordinating Director
DPA	District Planning Authority
EPA	Environmental Protection Agency
GIS	Geographic Information Systems
GPS	Geographic Positioning System
LUPM(P)	Land Use Planning and Management (Project)
LUPMIS	Land Use Planning and Management Information System
M & E	Monitoring and Evaluation
MDA	Ministries, Departments and Agencies
MMDA	Metro, Municipal and District Assemblies
MTDP	Medium Term Development Plan
NDP	National Development Plan
NDPC	National Development Planning Commission
NSDF	National Spatial Development Framework
OASL	Office of the Administration of Stool Lands
POCC	Potentials, Opportunities, Constraints and Challenges
PPPs	Policy, Programmes and Plans
REPO	Regional Economic Planning Officer
RCC	Regional Coordinating Council
RFP	Request for Proposals
ROW	Right of Way
RSPC	Regional Spatial Planning Committee
SEA	Strategic Environmental Assessment
SDF	Spatial Development Framework
SP	Structure Plan
SPC	Spatial Planning Committee
LP	Local Plan
LUSPA	Land Use and Spatial Planning Authority (proposed)
TCPD	Town and Country Planning Department
TSC	Technical Sub Committee

INTRODUCTION

The failure of land use planning and the rational use of land has many causes. However, a major cause has been the lack of a clear system of planning. In recent years, the main task of professional planners employed by the District Assemblies has been to approve individual development applications, most frequently without any broader plan for the rational use of land in the area.

Planning in a broader sense and as used in the National Development Planning system under Act 480 is seen as formulating and implementing an integrated socio-economic development plan. The new Spatial Planning Model aims at strengthening the spatial dimension of the National Development Planning system by providing a logical link between national social and economic policy and land use management, which extends to the approval of individual development permits. The model identifies types and levels of spatial plans, the parties responsible for the preparation of the plans, the requirements of stake holders involvement, the approval process of the plans, the implementation and revision of plans and the monitoring of all stages of the process.

The rationale for the formulation of revised or new models is that the Town and Country Planning Department has been using the Schedules of Cap 84, which contains planning models. The Cap 84 models over time have become obsolete on account of changed socio-political and environmental situations, which have given rise to competing, current legislation, such as the Local Government Act 462, the National Development Planning (system) Act 480 and the EPA Act 490.

The Constitution of Ghana and Act 480 recognize the District Assembly as the ultimate planning authority at the local level. The Regional Coordinating Council is charged with the responsibility for harmonizing and coordinating the district plans. In practice, however, the exercise of these responsibilities has been mainly focused on social and economic planning. Hence, there has been a disjoint between social and economic planning and the spatial realization of that planning. The National Development Plan and its reflection in and link to the district level Medium Term Development Plan have consistently lacked the compelling spatial component to complement the proposed socio-economic development plan.

While the concept of a hierarchy of settlements has long been accepted, this is not linked to the development objectives of the country and neither is the development of infrastructure seen as a means of achieving this rational distribution of development that is reflected in the hierarchy. The need for a long term view of desired spatial development at National level to guide the process of harmonisation at Regional level and hence District level is clear.



The model proposes that Spatial Development Frameworks (SDFs) be prepared for the National, Regional and District level, with the latter identifying the areas that should be subject to the preparation of Structure Plans. The SDF will provide the development parameters for the development of these areas. These, in their turn, provide guidance for the development of the local plans. In effect there is, therefore a hierarchy of planning and each level of planning must be in conformity with the one above it.

It is recognized that the plans so often fail in their realization, because key stakeholders are not involved in the formulation of the plans. In many cases, the stakeholders are not aware of the plan or of any planning proposals. The new planning model, therefore, proposes greater involvement of stakeholders, to include institutions and organizations, traditional rulers and large scale landlords, real estate developers and individual plot holders.

PART ONE: THE CONCEPT

1.1 Types of Plans

The system of planning proposed provides a direct connection between national development strategies and the spatial realisation of these strategies and local plans, through a 'chain of conformity'. In other words, each level of plan must be in conformity with the higher level of plan. Spatial plans prepared for the Region (or sub-region, where no District SDF exists) must be in compliance with the parameters established in the National Development Plan and its spatial realisation, the National Spatial Development Framework.

Likewise the spatial plans at Metropolitan, Municipal and District level should be based on the spatial plans and strategies approved for the Region. The SDFs at District level will identify the areas that need to be planned in more detail, as Structure Plans. Local plans must be in compliance with the broad land uses identified in structure plans and individuals seeking a permit to develop must first ensure that the proposed development conforms to the specific land use for that plot.

Three types of spatial plans are proposed

1. Spatial Development Frameworks
2. Structure Plans
3. Local Plans

The three broad categories of spatial plan have a number of variations. Spatial Development Frameworks are applied at National, Regional and Districts or in some cases sub-Regions where District SDFs do not exist. Structure Plans apply to all or designated areas of the MMDAs, in particular towns and fast urbanising areas, and may even be developed for 'sectors' or parts of a town. At this level of detail it is possible also to identify the phases of development. Local plans are referring to detailed land use plans where the individual plots and their uses are clearly defined and may be used for subdivision plans, redevelopment schemes, upgrading projects and schemes for industrial estates, commercial development, recreational and tourism projects, etc.

A Local Plan has to be prepared every time a development requires an access road or has its own internal circulatory road system. A large building or construction project on a single or composite plots, which do not require the construction of a local road system connecting the parts, will be treated as single developments and require only a planning permit. The exception will be those cases where the proposed development is not in compliance with the zoning scheme, in which case a change of use will be required. It is through the Local Plans the Structure Plan is implemented and the approval of the planning and building permit is based.



1.1.1 Spatial Development Framework

Spatial Development Framework is the spatial strategy for achieving defined social, economic and environmental policies. It addresses the spatial development implications of issues like economic development, employment, housing, infrastructure services (waste, water, energy, etc.), education, health care, tourism and leisure, transportation, communications, culture and nature and the environment.

The Spatial Development Framework is an indicative plan, showing the expected development over a fifteen to twenty-year period, which will include the location of key components of the strategy aimed at achieving the desired development. Once approved, it should be revised every four years, in line with the National Development Plan and Medium Term Development Plans, taking into account shifts in national objectives and the performance of the plan on the ground.

The SDF provides a strategic vision (desired future) for the spatial development of the Nation, Region or District over a plan period. It provides perspective and proposals for what kinds of development should take place, how much of it should occur, where this should happen, and how this should happen in order to take advantage of presented opportunities.

The SDF must be in coherence with the National Development and Medium Term Development Plans (MTDP) and other relevant national and regional-level policies, plans and programmes (PPPs). The economic and social development goals, objectives and strategies of the MTDPs, as complemented where necessary with these other PPPs on national and regional scales, are to be given spatial expression in the SDF.

The SDF provides the parameters for Structure and Local Plans, which each must be in compliance with the higher level plan.

The SDF is a document that will contain:

- a. An overall discussion of the spatial definition of the region
- b. Where there was an SDF, an evaluation of the effectiveness of the plan during the previous planning period.
- c. A description and analysis of dominant development trends which influence/drive spatial development
- d. The current policy and planning responses, covering both development and spatial planning. As far as possible, these can be derived from the MTDPs, to begin with, and associated PPPs



- e. A clearly stated vision for the region's spatial development agreed by the primary stakeholders (specifically the Districts concerned and the Region, which are in compliance with the national development policy and the complementary National SDF)
- f. A discussion of regional spatial priorities and policies on the key issues and topics for the region, e.g. employment location, scale and location of housing, transportation infrastructure and accessibility, infrastructure location, environment and leisure, etc.. These spatial proposals must be backed by reasons, i.e., analysis, which can draw on the vision and the principles it encompasses. The strategy is not a wish list!
- g. A Map or Key Diagram which illustrates the general content of the spatial strategy, and shows the physical extent of proposals but does not identify site boundaries.
- h. A discussion of how the spatial strategy will be implemented, and a timescale for delivery
- i. An identification of clear targets or key performance indicators for monitoring purposes.

The proposed new Land Use and Spatial Planning Law will identify the responsibilities of the different levels of Government for the preparation, approval of plans and the appeals process. The present proposals are for the National SDF to be initiated by the proposed LUSPA to complement the Long-Term National Development Plan and will be approved by the President, through the NDPC.

Regional or Sub-Regional SDF should be initiated by the Regional Coordinating Council (RCC) and prepared in conjunction with all the MMDAs covered in part or whole by the Framework. The Regional SDF will be prepared by the Regional Spatial Planning Committee led by the Regional Physical Planning Department and the Regional Economic Planning Unit (REPU). They will need to establish a close working relationship with MMDAs and other key stakeholders. All the affected local governments should ratify their approval of the plan. Appeal on specified grounds can be made to the LUSPA and ratified by the sector Minister.

The preparation of the Spatial Development Framework may be outsourced but supervised by the RCCs and MMDAs. The requirement for the Spatial Development Framework will be specified in the proposed implementing regulations attached to the Land Use and Spatial Planning Law. The implementing regulations will specify the requirement for compliance and the basis for appeal. It will also identify the form and nature of the consultation required in the formulation of the Framework.



1.1.2 Structure Plans

Structure Plans are a legal document prescribing both private and public use of land. A structure plan is a statutory long term framework used to guide the future development of a District, town or city or the development or redevelopment of a part of these areas. It defines all land uses, including residential, commercial, industrial and mixed use areas, major open space, agricultural areas and areas requiring special treatment, such as areas of out-standing natural beauty, conservation areas and areas of historic or cultural importance, as well as areas for upgrading or regeneration and security areas.

It also demarcates the alignment and corridors of trunk and major transportation routes, trunk and major water, sewerage and power networks and other key features for managing the effects of development. It further defines areas where no particular use is designated and which is expected not to change during the period for which the plan is valid (Sometimes known as 'white lands').

They provide a framework within which all Local Plans for the city or town should be in compliance. The basic land uses identified in the Structure Plans are: open space, residential, agricultural, commercial, industrial and areas of public facilities. However, some of these land uses may be further broken down according to the size of the area for which the plan is prepared. Generally speaking, at the MMDA level, the basic classifications will be used, whereas a structure plan for a sector of a town or for smaller urban areas may provide an additional layer of zoning ordinances that provide further information on permissible types of development and densities, the height and form of the building, site lines and set-backs and even use of construction materials.

The Plan will consist of Maps showing the designated land uses and infra-structure networks, identifying which parts of the network will need upgrading, which are additional to the existing network and which areas need repair. A phasing plan that complements the development of the town will indicate the priorities for development and the infrastructure work. In addition to these plans, the Structure Plan will include the following:

1. Executive Summary
2. Introduction including justification for the plan preparation and evaluation of the previous Structure Plan, where one existed.
3. Background: Overview of development over past 20 years, identifying population changes, economic changes and the changing functions of different parts of area covered by the Structure Plan to the present date. From the Regional or Sub-Regional Development Frameworks, identify



- the projected changes in the functions and roles of the area covered, identifying the likely impact on the use of land and other factors that need to be taken into account in the Plan.
4. Analysis of land requirements based on the parameters established in the Regional or Sub-Regional SDF
 5. Land Supply and Suitability Analysis, based on layers of information about existing land use, suitability of land and availability of land. Data presented as a number of maps.
 6. Alternative development schemes, based on stated assumptions, analysed and with preferred option (based on Consultation with Stakeholders).
 7. A detailed plan showing the different proposed general land uses (zoning plan), with additional details of restrictions and requirements when developing specified Special Planning Areas.
 8. Analysis of infrastructure capacity and projected requirements for preferred option including roads, water, power, drainage, sewage treatment and solid waste disposal (Note: the detail depends on the size of the area covered by the Plan).
 9. Phasing of implementation of proposals (Include phasing plan)
 10. Implementation Strategy
 11. Strategic Environmental Assessment (SEA) for Plan
 12. Budgeting and Financing requirements to implement the Structure Plans, based on the strategies outlined in 10
 13. Detailed DA budget for first four years of the budget cycle to ensure that the plan is implemented
 14. Appendices/Attachments including report of Stakeholder consultation process and details of system of analysis,

Structure Plans and the revision of Structure Plans are the responsibility of the District level of local government. The Districts (or MMDAs) should initiate the preparation of the plan, using in-house staff of the Physical Planning Departments or outsourcing the work to qualified consultants. The Plan once approved should remain in force until changed. A review of Structure Plans may be called for at any time by the responsible Assembly but may also be required by the LUSPA in cases where objections to the Plans have resulted in them being called in by the LUSPA. The Structure Plan should normally be prepared to cover the expected requirements over the next 10 to 15 years, where the statutory element of the plan is valid for ten years or until a revised plan is approved, if before that date.



1.1.3 Local Plans

A Local Plan is a plan which proposes the disposition of land by function and purpose, or to be preserved in its present state, to meet the present and future identified community needs within the time frame for which the plan is valid. Local plans should be prepared when needed and the uses of land must be in conformity with permitted uses of the land in the designated zoning classification, as identified in the approved Structure Plan.

The plans will detail such matters such as

1. Background, including the justification of the proposed Local Plan as being in compliance with the approved Structure Plan for the area.
2. Maps showing precise land uses for each plot in the area covered by the Plan
3. Type of buildings that can be built on each of the designated plots
4. The setbacks for buildings on the plot if different from those given in the national Planning Standards
5. The dimensions of any parcel
6. The maximum height of buildings on the plot
7. The permitted maximum ratio of built area to plot area if different from the national Planning Standards
8. Road and footpath rights of way
9. Details of designs for each type of road or footpath, including pedestrian footpaths, cycle ways, drainage and reserve for infrastructure lines.
10. Detailed plans for water reticulation, drainage, sewerage, electricity distribution, telecom network including the connections made to the main distribution network
11. Appendix on the consultation process, including leaflet and poster distribution, meetings with stakeholder groups, town hall meetings, public exhibitions, notices in the media etc.

The plan should also identify open areas unsuitable for development, including land where the slope exceeds that permissible for construction and water bodies, including flood plains (though the latter may be designated for recreational areas), and areas where existing trees are to be preserved or new trees planted.

1.2 Approval of Plans and System of Appeals

Under Law 462, the MMDAs are the local planning authorities responsible for the approval of plans affecting their area of jurisdiction. The Region Co-ordinating Councils are responsible for the harmonisation of the plans prepared at the MMDA level.



Proposals for the implementation of the new model for land use and spatial planning has identified the LUSPA as responsible for the development of a National Spatial Development Framework and the RCC, through the RSPC, as responsible for the preparation and approval of a Regional or Sub-Regional Spatial Development Frameworks.

The MMDAs may also prepare SDFs that are in compliance with the Regional SDF, and Structure Plans. All Local Plans must be approved by the local planning authority and must be in conformity with the relevant Structure Plan where it exists. For all levels of plans, with the exception of the National SDF, stakeholders and affected parties can appeal the decision.

The system of approval and appeal for different types of plans are given in the table below.

Table 1 Plan Preparation and Approval Process

Spatial Development Framework/Plans	Prepared by	Approving Authority	Appeals Body	Remarks	Signatories
1. National Spatial Development Framework	LUSPA in collaboration with NDPC	NDPC	Office of the President		President
2. Regional Spatial Development Framework	Regional Spatial Planning Committee	RCC	NDPC	Must fit into the national framework	Regional Minister
3. Sub-Regional Spatial Development Framework	Regional Spatial Planning Committee in collaboration with affected District Assemblies	RCC and Affected Assemblies	NDPC	Must fit into the national framework	Regional Minister
4. District SDF	District Spatial Planning Committee	Assembly on advice of District Spatial Planning Committee	RSPC	Must fit with Regional SDF	District Chief Executive
5. Structure Plans	District Spatial Planning Committee	Assembly on the advice of District Spatial Planning Committee	RSPC or the Courts of law	Must be consistent with SDF	DCE



6. Rezoning Plans	District Spatial Planning Committee	District Spatial Planning Committee on advice of the Technical Sub Committee	RSPC or the Courts of law	Must be consistent with SDF	DCE
7. Local Plans	District Spatial Planning Committee	District Spatial Planning Committee on advice of the Technical Sub Committee	RSPC or the courts of law.	Must be consistent with Structure Plan	DCE
8. Change of Use	Applicant or the Physical Planning Department	District Spatial Planning Committee on advice of the Technical Sub Committee	Regional Spatial Planning Committee or the court of law.	Must be consistent with Structure Plan	District Physical Planning Officer and Works Engineer
9. Spatial Plans for Major National/ Regional Projects- Resettlement Schemes (e.g. Akosombo, TDC, Bui)	Development Authority in consultation with affected Regions or District Assemblies	NDPC, Regional or District Spatial planning Committee	Office of the President, RCC or the court of law.	Must be consistent with SDF, and where relevant Structure Plan	President
10. Plans in Special Development Areas- e.g. Boankra	Joint District/ RSPC planning teams	RCC	Regional Spatial Planning Appeals Board recommend to LUSPA for final decision	Must be consistent with SDF	Regional Minister
11. Individual Planning Applications	Applicant	Technical Sub Committee if consistent with approved Local Plan	District Spatial Planning Committee and then to Regional Spatial Planning Appeals Board	In conformity with approved Local Plan	Secretary and Chairperson of TSC

1.3 Implementation of the plans

All plans remain conceptual until they are realized in action on the ground. Most of the implementation is beyond the power of the local planning authority to effect, but the Assemblies shall work for implementing the plans to the best of their ability. MMDAs can influence the desired growth by ensuring their investment in infrastructure complements the proposed plan and encourages development where required. No development should take place, with the exception of schemes for national security, without the approval of the Assemblies so they should be able to influence the location of all investment in physical structures and infrastructure.

The Assemblies can also help guide development in areas where it initiates the local plans by using clearly marked posts to define the ROW of all major roads, as soon as the plan is approved. It could also pass a bye law making the placing of similar posts in areas being sold by Traditional Owners or large scale land owners for residential purposes. This could be a pre-condition for the approval of the plan and the consideration of individual development permits.

1.4 Monitoring and Evaluation of Plans

Monitoring is a management tool to enable the responsible authority check and correct the implementation process of the land use plan at all the levels described above. Evaluation is used by Management and Policy Makers to determine whether the impact of the activity being evaluated has the desired results and whether there are other less desirable results or indirect impacts of the action taken under the plan. Both M&E depend on good information and indicators. An evaluation of the existing plans need to be undertaken before the new plan is prepared, so lessons learned can be applied in the new plan.

With the three tier structure of planning, the primary indicator of conformity will be whether the Regional and Sub-Regional reflect the National SDF, and the Structure plans are based on the parameters provided by the Region-al and Sub-Regional SDFs and whether the Local plans conform with the land uses and other elements of the zoning ordinance in force for the area planned. Secondly, whether the priorities for investment in infrastructure and development have or are following the recommendations of the SDF.

At the local level, monitoring is concerned with how individual land owners and developers are in compliance with the detailed plans and how the basic services and facilities are being developed in tempo to support area development. This will be facilitated through the use of the LUPMIS permit data base, and field checks by the Building Inspectors, who can identify where construction has started.

Cross checking this with the data base will enable the planners to know what proportion of development is adhering to the permit process. Using GPS, it will also be possible to record the extent to which any construction is in compliance with the approved plan. This system of monitoring will use the Permit Database system being introduced as part of the LUPMP.



The Evaluation process starts with the stated development objectives assumed in the SDF. These are largely social or economic. The purpose of the Evaluation will be to see whether the spatial distribution of activities and population is achieving, contributing or not to the stated overall goals of the medium and long term development goals. Evaluation also involves looking for unexpected and unplanned impacts of the plan when it is implemented.

Below is a suggested list of critical indicators:

SDF

- i. In the previous planning period, did the overall population grow at the same rate, at a faster rate or at a lower rate than expected?
- ii. Is the population distribution between settlements and towns as expected or distorted?
- iii. What are the possible reasons for these changes (if there are)?
- iv. What proportion of the additional industrial space been taken up and developed for industry?
- v. What additional areas have been developed for industry and where?
- vi. Has the road/rail plan been developed or is it being developed as proposed (in terms of time and location)?
- vii. Have other major infrastructure trunk lines for water and power been developed or are being developed as proposed?
- viii. Have other transport nodes been developed as proposed (e.g. ports, airports etc.)
- ix. Have areas identified for limited development or special treatment been observed?
- x. Have the main commercial centres been developed as proposed?
- xi. Have the number of hotel bed spaces in the identified tourist are-as been developed as expected?
- xii. Have the tertiary educational centres and District/regional hospitals been developed/extended where proposed?
- xiii. Have other key developments identified in the SDF been developed or are being developed?

Structure Plans

- i. Is the use of land in conformity with the Structure Plan zoning scheme?
- ii. How many exemptions or requests for re-zoning, have been received and for what?
- iii. Are these requests for rezoning causing a major delay in the development and having a detrimental effect on the level of in-vestment in the area?
- iv. Have the reserves for the main roads been encroached upon?
- v. Have the priority infrastructure extensions been developed as planned?
- vi. Have the open spaces and areas requiring conservation been observed?
- vii. Have Local plans been prepared for the areas identified for housing, industry, commerce and other major land uses? Are these plans in conformity with the zoning ordinances?
- viii. What areas have been the subjects of a request for Re-zoning?

Local Plans

- i. Since the approval of the Local Plan, what proportions of the plots are being used or developed according to the designated land use?
- ii. What proportion of all development has been approved using the permitting process?
- iii. How many requests for 'change of use' and if so for what?
- iv. Are these requests for change of use causing a major delay in the development and affecting the desire of potential investors to invest in the area?
- v. Are the roads ROW being observed or encroached upon? How many cases? On what sorts of road or footpath ROW?
- vi. Are areas designated for social uses (schools, clinics etc) encroached upon or developed for alternative uses? What percentage of the land designated for this use, represent?
- vii. Have any drainage lines or flood basins been developed for housing or other unsuitable uses? If so, how many cases and what proportion of land set aside for this purpose does this represent?
- viii. Have the set-backs been observed?
- ix. Have the development densities been observed?
- x. Have the trees identified for protection remained uncut?
- xi. Has the proposed tree planting been undertaken?

This list of potential questions is not complete and will need to be developed according to the priorities of the local planning authority. This information will also be required by the LUSPA in their assessment of the performance of the local planning authorities and the RCCs.



PART TWO: SPATIAL DEVELOPMENT FRAMEWORK

2.1 Definition

The Spatial Development Framework (SDF) addresses the spatial implications of population growth, natural resources conservation and utilization, economic development and employment, shelter provision, infrastructure development (water, transportation, energy, and communication), tourism, and of socio-economic services, and the environment. It highlights on issues of equitable access of human settlements to the benefits of national development.

The SDF provides a strategic vision (desired future) for the spatial development of the Nation, Region or District over a 20 year period. It outlines and recommends proposals for what kinds of development should take place, how much of it should occur, where this should happen in order to take advantage of opportunities. The SDFs will be subject to review and possible revision every four years.

The District SDF should be coherent with the Medium Term Development Plan and other relevant national and regional policies / plans / programmes. The economic and social development objectives and strategies of the MTDP are to be given spatial expression in the SDF.

Similarly, the Regional and National SDFs should be consistent with the National Development Plan.

2.2: Contents of the Spatial Development Framework

The contents of the SDF are detailed in section 4 below. In brief the SDF will contain:

- a. An overall discussion of population growth and distribution, the human settlements system and the location of various land use activities within the country region or district.
- b. A description and analysis of dominant development trends and challenges which influence or drive spatial development;
- c. The current policy and planning responses covering spatial development as key integrative component of national, sub-national or sector development.
- d. A clear vision of the country's, region's or district's spatial development as agreed by frontline decision makers, especially the political leadership in particular SDF areas.
- e. Spatial Strategy for achieving the vision, as probed and translated into national and sub national spatial policies, priorities and proposals to guide or influence population distribution, human settlements hierarchy and access to development benefits, conservation and utilization of natural resources, pronounced resources for agriculture and industry, location of economic development and employment, scale and location of housing needs, location of infrastructure

and services, sustainable land-use strategies and environmental protection, institutional framework for effective spatial development. The strategy will be tested and validated through a Strategic Environmental Assessment.

- f. The strategy will be supported by Analytic and Synthesis Maps, which show the existing situation, trends, development challenges and opportunities as related to the development themes outlined in paragraph (e) above. The maps will cover the development themes in their various kinds and aspects as detailed in Section 4 below.
- g. Maps and Key Diagrams which illustrate the general content of the spatial strategy, and show the broad physical extent of proposals.

2.3: The Preparation of the SDF

2.3.1 Initiation of Preparation

The LUSPA² shall initiate preparation of the National Spatial Development Framework in collaboration with the National Development Planning Commission NDPC.

In the case of Regional or Sub-Regional SDF, the Regional Spatial Planning Committee led by the Regional Physical Planning Department and the Regional Economic Planning Unit (REPU) shall prepare the plans. They will need to establish a close working relationship with MMDAs and other key stakeholders. The procedure for the preparation and approval of plans shall be in accordance with the provisions for joint development planning areas under Act 480 and the manuals for the preparation of spatial development framework. The preparation of a Spatial Development Framework shall be initiated by the District Assembly through the District Spatial Planning Committee. The Physical Planning Department may also 'outsource' this task in accordance with the provisions in the Procurement Act, Act 663.

2.3.2 Entities Authorized to Prepare SDF.

The responsibility for the preparation of SDFs lies with the relevant authority, namely the LUSPA for the National SDF, the Regional Spatial Planning Committee for the Regional SDFs, or Sub-Regional SDFs and the District Spatial Planning Committees for the District SDF. However, Regional SDFs must be prepared with the full cooperation of Stakeholders including the MMDAs. Preparation of the SDF may either be undertaken by the Assembly or outsourced to consultants. If the work is outsourced to consultants, the contracts will be subject to prevailing procurement law and the responsible authority will prepare the Terms of Reference and the RFP, which will include information on the system of evaluating the bids.

² The proposed Land Use and Spatial Planning Authority, a central government body responsible for Spatial Planning including Land Use Planning and Management. Presently the TCPD



2.3.3 Procedure and Duration for SDF Preparation

Preparation of SDFs could take up to sixteen months, although this duration could be reduced with much efficiency in the system. This plan could be reviewed every four years to coincide with the MTDP preparation.

Details of the estimated duration for plan preparation is as follows:

ACTIVITY	DURATION	REMARK
Identification of Planning Area, Establishment of Joint Planning Team and preparation of Base Map	<i>Up to one month</i>	
Data collection	<i>Up to one month</i>	
Data collection on programmes, projects and plans and projections	<i>Up to one month</i>	
Consultation with stakeholders on projections and trends	<i>Up to one and half months</i>	
Preparation of alternative scenarios, and public consultation to identify preferred scenario	<i>Up to one and half months</i>	
Public consultation on options:	<i>Up to two months</i>	
Identification of preferred 'vision' by decision makers	<i>Up to two weeks</i>	
Analysis of gaps and identification of strategies, including levels of investment	<i>Up to one and half months</i>	
Preparation of Draft final SDF, including SEA	<i>Up to two months</i>	
Public consultation, preparation and presentation of revised SDF and approval by MMDAs and RCC	<i>Up to two months</i>	
Financial and Phasing Plan	<i>Up to one and a half months</i>	
Submission and publication of final revised addition of Report	<i>Up to one month</i>	

2.4 Stakeholder Consultation

The requirement is for a participatory planning system to be used in the preparation of all levels of plans. The plan preparation process will require periods for key stakeholders to air their views and opinions. The SDF preparation requires the participation of three groups: the key sector agencies; the MMDAs and the RCCs, and; the general public.

2.4.1 Stages and methods of Consultation

The SDF requires a minimum of three rounds of consultation. These are:

1. After data collection and during analysis stage when trends and issues identified.
2. When determining the preferred scenario/option for development.
3. To consider Draft Final Plan

At all three stages, adequate notice must be given to the general public to make meaningful inputs or, if published in the newspaper or exhibited in the Regional Coordinating Council or Assembly Public Data Rooms³, adequate time provided for interested parties to make representation. Adequate notice for meetings of stakeholders will be ten working days. Adequate time for comments following publication in the print or electronic media will be 20 working days. Copies of the plans at District level must be made available for a minimum of twenty working days in the District Public Data Room.

The decision on which of the scenarios should be followed must involve the 'decision makers', namely, in the case of National SDF, the NDPC, Region-al Ministers, all line Ministries, the Lands Commission and other institutions responsible for major infrastructure development and chair persons of Parliamentary sub committees identified by NDPC; for Regional SDF, the Regional Minister, the DCEs, RCD, the sitting members and chairperson of each Assembly; or for District SDF, the Spatial Planning Committee members and the Assembly, including the DCE. For both the Regional and District SDF consultations, the NDPC should also be asked to send an observer.

After comments by the general public and other interested parties have been summarised and presented, copies of the alternatives and the rationale for each will be published in appropriate print and electronic media and by being posted in all the MMDA offices and the Regional Coordinating Council Offices.

³ The Land Use and Planning Law proposes all District level Assemblies should have a Public Data Room, open to the public during the office hours of the Assembly and at weekends where this can be arranged, in which copies of the Plans are available for public scrutiny. Comments on the plans should be sent to the Physical Planning Departments of the Assemblies or given in a form provided for in the Public Data Room, such as a postbox or book for comments.



Similar means should be used to elicit the views of the public and stake-holders on the Draft Final Plan. Additional methods of consultation can be tried such as ‘town hall’ meetings arranged by the Joint Planning Team in a number of venues throughout the planning area.

2.4.2: Reports on Stakeholder Consultation/Public Forum

Reports on the public consultation process will be published and summarised in the local media. Full copies of the outcome should be made available at the offices of the RCC and affected MMDAs. The reports should identify how many responses were received and where from and the weight of opinion expressed, and will form an annex to the SDF.

2.5 Format of the SDF

2.5.1 Coverage of Report

The Report for the SDF will contain the following, allowing for the peculiarities of the SDF area:

- a. **Background:** the boundaries of area being covered; why plan is being prepared (National, Regional and District SDFs will be a statutory obligation, while sub-regional are developed normally in response to potential impact of major development scheme on area between the development and the major urban centre)
- b. **The Vision:** the commonly accepted objectives for the area, including how to achieve broader goals, including national and regional policy objectives for social, economic and environmental sectors.
- c. **Description of the Area:** covering what exists on the ground, the major functions of each settlement, areas of special interest such as areas of historic or cultural interest, environmental sensitivity, areas of forestry and with high agricultural potential or farmed commercially, and the dynamics of growth (changes in previous census period, especially where growth rates differ markedly from national average, and changes in function).
- d. **Major Concerns and Issues:** this should include the main development issues and problems, whether in terms of living conditions, access to health, education, markets etc., conflicts between different land uses (e.g. housing and agricultural), environmental, transportation and communications problems, and potential of the area, emphasizing the competitive advantage the area has as a location for specified types of development.
- e. **Sectoral Analysis:** the present and projected situation given existing trends and the potential of the problems or issues to be solved, covering; agriculture,

education, health, commerce, industry, tourism, transportation, housing, waste disposal, water resources and distribution, communications, power and flood control. This analysis should look at the plans and programmes that the sectors have and how they meet the needs as identified in the analysis. It should also identify how present trends and plans reflect national policies. The analysis should be illustrated with the data produced in layers for each major sector or group of sectors. A composite map should also be developed.

- f. **Development Options:** The development of different scenarios (at least two) for potential development in the next twenty years, and the rationale for each and a preliminary indication of the sorts of complementary development that will be required to achieve the patterns proposed. These will be accompanied by explanatory diagrammatic maps.
- g. **Proposal:** Proposals for development under each sector showing how it contributes to the overall achievement of the 'vision'. It should identify the locations where specified development is expected to take place. It should identify the land requirements for the major land uses in each of the proposed major development areas, the need to upgrade the trunk infrastructure and other critical issues, particularly those that constitute a threat to the environment or re-quire special sensitive handling. Indicative maps must be provided showing the locations of the proposed development proposals.
- h. **Strategic Environmental Assessment:** SEA of preferred option.
- i. **The SDF key diagram:** A composite map of the proposals in the SDF forms the key diagram showing the proposals for the whole area diagrammatically.
- j. **Phasing Plan and Financing Plan:** this should identify the approximate level of investment required in each sector and the expected source of the investment (public or private, and whether national, regional or local if public). This may include maps showing the stages of development.
- k. **Key indicators:** these reflect to overall vision for the development. This should be limited to no more than five indicators.

2.5.2 Maps

Three types of maps are required: text maps, presentation maps and digital maps. As mentioned in 4.1 above, maps are required for the following:

- a. **Base Map,** showing administrative boundaries, boundaries of planning area, main water bodies, roads, soil types, forest and urban areas. This will take the form of a map of the scale between 1: 100,000 to 1:250,000, although the scale may vary according to the size of the area covered. Preferably the maps should fit on an A2 size sheet.



- b. Data layers for major land uses where applicable⁴, functions and population of towns and urbanising areas, ports and airports, infrastructure trunk lines, final waste disposal site (solid waste land fill areas), major mining, tourism, military and educational uses, location of District and Regional hospitals, land quality, including a layer showing land with agricultural potential and land unsuitable for development, and areas of environmental sensitivity including wetlands and forest and game reserves etc.
- c. Indicative proposals for the scenarios
- d. Indicative plans of future preferred development, including size of population and function of urban and urbanising areas; areas that should be subject of Structure Plans, including both urban areas and areas of special consideration such as tourism areas or conservation areas; plans by sector or group of sectors, showing where infrastructure development is required to complement the proposed growth pattern proposed.
- e. A composite plan showing the whole SDF proposal including phasing plans, showing the priorities for infrastructure improvement, extension or development.

2.6 Approval of SDFs and Appeals

The preparation of National SDF is the responsibility of the LUSPA working in conjunction with the NDPC. The National SDF will be approved by the NDPC and given to the President for ascent. Regional (and Sub-Regional SDFs) are the responsibility of the Regional authority and so must be approved by RCCs. They should be in compliance with the National SDF. District SDFs need to be approved by the affected District (Municipal and Metropolitan) Assemblies. The District SDF should be in compliance with the Regional SDF. The SDFs will provide the target and scope of the Structure Plans, which must be prepared by the MMDAs.

Appeals can be made against the SDF if the public or an individual has reason to believe that:

- i. The general public was not adequately consulted.
- ii. The SDF is not in conformity with the national development priorities, the NSDF or the RSDF.
- iii. The SDF ignores or takes inadequate cognizance of statutorily protected areas or National policies affecting specific land uses (e.g. agricultural priority areas, historic sites, cultural heritage sites, forest areas, etc.).

Given the legal requirements for all these grounds for appeal, the complainant may take their case to the courts. The courts may order the responsible authority to review their proposals in such a way that satisfies the courts. On matters of fact, the appeal is made in all cases initially to the body responsible for the preparation of the Framework who may review the complaint and decide whether or not to alter the respective Framework accordingly.

⁴ The amount of information will depend on the size of the area being considered: National will be limited to major towns and cities, transportation corridors, main ports and airports, areas with specific function or use including national parks and other areas requiring special treatment or protection and other factors that need to be considered for development of national significance.

2.7 Review of the SDF

The SDF covers a period of twenty years and shall be reviewed at the end of its tenure or earlier as directed by the Planning Authority or as prescribed by regulations. The implementation of the SDF shall be in four phases of five years each to coincide with the MDTP cycle. As much as possible the District SDF must be reviewed in line with the production of the MTDPs and the harmonisation of these plans by the RCCs. The reviews will concern changes in the sector strategies but will not revise the basic policies on which they are based. This will take the form of supplementary documents that replace the sections of the report covering the affected sector.

The twenty-year review will inform the preparation of a new SDF which will be produced in line with the National SDF and the long term National Development Plan. The new SDFs will also take into account the results of the evaluation of the impact of the previous SDF's implementation, identifying its effectiveness in achieving its objectives and also identifying unforeseen effects.

2.8 Implementation of the SDF

2.8.1 Plan Implementation

The SDF identifies key activities that need to be undertaken if the plan is to achieve its objectives. In so far as the critical investments required are directly under the control of the Government, sector budgets are proposed, both for the long term investment requirement and in more detail for the more immediate requirements in the first four years of the planning period. Where the private sector is identified as the main actor in the development, often complementary activities and assistance by the Government are identified. Government, whether at central or local level is the facilitator of the desired development but rarely is it able alone to ensure the end result is as desired.

2.8.2 Monitoring Procedure

The implementation of the SDF needs to be monitored, to ensure that the SDF does not remain simply a plan but never a reality. At the District level, annual reports from each department will be compiled together jointly by both the Head of the Physical Planning Department and the Economic Planning Department and used to monitor progress of the SDF. These reports on progress and development in each of the MMDAs covered by the SDF, along with the sector agencies and utility providers, will be compiled by the Regional Economic Planning Officer (REPO) and the Head of the Regional TCPA Office responsible for land use planning and management, and submitted to the RSPC. The MMDAs, through the Assemblies' Physical Planning Departments and Development Planning Officers will be responsible for ensuring that the budgets of the Assembly include the sector investments identified in the SDF. The Annual reports will include a review of actual disbursement of the budget to ensure that the proposed investment by the responsible Assembly or sector agency is being made. This will enable the REPO to flag for the RCC, the sectors that have failed to make the necessary investments as part of the realisation of the plan. This report should be produced in a timely manner to influence the annual budget preparation process.



At the National Level, the reports of the Regional offices, as well as annual reports from each of the line Ministries will be reviewed by the NDPC to identify gaps in the implementation schedule and the causes for these gaps.

Not only will levels of expenditure be monitored but also the actual outputs of this expenditure. Hence investment in road development, improvement or extension should be measurable not only in terms of the level of investment but also in the length of road affected. At the District level, in addition, the Assembly Physical Planning and Development Planning offices must also monitor the level of complementary investment by the private sector. Hence investment in housing, for example, needs to be measured in terms of units planned and built. Investment and outcomes of investment by the utility companies will also need to be measured and monitored to ensure they are complementary to the objectives of the SDF.

2.9 Evaluation of the SDF

The evaluation of the SDF will be based on how well the plan has managed to achieve the objectives of the broader National Development Plan and the District Development Plans. It should consider both the successes and failures of the strategies proposed to achieve the desired spatial development. The main function of the Evaluation is to assess the appropriateness of the strategies assumed in the SDF. It is, therefore, a vital step in the revision of the SDF and the preparation of a new SDF.

PART THREE: STRUCTURE PLANS

3.1 Definition

A Structure Plan is a long term statutory framework for guiding the development and redevelopment of land. It is used to define future development and land use patterns, primary distribution networks of infrastructure, location of services and conservation of area. In general terms, a Structure Plan defines locations of various land use activities and outlines key features for managing the direction of development within a human settlement.

The land use proposals included in the Structure Plan are based on meeting the strategic objectives and sector policies included in the Spatial Development Framework (SDF) for the District or Sub-Regional Area. These objectives and policies form part of the District Medium Term Development Plan, which is approved by the Assembly.

A Structure Plan should generally be prepared for the following areas as identified in the SDF:

1. Areas of rapid urban growth,
2. Urban settlements that are subject to redevelopment and regeneration due to changing dynamics of economic growth and employment (e.g., the old mining towns, or towns where the main industrial base has collapsed or changed
3. New towns or urban settlements
4. Parts of towns, or 'sectors', where development is to be phased over time
5. Areas likely to be affected by major industrial, communications or other development schemes (e.g. areas near planned new national or international airport sites, inland ports, mining etc.)
6. Areas proposed for major tourism projects, nature conservation areas and development including near important heritage sites.

The Structure Plan has specific functions which include but are not limited to:

1. Identify zones and infrastructure required for the plan area to achieve its stated development objectives: *Reason to ensure there is adequate provision of land for the functions proposed in the planning area and that the infrastructure provision is adequate to serve the users of the land. It is also to ensure that sensitive areas within the planned area are protected.*
2. Co-ordinate the staging of development over time, particularly where large areas are to be developed. *Reason: to minimise the impacts on existing development and safeguard long term development proposals for the area.*
3. Ensure patterns and intensities of development are co-ordinated and compatible between existing and proposed areas of development and redevelopment. *Reason: to ensure that new development makes most efficient use of an area's resources/facilities/services to avoid potential conflicts.*



4. Provide a co-ordinated approach to infrastructure provision and other services across land parcels in different ownerships, *Reason: to facilitate new development that makes most efficient use of an area's resources/facilities/services.*
5. Provide higher levels of certainty to developers, the Assembly, the local community, the general public and other affected parties regarding the character of permitted development in an area earmarked for growth or redevelopment. *Reason: to promote development in accordance with the Plan in the public interest.*
6. Identify inner city areas suitable for redevelopment, *Reason: to ensure that land in moribund land uses is utilised more effectively in the changing economic reality.*
7. Identify inner city areas suitable for regeneration. *Reason: to ensure that areas with substantial populations of disadvantaged persons but whom play a vital role in the service sector required for the efficient functioning of the inner city are provided improved living conditions.*
8. Identify areas where the land is presently underutilized and yet is suitable for housing and other uses, *Reason: to ensure that land is made available to meet demand.*
9. Identify sensitive areas where special controls are needed to ensure water quality and quantity, and protection of sites with natural and/or cultural heritage value *Reason: to make most efficient use of an area's resources/facilities/services and safeguard for future generations.*

A Structure Plan should identify:

1. Main land uses, present and proposed (this will include rezoned areas), as well as identifying land for which no specific zoning has been proposed (often known as 'white' land or undesignated zones) and areas of outstanding significance and subject to special treatment and controls.
2. All trunk infrastructure, including roads, water, rail, communication, drainage and sewerage and electricity. It should provide sufficient detail of the capacity of the main systems to know whether they are adequate to support the levels of development proposed, or are a constraint to the density of development.
3. Main public transport terminals.
4. How development will be phased over the period covered by the plan
5. Investment proposals for stimulating the realisation of the plan (eg, investment in roads and other infrastructure, or the cleaning of old industrial sites, and housing area development, etc.)
6. A Preliminary Budget for the investment required and a four year development budget covering the first four years to guide public sector investment.

3.2 Content of the Structure Plan

The Structure Plan will comprise of a report and a plan. The report will cover the justification for the plan, the analysis, details of the phasing of the proposed development, the investment and management plan, operating budget and the monitoring proposals.

3.2.1 The Plan

The Plan should designate the zones or areas for specific uses and purposes, with an accuracy of ± 10 metres, such as:

1. Industrial areas (heavy including areas with special considerations regarding their location such as shipbuilding, or requiring good road, rail or port access, industries with special environmental requirements such oil refining, gas works or metal processing works, and industry that have little environmental impact and may be located in residential and commercial land use areas)
2. Commercial areas (including shopping malls, mixed office and shopping areas and markets)
3. Civic development (including all office development both public and private)
4. Warehousing
5. Residential areas of various categories (e.g. High, medium and low density and mixed residential commercial areas)
6. Major areas for institutional use (e.g. Universities, school complexes, hospitals, religious complexes)
7. Military and Police complexes including barracks
8. Public cemeteries
9. Prisons and Correctional Institutes
10. Major recreational areas (stadia, sports fields, parks, camping grounds etc.)
11. Agricultural areas
12. Forest areas and timber plantations
13. Main drainage system including rivers, streams and canals and land reserved for flood protection, such as spill areas
14. Watershed protection areas
15. Historic and cultural sites
16. Main road network including highways (primary roads) and main connector roads (secondary) but not local distributors, and road reservations.
17. Location of bus, trotro terminals and lorry parks
18. Ports (sea, river, inland and air ports) and related land uses
19. Rail lines and land reserved for railway network and use
20. Main power distribution lines and sub-stations, including buffer zones
21. Main water distribution system (primary network)
22. Water treatment works
23. Main sewerage network
24. Sewage treatment plants
25. Land fill (solid waste disposal) sites
26. Areas of mining activities
27. Other areas with specific uses of a critical nature



28. Natural disaster high risk zones unsuitable for development
29. Boundaries of areas identified for urban regeneration
30. Boundaries of areas identified for urban redevelopment
31. Areas without specified zoning ('White Land')

Additional categories of land may be identified on the plans, depending on its critical nature.

The plan will also identify indicatively the locations of the following:

1. Public drinking water wells or other sources.
2. Public toilets and sanitation facilities (sanitary areas).
3. Telecommunication transmission facilities.
4. Drainage system.

The requirements and conditions as to the use of the land within the classifications are defined in the Zoning Regulations. However, some additional Planning Conditions/Restrictions may be made and specified in the Structure Plan Report Volume 1 (see below)

3.2.2 The Report

The report of the plan should be in two volumes

Volume 1

15. Executive Summary
16. Introduction
17. Background: Overview of development over past 20 years, identifying population changes and functions of town and highlighting any significant development or factor that has had a significant impact on growth. Identify the function and proposed function of the town as proposed in the National, Regional and District development plans, in particular the Medium Term Development Plan (MTDP) and the SDF of the DA. Identify factors that will impact on growth in the town, or determine/constrain the direction of growth. These should be drawn from the assumptions and strategies out-lined in the SDF. In cases where the Structure Plan is being revised, a comparison of the actual development with the planned development should be made, and an analysis provided of the changes.

Note this chapter should include a plan a map showing the location of the town in the District and or Region and the relevant SDF

18. Data analysis and projections
 - a. Population Projections for sectors, neighbourhoods or zones
 - b. Housing demand projections
 - c. Commercial space projections, including major markets
 - d. Tourism and hotel space capacity and projections
 - e. Industrial space projections
 - f. Educational facilities projections

- g. Health facilities projections
 - h. Open space projections (including large scale public recreation areas)
 - i. Capacity of roads, transport terminals and Lorry Parks and projected requirements during planning period
 - j. Water needs projections, present capacity and gaps
 - k. Sewage disposal requirements
 - l. Solid Waste projections, capacity of land fill sites and gaps
 - m. Electricity distribution and service, capacity and gaps
 - n. Identification of flood risk in different areas and capacity of drainage system
19. Land requirement projections based on projections in 4 above, plus projections for additional land for other special requirements
 20. Land Supply Analysis, based on layers of information about existing land use, suitability of land and availability of land. Data presented as a number of maps culminating in a composite map of areas identified as suitable for different uses (apart from the existing land use and composite map, the other maps may be placed in Volume 2)
 21. POCC analysis of options based on stated assumptions presented in schematic form (simplified schematic plans included)
 22. Preferred land use option presented as a plan, with text justifying the decision in choosing this option.
 23. Infrastructure requirements: roads and other transport, drainage, water, electricity, sewerage, solid waste and ancillary land use requirements for preferred option (Plans presented showing proposed extensions of network and location of in-creased capacity)
 24. Planning Conditions/Restrictions to be applied to the development of specified areas, where relevant (These form part of the Zoning Regulations and are effectively bye-laws attached to the Plan)
 25. Phasing of implementation of proposals (Include phasing plan)
 26. Costs of proposed development
 27. Financial and management Plan and Strategy to implement the Structure Plans,
 28. Detailed DA budget for MTDP period

Volume 2: Appendices/Attachments

1. Report on Stakeholder consultations,
 - Report on preliminary consultation
 - Report on public forum where options discussed
 - Report on public forum during presentation of Draft plan/report
2. Report on Studies undertaken as part of plan
3. Methodology used in projecting land use requirements
4. Land supply related maps and tables (see Volume 1. 6)
5. System of analysis used for projecting infrastructure extension and increased capacity including roads, water, drainage and power (see Volume 1.9)



3.3 The preparation of Structure Plans

3.3.1 Initiation of Structure Plans

The preparation of Structure Plans should be initiated by the Metropolitan, Municipal and District Assemblies (MMDA) and will be based on the priorities for the development of an area, as identified in the current District SDF. In situations where an urbanising area crosses administrative boundaries, (i.e. between two districts, a district and a municipality, or a district and a metropolitan area), the decision to prepare the Structure Plan will be made by the Assemblies of both authorities in accordance with the joint planning arrangement under the Local Government Act, Act 462.

The Assembly should seek the advice of the District Planning Coordination Unit upon the advice of the Physical Planning Department or the Spatial Planning Committee about the preparation of a new structure plan or the revision of an existing one.

3.3.2 Entities Authorized to Prepare Structure Plans

The preparation of a Structure Plan shall be initiated by the District Assembly through the District Spatial Planning Committee.

The Physical Planning Department may also 'outsource' this task in accordance with the provisions in the Procurement Act, Act 663. Where consultants are engaged to prepare the plans, the Technical Sub Committee of the District Spatial Planning Committee shall be responsible for the day-to-day administration of the contract, and make appropriate recommendations to the District Assembly.

Where the preparation of plans is outsourced, the District Physical Planning Department shall be responsible for the day to day management of the contract and quality assurance.

3.3.3 Maps for Preparing and Presenting the Structure Plan

All plans shall be prepared using one or more of the following:

1. Current Survey and Mapping Division's approved standard maps and line maps converted to a geo-referenced system using WGS 84
2. Ortho-rectified aerial photography, geo-referenced using WGS 84, or
3. Ortho-rectified satellite images, georeferenced using WGS 84.

All topographic maps should be approved by the Survey and Mapping Division of the Lands Commission. However, the Structure Plan (including the zoning plan) is not subject to such approval. All hard copies of maps and overlays will be produced on A0 size or any other appropriate large scale paper (usually between 1:10,000 or 1:50,000) depending on the size of the town.

Electronic copies of all maps should be prepared, using the Government preferred GIS software, presently used by Land Use and Planning Authority, Map Maker.

3.3.4 Format of the Maps

a. Size of the Map

For hard copies of the map showing designated land uses (zones), the paper size should not be bigger than A0 paper. The paper size should be uniform.

b. Key Plan

The plan should indicate the location of the planning area in the wider context on a scale of 1:250,000 or some appropriate scale, at the top of the Legend Box.

c. Legend Box

The legend box contains a legend showing the colours and shading/hatching and other symbols used to identify all the land uses both existing and proposed in the plan. It should also indicate the road types, utility lines, administrative and proposed special planning project areas' boundaries as well as the scale, the North Point. The box will also include the approval seal with date of approval and signature of authorized person, with place and date. There should also be a name tag box, which should indicate the District, Region, Department, name of the plan, number of the plan, authors/professions, drafting team, District Head. Where the plan is prepared by consultants, their name should also be indicated in the name box.

d. Physical Planning Colours and Shading

Physical planning colours and shading to be applied in the planning scheme should conform to those indicated in the Zoning Regulations.

e. Presentation

The plan should be prepared at an appropriate scale (see 3.3 above). The presentation of the plan should indicate the area subject to the plan (Planning Area) and show its associated administrative boundaries. The administrative names of the adjoining areas should be written on the maps. In most cases, the plan will cover one administrative area but where a town is fast growing, or where two towns are merging, the Planning Area may not coincide with administrative boundaries, in which case both the boundaries of the Planning Area and the administrative boundaries should be indicated on the maps.

3.3.5 Time Required for Plan Preparation and Approval

Preparation of SPs should take a maximum of sixteen months, although it is expected that this could be achieved in a shorter period. The four yearly reviews should be undertaken during the period used for the preparation of the MTDPs. The suggested time lines propose a maximum period for the work as follows:



ACTIVITY	DURATION	REMARK
Identification of Planning Area, Establishment of Joint Planning Team and preparation of Base Map	<i>Up to one month</i>	
Data collection	<i>Up to one month</i>	
Data collection on programmes, projects and plans and projections	<i>Up to one month</i>	
Consultation with stakeholders on projections and trends	<i>Up to one and half months</i>	
Preparation of alternative scenarios, and public consultation to identify preferred scenario	<i>Up to one and half months</i>	
Public consultation on options:	<i>Up to two months</i>	
Identification of preferred 'vision' by decision makers	<i>Up to two weeks</i>	
Analysis of gaps and identification of strategies, including levels of investment	<i>Up to one and half months</i>	
Preparation of Draft final SP, including SEA	<i>Up to two months</i>	
Public consultation, preparation and presentation of revised SP and approval by MMDAs.	<i>Up to two months</i>	
Financial and Phasing Plan	<i>Up to one month</i>	
Submission and publication of final revised addition of Report	<i>Up to one month</i>	

3.3.6 Stakeholder Consultation

The preparation of Structure Plans requires the involvement of all stakeholders.

The minimum requirements include:

1. Consultation with Stakeholders (see below) in the presentation of the data analysis and the development of alternative options
2. Exhibition of data analysis, assumptions and development alternatives, in Data Room of MMDA, with a period of 60 days for comment
3. Presentation and review of Draft Structure Plan (which has taken into account comments from Public after exhibition) by Stakeholders (see below)
4. Exhibition of draft Structure Plan, showing Zoning Plan and Phasing Plan, in Data Room of MMDA, with period of 60 days for comment
5. Publication of at least half page broadsheet size in locally available newspaper of information about the Plan and where more details can be found.
6. Presentation of revised plan to MMDA (taking into account comments from Public), review and approval by Statutory Planning Committee
7. Placing of approved plan in Data Room
8. Publication of Plan in Gazette.

The following category of stakeholders should be involved in the planning process particularly in already developed areas.

1. The District Assembly including the chairpersons of all sub committees of the Assembly and Assembly men representing the area being planned
2. Representatives of the Urban/Town/Area or Sub-Metro Councils
3. Members of the Spatial Planning Committee
4. Heads of Technical Departments of the Assembly, including those on Spatial Planning Committee and including those concerned with Agriculture, Forestry, Employment, Education, Health, Sports, industry, tourism etc.
5. Lands Commission
6. Security Agencies (where relevant)
7. Representatives of specific interest groups, such as Ghana Real Estate Developers Association (GREDA), Chamber of Commerce, Chamber of Mines, Chamber of Telecommunication, Market Traders, artisan groups, social and environmental pressure groups, etc.
8. Chiefs/Elders/Traditional Rulers
9. The OASL
10. Customary Lands Secretariat (CLS) (if it exists for part or all of town area)
11. Land Owners and Developers
12. Representatives of Utility Providers

The requirements listed above constitute the minimum requirements for consultation during the preparation and approval of the Structure Plan. Other means of involving the public may be used, along with a broader list of those who are to be consulted.

3.3.7 Approval of SPs and Appeals

The preparation of SP is the responsibility of the District Spatial Planning Committee. The SP will be approved by the District Assembly upon the recommendation of the District Spatial Planning Committee.

Appeals can be made against the SP if the public or an individual has reason to believe that:

- i. The general public was not adequately consulted
- ii. The SP is not in conformity with the District SDF.

Appeals may be lodged at the RSPC or the courts where attempts at resolving grievances of the complainant has failed with the plan preparation authority.

3.4 IMPLEMENTATION OF THE STRUCTURE PLAN

Plan implementation should be linked to plan preparation. The involvement of stakeholders, (whether implementing departments of Central Government or District Assemblies, or the private sector), serves the purpose of ensuring that the plan reflects the stakeholders needs but also that the stakeholders are aware of their obligation to invest in the realisation of the plan. Those sector agencies and departments that are



key to the successful realisation of the plan need to develop their own implementation strategies, financing concepts and process controlling systems. This is a step-by-step as well as a participatory process. The Assembly in particular should ensure that its investment program as expressed in the annual budget complies with the Structure Plan's program of phased development.

It is desirable that those organizations, institutions and beneficiary groups, that are outside the control of the MMDA, and were involved in the planning process, should also implement both the land use plan and other related development schemes so as to facilitate the realisation of the whole plan.

Planning is a sequential prescription of measures to be taken into account by all parties which are involved. The same applies to the implementation process: prescribed negotiation and co-ordination steps are to be carried out in a certain sequence. Implementation requires mechanisms to link plans to public and private budgeting. As the public sector is less frequently directly involved in development of the parcels of land, public investment is used to stimulate private sector investment. This may also require additional stimulus through fiscal measures taken by the District Assembly

A Management and Financial Plan will be prepared for implementation as part of the Structure Plan, which will consider the capital costs and the operations and management costs and will identify potential sources of funding including amongst others: the District Assembly Common Fund, the District Development Fund, International Funds, Internally Generated Funds, Public Private Partnerships, loans and other sources, including the investments by the public utility companies. Strategies will need to be developed to ensure the required funding is available when needed.

3.4.1 Plan Implementation and Monitoring Procedure

The following procedures and measures should be put in place to implement the plan:

1. Based on the Structure Plan, the Physical Planning Department or private developers or other state institutions will prepare detailed local plans, which will comply with the Structure Plan. As far as possible, these detailed plans will be prepared according to the phasing proposed for the Structure Plan.
2. The Physical Planning Department should record on maps, all development proposals for land, on, above and below ground. Thus when local plans are prepared and approved, these should be recorded, using the Permit Database software where available.. Likewise, once construction starts, the information should be updated. This will also apply to when a building is demolished or there is a changes of use.
3. The Physical Planning Department should coordinate the implementation of the SP and make regular reports on the progress of the implementation of the Structure Plan to the Spatial Planning Commit-tee, (SPC).
4. The SPC should evaluate the progress of the plan's implementation against the Spatial Development Framework and the MTDP and pass on

- recommendations for action by the full Assembly.
5. All technical Departments and Chairmen of Sub metros and Urban Councils should have copies of the approved Structure Plan. This would enable them to assist the Spatial Planning Committee to monitor the developments taking place in their area. They should also make sure that Local Plans and other developments in their area or under their control conform to the Structure Plan.
 6. Each department of the Assembly should include an action plan, as part of their annual plan to support the realisation of the Structure Plan. This should contain implementation strategies, financing measures, and other actions aimed at the coordination of development and growth of the local area.

3.5 Review of the Structure Plan

The requirement to revise a Structure Plan will depend on a number of factors. First, the Structure Plan is a plan for 15 years from the date of its approval. The Plan will make a number of assumptions about activities and function of the area, the availability of land for development, population growth, changes in occupancy rates and family size and so on. These assumptions are then compared with what actually is happening over the period covered by the plan (see 4.1 below). The greater the actual changes are from the assumptions under-pinning the Structure Plans, the more urgent a review will be required and a new Structure Plan developed. As the SDF is reviewed every four years in line with the MTDPs, so there is the opportunity to identify the need to revise or prepare a new Structure Plan for the area.

The review of the Structure Plan shall be carried out every ten years based on the extent to which the proposals in the plan have been achieved. A mandatory review will be required at the end of the structure plan period of twenty years. Based on the findings of the evaluation, a decision will be made whether to revise or review or re-make the Structure Plan

PART FOUR: LOCAL PLAN

4.1 Definition

A Local Plan is a detailed plan which proposes a dimensionally accurate (to within +/- 3m) disposition of parcels of land by function and purpose, to meet the present and future identified community needs within the time frame for which the plan is valid. Local Plans should conform to the broad land use classification prescribed for them in the Structure Plan and are prepared and implemented when required. In general, the Structure Plan should identify the phasing of development within the town and the preparation of Local Plans should follow this phasing.

Local Plans should have a fixed period for implementation, depending on the size of the development. In general, Local Plans must be reviewed five years after approval, but may make proposals which cover a fifteen year period. This will avoid a situation where development takes place in different parts of the area at the same time, which can make provision of services like roads, water, electricity, and telecommunication, among others, un-coordinated and expensive.

Local Plan may cover sectors, neighbourhoods or small areas of development that may only comprise multiple plots, which are designed as a contiguous area with an access road or internal circulatory road system. A large construction project on a single or composite plots which would not require the development of a local road system to connect the parts, would not constitute a local plan. It would be treated as single development requiring only a planning permit. Local plans are prepared with a scale of 1:2500 and in special cases at scales down to 1:500.

Local Planning can be classified into three categories as follows:

1. Planning for old parts of town which can be described as urban renewal, and which comprise redevelopment, upgrading and consolidation or conservation Planning for developing parts of town which have begun to be developed but for which there are presently no approved plans.
2. Planning for presently undeveloped areas (green field sites)

In addition, subdivisions on plots greater than half hectare, previously designated for single unit occupancy, or where a change of use is proposed, will be treated in a very similar way to other Local Plans. The main difference will be that the consultation process will be different as the land ownership is assumed to be under the single ownership and so not require the social survey and clarification of plot boundaries within the site. The developer will be obliged to follow Local Plan procedures as described in the Manual, and post a notice as required under the revised development permit process and to hold a public consultation as in Step 8 of the process (see Section 3.3. below).

4.2 Contents of the Local Plan

A Local Plan defines the detailed land uses for the plan area, with indication of overall main challenges and aims to which the Local Plan is responsive. The Projected consideration of the Local Plan will include the zoning regulations pertaining to the Local Plan area covering all parcels of land. It would also include plans for infrastructure, utilities, services and facilities required for the target population for the local plan area. The local plan includes:

- a. Zoning ordinances pertaining to the Local Plan area, covering all parcels of land
- b. Plans for infrastructure provision serving, and within, the plan area
- c. Situation Report of the Site / Land Use investigation of the Local Plan area.
- d. Summary Report of the socio-economic survey of the existing population of the plan area.
- e. A Statement of the main challenges and aims to which the Local Plan is responsive.
- f. The Local Plan in detailed Land Use proposals.

The detailed zoning prescribed in the local plan will complement the broad zoning prescriptions included in the Structure Plan. They may cover the form of the development and other considerations that must be observed by those developing or using the land.

These may include:

- a. Population sizes and densities for residential neighbourhoods of the Local Plan area.
- b. Basic social services requirements for the Local Plan area.
- c. The required land uses.
- d. The overall form of physical development.
- e. The permissible built area to non-built area on a plot in the zone.
- f. The height of the buildings.
- g. Requirements for the preservation of existing structures.
- h. Requirements of landscaping, including the preservation of existing trees.
- i. Sanitation requirements for all the developments within the plan area.
- j. Environmental protection requirements.
- k. Road network and circulation system, including parking and pedestrian walkways.
- l. Level of utility services and their distribution plans (water, electricity, telecommunication).
- m. Drainage system for the Local Plan area.
- n. Essential sewage networks.
- o. Solid and Liquid Waste collection and disposal arrangements.
- p. Composite spatial design or organization of the plan area to facilitate and promote balanced locations, efficient mobility, visual attractiveness, order and health in the living and working environment.
- q. Any matters pertaining to the management of the development of the Local Plan area.



Local Plans should also include comprehensive details of costs, phasing and sources of finance to implement the plans for infrastructure and other legally required facilities such as schools and clinics.

4.3 The Preparation of the Local Plan

4.3.1 Initiation and Preparation of Local Plans

Local Plans are prepared when and if needed. As such, local plans might be prepared or initiated by a land owner or traditional leaders, by the District Assembly, by Government Agencies, Developers or Corporations. Local Plans are subject to the planning standards, but require a multitude of different skills to prepare and should not be seen as the prime responsibility of the District.

The District is responsible for evaluating the plan and recommending approval, rejection and changes required for approval.

The party responsible for the preparation of the plan must follow the guidelines provided on the preparation of Local Plans including the consultation process. The Plans initiated by the local planning authority (the MMDAs) may be outsourced, with the local planning authority acting as the Client. All Local Plans must comply with the Planning Standards and Zoning Regulations as issued by the LUSPA.

The preparation of the Local Plan may be funded and initiated by any of the following:

1. District Assemblies (District Physical Planning Department).
2. Land owners.
3. Central Government.
4. Any group of persons whose interest is directly affected by the presence or absence of a Local Plan.

In the cases where the Local Plan is initiated and undertaken by a person or organisation that is not part of the Assembly, the initiation must conform with the approved zoning regulations pertaining to the area.

4.3.2 Entities Authorized to Prepare and Approve Local Plans

Local Plans can be prepared by:

1. District Spatial Planning Committee.
2. Certified Land use planning consultants engaged by the Assembly, Land owners or Estate developers or any other interested party.

If the work is outsourced to consultants, the contracts will be subject to prevailing Procurement Law and the Physical Planning Department of the Assembly will take the lead in preparing the Terms of Reference and the RFP.

4.3.3 Procedure and Duration for Local Plans Preparation

An indicative guide to the time required to prepare Local Plans, as shown below, suggests that it could take up to eight months (30 weeks) including four weeks of publication in Public Data Room. This shall allow the Physical Planning Department to do all consultations needed and make adequate preparations for the completion of the plan.

ACTIVITY	DURATION	REMARK
Preparation of Base Map	4 weeks	
Reconnaissance Survey	One (1) week	
First Stakeholder Consultation	One (1) week	
Updating of maps and site analysis -	Two (2) weeks	
Data collection	Four (4) weeks	
Analysis of the socio-economic and land use data	Four (4) weeks	
Generation of alternatives to ordering land uses in the local plan area and second Stakeholder Consultation	Four (4) weeks.	
Draft Local Plan and Report- and mobilisation of funds for Plan implementation	Four (4) weeks	
Third Public Hearing	One (1) week	
Placement of Local Plan in Public Data Room	Four (4) week	
Final Plan and Report and the Signing of the plans	One (1) week	

4.4 Stakeholder Consultation

A participatory planning system shall be used in the preparation of all levels of plans. The plan preparation process will require periods for key stakeholders to air their views and opinions. Participation as used here shall be a departure from what in the past has been mere consultation and information provision which often came as "fait accompli". In this context it shall mean a process of active involvement that affords actors the opportunity to learn, and hence, own the process and break and transform past habits in order to achieve the desired objectives of the plan. Participation may involve information sharing, consultation and collaboration. Achieving this will require that simplified and interactive techniques such as Participatory Learning Actions be employed. Participation shall however not mean that the technical aspects of the plan preparation process that demands technical competence be sacrificed in the interest of involvement. Even as this good balance is sought, the following category of stakeholders shall mandatorily be involved in the planning process.



They include:

13. The Assembly Executive Committee
14. All relevant Sub Committees
15. Assemblymen for the area affected by the Plan
16. Members of the Statutory Planning Committee
17. Heads of Technical Departments of the Assembly including the Budget Office
18. Survey and Mapping Division of the Lands Commission
19. Land Title Registrar of the Lands Commission
20. Identifiable interest groups, including developers, land owners and users in the plan area and, in the case of small subdivision plans, the residents within the broader community who might be affected by the proposed development
21. Chiefs/Elders/Traditional Rulers
22. Representatives of Utility Providers

4.4.1 Stages and methods of Consultation

The Local Plan requires a minimum of three rounds of consultation. These are at the following stages:

- a. Preliminary Planning Stage
- b. Draft Plan including proposals for phasing of Plan
- c. Final Plan and Report Stage

In all three stages, adequate notice must be given to the general public to make meaningful inputs or, if published in the newspaper or exhibited in the Assembly Offices and the Public Data Room. The stakeholders will be consulted and involved in the planning process through some or all of the following:

1. One-on-one contact using interview guides and questionnaires;
2. Public notices in newspapers;
3. Mass media (radio, television) and internet;
4. Newsletter,
5. Fliers, in particular, to encourage attendance at meetings;
6. Public Hearings and group discussions;
7. Community Meetings/Consultations;
8. Conferences, Seminars, Workshops; and
9. Placement of documents in the Public Data Room.

4.4.2 Reports on Stakeholder Consultation

Reports on the public consultation process will be published and summarised in the local media. Full copies of the outcome should be made available at the offices of the MMDA, in their Public Data Rooms. The reports should identify how many responses were received and where from and the weight of opinion expressed, and will form an annex to the Local Plan.

4.5 Format of the Local Plan

4.5.1 Report

The report that accompanies the Local Plan shall be in two parts, namely the main report and the appendices and other attachments. The Report should include, but not be limited to:

Volume 1

Executive Summary

General introduction

- Introduction
- Objectives of the Local Plan in context of Structure Plan
- Content of the Local Plan

Description of the Local Plan area

- Socio-economic characteristics of existing population and projected growth
- Land ownership and existing development
- Existing land or approved uses and significant features
- Relief and drainage
- Geology and soils
- Vegetation etc

The legal and regulatory framework for the Local Plan area

- Relationship between Local Plan area and the Structure Plan
- Opportunities and constraints to the development of the site as provided by the structure plan
- Planning standards and zoning regulation applicable to the area from the structure plan

Planning, allocation and distribution of land uses in the Local Plan area

- Site analysis
- Development options
- Preferred allocation and distribution of land uses
- On-site infrastructure requirements
- Public facilities and open space
- Landscaping and visual issues

Environmental Impact Analysis and Environmental Impact Amelioration Plan

- Environmental impact analysis
- Environmental impact amelioration plan

Zoning regulation and planning standards

- Area specific proposed zoning regulations and standards applicable to the area



Implementation Plan and Monitoring and Evaluation

- Schedule of actions and activities required to implement the Plan with timetable and budget and sources of funds.
- Institutional arrangements for implementation including the period for review of the Local Plan.
- Key indicators of output and outcomes

Volume 2

Appendices and Attachments

1. Summary of survey data
2. Reports on Stakeholder consultations

Map information to be included in the report

Map information to be included in the report should include the following

1. Location map
2. Analysis of existing land uses and conditions
3. Analysis of proposed interventions
4. Proposed Local Plan
5. Utilities, services and infrastructure
6. Any other special maps, plans and sketches to illustrate issues
7. Phasing plan

4.5.2 Maps

Paper Size

All plans should be digitised. Where this is not yet possible, the paper size of the planning scheme shall not be bigger than A0 paper. The paper size should be uniform

The Legend

The legend shall show all the land uses both existing and proposed in the plan, using colours, hatching and symbols. It shall indicate road types and lanes, utility lines, boundary of scheme, approval seal and date, signature places and date, one acre and one hectare box, representative scale and linear scale. The name tag box shall indicate the District, Region, Department, name of the scheme, number of the scheme, authors/professions, drafting team, District Head and Regional Head. Where the scheme is prepared by Consultants, their name shall be indicated in the name box.

Presentation and scale

The Local Plan shall be prepared on a scale of 1:2500, or at a larger scale if appropriate. The presentation of the local plan shall indicate the boundary of the planning area. Areas adjoining the planning area shall be shown in broken lines. The names of these adjoining areas must be written in the areas. All plots in the scheme must be numbered and all roads must also be named according to prescribed format. The plan must also show the north point and grid lines.

Key Plan

In all cases a key plan shall be provided. The key plan shall indicate the location of the planning area in the wider context on a scale that might depend on the area for which the Local Plan is being prepared. This shall be placed in the right top corner of the sheet.

4.6 Approval of Local Plans and appeals

The Local Plans shall be approved by the District Spatial Planning Committee based upon the recommendations of the Technical Sub-Committee. .

Appeals can be made against the LP if the public or an individual has reason to believe that:

- iii. The general public was not adequately consulted
- iv. The LP is not in conformity with the District SP.

Appeals may be lodged at the RSPC or the courts where attempts at resolving grievances of the complainant have failed with the plan preparation authority.

4.7: Implementation of the Local Plan

The successful implementation depends on three key factors:

1. Effective management of the process,
2. The involvement of stakeholders and in particular the land owners and those with land use rights within the plan area, and
3. The provision of adequate funds to cover costs of site development and in the longer term, the operations and management of the area.

4.7.1 Plan Implementation procedure

The following procedures and measures should be put in place to implement the plan:

7. The Spatial Planning Committee shall be used as vehicle for the coordination and making decisions regarding the implementation of the land use plan and the annual budget of the Assembly, as it affects the plan.
8. All technical departments and Sub metros and Urban Councils in which the Local Plan is located shall have copies of the approved plan. This would enable them to assist the Spatial Planning Committee to monitor the developments taking place in their area. They shall also make sure that the developments conform to the development plan.
9. The District Planning Authority will empower the District Spatial Planning Committee to inspect and enforce land use planning regulations or outsource where necessary these functions to be performed under the supervision of the Physical Planning Department.
10. All planning applications for development within the Local Plan Area must conform with the approved Local Plan and may only diverge if the Change of Use procedures are fully satisfied.



11. Where possible a project management tool shall be applied to all work schedules. In so far as these are directly under the control of the Assembly, sector budgets are proposed, including multiple year investment requirements where necessary. Where the private sector is identified as the main actor in the development, often complementary activities and assistance by the Assembly are identified. As part of the implementation plan, the development permit may be made conditional on the developer funding part or all of the development of complementary infrastructure and linking the site to the main infrastructure.

4.7.2 Monitoring Procedure

The implementation of the Local Plan needs to be monitored, to ensure that the plan is implemented as proposed in the phasing plan of the local Structure Plan.

The following process and preconditions shall be established for Monitoring:

1. The availability of an approved Local Plan (land use plan including the zoning regulations).
2. The implementation plan which identifies institutional arrangements and competence; funding; and timing of the stages of development;
3. The list of elements to be monitored, their indicators, as well as the details of data collection (when, how often by whom, quality, quantity, analysis, presentation) for each. A logical framework may be applied at this level.
4. A baseline survey for each element at the beginning of plan implementation as a reference for change made by the plan (this may include data on beneficiary population, present housing conditions and access to public utilities).
5. Monitoring will cover not only progress of development but will also monitor changes in the indicators identified in the baseline survey and other key indicators such as number of units developed with properly processed permits and numbers of cases where zoning regulations have been breached .

4.7.3 Evaluation of Local Plans

The evaluation of the Local Plan will be based on how well the plan has managed to achieve its objectives and those of the Structure Plan and the MTDP (including the SDF). It should consider both the successes and failures of the strategies proposed to achieve the desired spatial development. The main function of the Evaluation is to assess the appropriateness of the plan to accommodate the projected population and land uses for the area. It is, therefore, a vital step in the revision of the Structure Plan.

4.8 Review of the Local Plan

The local plan is subject to review after five years. It may be necessary to review the plan after its term even if it has not been implemented to accommodate changing land use patterns. The following conditions will apply in different situations. These are:

- a. In the case where the infrastructure defining the access and circulation to and within the Local Plan area has not been implemented, the Assembly can decide that the Plan is no longer valid and the Local Plan will need to be reviewed and resubmitted for approval. The Assembly will inform the land owner or developer in writing of the decision.



- b. In the case of the areas where the required infrastructure is not complete but there are applicants that have been granted individual development permits, the review of the plans will need to take this into account. However, pending the approval of the revised plan, the land owner will be informed that no further plots should be sold within the area and that no further individual permits will be given for development until the new or revised plan is approved.
- c. If the development permit for a construction in the area subject to the review, has expired and the building for which it was granted is less than 25% complete, the review of the plan is not obliged to take this into account.
- d. If there has been no change in the Structure Plan zoning guidelines affecting the Local Plan area, the Assembly may grant an extension of a maximum of five years for the realization of plan.
- e. In cases where the plan is no longer considered relevant to meeting the needs of the community or where planning standards or zoning regulations applicable to the area have been changed, a new Local Plan which conforms to the new zoning guidelines will be required. Compensation will be paid based on the development that has taken place up to the period when the review of the Local Plan was due.



**MINISTRY OF ENVIRONMENT SCIENCE AND TECHNOLOGY
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MINISTRIES, ACCRA, GHANA