**CHECKLIST FOR PHYSICAL DEVELOPMENT PLAN PREPARATION**

The following checklist is to be used by all those involved in preparation and implementation of Physical Development Plans (PDPs). The checklist is complementary to the existing instruments and should also serve as a guide in procurement of consultancies for physical planning services. Adhering to the checklist will not only enable standardization of the processes and deliverables but will also ease implementation of the Physical Development Plans by the local governments and other agencies.

1. The Commissioner Physical Planning should be provided with the work plan and kept informed of the progress of the planning exercise at all times.
2. The supervisory role of the Ministry of Lands, Housing & Urban Development is key in providing technical support & guidance in the acquisition of planning services & PDP preparation process. Therefore all TORs should be submitted to CPP for review. Similarly all deliverables should be copied to CPP for information and guidance.
3. The Physical Planning Consultant or the Physical Planner responsible for the PDP preparation should be a registered member of the Uganda Institute of Physical Planners (UIPP).
4. Public engagement/ participation is key in all the stages of the PDP preparation. The planning entity should submit to CPP their stakeholder engagement plan.
5. SWOT analysis for all PDPs prepared.
6. All PDPs prepared should adhere to Physical Planning Standards, Regulation & Guidelines.
7. Use of relevant information like Aerial photos, Topo maps, Cadastre plans, remuneration maps/data and any other important information. The planning team should provide a detailed explanation of their spatial data collection methods and demonstrate the accuracy of spatial data used before plans can be approved.
8. Conformity of the PDPs. Lower PDPs should conform to higher PDPs.
9. All Plan proposals shall give due consideration of environmental, ecologically sensitive areas, transport and utility infrastructure.
10. All PDPs should have implementation plans/ strategies which should be developed in a participatory manner.
11. PDP implementation strategies should explore Public Private Partnership (PPP) to minimize on compensation and implementation costs.
12. Planning authorities should commit to use the PDPs in their subsequent 5 year development plan and their annual budgets.