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Please Quote Our Reference  
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Our Ref: R70.018.014

Date: 7 April 2014

## **CIRCULAR TO PROFESSIONAL INSTITUTES**

**Dear Sirs**

### **DEFRAYMENT OF COST FOR SUBDIVISION OF LAND FOR ROAD RESERVE AFFECTING PRIVATE PROPERTIES**

#### **Who should know**

Private property owners, developers, architects, engineers and registered surveyors

#### **Background**

1. As part of the current land use planning process, road reserve lines are drawn across private developments to safeguard land for future public roads (including road widening and improvement).
2. If a landowner intends to redevelop his property that is affected by road reserve lines, he will be required to, as part of LTA's conditions incorporated into the URA's Written Permission (WP) for the proposed redevelopment works, ensure that the safeguarded land is free of encumbrances upon the redevelopment of his property (e.g. by setting back the boundary wall to exclude the land to be vested).
3. Under the current process, the owner/developer whose development site is affected by the road reserve line is required to carry out land survey to subdivide the safeguarded land (usually through engaging a Registered Surveyor). LTA will then vest the safeguarded land in the State pursuant to the Street Works Act.
4. As owners/developers are required to pay Registered Surveyors and submission fees to Government agencies to carry out the sub-division of land, this process may have posed an additional financial undertaking to the owner/developer on top of the costs associated with the re-development of the property.

### **Details of Defrayment of Cost**

5. We are pleased to announce that, LTA, with the support of URA and SLA, will defray private property owners for the costs involved in the subdivision of land for road reserve, subject to a cap.
6. The costs that qualify for defrayment is limited to the fees payable to:
  - (i) URA for processing the land subdivision submission,
  - (ii) SLA for allocation of new land lot numbers, inspection of survey work and approval of the Certified Plan (CP) and
  - (iii) Registered Surveyor (RS) for carrying out the surveys required for submission to URA and SLA.
7. The actual amount to be defrayed will be determined by LTA.

### **Application Process**

1. Property owners will continue to engage Registered Surveyor (RS) to carry out works related to land subdivision and pay the RS accordingly as per current practice. Once the Certificate of Statutory Clearance (CSC) is issued by LTA, the property owner can make an application for the defrayment of cost related to the land subdivision. All applications shall be submitted within **6 months** from the date of CSC clearance by LTA.
2. All applications for the above-mentioned defrayment of cost shall be made with the prescribed forms available for download at <http://www.lta.gov.sg/content/dam/ltaweb/corp/Industry/files/COP-Appendices/Defrayment Claim Form Rev 1.doc> together with the necessary supporting documents. The required supporting documents are mentioned in the above-mentioned form.
3. Applicants can expect to receive payment within 1 - 2 months from the date of their application, if all documents are in order.
4. We have attached a list of questions and answers that may be useful to better understand this initiative.

### **Date of Eligibility for Defrayment of Cost**

5. The defrayment of cost is applicable to all sub-division cases where the Certified Plans have been approved by Chief Surveyor (c/o SLA) on or after **7 April 2014**.

**Enquiries**

6. I would appreciate if you could convey the contents of this circular to the relevant members of your organisation and private property owners/developers who may benefit from this initiative. If you or your members have any queries concerning this circular, please do not hesitate to e-mail us at [lta-dbc\\_registry@lta.gov.sg](mailto:lta-dbc_registry@lta.gov.sg).

Yours faithfully



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## **Defrayment of Cost for Subdivision of Land for Road Reserve affecting Private Properties**

### **- Frequently Asked Questions**

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#### **GENERAL**

##### **1. Who is eligible for the defrayment of cost?**

*Owner(s)/Developer(s) of private properties that are carrying out development works and are affected by Road Reserve Line and is required to subdivide the development lot(s) for vesting in the State.*

##### **2. Is there a limit for the amount to be defrayed?**

*Yes. The cap amount to be defrayed will be determined by LTA.*

##### **3. What happens if there is a difference in the amount claimed by the owner and the amount defrayed by LTA?**

*The owner can make an appeal to LTA with necessary justifications. LTA will review the appeal and inform the owner accordingly.*

#### **QUALIFYING COSTS**

##### **4. What are the costs that qualify for defrayment?**

*The costs that qualify for defrayment are limited to the fees payable to:*

- *URA for processing the land subdivision application,*
- *SLA for allocation of new land lot numbers, inspection of survey work and approval of the Certified Plan (CP) and*
- *Registered Surveyor (RS) for carrying out the surveys required for submission to URA and SLA.*

*The total amount to be defrayed will be determined by LTA.*

##### **5. Can I claim defrayment for as-built survey?**

*No.*

##### **6. Will I be defrayed for relocating boundary wall/ access etc?**

*No.*

##### **7. Will I be defrayed for amalgamating individual lots?**

*No.*

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#### **8. Will the owner be defrayed for any re-submission fees or penalty levied by URA?**

*URA will issue one of the following to Registered Surveyor (RS) for the land subdivision application:*

- *Written Permission (WP)*
- *Provisional Permission (PP) or Advice where RS has to resubmit to URA complying with their conditions/requirements to obtain approval. – No resubmission fee by RS to URA is required.*
- *Written Direction (WD) – Resubmission fee by RS to URA may or may not be required.*

*Please note that LTA will only defray cost for one application processing fee to URA and not for any subsequent fee payable by RS for resubmission to URA in response to any WD.*

#### **9. Will LTA defray any re-submission or penalty fees payable by Registered Surveyor (RS) to SLA?**

*If the submissions by RS are not in order, SLA may issue either (i) Queries and impose a penalty fee or (ii) Rejection by returning the whole submission including the processing fee and impose a penalty fee.*

*LTA will not defray any re-submission or penalty fees.*

#### **10. Do developments consisting of a new road to be constructed qualify for this defrayment?**

*No. This new road is required to be constructed to facilitate the proposed development and the subdivision cost shall be borne by the developer.*

#### **11. Will developments by Statutory Board affected by Road Reserve Line qualify for defrayment of cost?**

*No.*

### **ELIGIBILITY**

#### **12. Is there a date of eligibility for defrayment?**

*The defrayment is applicable to all subdivision cases where the Certified Plans has been approved by the Chief Surveyor (c/o SLA) on or after 7 April 2014.*

## **Defrayment of Cost for Subdivision of Land for Road Reserve affecting Private Properties**

### **- Frequently Asked Questions**

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#### **APPLICATION PROCESS**

##### **13. How will the Owner be informed that they are eligible for defrayment of cost for subdivision of land for Road Reserve?**

*Owner will be notified through his QP when he submits to LTA for CSC clearance.*

##### **14. Is there any timeline for the submission of claim by the Owner?**

*All claim applications shall be submitted within 6 months from the date of CSC clearance by LTA.*

##### **15. What are the documents required for the claim submission?**

*The following documents are required to be submitted:*

- *Form LTA/RT/CS-1 , (available from <http://www.lta.gov.sg/content/dam/ltaweb/corp/Industry/files/COP-Appendices/Defrayment Claim Form Rev 1.doc>)*
- *Registered Surveyor's Invoice (with breakdown showing SLA fee and URA fee),*
- *Letter from SLA confirming Certified Plan (CP) approved date, and*
- *CSC Clearance letter from LTA.*

##### **16. How long it will take to process my claim?**

*The applicant can expect to receive their defrayment payment within 1 - 2 months from the date of application if all documents are in order.*