

Responsible Designer's Declaration / Urban Planning Authority Certificate

[Based on the provisions of the Town and Country Planning (Residential Development in Plots and Plots under Creation) Special Development Decree of 2024]

Application Registration Number:.....
(To be completed by the IPPODAMOS system)

PART A: To be completed by the designer.

(Attached are plans and required documents, as mentioned in ANNEX I)

1. General details of the application

This form is submitted as the development falls under one of the following categories
(Please check where applicable):

- a. The application concerns the construction of a residence or 2 housing units on a registered plot or under development plot, in a Residential or Tourist Zone, or a Residential and Office Zone, or a Holiday Residence Zone, or in other areas where residential development is permitted, within the boundaries of the Development Plans.
- b. The application concerns additions/alterations to a residence or to 2 housing units on a registered plot or under development plot, in a Residential or Tourist Zone, or a Residential and Office Zone, or a Holiday Residence Zone, or in other areas where residential development is permitted, within the boundaries of the Development Plans.

2. Conditions for Application:

It is confirmed that the following conditions are met:

- (a) Access to the development is not from a highway or a primary road.
- (b) The title of ownership does not indicate that the property/under-development plot is affected by third-party rights or easements for cables, pipes, etc.
- (c) The plot is not affected by the opening or widening of the road network.
- (d) The property/under-development plot does not fall within a designated Special Character Area (P.E.X.).
- (e) There is no listed building on the property/under-development plot.
- (f) The application does not concern a parcel described as "Place" instead of a plot in the title of ownership.
- (g) The number of housing units on each plot or under-development plot does not exceed two in any case.
- (h) The requested development does not violate any conditions imposed on a permit granted by the Planning Authority.
- (i) There is no illegal building on the property/under-development plot (unless proposed for legalization with the application).
- (j) There is no other non-residential development on or approved for the property/under-development plot.
- (k) No change of use is proposed for an existing non-residential building to residential use.
- (l) No modification, opening, or significant widening of access to a highway or primary road is required or implied for its execution.
- (m) The building meets all the essential provisions of the Development Plan applicable to the development area, as well as the relevant provisions of any regulations, decrees, or directives issued in accordance with the Law.

If any of the above conditions (a) to (m) are not met, a formal application for a building permit must be submitted through the standard procedure

It is confirmed that the following are met:

- (a) There is no request for the exercise of discretion by the Planning Authority regarding exceeding the height and/or number of floors specified in the zoning regulations, exceeding the height of walls, reducing distances from boundaries, or any other deviation from regulatory provisions.
- (b) The plot/under construction plot is not located in a village core of the Appendix Z of the Rural Policy Declaration

- (a) The plot/under construction plot does not fall within an area controlled by the Department of Antiquities, nor does it include the designation AM.
- (b) The plot/under construction plot does not fall within an area where Special Provisions are specified in the Development Plan (such as areas near air corridors, areas with unstable soils, etc.). The application of Special Provisions is the responsibility of the designer and must be verified by them before submitting the application.
- (c) The plot/under construction plot is not located within the Buffer Zone.
- (d) The plot/under construction plot is not located within a NATURA 2000 area.
- (e) The plot/under construction plot is not located within the Sovereign Base Areas of Dhkelia.

If any of the above conditions (a)-(e) are not met, an application for a building permit must be submitted using the zoning certainty process, based on Order 2/2020 (amendment 2024).

3. Zoning Characteristics of the Plot / Under Development Plot

- a. The area of the plot, as stated in the title of ownership, is:sq.m.
- b. The area of the undeveloped plot with no: P/Plan:
 Building permit no. dated: is: sq. m.
- c. The plot / under construction plot is located in an area of the Local Plan:
 /of the Area Plan:
/of the Policy Statement:
- d. The plot/under-construction plot falls within the Zoning Area:

Note: It is clarified that the relevant division permits for the under-construction plot must be valid. In the case that the division permit has expired, but the constructions have been completed based on the permit and are at the final stage of construction (at least the foundation has been placed), a Certification form may be submitted, provided that the above is confirmed by a written statement from the appointed supervising engineer.

Executive Review of Key Aspects of Development:

- a) Building Coefficient / Coverage Percentage**
- b) Number of Floors / Height**
- c) Distances from Property Boundaries**
- d) Parking Spaces**
- e) Auxiliary Buildings**

As noted in the submitted spatial development diagram according to ANNEX I.

Note: Where there are existing buildings, the application must include the approved floor plans and their area measurements. For the existing buildings shown in the plans, the license number must be stated (copies of the approved plans of the planning permit or building permit must be submitted). Otherwise, plans of existing buildings must be submitted, clearly indicating any existing unpermitted structures for the issuance of a new permit, as well as any new proposed extensions or modifications.

a) Building Coefficient / Coverage Percentage

The proposed development does not exceed the allowable Building Coefficient and Coverage Percentage as provided for in the Zoning Area applicable to the plot, as calculated according to the relevant provisions (Appendices of Local Plans, Ministerial Orders, Provisions of Policy Statements):

b) Number of Floors/ Height of Buildings

The proposed building complies with the permitted height/number of floors stipulated by the Zoning Area in which the plot is located, and the existing and proposed elevations of the plot and the requested development are indicated in the plans:

The height of the enclosures, retaining walls, embankments, auxiliary buildings, etc., complies with the corresponding permitted limits according to the relevant provisions (Annexes of Local Plans, Ministerial Orders, Provisions of the Policy Statement):

c) Distances

The relevant provisions (Annexes of Local Plans, Orders of the Minister of Interior, Provisions of the Policy Statement) for allowable distances from the boundaries of the plot (main building, auxiliary building, canopies, architectural projections, eaves, etc.) are adhered to:

d) Parking Spaces

The proposed development complies with the relevant provisions (Annexes of Local Plans, Minister of Interior's Orders, Provisions of the Policy Statement) regarding the required parking spaces:

e) Auxiliary Structures

The auxiliary structure complies with the relevant provisions (Appendices of Local Plans, Ministerial Orders, Provisions of the Policy Statement) regarding the distance from the main building, the height of the auxiliary structure (existing and proposed elevations are indicated in the plans), the length of contact of the auxiliary structure (including the ground-level covered parking space) with the common boundary of another plot, the coverage percentage based on the area of the plot, and its area in relation to the area of the main building:

The remaining provisions of the legislation and the Development Plans (Appendices of Local Plans, Ministerial Orders, Provisions of the Policy Statement) regarding the regulatory parameters of the proposed development (Basement, Attic, etc.) are complied with:

5. Responsible Declaration

I hereby declare responsibly, with full knowledge of the legal consequences, that all information contained in this form and the attached Spatial Building Diagram is true and correct, and I understand that:

a) In the event that a random inspection by the Urban Planning Authority or during the examination of the application for the issuance of a building permit by the competent authority, or at a later stage, it is found that incorrect information regarding essential matters (as mentioned above) has been declared, this Certification will be revoked, and the relevant information will be communicated to the Engineering Association (ETEK) for the imposition of penalties as provided by the relevant legislation and in accordance with the submitted certification of professional insurance.

b) This form does not limit the provisions of the Urban Planning and Spatial Planning Law, Regulations, and Development Plans.

Full Name of the Designer/Consultant:

ETEK Registration Number.....

Number of "Authorization of the Principal" to the Designer:

Professional Liability Insurance: Number:

Insurance Company:

Signature:

Date:

**Regulation 4(2) of the Code of Ethics for Members of the Cyprus Scientific and Technical Chamber Regulations*

PART B: To be completed by the Planning Authority.

1. It is certified that, according to the information submitted and completed by the planner in this document and its annexes, as well as in the submitted plans, for which the responsibility for accuracy rests solely with the planner, the provisions of the Town Planning and Spatial Planning (Residential Development on Plots and Under-Construction Plots) Special Development Decree of 2024 are met, and therefore the planning permission is considered granted.

In the event that a sample check by the Town Planning Authority or during the examination of the application for the issuance of a building permit by the competent authority, or at a later stage, it is determined that incorrect information has been declared, this Certification will be revoked, and the relevant ETEK and competent authority will be informed accordingly.

2. (a) This does not fall within the scope of the Town Planning and Spatial Planning (Residential Development on Plots and Under-Construction Plots) Special Development Order of 2024, and therefore the building permit.

(b) For the present, a strategic review of the key aspects of the proposed development has been conducted, for which the responsibility for accuracy lies with the designer, and it has been determined that these do not comply. Consequently, the building permit is not considered granted, and a new application must be submitted.

An Automatic Certificate has been issued, provided that 20 working days have passed since the date of submission of the application, and the building permit is considered granted, with the responsibility of the designer for the accuracy of the submitted plans and documents.

In the event that, during a random inspection by the Planning Authority or during the examination of the application for a building permit by the competent Authority, or at a later stage, it is found that incorrect information has been declared, this Certificate will be revoked, and the ETEK (Technical Chamber of Cyprus) and the competent Authority will be informed accordingly.

Signature.....

for the Town Planning Authority.

Date.....

Seal:.....

APPENDIX

Required Submitted Documents and Plans

Along with this Responsible Declaration Form of the Designer/Certification of the Urban Planning Authority, the following documents must also be submitted to the Urban Planning Authorities:

(a) A copy of the Registration Certificate of the property to be developed, reflecting the actual status at the time of application submission. If ownership details are available from the information system, a property registration certificate will not be required.

(b) An unofficial property plan of the property to be developed, showing the actual status at the time of application submission at the largest available scale and indicating the placement of the requested development, which can be printed from the online portal of the Department of Land and Surveys.

It is noted that additional documents may be required by the Urban Planning Authority during the review of this form.

(c) A certificate from the Council of Registered Engineers and Architects (ETEK) regarding the Professional Insurance of the project designer, ensuring accountability for the submitted documents.

(d) A Certificate of Attendance at a Training Seminar (ETEK) concerning the Regulatory Provisions of Urban Planning Legislation.

(e) Spatial Development Diagram, which will include:

- Spatial plan - Ground floor plan, indicating the distances between the buildings and from the borders of the plot under development, showing the required parking spaces, as well as the area of the corresponding land sections for each unit (for more than one residence). It should also indicate the elevations of the existing/proposed land, both for the plot under development and the adjacent properties and roads. It is emphasized that in cases where there are height differences equal to or greater than two meters within the development plot, a topographic and elevation survey must be submitted. Additionally, if the slope of the plot exceeds 5%, an additional A3 plan with detailed elevations, cross-sections, and fencing plans must be submitted.
- Floor plans, elevations
- 2 representative cross-sections showing the natural ground line and the elevations of the roads.
- Area diagrams for each level of the building, distinctly specifying the surfaces that are included or excluded from the area calculated based on the applicable building coefficient and coverage percentage.
- Area measurement for the under-construction plot.
- Photographs of the plot under development, showing the neighboring properties.

.Note: The Regulatory Provisions Self-Assessment Form of the Planning Legislation for the self-assessment purposes of the planner is available on the website of the Department of Town Planning and Housing.