THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF LANDS, HOUSING AND HUMAN SETTLEMENTS DEVELOPMENT

GUIDELINES AND STANDARDS FOR THE PREPARATION AND IMPLEMENTATION OF URBAN PLANNING SCHEMES

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Ministry of Lands, Housing and Human Settlements Development,
P.o. Box 2908,
40477 DODOMA.

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Foreword

Tanzania is one of the most rapidly urbanizing countries in Sub-Saharan Africa. Population growth has continued to pressure urban planning, housing delivery, land administration, infrastructure, and service provision. Approximately 70 percent of the urban population live in unplanned settlements, lacking sufficient planning, secured tenure for property owners, and essential services. At the same time, they are prone to environmental and health risks and hazards and are vulnerable to impacts of climate change. These complexities pose a hindrance to the realization of national development goals and the ability to mitigate and prepare for a rapidly changing climate.

Urban planning for almost two decades has been practiced based on the Guidelines for the Preparation of General Planning Schemes and Detailed Planning Schemes for New Areas, Urban Renewal and Regularization of 2007. As urban areas grow and become increasingly complex, the themes and content of urban plans need to adapt; but there has not been a framework to guide their preparation or approval of many new types of plans required. Detailed Planning Schemes have conventionally been required to provide for parcel boundaries, but some flexibility and simplification are needed as tools for rapidly growing settlements where the most urgent task is establishing the key structuring elements of a neighborhood. Given the increasingly urgent risks presented by climate change, it is crucial for urban plans to integrate strategies for mitigating and adapting to climate change impacts.

The Guidelines and Standards for the Preparation and Implementation of Urban Planning Schemes (GSPIUS) 2025 is a tool for modernizing planning. In addition to strengthening the preparation process and content of plans, the guidelines provide a framework for capitalizing on technology and data for information-based, climate-smart planning. They provide a framework for enhancing stakeholder engagement and coordination by instituting integrated planning forums that include key development actors in addition to the relevant departments within the planning authority itself. The role of the planning forum extends into implementation coordination and monitoring through regional and district coordination committees.

These guidelines introduce new thinking on plan implementation, moving away from reliance on high-cost models of mass compensation for availing public land and toward effective utilization of development rights, incentives, and infrastructure prioritization to unlock private sector-led redevelopment. The (GSPIUS) 2025 is a critical tool to guide the transformation of Tanzania's urban areas into inclusive, resilient, competitive, connected, smart, and well-governed centers of development that can catalyze the achievement of international and national development goals and climate commitments.

Hon. Deogratius J. Ndejembi

Minister for Lands, Housing and Human Settlements Development

Executive Summary

Tanzania is among the most rapidly urbanizing countries in Sub-Saharan Africa with some of its cities, particularly the former capital Dar es Salaam, expected to attain metropolitan status by 2030. The country is not excluded from global urban challenges with endured innovative efforts to address rapid urbanization, improve sustainability, enhance quality of life, and guide to future urban growth.

It is almost two decades since the Guidelines for the Preparation of General Planning Schemes and Detailed Planning Schemes for New Areas, Urban Renewal and Regularization of 2007 have been developed to guide the urban planning process in the country. Based on the changing planning paradigms, time concentration, and introduction of new urban planning concept into practice, the review of the Guidelines for the Preparation of General Planning Schemes and Detailed Planning Schemes for New Areas, Urban Renewal and Regularization of 2007 was essential.

There are apparent gaps to be bridged between the previous guidelines and the current trend of urban planning and development requirements. Some of the noted gaps to bridge included climate change and variability requirements, disaster risks consideration, inclusion of additional composites of general planning schemes such as the metropolitan plans, addition of Transit-Oriented Development (TOD) as part of detailed plans, introduction of new technologies in planning and increased involvement of the private sector in Tanzania urban planning process.

Enactment of Urban Planning Regulations 2018 and the need for oversimplification of urban planning process and preparation of new guidelines for regularization of unplanned settlements, 2021 are mentioned to be among the few factors for the course to review the urban planning guidelines.

The Guidelines and Standards for the Preparation and Implementation of Urban Panning Schemes (GSPIUS) are prepared to consider existence of property owners and development rights rather than mainly focusing planning on compensated land. The focus is flexibly to direct aspirations of applying own-source revenue to support realistic plan preparation and implementation.

As urban areas grow and become increasingly complex, themes and content of urban plans needed to comprise TOD and area conservation plans to guide practitioners on their preparation and approval process amid increasingly urgent risks presented by climate change and development pressure. The plans are developed to provide a framework to capitalize on new opportunities that leverage technology and data for information-based and climate-smart planning, enhanced stakeholder engagement, and coordination and expansion of planning committees to include integrated planning forums.

The GSPIUS has called for new thinking on plan implementation, moving away from reliance on high-cost models of mass compensation for availing public land toward effective utilization of development rights, incentives, and infrastructure prioritization and to unlock private sector-led redevelopment. The tool is critical to guide transformation of Tanzania's urban areas into inclusive, resilient, competitive, connected, smart, and well-governed centers of development that can catalyze achievement of national development goals and climate commitments.

The guidelines are primarily for experts, training institutions, the private sector, non-governmental organizations (NGOs), civil society organizations (CSOs), community-based organizations (CBOs), development agencies, administrators and politicians who are among the key stakeholders in urban planning and development. Stakeholders are encouraged to adopt and actively participate in the implementation of the guidelines.

Lucy D. Kabyemera
For; Permanent Secretary
Ministry of Lands, Housing and Human Settlements Development

Approval of Guideline

I Deogratias Desderius Kalimenze a Director of Urban Planning under section 6(3)(b) here under approve the Guidelines and Standards for Preparation and Implementation of Urban Planning Schemes

Date: 18.02.2025

Acknowledgments

The Guidelines and Standards for the Preparation and Implementation of Urban Panning Schemes (GSPIUS) 2025 was prepared through a meaningful engagement process that engaged technical staff from The President's Office - Regional Administration and Local Government (PO-RALG); Ministry of Lands, Housing and Human Settlements Development (MLHHSD); Vice President's Office - Environment (VPO); National Land Use Planning Commission; National Environment Management Council; Zanzibar Commission for Lands; and staff from local government authorities at various points in the process.

The development of GSUPS 2025 was led by technical advisory support of consultants from Ardhi University (ARU), University of Dar es Salaam (UDSM), Institute for Rural Development Planning (IDRP), and Local Government Training Institute (LGTI) among other stakeholders with extensive experiences and knowledge in urban and regional planning.

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List of Abbreviations

AI	Artificial Intelligence
API	Application Programming Interface
ARU	Ardhi University
BOQ	Bill of Quantities
BRN	Building Reference Number
BRT	Bus Rapid Transit
CAD	Computer Aided Design
CAP	Chapter
CBD	Central Business District
CBO	Community-Based Organization
CIP	Capital Investment Plan
CMT	Council Management Team
CRO	Certificate of Right of Occupancy
CSO	Civil Society Organization
DAS	District Administrative Secretary
DCC	District Consultative Committee
DCT	Development Control Team
DED	District Executive Director
DHSD	Director of Human Settlements Development
DICT	Director of Information and Communication Technology
DPS	Detailed Planning Scheme
DRR	Disaster Risk Reduction
DUD	Director of Urban Development
EMA	Environmental Management Act
EMP	Environmental Management Plan
EPM	Environmental Planning and Management
EPZA	Export Processing Zones Authority
ESIA	Environmental and Social Impact Assessment
FAR	Floor Area Ratio

FSI	Floor Space Index
GHG	Greenhouse Gas
GIS	Geographic Information System
GPS	General Planning Scheme
GSPIUS	Guidelines and Standards for the Preparation and Implementation of Urban Planning Schemes
ICT	Information and Communication Technology
ILMIS	Integrated Land Management System
LGA	Local Government Authority
LGTI	Local Government Training Institute
LVIT	Land Value Increment Tax
LVT	Land Value Tax
M&E	Monitoring and Evaluation
MEO	Mtaa Executive Officer
MLHHSD	Ministry of Lands, Housing and Human Settlements Development
NBS	Nature-Based Solution
NCCRS	National Climate Change Response Strategy
NEMC	National Environment Management Council
NGO	Nongovernmental Organization
PLUM	Participatory Land Use Management
PO-RALG	President's Office - Regional Administration and Local Government
PPP	Public-Private Partnership
QGIS	Quantum Geographical Information System
RLO	Regional Land Office
RAS	Regional Administrative Secretary
RCC	Regional Consultative Committee
SC	Steering Committee
SDGs	Sustainable Development Goals
SEA	Strategic Environmental Assessment
SEZ	Special Economic Zone
SIDA	Swedish International Development Agency

SMEs	Small and Medium Enterprises
SUDS	Sustainable Urban Drainage Systems
TACINE	Tanzania Cities Network
TDR	Transfer of Development Rights
TFS	Tanzania Forest Services Agency
TIC	Tanzania Investment Centre
TOD	Transit-Oriented Development
TOR	Terms of Reference
TP	Town Plan
UDSM	University of Dar es Salaam
UPC	Urban Planning Committee
UPEC	Urban Planning and Economic Committee
VLUM	Village Land Use Management
VPO	Vice President Office
WDC	Ward Development Committee
WEO	Ward Executive Officer

Chapter One: Introduction

1.1 Background

The urban planning landscape globally and in Tanzania has changed tremendously influenced by rapid urbanization in the context of rapid socioeconomic transformation and climate change. The current developmental conditions require planning strategies capable of making cities competitive, promoting sustainable development as well as improving public health and welfare. Tanzania envisages using urban planning as a vehicle toward inclusive, resilient, competitive, integrated, smart, and well-coordinated urban centers. Cities should be designed to provide opportunities to all, including access to social services, basic goods, and economic opportunities regardless of gender, religion, disability status, and age.

Cities and towns in Tanzania are confronted with several challenges which require collective efforts of planning community, developers, business community, civil society organizations (CSOs), and communities to address them. The urban development challenges are diverse and cross-cutting. They include among others rapid urbanization in the context of low institutional planning capacities, mushrooming of informal settlements, low access to social and utility services, and impacts of climate change and variability. Climate change and variability require building the resilience capacities of urban areas by instituting appropriate mitigation and adaptation mechanisms. Economic growth oriented toward local economic development outcomes will generate employment and investment opportunities and reduce dependence on imported goods. Reduction in commuting times and transport-related greenhouse gas (GHG) emissions and air pollution can be achieved through increasing density, mixed-use, multiple compatible use of spaces and proximity to basic needs within shorter distances for promoting nonmotorized transport.

Advancement in information and communication technology (ICT) must be harnessed to promote easy and affordable access to services, modern technologies can make urban plans readily available to the general public and foster wider participation during plan preparation, and ready availability of geospatial data and affordability of data collection and analytical tools enable the development of climate-smart plans. Truly participatory and integrated planning that considers economic as well as spatial issues and supports strong coordination among all urban development actors will make implementation and effective development control not only possible but demanded.

The Guidelines and Standards for the Preparation and Implementation of Urban Planning Schemes (GSPIUS) 2025 shall serve as a tool for transforming planning practice by providing planners with appropriate procedures, data requirements, and expected outputs. The content of the guidelines establishes a robust framework for an urban planning practice that is capable of advancing Tanzania's national development goals and international commitments through localization achieved via

a standardized (and digitalized) approach that invites and obliges planning authorities to plan and implement from a cross-sectoral perspective that sews together local, national, and global needs relating to climate and development.

Urban planning must leverage technological advancements and decentralization, as provided by the Urban Planning Act, 2007 and the Local Government (Urban Authorities) Act, 1982. However, to perform this role effectively, planning authorities must adopt technology for planning and spatial data collection and management.

1.2 Rationale for Guidelines

1.2.1 Changing Development Context

Urban planning has a long history in Tanzania, with a strong legal basis and a well-established professional practice. However, plans are not yet effective tools for shaping development and decision-making at the local level. A customized planning practice that is grounded in the local context and realities is needed to produce plans that are relevant, useful, and positively contributing to national development goals, something the guidelines have brought forward.

Similarly, the formulation of the GSPIUS is a response to a changing development context which presents new challenges associated with rapid urbanization compounded by informality, global climate crisis, rapid population growth, and lack of economic and social infrastructure together with new opportunities availed by the rapid advancement of innovation and ICT.

The urban planning process must be acquainted with strategies to integrate the implementation of the Paris Agreement commitments, regional priorities, and Tanzania's climate change response strategy at different spatial resolutions. Managing climate change and associated risks such as floods, endemic diseases, and fires requires adaptive infrastructure plans and development strategies for refitting the existing urban fabric. Such actions require a collaborative effort by stakeholders at different levels.

1.2.2 Justification for Review of 2007 Guidelines

The formulation of the urban planning guidelines recognizes the rapid urbanization rate record in Tanzania. The country's urban population increased from 5.7 percent to 34.9 percent from 1967 to 2022 and is projected to reach 59 percent in 2050. In addition, urban centers contribute to around 56 percent of the country's gross domestic product. Urbanization is characterized by informal development and economy as evidenced by the large proportion of the population living in unplanned areas characterized by poor services and infrastructure. Other specific aspects requiring the formulation of guidelines include the following:

(a) Plans should be a tool for guiding socioeconomic development.

(b) The gap between planning requirements outpaces the existing practiced types of plans. Urban planning in Tanzania is practiced based on master plans and detailed planning schemes (DPSs). Some types of general plans like a

metropolitan plan, structure plan, and detailed plans for transit-oriented development (TOD) and conservation areas lack guidelines and procedures for preparation and approval. Again, general and detailed plans were hardly implemented, which reduces their contribution to sustainable urban development. There is a need to institute implementation and monitoring and evaluation (M&E) mechanisms for translating plans to development.

(c) Tanzania became a lower-middle-income country in 2020, which is a result of the development agenda toward industrialization. The current development policy as outlined in the National Development Vision 2025 and the Five-Year Development Plan 2021/2022–2025/2026 focuses on industrialization and competitiveness. This development agenda requires land use interventions that will ensure a specified proportion of urban land is designated for industries. This shall among others include provisions for special economic zones (SEZs), export processing zones, dry ports, and wayleaves for appropriate transportation infrastructure for promoting internal trade and export.

Climate change and variability are vividly affecting the urban population in the country. The urban planning process must be acquainted with strategies to integrate the implementation of the Paris Agreement commitments, regional priorities, and Tanzania's climate change response strategy at different spatial resolutions. Managing climate change and associated risk requires prudent planning strategies that enhance collaborative efforts by stakeholders at different levels. Risk-informed planning is essential for building resilient cities that can adapt to climate change and minimize disaster risk. This approach requires the integration of projections and scenarios that consider slow-onset events such as sea-level rise and the increasing frequency and intensity of extreme weather events and climate shocks. Also, integration with other legal instruments such as the Disaster Management Act, 2015, which requires guidelines for providing operational mechanisms, will also help improve environmental management, particularly for sensitive and hazardous areas. Plans can also reduce exposure to risk and potential damages from natural hazards by designating and managing risk-prone areas. In certain cases and as a last resort measure, there is a potential to apply prospective land use planning and risk management interventions to reduce exposure to disasters - such as preventative resettlement - provided appropriate consultation and compensation frameworks are elaborated in the plans.

(d) Recent institutional reforms related to the reinstatement of the planning commission require land use plans to translate economic planning into land use requirements, again, to ensure that land use planning and associated resources requirement is integrated with economic planning and budgets.

(e) Urban planning must leverage technological advances and decentralization structure. Planning should continue to be undertaken by the planning authorities as provided by the Local Government (Urban Authorities) Act, 1982 and the

Urban Planning Act, 2007. However, these planning authorities must be capacitated to adopt technology for planning and spatial data collection and management as well as the procedure and standards to use the same in the planning process.

1.2.3 Scope and Targeted Users of the Guidelines

According to the First Schedule to the Constitution of the United Republic of Tanzania, CAP 2 of the laws of Tanzania, local government authorities (LGAs) are referred to as planning authorities for the Urban Planning Act, CAP.355 on non-union matters. Given such circumstances, The GSPIUS shall merely apply to all planning authorities or rather the LGAs located and situated within the jurisdictional boundaries of Tanzania Mainland.

This GSPIUS translates the provisions of planning and land laws and regulations, cross-cutting national development priorities, and international commitments relating to climate change and Sustainable Development Goals into a standardized procedure to be used primarily by

(a) Planning authorities, the private sector, and civil society actors directly involved in planning processes;

(b) Approving authorities responsible for the provision of technical assistance and review of plans;

(c) Academic institutions;

(d) Utility urgencies; and

(e) Communities.

1.3 Guidelines Objectives

The guidelines elaborate on the stipulations of the Urban Planning Act and outline the required activities and elements of general and detailed planning schemes; the preparatory/prerequisite actions planning authorities should do as an input to a streamlined planning process; review/approval criteria; and guidance on the financial and technological tools available to enable achievement of the desired outcomes.

The general and detailed planning schemes that will be direct outputs of the planning procedure elaborated in the following chapters will be integrated plans that consider not only spatial needs and risk-informed development constraints but also the required capital investments and programmatic interventions or initiatives required to achieve plan goals.

General and detailed planning schemes should become relevant and indispensable road maps for sustainable, climate-smart, and economically thriving urban development. The expected outcome of plans developed according to the guidelines is urban areas that are more inclusive, resilient, competitive, integrated, smart, and well coordinated—in sum, the expected outcome is local development that is grounded in local needs and priorities and reflective of Tanzania's national development goals.

1.3.1 General Objectives of the Guidelines

The GSPIUS shall serve as a tool for transforming planning practice by providing planners with appropriate procedures, data requirements, and expected outputs. The content of the guidelines establishes a robust framework for an urban planning practice that is capable of advancing Tanzania's national development goals and international commitments through localization achieved via a standardized (and digitalized) approach that invites and obliges planning authorities to plan and implement from a cross-sectoral perspective that sews together local, national, and global needs relating to climate and development.

1.3.2 Specific Objectives of the Guidelines

(a) The guidelines shall prescribe policy and legal framework guiding the preparation and implementation of urban planning schemes.

(b) The guidelines shall prescribe the types of general and detailed planning schemes, procedures related to plan preparations, and criteria for plan approval.

(c) The guidelines shall prescribe the roles and responsibilities of various stakeholders in the implementation of the various plans.

(d) The guidelines shall prescribe the role of ICT in preparation and implementation.

(e) The guidelines shall prescribe financing strategies for plan implementation.

1.4 Core Principles behind the Guidelines

Urban Planning Guidelines together with complementary Development Control Guidelines provide for fundamental and positive changes to urban planning practices in Tanzania:

(a) There is a strong emphasis on development control.

The success of urban planning is measured by its effective demand; hence, the willingness of stakeholders to pay for planning services depends on the effectiveness of development control. Also, plans should be detailed enough to facilitate development control through the specificity of the proposals. Digital databases developed during the planning process should form the basis for digitalized development monitoring and enforcement. When development control is working, most key national targets and development aspirations become achievable. Own-source revenue will drastically increase, planning and especially redevelopment planning will become demanded by landholders and the general population, and issues of agriculture and water sources will become possible to systematically address. Most development challenges stem from not knowing what should or will happen on land and disincentive to compliance with urban plans' provisions and regulations.

(b) Planning is simplified to guide rapid urban growth in the context of limited resources.

The Urban Planning Guidelines address this by creating space for a very simple big picture tool (structure plans) which will help overcome the challenge of rapid urban growth where typically shortages of funding and long preparation timelines mean planning authorities are always too late getting master plans in place, and by the time they are there, unplanned development has already taken over. To curb speedily expanding informality and protect no-build areas and infrastructure wayleaves, block plans are introduced at a detailed planning level. This is a tool which can work in an environment where a planner might not have adequate information or resources to find all the information required to produce plot-level planning details. These are especially useful as an early intervention tool to secure infrastructure wayleaves, critical amenities, and a certain level of development conditions.

(c) Development rights and other land value capture instruments are critical for plan implementation that does not require cash compensation.

(d) This is where different types of detailed plans fit in providing development conditions for areas suitable for conservation TOD or cultural heritage preservation. Development rights such as up-zoning create new value based on the land use classification, opening alternatives to mass compensation and relocation of landholders via participatory planning and associated capital infrastructure interventions that are grounded on principles of “highest and best use of land” and land value capture. Planning should thus focus less on acquiring land to clear the interests of private landholders and instead focus on assigning development conditions to guide and manage what private landholders do on it by enforcing against development that contravenes development rights. Planning authorities should minimize any interventions that may lead to any form of relocation of people and properties. In cases where this is unavoidable that planning authorities undertake retroactive urban planning and development control interventions, appropriate due diligence processes should be instituted in order to determine potential displacement risks and impacts. In such cases, the development and implementation of urban plans should integrate best practices on consultation, relocation and compensation that have previously been applied in Tanzania and elsewhere, including preventative resettlement.

(e) Integrated plans are needed to bridge physical planning and development planning.

A more comprehensive approach to planning that can consider the socioeconomic development of the societies and translate plans and targets into capital budget prioritization is needed to translate stakeholder-identified needs and national development goals into locally implementable activities and interventions.

(f) *Embrace Tanzania's structure of institutional representation of local government down to Mtaa and Shina levels to support urban planning and development control.*

An enabling institutional structure for local development is already well in place, and it has been there for decades, but it has never been meaningfully utilized by the land sector. Decentralizing development control responsibilities is not only needed but also the only viable option in the context of human resource constraints in the government sector while capitalizing on existing and robust institutional setup starting from 10 cell leaders through *mtaa* and ward leadership to council assemblies.

(g) *Embrace redevelopment planning.*

Neighborhood development at the urban periphery is associated with extremely high infrastructure delivery and environmental and social costs. Inner-city infrastructure has to be used effectively. It is thus critical to build capacity and demand to plan for inner-city redevelopment.

(h) *Data assembly and digitalization of service provision is a foundational step input to planning and development control.*

There is an urgency to assemble existing data and information into digital and geo-referenced maps. A common criticism of master plans is that they are not implementable; one reason for this is the absence of foundational data on which a master plan should be based. Data collection is done as part of the planning process, and it is oftentimes inadequate and a one-time effort. There is no continual flow of critical data that would make it possible to understand trends and other key elements of decision-making. The guidelines outline a plan preparation process that involves a pre-task of digitalization of already existing datasets and information, assembly of existing geospatial data such as detailed plans and survey plans, infrastructure maps, change of use requests, building permits, economic activity and revenue sources, and so on. Foundational data are treated here as an input to planning well—this will enable planning authorities to project possible and desired future development with a clear basis.

(i) *The planning process ends with primary implementation activities.*

The completion of the planning process should be based not only on the delivery of planning documents but also on ensuring the provision of tangible outputs. Specifically, the planning process shall include the establishment of relevant committees and generating their working tools for management plan implementation. Again, developing a digital spatial system ensures continuous functioning from the plan formulation process to implementation. Also, the planning process should include demarcations of major land uses and infrastructure spaces and wayleaves.

1.5 Involvement of Parties in Executing Planning Tasks

In providing a safeguard of parties' interests in the planning and implementation of urban plans involvement of parties shall be undertaken as per provisions of sections 7(1) and 15(2) of the Urban Planning Act, 2007. The private sector in this case includes landowners, planning firms, developers, and CSOs. The legal provisions allow planning authorities to engage the private sector in the execution of urban planning tasks subject to the conditions as shall be agreed. Such engagement can be executed through public-private partnerships (PPPs), subcontracting, or special-purpose vehicles. In case of engagement between a landowner and a planning firm, a cost-sharing model provided by the Ministry of Lands, Housing and Human Settlements Development (MLHHSD) shall be used.

1.6 Indicators for Monitoring Urban Development

The implementation of these guidelines will be assessed based on established indicators as detailed in Table 7.1 and Table 7.2 for General Planning Schemes (GPSs) and DPSs, respectively. For GPS, the indicators will focus on the management of urban sprawl, zoning regulation compliance, implementation of projects proposed by the GPS, and conformity to zoning density metric. As a second tier, indicators for DPS will focus on conformity to GPS, compliance with building regulations and standards, residential housing density metrics, and availability of public spaces. Such indicators will help assess plan implementation and compliance with regulations and standards.

1.7 Methodology for Guidelines Review

The GSPIUS is a product of the review of the Guidelines for the Preparation of General Planning Schemes and Detailed Planning Schemes for New Areas, Urban Renewal and Regularization of 2007. The process started by collecting opinions from practicing planners on what they consider are the weaknesses of the 2007 guidelines and what they think should be improved. Further engagements with a wider audience of practitioners and urban planning stakeholders were undertaken during the implementation of urban development control strengthening workshops.

Subsequently, these initial ideas informed the guidelines review process that was undertaken in a series of workshops in Morogoro, then Mwanza, Kahama, and Dar es Salaam and was again completed in Morogoro. The workshop provided platforms for planning stakeholders from different fronts to make inputs in the guidelines. The guidelines were then taken up by the MLHHSD for ratification and dissemination to planning authorities.

Chapter Two: Policy, Legal, and Institutional Framework

2.1 Introduction

This chapter elaborates on the policies, legal, and institutional framework for the guidelines preparation and implementation.

2.2 Legal Basis for the Guidelines

Urban planning practice is cross-cutting, contributing to various sectoral plans and targets. However, the basis for these guidelines is drawn from the Land Policy (1995); the Human Settlements Development Policy (2000) the Land Act (1999); the Land Use Planning Act (2007); the Urban Planning Act (2007); the Local Government (Urban Authorities) Act, 1982; the Disaster Management Act (2015); and the National Climate Change Response Strategy (NCCRS, 2021). These policies and acts form the legal and institutional framework for practicing urban planning in Tanzania, as elaborated below:

2.2.1 The National Land Policy, 1995

The National Land Policy, 1995, takes cognizance of the current urbanization rate in Tanzania. According to the policy, urbanization is mainly a result of rural-to-urban migration and natural population increase. As a result of rapid urbanization, existing towns have grown extensively and new towns have been formed as more rural settlements expand and transform themselves into townships. Urban areas are, therefore, found as the permanent settlements for the majority of Tanzanians. Since urbanization is inevitable and desirable for the development of the country, the policy calls for effective urban land use planning and development to ensure intensive use of urban land.

Also, the policy seeks to address the pitfalls and bottlenecks constraining equitable access to land, security of land tenure, and improved land administration to ease economic development and improve local livelihoods. Among the policy's objectives is to ensure that land is put to productive use to promote the rapid social and economic development of the country. Moreover, the policy seeks to secure and protect sensitive areas. The sensitive areas referred to in the policy are wetlands, forests, areas of biodiversity, and fragile ecosystems.

2.2.2 The National Population Policy, 2006

Population and development are considered as two sides of one coin and therefore influence one another. The population variables influence the development and welfare of individuals, families, and communities at the micro level and the district, region, and nation as a whole at the macro level. The policy seeks to fully integrate population variables into development plans and policies. The overriding concern is to enable the country to achieve an improved standard of living and quality of life for its people. In that context, the policy direction is to build the capacity of all planners at all levels to mainstream population issues in development plans.

2.2.3 The National Human Settlement Development Policy, 2000

The National Human Settlement Development Policy, 2000, envisions well-organized, efficient, healthy, safe, secure, and aesthetically sustainable human settlements. It puts a limit on physical growth by directing development to satellite towns, discouraging rural-urban migration, and facilitating the construction and operation of efficient transport systems in urban areas. Also, the Human Settlement Policy calls for enhancing participatory planning.

The policy calls for an effective land administration system with well-defined statutory powers to effect compliance and control. It puts more emphasis on planning, building regulations, and standards as critical tools for development control. Also, the policy takes cognizance of excessive delays in the issuance of building permits, forcing most developers to build illegally without permits. In addressing this issue, the policy requires planning authorities to issue building permits within 30 days after the filing of an application. The policy recognizes the role of the private sector in land use planning and cadastre surveying in collaboration with government organs.

2.2.4 The National Environmental Policy, 1997

The National Environmental Policy, 1997, underscores the fact that the survival of humans depends on their harmonious relationship with the natural elements. It stresses the need to manage the environment and its natural resources to boost the potential for growth and opportunity for sustainable development of present and future generations. Also, it asserts that environmental protection and conservation are, certainly, a socioeconomic necessity. For that matter, it requires planning authorities to conduct an environmental assessment before implementing plans or projects with the potential of adverse impact on the environment.

2.2.5 The Land Act, CAP 113

The Land Act, CAP 113, categorized land in urban areas as general land and provides for land administration responsibilities to different levels of public administration. Furthermore, the law provides land ownership rights and associated procedures for sale rights on land, change of use of land, and regularization of interests on land.

2.2.6 The Land Use Planning Act, CAP 116

The Land Use Planning Act, CAP 116, provides for the preparation of zonal land use plans for which any area in Tanzania can be declared as a zone given precise boundaries and provide for the protection of common or shared landscape resources, acquisition of land for planning purposes, land use plans approval procedure, and responsibilities of various institutions. It also provides procedures for plan monitoring, evaluation, and review.

2.2.7 Urban Planning Act, CAP 355

Urban Planning Act, CAP 355, provides for the institutional framework, procedure for the preparation of general and detailed planning schemes and their approval. It also provides for the procedure for the purchase of land, acquisition, and compensation.

2.2.8 Local Government (Urban Authorities) Act, CAP 288

Local Government (Urban Authorities) Act, CAP 288, establishes LGAs as well as power and mandates. It provides for the protection of the urban environment, including management of solid waste, and sewage for improving public health and for guided orderly urban development.

2.2.9 Environmental Management Act, CAP 191

Environmental Management Act (EMA), CAP 191, restricts development in environmentally sensitive areas with ecological assets and biological diversity. It provides for the declaration and protection of rivers, riverbanks, lakes, or lakeshores as protected areas, as well as provides for declaration and management of wetlands, mountains, hills, and landscapes.

2.2.10 The Public Health Act, 2009

This law bars erection of buildings or premises unless the plans, sections, and specifications of the building site have been presented to LGAs[1] for scrutiny to see whether the plans observe public health requirements. Also, it mandates LGAs to monitor the construction of such structures by carrying out regular inspections.[2] The health requirements relate to proper and sufficient sanitary accommodation.[3] The plans filed to LGAs can be approved if the site is properly drained; not filled with waste, offensive matters, or decayed vegetation; and not in proximity to other buildings or premises to bar light and free circulation of air around and if the drainage system is satisfactory.[4] Others are accessible for solid, gaseous, hazardous, and liquid waste removal or facilitate access to fire and rescue services; ventilation and size of rooms are adequate; and the erection of that building or premises does not violate laws.

2.2.11 The Urban Planning (Planning Space Standards) Regulation, 2018

The Urban Planning (Planning Space Standards) Regulation, 2018, provides planning and space standards and the management of specific uses such as green spaces and beaches and urban farming.

2.2.12 The Urban Planning (Zoning of Land Use) Regulations, 2018

The Urban Planning (Zoning of Land Use) Regulations, 2018, provides for the procedure for land use zoning and colors as well as clarity of each zone's land use distribution.

2.2.13 The Urban Planning (Use Groups and Use Classes) Regulation, 2018

The Urban Planning (Use Groups and Use Classes) Regulation, 2018, provides land use groups, types, and classes. It also delineates the uses that are permissible under special circumstances as well as provides the criteria for land use changes, their convertibility, and revocation.

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[1] Section 66(1), The Public Health Act, 2009.
[2] Section 66(2), The Public Health Act, 2009.
[3] Section 67(2), The Public Health Act, 2009.
[4] Section 67(1), The Public Health Act, 2009.

These legal provisions and other related sectoral laws grant mandates to the urban local council to prepare various types of general and detailed planning schemes. Such plans can be singly prepared by one planning authority or jointly by multiple planning authorities. Similarly, the Land Use Planning Act grants mandate for the establishment of joint planning areas and development of zonal plans for which a zone targeting a determined metropolitan area can be gazetted.

2.2.14 The Urban Planning (Co-operation and Coordination) Regulations, 2018

For urban plans to yield the desired ends, the involvement of multiple actors at the preparation and implementation stages is inevitable. These regulations provide for machinery of cooperation and coordination of planning efforts between planning authorities and all agencies, LGAs, landholders, utility bodies, and other bodies and institutions involved in preparing and implementing the planning process.[5] They require planning authorities or any planning bodies or committees or relevant authorities involved in the preparation and implementation of schemes to cooperate, coordinate, engage, ask for, and consider input received from agencies, local authorities, landholders, utility bodies, institutions, and other similar bodies.[6]

The planning authorities or such other relevant authorities must hold consultative meetings and share or issue planning notices, feedbacks, and annual plans to stakeholders for making fair, reasonable, harmonious, and informed planning decisions; liaise as necessary with responsible ministries and other government organs with a view to ensuring that the policy, objectives, and strategy of urban authority are achieved; maintain a system of collaboration and cooperation with any national or international body or person dealing with urban planning; receive and respond to the letters of consultation from planning stakeholders and other members of the communities circulated by various means of communication including electronic media to stakeholders of all approved planning schemes; and submit to the director at the end of each financial year the annual report showing how they involved and engaged planning stakeholders in the planning and implementation process.[7]

2.2.15 The Disaster Management Act, 2015

The Disaster Management Act, 2015, establishes a framework for disaster risk management across Tanzania, highlighting the importance of integrating risk reduction into development planning. This act stresses that urban development should consider risk mitigation measures to protect people and infrastructure in high-risk areas.

2.2.16 National Disaster Management Strategy 2022–2027

This strategy aims to enhance national resilience to disasters through effective risk reduction and management practices. It emphasizes the need for coordinated efforts across sectors to mitigate disaster risks.

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[5] Regulation 2, The Urban Planning (Co-operation and Coordination) Regulations, 2018.
[6] Regulation 4(1), The Urban Planning (Co-operation and Coordination) Regulations, 2018.
[7] Regulation 4(2), The Urban Planning (Co-operation and Coordination) Regulations, 2018.

2.2.17 The National Climate Change Response Strategy, 2021–2026

The NCCRS, 2021–2026, outlines Tanzania's approach to building climate resilience across sectors, including urban planning. While recognizing the benefits of urbanization from the economic development perspectives, it stresses the significant challenges that could aggravate climate change if not well managed. The strategy seeks to have human settlements that are resilient to climate change, by mainstreaming climate change issues into policies, programs, plans, and guidelines; strengthening eco-smart villages programs; and promoting the development of smart cities programs for climate resilience in urban areas.

2.2.18 National Disaster Management Strategy, 2022–2027

This strategy aims to enhance national resilience to disasters through effective risk reduction and management practices, seeking to promote coherence between climate change adaptation, disaster risk reduction (DRR), and sustainable development to prevent new and reduce existing and future disaster risks. To enhance disaster prevention, mitigation, and preparedness capacity at all levels, the strategy highlights, among others, that zoning and land use planning and management in urban and rural areas needs to be promoted, and multi-hazard or hazard-specific DRR strategies based on scientific disaster risk assessment whenever possible at all levels need to be developed.

2.2.19 Land Acquisition Act, 1967

In the implementation of the Urban Planning Guidelines, planning authorities will avoid any interventions that may lead to any form of relocation of people and properties. In cases where it is inevitable that planning authorities undertake retroactive urban planning and development control, social due diligence processes will be instituted to determine the potential displacement risks and impacts of the interventions. The process of land acquisition to be established will be guided by national laws and regulations on land acquisition specifically the Land Acquisition Act, 1967.

Chapter Three: The General Planning Schemes

3.1 Introduction

The GPS is used in the guidelines as a collective name for metropolitan plans, master plans, and structure plans. Considering the nature and extent of urban development, a GPS can be prepared in the form of a metropolitan plan, master plan, or structure plan. This chapter provides standard procedures for the preparation of each category of GPS.

3.2 Goal of General Planning Schemes

The goal of the GPSs is to align infrastructure with land uses, establish nodes, designate protected areas, and record participatory identified infrastructure priorities to guide development.

This can be achieved through

(a) Providing the structural elements to guide the growth and development of cities,

(b) Establishing binding planning area boundaries,

(c) Protecting natural areas and infrastructure corridors, and

(d) Providing land uses for different zones, urban centers, and nodes.

3.2.1 General Procedures in GPS Plan Preparation, Coordination and Stakeholder Engagement

The primary clients for GPS are Planning Authorities in their respective jurisdictions. Other co-clients include infrastructure agencies, industry and economic players, and environmental/conservation stakeholders.

Planning authority will undertake a public hearing to announce intention to undertake GPS preparation and solicit issues of concerns, the minutes to be deliberated in the Regional Consultative Committee (RCC), and development of final resolutions for the GPS preparation and the boundary of the planning area. This will be followed by a gazettement of the planning area and issuance of a Government Notice by the Ministry of Justice and Constitutional Affairs. Later, there will be an appointment of the Integrated Planning Forum and specific stakeholders as the technical committee which will report to the forum, as evidenced by appointment letters.

After the declaration of a planning area, the council will establish an Integrated Planning Forum, which expands the Steering Committee that was stipulated in the 2007 Urban Planning Guidelines by the MLHHSD. The role of the forum is to adopt a multi-sectoral approach in contributing to and guiding GPS preparation, monitoring, reporting, and addressing areas where there is a lack of conformity in the plan implementation phase.

The President's Office - Regional Administration and Local Government (PO-RALG) will lead in directing and legislating the regulations on the functions and composition

of the Integrated Planning Forum as a part of the Regional Administration Act, No. 97 of 1997. Registration of the forums through regulations compels parties to send representatives with decision-making powers.

The institutional arrangements for Integrated Planning Forums shall include the following:

(a) Reporting to the District Administrative Secretary (DAS) for district-level urban areas and reporting to the Regional Administrative Secretary (RAS) for urban areas that transcend a district.

(b) Chairpersonships should be on a rotating basis among members, or the chairperson could be elected.

(c) The secretariat of the committee is to be the director of the respective LGAs or an individual entrusted by the LGA Director.

(d) The forum membership should include representatives of heads of selected divisions in the council, private and economic sectors, civil societies and landowners, transport and utility agencies, political leaders, professional bodies and regulatory authorities, and any actors with special interest as specific conditions of the urban area dictate.

(e) The selection of members and formalization will be done within the planning authorities, and membership shall not exceed 21 people.

(f) The performance of the forum will be evaluated annually by the council.

3.3 Metropolitan Plan

3.3.1 Purpose, Function, and Where and When to Apply

Purpose

Metropolitan plans provide a basis for informed and strategic decisions affected by or affecting development links between urban areas and their surrounding urban centers including economic corridors and ecosystems.

Functions

The functions of the metropolitan plan will be the following;

(a) To guide the spatial distribution of current and desired land uses

(b) To align spatial development goals, strategies, policies, and principles from the national, regional, and LGAs levels

(c) To influence the development vision, goals, and objectives of the respective LGAs

(d) To identify priority investment areas and direct public and private investments in these areas

(e) To provide and direct policy guidance for investment and strategic decision-making

(f) To protect environmental resources.

Where and When to Apply

Metropolitan plans should be considered for spatial planning requirements that cover a spatial area covering two or more adjoining LGAs and spatial areas covering urban and peri-urban areas. They can be either a joint GPS as provided by the Urban Planning Act, 2007, or a Zonal Plan as provided by the Land Use Planning Act, appropriate for guiding development in areas characterized by multiple urban agglomerations. The planning horizon shall be synchronized with the National Development Vision and should be reviewed every five years or as the need arises.

3.3.2 Content and Formats

The content of the metropolitan plan shall include the following;

(a) Urban growth boundaries

(b) Major land use zones

(c) Production zones (industrial parks, production clusters, urban farms)

(d) Trunk infrastructure (transport and utilities), wayleaves, service connectivity, regional ports, and nodes

(e) Green infrastructure systems (open space systems, land for conservation, biodiversity distribution)

(f) Blue infrastructure systems (rivers, streams, open watercourses, channels, and water treatment areas)

(g) Social facilities centers (for example, education/training centers, higher order of cluster health facilities, sanitation systems, research and development institutions)

(h) Environmental baseline information, including hazard and risk assessment

(i) Climate risk and adaptive capacity assessments

(j) Alignment with zonal land use frameworks and national development plans

(k) Capital development plan/financing plan from each implementation entity

(l) Other existing plans.

Presentation Format

Scale and Size of Maps

Maps shall be presented in different scales depending on the size of the urban area or urban agglomeration. Maps shall be in A3 paper size or folded to that size.

Technical Supplements

Special area plans as required (for example, new nodes, logistics hubs). Strategic Environmental Assessment (SEA) and any other supplement depending on the challenges/opportunities of the respective urban areas.

3D Renderings

A 3D rendering shall be provided particularly for urban centers, proposed satellite centers, or urban growth areas.

Deliverable Format

Deliverables for the metropolitan plan shall include

(a) Maps (shape files) with complete attribute tables delivered in digital formats;

(b) Large-size maps in digital and hardcopy format;

(c) Digital copy of the metropolitan plan and maps; and

(d) Mosaics of existing infrastructure plans, different broad land uses, and areas surveyed or need to be surveyed.

3.3.3 Stakeholders''Engagement, Approval Procedure, and Criteria

Stakeholder Engagement

The stakeholders to be engaged shall include but not be limited to

(a) Respective local councils to constitute the technical committee and joint area planning committee may consist of more than one urban center,

(b) Environmental management authorities,

(c) Utility agencies and ministries,

(d) Resources management and conservation agencies,

(e) Research and innovation institutions and CSOs,

(f) The private sector, and

(g) Academic institutions.

Approval Procedure

The approval procedure will follow these steps:

(a) Copy of the Government Notice for the declaration of urban planning area

(b) Respective council's resolutions for metropolitan planning

(c) Endorsement by respective regional disaster committees, utility agencies, road agencies, and environmental conservation agencies (for example, Tanzania Forest Services Agency [TFS], National Environment Management Council [NEMC], and basin authority)

(d) Endorsement by RCC

(e) Stakeholder consultations (particularly with infrastructure agencies) organized by RAS

(f) RAS to submit to the ministry responsible for urban planning for the final approval

(g) PO-RALG to be notified.

Approval Criteria

For the metropolitan plan to be approved, the following criteria shall be considered:

(a) Presence of all minimum required content

(b) Adherence to stakeholder engagement and public hearing requirements

(c) Meetings' minutes evidencing validation of each key output

(d) Evidence of stakeholder commitment to financing or undertaking specific implementation activities

(e) Existence of evidence for vertical and horizontal alignment with other plans

(f) The time frame for preparation not to exceed two years.

3.3.4 Implementation Coordination and Review

In the case of a Regional Coordination Committee, or where the planning area covers more than one administrative region, a joint RCC shall be constituted. The coordinating entity will be the RCC, which will liaise with the MLHHSD and planning authorities. The monitoring implementation will be done by PO-RALG via RAS through biannual RCC. A metropolitan plan shall be prepared every 20 years and reviewed every 5 years.

3.4 Master Plan

3.4.1 Purpose, Function, and Where and When to Apply

Purpose

The purpose of the master plan shall be a comprehensive development plan, visioning and indication of priority redevelopment areas, corridor planning, conservation, and so on.

Function

The functions of the master plan will be the following:

(a) To guide spatial distribution of current and desired land uses—influences urban development vision, goals, and objectives

(b) To align spatial development goals, strategies, policies, and principles from the national, regional, and city levels

(c) To identify and guide public and private investment areas and enterprise development

(d) To designate infrastructure spaces and corridors

(e) To provide a framework for repurposing urban spaces and facilities toward efficient resource utilization

(f) To provide comprehensive guidance to planning and development monitoring where standard urban development indicators are used to frame desired outcomes, shape land use recommendations, and inform capital budget and

programmatic interventions and utilized for implementation coordination and monitoring.

Where and When to Apply

Master plans shall be prepared in different levels of urban settlements including primary and secondary cities depending on the availability of resources. Urban councils shall strive to ensure such plans are prepared for promoting resilient and sustainable development.

3.4.2 Content and Formats

Content

The required content for master plans shall include

(a) Desired development outcomes and indicators (baseline and targets);

(b) Policies for guiding green growth and inclusion;

(c) General land use plan;

(d) Trunk infrastructure plans (transport and utilities) wayleaves, service connectivity, and nodes;

(e) Green infrastructure systems (open space systems, land for conservation, and biodiversity distribution);

(f) Blue infrastructure systems (rivers, streams, open watercourses, channels, and water treatment areas);

(g) Identification of key hazards and risks, such as floods, landslides, heat waves, and urban heat island effect;

(h) Hazard and risk mapping, considering climate change projections;

(i) Zoning plan which includes density, building type, and infrastructure requirements, considering conditions and restrictions on development to reduce existing and likely future hazards and risks;

(j) Central Business District (CBD)/prime areas redevelopment plans, considering conditions and restrictions on development to reduce existing and likely future hazards and risks;

(k) Specified areas for special area plans (coastal strips, wetlands, green belts, and heritage areas);

(l) Implementation and phasing plans;

(m) Incentives policies/strategies to encourage densification of areas near employment opportunities and public transport;

(n) Priority areas for redevelopment and densification, widening and service upgrades, and special development incentives;

(o) Capital Investment Plan (CIP);

(p) Financial (required investment and return on investment);

(q) Risk reduction and climate change mitigation and adaptation, including strategies for reducing risks and enhancing climate resilience, as well as promoting nature-based solutions (NBSs) and strategies that leverage natural systems to reduce the impact of disasters, climate change, and urbanization;

(r) Institutional structure and actors' role in different phases; and

(s) Development control strategy.

Presentation Format

Scale and Size of Maps

Maps shall be presented on different scales depending on the city's size. Maps shall be in A3 paper size or folded to that size.

Technical Supplements

(a) Matrix of Baseline Indicators + Desired Outcomes, Targets, and Actions

(b) Detailed service network plans (for example, drainage and sanitation)

(c) Proposed special area plans as required for different purposes

(d) SEA

(e) Implementation plan, focusing on priority projects, resource requirements, institutionalization for implementations, and M&E frameworks.

3D Renderings

3D rendering may be provided particularly for urban centers, proposed satellite centers, or urban growth nodes.

Deliverable Format

Deliverables for the master plan shall be submitted in the following formats:

(a) Maps (shape files) with complete attribute tables

(b) Maps converted to PDF and hardcopy format

(c) Editable report versions

3.4.3 Stakeholders Engagement, Approval Procedure, and Criteria

Stakeholder engagement

Stakeholder engagement shall involve public officials, economists, the private sector, civil societies, the business community, landowners, real estate developers, petty traders, and utility agencies. It should start with stakeholder analysis (influence, interests, engagement approach) and grouping of stakeholders based on issues. Elaborate proposed method for seeking inputs and validation throughout the planning process, including how and at what stages meetings, workshops, focus group discussions, and interviews will be conducted. Provide terms of reference

(TOR) for the Integrated Planning Committee and technical committees. The stakeholder engagement process is outlined in Table 3.1.

Approval Procedure

The approval procedure will follow these steps:

(a) Plan approval through endorsement by the Urban Planning Committee (UPC), Integrated Planning Forum, and RAS PO-RALG

(b) Submission of the plan by the LGA to the MLHHSD for approval and issuance of an approval number

(c) Draft of the Public Notification by having the plan gazetted in the Government Gazette and two other widely circulated daily papers

(d) Public hearing evidence of the wards indicating their knowledge of demarcated large land uses, amenities zones, and infrastructure wayleaves

(e) Plan publication and distribution arrangement.

Approval Criteria

For the master plan to be approved, the following criteria shall be considered:

(a) Presence of all minimum required content

(b) Adherence to stakeholder engagement and public hearing requirements

(c) Meeting minutes evidencing validation of each key output

(d) Evidence of stakeholder commitment to financing or implementing specific priority project(s)

(e) Evidence for vertical and horizontal alignment

(f) Public hearing report

(g) Compliance with technical guideline process.

3.4.4 Implementation Coordination and Review

Integrated Planning Forum shall lead the coordination of master plan implementation, through the respective planning authority. Implementation monitoring will be done. Monitoring implementation will be coordinated by RAS through annual RCC meeting. The master plan shall be reviewed every five years or as needs arise.

Table 3.1. Detailed Summary of Master Plan Inputs, Outputs, and Quality Assurance Requirements

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements
Stage I: Initiation (led by Planning Authority)	• Need for the GPS • Planning issues from stakeholders	☐ Conduct public hearings by the planning authority ☐ Documentation of main issues	☐ Initial stakeholder consultations
	Resolution by Planning Authority (submit minutes)	☐ A formal resolution to prepare the plan, passed by the council ☐ Or formulation of a joint committee, with resolutions passed by all involved councils	☐ Initial public hearing ☐ Endorsement by MLHHSD
	Gazettement (provide a copy)	☐ Announcement by minister ☐ Gazettement notice	☐ Confirmation by MLHHSD
	TOR for Integrated Planning Forum and committees	☐ Composition of the integrated forum ☐ Roles and responsibilities for each stakeholder	☐ Council Management Team (CMT) and RAS validation ☐ Council and RCC endorsement ☐ Issuance of no objection to proceeding by MLHHSD

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements
	TOR for consultant	☐ Planning context ☐ Initial stakeholder analysis and minimum engagement requirements ☐ Integrate key issues/areas of interest identified in an initial public hearing ☐ Requirements for climate risk assessments and the incorporation of DRR strategies. Assessments should consider both current risks and future projections under climate change scenarios	☐ Final draft prepared by Integrated Planning Forum secretary with technical support from MLHHSD as needed ☐ Integrated Planning Forum scrutiny and validation ☐ Council and RCC endorsement ☐ Issuance by MLHHSD of no objection to proceed
Stage II: Pre-commencement (led by Planning Authority)	Identification and mapping of all ongoing/ pipeline development projects	☐ Geographic map ☐ Description of activities scope, scale, and timeline ☐ Analysis of anticipated impact on the local development context	☐ Inputs from roads and utility agencies ☐ CMT and council resolutions to prepare the plan ☐ Council resources allocation commitment

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements
	Proactive assembly of existing data into geo-spatially referenced datasets	☐ Mosaicking of existing plans and land title (town plan [TP], survey plans, and Certificate of Right of Occupancy [CROs]) ☐ Geo-database containing key layers as called for by geographic information system (GIS) Guidelines ☐ Digitalized datasets for all data that are routinely collected or produced by the various departments of the council ☐ Collection and integration of climate data (for example, historical weather patterns, flood maps, and heat island effects) into the GIS datasets	☐ CMT supervision with RAS and Regional Assistant Land Commissioner Office (RLO) support ☐ Monitoring/ evaluation and technical assistance by PO-RALG
	Digitalization + GIS mainstreaming	☐ Continuous digitalization and GIS mainstreaming capacity building and M&E	☐ CMT supervision and monitoring/ evaluation and technical assistance by PO-RALG
Stage III: Commencement of plan preparation	Procurement of consultant	☐ Preparation of TOR	☐ CMT decision with the engagement of RLO and RAS in the proposal evaluation team

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements
(co-led by Integrated Planning Forum and consultant)	Stakeholder engagement strategy	☐ Stakeholder analysis (influence, interests, engagement approach) ☐ Conduct stakeholder analysis, grouping stakeholders based on issues, and conduct a consultative meeting to discuss stakeholders' roles, mandates, and responsibilities. ☐ The proposed method for seeking inputs and validation throughout the planning process ☐ Required composition and TOR for technical committees	☐ Integrated Planning Forum endorsement
	Establishment of technical committees	☐ Appointment ☐ Onboarding ☐ Training on urban planning fundamentals and plan preparation/implementation procedure ☐ Introduction to roles and responsibilities	☐ Materials preparation led by consultant ☐ Appointments by RAS as Integrated Planning Forum chairperson/endorsements from relevant institution as appropriate

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements
	Public awareness and sensitization strategy and delivery	☐ Public awareness and sensitization strategy ☐ Public awareness materials development ☐ Commencement (and ongoing delivery) of a public awareness campaign	☐ Strategy validated by Integrated Planning Forum ☐ Public awareness materials validated by the Integrated Planning Forum ☐ Delivery of public awareness campaign as agreed in the strategy
	Public hearing to commence GPS preparation	☐ Kick off planning process and sensitize the public ☐ Invite stakeholder inputs on key issues and priorities	☐ Hearing open to the general public

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements
Stage IV: Existing situation analysis (led by a consultant with continual engagement and support of Integrated Planning Forums and committees)	Existing Situation Summary	☐ Descriptive report with thematic maps and data analysis ☐ Positioning within a regional and national context ☐ Government revenue, business licenses, and employment analysis ☐ Economic character and trends, relationship with the hinterland, and areas of competitive advantage ☐ Population and demographic trends ☐ Real estate patterns and trends ☐ Environmental character and trends and relationship with hinterland (for example, reliance on natural resources and ecosystem services) ☐ Hazard risk patterns and trends ☐ Climate trends, forecasts, and risks/implications ☐ Review of earlier plans and outcomes	☐ Socioeconomic surveys ☐ Focus groups ☐ Workshops ☐ Requires scrutiny and approval by all technical committees, followed by endorsement of the Integrated Planning Forum ☐ MLHHSD review to confirm adherence to all content, format, and stakeholder engagement
	Development indicators: Baseline	☐ Provide a baseline for each indicator, and describe data sources and methodology used to determine the baseline including any assumptions and notes.	☐ Technical committee scrutiny and approval ☐ Integrated Planning Forum endorsement ☐ MLHHSD to confirm completeness

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements
	Existing situation maps: Land uses and hazard risk	**Hazard risk** ☐ Flood risk contours, based on modelling and precipitation projections that consider climate change (state requirements for spatial resolution and flood contour intervals) ☐ Climate risk assessments, including slow-onset and extreme events ☐ Other natural hazards, as relevant to the local context (for example, landslides, earthquakes, cyclones) ☐ Multi-hazard interactions and considerations for potential interrelated and cascading effects ☐ Public health risk hot spots **Land use** ☐ Existing land uses (required resolution should be stated) ☐ Indicative sketch of parcel boundaries to illustrate the extent of parcellation, public lands, and major private land ownership **Existing infrastructure** ☐ Road and drainage condition ☐ Public transport and travel times ☐ Water network (piped and point distribution) **Environmentally sensitive areas and natural resources (NBS opportunities)** ☐ Rivers ☐ Streams ☐ Wetlands ☐ Forests ☐ Shorelines	☐ Technical committee scrutiny and approval ☐ Public presentation and display at Mtaa level and endorsement by Ward Development Committee (WDC) ☐ Integrated Planning Forum endorsement ☐ MLHHSD to confirm completeness

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements
	Geo-database	☐ Administrative boundaries + population ☐ Historical land cover of 20 years' back ☐ Urban footprint time series (indicate required period) ☐ Water subbasins and ecosystems ☐ Hazard and risk assessments and hot spots (flood, acute public health, and so on), including climate change projections ☐ Existing land uses ☐ Parcel boundaries (real or indicative) ☐ Existing infrastructure ☐ Sectoral infrastructure plans ☐ Land values and rental prices	☐ Technical committee scrutiny and approval ☐ Integrated Planning Forum endorsement ☐ MLHHSD to confirm completeness
Stage V: Future scenario analysis (led by a consultant with engagement and support of Integrated Planning Forum and committees)	Scenario building	☐ Establishing spatial scenarios and projections	☐ Public meeting for validation of existing situations and scenarios
Stage VI: Visioning (led by a consultant	Vision and goal setting	☐ Established based on the projection of future urbanization scenario	☐ Public meeting (could be linked with baseline presentation)

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements
with continual engagement and support of Integrated Planning Forums and committees)	Development indicators: Targets	(for each indicator) ☐ Present desired outcomes ☐ Set tangible targets (from baseline to end of GPS horizon)	☐ Stakeholder working sessions ☐ Public meeting for validation
Stage VII: Plan conceptualization (led by a consultant with continual engagement and support of integrated planning forums and committees)	Development Indicators: Road map to achieving targets	(for each indicator): ☐ Spatial/land use implications o Articulation of how the issue translates to spatial/physical development requirements o Description of land use planning concepts ☐ Infrastructure/capital investment needs o Specify infrastructure network/facility needs ☐ Required initiatives/interventions o Identify strategies, programs, and partnerships required to achieve targets o Define the approach to the realization of each	☐ Stakeholder focus groups ☐ Stakeholder workshops ☐ Technical committee working sessions ☐ Integrated Planning Forum endorsement

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements
	Spatial development concepts (3 alternative scenarios)	Conceptualize the plan based on population projections and planning area needs; designate potential development areas and select the best options, which should be presented through maps and figures; and submit to Integrated Planning Forum. Output: Map and description of each with critical layers: ☐ Centers/subcenters hierarchy ☐ Production and warehousing ☐ Natural areas, open space, and green/blue infrastructure ☐ Connectivity and trunk infrastructure ☐ Density/height profile	☐ Stakeholder meeting and public hearing for identification of preferred alternative
Stage VIII: Plan development (led by a consultant with continual engagement and support of Integrated Planning Forums and committees)	Spatial development plan (land uses infrastructure networks)	☐ Map + summary of proportion and distribution of land use + description of logic and decision factors ☐ + geo-database layers Required characteristics: Indication of urban edge in the form of a. Strong natural features (mountain range, river, or protected forest); b. Major built environment feature as an urban edge, for example, a highway with no direct access to adjacent land; and c. A 'buffer land use' along the edge (for example, small-scale farming or nature reserve).	**Inputs** ☐ Stakeholder focus groups and workshops ☐ Technical committees + CMT **Review/validation** ☐ Technical committee scrutiny/validation ☐ Integrated Planning Forum endorsement to proceed to public scrutiny ☐ Ward- and Mtaa-level validation

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements
	Catalytic Investment Priorities	Examples of such projects include a. Development of economic nodes around existing airports or harbors. b. Development of an SEZ to stimulate industrial development. c. Major public housing schemes including high-density residential housing along transport corridors and near transport nodes in the CBDs. ☐ Brief of 3–5 proposed catalytic investments ☐ Justification for each (market analysis, location) ☐ Assessment of expected quantifiable impact, for example, on jobs, skills, and other key factors	sessions where they validate city-level priorities identify their neighborhood-specific priorities and discuss translating these to zoning ☐ Public meeting for validation
	Climate action priorities	☐ Should include assessment of expected impact, for example, GHG emissions and surface temperature + risk factors (hazard, vulnerability, and exposure) ☐ Identification of key climate action priorities specific to the planning area. This could include the development of green infrastructure, sustainable urban drainage systems (SUDS), and measures to mitigate urban heat islands, among others. Ensure that these actions are linked to specific spatial planning interventions and are integrated into the overall development strategy.	

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements
	Capital investment priorities	☐ Specific infrastructure network segments (road, water, sanitary sewer, high-voltage electricity, and so on) ☐ Specific facility requirements (solid waste sorting/processing/disposal centers, multi-modal transport hubs, major markets/schools/health facilities, recreation, and so on) ☐ Impact assessment for each (commuting times, service provision outcomes, jobs, and so on)	
	Programmatic intervention priorities	☐ Should include assessment of quantifiable impact expected for each priority intervention	

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements
Stage IX: Land use planning/ zoning + localized climate action and investment planning (led by a consultant with continual engagement and support of integrated planning forums and committees)	Land use zoning maps	☐ Planned land use map + justification ☐ Zoning map + zoning code establishing target densities, development conditions, and excluded or exception-basis uses ☐ Tax zones for applying different land value capture instruments ☐ Areas/zones for different forms of detailed land uses *Submission format:* Paper/PDF + GIS shape files with survey-quality accuracy for boundaries of trunk infrastructure and conservation or other protected areas including high-hazard and risk areas.	☐ Technical committees ☐ Integrated Planning Forum endorsement to proceed to public scrutiny ☐ Mtaa-level public display + committee endorsement ☐ WDC endorsement ☐ Council approval ☐ Integrated Planning Forum endorsement ☐ MLHHSD confirmation of adherence to content requirements and standards
	CBD/transit corridors redevelopment plan as appropriate	☐ CBD development analysis/trend ☐ Required transport development	☐ Council approval
	Special area plans (for example, small and medium enterprises [SMEs] industries, priority conservation areas) as appropriate	☐ Nature of industrial development ☐ Urbanization trend/priorities	☐ Council approval

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements
	Ward-level plans	Detailed planned land use map showing boundaries of public land (overlaid on current satellite imagery) Capital budget Local climate action Activities/interventions	WDC
Stage X: SEA (led by a consultant with continual engagement and support of Integrated Planning Forums and committees)	SEA	☐ Thematic ☐ Infrastructure ☐ Water supplies	☐ Public hearing and comment period (+ review/approval procedure is required by EMA)
Stage XI: Implementation tools development (technical supplements) (led by a consultant with continual engagemen	Catalytic Investments business cases and financing strategy		☐ Council approval
	Climate Action Plan implementation modality and resourcing strategy		☐ Council approval

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements
t and support of Integrated Planning Forums and committees)	Capital investment costs and phasing	☐ (aligning with strategic plan phasing)	☐ Stakeholder working sessions ☐ Public meeting for validation (could be together with SEA)
	Programmatic intervention implementation modality and resourcing strategy		☐ Technical committees
	Detailed planning and land tenure strategy	☐ (this would lay out where new DPS/regularization/redevelopment are proposed and whether Residential license or CROs are appropriate)	☐ Technical committees
	Development control strategy	☐ Development control guiding document	☐ Approved council, implemented led by Development Control Unit (DCT)
	M&E log frame	☐ This would be in addition to development indicator updating. It could require department + utilities reporting on relevant activities, outputs, expenditures, and plans.	Planning authority .
Stage XII: Plan finalization and commencement of	Public hearing and comment period? Within 90 days		CMT

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements
implementation period (led by planning authority Integrated Planning Forum, with input from consultant where plan revisions are called for)	Council resolution to approve		CMT and other stakeholders
	RAS endorsement, MLHHSD to approve		
	Gazetting		MLHHSD
	Demarcation + development control tooling and training		☐ Technical committees ☐ CMT ☐ DCT
	Inauguration and public posting	☐ Digital and paper maps	CMT
	Ongoing public awareness initiatives		Planning authority

3.5 Structure Plan

3.5.1 Purpose, Function, and Where and When to Apply

Purpose

The purpose of the structure plan shall be to guide development in rapidly growing urban centers where resources are scarce by providing for spatial growth direction, land use zoning, and infrastructure network conservation areas and green uses.

Function

The functions of the structure plan will be the following:

(a) To establish boundaries of major wayleaves, urban-wide amenities, and environmental protection areas and manage the impact of urbanization on natural systems

(b) To guide and manage land development

(c) To guide trunk infrastructure investments (including land acquisition and demarcation) in public areas.

Where and When to Apply

The structure plan shall be applied in small and emerging small towns, trading centers lacking master plans, and climate-sensitive areas where time or resources required to undergo a more intensive planning process are constrained and here the nature of urban growth is so dynamic that comprehensive planning is not pragmatic.

3.5.2 Content and Formats

Content

The required content for structure plan shall include

(a) Broad land use categories for all typical urban functions;

(b) Development density zones;

(c) Mixed-use commercial nodes, for example, CBD and neighborhood nodes including social services centers;

(d) Existing and proposed main movement lines (roads, railways, and public transport routes);

(e) Open space and green areas networks, such as waterways and environmentally sensitive areas;

(f) Hazard and risk mapping and zoning, considering climate change projections;

(g) Supportive development is needed to ensure long-term sustainability, for example, in high-density residential zones along public transport routes more densities should be applied to optimize the infrastructure developed;

(h) Consider the potential impacts of high-density development in the creation of risks, including urban floods and urban heat island effects Growth management mechanisms for minimizing the potential risks;

(i) Priority zones for providing services in a phased approach (for example, first providing services near nodes and along public transport routes) and the alignment of main service lines (for example, bulk water pipes and high-tension power lines) requiring wayleaves;

(j) Major industrial and commercial zones and production areas;

(k) Mapping of priority infrastructure projects;

(l) Planning intervention zones (regularization, redevelopment, renewal of new area plans, and repurposing);

(m) Phasing out of the plan.

Presentation Format

Scale and Size of Maps

The scale of maps shall depend on the city size. Maps shall be in A3 or folded to that size.

Technical Supplements

No technical supplement is required for the structure plan.

3D Renderings

3D rendering may be required depending on the context in which the plan is prepared.

Deliverable Format

Maps shape files with complete attribute tables, maps converted to PDF, maps printed in (hard copy) format, and editable report versions.

3.5.3 Stakeholder Engagement, Approval Procedure and Criteria

Stakeholders to be engaged include LGAs, road and utility agencies, CSOs, private sector business community, the general public, and large landowners.

Approval Procedure

The approval procedure will follow these steps:

(a) Endorsement by Steering Committee (SC), Urban Planning Committee(UPC) and Council

(b) Endorsed by the RAS office

(c) LGA submission to RLO for scrutiny and approval

(d) RLO to submit the approved plan to the minister responsible for lands and urban planning for recording.

Approval Criteria

For the structure plan to be approved, the following criteria shall be in considered:

(a) Presence of all minimum required content

(b) Adherence to stakeholder engagement and public hearing requirements

(c) Meeting minutes evidencing validation of each key output

(d) Evidence of stakeholder commitment to financing

(e) Evidence for vertical and horizontal alignment

3.5.4 Implementation Coordination and Review

Implementation of the structure plan shall be coordinated by the respective Planning Authority. Since the planning horizon is only 10 years, the plan review will be done every 5 years or whenever the need arises. The District Consultative Committee

(DCC) and District Executive Director (DED) will issue instruction/endorsement on the effective application and use of the planner development control and guide the preparation of detailed plans and surveying.

3.6 Role of Various Actors in Implementation and Evaluation

3.6.1 Integrated Planning Forum or Joint Integrated Planning Forum

Taking its mandate GPS implementation committee or joint planning area in case where more than one planning area is involved, its core role is to advocate for and support a strict adherence to the plan implementation phases. It shall also mobilize stakeholders through participatory consultative meetings/workshops and community sensitization. It shall solicit commitment from implementing agencies such as utility and road agencies, the private sector, civil societies, and internal and external development partners and establish coalitions and partnerships such as PPP, subleasing, and joint ventures.

Responsibilities

RCC and DCC are to be used as sharing platforms for the coordination of sectors and land use plans, including the report prepared by the Integrated Planning Forum. PO-RALG will capacitate RCC and DCC to assume supervisory roles by requiring the integration of plans and implementation reports of the plans. RCC and DCC meetings should be held quarterly to discuss among other aspects urban planning issues, as well as carry out the M&E of urban planning and development control activities.

RAS offices hold meetings (at least quarterly) with stakeholders, to review land development with the urban council officials and others representing ministries and agencies involved in land development in the planning area(s). The meetings should be multi-sectoral, including at least the following functions from the LGA, ministries, and agencies:

(a) Spatial planning

(b) Basic services (water, sanitation, electricity)

(c) Social services (schools, clinics)

(d) Roads, transport, and storm water

(e) Environmental management

RAS shall receive and share plans and initiatives from urban council officials and officials representing ministries and agencies with other stakeholders and obtain official endorsement before forwarding it to their national agencies. RAS is to share these endorsed plans and initiatives among various stakeholders again before implementation commences to ensure any inconsistencies are identified and addressed.

The town planner in charge in urban local governments is to be a member of the CMT for improved integration of urban planning issues.

Planning and Coordination Division shall include GPS and their CIPs as the planning and implementation monitoring instruments of the responsible LGA. The section responsible for urban planning and land development management in the Division of Infrastructure, Rural and Urban Development, should undertake the coordination of technical work during the plan preparation process, ensuring stakeholder participation. GPS process and final output should report to the Economic Planning Department of the responsible LGA.

3.6.2 Regional and District Commissioners

Regional and District Commissioners shall ensure alignment of DCC and RCC budgets, activities, performance evaluations, and reporting with GPS and RAS office to coordinate the use and allocation of the land designated for catalytic projects. RAS through the respective Assistant RAS responsible for urban planning, infrastructure development, DAS, and the Integrated Planning Forum shall direct and guide the day-to-day actions of the urban planning authorities.

3.6.3 Planning Authority

The Planning Authority shall be responsible for the following:

(a) Serve as secretariat to Integrated Planning Forum.

(b) Align department budgets, activities, performance evaluations, and reporting with GPS.

(c) Establish and maintain to date geo-database accessible by development actor according to permissions.

(d) Avail access to GPS.

(e) Establish plan monitoring and development control structure at ward and Mtaa levels.

(f) Identify strategies for the development and management of public spaces.

(g) Translate the zoning plan on the ground through demarcation and erection of visible marks for infrastructure wayleaves and amenities. Demarcation is a part of the master plan preparation process.

(h) Prepare bankable projects through feasibility studies and business plans for their spatial development projects.

(i) Submit business plans and land designated for catalytic projects to appropriate investment promotion institutions.

(j) Solicit funding for catalytic projects through loans from development partners, commercially bankable projects, PPPs, or direct investment by the commercial sector.

(k) Adopt land pooling/consolidation strategies with financial models and facilitate negotiations between inventors and property owners in prime areas.

(l) Use property redevelopment financial models and undertake awareness campaigns with property owners, private investors, and organizations/groups.

(m) Adopt the same strategies of redevelopment, land consolidation/pooling, and use of financial models in the regularization of unplanned settlements in prime areas.

(n) Lead public awareness. Provide ward and Mtaa officials with materials (posters and maps) that they can use in the public awareness campaign.

(o) Ward and Mtaa leaders should coordinate public awareness campaigns at their level regarding following the right procedures and the land use rights allowable on land before being developed.

3.6.4 Road and Utility Agencies and Parastatals

Road and utility agencies and parastatals shall be responsible to align plans, priorities sequencing, and budgets with GPS. They shall place infrastructure within designated areas wherever available. In unplanned areas, they shall consult with the Planning Authority before extending the infrastructure.

3.6.5 Private Sector and Landowners

The private sector and landowners shall be responsible for potential investments through PPPs and involved in the translation of GPS proposals into business opportunities.

3.6.6 Civil Society

The role of civil societies in planning and implementing urban plans includes building active community engagement and broad-based people's participation. Effective public participation through community sensitization and capacity building has the potential to foster a positive relationship between LGAs and the public. Thus, civil societies must communicate effectively and solve conflicts cooperatively.

3.6.7 Research and Academic Institutions

Research and academic institutions shall be responsible for conducting research and bringing up innovations in planning, and financing strategies. They are also responsible for creating education and awareness on the merit of urban planning and in-service training for land sector staff.

3.7 Amendment and Review of the Plans

The GPS shall be amended or reviewed subject to the provisions of sections 13 and 14 of the Urban Planning Act, 2007. Amendment or review process shall be undertaken under any of the following conditions:

- Requirement to align with national planning frameworks
- Change in demographic and community needs
- Economic shifts and investment requirements
- Environmental considerations and occurrence of disasters
- Alignment with the changing regulatory frameworks

- Disconformity between the intended plan outcomes and projects
- Emerging national priorities.

3.7.1 Compulsory Review

A compulsory review shall be conducted within the last five years of the GPS planning horizon. In this case, a new reviewed plan shall be prepared based on the specific procedure for preparing each type of GPS.

3.7.2 Amendment and Non-Compulsory Review

Amendment and non-compulsory review shall be conducted within 15 years of plan implementation. It shall address specific issues that necessitate the process. Amendment or non-compulsory review shall use the following procedure:

Review Procedure

- Obtain council resolution for reviewing the GPS.
- Submit intention for review to the Director for Urban Planning for approval indicating the following minimum conditions:
  (a) Delineation of the scope of the review (spatial and infrastructure)
  (b) Submission of proof of council resolution for GPS review
  (c) Land use of the delineated area as per current GPS
  (d) Existing site land use and conditions
  (e) Justification for the review (based on the impact of the proposed review)
  (f) Alternative proposed land use
  (g) Commitment of resources and time frame for review
- Engage stakeholders involving at least LGAs, road and utility agencies, CSOs, private sector business community, the general public, and large landowners.
- Prepare and approve plan.

Content of the Reviewed Plan

The required content for the reviewed plan shall include

(a) The extent of the review (map and development proposals);

(b) Linking of the reviewed land use with the rest of the urban functions;

(c) Development density zones of the reviewed;

(d) Proposed main transportation infrastructure (roads, railways, and public transport routes);

(e) Supportive development is needed to ensure long-term sustainability along high-density residential zones along public transport routes.

(f) Mapping of priority infrastructure projects; and

(g) Phasing out of the plan.

Presentation Format

Scale and Size of Maps

The scale of maps shall depend on the city size. Maps shall be in A3 or folded to that size.

Technical Supplements

Technical supplement depends on the nature of the review.

3D Renderings

3D rendering may be required depending on the context in which the plan is prepared.

Deliverable Format

Maps shape files with complete attribute tables, maps converted to PDF, maps printed in (hard copy) format, and editable report versions.

Approval Procedure

The approval procedure will follow these steps:

(a) Endorsement by UPC and Urban Planning Council

(b) LGA submission to RLO for scrutiny and approval

(c) RLO to submit the approved plan to the minister responsible for lands and urban planning for recording.

Approval Criteria

For the plan to be approved, the following criteria shall be considered:

(a) Presence of all minimum required content

(b) Adherence to stakeholder engagement

(c) Meeting minutes evidencing validation of each key output

(d) Evidence of stakeholder commitment to financing

(e) Evidence for vertical and horizontal alignment.

Chapter Four: Detailed Planning Schemes

4.1 Introduction

DPSs represent the critical link between long-term, more strategic spatial planning and the translation of such plans on the ground as a first step toward development control. Alignment between the GPS and DPS levels of planning is among the procedures covered in this section. The section also mainstreams different forms of DPS relating to their specific contexts, which implies their approval checklist. A DPS is encouraged to be prepared when at least one form of GPS exists (master plan or structure plan).

Section 19 of the Urban Planning Act, 2007, states that urban planners should involve all stakeholders in the development of a DPS. LGAs will cooperate and collaborate with the private sector, utility, and road agencies in the preparation of DPSs. Ward and Mtaa officials are involved during the preparation of DPS through their role in representing community needs, for example, public facilities required in their areas of jurisdiction.

4.2 Specific Objectives of DPSs

The objectives for the preparation of a DPS shall include the following:

(a) To coordinate all development activities

(b) To control the use of land and development on land including intensive use of urban land

(c) To promote vertical and compact development

(d) To provide a link between long-term, strategic spatial planning captured in GPS and translation of such plans on the ground as the first step toward development control.

4.3 Guiding Principles and Types of DPSs

The guiding principles for DPSs shall include

(a) A critical vertical alignment, to conform with the provisions of the GPS;

(b) Translation of GPS zoning, land use, infrastructure proposals, and development conditions into development outcomes;

(c) Illustration of the modalities of efficient use of resources (land) through density specifications and multiple uses of urban spaces; and

(d) All plans to have density zones through Floor Area Ratio (FAR) and Floor Space Indexes (FSIs);

(e) Ensuring of horizontal alignment with other existing detailed plans for enhancing connectivity of roads, linear infrastructure, and land use compatibility;

(f) Integration of climate change adaptation and DRR measures to ensure that all detailed plans enhance resilience to climate impacts;

(g) Securing and safeguarding of spaces for amenities and infrastructure wayleaves;

(h) Existence of general and detailed plans in digital format and appropriate geospatial techniques.

These guidelines provide for several thematic categories of DPSs; they can be clustered into DPSs for new areas, redevelopment, environmental conservation, special areas, TOD, regularization, and village center plans. These types of plans are prepared to serve different purposes but must be based on the GPS designations. Detailed plans translate GPS zoning into detailed zoning which is beyond the plot boundary level to include road network, public spaces, open spaces, amenities, and utilities.

4.4 Environmental Conservation/Public Spaces Scheme

An environmental conservation plan is crucial for protecting areas with critical ecological value in urban areas. It also provides NBSs for addressing climate change-related risks.

4.4.1. Purpose, Function, and Where and When to Apply

Purpose

The purpose of the environmental conservation plan shall be to conserve or restore natural assets and biodiversity hot spots (forests, rivers/streams, wetlands, unique landscapes, and so on). The plan shall also help in buffering natural features with compatible uses. It helps in the application of ecosystem services approaches through the integration of compatible uses into environmentally sensitive areas as well as program large parks and open space networks. Similarly, the plan shall reduce susceptibility to climate-related and disaster risks such as floods and landslides and promote and drive blue-green development activities including tourism.

Function

The environmental conservation plan shall establish allowed and excluded land uses, identify capital investment and programmatic intervention requirements as well as articulate and translate national policies and priorities in city spaces. Also, the plan shall define participatory resettlement strategy and, if relevant, articulate climate action plans to attract implementation funds, summarize the management framework and roles of various actors, and promote environmental integrity.

Where and When to Apply

The environmental conservation plan shall be prepared in cities, small towns, and rural and neighboring areas for translating GPS provisions into environmental conservation strategies. Special area plans (or conservation plans) are to be prepared as per the Land Act No. 4 of 1999, sections 6 and 7, illustrating the need

for conservation plans after the declaration of hazardous land, which may include coastal strips, wetlands, nature or green belt, urban river system, and heritage areas.

4.4.2. Content and Formats

Content

The content of an environmental conservation plan shall include the following:

Planning Brief

The planning brief report should be composed of the following subsections:

(a) The legal status of the area (survey plan and title)

(b) Ecosystem health and service capacity assessment

(c) Socioeconomic (environmentally compatible) function

(d) Development trends (land use, ecological function)

(e) Inventory of any relevant ongoing/upcoming developments or projects and analysis of probable impacts

(f) Disaster risk and climate change (natural hazards and risks, climate risks, health risks, and so on)

(g) Risks (natural hazards, health) associated with the area

(h) Opportunities (environmental, economic)

(i) Participatory visioning and presentation of outcomes/indicators

(j) Vertical and horizontal alignment with existing plans.

DPS Map Layers

(a) GPS land uses/infrastructure layout and plans

(b) Subsurface infrastructure layout

(c) Mosaic of surrounding plans (or existing land uses if unplanned)

(d) Land cover/land use map

(e) Overlay with the GPS

(f) Flood and other natural hazard and risk maps, considering climate change projections

(g) Climate risks

(h) Degradation/risk hot spots

(i) Land tenure, classified by type

(j) Detailed land uses

(k) Site-specific environmental and risk management interventions

(l) Infrastructure plan.

Technical Supplements

(a) SEA or Environmental and Social Impact Assessment (ESIA)

(b) Environmental management plans

(c) Hazard and disaster risk assessment

(d) Climate risk and adaptive capacity assessment

(e) Vulnerability assessment

(f) Landscape and infrastructure design documents

(g) Capital and programmatic interventions

(h) Investment plan (indicative cost estimates).

(i) Management framework

(j) Participatory resettlement plan, if relevant

(k) Financing strategy

(l) Monitoring and review.

Presentation Format

Scale and Size of Maps

For document, A3 scale 1:5000–1:2500. For presentation, A1 scale 1:2500–1:1000. It should depend on the land size of the area and slide - font size not less than 18.

3D Renderings and Animations

Infrastructure improvement areas for face lifting (3D perspective drawings and landscape design/rehabilitation interventions)

Deliverable Format

(a) Soft copy of the maps in PDF

(b) GIS files/shape files submitted in flash drive

(c) Maps in hard copy format

(d) Models of environmental scenarios.

4.4.3. Approval Procedure and Criteria

Approval Procedure

The approval procedure will follow these steps:

(a) Deposition of the draft plan to the ward/sub-ward/village authority(ies) for comments

(b) Endorsement by the council (Planning Authority)

(c) Endorsement by the RCC

(d) Respective documents to be endorsed by respective professional entities

(e) Final plan approval should be approved by the Director of Human Settlements (DHSD)/responsible body.

Approval Criteria

For the environmental conservation plan to be approved, the following shall be considered:

(a) Presence of all minimum required content in the relevant documents

(b) Evidence of alignment with existing GPS and DPS

(c) Adherence to stakeholder engagement and public hearing requirements

(d) Meeting minutes evidencing validation of each key output

(e) Evidence of all required endorsements

(f) Evidence of stakeholder commitment to financing

(g) Architectural drawings (3D animation).

4.4.4 Stakeholder Engagement

The stakeholders to be involved include surrounding communities, conservation agencies and related institutions, Water resources management agencies, NEMC, utility agencies, the private sector, civil society organizations (CSOs), nongovernmental organizations (NGOs), community-based organizations (CBOs), and financial institutions.

4.4.5. Implementation Coordination

The local authority shall create the enabling environment and coordinate stakeholders in implementation mechanisms. The MLHHSD shall support demarcation/titling. PO-RALG, development partners, CSOs, and conservation agencies support funding/resource mobilization and maintenance by the local authority and CSOs.

4.5 Waterfront/Seafront Development Scheme

Waterfronts and seafronts require planning for their protection while at the same time providing accessibility to the public for open-door activities. Planning serves to provide waterfronts with the required specified infrastructure and facilities necessary for the envisaged activities.

4.5.1 Purpose, Function, and Where and When to Apply

Purpose

The purpose of the waterfront/seafront plans shall be to reinforce the right of the public to freely access the shore, integrating parks and recreation spaces and paths. The plan shall also integrate environment assets such as marsh or mangroves into an urban landscape, reduce disaster and climate-related risks, maximize or recover the economic utility of waterfront space, and promote and drive blue-green development activities including ecotourism and other blue economic activities

Function

The function of the waterfront/seafront plans shall be to zone/guide urban form and define excluded land uses and avail/reinforce infrastructure wayleaves, ecological zones, and public access, as well as attraction of multi-use real estate investments. The plan shall also articulate capital investment needs and priorities, identify appropriate sequencing, and provide a reference for land reorganization required to achieve goals (land pooling/consolidation and vertical resettlements).

Where and When to Apply

The waterfront/seafront plans shall be applied in large urban centers facing lakes, navigable rivers, or sea.

4.5.2 Content and Formats

Content

The content of the waterfront/seafront plans shall include the following:

Planning Brief

The planning brief should be composed of the following subsections:

(a) Description of impact area (planning area) as determined by economic, historical, and topographical/biophysical characters

(b) Existing land uses and resources coverage and changes due to water level rise and orientation

(c) Cultural and historical value and heritage inventory

(d) Development needs and opportunities (marine and beachfront economic, land use, leisure, shopping, tourism, real estate, and resources extraction)

(e) Inventory of any relevant ongoing/upcoming developments or projects and analysis of probable impacts

(f) Hazard, risks, impact, exposure, sensitivity, vulnerability, and adaptive capacity analysis (natural hazards, climate risks, aquatic biodiversity, endemic systems, and conflicts)

(g) Transport nodes and connectivity

(h) Designations of density by FAR and FSIs

(i) Projections of space use demands, outcomes/indicators visioning, and consensus on strategies

(j) Visualization and zonation

(k) SEA or ESIA

(l) Institutional coordination or development policy/area management structure

(m) Vertical and horizontal alignment with existing plans.

DPS Map Layers

(a) GPS land uses/subsurface infrastructure layout

(b) Infrastructure layout and plans

(c) Mosaic of existing DPS

(d) Overlay DPS with GPS.

Topography/Oceanography, Natural Resource Maps, Building Uses, and Infrastructure Maps (Cadastre)

(a) Multiple-times space use and overlaps

(b) Flood/water-level storm patterns contours and other natural hazard and risk maps, considering climate change projections

(c) Climate risks and coastal hazards and risks

(d) Cultural/historical asset locations

(e) Detailed land uses

(f) Schematic and 3D plans

(g) Site-specific preservation interventions

(h) Development density and facades standards

(i) Tax zones.

Technical Supplements

(a) Climate-resilient bankable project documents

(b) Feasibility studies

(c) Design document

(d) Bill of quantities (BOQ)

(e) SEA, ESIA

(f) Business plans

(g) Institutional coordination

(h) CIP.

Presentation Format

Scale and Size of Maps

For document, A3 scale 1:5000–1:2500. For presentation, A1 scale 1:2500–1:1000, and slide font size not less than 18.

Project-Level 3D Renderings and Animations

3D required and animation to attract investment

Deliverable Format

Soft copy maps in PDF, GIS shape file saved in flash drive, and hard copy maps (A1 or A2 depending on the required scale and size of the planning area)

Stakeholder Engagement

The stakeholders to be engaged shall include but are not limited to river, sea/water basin authorities, marine transport, ports authority, road and utility agents, Vice President Office (VPO)/NEMC, mangrove/natural resources agencies and CSOs, tourism agencies and CSOs, MLHHSD/urban councils, ministry responsible for fisheries, Ministry of Natural Resources and Tourism, the private sector, and conservation agencies.

4.5.3 Approval Procedure and Criteria

Approval Procedure

The approval procedure will follow these steps:

(a) Public deposition of the draft plan as legally required and collection of comments

(b) Endorsement by the responsible ministry and relevant stakeholders.

(c) The Planning Authority to submit the draft scheme to the DHSD (which may be under RLO)

(d) Planning Authority to submit to the responsible MLHHSD

(e) A copy of the approved DPS in digital and hard copy deposited with utility/infrastructure agencies and ward authorities

(f) Gazettement of waterfront plan and published in the newspapers within 30 days.

Approval Criteria

For the waterfront/seafront plan to be approved, the following shall be considered:

(a) Presence of all minimum required content in the relevant documents

(b) Evidence of alignment with existing GPS and DPS

(c) Adherence to stakeholder engagement and public hearing requirements

(d) Meeting minutes evidencing validation of each key output

(e) Evidence of all required endorsements

(f) Evidence of stakeholder commitment to financing

(g) Description of possible sources of funding.

4.5.4 Implementation Coordination

The Planning Authority shall formulate a multi-stakeholder committee for implementation coordination. The local authority shall lead in the marketing of projects for investors and awareness using all possible forums. Projects lead partners/institutions as identified during the planning process shall report on

budgeting and funding of projects to the joint forums as per the agreed implementation plan. Biannual report for project funding shall be presented to the DHSD and PO-RALG. Periodic maintenance shall be conducted by local authority.

4.6 Heritage Utilization Scheme

4.6.1 Purpose, Function, and Where and When to Apply

Purpose

The purpose of the heritage plan shall be to protect and nurture the cultural significance of space, foster public access and appreciation of the historical value of space, and foster tourism/compatible economic development and inner-city rejuvenation.

Function

The function of the heritage plan shall be to establish supplemental guidance on the physical appearance and maintenance of buildings, public facilities, and other public assets, for example, through a zoning overlay that provides conditions to be enforced through the building permit process. The plan shall also establish heritage corridors and tourism facility requirements.

Where and When to Apply

The heritage plan shall be applied in an old and vibrant urban center with clustered heritage structures.

4.6.2 Content

Content

The content of a heritage plan shall include the following:

Planning Brief

The planning brief should be composed of the following subsections:

(a) Overview of the historical/cultural uniqueness of the area

(b) Existing land uses and urban form

(c) Vertical and horizontal alignment with existing plans

(d) Socioeconomic analysis

(e) Cultural asset inventory

(f) Existing use of heritage buildings, spaces, and cultural sites (database)

(g) Development trends (land use, economic activity, and real estate market)

(h) Inventory of any relevant ongoing/upcoming developments or projects and analysis of probable impacts

(i) Risks (natural hazards, vandalization, deterioration, and so on)

(j) Opportunities (reuse/repurposing, tourism, or other economic)

(k) Participatory visioning and presentation of outcomes/indicators

(l) Exchange of development rights if any

DPS Map Layers

(a) Planning/growth boundary

(b) GPS land uses/infrastructure plans

(c) Mosaic of surrounding plans (or existing land uses)

(d) Overlay of the plan with GPS

(e) Land use plans

(f) Heritage building uses/description

(g) Schematic and 3D plans

(h) Flood and other natural hazards and risk maps, considering climate change projections

(i) Climate risks

(j) Cultural asset locations

(k) Detailed land uses

(l) Site-specific preservation interventions

(m)Infrastructure plan and design.

Technical Supplements

(a) SEA or ESIA

(b) Capital and programmatic interventions investment plan

(c) Management framework

(d) Financing strategy.

4.6.3 Presentation Format

Scale and Size of Maps

For document, A3 scale 1:5000–1:2500. For presentation, A1 scale 1:2500–1:1000, and slide font size not less than 18.

3D Renderings and Animations

Street view (3D perspective drawings and infrastructure design/rehabilitation interventions)

Deliverable Format

Soft copy maps in PDF, GIS shape file saved in flash drive, and hard copy maps (A1 or A2 depending on the scale and size of the planning area)

4.6.4 Stakeholder Engagement

The stakeholders to be engaged shall include but are not limited to antiquity/heritage agencies, business communities, tourism agencies and CSOs, urban councils, research institutions, and responsible ministry(ies)

4.6.5 Approval Procedure and Criteria

Approval Procedure

The approval procedure will follow these steps:

(a) Endorsement by the conservation stakeholders

(b) Deposition of the draft plan at ward offices for comments

(c) Endorsement by the council (Planning Authority)

(d) Respective documents to be endorsed by the respective professional board

(e) Plans, schematic layout, 3D, planning brief, and architectural documents endorsed by the DHSD

(f) Architectural visualization (3D animation)

(g) SEA or ESIA.

Approval Criteria

For the heritage plan to be approved, the following shall be considered:

(a) Presence of all minimum required content in all relevant documents

(b) Evidence of alignment with existing GPS and DPS

(c) Adherence to stakeholder engagement and public hearing requirements

(d) Meeting minutes evidencing validation of each key output

(e) Evidence of all required endorsements

(f) Evidence of stakeholder commitment to financing

(g) Description of possible sources of funding.

4.6.6. Implementation Coordination

The Planning Authority shall agree with the responsible department for heritage (TFS/antiquities) to generate/update development conditions for each property owner as per the approved plan. As per the approved plan, the MLHHSD shall resurvey/conduct cadastral upgrade of areas or upgrade the title deed if needed. The LGA shall present implementation plans to relevant stakeholders. The local authority shall lead in the marketing of compatible business for operators and investors and awareness using all possible forums. Biannual report for project funding shall be

presented to relevant stakeholders. Development control is to be done by the local authority.

4.7 Transit Oriented Development (TOD)

TOD is an urban design approach aiming at promoting urban competitiveness, environmental sustainability, and social equity. It is a planning strategy for compact development with mixed land uses that allows for optimized development along a transit corridor to maximize the return on investments.

4.7.1 Purpose, Function, and Where and When to Apply

Purpose

The purpose of TOD shall be to maximize urban mobility, reduce commuting time/cost, promote resilient infrastructure and lifelines, and optimize development along a transit corridor and nodes to maximize economic return on public investment and other trunk infrastructure. The plan shall also lessen the pressure of urbanization on the environment by creating a viable alternative to urban expansion in the form of low-density sprawl. Similarly, urban redevelopment, infrastructure retrofitting land value capture, and promotion of clean energy in urban transport such as electric and bus rapid transit (BRT) buses reduce emissions and mitigate the urban heat island effect by incorporating shade, water features, and cool materials for paving and facades.

Function

The functions of the TOD plan will be the following:

(a) To zone and guide urban form and define excluded land uses

(b) To avail/reinforce infrastructure wayleaves

(c) To establish infrastructure and public facility requirements and roles (public investment, PPP, development conditions requiring developer contributions)

(d) To articulate capital investment needs and priorities and identify appropriate sequencing

(e) To provide a reference for land reorganization required to achieve goals

(f) To define zones for land-based taxation

(g) To provide communication tools to invite the private sector to engage in PPPs.

Where and When to Apply

The TOD plan will be applied in large urban centers with transit corridors for railway, roads, and urban waterways.

4.7.2 Content

Content

The content of the TOD plan shall include the following:

Planning Brief

The planning brief should be composed of the following subsections:

(a) Economic nature and trends

(b) Social and environmental conditions and trends

(c) Inventory of any relevant ongoing/upcoming developments or projects and analysis of probable impacts

(d) Alignment with existing GPS and DPS

(e) Hazard, risks, impacts, exposure, sensitivity, vulnerability, and adaptive capacity analysis (natural and manmade—natural hazards, climate risks, health, and so on).

(f) Demographic and social context within and areas surrounding the corridor

(g) Mobility and accessibility assessment and trends

(h) Economic opportunity analysis

(i) Real estate market analysis overview

(j) Participatory visioning and presentation of desired outcomes/indicators

(k) Assessment of space requirements for achieving vision/desired outcomes and opportunities for densification/vertical development

(l) Designations of density by FAR and FSIs

(m)Land value capture instruments (betterment charges and development rights)

(n) Zones assigning urban form requirements and excluded land uses

(o) Infrastructure plans: transport connectivity, utility lines, and stations

(p) Development conditions overview.

DPS Map Layers

(a) Blue-green and grey infrastructure (existing and proposed)

(b) Public open spaces and amenities

(c) Existing land use

(d) Mosaic of existing DPS

(e) Overlay of GPS with DPS

(f) Land ownership (existing parcels, blocks, and proposals for land reorganization)

(g) Flood and other hazard and risk maps and risk hot spots, considering climate change projections

(h) Climate risks

(i) Mixed-use and vertical zoning plan (including the designation of time-based zoning/areas for informal trade or periodic trade).

Technical Supplements

(a) Detailed zoning including development conditions, developer contributions, and density bonus incentives

(b) Mobility analysis

(c) Real estate analysis

(d) Economic feasibility and impact assessment, including analysis of property values (existing and post-implementation) and business case (financial model showing the impact of TOD on investors, communities/landowners, and the council)

(e) Land assembly strategy and/or participatory resettlement strategy and evidence of the commitment of owners

(f) CIP.

4.7.3 Presentation Format

Scale and Size of Maps

For document, A3 scale 1:5000–1:2500. For presentation, A1 scale 1:2500–1:1000

3D Renderings and Animations

Street view (3D perspective drawings and infrastructure design/rehabilitation interventions)

Deliverable Format

Soft copy maps in PDF, GIS shape files saved in flash drive, and hard copy maps in different sizes depending on the area covered

4.7.4 Stakeholder Engagement

The stakeholders to be engaged shall include but are not limited to

(a) Planning authorities

(b) Road and utility agencies

(c) Real estate developers

(d) Business community

(e) CSOs

(f) Transport agencies

(g) Urban transport associations (daladala and bajaji associations).

4.7.5 Approval Procedure and Criteria

Approval Procedure

The approval procedure will follow these steps:

(a) Deposition of the draft plan at the ward level

(b) Endorsement by the council (Planning Authority)

(c) Submission to the RAS

(d) The plan to be approved by DHSD (MLHHSD).

Approval Criteria

For the TOD plan to be approved, the following shall be considered:

(a) Evidence of obtaining planning consent before design (informed by the impact area boundary)

(b) Presence of all minimum required content

(c) Adherence to stakeholder engagement and public hearing requirements

(d) Meeting minutes evidencing validation of each key output

(e) Evidence of all required endorsements

(f) Evidence of stakeholder commitment to financing

(g) Evidence of alignment with existing GPS and DPS.

4.7.6 Implementation Coordination

In the implementation coordination, the Planning Authority will be responsible for generating/updating development conditions for each property owner as per the approved plan. The LGA/PO-RALG shall formulate bylaws and baseline data flow structures for the administration of land value capture instruments. As per the approved plan, MLHHSD shall resurvey/conduct cadre upgrade of areas or upgrade the title deed if needed. The LGA shall present an implementation plan to the RCC for recommendations. Regional commissioners shall direct sector ministries and infrastructure agencies to budget and fund/implement the proposed infrastructure projects as per RCC recommendations and coordination. The city council shall lead in the marketing of compatible business for operators and investors and awareness creation using all possible forums. Also, biannual reports for project funding shall be presented to the RCC. Development control by the local authority and Planning Authorities (PA) shall undertake implementation monitoring while reporting to the Director of Urban Development (DUD - PO-RALG) and DHSD (MLHHSD).

4.8 Scheme for Special Economic Zones (SEZ)

Planning for SEZs provides areas in the urban centers with regulations of SEZs that are conducive to providing specialized services and for attracting foreign direct investment. Such areas are critical for promoting urban competitiveness and sustainability.

4.8.1 Purpose, Function, and Where and When to Apply

Purpose

The purpose of SEZs is to establish infrastructure plans and program land uses in SEZs, for example,

(a) SME industrial areas,

(b) SEZs/export processing zones,

(c) Port and surrounding logistics hubs, and

(d) Economic clusters.

Function

The functions of the SEZs will be the following:

(a) Zone to guide urban form and define excluded land uses.

(b) Avail/reinforce infrastructure wayleaves.

(c) Establish infrastructure and public facility requirements and roles for public investment, PPP, and development conditions.

(d) Articulate capital investment needs and priorities and identify appropriate sequencing.

(e) Provide communication tools to invite the private sector and PPPs.

(f) Guide development of economic cluster through supplementary functions and servicing.

(g) Support technology advancement, infrastructure development, and regional development.

Where and When to Apply

SEZs shall be prepared in cities and small towns for areas designated for special industrial or business clusters.

4.8.2 Content

Content

The required content for SEZ shall include

(a) Business case (feasibility studies and business plan),

(b) Proper boundaries,

(c) Existing functions and use of spaces,

(d) Site plan and context map,

(e) Infrastructure plan,

(f) 3-dimensional perspective drawings and animation video,

(g) Indicative cost estimates for site development,

(h) Architectural design brief,

(i) Hazard and risk assessment, considering climate change projections, and

(j) SEA.

Architectural Design Brief

Indicative cost estimates for site development

Planning Brief

The planning brief should be composed of the following subsections:

(a) Business case (feasibility study and business plan)

(b) FARs

(c) Proper boundaries

(d) Spaces and building uses

(e) Architectural drawings (3D animation) infrastructure plans and impact area plans and indicative cost estimates

(f) Hazard and risk assessment

(g) SEA

(h) Impact area plans may also serve as development conditions and provide the potential for land value capture using instruments such as development rights

(i) Mosaic of existing DPS

(j) Overlay of DPS with GPS.

4.8.3 Presentation Format

Scale and Size of Maps

For document, A3 scale 1:5000–1:2500. For presentation, A1 scale 1:2500–1:1000

3D Renderings and Animations

3D perspective drawings and animation video

Deliverable Format

Soft copy map in PDF, GIS shape files/ Computer Aided Design files saved in flash drive, and hard copy maps in different sizes depending on the area coverage.

4.8.4 Stakeholder Engagement

The stakeholders to be engaged shall include but are not limited to

(a) Planning authorities,

(b) Public institutions (Tanzania Investment Centre [TIC], Swedish International Development Agency [SIDA], port authority, health facility or academic institution, and housing investment agency as relevant),

(c) Road and utility agencies,

(d) Export Processing Zones Authority (EPZA),

(e) Landowners,

(f) Estate developers,

(g) Business community,

(h) CSO,

(i) Transport agencies,

(j) Informal traders (Machingas), and

(k) Mtaa leadership.

4.8.5 Approval Procedure and Criteria

Approval Procedure

The approval procedure will follow these steps:

(a) Obtaining planning consent before the design

(b) Deposition of the draft plan at the ward office for comments

(c) Endorsement by the council, utility agents, and respective professional entities (planning brief-DHSD, architectural drawings-3D animation, and BOQs)

(d) Gazettement by EPZA

(e) Approval by the DHSD.

Approval Criteria

For the SEZs to be approved, the following shall be considered:

(a) Evidence for obtaining planning consent before the design

(b) Presence of all minimum required content

(c) Adherence to stakeholder engagement and public hearing requirements

(d) Meeting minutes evidencing validation of each key output

(e) Evidence for deposition of plans at ward offices for comments

(f) Evidence of all required endorsements

(g) Evidence of stakeholder commitment to financing

(h) Evidence of vertical and horizontal alignment with existing plans.

4.8.6 Implementation Coordination

The Planning Authority shall be responsible for generating/updating development conditions for each property owner as per the approved plan. The city council or responsible agency shall lead in the marketing of projects for investors and awareness creation using all possible forums for the LGA to present implementation plans to the RCC for recommendations. Regional commissioners shall liaise with

sector ministries and infrastructure agencies to budget and fund/implement the proposed infrastructure projects as per RCC recommendations. Biannual report for project funding shall be presented to the RCC, and development control shall be done by the local authority.

4.9 Institutional Area/Zone Scheme

Planning for institutional zones provides areas in the urban centers with regulations of institutional development that are conducive to providing specialized institutional services. Such areas are critical for promoting urban sustainability through the delivery of specialized services.

4.9.1 Purpose, Function, and Where and When to Apply

Purpose

The purpose of institutional areas/zones is to establish infrastructure plan and program land uses, for example,

(a) Campuses of academic and training institutions,

(b) Health facilities,

(c) Port and surrounding logistics hubs, and

(d) Housing estates.

Function

The functions of the institutional area/zones will be the following:

(a) Zone shall guide urban form and define excluded land uses.

(b) Avail/reinforce infrastructure wayleaves.

(c) Establish infrastructure and public facility requirements and roles (public investment, PPP, and development conditions requiring developer contributions).

(d) Articulate capital investment needs and priorities and identify appropriate sequencing.

(e) Provide communication tools to invite the private sector and PPPs.

(f) Guide development of economic cluster through supplementary functions and servicing.

(g) Support technology advancement, infrastructure development, and regional development.

Where and When to Apply

Institutional area/zones shall be prepared in cities and small towns designated for institutions or educational clusters.

4.9.2 Content

Content

The required content for SEZ shall include

(a) Business case (feasibility studies and business plan),

(b) Proper boundaries,

(c) Existing functions and use of spaces,

(d) Site plan and context map,

(e) Infrastructure plan,

(f) 3-dimensional perspective drawings and animation video,

(g) Indicative cost estimates for site development,

(h) Architectural design brief,

(i) Hazard and risk assessments, considering climate change projections, and

(j) SEA.

Architectural Design Brief

Indicative cost estimates for site development

Planning Brief

The planning brief should be composed of the following subsections:

(a) Business case (feasibility study and business plan)

(b) FARs

(c) Proper boundaries

(d) Spaces and building uses

(e) Architectural drawings (3D animation) infrastructure plans and impact area plans and indicative cost estimates

(f) SEA

(g) Hazard and risk assessments

(h) Impact area plans that may also serve as development conditions and provide the potential for land value capture using instruments such as development rights

(i) Mosaic of existing DPS

(j) Overlay of DPS with GPS.

4.9.3 Presentation Format

Scale and Size of Maps

For document, A3 scale 1:5000–1:2500. For presentation, A1 scale 1:2500–1:1000

3D Renderings and Animations

3D perspective drawings and animation video

Deliverable Format

Soft copy map in PDF, GIS shape files/CAD files saved in flash drive, and hard copy maps in different sizes depending on the area coverage

4.9.4 Stakeholder Engagement

The stakeholders to be engaged shall include but not be limited to

(a) Planning authorities,

(b) Public institutions (health facility or academic institution and housing investment agency as relevant),

(c) Road and utility agencies,

(d) Landowners,

(e) Estate developers,

(f) Business community,

(g) CSO,

(h) Transport agencies, and

(i) Mtaa leadership.

4.9.5 Approval Procedure and Criteria

Approval Procedure

The approval procedure will follow these steps:

(a) Evidence of obtaining planning consent before the design

(b) Deposition of the draft plan to ward authority(ies) for comments

(c) Endorsement by the council, utility agents, and respective professional entities (planning brief-DHSD, architectural drawings-3D animation, BOQs)

(d) Approval by the DHSD endorsed (documents necessary for approval)

(e) Gazettement by the MLHHSD.

Approval Criteria

For the special economic or institutional zones to be approved, the following shall be considered:

(a) Evidence for obtaining planning consent before the design

(b) Presence of all minimum required content

(c) Adherence to stakeholder engagement and public hearing requirements

(d) Meeting minutes evidencing validation of each key output

(e) Evidence of all required endorsements

(f) Evidence of stakeholder commitment to financing

(g) Evidence of vertical and horizontal alignment with existing plans.

4.9.6 Implementation Coordination

The Planning Authority shall be responsible for generating/updating development conditions for each property owner as per the approved plan. The city council or responsible agency shall lead in the marketing of projects for investors and awareness creation using all possible forums for the LGA to present implementation plans to the RCC for recommendations. Regional commissioners shall direct sector ministries and infrastructure agencies to budget and fund/implement the proposed infrastructure projects as per RCC recommendations. Biannual report for project funding shall be presented to the RCC, and development control shall be done by the local authority.

4.10 Urban Renewal/Redevelopment Scheme

Planning for urban renewal or redevelopment is a strategy for urban revitalization for dilapidated areas to address the challenges of inadequate transportation, sanitation, and other services and facilities.

4.10.1 Purpose, Function, and Where and When to Apply

Purpose

The purpose of the urban renewal/redevelopment scheme is to improve the built environment by replacing old, run-down, or underutilized urban areas with new developments which are properly planned and, where appropriate, provided with adequate basic infrastructure and community facilities. The scheme also helps achieve optimal utilization of land; meet various development needs to achieve better utilization of land; and promote rehabilitation and preservation of buildings and improvement of places of local, architectural, cultural, or historical interests. DRR and climate change adaptation purposes include reducing the effects of urbanization as a driver of hazards and risks, such as urban floods and urban heat island effects, promoting the use of NBS, stormwater management schemes, SUDS, and green infrastructure to enhance drainage and reduce urban flood impacts; and promoting urban heat island mitigation for all urban areas, particularly those with high-density development, including specific strategies to mitigate the urban heat island effect. This could involve increasing urban green spaces, promoting green roofs, and using reflective or cool paving materials. These are to be prepared for portions of the city that are largely built up/developed and for an area of at least 5 ha and below 5 ha, consent from the DHSD must be obtained. As far as possible, the process shall accommodate rather than relocate existing landowners.

Function

The function of the urban renewal/redevelopment scheme is to facilitate sensitization of the property owners on the market value dynamics, enhance effective usage of

land through land pooling and reorganization and mixed land uses as well as promote densification through vertical zoning and mixed land use and opening development opportunities through TOD.

Where and When to Apply

The preparation of the urban redevelopment plan is established through the Urban Planning Act, No. 8 of 2007, section 16(4). The suitable areas for consideration of the plan are informal prime lands in safe zones, degraded inner-city areas, areas receiving a lot of requests for land use change, dilapidated areas, and areas around transport nodes.

4.10.2 Content

Content

The required content for urban renewal plan shall include the following:

Planning Brief

The planning brief report should be composed of the following subsections:

(a) Site analysis (location and physical)

(b) Economic nature and trends

(c) Social and environmental conditions and trends

(d) Alignment with GPS

(e) The demographic and social context within and areas surrounding the redevelopment area

(f) Mobility and accessibility assessment and trends

(g) Ecosystem health and service capacity assessment

(h) Economic opportunity analysis

(i) Adoptions of the land readjustment to avail land for services and amenities

(j) Real estate market analysis overview

(k) Participatory visioning and presentation of desired outcomes/indicators

(l) Assessment of space requirements for achieving vision/desired outcomes and opportunities for densification/vertical development

(m) Designations of density by FAR and FSIs

(n) Land value capture instruments (betterment charges and development rights)

(o) Zones assigning urban form requirements and excluded land uses

(p) Infrastructure plans: transport connectivity, utility lines, and stations

(q) Development conditions overview

(r) Disaster and climate risk analysis of the area

(s) Land ownership spatialized database

(t) Property owners to release land for planning gain.

DPS Map Layers

(a) General land use zoning from GPS or structure plan

(b) Flood and other natural hazard and risk maps assessments and risk hot spots, including climate change projections

(c) Climate risks

(d) Existing land use

(e) Mosaic of existing DPS

(f) Overlay of GPS with DPS

(g) Land ownership (existing parcels, blocks, and proposals for land reorganization)

(h) Blue-green and grey infrastructure (existing and planned)

(i) Public open spaces and amenities

(j) Detailed mixed-use and vertical zoning plan (including the designation of time-based zoning/areas for informal trade or periodic trade)

Technical Supplements

(a) Detailed zoning including development conditions, developer contributions, and density bonus incentives, considering, among others, disaster and climate risks

(b) Mobility analysis

(c) Real estate analysis

(d) Economic feasibility and impact assessment, including analysis of property values (existing and post-implementation) and business case (financial model showing the impact of redevelopment on investors, communities or landowners, and the council)

(e) Land assembly strategy and/or participatory resettlement strategy and evidence of a written agreement from the owners

(f) CIP containing indicative development costs and phasing for infrastructure

(g) ESIA Report

(h) Compensation and resettlement plan

(i) Environmental management plans

4.10.3 Presentation Format

Scale and Size of Maps

For document, A3 scale 1:5000–1:2500. For presentation, A1 scale 1:2500–1:1000

3D Renderings and Animations

Infrastructure improvement for face lifting (3D perspective drawings and landscape design/rehabilitation interventions) and cross-sections

Deliverable Format

Soft copy maps in PDF, GIS shape files/CAD files saved in flash drive, and hard copy maps in different sizes depending on the area coverage

4.10.4 Stakeholder Engagement

The stakeholders to be engaged shall include the Planning Authority, landowners and residents of the respective community, property owners, estate developers, utility agencies, and social service providers - ward and Mtaa leadership.

4.10.5 Approval Procedure and Criteria

Approval Procedure

The approval procedure will follow these steps:

(a) Ensure public deposition of the draft plan as legally required and collection of comments and minutes by the ward/Mtaa assembled by the Ward Executive Officer (WEO)/Mtaa Executive Officer (MEO) and signed by the Mtaa chairperson(s).

(b) Share the plan endorsed by the community with utility and infrastructure agencies and prepare minutes capturing the endorsements from the meetings held.

(c) Gazette urban plans and publish them in the newspapers within 30 days.

(d) Collect evidence of public deposition of the draft plan as legally required, together with comments and minutes by the ward/Mtaa (signature of Mtaa chairperson).

(e) Collect meeting minutes evidencing endorsement by utility and infrastructure agencies.

(f) Endorse minutes of CMT and UPC.

(g) The council shall submit the scheme to the respective Regional Land Office for approval.

Approval Criteria

For the urban renewal/redevelopment scheme to be approved, the following shall be considered:

(a) Presence of a planning brief and maps of the area showing the layout

i. Roads

ii. Plots

iii. Siting (proposed footprint of the building)

(b) Green network, sensitive environmental areas, and flood lines

(c) Areas for special/sensitivity uses (as per surface hydrology and geotechnical conditions, hazard and risk conditions slopes, wetlands, for example, areas polluted by mines)

(d) Topography/appropriate contour interval but not exceeding 2 m

(e) Land use per plot

(f) Mixed use

(g) Vertical zoning

(h) Land value capture

(i) Development controls parameters per plot or group of plots/zone (height, density, coverage, plot ratio, building lines)

(j) Specific reference to where the relevant community services should be developed

(k) Recreation and worship areas

(l) Asset profile of ownership

(m)Infrastructure layout proposals for water, sanitation, energy, storm water drainage, and waste disposal sites

(n) Commitment (sign-off) or minutes of meetings confirming the attendance of utility/infrastructure agencies in endorsements meeting of the plan

(o) Proof of landowners' participation, for example, minutes, attendance register of meeting(s), and sign-off

(p) The commitment of metal-level authority and landowners in recorded minutes and maps

(q) Proof of public notices submitted

(r) Evidence of vertical and horizontal alignment with existing plans

(s) Green belts and environmental management plans.

4.10.6 Implementation Coordination

The LGA shall present an approved scheme to ward/Mtaa offices and avail copies for display and custody of Mtaa/ward, utility agencies, big landowners, and economic entities in the area. A digital copy of the approved plan shall be deposited in a shared digital platform for sharing and accessibility. Landowners shall be served with new development conditions. The technical committee shall coordinate cadastral surveying to be carried out by a local authority or private surveyor. The LGA shall mobilize resources for effecting cadastral survey and infrastructure provision including access to land and resettlement modalities. The RCC shall instruct sector agencies affected by the plan to include proposals in their investment plan and budgets, where they will report progress regularly.

4.11 Regularization Scheme

A regularization scheme is a strategy for providing legal recognition of land acquired irregularly. It also promotes the security of land tenure and is expected to reduce the level of poverty for individual landholders and the nation at large.

4.11.1 Purpose, Function, and Where and When to Apply

Purpose

The purpose of the regularization scheme is to facilitate the recording, adjudication, classification, and registration of occupation and land use with the ultimate aim of formalizing property rights. It also helps in the issuance of title deeds to improve the security of tenure, improve access to services and amenities by the provision of basic infrastructure and socioeconomic services, and improve the urban environment and the quality of life and economic empowerment of the residents through land value function.

Function

The function of the regularization scheme is to improve land ownership security, improve accessibility and infrastructure, open land for business and development opportunities, and increase revenue to the LGA through land rent and property tax.

Where and When to Apply

Regularization schemes should only be prepared where the areas are not ripe and appropriate for urban renewal schemes. For areas to qualify for regularization, the target residential density in urban areas should not be below 60 dwelling units per acre.

4.11.2 Content

Content

The required content for the regularization scheme shall include the following:

Planning Brief

The planning brief should be composed of the following subsections:

(a) Economic nature and trends

(b) Social and environmental conditions and trends

(c) The demographic and social context within and areas surrounding the regularization area

(d) Development trends (land use, ecological function)

(e) Inventory of any relevant ongoing/upcoming developments or projects and analysis of probable impacts

(f) Natural hazards and risks (natural hazards, health), considering climate change projections

(g) Adoption of land pooling and readjustments

(h) Opportunities (environmental, economic)

(i) Participatory visioning and presentation of outcomes/indicators

(j) Community climate action and development (capital investment, other) priorities

(k) Land ownership spatialized database

(l) Green belts.

DPS Map Layers

(a) Blue-green and grey infrastructure (existing and planned)

(b) Public open spaces and amenities

(c) Existing land use

(d) Mosaic of existing DPS

(e) Overlay of GPS with DPS

(f) Land ownership (existing parcels, blocks, and proposals for land reorganization)

(g) Flood and other hazards and risk maps, considering climate change projections

(h) Degradation/risk hot spots

(i) General land use zoning (from GPS)

(j) Detailed mixed-use and vertical zoning plan (including the designation of time-based zoning/areas for informal trade or periodic trade)

(k) Environmental resource maps.

Technical Supplements

(a) Land ownership map with a record of land claims made but not recognizable, thus not reflected in parcel boundaries (for example, claimant was located within river buffer, contrary to EMA or within the road reserve, and contrary to Roads Act).

(b) Compensation and resettlement plan, if applicable

(c) Financing arrangement

(d) ESIA

(e) Environmental Management Plan

4.11.3 Presentation Format

Scale and Size of Maps

For document, A3 scale 1:5000–1:2500. For presentation, A1 scale 1:2500–1:1000

Deliverable Format

Soft copy maps are in PDF, GIS shape files/CAD files are saved on flash drive, and hard copy maps are in different sizes depending on the area covered.

4.11.4 Stakeholder Engagement

The stakeholders to be engaged shall include but not be limited to the Planning Authority, landowners and residents of the respective community, utility agencies, and social service providers - ward and Mtaa leadership.

4.11.5 Approval Procedure and Criteria

Approval Procedure

The approval procedure will follow these steps:

(a) Ensure public deposition of the draft plan as legally required and collection of comments and minutes by the ward/Mtaa assembled by the WEO/MEO and signed by the Mtaa chairperson(s).

(b) Share the plan endorsed by the community with utility and infrastructure agencies and prepare minutes capturing the endorsements from the meetings held.

(c) Provide photos.

(d) Ratification by Urban Planning Committee (UPC).

(e) The Planning Authority shall submit the scheme of regularization to the respective regional land office for approval.

(f) Gazette urban plans and publish them in the newspapers in 30 days.

Approval Criteria

For the regularization schemes to be approved, the following shall be considered:

(a) Presence of a planning brief to show the layout of

(i) Roads

(ii) Plots

(iii) Siting (footprint of buildings in a plot) and number of stories in perspective or numbered .

(iv) Green network, sensitive environmental areas, and flood lines

(v) Utility network layout for water, sanitation, energy, storm water drainage, and waste disposal sites

(vi) Areas for special/sensitivity uses (as per surface hydrology and geotechnical conditions, slopes, wetlands, , areas polluted by mines, and so on)

(vii) Topography/appropriate contour interval but not exceeding 2 m

Other Criteria

(a) Development control parameters per plot or group of plots/zone (height, density, coverage, plot ratio, building lines)

(b) Specific reference to where the relevant community services should be developed (education, medical facilities, libraries, internet facilities, sports facilities, cemeteries, municipal/ward/Mtaa offices, and other government offices)

(c) Optional element of 3-dimensional perspective images

(d) Proof of landowner's participation (minutes, attendance register)

(e) Commitment (sign-off) or minutes of meetings confirming the attendance of utility/infrastructure agencies in endorsements meeting of the plan

(f) Evidence of vertical and horizontal alignment with existing plans.

4.11.6 Implementation Coordination

The LGA shall present an approved scheme to ward/Mtaa offices and make copies available for display and custody of Mtaa/ward, utility agencies, big landowners, and economic entities in the area. A digital copy of the approved plan shall be deposited in a shared digital platform for sharing and accessibility. The technical committee shall coordinate cadastral surveying, if not approved together with TP, to be carried out by a local authority or private entity. The LGA shall prepare titles for public space. It shall take measures to ensure landowners obtain their titles to develop as per development conditions. The RCC instructs sector agencies affected by the plan to include proposals in their investment plan and budgets, where they will report progress regularly.

4.12 Block Plan for Unplanned Settlement

Block plans for unplanned settlements provide a strategy for improving the condition of unplanned settlements by designating areas for infrastructure for accessibility, utility services, and amenities. The tool can be applied even where there are no resources for complete detailed plan preparations. The process should rely on strategies such as land adjustment and horizontal relocations. Block plans should operate in a settlement as structure plans operate for an urban area.

4.12.1 Purpose, Function, and Where and When to Apply

Purpose

The purpose of a block plan is to protect available amenities and infrastructure wayleaves from further encroachment in the unplanned area, promote the development in an environmentally sustainable manner, reduce risks and improve the well-being of the population with balanced and desired patterns of land use, and link the area's pattern of land use with the urban-wide land use system and functional relationship. The plan also promotes a sense of community and shared needs and goals to property owners of informal settlements, provides tools for development guidance and control in unplanned areas, facilitates the process of infrastructure upgrading, and guides gentrification in unplanned areas.

Function

A block plan is a basic tool that enables community zoning and block-level planning, demarcating amenity spaces and infrastructure wayleaves in unplanned areas, and facilitating development control applications.

Where and When to Apply

A block plan shall be applicable in informal settlements, which do not qualify for regularization/redevelopment planning within the planning areas.

4.12.2 Content

Content

The required content for the block plans shall include

(a) Community block plan report;

(b) Context description: maps/description of settlement - Mtaa-ward boundaries;

(c) Adjacent areas and planning status, land use zones, and social/economic facilities;

(d) Population size;

(e) Buildings coverage and major density zones (concentration of commercial zones, small-scale industries, undeveloped areas);

(f) Adoption of land readjustment to avail areas for infrastructure and amenities;

(g) Potential areas for facilities and areas whose owners have immediate plans to develop facilities and economic functions;

(h) Roads and paths network, also linking other areas;

(i) Social facilities and amenities (health, education, graveyards, playgrounds);

(j) Risk and environment-sensitive zones;

(k) Socioeconomic vulnerabilities that may exacerbate the impact of natural hazards and climate risks; and

(l) Proposed future development patterns, such as density zones, priority functions, infrastructure expansion, and introduction of social facilities.

DPS Map Layers

(a) General land use zoning from GPS or structure plan

(b) Existing land use zones

(c) Mosaic of existing DPS

(d) Overlay of GPS with DPS

(e) Context map (adjacent areas and infrastructure available)

(f) Amenities and infrastructure wayleaves

(g) Land ownership (existing parcels and blocks if available)

(h) Environmental sensitivity and flood risk zones, natural hazards, and risk maps, considering climate change projections

(i) Degradation/risk hot spots

(j) Zoning plan by density, major land uses, and development conditions

(k) Future infrastructure expansion needs.

4.12.3 Presentation Format

Scale and Size of Maps

For document, A3 scale 1:2500–1:1000. For presentation, A1 scale 1:1000–1:500

3D Renderings and Animations

Street view (3D perspective drawings and infrastructure design/rehabilitation interventions)

Deliverable Format

Soft copy maps are in PDF, GIS shape files/CAD files are saved on flash drive, and hard copy maps are in different sizes depending on the area covered.

4.12.4 Stakeholder Engagement

Stakeholder engagement shall be through public awareness. The stakeholders to be engaged shall include but not be limited to landowners, Mtaa and ward leadership, and the town planning department.

4.12.5 Approval Procedure and Criteria

Approval Procedure

The approval procedure will follow these steps:

(a) The plan is deposited 7 days at Mtaa office.

(b) The plan is endorsed by Mtaa assembly meeting.

(c) The plan is endorsed by WDC.

(d) The urban planning department registers the plan and generates development conditions from it.

Approval Criteria

For a block plan to be approved, the following criteria shall be considered:

(a) No formal approval beyond Mtaa assembly and WDC followed by registration by the planning authorities

(b) Block plan report to contain

    (i) Wayleaves for roads, water, sanitation, energy, and stormwater drainage

(ii) Areas designated for infrastructure and amenities, including waste disposal sites, children's playgrounds, nursery schools, public health facilities, graveyards, and Mtaa and ward offices

(iii) Zones for the protection of environmentally sensitive areas, no-build areas, risk-prone areas, and areas available for green uses

(iv) Existing building and land use zones and potential for expansion

(v) Road, services, and functional connectivity with other areas

(c) Minutes of the landowners' consultative meeting attached

(d) Evidence of vertical and horizontal alignment with existing plans.

4.12.6 Implementation Coordination

The LGA shall survey and acquire areas designated for socioeconomic facilities and amenities and acquire title to prevent further encroachment. Block plans shall be deposited in a shared digital platform for sharing and accessibility. The LGA shall share copies of the block plan with infrastructure agencies so they can assess the designated areas with standards. Mtaa and ward offices shall demarcate designated wayleaves. Infrastructure agencies shall survey designated infrastructure wayleaves that conform to standards.

4.13 Trading Centers Scheme

The trading center plan intends to provide minimum planning solutions for controlling the development of unplanned settlements in small towns and emerging urban centers.

4.13.1 Purpose, Function, and Where and When to Apply

Purpose

The purpose of the trading center plan shall be to establish a detailed center development vision, to provide land for and protect available amenities and infrastructure wayleaves from encroachment, to guide the development of buildings and functions toward becoming a planned and serviced urban center, and to facilitate the provision of tenure security (plots) for the urban center to promote local economic development as well as provide spatial structure of socioeconomic services.

Function

The function of the trading center plan shall be to guide the growth of the trading center into accommodating urban functions, demarcate amenity spaces and infrastructure wayleaves, and facilitate the provision of the CRO.

Where and When to Apply

The trading center plan shall be applicable in the existence of a valid approved village land use plan.

4.13.2 Content

Content

The planning brief of the trading center plan shall contain the following:

(a) Economic nature and social and environmental conditions trends

(b) The demographic and social context within and areas surrounding the trading center

(c) Development trends (land use and ecological function)

(d) Inventory of any relevant ongoing/upcoming developments or projects and analysis of probable impacts

(e) Property ownership

(f) Applications of land pooling

(g) Risks (natural hazards, health)

(h) Opportunities (environmental, economic)

(i) Participatory visioning and presentation of outcomes/indicators

(j) Community climate action and development (capital investment, other) priorities.

DPS Map Layers

(a) Blue-green and grey infrastructure (existing and planned)

(b) Public open spaces and amenities

(c) Existing land use

(d) Mosaic of existing/surrounding DPS

(e) Overlay with the proposed land use plans

(f) Land ownership (existing parcels, blocks, and proposals for land reorganization)

(g) Flood and other natural hazard and risk information and zoning, considering climate change projections (contours)

(h) Degradation/risk hot spots

Technical Supplements

(a) SEA if demanded

(b) Land ownership map with a record of land claims made but not recognizable and thus not reflected in parcel boundaries (for example, claimant was located within river buffer, contrary to EMA or within the road reserve, and contrary to Roads Act)

(c) Resettlement plan, if required.

4.13.3 Presentation Format

Scale and Size of Maps

For document, A3 scale 1:5000–1:2500. For presentation, A1 scale 1:2500–1:1000

Deliverable Format

Soft copy maps are in PDF, GIS shape files/CAD files are saved on flash drive, and hard copy maps are in different sizes depending on the area covered.

4.13.4 Stakeholder Engagement

The stakeholders to be engaged shall include but not be limited to landowners, village government, village land use management (VLUM), participatory land use management (PLUM), district council, and agricultural or rural investors.

4.13.5 Approval Procedure and Criteria

Approval Procedure

The approval procedure will follow these steps:

(a) Trading center's detailed plan is deposited for 30 days.

(b) The plan shall be endorsed by the respective district council.

(c) The plan shall be submitted to the respective RLO/regional land officer for approval.

Approval Criteria

For the trading center plan to be approved, the following shall be considered:

(a) Presence of a planning brief to show the layout of

- (i) Roads
- (ii) Plots
- (iii) Siting (footprint of buildings in a plot) and number of stories in perspective or numbered
- (iv) Green network, sensitive environmental areas, and flood lines
- (v) Utility network layout for water, sanitation, energy, stormwater drainage, and waste disposal sites
- (vi) Areas for special/sensitivity uses (as per surface hydrology and geotechnical conditions, slopes, wetlands, areas polluted by mines, and so on)
- (vii) Topography/appropriate contour interval but not exceeding 5/2 m

(b) Evidence of vertical and horizontal alignment with village land use and other special area plans, if available.

Other Criteria

(a) Land use per plot

(b) Mixed-use

(c) Vertical zoning

(d) Development control parameters

(e) Proof of landowner participation, for example, minutes, attendance register of meeting(s), and sign-off

(f) The commitment of village authority and landowners recorded in minutes and maps

(g) Proof of public notices submitted.

4.13.6 Implementation Coordination

The respective district council shall pass a bylaw subject to section 168 of the Local Government (District Authorities) Act, 1982. It shall demarcate and acquire areas designated for social facilities and amenities and acquire titles to prevent further encroachment and shall demarcate designated wayleaves.

4.14 New Area Scheme

A new area plan is prepared to translate the provisions of GPSs into detailed land use designation for new areas mainly located in the peri-urban areas.

4.14.1 Purpose, Function, and When and Where to Apply

Purpose

The purpose of a new area plan is to align GPS zoning and land use proposals to a detailed level; enhance the security of tenure for residents or landowners; ensure the smooth provision of basic infrastructure and services; and provide a tool for disaster risk management, climate change adaptation and resilience, and reducing encroachment.

Preparations for plans for new areas should incorporate land readjustments that can also facilitate the development of land banks that can be monetized in future. The focus area should be a peri-urban undeveloped area of about 80 percent, with sizes ranging from 300 ha to 1000 ha. Property boundaries are recognized and pooled or adjusted where, in the process of readjustment, about 40–50 percent of the land is taken from each land parcel for creating access roads, plots for open spaces, amenities, social housing, and a land bank. A land bank can be used to cover 5–10 percent of the plan area.

Function

The functions of a new area plan shall be to provide an orderly and balanced arrangement of land use distribution; promote aesthetics and greenery, including parks and recreation facilities; provide transport infrastructure connectivity; and enhance revenue collection for the LGAs.

Where and When to Apply

The preparation of a new area layout plan is established through the Urban Planning Act No. 8 of 2007, section 16(4). The suitable areas are peri-urban areas that are attracting new development and where the density is less than 15 units per ha.

4.14.2 Content

Content

The content of a new area plan shall include the following:

(a) Planning brief and maps of the area showing the layout of

- (i) Roads, plot usage (footprint of buildings in a plot), and number of stories
- (ii) Green network, sensitive environmental areas, and flood and other hazard zones
- (iii) Mosaic of the adjoining DPS
- (iv) Overlay of GPS with DPS
- (v) Utility network layout for water, sanitation, energy, stormwater drainage, and waste disposal sites
- (vi) Areas for special/sensitivity uses (as per surface hydrology and geotechnical conditions, slopes, wetlands, for example, areas polluted by mines)
- (vii) Topography/appropriate contour interval but not exceeding 2 m
- (viii) Land use per plot
- (ix) Mixed use
- (x) Vertical zoning

(b) Development control parameters per plot or group of plots/zone (height, density, coverage, plot ratio, building lines)

(c) Designations of density by FAR and FSIs

(d) Adoption of land pooling and readjustment strategies

(e) Specific reference to where the relevant community services should be developed (education, medical facilities, libraries/internet facilities, sports facilities, cemeteries, municipal/ward/Mtaa offices, and other government offices)

(f) An optional element of 3D

(g) Commitment (sign-off) or minutes of meetings confirming the attendance of utility/infrastructure agencies in endorsements meeting of the plan

(h) Proof of landowner participation, for example, minutes, attendance register of meeting(s), and sign-off

(i) The commitment of Mtaa-level authority and landowners in recorded minutes and maps

(j) Proof of public notices submitted

(k) The planning brief submitted together with the draft DPS should be accompanied by minutes showing the participation and consent of utility and road agencies.

4.14.3 Presentation Format

Scale and Size of Maps

For document, A3 scale 1:5000–1:2500. For presentation, A1 scale 1:2500–1:1000

3D Renderings and Animations

3D perspective drawings and animation video

Deliverable Format

Soft copy maps are in PDF, GIS shape files/CAD files are saved on flash drive, and hard copy maps are in different sizes depending on the area covered.

4.14.4 Stakeholder Engagement

The stakeholders to be engaged shall include but not be limited to the Planning Authority, landowners, estate developers, utility agencies, social service providers, and ward and Mtaa leadership.

4.14.5 Approval Procedure and Criteria

Approval Procedure

The approval procedure will follow these steps:

(a) Ensure public deposition of the draft plan as legally required and collection of comments and minutes by the ward/Mtaa assembled by the WEO/MEO and signed by the Mtaa chairperson(s).

(b) Share the plan endorsed by the community with utility and infrastructure agencies and prepare minutes capturing the endorsements from the meetings held.

(c) Complete endorsement by CMT and UPC.

(d) The Planning Authority shall submit the draft scheme to the respective regional land office for approval.

(e) Gazette urban plans and publish them in the newspapers within 30 days.

Approval Criteria

For a new area plan to be approved, the following shall be considered:

(a) Presences of a planning brief to show the layout of

- (i) Roads
- (ii) Plots
- (iii) Siting (footprint of buildings in a plot) and number of stories in perspective or numbered
- (iv) Green network, sensitive environmental areas, and flood lines
- (v) Utility network layout for water, sanitation, energy, stormwater drainage, and waste disposal sites

(vi) Areas for special/sensitivity uses (as per surface hydrology and geotechnical conditions, slopes, wetlands, for example, areas polluted by mines)

(vii) Topography/appropriate contour interval but not exceeding 2 m

(viii) Land use per plot

(ix) Mixed use

(x) Vertical zoning.

Other Criteria

(a) Development controls parameters per plot or group of plots/zone (height, density, coverage, plot ratio, building lines)

(b) Specific reference to where the relevant community services should be developed (education, medical facilities, libraries/internet facilities, sports facilities, cemeteries, municipal/ward/Mtaa offices, and other government offices)

(c) An optional element of 3D

(d) Commitment (sign-off) or minutes of meetings confirming the attendance of utility/infrastructure agencies in endorsements meeting of the plan

(e) Proof of landowner participation, for example, minutes, attendance register of meeting(s), and sign-off

(f) The commitment of Mtaa-level authority and landowners recorded in minutes and maps

(g) Proof of public notices submitted

(h) The planning brief submitted together with the draft DPS that should be accompanied by minutes showing the participation and consent of utility and road agencies

(i) Evidence of vertical and horizontal alignment with existing plans.

4.14.6 Implementation Coordination

A digital and hard copy of the approved DPS is to be deposited with utility/infrastructure agencies and ward authorities. The same planning authority will be responsible for reporting to the DUD (PO-RALG) and the DHSD (MLHHSD). The Planning Authority undertakes implementation, monitoring, and reporting to the DUD (PO-RALG) and the DHSD (MLHHSD).

4.15 DPSs Inputs, Outputs, and Quality Assurance Requirements

4.15.1 Overview of Inputs

The following is the overview of DPS inputs:

(a) Infrastructure networks

(b) Land ownership and value data

(c) Existing TP/survey plans/letters of offer/CRO

(d) Digitalization of department data

(e) Building digitalization and Building Reference Number or Physical address assigning.

4.15.2 Overview of Outputs

The following is the overview of DPS outputs:

(a) Future projections for short-, medium-, and long-term periods, that is, 5, 10, and 20 years which shall cover

(i) Future population estimates,

(ii) Housing demands,

(iii) Social facilities,

(iv) Infrastructure provision,

(v) Land requirements, and

(vi) Formulation of alternative concepts

4.15.3 Overview of Quality Assurance Requirements

Quality assurance for DPS shall be instituted through development control which shall involve the following:

(a) The Planning Authority through the DCT, in collaboration with ward/Mtaa offices, shall monitor the implementation of the approved detailed schemes at regular intervals and document development every month.

(b) The DCT shall prepare an annual detailed plan implementation report indicating achievements of targets, constraints, and recommendations.

(c) The DCT shall submit the report to the Planning Authority for forwarding to the Regional Secretariat and DHSD.

Table 4.1: Detailed Summary of DPS Inputs, Outputs, and Quality Assurance Requirements

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements
Phase I: Initiation (initiated by landholders, supported by Planning Authority)	Petition by planning authority or landholders to prepare DPS (minutes of resolution or request letter)	☐ Proposed boundary ☐ The logic for seeking a plan ☐ Proposed parameters for TOR	☐ Landowners/ward/Mtaa leaders' minutes indicating resolution to prepare the DPS ☐ Endorsed by the majority of affected persons
	Resolution to prepare a plan and appointment of a committee by Mtaa, approval by WDC (minutes of Mtaa council and WDC). Formulation of community planning committee (for example, Kamati ya Urasimishaji)	☐ Initial stakeholder analysis and minimum engagement requirements ☐ Identification and mapping of all ongoing/pipeline development projects	Confirmation with LGA that there is no overlapping DPS, survey plan, or title

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements
	Secondary data and context of the planning area	☐ Assembly of all relevant spatial data (GPS shape files, adjacent DPS/survey plans, road/utility shape files, flood model data, business license locations/type, change of use location/nature/dates, geo-referenced public health data, and so on) and other useful datasets ☐ Database of all landowners (names, phone numbers, permanent residence, next of kin, or designated contact person) ☐ Collection and integration of hazard maps (for example, flood zones) and climate projection data (for example, temperature increases, sea-level rise) into the planning databases	Database and maps for the planning area verified by the planning committee
	Community awareness of the intention to prepare a detailed plan and their list of priority concerns	☐ Meetings at different levels ☐ List of stakeholders ☐ Expected duration of the planning process ☐ Priority activities and their needs	Minutes of the community engagement

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements
	Declaration of planning area	☐ Submission of minutes of resolution of the ward and the planning authority to RAS for endorsement ☐ Submission to the MLHHSD ☐ Declaration to occur within one month after complete submission	☐ Evidence of complete submission as endorsed by RAS ☐ Copy of Government Gazette ☐ Copy of the declaration be posted at ward and Mtaa offices
	Formulating the TOR for a detailed plan	☐ Input from public hearings, community consultation and landowners' consultation ☐ Specification of the scope of activities and work plan ☐ Engagement requirement/strategy ☐ Context of the plan	Consent from the respective planning committee
	Consultant contracting/ onboarding	☐ Public advertisement ☐ Selection of consultant ☐ Motion by the technical committee to award the contract ☐ Onboarding and availing of foundational datasets (for example, relevant extracts from LGA geo-database, including GPS land uses and adjacent plans)	Evidence of tender advertisement in a publicly accessible platform

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements
Phase II: Commencement of Plan Preparation (co-led by committee and consultant)	Stakeholder engagement strategy	☐ Stakeholder analysis (influence, interests, engagement approach) ☐ The proposed method for seeking inputs and validation throughout the planning process ☐ Required composition and TOR for technical committees	(Preparation led by the consultant) ☐ Endorsement from the respective planning committee
	Commitment from infrastructure agencies, economic enterprises in the area, and other influencers	☐ Presenting issues and TOR to each infrastructure agency ☐ Organizing regular meetings in different planning stages	☐ Minutes of engagement meetings ☐ Appointment letters of the focal person for each infrastructure agency
Phase III: Existing Situation Analysis and Future Scenario Building (led by a consultant with continual engagement and support	Collection of primary data	☐ Development of a digital database for spatial data ☐ Land ownership mapping ☐ Other data, depending on the nature of the planning briefs ☐ Development of outputs from sector data and analysis ☐ Presentation to landowners and stakeholders	Endorsement of the land ownership map (ownership, services, level of development, risk zones, land/space/building use, and so on)

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements
of integrated planning forums and committees)	Concept/ concepts development	☐ GPS provision for the planning area ☐ Conformity to standards ☐ Consideration of land market value and projections ☐ Upcoming and ongoing projects by different stakeholders ☐ Socioeconomic trajectory (land use needs and projected space requirement) ☐ Creation of spatial development concepts (infrastructure network, major services, density and skyline agreement, strategies for availing land for infrastructure, and so on), considering development conditions and restrictions based on hazard and risk information. ☐ Presentation of spatial concepts to stakeholders	Selection of the concepts by the stakeholders and development strategy
	Draft detail plan	☐ Land programming as per existing use, property value, accepted concept, and projection of space requirement ☐ Climate adaptation and risk reduction strategies ☐ Land parceling and assigning uses ☐ Sharing of draft land use plan with landowners	Mtaa/ward/stakeholder endorsement of the draft plan

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements
	Adjudicated layout plan with density zones	☐ Land adjudication ☐ Land pooling and land reorganization ☐ Vertical and horizontal land compensation ☐ Agreement on the parcel development conditions ☐ Strategies for accessing land for amenities	Individual agreement of land adjudication and development conditions
	Area development strategy	☐ Cost estimate for catalytic projects (space acquisition for infrastructure development, land demarcation/survey, public awareness, and training) ☐ Details on strategy acquisition of needed space ☐ Commitment of infrastructure service providers ☐ Attracting investors for estate housing and vertical development ☐ Development phasing ☐ Resource mobilization (tax rate, land value capture strategies) ☐ Public deposit of the draft plan as per the legal requirement and incorporation of comments	☐ Commitment letter/sign-off from infrastructure service providers ☐ Minutes of the public plan deposit

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements
	SEA	☐ Assessment of likely environmental impact ☐ Development of an environmental management plan ☐ Incorporation of management in the draft plan (including plan modification and/or changing development conditions and resilient infrastructure)-	Evidence of acceptance of SEA by the stakeholders and associated modifications
Phase V: Plan approval	Endorsement by the Planning Authority	☐ Presentation of the plan to CMT ☐ Presentation of the plan to Urban Planning and Economic Committee (UPEC) ☐ Presentation of the plan development cost to the finance committee	Minutes of CMT, UPEC, and finance committee
	Endorsement by regional secretariat	☐ Submission of the draft plan, planning brief, and related minutes to RAS ☐ RAS to confirm infrastructure agencies' commitments ☐ RAS to forward the plans to the MLHHSD after incorporation for comments	Endorsement by RAS

	Output/Event	Required Elements	Minimum Stakeholder Engagement and Quality Assurance Requirements
	Approval by the MLHHSD	☐ Submission of hard and digital copies (GIS and CAD files) ☐ Approval by the ministry after incorporation of comments and payment of required fees ☐ Instruction to submit a digital copy of the approved plan to be included in ILMIS or the Joint Mapping Platform	
Phase VI: Plan implementation coordination	Approved detailed plan	☐ RAS to instruct infrastructure agencies or parastatal stakeholders to include respective projects in their investment plan and budget ☐ Planning Authority to present and provide copies of plans to ward and Mtaa offices ☐ Inclusion of approved plans into the city digital mapping platform ☐ Informing of landowners of the new development conditions as per the approved plan ☐ **Adaptive management.** Incorporation of a mechanism for adaptive management that allows for the revision of plans and interventions based on monitoring results and emerging risks	Approval by the MLHHSD

4.16 Role of Various Actors in Implementation and Evaluation

LGAs to cooperate and collaborate with the private sector, utility, and roads agencies in the preparation of DPSs. Ward and Mtaa officials shall be involved during the preparation of the DPS through their role in representing community needs, for example, public facilities required in their areas of jurisdiction. Engage landowners including undertaking with them a process of reorganization of land ownership boundaries through land pooling and readjustment. Ensure public deposition of the draft plans as legally required and collection of comments and minutes by the ward/Mtaa assembled by WEO/MEO and signed by the Mtaa chairperson(s). Share the plan endorsed by the community and approved by relevant authorities with utility and infrastructure agencies, and prepare minutes capturing the endorsements from the meetings held.

4.16.1 Role of Integrated Planning Team/Joint Planning Committee

The integrated planning team is a platform for stakeholder engagement for urban planning. Ensure institutional coordination of actors for urban plan preparation and implementation phases, and ensure all projects proposed in the GPS/DPS have prioritized projects under the custodian of the lead implementing department/division or agency, following agreed capital investment/financing plans.

4.16.2 Role of Regional and District Commissioners

The role of stakeholder coordination involves plan preparation and implementation, coordination of DCC and RCC, and endorsement of plans for approval purposes.

4.16.3 Role of Planning Authority

Copy of the approved DPS in digital and hard copy to be deposited with utility/infrastructure agencies and ward authorities. Gazette urban plans and publish in the newspapers within 30 days to inform citizens that an area has been planned. Undertake implementation, monitoring, and reporting to the DUD (PO-RALG) and the DHSD (MLHHSD). Undertake identification of all potential stakeholders and their roles in the plan; establish market demand for the various forms of plans; and develop financing mechanisms and models for project implementation and operationalization to facilitate the successful implementation, management, and monitoring of urban plans.

4.16.4 Role of Road and Utility Agencies

Contribute to the implementation of urban plans through utility infrastructure development. Prepare utility infrastructure plans in conformity with the existing urban development plans. Align utility service expansion with priorities of the urban plans, and ensure utility service availability for promoting livability in urban areas.

4.16.5 Role of Private Sector and Landowners

Avail land for urban plans implementation, and support availability of services necessary for implementing urban plans and implementation of urban plans based on its land use provision.

4.16.6 Role of Civil Society

The role of civil societies in planning and implementing urban plans includes building active community engagement and broad-based people's participation. Effective public participation through community sensitization and capacity building has the potential to foster a positive relationship between LGAs and the public. Thus, civil societies must communicate effectively and solve conflicts cooperatively.

4.16.7 Research and Academic Institutions

The roles of research and academic institutions include conducting research to inform the urban planning process, contributing to urban development control through public awareness, and sensitizing the communities on environmental conservation.

4.17 Amendment of the Plan

DPSs shall be amended subject to conditions stipulated in section 22(2) of the Urban Planning Act, 2007. The amendment process shall be undertaken based on the following requirements:

- Need to align with changes in the GPS
- Land use configuration (amalgamation, parceling, and subdivision)
- Environmental considerations and occurrence of disasters
- Aligning with the changing regulatory frameworks
- Introduction of new infrastructure system

4.17.1 Review Procedure

- Obtain council management resolution for reviewing the DPS. The resolution should stipulate the following minimum details:
  (a) The scope of the review (spatial, infrastructure)
  (b) Land use of the area of interest in the current DPS
  (c) Existing site land use and conditions
  (d) Justification for the review (based on the impact of the proposed review)
  (e) Alternative proposed land use
- Stakeholder engagement involving at least the Planning Authority, landowners, estate developers, utility agencies, social service providers, and ward and Mtaa leadership as per the scope and nature of the plan
- Plan preparation and approval.

4.17.2 Content

Content

The content of a reviewed plan shall include the following:

(a) Planning brief and maps of the area showing the layout of

(i) Roads, plot usage (footprint of buildings in a plot), and number of stories

(ii) Green network, sensitive environmental areas, and flood and other hazard zones

(iii) Mosaic of the review plan with the rest of area and adjoining DPS

(iv) Overlay of GPS with DPS

(v) Utility network layout for water, sanitation, energy, stormwater drainage, and waste disposal sites

(vi) Areas for special/sensitivity uses (as per surface hydrology and geotechnical conditions, slopes, wetlands, for example, areas polluted by mines)

(vii) Topography/appropriate contour interval but not exceeding 2 m

(viii) Land use per plot

(ix) Mixed use

(x) Vertical zoning

(b) Development controls parameters per plot or group of plots/zone (height, density, coverage, plot ratio, building lines)

(c) Designations of density by FAR and FSIs

(d) Adoption of land pooling and readjustment strategies

(e) Specific reference to where the relevant community services should be developed (education, medical facilities, libraries/internet facilities, sports facilities, cemeteries, municipal/ward/Mtaa offices, other government offices).

(f) An optional element of 3D

(g) Commitment (sign-off) or minutes of meetings confirming the attendance of utility/infrastructure agencies in endorsements meeting of the plan

(h) Proof of landowner participation, for example, minutes, attendance register of meeting(s), and sign-off

(i) The commitment of Mtaa-level authority and landowners in recorded minutes and maps

(j) Proof of public notices submitted

(k) The planning brief submitted together with the draft DPS should be accompanied by minutes showing the participation and consent of utility and road agencies.

4.17.3 Presentation Format

Scale and Size of Maps

For document, A3 scale 1:5000–1:2500. For presentation, A1 scale 1:2500–1:1000

3D Renderings and Animations

3D perspective drawings and animation video

Deliverable Format

Soft copy maps are in PDF, GIS shape files/CAD files are saved on flash drive, and hard copy maps are in different sizes depending on the area covered.

4.17.4 Approval Procedure and Criteria

Approval Procedure

The approval procedure will follow these steps:

(a) Collect evidence of public deposition of the draft plan as legally required and collection of comments and minutes by Mtaa assembled by the MEO and signed by the Mtaa chairperson(s).

(b) Share the plan endorsed by the community with utility and infrastructure agencies, and prepare minutes capturing the endorsements from the meetings held.

(c) CMT and UPC shall endorse the plan.

(d) The Planning Authority shall submit the draft scheme to the respective regional land office for approval.

(e) Gazette urban plans and publish them in the newspapers within 30 days.

Approval Criteria

For an amendment plan to be approved, the following shall be considered:

(a) Presences of a planning brief to show the layout of;

- Roads, plot siting (footprint of buildings in a plot) and number of stories
- Green network, sensitive environmental areas and flood lines
- Mosaic of the adjoining DPS
- Overlay of GPS with DPS
- Utility network layout for water, sanitation, energy, stormwater drainage, and waste disposal sites
- Areas for special/sensitivity uses (as per surface hydrology and geotechnical conditions, slopes, wetlands e.g. areas polluted by mines)
- Topography/appropriate contour interval but not exceeding 2 meters
- Land use per plot
- Mixed-use
- Vertical zoning

Other Criteria

(a) Development controls parameters per plot or group of plots/zone (height, density, coverage, plot ratio, building lines)

(b) Specific reference to where the relevant community services should be developed (education, medical facilities, libraries/internet facilities, sports facilities, cemeteries, municipal/ward/Mtaa offices, other government offices)

(c) An optional element of 3D

(d) Commitment (sign-off) or minutes of meetings confirming the attendance of utility/infrastructure agencies in endorsements meeting of the plan

(e) Proof of landowner participation, for example, minutes, attendance register of meeting(s), and sign-off

(f) The commitment of Mtaa-level authority and landowners recorded in minutes and maps

(g) Proof of public notices submitted

(h) The planning brief submitted together with the draft DPS that should be accompanied by minutes showing the participation and consent of utility and road agencies

(i) Evidence of vertical and horizontal alignment with existing plans.

Chapter Five: Application of Technology and Data in Plan Preparation and Implementation Monitoring

5.1 Introduction

Technology has evolved rapidly since the time the Urban Planning Act was approved in 2007. Data collection and management processes that once required extensive fieldwork and expensive equipment are now possible to perform from a desk using freely accessible spatial data and mapping technologies. Core planning and land management tasks can now be done quickly and efficiently, while increased information accessibility enables the government and the private sector to provide services transparently and cost-effectively. The abundance of reliable data collection management tools and proven data assembly approaches enables planning authorities and stakeholders to access and analyze data to inform good decision-making.

The process of preparing and reviewing general and detailed planning schemes requires the assembly and linking of datasets that may not have been accessible previously. This is an important opportunity to transition from paper-based information management practices into a more systematic and sustainable approach that involves digitalization and geo-referencing of urban management service provision and business processes. This means channeling the momentum that a planning process brings to transition away from paper-based procedures toward digitalized urban management practices that produce a consistent flow of current data. This digitalization transition will facilitate plan implementation, for example, by strengthening coordination between the planning authority and road/utility agencies and enhancing information flow to and from landholders and the private sector. Digitalization will produce many co-benefits including streamlining of service delivery and enabling more efficient revenue collection.

The GPS and DPS preparation and review process also avails the opportunity to establish and reinforce the connection between (a) baseline situation, (b) desired development outcomes, (c) plan commitments recommendation, and (d) implementation monitoring. The framework for M&E of plan implementation and outcomes will be established through structured targets and indicators, updated periodically over the plan implementation period. By systematically recording and tracking indicators, planning authorities and other stakeholders will be well equipped to make information-based decisions, and as plan coverage increases, it will be possible to track progress on development priorities from local to national levels.

5.2 Digital Setup/System Setup

The councils are projected to use a web-based GIS that enables data input directly through the conversion of analogy or scanned hardcopy data. The system is also expected to have data sharing applications (application programming interfaces [APIs]) that can enable other institutions and data systems with protocols to share data with the council. The system should allow all functions of data management

(storage, analysis, retrieval, presentations/display, and so on) either directly online or through some digital links with statistical, GIS (for example, Quantum Geographical Information System [QGIS]), and generative artificial intelligence (AI) software. The envisaged Joint Mapping Platform, mapping sections or cities' spatial data observatories are possible forms of a web-based GIS that is possible to deploy. The data system can be locally or hierarchically installed with different levels of use/access rights. The system architecture should allow multiple windows/pages depending on the user needs and access rights. The system architecture and data model should allow for adaptation to fit needs and context of a particular council. It is expected that the data model for different levels of councils with different social, economic, and spatial context may defer, hence allow, the council to freeze some of data or pages without losing the functionality of the system.

5.3 Mapping Council's Business Processes and Customization of Data Model

Based on the systems architecture of the adopted web-based GIS, the councils should be able to understand their business processes and select what data models are appropriate for the particular council. The voice of data model, which includes data standards, should be done by all units in the councils and involve often institutes that have data-sharing agreements with, for example, utility and transport infrastructure agencies, civil societies, and the private sector.

5.4. Initial Data Assembly

The data model will determine sources of all data and the existing formats. Most of the data should be collected and digitized from within the councils. Key data that should be assembled before the commencement of plans preparation or review include

(a) Designated land use and density zones;

(b) Existing and planned roads;

(c) Green and blue networks (drainage/hydrological systems, environmentally sensitive areas, and flood lines);

(d) Wayleaves for services;

(e) Areas for special/catalytic projects and special area detailed plans;

(f) Urban edge/urban development boundary and administrative boundaries;

(g) Mosaic of previously approved DPS and survey plans;

(h) Links to global datasets of spatial data (for example, satellite imagery, world settlement footprints, and elevation contours);

(i) Statistical data from National Bureau of Statistics and other institutions;

(j) Land values;

(k) Land tenure (registered CROs or residential licenses);

(l) Change of use requests;

(m)Business licenses by locations;

(n) Building permits data;

(o) Open spaces, markets, schools, health facilities, government institutions/facilities, fish landing grounds/live animal markets, abattoirs, publicly owned land, and so on;

(p) Location-based revenue sources (service levy, hotel levy, property tax, and so on);

(q) Street addresses;

5.5. Data Cleaning and Standardization

Existing DPS and survey plans should be pre-screened to identify overlaps and/or irreconcilable diversion from actual land uses to determine the appropriate methodology for reconciling them (for example, revision/revocation). Data cleaning, standardization, and projection should be done as per existing guidelines by relevant authorities (including the MLHHSD/National Bureau of Statistics), and experts should ratify the data before uploading them to the geo-database. Transfer or linking to systems should be undertaken incrementally as needs, data, and agreement develop as they or their relevant functions become available.

Requisite equipping and capacity building shall be provided to enable the transition to digital management of these datasets moving forward, including implied revisions to existing business processes of LGA and other development actors. Access permissions and data security shall follow the GIS Guidelines of 2022 and protocols as articulated by PO-RALG Director of Information and Communication Technology (DICT).

5.6. Analysis and Visualization of Data

Geo-databases should be made easily usable by target users (for example, decision-makers, CMT, technical staff) through manipulatable graphs, tables, and maps, for example, via manipulatable dashboards or simple spreadsheet visualization tools. Target users and permissions shall be determined by the Planning Authority. Content and presentation of data for public access are also to be determined by the Planning Authority and availed under the lead of the LGA communication officer (for example, via social media accounts and public awareness materials).

5.7. Data-Produced Integration of Additional Layers into Geo-Database

Throughout GPS/DPS production, processes should then be integrated into already existing geo-database, making nonconfidential data permanently accessible to authorized users for multiple uses.

5.8. Establish Framework for Tracking Development Outcomes and Indicators

Each GPS and DPS will produce a development indicators matrix in spreadsheet form, as required in earlier sections.

5.9. Regular Updating of the Development Indicators Matrix

The GPS will have set forth the reporting frequency and responsibilities. These will be performed and regularly updated by the Planning Authority, recorded in a spreadsheet matrix, and shared according to the M&E guidance of GPS. At a minimum, all GPS indicators will be updated and reported every five years as part of the GPS review process. The matrix shall be updated yearly, with updates of all indicators which can be calculated with reasonable cost and time.

Chapter Six: Financing Strategies for Plan Implementation

6.1 Introduction

Financial resources play a crucial role in facilitating the execution of physical plans within the LGAs, alongside various other factors. The local authorities have access to diverse revenue sources for financing general plans, detailed plans, and infrastructure projects. The mandate to obtain finance from different sources is specified in several local government instruments such as the Local Government Finance Act, CAP 290; Local Government (District and Urban Authorities) Acts, 1982; RE 2002; PPP Act 2010; and RE, 2014 and 2018). PO-RALG has issued the 'National Guidelines for Developing and Financing Income-Generating Infrastructure Investments', 2021, which serves as a valuable instrument for guiding the financing of the LGAs' physical plans and infrastructure development in Tanzania.

Apart from Central Government transfers, local authorities have various financing mechanisms at their disposal to support planning and development. These include revenue generated through land value capture, borrowing from financial institutions, municipal bonds, and PPPs.

6.2 Plans Alignment as a Financing Tool

When local authorities engage in implementing development planning, they must consider the alignment between spatial development, budgeting, investments, and financing. This alignment allows authorities to determine the appropriate financing arrangements for their plans or projects, considering the available financial capacity resources and their associated costs. In the alignment, GPS is aligned to the national vision and five-year development plans and the ruling-party election manifesto. Therefore, projects and activities prioritized at the national level and affecting directly in the particular urban area will be reflected in the GPS.

Therefore, GPS will be required to be reviewed whenever a new national five-year development plan is issued. Since councils' strategic plans are reviewed whenever a new national five-year development plan is issued, there will be alignment between GPS and the council strategic plan. The council strategic plan informs the medium-term expenditure framework (budgeting tool of the councils); therefore, GPS will align and inform the council's medium-term expenditure framework. This alignment enables implementations of GPS and subsequently detailed plans that are aligned to GPS. Also, in this setup, GPS implementation monitoring will be under the economic planning units of the councils, together with other economic plans.

6.3 Integrating Land-Based Fiscal Tools within the Planning Framework

Fiscal tools in general can be divided into the following broad categories:

(a) General taxes can be defined as "mandatory levies that are not related to any specific benefit or government service." The most common example of such a tax

in urban public finance is the property tax. These are suitable for financing general public goods or services where individual beneficiaries are difficult to identify and individual costs and benefits difficult to measure.

(b) Benefit taxes are those that are “compulsory levies applied to individuals (or institutions such as corporations) who are assumed to have benefited from certain government services. These taxes are not directly related to the receipt of specific services but the revenues are required to be spent by law for a particular purpose or service.” An example of a benefit tax would be a development charge levied on all new developments for the provision of infrastructure. The distinguishing feature is that the revenue is spent on a specific service though its delivery to an individual taxpayer cannot be measured.

(c) Fees/user fees are “payments levied to recover the cost of a particular government service that is received by a specific person but mandated for public purposes.” A common example in urban public finance is the consumption charge for water supply measured through meters. In this case, the quid-pro-quo is measurable.

(d) Land-based fiscal tools or land value capture is based on the principle that private lands and buildings benefit from public investments in infrastructure and plans/policies such as change of land use, increase in FAR/FSI, and so on. Appropriating a part of the increments in land values can be used to fund projects/plans. A virtuous cycle is generated in which value is created through planning and certain investments in infrastructure and is partly captured/realized to further create new investments. What is needed is the mechanism to ‘tap’ this increment in a manner that is systematic, rational (linked to benefit), and acceptable to all, and it must be backed by legislation. Land-based fiscal tools are being used both as general taxes and benefit taxes. There are several fiscal tools generally usable by the Planning Authorities and local governments to raise resources depending on the level of incorporation in the legislative frameworks. This process may involve changing land use as a response to persistent and high urban growth. In this case, the processing application for changing the use of land shall be finalized 30 days after submission. However, some may require future review of the regulatory provisions. The main ones reviewed here are

    (i) Property tax,

    (ii) Monetizing public land,

    (iii) Development charge (area linked/value linked) at the time of seeking development permission,

    (iv) Impact fees,

    (v) Betterment value/levy or land value increment tax (LVIT),

    (vi) Sale of development rights (premium or chargeable FAR/FSI),

    (vii) Transfer of development rights (TDR),

    (viii) Land use conversion charge/tax, and

6.3.1 Property Tax

Property tax can be considered as a land-based fiscal tool as it depends on the land/property value. Typically, as the land and property values go up, the property taxes are expected to increase and, therefore, are supposed to be based on approved rating or valuation. Property tax in Tanzania is governed by the Local Government Finance Act of 1982 and the Urban Authorities (Rating) Act of 1983. The Local Government Finance Act of 1982 authorized all local authorities to impose a (clustered) flat rate property tax through bylaws, subject to approval by the Central Government.

Property tax when well administered could capture the land value gains occurring due to infrastructure provision. For it to be a buoyant and robust source of revenue,

(a) An appropriate and adequate methodology needs to be established that ensures that properties are assessed based on their location, use, and so on;

(b) The rates need to be revised periodically;

(c) Surveys need to be carried out and geo-databases developed to ensure all properties are brought under assessment; and

(d) Collection efficiencies need to be increased.

6.3.2 Monetizing Public Land

Through purchase, conversion of rural public lands, and planning for new areas using land readjustment, it enables the generation of new public lands for use by the Planning Authority, via agreed set-asides or contributions from private landowners. Public land can be leased out for a long term for certain high-value uses or can be leased for short-term uses such as temporary activities to generate a revenue stream.

A policy of use of all lands and a set of lease rates need to be established. There can be many options, for example, long-term leases can be auctioned or a PPP can be established on a public land wherein the private sector constructs a facility, operates it for a period, and transfers it to the authority. Some plots can be identified and set aside to fulfil the short-term needs of a city such as temporary markets, fairs, events, and so on.

The revenues obtained from such rents may be used to meet the capital expenditure of the city/Planning Authority. As stated in previous sections, many detailed planning processes should incorporate land readjustment strategies.

Public land is a limited resource and would need a land disposal policy in place. Some countries have adopted the system of land readjustment which enables the generation of new public lands for use by the Planning Authority, via agreed set-asides or contributions from private landowners. Public land can be leased out for a long term for certain high-value uses or can be leased for short-term uses such as temporary activities to generate a revenue stream.

6.3.3 Development Charge (Area Linked/Value Linked) at the Time of Seeking Planning Consent

Development charge is taken to finance the infrastructure improvements in a city and in a sense is a benefit tax. In the Urban Planning Act, 2007, 'Development Charge' is a charge that is paid for every application, planning consent including amendment to the planning consent, and approval to subdivide land or to change the use of land granted by the director under section 30, 31, or 32 and for application and consent granted by the Planning Authority under section 33.

This is the most widely prevalent land-based fiscal tool, as it is based on the area of the land parcel or the area of the build-up proposed on the land parcel. It is the anticipated cost the government will have to bear to invest infrastructure on all proposed developments. This is easy to administer, as there is no ambiguity in measuring tax base. Scope for avoidance is limited as the tax is recovered at the time of granting development permission.

The charge rate prescribed in the act/development regulations could be dependent on the specific context of the city but generally set to be low and reviewed regularly to become like a regulatory fee. Being linked to area, this tool is not responsive or reflective of market value changes and could be flat rate or depending on the land value zones and coverage of the consent being applied for.

6.3.4 Impact Fees

Impact fees are supposed to be linked with the impact on infrastructure that the new developments would have. This is a charge that is for recovering an infrastructure cost to be incurred to service a proposed (particular) development and hence is strictly not a 'land-based' fiscal tool. Also known as infrastructure charges or development impact fees, they enable urban growth to pay for themselves. They are one-time charges levied on developers for new development to cover the cost of providing new infrastructure in the areas where the development is taking place. Impact fees are utilized when a direct connection can be made between the impact of new development and the need for new infrastructure to accommodate that development. Many chances of providing infrastructure for new development are prevalent in Tanzania but are not legislated but depend on the negotiation of the investor and government or rely on the private initiative of developers.

6.3.5 Betterment Value/Levy or LVIT

LVIT or betterment tax aims to recoup part of the increases in land values on account of preparing improvement schemes and town planning/land readjustment schemes or implementing specific projects. In the Urban Planning Act, 2007, 'betterment value' means an amount recoverable under section 72 by a Planning Authority from a landholder whose property is increased in value by virtue of the coming into operation of any provision contained in a planning scheme.

The section on the Guidelines for Preparing Detailed Planning Schemes for New Areas illustrates the methodology for computing the betterment value. In principle,

part of the increment in the land values on account of planning the area and building the infrastructure is appropriated by the Planning Authority. The betterment value is established as a per square meter rate on the final plot and is paid at the time of granting development permission. It can be paid in installments. The funds need to go into a designated separate (escrow) account to be collected by the Planning Authority and are to be used for providing infrastructure in the planning area.

To be able to apply betterment charges, the Planning Authority would require to establish property values and rental or sale prices of the properties before the investment is done and project increment by comparing change in values/prices with and without the project.

6.3.6 Sale of Development Rights (Premium or Chargeable FAR/FSI)

The permissible development right depending on FAR or FSIs is determined in a GPS and other urban development plans and regulations. As urban areas face development pressures, owing to higher demand for built space and limited available urban land if development control is effective and city limits horizontally and vertically are respected, the Planning Authorities may relax limitations on allowance on FAR/FSI and an additional valuable FAR/FSI is granted to developers in exchange for payment of a fee/charge. Areas where such additional FAR/FSI are delineated are indicated in the redevelopment plans and GPS. The basis of charges needs to be legislated depending on the demand for building space but could be 40 percent of the cost of such space on land. Normally, the certificate of additional construction is given to developers. The sale of rights has to be transparent, and normally, bidding process is established.

6.3.7 Transfer of Development Rights

TDR is a tool for land development, which separates the development potential of a particular parcel of land from it and allows its use on another plot. It allows the transfer of the right to develop a plot or the attendant FAR/FSI from one plot to another and is typically permitted by the authority under certain conditions which it must define.

Through this tool, landowners are enabled to use their development rights at other locations on the condition that they will conserve the farmland or heritage buildings. The system operates as a compensated plot or space which is designated in the plans of the receiving zones, therefore avoiding the need for monetary compensation. It is usable to acquire land for infrastructure facilities. The compensation can also be done by giving higher FAR/FSI to developers where they become vertical land swaps. The system requires effective development control to limit skyline and peripheral city expansion unless allowed. It is used in inner-city areas through redeveloped planning to obtain land for facilities and amenities (without monetary compensation) while allowing developers to increase their allowable densities.

For the system of TDR to work efficiently, the following needs to be ensured:

(a) Identify donor and recipient zones in the GPS to achieve specific planning objectives of densification, conservation of areas, and so on.

(b) Set a system - TDR certificate, selling and buying which is digital and open/publicly transparent.

(c) Determine a pricing mechanism or exchange ratios.

6.3.8 Land Use Conversion Charge/Change of Use Fee

It is used when the land use class of lower rent-paying capacity is changed for another of higher rent-paying capacity. For instance, when agricultural land (with tenure agriculture) is brought under urban uses, or residential is changed into commercial. A land use conversion charge is levied by the MLHHSD or a proportion is given to the urban local bodies. It is a flat charge based on the area of land converted to a specific use. The charges are periodically revised but usually are not high or a source of revenue to finance urban infrastructure requirements.

Chapter Seven: Monitoring and Evaluation of Urban Planning Schemes

7.1 Introduction

Urban development indicators provide measurable tools for monitoring and reviewing the sustainability and quality of urbanization in a city or region. Indicators are categorized into several development dimensions including social, economic, environmental, and infrastructure. Indicators are crucial in urban development as they provide the basis for assessing the quality of life, economy, and social well-being of urban residents.

Urban planning and development indicators require reliable data sources and robust methodologies to ensure accuracy and actionable insights. The secretariat for the preparation of these guidelines conducted desk research that enabled the determination of desired city outcomes and indicators. It reviewed the OECD Smart City Measurement Framework, City keys Evaluation Framework, City indicators from the Sustainable Development Goals (SDGs) approach and Cities index from Tanzania Cities Network (TACINE) and World Bank. The review process enabled the determination of the proposed urban development monitoring and plan implementation indicators prescribing data sources, methodologies, and means of verification of each indicator. However, contextual realities may render some indicators irrelevant or impractical to assess development progress; in such situations, some indicators may be dropped or not used. Format/organization should be maintained to enable cross-comparisons between cities, which will also adopt this framework as GPS are reviewed.

Tables 7.1 and 7.2 provide some of the verifiable urban development indicators to be used for monitoring various plans' implementation for both GPSs and DPSs, respectively.

Table 7.1: Minimum Monitoring and Plans Implementation Indicators for GPSs

Indicator Name	Description/Definition	Data Sources	Methodology	Means of Verification
1. General Planning Schemes coverage (metropolitan, master and structure plans)	The percentage of the urban area that is included in a formally approved and updated GPS. **Purpose** • Delineation of urban limit • Protection of other land uses/nonurban • Prevention of urban sprawl • Enforcement of development control tools **Target** - 100% coverage	• MLHHSD • Regional land offices • Respective urban planning departments in LGAs • GIS databases with zoning and land use maps	• Data collection of official GPS documents from the planning authorities • GIS analysis • Percentage calculation	Gazettement of GPS boundary areas
2. Management of Urban Sprawl Index	• Measures the rate and pattern of urban expansion/outward extension of dispersed development beyond the urban fringe • Emergence of built areas outside the city boundary (in the urban peripheral) **Purpose** • Protect other land uses (ecosystem services/footprints/ climate resilience) • Optimal use of land • Reduced cost of infrastructure and service **Target** - Ratio should not exceed 1	• Satellite imagery (for example, Google Earth, Sentinel, and Landsat). • Urban population data from census records	• Remote sensing • Population analysis • Index calculation	Changes in rate and pattern of urban growth over time

Indicator Name	Description/Definition	Data Sources	Methodology	Means of Verification
3. Zoning Regulation Compliance	• Proportion of urban development plans (DPS) adhering to GPS zoning and land use • Spatial adherence • Road alignment **Purpose** • Promote sustainable development/encourage orderly urban growth • Reduce conflicts • Reduce compensation • Cut down the cost of infrastructure development • Conserve environment **Target** - 100% conformity	• DPS records from respective municipal councils • GIS databases	• Sample Selection of recent DPS • GIS operations • Field verification: Crosscheck construction sites and plans against zoning regulations • Compliance rate calculation	Regulated urban development
4. GPS projects implementation	Percentage of timely implemented GPS projects **Purpose** • Facilitation of long-term planning • Resource allocation • Coherence of LGAs plans and investment **Target** - 100% implementation catalytic projects (5 years) - renegotiate for the subsequent phases	Medium-term expenditure framework implementation reports	• Calculation of percentage and number of implemented projects	• Reports from respective municipal offices • Field visits

Indicator Name	Description/Definition	Data Sources	Methodology	Means of Verification
5. GPS projects implementation	Percentage of projects being implemented by Government **Purpose** • Implementation of master plan project • Promotion of urban economy and sustainability **Target** - 100% Development projects are fully implemented in the planning horizon.	DCC/RCC/Urban Planning Forum	• Calculation of the percentage of GPS projects implemented	• Reports • Field verification
6. Conformity to Zoning density metric	Define appropriate housing density ranges for different GPS zones **Purpose** • Recoup of infrastructure costs • Optimal utilization of land • Effective use of amenities and services **Target** - Net density of 60–150 dwelling units per ha	• MLHHSD • Regional land offices • Respective urban planning departments in LGAs • GIS databases with zoning and land use maps	• Analysis of existing densities using GIS and census data • Setting density targets based on projected population growth, land availability, and infrastructure capacity	• Specified densities in DPS • Field verifications

Table 7.2. Minimum Monitoring and Plans Implementation Indicators for DPSs

Indicator Name	Description/Definition	Data Sources	Methodology	Means of Verification
1. Conformity of DPS to GPS	Percentage of DPS that conform with GPS zoning and land uses **Purpose** • Ensure coherence of urban development and designated major infrastructure wayleave • Reduce infrastructure development costs **Target** - 60–100% conformity	• MLHHSD • Regional land offices • Respective urban planning departments in LGAs • GIS databases with zoning and land use maps	• Data collection of official GPS and DPS documents from the planning authorities • GIS analysis • Sample selection: Randomly of recent DPS Calculation of percentage Number of DPS conforming with GPS	• Overlay maps • Field verification
2. Compliance with building regulations and standards	Proportion of building plans adhering building regulations and standards **Purpose** • Increase urban resilience • Reduce conflict • Prevent development in no built area • Ensure safety • Enhance own-source revenue collection • Ensure compliance with government plans **Target -** 100% compliance	• Planning consent and building permit records from respective urban planning departments in LGAs • Building permit digital systems • Development control team reports	• Random selection of sample of recent building plans • Review/audit/ inspection of the selected samples • Field verification • Compliance rate calculation	• Reports from respective LGAs • Field verification

Indicator Name	Description/Definition	Data Sources	Methodology	Means of Verification
3. Residential Housing density Metric Refer S/N 6 on GPS	It reflects the intensity of residential land use and helps assess urban development patterns (occupancy rate - land use mix). **Purpose** • Prevent overcrowding • Ensure public safety and health **Target** - 60–100%	Respective urban planning departments in LGAs	• Analysis of existing densities using GIS and census data. • Setting of density targets based on zoning densities from GPS, DPS, projected population growth, land availability, and infrastructure capacity • Density analysis: Divide Number of Housing Units by Land Area (for example, hectares or km²)	• Specific housing density maps and reports • Field verification

Indicator Name	Description/Definition	Data Sources	Methodology	Means of Verification
4. Public Space Availability	Square meters of public green and recreational spaces per capita **Purpose** • Prevent non-communicable disease **Target** – 50 m^2 per head - not below 9 m^2 per head Under our regulations: Neighborhood - 2–5 m^2 per head and Housing cluster 5–10 m^2 Community 1.5–2.5 m^2 District and municipality 1.5–2.5 m^2	• Municipal green space inventories • Satellite imagery for measuring park and open space areas • Population data from census reports	• GIS mapping • Per capita calculation	• Distribution of public spaces in GPSs and DPSs • Site visit • Reports on public spaces from councils • Gazettement of green spaces

Ministry of Lands, Housing and
Human Settlements Development,
P.O. Box 2908,
40477 Dodoma.