



## COVER LETTER FOR SUBMISSION OF CONCEPT DESIGN

Name of Owner \_\_\_\_\_  
File Reference # \_\_\_\_\_  
Plot # \_\_\_\_\_ Sector # \_\_\_\_\_ Phase. \_\_\_\_\_  
CNIC # \_\_\_\_\_  
Mobile # \_\_\_\_\_  
Date \_\_\_\_\_

To:

Additional Director (Building Control)  
Site Office, DHA Multan

Subject: Request for Concept Design Approval - Submission of Preliminary Drawings

Submission of preliminary drawings & documents, required for review must be submitted to Building Control Section, Planning Branch at Site Office, DHA Multan

1. Following list of requirements specified by the authority are mandatory to fulfill for provisional approval in order to proceed further with details drawings submission. Irrespective of incomplete submission request, concept (Initial) drawings submitted will not be considered or, after submission of drawings for construction – no approval will be granted.

List of Requirements				
Drawing / Document Specification		Drawing Scale	Sheet Size	Copies
<input type="checkbox"/>	<b>Owner's CNIC</b>	Readable	-	x 1
<input type="checkbox"/>	<b>Concept / Project Design Strategy</b>		A3	DHAM
<input type="checkbox"/>	<b>Possession Letter / Site Plan (Issued by Building Control)</b>		A4	x 1
<input type="checkbox"/>	<b>Project Scope &amp; Precedents</b>		A4	x 2
<input type="checkbox"/>	<b>Architect's Review – Statement</b> <ul style="list-style-type: none"><li>▪ Attach up to-date copy of PCATP reg. card</li></ul>		A4	x 1
<input type="checkbox"/>	<b>Site Data – Information / Analysis</b> <ul style="list-style-type: none"><li>▪ Attach up to-date copy of PCATP reg. card</li></ul>			
<input type="checkbox"/>	<b>Feasibility Analysis</b> <ul style="list-style-type: none"><li>▪ Technical Proposal</li><li>▪ Site Constraints / Parameters / Limitations</li><li>▪ Urban Impact w.r.t Site Aspects</li></ul>		A4	x 2
<input type="checkbox"/>	<b>Project Components – Planning Principles</b> <ul style="list-style-type: none"><li>▪ Schematic Drawings</li><li>▪ User Access Diagram / Layout</li><li>▪ Zoning / division of site</li></ul>			



## COVER LETTER FOR SUBMISSION OF CONCEPT DESIGN

<input type="checkbox"/>	<b>Design &amp; Planning</b> <ul style="list-style-type: none"><li>▪ Master plan</li><li>▪ Parking layout</li><li>▪ Floor Layout plans</li><li>▪ Utilities Plan (Location of UGWT, Septic Tanks, Elec Rooms etc.)</li></ul>	Readable	A1	x 5
<input type="checkbox"/>	<b>Building Detail</b> <ul style="list-style-type: none"><li>▪ Single line or initial sketches</li><li>▪ Sections / Part sections / Elevations</li><li>▪ Any other drawing or sketch – providing maximum information</li></ul>			
<input type="checkbox"/>	<b>CGI's / Sketches</b> <ul style="list-style-type: none"><li>▪ Any 3-dimensional sketch / render / perspective to get an idea of building Mass</li></ul>			
<input type="checkbox"/>	<b>Area Classification / Division</b> <ul style="list-style-type: none"><li>▪ Plot / Land Area</li><li>▪ Built-Up Area</li><li>▪ Covered Area</li><li>▪ FSI (FAR)</li><li>▪ Ground Coverage Percentage</li><li>▪ Common / Public Area</li><li>▪ Landscape Area</li></ul>			
<input type="checkbox"/>	<b>Soft Files (Any external storage device)</b>		-	-

### For Office Use

Signature of Receiver: \_\_\_\_\_ Signature of Owner: \_\_\_\_\_

Name of Receiver: \_\_\_\_\_ Name of Owner: \_\_\_\_\_

Date: \_\_\_\_\_