



Version 2.3

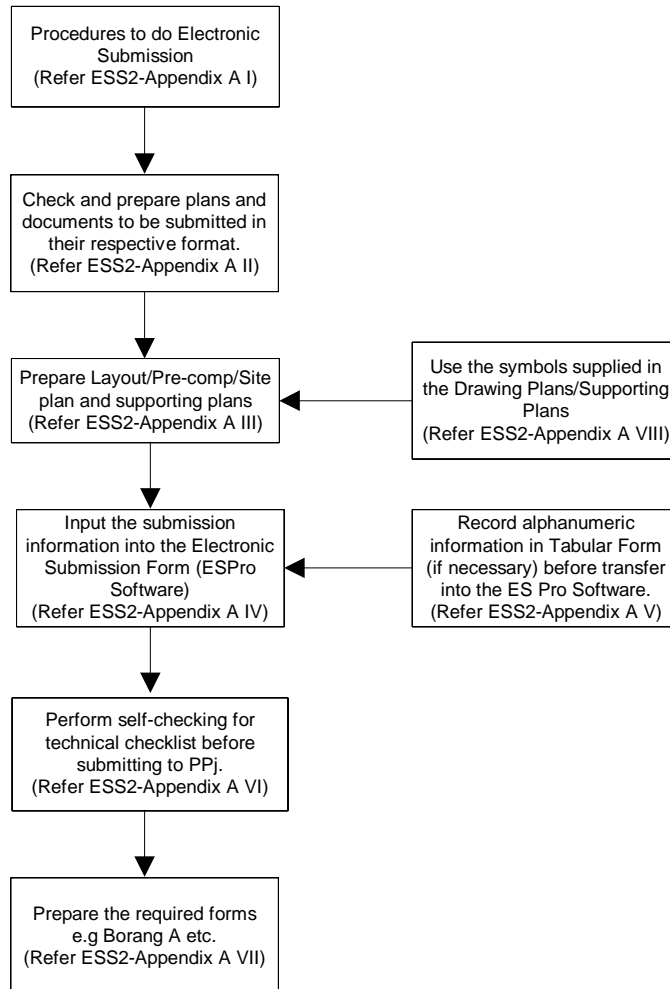
Procedures to Submit Applications Electronically

**ES STANDARD
ESS2-APPENDIX A I**

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1 How To Use This Document



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2 General Rules and Regulations

- 1 All types of submissions will be made in digital form electronically.
- 2 All the applicants and other professionals (Planners, Architects, Landscape Architects, Engineers & Licensed Surveyors) in the team have to register themselves with the authority in order to perform electronic submission.
- 3 Planning permission submissions except Pre-comp Plan can be made by approved Planner certified by MIP and the various plans should be prepared and signed by respective professionals. Pre-comp Plan can be made by approved Surveyor certified by MIP and the various plans should be prepared and signed by respective professionals. -
 - i. Layout Plan - Planner
 - ii. Pre-comp Plan - Licensed Surveyor
 - iii. Erection of A Building - Planner / Architect
 - iv. Erection of Temporary Building - Planner / Architect
- 4 Please follow the preparatory steps as outlined in this appendix for Planning Permission submission on preparing the various components of digital submission.
- 5 The applicant will follow the rules as spelled out in Appendix-A II for preparing the drawings/plans to be submitted to the authority.
- 6 The Layout/Pre-comp/Site Plan in AutoCAD drawings should be saved as AutoCAD Ver 2000 DXF format.
- 7 The file names of the attached documents should contain characters from a-z, 0-9 and _(underscore) only. The special characters like blank space, %, ^, &, -, #, @ etc should not be used. The file names are case insensitive.
- 8 The applicant must use the application software 'ES Pro' for entering the alphanumeric data and must not manipulate the data using other tools. Please refer to ESS2-Appendix-A VI for the details on 'How to Use' the application software.
- 9 All the reports/letters, which does not need signature, should be prepared using Microsoft Word 97 format.
- 10 All letters carrying signatures will be scanned and saved in TIFF format, using JPG internal compression. Photo and images will also be scanned and saved to the same format. All the documents should be properly scanned on a scanner having the resolution of 300 dpi or higher.
- 11 To submit the application, please follow the steps in ESS2-Common document.
- 12 The processing of application by authority will start only if the submission fee is paid in full. Applicant should make arrangement to pay the submission fee after the application has been successfully submitted electronically.
- 13 For legal purpose, two sets of hard copies of all the documents submitted electronically, must be submitted to Perbadanan Putrajaya at the authority counter after making the payment. One set of the Drawings and Plans will be submitted on linen and other one must be submitted on paper. All the documents and drawings must be signed by respective approved personnel.

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- 14 Applicant will be fully responsible for any discrepancy between the documents submitted electronically and hard copy submitted at the counter. Authority has the right to reject such application at any stage of processing or can revoke the planning permission if planning permission was already granted.

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3 Electronic Submission Procedures for Layout Plan

- 1 Applicants should obtain a copy of a digital base map (Putrajaya Existing Pre-comp / approved Pre-comp plan) from Perbadanan Putrajaya covering the area of interest for the purpose of preparing the various Plans to achieve optimal accuracy.
- 2 The Layout plan drawing must be prepared on the base map acquired from Perbadanan Putrajaya.
- 3 Layout plan should consist of land use, cadastral lot (PT boundary), new subdivision and building information only. Transportation elements like bus stop, taxi stop etc should be captured in a separate plan (Transportation Plan) as given in Appendix A III.
- 4 All the necessary supporting plans should also be prepared following the guidelines as outlined in Appendix A II (refer to submission checklist).
- 5 The following steps should be completed for layout plan:
 - i Each land use sub parcel should be assigned a sequential number.
 - ii Each building should be assigned a building reference ID and should be unique within land use sub parcel.
 - iii Bearing and distance should be specified correctly wherever necessary.
- 6 You should prepare the submission plans and supporting plans following the layering, colouring and coding structure as defined in Appendix A III.
- 7 Record the Alphanumeric information in tabular form on paper as given in Appendix A V before input the information into ES Pro (if necessary).
- 8 Input the alphanumeric information into the electronic forms provided in the Electronic Submission (ESPro) software. For form preparation details, please refer to Appendix A IV.
- 9 Check the submission fee, using the auto calculation function in Electronic Submission (ESPro) software.
- 10 There is a Technical Checklist provided in the Electronic Submission (ESPro) software for consultant to self check the technical requirement before submitting the application. Please refer to Appendix A VI for details.
- 11 Prepare the relevant Forms as required by Perbadanan Putrajaya e.g Borang A, as outline in Appendix A VII.
- 12 Submit the application as explained in ESS CM ver 1.0 Section 5 – Submitting the Application.
- 13 Upon successful submission, you will receive an email notification from Perbadanan Putrajaya with Subject “PPJ: E-Submission For Planning Permission – Payment Notification”. You will also receive an email with a copy of the bill from Perbadanan Putrajaya. Please pay the fee amount to Perbadanan Putrajaya Finance Department.
(Note : This is only applicable to new submission)
- 14 Submit 2 sets hard copies of all the documents submitted electronically to Perbadanan Putrajaya at its counter after the application is registered.

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4 Electronic Submission Procedures for Pre-Comp Plan

1. The Pre-comp plan drawing must be prepared on the base map (Approved layout Plan may be acquired from Perbadanan Putrajaya if required).
2. The Pre-comp Plan will consist of land use code, Cadastral lot (PT boundary), new subdivision, Co-ordinate reading, distance, bearing and platform level.
3. The following steps should be completed while preparing the Pre-comp Plan:
 - i. Each land use parcel should be assigned a sequential number and should follow the Layout Plan sub parcel number.
 - ii. All the bearings and distance of the lines should be stated using a standard method (Bearing will be measured from North in clockwise direction) as outlined in Pre-Comp plan preparation.
 - iii. During digitization, Applicants should prepare the pre-comp plan following the layering and coding structure as defined in Appendix A III.
4. Input the alphanumeric information into the electronic forms provided in the Electronic Submission (ESPro) software. For form preparation details, please refer to Appendix A IV.
5. Submit the application as explained in ESS CM ver 1.0 Section 5 – Submitting the Application.
6. Submit 2 sets hard copies of the documents submitted electronically to Perbadanan Putrajaya at its counter before the application is registered.

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4 Electronic Submission Procedures for 'Erection of a Building'

1. Applicants should obtain a copy of a digital base map (approved pre-comp) from Perbadanan Putrajaya covering the area of interest for the purpose of preparing the various Plans to achieve optimal accuracy. If you have already acquired this map from Pre-comp plan submission, you can make use of the same digital map.
2. The Site plan for 'Erection of a building' drawing must be prepared on the base map acquired from Perbadanan Putrajaya.
3. Site plan for 'Erection of a building' will consist of land use, Cadastral lot (PT boundary) and building information. Transportation elements like bus stop, taxi stop etc should be captured in a separate plan (Transportation Plan) as given in Appendix A III.
4. All the necessary supporting plans for 'Erection of a building' should also be prepared following the guidelines as outlined in Appendix A II.
5. The following steps should be completed for 'Erection of a Building':
 - i. Each land use parcel should be assigned a sequential number.
 - ii. Each building should be assigned a building reference ID and should be unique within land use sub parcel.
6. You should prepare the submission plans and supporting plans following the layering, colouring and coding structure as defined in Appendix A III.
7. Record the Alphanumeric information in tabular form on paper as given in Appendix A V before input the info into ESPro (if necessary).
8. Input the alphanumeric information into the electronic forms provided in the Electronic Submission (ESPro) software. For form preparation details, please refer to Appendix A IV.
9. Check the submission fee, using the auto calculation function in the Electronic Submission (ESPro) software.
10. There is a Technical Checklist provided in the Electronic Submission (ESPro) software for consultant to self check the technical requirement before submitting the application. Please refer to Appendix A VI for details.
11. Prepare the relevant Forms as required by Perbadanan Putrajaya e.g Borang A, as outline in Appendix A VII.
12. Submit the application as explained in ESS CM ver 1.0 Section 5 – Submitting the Application.
13. Upon successful submission, you will receive an email notification from Perbadanan Putrajaya with Subject "PPJ: E-Submission For Planning Permission – Payment Notification". You will also receive an email with a copy of the bill from Perbadanan Putrajaya. Please pay the fee amount to Perbadanan Putrajaya Finance Department.
(Note : This is only applicable to new submission)
14. Submit 2 sets hard copies of the documents submitted electronically to Perbadanan Putrajaya at its counter before the application is registered.

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5 Electronic Submission Procedures for 'Erection of Temporary Building'

- 1 Applicants should obtain a copy of a digital base map (use Putrajaya Existing Pre-comp for site/area which has already obtained approved pre-comp from PJC OR use Surveyed Pre-Comp Plan for site/area which has not obtained approved pre-comp from PJC) from Perbadanan Putrajaya covering the area of interest for the purpose of preparing the various Plans to achieve optimal accuracy. If you have already acquired this map during the previous submissions, you can make use of the same digital map.
- 2 All the drawings must be prepared on the base map acquired from Perbadanan Putrajaya.
- 3 The plan for 'Erection of Temporary Building' should consist of land use, cadastral lot and building information only.
- 4 All the supporting plans should be prepared following the guidelines in Appendix A II.
- 5 The following steps should be completed for 'Erection of Temporary Building':
 - i. Each land use parcel should be assigned a sequential number.
 - ii. Each building should be assigned a building reference ID and should be unique within land use sub parcel.
- 6 Applicants should prepare the submission plans and supporting plans following the layering, colouring and coding structure as defined in Appendix A III.
- 7 Record the Alphanumeric information in tabular form on paper as given in Appendix A V before input the information into ESPro (if necessary).
- 8 Input the alphanumeric information into the electronic forms provided in the Electronic Submission (ESPro) software. For form preparation details, please refer to Appendix A IV.
- 9 Check the submission fee, using the auto calculation function in the Electronic Submission (ESPro) software.
- 10 There is a Technical Checklist provided in the Electronic Submission (ESPro) software for consultant to self check the technical requirement before submitting the application. Please refer to Appendix A VI for details.
- 11 Prepare the relevant Forms as required by Perbadanan Putrajaya e.g Borang A, as outline in Appendix A VII.
- 12 Submit the application as explained in ESS CM ver 1.0 Section 5 – Submitting the Application.
- 13 Upon successful submission, you will receive an email notification from Perbadanan Putrajaya with Subject "PPJ: E-Submission For Planning Permission – Payment Notification". You will also receive an email with a copy of the bill from Perbadanan Putrajaya. Please pay the fee amount to Perbadanan Putrajaya Finance Department.
(Note : This is only applicable to new submission)
- 14 Submit 2 sets hard copies of the documents submitted electronically to Perbadanan Putrajaya at its counter before the application is registered.

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6 Electronic Submission Procedures for ‘Extension of Planning Permission’

- 1 Input the alphanumeric information into the electronic forms provided in the Electronic Submission (ESPro) software. For form preparation details, please refer to Appendix A IV.
- 2 Check the submission fee, using the auto calculation function in the Electronic submission (ESPro) software.
- 3 Submit the application as explained in ESS CM ver 1.0 Section 5 – Submitting the Application.
- 4 Upon successful submission, you will receive an email notification from Perbadanan Putrajaya with Subject “PPJ: E-Submission For Planning Permission – Payment Notification”. You will also receive an email with a copy of the bill from Perbadanan Putrajaya. Please pay the fee amount to Perbadanan Putrajaya Finance Department.
- 5 Submit all hard copies of the documents submitted electronically to Perbadanan Putrajaya at its counter before the application is registered.
- 6 Upon receiving the instruction, collect the Approved Extension of Planning Permission Letter from Perbadanan Counter.