



Planning Documents Requisition

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

Login Page

The applicant logs into the ardhisasa web platform

Login

The logo for Ardhisasa features a stylized green and yellow graphic to the left of the text 'ardhisasa' in a bold, lowercase font. Below it, the tagline 'Shamba Lako, Hati Safi!' is written in a smaller, lighter font.

Identification Number or Ardhisasa ID

Password

OTP Code

 0 1 38 Resend

[Login](#)

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



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

The screenshot shows the user interface of the ardhisasa website. The browser address bar displays 'ardhisasa.lands.go.ke/user/home'. The left sidebar contains navigation options: Services, My Properties, My Wallet, My Appointments, My Tickets, Notifications, and Account. The main content area is divided into several service categories:

- Search**: Includes 'Transfer' and 'Charge' with a 'View More' button.
- Land Rent**: Includes a 'view more' button.
- Physical Planning**: This section is highlighted with a red dashed border and contains 'Approval of Part Development Plans', 'Planning Documents Requisition', and 'Certificate of Compliance'. A 'View More' button is circled in green.
- Survey & Mapping**: Includes 'Re-survey' and 'New Grant' with a 'View More' button.
- Land Valuation**: Includes 'Asset Valuation'.
- National Land Commission**: Includes 'Land Allocation' with a 'View More' button.

In the bottom right corner, there is a 'We Are Here!' chat widget with a notification badge showing the number '1'.

Applicant clicks on 'Planning Documents Requisition' under Physical Planning Services

The screenshot shows a web browser window with the URL ardhisasa.lands.go.ke/user/MoLPP/physical-planning/physical-planning-processes. The page header includes the time 12:22:43 AM, the date September 22, 2022, the user name SHAMBA LAKO, HATI SAFI, and a notification bell icon with a red circle containing the number 0. The user's profile picture and the text 'Private account' are also visible.

The left sidebar contains the ardhisasa logo with the tagline 'Shamba Lako, Hati Safi' and a list of navigation items: Services, My Properties, My Wallet, My Appointments, My Tickets, Notifications, and Account.

The main content area is titled 'Physical planning Services' and contains a list of service options: Compliance Certificate, Approval of PDP, Planning Documents Requisition, and Development Control (Projects of Strategic National Importance). The 'Planning Documents Requisition' option is circled in green. A red dashed line outlines the entire 'Physical planning Services' section.

In the bottom right corner, there is a circular logo with the text 'We Are Here!' and a speech bubble icon.

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

The screenshot displays the Ardhisasa web application interface. The browser address bar shows the URL: ardhisasa.lands.go.ke/user/MoLPP/physical-planning/request-plans/request-plan-application. The user is logged in as SHAMBA LAKO, HATI SAFI, with a private account. The current date is September 22, 2022, and the time is 12:43:07 AM. The navigation menu on the left includes Services, My Properties, My Wallet, My Appointments, My Tickets, Notifications, and Account. The main content area is titled 'Planning Documents Requisition' and features a 'New Application' button circled in green. Below the button are status filters for Pending (0), Ongoing (0), Completed (0), and Rejected (0). A search bar is present, and a table with columns for No., Reference No., Date of submission, Elapsed time, Status, and Actions is shown. The table currently displays 'Nothing to display'. The footer includes a 'We Are Here!' logo and a chat icon.

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

ardhisasa.lands.go.ke/user/MoLPP/physical-planning/request-plans/new-request-plans

12:45:16 AM SHAMBA LAKO, HATI SAFI
September 22, 2022 Private account

Home / Dashboard / MoLPP / Physical Planning / Planning Documents Requisition / New Application

Planning Documents Requisition: New Application

1 FAQs 2 PDP / DP details 3 Attach Files 4 Verify Details

Frequently Asked Questions

What is Plan Request? ^

It is an application made to the Department of Physical Planning to request for an approved plan for some specific purposes.

What are the requirements needed? v

Who are the actors involved? v

what are the payments required? v

Next

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

← → ↻ 🔒 ardhisasa.lands.go.ke/user/MoLPP/physical-planning/request-plans/new-request-plans 🔑 🔍 📄 ☆ 🏠 🌐 ⋮

🔍 FAQs 2 PDP / DP details 3 Attach Files 4 Verify Details

ardhisasa
Shamba Lako, Hati Safi!

- 📄 Services
- 🏠 My Properties
- 👛 My Wallet
- 🕒 My Appointments
- 🎫 My Tickets
- 🔔 Notifications
- 👤 Account

Location Details

Type of plan *

County *

Selected counties *

Separate using comma or press enter


Sub-county *

Selected sub-counties *

Separate using comma or press enter

Reason for Downloading

Specific Location *



Applicant attaches any relevant documentation that will aid in his/her application. This might include a sketch diagram, copy of plan, copy of minutes of liaison committee etc

September 22, 2022

Private account


Home / Dashboard / MoLPP / Physical Planning / Planning Documents Requisition / New Application

Planning Documents Requisition: New Application

1 FAQs — 2 PDP / DP details — 3 Attach Files — 4 Verify Details

Enter additional document name and upload (if any):

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

The screenshot shows a web browser window with the URL `ardhisasa.lands.go.ke/user/MoLPP/physical-planning/request-plans/new-request-plans`. The page header includes the date "September 22, 2022" and a "Private account" indicator. The breadcrumb trail is "Home / Dashboard / MoLPP / Physical Planning / Planning Documents Requisition / New Application".

The main content area is titled "Planning Documents Requisition: New Application" and features a progress bar with four steps: "FAQs", "PDP / DP details", "Attach Files", and "Verify Details". The "Verify Details" step is currently active, indicated by a circled '4'.

Below the progress bar is a form titled "Application details" with the following fields:

- County:
- Sub County:
- Specific Location:
- Reason for Downloading:

At the bottom right of the form are "Back" and "Submit" buttons. A "We Are Here!" logo is visible in the bottom right corner of the page.

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

The screenshot shows a web browser window with the URL `ardhisasa.lands.go.ke/user/MoLPP/physical-planning/request-plans/new-request-plans`. The page title is "Planning Documents Requisition: New Application". A confirmation dialog box is centered on the screen, asking "Are you sure?" with a large question mark icon and the text "Are you sure you want to submit the request?". Below the question are two buttons: "No" and "Yes". The background page is partially visible, showing a sidebar with navigation options like "Services", "My Properties", "My Wallet", "My Appointments", "My Tickets", "Notifications", and "Account". The main content area has a progress bar with steps: "FAQs", "Attach Files", and "Verify Details". The "Verify Details" step is currently active. At the bottom right, there is a "We Are Here!" chat icon.



**Planning Document
Requisition Application
Submitted Successfully**