

### **Procedure for availing Official Site Plan, Urban Planning Division**

1. Download application form from ***www.gcc.bt*** under 'Downloads forms.'
2. Send a scanned copy of your lagthram alongwith the filled up application form and email to ***upd@gcc.bt/jtshering@gcc.bt***
3. The applicant will be informed via call/text/email upon completion of the site plan with a bill of Nu. 500 attached.
4. Applicant must deposit a site plan fee of ***Nu.500*** to Gelephu Thromde account ***no. 101214271***(direct deposit/Mbob) with a confirmation screenshot.
5. A scanned copy of the site plan will be sent to the applicant via email after payment.
6. The original site plan shall be issued at a later date upon resumption of office.

***Note: For any queries contact at 17585453/77255010/17339314***