

Republic of Lebanon  
Office of the Minister of State for Administrative Reform  
Center for Public Sector Projects and Studies  
(C.P.S.P.S.)

## **OFFICE OF THE MINISTER OF STATE FOR ADMINISTRATIVE DEVELOPMENT**

**Proposal for the simplification of:**

- **Land adjustment of plots over 50 000 M<sup>2</sup>**
- **Conformity Certificate**

**Task Force for Simplification  
In collaboration with  
The Research & Guidance Directorate**

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## Introduction

The OMSAR members of the Task Force, in close co-operation with the Directorate of Research and Guidance, have examined the relevant formalities required for the issuing of license for Land readjustment and the conformity certificate.

The Team has focused on the overall administrative and regulatory framework established for the execution and management of the above mentioned formalities by examining:

1. The documentation required by the procedure
2. The Management of procedures

The quality framework of rules governing the procedures is also examined in order to identify eventual causes of complexity in the degree of clarity, availability or inconsistency of primary and secondary regulations.

Moreover the aspects of: Interaction between citizen/client and administration and role of different branches of the General Directorate of Urban Planning involved in the procedure has been considered.

A set of considerations based on the findings, which have resulted from the review of the formalities along with a set of recommendations and suggestions in view of simplification of rules and procedures, has been prepared to be shared with the OMSAR and the General Directorate for Research and Guidance in view of further action.

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## General Information

### a) What is the purpose of land readjustment?

- Grouping

We mean by it grouping two plots or more in order for the plots to become one. In order to conduct such operation the plots should be:

- Homogeneous
- Adjacent
- Belonging to the same owner (plots belonging to two different owner can be joined if a notarized agreement is presented)

- Partitioning:

We mean by land readjustment the division of a plot or plots into parcels or the division of a building into apartments and floors.

- Land readjustment:

The joining of homogeneous and adjacent plots into one then their land readjustment. The purpose of this operation is to make maximum use of the land in order to avoid dead surfaces.

### b) Who grants permission for land readjustment?

The license for land readjustment is issued by the General Directorate of Urban Planning or by the Bureaus and Sections attached to it in the Mohafazats or Cazas, or by the concerned technical bureaus in the municipalities of Beirut and Tripoli (article 33 of decree law 69/83 dated 9/9/1983)

### c) Legal References:

- Urban Planning Law: Decree Law 69/83 date 9/9/1983  
Decree Law 70/83 date 23/3/1983 (land Readjustment in occupied places)
- Administrative Circulars issued by the DG of Urban Planning:
  - Circular 101 date 10/3/2000
  - Decision 74/1 date 25/3/2000
  - Circular 28/M date 26/8/1998
  - Circular 36/M date 29/9/1998
  - Circular 1/1991

**Part one: Preparation of the file**  
**Current practice & improvement opportunities:**

- I. Land Readjustment
- II . Conformity Certificate

**I . Land readjustment process:**

**1) Required Documents and their importance:**

The following documents are required for obtaining the license for land readjustment:

- Land readjustment request
- Photos (photomontage)
- General Topographical map
- General Land Certificate
- Planning and Easement certificate.
- Statement that there is no building permit
- Statement that there is no seizure
- The general plan of the project
- Plan of the location of the plot
- A map showing the elevations
- A copy of the building permit inside the plot (if available)
- A map of the land adjustment project
- Latitude and longitude map
- Detailed study of the road
- Special regulations for the building and the administration of the project's services
- Presentation of a town planning study (socio-economic and demographic study)
- Detailed studies of the works
- Estimate of the cost of the works
- Timetable for the execution of the work

The following is a briefing of all the mentioned documents with the remarks of the team showing how far these documents could be simplified:

▪ **The Request:**

It contains the following information:

- Number of the plot and location
- Name and address of applicant

- Official power of attorney if the request is not presented by the owner
- A list of the number of the plots, and reasons for land readjustment (agricultural, for building, normal readjustment, land readjustment or improvement of land boundaries)

**This request is essential because it contains all the details for delimiting the plot in addition to personal information about the owner.**

**This document is issued by the Urban Planning and its regional offices and is distributed free of charge with the file of land readjustment.**

▪ Photos (photomontage):

The importance of this document lies in showing the limits and the nature of the project with a clear delimitation of these limits. It is presented by the applicant in a special folder and is part of the general file.

The above-mentioned photos should be **panoramic or photomontage**. The preparation of these photos seems easy for the citizen or the engineer. Most of the times the photos are not clear or useful, and the Engineer of the Urban Planning has to go to the plot and take photos.

**The Task Force for Simplification and Better Regulation couldn't know the purpose of including the photomontage in the file of the formality. But if these photomontage are to precise the geological nature of the plot, its elevations or to show the location of the land where the land readjustment is taking place; in this case this document wouldn't be essential and could be eliminated.**

▪ General Topographical map:

The topographical map of the plot in the surveyed areas, or a map drawn by a sworn topographer in the areas that are not surveyed showing all the land adjustments in the surrounding area to make sure that there hasn't been any previous land readjustment on the plot.

This document is issued by the cadastre department (ministry of finance) and supplied by the applicant.

**Since the cadastre department has this document, it is better to provide it internally between the administrations and this will reduce the burden on the citizen.**

▪ Land Certificate:

This certificate should be less than 3 months old. The reason for that is to know if the plot is mortgaged in order not to do any land readjustment while the plot is not in a legal condition.

This document is issued by the cadastre bureau (ministry of finance) and supplied by the applicant.

**Since the cadastre department has this document, it is better to provide it internally between the administrations and this will reduce the burden on the citizen.**

- Planning and easement Certificate:

This document, shouldn't be older than 3 months and is issued by the Urban Planning (3 documents should be presented to obtain it: deed of ownership, map of the location, and a receipt of 4000LL from the municipality), the applicant should supply them.

**This document is to be retrieved by the administration from its own archives which denies the necessity for the citizen to ask for these documents from the concerned administrations,** therefore the 4000 LL the citizen should pay to the municipality would be added to the final fees, and the latter should provide the administration with the information required in the request for the land readjustment in order to facilitate its work. The applicant should supply the administration with all the information needed to facilitate the work of the administration.

- Statement that there is no building permit:

This document is necessary to show that no work is being done on the plot, and that it is ready for land adjustment. The applicant prepares this statement that is ground for voiding the license. An article added to the request for land readjustment can replace it. This article can include a statement that there is no building permit or the number and date of the building permit giving to the plot.

- Statement that there is no seizure:

This document is to show that the plot is still the property of the applicant and that there are no legal problems on it. It is prepared by the applicants at his responsibility and is ground for voiding the license (in case there is a certified delimitation or expropriation for public utility). This document is to be replaced by an additional article in the request were the citizen declares that there is no seizure.

- The general plan of the project:

The reason for this document is to show the roads network inside the area leading to the project with a statement about the conditions of these roads (asphalted, dirt road, for pedestrian etc...) in addition to the right of way if the plot is not connected to public properties. It also shows the buildings around the project and the services network within the area. The engineer in charge prepares this document.

- A map of the actual situation of the plot:

This document is very important as it shows the structures present with detailed blueprints of these structures with the occupation permit. It shows the emplacement of the trees and their nature if available. The engineer in charge prepares it.

- A map showing the elevations:

The engineer in charge prepares it. This document shows the nature of the land and its windings and the elevations inside the plot and the differences in levels between two points of the plot. It also shows the sloping and their degree.

This document is one of the most important documents to obtain the license of land readjustment since it precise the elevations and the surface of the building that could be constructed.

- A copy of the building permit:

In case it is present inside the plot, even if the building is not finished. The reason for it is to know if there are permits inside the plot. The applicant prepares this document.

This document can be eliminated since the administration can obtain a copy after the applicant has supplied the date and number of the permit.

- A map of the land readjustment project:

The engineer in charge prepares this document according to the standards supplied by the general directorate of Urban Planning and signed by the owner or his legal representative and by the engineer or the topographer who made the map attached with legal stamp. This document is presented in six copies.

**Two copies should be presented instead of 6. One for the administration -remains in the archives of UP- and one for the applicant, taking into consideration the fact that IT are available to the Public Administration and that the administration could use.**

- Latitude and longitude map:

This document is required to know the road network inside the project, and shows the final situation of the project with the roads on it. The engineer in charge or the topographer should sign it. It should also show the nature of the asphalt and its width according to the standards set by the GD of Urban Planning. Detailed maps of all technical installations (supporting walls, bridges...) should be attached. The engineer in charge prepares this document and presents it in 3 copies.



- A detailed study of the site or right of way leading to the project:

A latitude and longitude plan for the right of way to see how to execute it if the project is not connected to the public road. (This requires the approval of the owners of the adjacent plots) The engineer in charge prepares this document.

These two documents -the latitude and longitude map and the detailed study of the site - should be presented in one file. The engineer presents them in two copies: one for the administration and one for the applicant, considering that the PA has been computerized and linked via network.

- Special regulations of the construction and the administration of the project's public services:

In case of big projects, the shape and plan system of the buildings inside the project can be laid out and it becomes compulsory to stick to this schedule. The applicant can require additional strict conditions to be added to the conditions already existing in construction plan of the region. (Ground exploitation, number of floors...) The applicant prepares this proposal.

- Presentation of a town planning study:

It includes a presentation to the place of the project and its relation with the surrounding area, with a detailed description of the general area as far as population, public roads network, and the centers of the social services are concerned.

The most important is the study of the total amount of residents (for big projects) that the project can contain in order to determine the need for social, educational and service centers, public gardens, schools etc...

A specialist that the applicant hires for this purpose prepares this study.

- Detailed studies for the public services network:

The studies concerning the drinking water, electricity, and used water must be presented. The engineer responsible on the project prepares these studies.

- Concerning drinking water:

An engineer specialist is hired by the owner in order to study the needs of the project for drinking water, its sources and how to distribute and Present the study.

- Concerning used water:

The study is presented with the same condition as for drinking water and the final disposal system should be specified.

**- Concerning electricity network:**

A specialist engineer presents this study concerning the need of the project in electricity and the means to supply it. Maps showing the distribution of the electricity network, the location of the electric poles, are drawn. In case the public network is used, the approval of the Lebanese institution of electricity should be obtained. This study is presented in 3 copies.

**We suggest that the applicant should present 2 copies instead of 3 (one for the applicant, one for the UP archives).**

A certificate issued by the ministry of electrical and hydraulic resources (DG for electrical and hydraulic equipment) is attached to the study (administrative circular 1/1991 art 5 issued by the General Director of the urban Planning)

**Since the affidavit delivered by the Ministry of Electric and Hydraulic Resource is meant to prove that the engineer who made the study is classified at the ministry, the team noticed that it was possible to eliminate this affidavit and replace it by adding a new document to the file which would be a statement from the engineer in charge proving that he is classified at the ministry. Therefore it is not necessary anymore to transfer the file to the ministry in order to deliver this affidavit.**

▪ **Approximate estimate of the cost for the execution of the project:**

The engineer prepares this study.

▪ **Steps for the execution and the delay decided for the project:**

The engineer according to the study of the project sets the delay for the execution of the work.

**2) Documents requiring other formalities and papers:**

Some documents required for obtaining the license for land readjustment require themselves additional formalities and other documents that the citizen has to provide.

▪ **Land certificate:**

In order to obtain this certificate from the cadastre department, (Ministry of Finance), the applicant should fill in a written request and authorize its collection by the GD of UP.

▪ **Planning and easement certificate:**

In order to obtain this certificate, three additional documents are required:

- A deed of ownership from the departments. (Ministry of Finance)
- A map of the location from the cadastre departments. (Ministry of Finance)
- A receipt of 4000 L.L. from the municipality.

▪ Detailed studies of the works:

These studies include:

- A study of the roads network
- A study as an explanatory circular done by the engineer in charge in order to do a hydraulic study
- A study and plans for evacuation of used water
- A study as an explanatory note done by the engineer in order to do electrical studies.

▪ General topographical map:

In order to obtain it, two additional documents should be presented:

- A certificate from the municipality or the cadastre department that there are no land readjustments on the map.
- A land readjustment receipt for each plot.

**3) Proposal for amending the required documents to obtain a license for land readjustment:**

The land readjustment certificate seems to be one that requires a big number of documents that the applicant should present in order to get it. That is why the task force has reorganized the system of obtaining this permit in order to facilitate the work on both the administration and the citizen.

Next is a list of the documents that should be still required and the documents that can be eliminated:

1) Documents that are still required:

- Partition request containing the requested information:
  - Name and address of the applicant
  - Power of attorney if another person presents the request
  - Number, location and area of the plot
  - A list of the number of plots and the reason for land adjustment
- The general plan of the project location
- Plan of the actual situation of the plot
- Plan of the elevations
- Plan of the land adjustment project in two copies
- Latitude and longitude map presented as one document with detailed studies of the plot.
- Regulations proper to the building.
- Presentation of a Town Planning study.
- Presentation of a detailed study for the services network.
- Estimate for the total cost of the project.
- Stages of the project execution and time table.

2) Documents that should be replaced:

- The request for land readjustment can also include additional clauses that replace some of the required documents:
- A statement that there is no building permit
- A statement that there is no seizure
- Number and date of the building permit (if available)
- An affidavit from the engineer in charge proves that he is classified from the Ministry of Hydraulic & Electrical Resources.

3) Documents that the administration should seek internally:

- Cadastral map supplied by the cadastre department at the Ministry of Economy.
- Land certificate supplied by the cadastre department at the Ministry of Economy.
- Planning and Easement certificate provided by the Urban Planning.

4) Documents that can be eliminated:

- Photomontage.
- Statement that there is no building permit.
- Statement that there is no seizure.
- Copy of the building permit, if available.

## **II . Conformity Certificate**

The conformity certificate is granted by the DG of Urban Planning or by the technical departments of the municipalities of Beirut and Tripoli. (Article 32 of the Decree law N° 69/83 & administrative circular 1/91). The conformity certificate is granted after making sure that the works on the plot are in accordance with the license decision. The conformity certificate is not granted before the certificate of the ministry of hydraulic and electrical resources is obtained (G D of hydraulic & electrical resources) with accordance to the circular issued from the Lebanese institution of electricity 28/12/1995.

Required documents for obtaining the Conformity Certificate:

- Decision of land readjustment permission
- Contract of land readjustment. The reason for that is to know the number of the owners of the plots that are to be joined and land readjustment. This document shows the approval of all the owners for the formality.

## **Part two: Management of the procedure**

### **I . Process of the procedure:**

#### **1) Process of the procedure in practice:**

- A) Process of the procedure for Land readjustment
- B) Process of the procedure for the conformity certificate

#### **A) Process of the formality as far as land readjustment is concerned:**

The Urban Planning law concerning land readjustment (article 28, decree law 69/83 date 9/9/1983) states that land readjustment is subject to a pre-permit given by a decision of the concerned authority. Article 33 of that law states that permit for land readjustment is issued by the DG of the Urban Planning or by the bureau and sections attached to it in the Mohafazats and Caza or by the technical departments of the municipalities of Beirut and Tripoli, this article states that all land readjustment requests within the cities of Beirut and Tripoli are subject to the authority of these two municipalities.

Article a, Decision N° 101/9 declares that if the project is over 50 000 sq m<sup>2</sup>, the application is delivered to the land readjustment department in the UP.

On the other hand, the administrative circular N° 1/1991 article 36, paragraph 7 states that the conformity of the land readjustment to the law is confirmed by a certificate called "certificate of conformity" delivered by the bureaus of the DG of the Urban Planning or the technical bureaus in the Beirut and Tripoli municipalities.

In order to obtain the license for Land Readjustment, the file goes through two phases: obtaining the preliminary approval and then the license for Land readjustment.

#### **First: Obtaining the preliminary approval:**

When the team put the report it wasn't obvious whether the decision is applied or not, since there are many things detaining its appliance therefore the team showed the two cases as to clear this matter later.

**It has to be noted that the Ministerial Decision N° 74/1 has eliminated the comeback to the registry after each step. The team has showed the process of the procedure in case the non-appliance of the decision until making sure of its full appliance in the UP and from all the civil servant.**

#### **❖ Process of the procedure according to the Decision N°74/1 (date 25/03/2000)**

- The request file is registered at the registry of the DG of the Urban Planning after making sure all the documents are available.

- The file is sent to the head of the land readjustment department for review. The head of department appoints an engineer or a topographer to survey the plot.
- The engineer or the topographer signs the file after the land survey.
- The file is then sent back to the head of department to review the survey and sign it.
- The file is sent to the head of service for review and signature.
- The file is then sent to the General Director for preliminary approval.
- The file is sent back to the Head of the Land Readjustment department.
- It is then sent back to the registry of the GD in order to notify the applicant of the preliminary approval.

❖ Process of the procedure in case the non appliance of the decision

- The request file is registered at the registry of the DG of the Urban Planning after making sure all the documents are available.
- The file is transferred to the IT section to prepare a card for the plot.
- The file is registered at the registry of the land readjustment after checking the documents
- The file is sent to the head of the land readjustment department for review. The head of department appoints an engineer or a topographer to survey the plot.
- The engineer or the topographer signs the file after the land survey.
- The file is sent back to the registry of the land readjustment.
- The file is then sent back to the head of department to review the survey and sign it.
- The file goes back to the registry of the land readjustment.
- The file is sent to the head of service for review and signature.

- The file goes back to the registry of the land readjustment.
- The file is then sent to the GD for preliminary approval in order to start the works
- The file goes back to the registry of the land readjustment.
- The file is sent back to the Head of the Land Readjustment department.
- It is then sent back to the registry of the GD in order to notify the applicant of the preliminary approval.

**Second: Obtaining the land readjustment decision:**

- The land readjustment file sent back to the head of the land readjustment department, attached to the detailed studies, the affidavit issued by the Ministry of Electric and Hydraulic Resources certifies that the engineer is classified and to the preliminary approval
- The file is sent to the engineer or topographer to prepare a detailed study of the project and check the file.
- The file then goes back to the head of the land readjustment department to prepare the license's decision and sign it.
- The file then goes to the head of service for review and signing of the license decision.
- It is then transferred to the DG for review and signature.
- The file is kept in the archives and the applicant is given a copy of the license decision. The general directorate of Urban Planning sends a copy to the custodian of the cadastre service after registering it at the cadastre service.

It is to note here that if the director general refuses to sign the license decision, the file is given back to the applicant and it is then necessary that the latter present a new request.

**B) Process of the formality as far as the Conformity Certificate is concerned:**

Art 32 of the decree law no° 69 date 9/9/1983 of the UP law states that a certificate delivered by the GDUP would prove the conformity of the Land Readjustment to the legal texts after the execution of the project and the equipments of the land but before the final registration at the cadastre



service. The Following shows the process of the Land Readjustment file in order to get the Conformity Certificate.

- The land readjustment contract is ratified and signed by the applicant and registered with the custodian of the cadastre service.
- The custodian of the cadastre service in accordance with the permit to land readjustment executes the land readjustment contract.
- The above-mentioned contract and the license decision for land readjustment are sent to the cadastre bureau chief.
- The head of the cadastre department appoints a topographer and a drafter from the cadastre department to make the land survey.
- In order to put the landmarks and issue maps for the new lands. The topographer and the drafter sign the file.
- The file is sent back to the Head of the cadastre department to sign it.
- The file is sent back to the custodian of the cadastre service.
- After making sure of the execution of the work, the file is sent back to the DG of the Urban Planning.
- The GD appoints a committee composed of an engineer; a topographer and the head of the land readjustment department to survey the plot and make sure that the works are conform to the decision of the license in order to give them the acceptance for the conformity certification.
- The file of the land readjustment is then sent back to the custodian of the cadastre registry to issue a new deed for each plot.

## **2) Delays and expiry of the permit:**

The ministerial decision n°74/1 art 2 states that the approximate delays for this formality are 22 days. Practice shows that the formality of land readjustment takes approximately two months during its passage in the different stages of the administration (starting from the registering till issuing the preliminary approval on the project), this in case all the documents are correct and if there is no mistake in the file. The conformity certificate takes approximately 20 days to be issued, after the survey and the study of the file.

- The expiry date: Article 31 of decree law 69/83 stipulates that the permit becomes void if the work does not start within one year of the issue of the permit.

### **3) Remarks about the process of the formality:**

- We found out that, in case the Decision N° 74/1 wasn't taken into consideration (which reduces 5 steps from the process of the procedure in the stage of obtaining the preliminary approval) the file goes through 28 stages of which 4 stages in the land adjustment registry and 4 stages with the head of land adjustment bureau. On the other hand the formality is subject to repeated unnecessary review and study. The Head of the department, the head of the service and the DG do undertake this task. This leads to more delays and more stages that are unnecessary. That is why we suggest the reduction of the stages the formality has to go through.
- **The required approvals for land readjustment plots:**  
The permit for land readjustment is not granted immediately after study of the file. 2 approvals have to be obtained when the file goes through the different stages inside and outside the general directorate of Urban Planning. They are:
  - The preliminary approval article 28 of decree law 69/83 date 9/9/1983 stipulates that the land readjustment is subject to a preliminary license given by the concerned authorities, but the Ministerial Decision N° 74/1 date 25/3/2000 amend the process of the procedure for Land readjustment concerning the first stage which is obtaining the preliminary approval (reduce steps from 13 to 8). The authority that grants such approval is the Urban Planning concerning the project over 50000 sq M<sup>2</sup>.
  - The decision of granting permission for land readjustment is taken by the Urban Planning or by the municipalities of Beirut or Tripoli (article 33 of decree law 69/83). When the applicant receives the license decision he executes the works according to the mentioned decision, which specifies the conditions and the time to finish the works (pavement of the road...)

### **4) Interaction among the different branches of the administration:**

The act of preparing the file of Land Readjustment is complicated and is a burden on the administration and the citizen, since more than one administration is involved in preparing the documents needed. This

leads to a delay in the process of the procedure and complicates the work of the civil servant.

The following are the 5 administrations who are involved in preparing the file: Urban Planning, Cadastre Department, Directorate of Real Estate Affairs, Concerned Municipality and the Ministry of Electric and Hydraulic resources.

This shows the necessity of improving the IT network between the administrations on the long term.

#### **5) Tables of the process of the formality for Land readjustment & conformity certificate:**

The tables below show the process of the procedure concerning land readjustment & conformity certificate Inside the Urban Planning and the cadastre department

The red line shows the process of the procedure inside the GD of UP according to the Decision N° 74/1

The black line shows the process of the procedure in case the non-appliance of the Decision mentioned above.

First table: obtaining the preliminary approval

Tasks (First table: obtaining the preliminary approval)	Registry of the G D of UP	IT Section	Registry of the Land Readjustment Department	Head of the Land Readjustment Department	Engineer or Topographer	Head of the UP Service	GD of the UP
Presentation of the land readjustment file to the Registry, to make sure it is complete.	●						
The file is transferred to the Computer Department to issue a card for the plot.	○						
The file is registered at the land readjustment registry.			○				
The file is transferred to the Head of the land readjustment department for review and appointment of a topographer or engineer to review it.				●			
The file is sent back to the Registry in order to transfer it to an Engineer or a topographer.			○				
The topographer or engineer does the land survey of the plot and signs it.					●		
The file goes back to the land readjustment registry.			○				
The registry transfers the file to the head of department to review and sign it.					●		
The file goes back to the land readjustment registry.			○				
The department registry refers the file to the head of service to study and sign.						●	
The file goes back to the land readjustment registry.			○				
The file is sent to the G D to sign and give his preliminary approval.							●
The file is sent back to the Land readjustment registry.			○				
The file with the preliminary approval goes back to the Head of Land readjustment department.							●
The file is sent back with the preliminary approval to the Registry of the GD of UP in order to notify the citizen.	●						

Second table: obtaining the license's decision for Land readjustment

Tasks	Registry of GD of UP	Head of the Land readjustment department	Engineer	Head of the UP Service	The GD of UP	Registry of the Land readjustment department	Archives
The Registry of the GD of UP transfers the file to the head of land readjustment Department	○						
The head of Land readjustment department reviews the file (accompanied by a certificate, from the hydraulic and electrical resources ministry that proves that the engineer who made the studies for the network service is classified at the Ministry)		○					
The file is referred to the engineer or topographer (inside the urban planning) to study the project			○				
The file is sent to head the land readjustment department for review of the H&E ministry's certificate		○					
The license decision is referred to the Head of service to review it and sign it							
The decision of land readjustment is referred to the GD to approve it or refuse it				○	○		
The file is sent back to the registry of Land readjustment Department.						○	
The file is Archived.							○
The Registry of UP delivers a copy of the Decision to the applicant.	○						

Third table: obtaining the conformity certificate

Tasks	Registry of the Cadastre service	Custodian of the Cadastre Service	Head of the Cadastre Department	Topographer, Draftsman from the Cadastre Department	GD of UP	Committee for Approval of the Conformity Certificate	Applicant
The decision for land readjustment is registered in the plot's registry.	○						
Ratification and registering of the land readjustment contract by the owner with the custodian of the cadastre service who does the land readjustment according to the license.		○					
The contract and the license decision are sent to the Head of the cadastre department to designate a topographer.			○				
The topographer, the draftsman survey the plot and sign the file.				○			
The Head of the cadastre department signs the survey.			○				
The file containing the survey is sent back to the custodian of the cadastre service.		○					
The custodian refers the file to the GD of Urban Planning to designate a committee to survey the plot.				○			
The committee makes sure that the work is in accordance with the permit and gives the approval for the conformity certificate.					○		
The file with the conformity certificate is sent back to the custodian of the cadastre service to issue deed for the new plots.							
The deeds are handed over by the custodian of the cadastre service to the owners of the new plots.		○					○

## **II . Proposal for amending the process of the formality:**

After the work team for simplification and better regulations has viewed the process of the procedure for land readjustment formality, in its 3 phases, the following suggestions were taken into consideration:

- The act for obtaining the preliminary acceptance (as a first step to obtain the license for land readjustment) seems to be unnecessary; moreover it will lead to the loss in the time of the civil servant and the client without any benefit. Therefore the team has suggested to cancel the first phase concerning getting the preliminary acceptance for the land readjustment formality.
- The team also found that it is important to cancel some of the steps such as: the file shouldn't pass through the Head of Unit and the General Director in the first two phases in the process of the land readjustment, this will lead to less time spent and it will ease the work of the civil servant and the client.
- The team has noticed that it is better to amend the steps of the formality for both the land readjustment and the Conformity Certificate and compile them in one formality in order to obtain the license for land readjustment
- Moreover, it is to note that the Conformity Certificate is just a document delivered upon the land survey done by the cadastre department. Therefore the team suggests that it is better for the Cadastre Department to deliver the permit in order to avoid any double checking that the Urban Planning could do at this stage.
- Since the affidavit delivered by the Ministry of Electric and Hydraulic Resource is meant to prove that the engineer who made the study is classified at the ministry, the team noticed that it was possible to eliminate this affidavit.

Amendment of the process of the procedure in order to merge both formality mentioned above

Tasks	GD of UP Registry (IT section)	Head of Land read. Dep.	Eng. & Topog.	Cadastre service registry	Cadastre service custodian	Head of cadastre Dep.	Topog. & Drafter (cad. Dep.)	New plots owners
The file is registered at the DG of UP after making sure it is complete & to prepare a card for the plot.								
The file is sent to the head of the land readjustment department to review and appoint an engineer & a topographer.								
The topographer does the land survey on the ground while the engineer does the technical survey (detailed study) & signs it.								
The file is sent back to the head of department to sign the survey and to prepare the license Decision to sign it.								
The file is sent (through the IT section inside UP) to the Ministry of Finance.								
The decision of the land read permit is referred to the service of the cadastre register in order to be registered in the plot's registry.								
The contract is ratified by the applicant and registered by the custodian								
The contract along with the Decision for Land readjustment is referred to the head of the cadastre dep. to appoint a topographer & a draftsman.								
The topographer & the draftsman do a land survey of the plot and sign it.								
The survey is referred to the Head of the cadastre Department for approval & for issuing the conformity certificate.								
The file along with the conformity certificate is sent back to the custodian of the cadastre service to issue new deeds for each new plot in order to be delivered to the owners.								

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(C.P.S.R.S.)