

# **SPATIAL DEVELOPMENT PROCESSES AT THE MMDAS**

## **THE ROLE OF PHYSICAL PLANNING DEPARTMENT**

**PRESENTED BY:  
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# PRESENTATION OUTLINE

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**Composition and Function of the District Spatial Planning Committee**

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**Composition and Functions of the Technical Sub-Committee**

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**Organizational Structure and Functions of the Physical Planning Department**

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**Legal Provisions Governing the Operation of the Physical Planning Department**

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**Establishment of Public Data Room**

# DISTRICT SPATIAL PLANNING COMMITTEE

There is established by this Act (Act 925), as a committee of each District Assembly, a District Spatial Planning Committee.

- A District Spatial Planning Committee consists of
  - a) the District Chief Executive of the district who shall be the chairperson and in the absence of the District Chief Executive, the District Coordinating Director shall act as the chairperson;
  - b) the head of the Physical Planning Department of the district who shall be the secretary of the Committee;
  - c) the District Coordinating Director;
  - d) the chairperson of the sub-committee on
    - i. development planning of the District Assembly; and
    - ii. works of the District Assembly;
  - e) the District Development Planning Officer;
  - f) the head of the Works Department;
  - g) the head of the Roads Unit of the District Assembly;
  - h) a representative of the regional director of the Environmental Protection Agency;
  - i) the Head of the Disaster Prevention Department of the District Assembly;
  - j) one representative, of the Lands Commission in the District not below the rank of a Staff Surveyor appointed from the Survey and Mapping Division of the Lands Commission;

## DISTRICT SPATIAL PLANNING COMMITTEE CONT.

- k) one representative from the traditional council of the district and in districts where there are more than one traditional council, the person elected by the traditional councils within the district to represent them on a rotating basis;
- l) not more than two persons nominated by the elected members of the District Assembly from among their number to represent them except that in the nomination, preference shall be given to female elected members of the District Assembly.
- m) A District Spatial Planning Committee may co-opt or invite any other qualified person as a consultant, to attend a meeting of the District Spatial Planning Committee for the purpose of the specific subject matter being considered by the District Spatial Planning Committee.

# FUNCTIONS OF THE DISTRICT SPATIAL PLANNING COMMITTEE

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A District Spatial Planning Committee According to Act 925 shall

- 1) Ensure that physical development is not carried out in the District unless that development is duly authorised in accordance with this Act;
  - 2) Ensure that the preparation of the District Spatial Development Framework is in accordance with this Act;
  - 3) Ensure that the preparation of the structure plan and local plan in the district is in accordance with this Act;
  - 4) Deliberate on and approve the recommendation of the Technical Sub-Committee or request further consideration by the Technical Sub-Committee where necessary;
  - 5) Consider and approve applications for permit; and
  - 6) Perform other functions required to be performed this Act.
- The District Spatial Planning Committee may impose conditions that it considers appropriate in giving approval to the recommendations of the Technical Sub-Committee.



# TECHNICAL SUB-COMMITTEE

There is established by this Act (Act 925) in each District Assembly, a Technical Sub-Committee of the District Spatial Planning Committee

A Technical Sub-Committee consists of:

- 1) The head of the Physical Planning Department of the district who shall be the secretary of the Committee
- 2) The District Development Planning Officer;
- 3) The head of the Works Department;
- 4) The head of the Roads Unit or Urban Roads Department of the District Assembly;
- 5) The district head of the Disaster Prevention Department of the District Assembly;
- 6) One representative of the Lands Commission in the District;
- 7) One representative of the regional head of the Environmental Protection Agency;
- 8) The District Fire Officer;
- 9) The head of the District Health Department
- 10) Two co-opted members at least, one of whom is the chair-person of a sub-metro or urban council as appropriate.
- 11) A representative from any of the utility agencies or other relevant agencies may be co-opted, if required.
- 12)

# TECHNICAL SUB-COMMITTEE

- 1) The chairperson of a Technical Sub-Committee shall be elected by the members of the Technical Sub-Committee from their number at the first meeting of the Technical Sub-Committee.
- 2) In the absence of the chairperson at a meeting of the Technical Sub-Committee, the members present and forming a quorum shall elect one of their number to chair that meeting.
- 3) Where any of the members of the Committee as specified in subsection (2) is not available, the District Spatial Planning Committee shall, in consultation with the Regional Spatial Planning Committee, co-opt a person from another district within the Region to fill the vacancy until a substantive person is appointed within the district.
- 4) The Technical Sub-Committee shall report to the District Spatial Planning Committee.
- 5) The District Spatial Planning Committee and Technical Sub-Committee may co-opt non members to attend their meetings but a co-opted person may only advise on matters which are being deliberated on at the meeting and shall not vote on decisions.

# FUNCTIONS OF TECHNICAL SUB-COMMITTEE

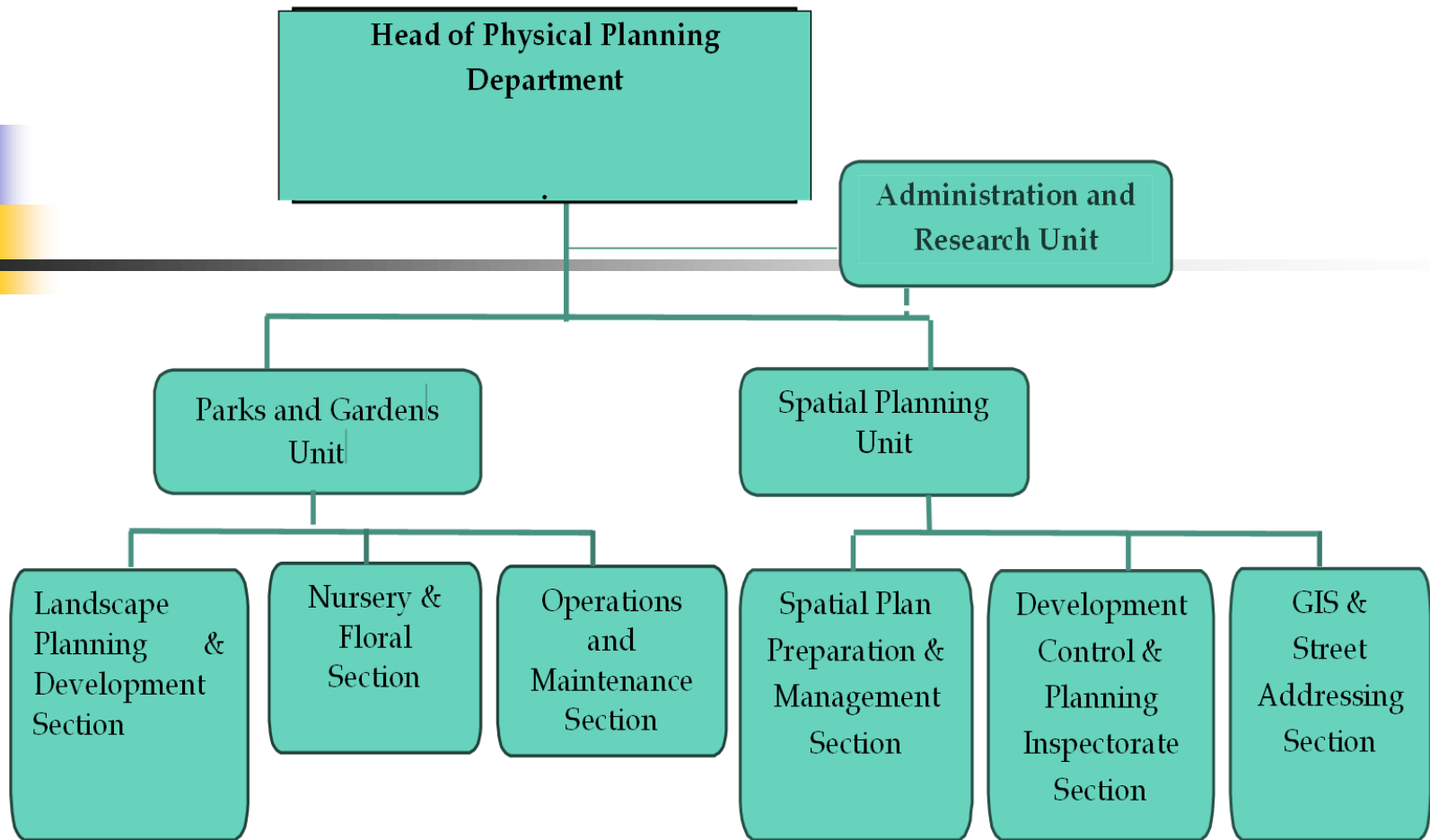
The Technical Sub-Committee shall:

- 1) Prepare or review the District Spatial Development Framework, Structure Plans, Local Plans and Rezoning Plans
- 2) Review applications for physical development;
- 3) Recommend to the District Spatial Planning Committee, applications for approval;
- 4) Provide the Authority with reports as required for the enforcement of this Act;
- 5) Make recommendations to the District Spatial Planning Committee to approve any of the items, documents or matters required to be approved under this Act;
- 6) Make input into the discussions of site advisory and site selection teams set up for public projects by the Site Advisory Committee established under the State Lands Regulations, 1962 (L.I. 230);
- 7) Provide technical services, establish conditions in relation to the various plans and monitor implementation of the plans; and
- 8) Perform any other function assigned to the Committee by the District Spatial Planning Committee.

# MEETINGS AND QUORUM

- 1) The District Spatial Planning Committee and the Technical Sub-Committee shall meet as and when required to perform the functions stated under this Act but shall in any event meet at least once a month except that the Technical Sub-Committee shall hold its meetings and submit a report to the District Spatial Planning Committee before the District Spatial Planning Committee's meetings.
- 2) A quorum for a meeting of the District Spatial Planning Committee and Technical Sub-Committee is constituted by half or more of the members present.
- 3) Decisions of the District Spatial Planning Committee and the Technical Sub-Committee shall be by simple majority.

# ORGANIZATIONAL STRUCTURE FOR THE PHYSICAL PLANNING DEPARTMENT



# FUNCTIONS OF THE PHYSICAL PLANNING DEPARTMENT

## The Physical Planning Department at the MMDAs shall:

1. Advise the District Assembly on national policies on physical planning, land use and development;
2. Co-ordinate activities and projects of departments and other agencies including Non-Governmental Organizations to ensure compliance with planning standards;
3. Prepare spatial plans as a guide for the formulation of development policies and decisions in the district;
4. Identify problems concerning the development of land and its social, environmental and economic implications;
5. Advise on setting out approved plans for future development of land at the district level;
6. Advise on preparation of structure plans for towns and villages within the district;
7. Collaborate with the Survey and Mapping Division of Lands Commission in the performance of its functions;
8. Facilitate and participate in research and public education in planning and human settlement development in the District;
9. Assist to offer professional advice to aggrieved persons on appeals and petitions on decisions made on their building;
10. Facilitate consultation, co-ordination and harmonization of developmental decisions into a physical development plan;

# FUNCTIONS OF THE PHYSICAL PLANNING DEPARTMENT CONT.

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- 11) Assist to prepare a District Land-Use Plan to guide activities in the district;
- 12) Advise on the conditions for the construction of public and private buildings and structures;
- 13) Assist to provide the layout for buildings for improved housing layout and settlement;
- 14) Ensure the prohibition of the construction of new buildings unless building plans submitted have been approved by the Assembly;
- 15) Advise and facilitate the demolition of dilapidated buildings and recovery of expenses incurred in connection with the demolition;
- 16) Ensure the prohibition of the use of inflammable materials in the construction or repair of buildings in defined areas;
- 17) Advise the Assembly on the siting of bill boards, masts and ensure compliance with the decisions of the Assembly;
- 18) Advise on the acquisition of landed property in the public interest; and
- 19) Undertake street addressing and related Issues.
- 20) Develop and promote effective landscape beautification in the district and homes



# FUNCTIONS OF THE PHYSICAL PLANNING DEPARTMENT CONT.

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- 21) Maintain and sustain all landscape areas in the road medians, road shoulders and traffic islands in the district
- 22) Cultivate horticultural products including vegetables, fruits, tree seedlings and ornamental plants for sale to the public and for export
- 23) Conduct routine maintenance of prestige areas
- 24) Develop and promote the cultivation and conservation of medicinal and aromatic plant species
- 25) Supply tree seedlings to educational institutions on gratis thus encouraging tree planting in schools and communities
- 26) Provide horticultural training and extension services to students and pupils from institutions in the district

# SPECIFIC RESPONSIBILITIES RELATED TO THE SPATIAL PLANNING UNIT

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- a. Spatial data analysis for the preparation of spatial development frameworks, structure plans and local plans
- b. Undertake Street Naming and Property Numbering in the District in accordance with the street addressing guidelines and policy.
- c. Preparation of GIS maps for all spatial plans prepared in the District.
- d. Develop and maintain LUPMIS data base
- e. Support the mapping of spatial dimensions of MTDP
- f. Implementation and enforcement of Planning Committee's decisions and planning control (including compilation of unauthorized developments and other legal breaches for redress in the courts)
- g. Preparation of reports on Planning Appeals to the Regional Spatial Planning Committee (RSPC)
- h. Day-to-day site visits on town expansion schemes carried out by private developers and Statutory Development Corporations.
- i. Ensure the prohibition of the construction of buildings without development permits in the District



# SPECIFIC RESPONSIBILITIES RELATED TO THE SPATIAL PLANNING UNIT CONT.

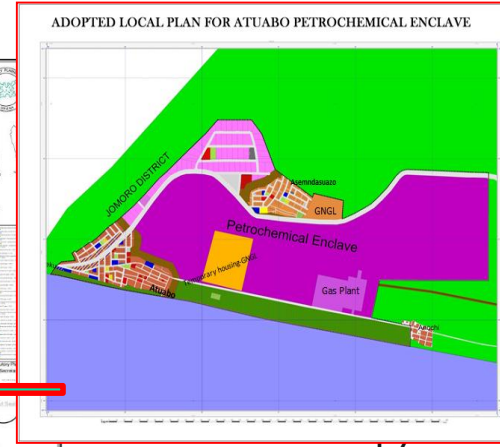
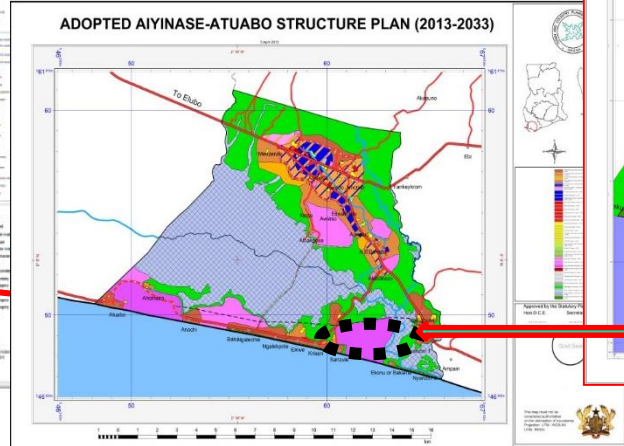
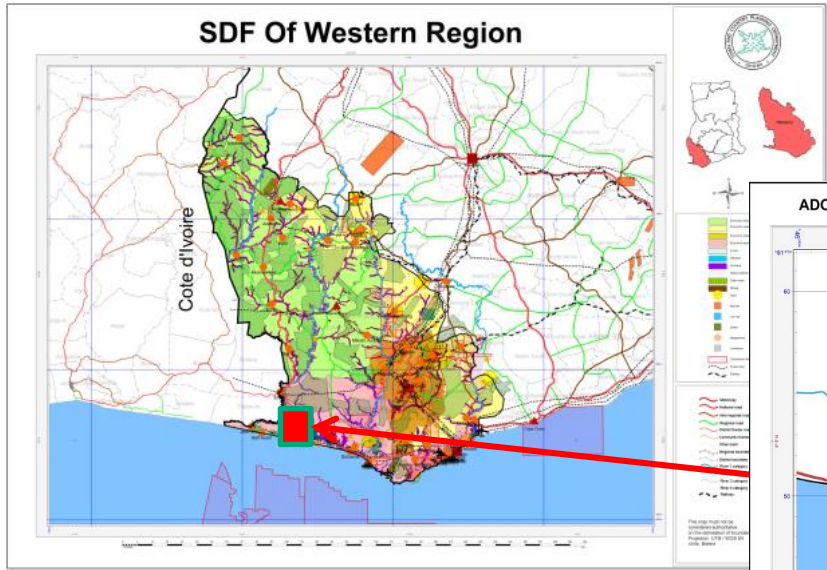
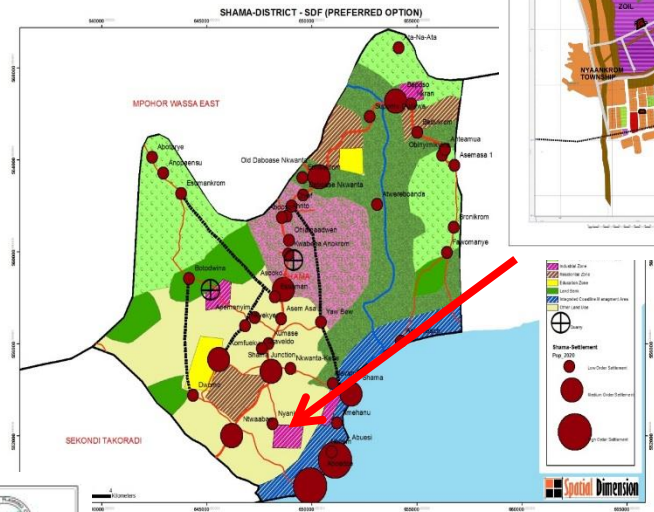
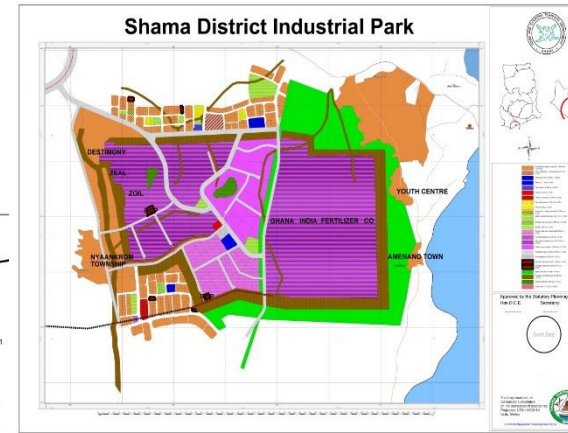
- j. Create and manage development control records
- k. Examination of development applications including vetting of site and design plans, site inspection, consultation and negotiation with private developers and public development agencies, expert advice, reports or
- l. Design and preparation of spatial development frameworks, structure plans and local plans in the district.
- m. Review of spatial plans prepared by Consultants in the District.
- n. Preparation of local planning standards (variations) and its submission for approval from the Land use and Spatial Planning Authority.
- o. Coordination and overseeing the preparation of Strategic Environment Assessment (SEAs) for Spatial Development Frameworks, Structure Plans and Local Plans prepared by the District.
- p. Advise and coordinate the setting out of approved spatial plans for future development of land in the District.
- q. Co-ordination of activities and projects of departments and other agencies including Non-Governmental Organizations to ensure compliance with planning standards;

# *Specific responsibilities related to the Spatial Plan Preparation & Management Section*

- a. Design and preparation of spatial development frameworks, structure plans and local plans in the district.
- b. Preparation of Terms of Reference (TOR) for the outsourcing of the preparation of spatial plans to Consultants in the District.
- c. Review of spatial plans prepared by Consultants in the District.
- d. Preparation of local planning standards (variations) and its submission for approval from the Land use and Spatial Planning Authority.
- e. Coordination and overseeing the preparation of Strategic Environment Assessment (SEAs) for Spatial Development Frameworks, Structure Plans and Local Plans prepared by the District.
- f. Supervision of Contractors chosen for the preparation of any spatial or land use plans.
- g. Advise and coordinate the setting out of approved spatial plans for future development of land in the District.
- h. Co-ordination of activities and projects of departments and other agencies including Non-Governmental Organizations to ensure compliance with planning standards;

# HIERARCHY OF SPATIAL PLANS (WESTERN REGION)

- Western Regional Spatial Development Framework
- Shama Structure Plan
- Aiyinase-Atuabo Structure Plan
- Shama Industrial Park Local Plan
- Atuabo Petrochemical Enclave Local Plan
  - Lead Executing Agency - Min. of Energy & MESTI



## SPECIFIC RESPONSIBILITIES RELATED TO THE DEVELOPMENT CONTROL & PLANNING INSPECTORATE SECTION

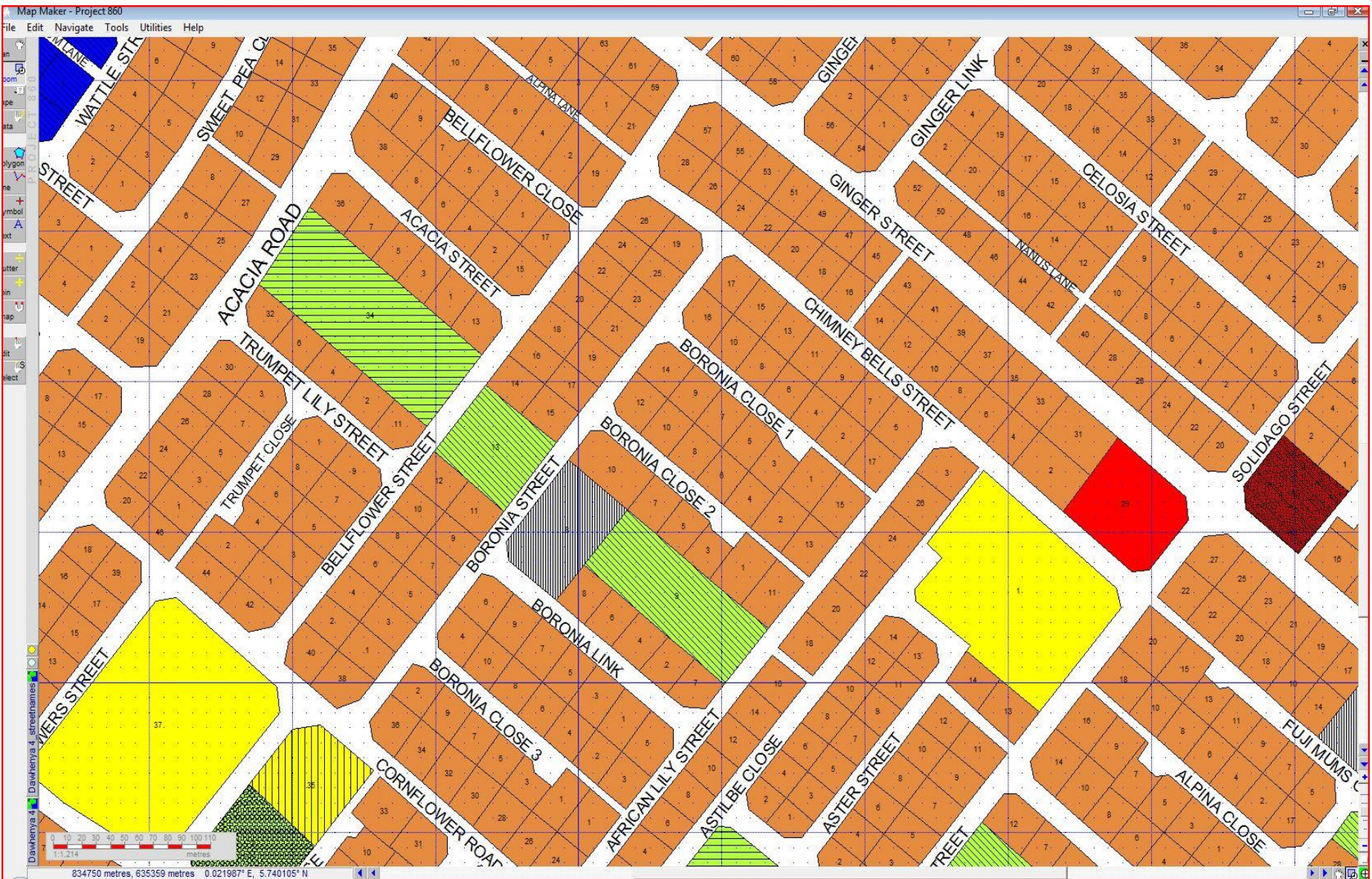
- a. Examination of development applications including vetting of site and design plans, site inspection, consultation and negotiation with private developers and public development agencies, expert advice, reports or recommendations to
- b. District Assemblies, Political Authorities and private individuals  
Implementation and enforcement of Planning Committee's decisions and planning control (including compilation of unauthorized developments and other legal breaches for redress in the courts)
- c. Preparation of reports on Planning Appeals to the Regional Spatial Planning Committee (RSPC)
- d. Day-to-day site visits on town expansion schemes carried out by private developers and Statutory Development Corporations.
- e. Ensure the prohibition of the construction of buildings without development permits in the District
- f. Provide professional advice to aggrieved persons on appeals and petitions on decisions made on development applications.
- g. Create and manage development control records



## SPECIFIC RESPONSIBILITIES RELATED TO THE GIS & STREET ADDRESSING SECTION

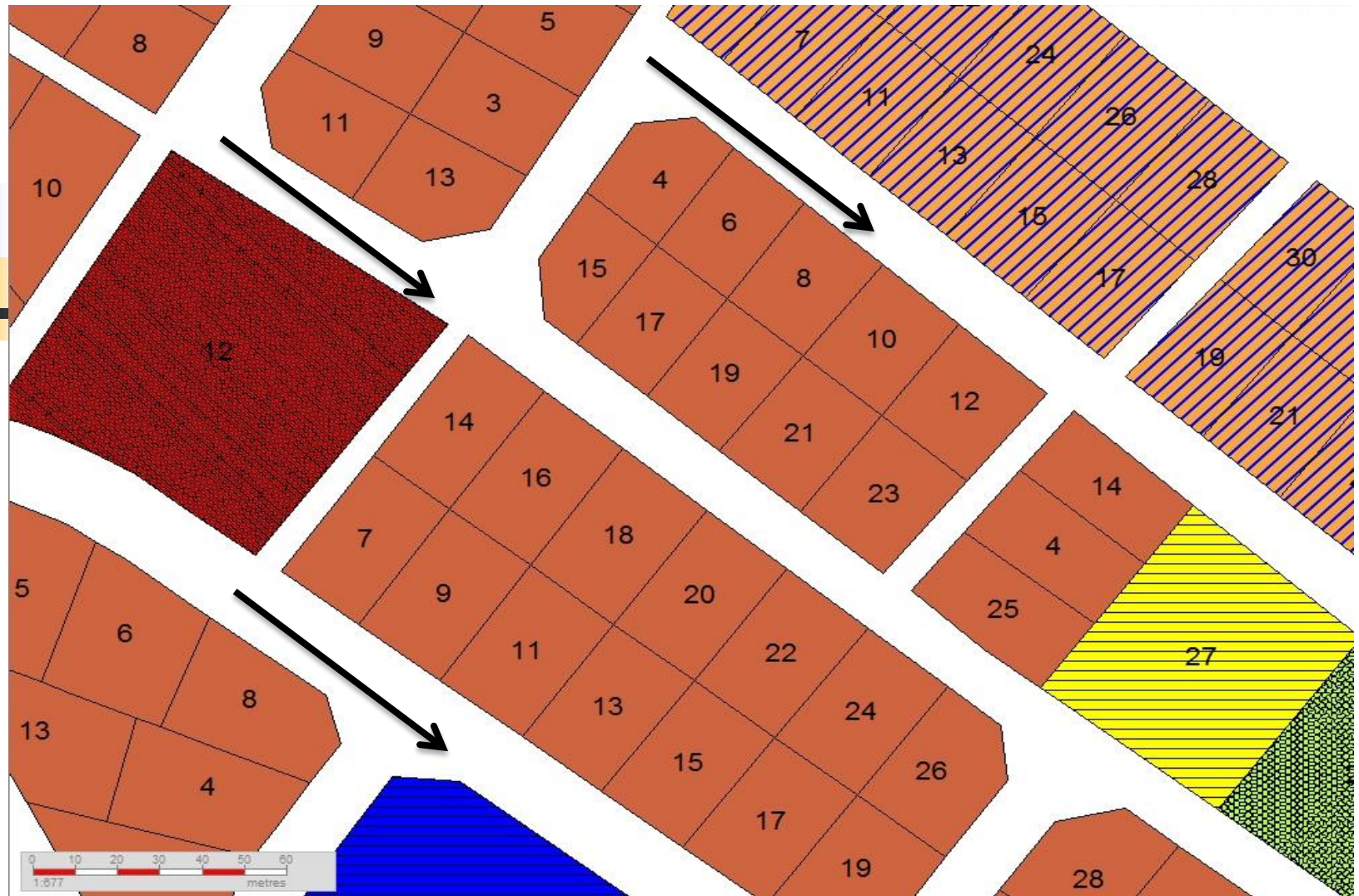
- a. Spatial data analysis for the preparation of spatial development frameworks, structure plans and local plans
- b. Undertake Street Naming and Property Numbering in the District in accordance with the street addressing guidelines and policy.
- c. Preparation of GIS maps for all spatial plans prepared in the District.
- d. Develop and maintain of LUPMIS data base
- e. Support the mapping of spatial dimensions of MTDP

# STREET ADDRESSING AT LOCAL PLAN LEVEL



# SEQUENTIAL OR "CLASSIC" NUMBERING

The existing doorways are numbered sequentially, alternating between uneven numbers on the left side of the street (1, 3, 5, 7, and so on) and even numbers on the right side (2, 4, 6, 8, and so forth)



# References between Street Name, Property Number and UPN

## Drawing Tools of LUPMIS: UPN - Street Name / House Number Reference List in STMA ('STMA')

You can list the references of UPN numbers to the street name / housenumber system and v.v. ([demo](#)). The list itself has been generated by the '[Streetname/HouseNo](#)' Drawing Tool. It is saved in an Excel table and in the Address database in LUPMIS.

There are 646 references:

UPN	Full address	House number	Street	Location	Previous street name
637-0539-0001	4 Beach Rd	4 Beach Rd		<a href="#">On map</a>	
637-0539-0002	16 Officers Mess Rd	16 Officers Mess Rd		<a href="#">On map</a>	
637-0539-0003	14 Officers Mess Rd	14 Officers Mess Rd		<a href="#">On map</a>	
637-0539-0004	14 Master Cudjoe St	14 Master Cudjoe St		<a href="#">On map</a>	
637-0539-0005	16 Master Cudjoe St	16 Master Cudjoe St		<a href="#">On map</a>	
637-0539-0006	8 Beach Rd	8 Beach Rd		<a href="#">On map</a>	
637-0539-0007	10 Beach Rd	10 Beach Rd		<a href="#">On map</a>	
637-0539-0008	18 Officers Mess Rd	18 Officers Mess Rd		<a href="#">On map</a>	
637-0539-0009	12 Master Cudjoe St	12 Master Cudjoe St		<a href="#">On map</a>	
637-0539-0010	19 Dot Cl	19 Dot Cl		<a href="#">On map</a>	
637-0539-0011	1 Updrift Ln	1 Updrift Ln		<a href="#">On map</a>	
637-0539-0012	22 Officers Mess Rd	22 Officers Mess Rd		<a href="#">On map</a>	
637-0539-0013	2 Shelter Cl	2 Shelter Cl		<a href="#">On map</a>	
637-0539-0014	21 Officers Mess Rd	21 Officers Mess Rd		<a href="#">On map</a>	
637-0539-0015	8 Shelter Cl	8 Shelter Cl		<a href="#">On map</a>	
637-0539-0016	23 Officers Mess Rd	23 Officers Mess Rd		<a href="#">On map</a>	
637-0539-0017	3 Shelter Cl	3 Shelter Cl		<a href="#">On map</a>	
637-0539-0018	4 Shelter Cl	4 Shelter Cl		<a href="#">On map</a>	
637-0539-0019	9 Master Cudjoe St	9 Master Cudjoe St		<a href="#">On map</a>	
637-0539-0020	6 Beach Rd	6 Beach Rd		<a href="#">On map</a>	
637-0539-0021	5 Updrift Ln	5 Updrift Ln		<a href="#">On map</a>	
637-0539-0022	20 Officers Mess Rd	20 Officers Mess Rd		<a href="#">On map</a>	
637-0539-0023	3 Updrift Ln	3 Updrift Ln		<a href="#">On map</a>	
637-0539-0024	1 Longshore Cl	1 Longshore Cl		<a href="#">On map</a>	

# Legal Provisions Governing the Operation of the Physical Planning Department

- ❑ The Land Use and Spatial Planning Act, 2016 (Act 925) Sections 37- 42
- ❑ The Land Use and Spatial Planning Regulations, 2019 (L.I. 2384)
- ❑ The Local Governance Act, 2016 (Act 936, Sections 91 to 107)
- ❑ The Local Government (Departments of District Assemblies) ( Commencement) Instrument, 2009 (L.I. 1961)

The Act 925 states clearly the position and mandate of the Physical Planning Department (PPD) as the Secretariat of the Spatial Planning Committee of the Assembly. Therefore the performance of the functions of the secretariat in the development permitting process must be coordinated by the PPDs.

# POTENTIAL AREAS OF CONFLICT BETWEEN THE PHYSICAL PLANNING DEPARTMENT AND WORKS DEPARTMENT

The role conflict between the PPD and the Works Department at the MMDAs is purely a human / operational factors. It basically bothers on permitting and development control function of the Assembly.

## Application and Issuance of Permit

- ❑ All applications for permit (permanent and temporary structures) must be received by the PPD on behalf of the DSPC (Act 925 Sections 42)
- ❑ All permits must be issued by the DSPC and dispatched to applicants through PPD (Act 925 Sections 42)
- ❑ One-Stop Shop

## Inspection and Monitoring Visits

- ❑ All site inspection associated with permit applications should be conducted jointly by the DSPC
- ❑ Each District Assembly shall establish a Planning and Building Inspectorate to monitor physical development to ensure compliance with the approved permits (Act 925 Sections 158 and 159)

# CONFLICT OF ACT 925 WITH PROVISIONS OF OTHER LAWS

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## Section 90 (1)

**“WHERE A PROVISION OF THIS ACT IS IN  
CONFLICT WITH ANY OTHER ENACTMENT  
RELATING TO LAND USE, THE PROVISION  
OF THIS ACT SHALL PREVAIL”**



# ESTABLISHMENT OF PUBLIC DATA ROOM

In pursuance of section 47 of Act, 925, a Public Data Room shall be opened in each district assembly within sixty day after the coming into force of the Act.

- 1) The documents to be provided in the Public Data Room include:
- 2) The District Spatial Development Framework;
- 3) The structure plan;
- 4) The zoning scheme;
- 5) Permits;
- 6) Notices;
- 7) Records of public consultation; and
- 8) any other relevant document determined by the Authority.

## ESTABLISHMENT OF PUBLIC DATA ROOM CONTI.

- 1) A Public Data Room set up under the Act shall be managed by a person of the grade of a senior officer, assigned to the position by the Physical Planning Development of the District Assembly.
- 2) The Minister, in consultation with the Minister responsible for Local Government and the Minister responsible for Finance, shall prescribe the fees to be charged for access to information in the Public Data Room.
- 3) The prescribe fees for access to information in the Public Data Room shall be published on the notice board of each Assembly within seven days after prescription of the fess.
- 4) A person who seeks to make an inquiry, conduct a search or request for information from the Public Data Room shall do so by an application in the form set out in Form 6 of the schedule.
- 5) The Secretariat shall process an application within five days after receipt of the application.
- 6) The Secretariat shall maintain records of all applications made by the public



**THANK  
YOU**