

**TECHNICAL GUIDELINES
FOR
RESIDENTIAL MORCELLEMENT DEVELOPMENT**



**MORCELLEMENT BOARD
MINISTRY OF HOUSING AND LANDS
JANUARY 2013**

This Guideline is not a legal document. It serves only as a guide, to help promoters in submitting a comprehensive application to the Morcellement Board.

It has been prepared by the Ministry of Housing and Lands.

Soft copies of this guideline can be downloaded from the website of the Ministry of Housing and lands.

<http://housing.gov.mu>

TABLE OF CONTENTS

1.0	Introduction	01
1.1	Objectives	01
2.0	Guidelines	
2.1	General Requirements	02
2.2	Ministry of Housing and Lands/ Local Authorities	07
2.3	Ministry of Agro-industry and Food Security	10
2.4	Irrigation Authority	11
2.5	Ministry of Environment and S.D	12
2.6	Ministry Health and Quality of Life	13
2.7	Traffic Management and Road Safety Unit	13
2.8	Road Development Authority	14
2.9	Wastewater Management Authority	14
2.10	Central Electricity Board	16
2.11	Central Water Authority	16
Appendices:		
	Appendix One: Certificate of Notification	18
	Appendix Two: Newspaper Notice for Public	19
	Appendix Three: Site Notification	20

TECHNICAL GUIDELINES FOR RESIDENTIAL MORCELLEMENT DEVELOPMENT

1.0 INTRODUCTION

The Morcellement Act stipulates that a promoter of any morcellement project must apply to the Morcellement Board for a Morcellement Permit. However, some types of subdivisions as mentioned in the First Schedule of the Morcellement Act are exempt.

1.1 OBJECTIVE

The objective of the guideline is to assist promoters and consultants in the preparation of plans and documents to be submitted to the Morcellement Board for any residential morcellement development in a comprehensive manner and to ensure that the plans and documents submitted contain all pertinent information required for a proper assessment of the application and hence avoid delays in processing of morcellement applications.

2.0 GUIDELINES

This guideline is by no means exhaustive. Not all matters outlined in this guideline will be applicable to every proposed development. The applicant is advised to also consult the planning instruments such the National Development Strategy, the relevant Outlines Schemes, and the Planning Policy Guidance issued by the Ministry of Housing and Lands and the relevant Acts and Regulations.

This guideline highlights the requirements presented in a checklist form to facilitate the filling in the application. The requirement is divided in two parts. The first one is on the Site/Layout and Location Plan accompanying the application and the second part is on the specific requirements in terms

of planning criteria, specifications, conditions, etc. that are usually requested by the authorities concerned.

2.1 General Requirements

A. Documents and Information to be submitted together with the application:

- (i) 1 original copy and 12 photocopies of the Application Form for Morcellement Permit bearing the signature/s of Applicant/s Owners/s, Co-owners/s on every application form.
- (ii) 5 photocopies of the title deed;
- (iii) 2 original copies of the Application Form for Planning and Land Use Permit bearing the signature/s and Identity Card No./s of Applicant/s, Owners/s, Co-owners/s on every application form.
- (iv) 1 photocopy of the National Identity Card/s of Applicant/s, Owners/s, Co-owners/s.
- (v) 14 original copies and 15 photocopies of the morcellement plan.
- (vi) A letter from the Ministry of Agro-Industry and Food Security to certify whether a Land Conversion Permit is required or not.
- (vii) 1 original copy of the Certificate of Notification (Specimen A). A copy of the Form is at Appendix One. The Notification Plate to be displayed on site must be as per the Specimen C. A copy of the Form is at Appendix Three.
- (viii) 1 original copy of each of the newspapers in which the Notice for Public were published (Specimen B). A copy of the specimen of the Form is at Appendix Two. The Press Notice has to be published in at least 2 dailies newspapers during 3 consecutive days.

Where applicable:

- (i) Written consent or any other legal document authorizing a person other than the owner/s to apply on his/her/ their behalf.
- (ii) Preliminary Environment Report or an Environment Impact Assessment Licence.
- (iii) Land Conversion Permit or a Certificate (under the SIE Act) issued by the Ministry of Agro-Industry.
- (iv) Traffic Impact Assessment Report or Traffic Study Report.
- (v) Memorandum of Survey under the Land Surveyor Act.
- (vi) CWA/CEB bills as proof of supply to any lot.

B. Morcellement Plan

The Morcellement (site/layout) plan must be drawn up in an appropriate scale and be as per Cadastral Survey Act 2011 and certified by a Sworn Land Surveyor.

The site/layout plan must show:

- The name, address and VAT Registration Number of the Sworn Land Surveyor
- The external boundaries and their dimensions
- The actual adjoining owners and their Title Deed No.
- The internal boundaries and their dimensions

- Angles
- The extent of all lots including any surplus of land
- Contour lines
- All physical features such as existing buildings, service lines (CWA,CEB,WMA)
- The character of the works to be done as well as any connection with existing roads, sewers or other works and the lines and levels of such works, supported by a statement describing generally the works, including the infrastructural works, to be done containing specifications of the foundation, forms, thickness and dimensions of the works
- Description (total extent) of the land, the proposed subdivision (total numbers of lots)
- The location and the extent of open space earmarked
- Width of proposed roads and road reserve and the kerb radii
- The proposed drainage system
- any river, rivulet, feeder, canal or man-made drainage system crossing or adjoining the site indicating the reserve as appropriate as per the Forests and Reserves Act
- any heritage building or monuments

- Any ESA's such as wetlands; or any sensitive habitats for rare or endangered species of ecological importance within or around the site
- High Tension Line
- Plot sizes and extent of all plots including green spaces
- All existing buildings/structures on site including any building under construction
- Existing wastewater disposal systems on site, their dimensions and setbacks from plot and site boundaries

Note: *Contours plans are required for certain morcellement depending upon the topography of the land. A contour plan drawn by a sworn land surveyor to be submitted to show gradient of slopes on site affected by mountain slopes and any site affected by steep slopes.*

C. The location plan must show:

- some known landmarks as reference points such as schools, community centres or police station, etc.
- route from land mark to site
- distances along route from landmark to site

- any river, rivulet, feeder, canal or man-made drainage system within 200m of the site and their distance from site boundaries
- any Environmental Sensitive Areas (ESA's) located within 200m of the site
- adjacent residential area and their distance from the site
- any existing development on site and in the vicinity
- the location of all service mains, such as water, sewer lines and electricity
- existing or proposed access to the proposed morcellement and dimensions
- route from RDA classified road to morcellement site
- distances along route from RDA classified road to morcellement site
- any existing outlets/natural drain to which the surface runoff from the development can be discharged
- all lateral/secondary roads and dimensions along route from RDA classified road to morcellement site; and
- any bad neighbor development such as stone crushing plant, poultry farm, etc. and the distance from the proposed development.

The buffer that need to be observed from any of the following development are mentioned below:

Poultry and livestock farm	200m
Pigsty/slaughter house	500m
Stone crushing plant/asphalt mix plant/concrete batching plant	Up to 1 Km
Mineral Resources site	1 Km
Sewerage treatment plant	200m
wetland	30m
River	16m
Rivulet	8m
Feeders	3m
High water Mark	30m

2.2 Ministry of Housing and Lands/Local Authorities

The application will be assessed based on the following provisions and planning criteria:

- The proposed development should comply with the relevant policies of the National Development Strategy, Planning Policy Guidance 1 on Design and the relevant Outline Planning Scheme.
- The following Technical Sheets included in PPG 1 must also be consulted while designing the proposed morcellement:

- (i) Residential Roads;
- (ii) Access for People with Disabilities;
- (iii) Drainage;
- (iv) Water supply;
- (v) Mains Sewerage;
- (vi) On-Plot Sewage Disposal;
- (vii) Electricity;
- (viii) Telecommunications; and
- (ix) Combined Utilities Summary Plans

- The subdivision layout plan must include a mix of plot sizes.
- Plots should be properly oriented to maximize energy efficiency, minimize insolation and capture breeze.
- The size of the proposed lots should be such that provision of at least one on-plot car parking space may be made.
- Provision for storm water drainage system must be incorporated in the design of the morcellement and should be as per standard specified by the relevant authorities.

- The layout plan must provide for roads that are wide enough to accommodate the carriageway, utilities, footways, landscaping and drainage as per the specification as described in the Technical Sheets of PPG 1.
- Width of road reserves should be as per the specification of the RDA and TMRSU.
- The layout must provide for a safe, direct and easily accessible footways and cycleways.
- A minimum of 2% of the development area should be earmarked as public open space, with a minimum of 25m² for 20 plots and minimum dimensions of 5m.
- The maximum site gradient for open space should be less than 10% (1:10).
- The layout and design of plots must take into account the needs of the disabled (particularly those with a mobility handicap).
- The size of the proposed lots should be in conformity with the provisions of the Planning Policy Guidance.
- For larger morcellement where more than 200 lots are proposed, plots of land should be earmarked for community facilities like playground, social halls, and green spaces/jogging tracks.

Moreover, the local Authorities will apply the following conditions on issuing Morcellement Permit:

- Access will have to be tarred with premixed asphalt if there are more than 5 lots.
- Neither the Municipal/District Council nor the Village Council would be responsible for tarring the access.
- The Open Space should be developed prior to being vested in the local authority.

2.3 Ministry of Agro-industry and Food Security

(a) For subdivision of land not exceeding 2ha.

An applicant is exempted from Land Conversion Permit provided:

- (i) He does not own more than 4.221ha (10 arpents) of land in the aggregate;
- (ii) The land is not found in any gazetted irrigation area; and
- (iii) The site is located in an area where development is permissible in accordance with an outline scheme or the detailed policies of a development plan, as the case may be.

(b) For Subdivision of land exceeding 2ha.

Land Conversion Permit is required except if the land does not fall under the purview of the Sugar Industry Efficiency Act. (See sub-section(c))

(c) Exemption from application of a Land Conversion Permit.

No Land Conversion Permit is required in case the land had not been under the cultivation of sugar cane, tea or tobacco during the past 10 years and the site is not found in any irrigation area. The applicant may submit a declaration under section 28(2A) of the SIE Act, as amended. A certificate will be issued accordingly.

2.4 Irrigation Authority

- The site proposed for subdivision should not be found within irrigation zones falling under the jurisdiction of the Irrigation Authority. However, application can be considered if ever a Land Conversion Permit is granted by the Ministry of Agro-Industry & Food Security.
- If ever the site is adjacent or crossed by existing irrigation infrastructure such as existing delivery mains or irrigation canals, the applicant should provide clearance of 6m for access (irrigation servitude), i.e. 3m on each side of pipe/canal to allow for inspection, repairs or replacement of pipe and operation/maintenance of control valves.

2.5 Ministry of Environment and Sustainable Development.

- According to the Environment Protection Act, an EIA Licence is warranted for the parceling out of land above 5 hectares -
 - a) Other than, by way of subdivision in kind among heirs;
 - b) to be allocated to persons other than such persons as may be approved by the Minister responsible for the subject of agriculture and who are –
 - i. bona fide occupiers of housing units forming part of sugar estate camps owned by sugar millers or sugarcane planters;
 - ii. bona fide occupiers of housing units forming part of tea estate camps;
 - iii. workers affected by the closure of a sugar factory; or
 - iv. workers opting for the Voluntary Retirement Scheme.
- Applicants should submit details on past excisions or land parcelling (land extent, title deed number and date) in case the aggregate extent of the proposed land parcelling together with the previous excision/ land parcelling exceeds 5 Ha.

2.6 Ministry of Health and Quality of Life

- Should the proposed morcellement adjoin a river/stream, the distance of the concerned lots from the edge of the said river/stream should also be shown on the plan submitted;
- Existence of any poultry /cattle farm (within a radius of 200m) in the vicinity of the proposed morcellement;
- Existence of any pig farm (within a radius of 500m) in the vicinity of the proposed morcellement;
- Existence of any industrial/polluting activities in the vicinity of the proposed morcellement;
- Whether the proposed morcellement is within a sewered area.

Note: On-site wastewater disposal system where same is to be provided should be sited at least 30m from a watercourse (if any) unless derogation is obtained from the Ministry of Health and Quality of Life.

2.7 Traffic Management and Road Safety Unit

- All the traffic management and road safety issues must be to the satisfaction of the Traffic Management and Road Safety Unit.
- Morcellement with 80+ lots, minimum width of **main** access road to be 7m.
- Junctions of access road to existing roads: type and geometrical design to be approved by the TMRSU and RDA.
- Footpaths of minimum width 1.2m to be provided along all internal roads inside a morcellement.
- If development falls along a classified road, then a bus lay-by must be provided within the premises of the morcellement.

2.8 Road Development Authority

- Development should be as per the Planning Policy Guidance
- All infrastructural details, namely turning radii, junction details with RDA roads, drains, pavement structures, road reserves, footpaths, culverts should be to the satisfaction of the RDA.
- Provisions have to be made for the embellishment of road reserve along the main roads.

2.9 Wastewater Management Authority

- **Applications for morcellement sites located within existing sewerage areas or areas where sewerage works are ongoing.**

For sites of extent more than 5 hectares, contour map of site (*with maximum 20m spacing between contours, with additional spot levels on steep gradients, ditches, river crossings and any other special feature*) should be submitted.

- **Applications for morcellement sites: (i) located outside existing sewerage areas or outside areas where sewerage works are ongoing ; (ii) which cannot be sewerage due to technical reasons**

i. For sites with overall ground slope more than 1 in 10, contour map of site (*with maximum 20m spacing between contours, with additional spot levels on steep gradients, ditches, river crossings and any other special feature*) should be submitted.

ii. For morcellement development consisting of 25 or more lots, trial pits should be excavated at locations and depths indicated by WMA on case to case basis, and soil investigation report, certified by either a Civil Engineer registered with the Council of Registered Professional Engineers of Mauritius or a Soil Scientist, consisting of the following should be submitted:

- Description of site geology and soil characteristics;
- Description of subsurface strata;
- Level of water table, if any encountered in trial pits;
- Results of percolation tests carried out according to BS 6297.

N.B.:

- *The above may be also requested for morcellements with less than 25 lots, in case the site lies near a water body or is renowned to be waterlogged or is expected to be of low permeability. Such requirement will be laid down on a case to case basis for morcellements applications consisting of less than 25 lots.*
- *All soil investigations/percolation tests should be witnessed by a WMA Engineer.*
- *As per the Waste Water (Miscellaneous Waste Water Services) (fees) Regulations 2012 GN No.186 of 2012, a wastewater clearance certificate is required prior to the issue of a Morcellement Permit.*

2.10 Central Electricity Board

- All service cables to individual plot shall be undergrounded. CEB drawings showing PVC sleeves crossing roads shall be collected from the Morcellement Unit , CEB Curepipe , prior to start of infrastructural works .
- Medium Voltage lines i:e 22kVlines crossing site shall be displaced, isolated or undergrounded along the new proposed roads. .
- A clear servitude of 13 metres on each side of the 66kV/132kV lines Tower or clearance of 7.5 metres from the outermost conductors is required .
- Provision shall be made, for Morcellement with underground network, for allocation of space for Transformer cabins, draw-pits, trenches and Lv pillars as per CEB specifications.

2.11 Central Water Authority

The applications for morcellement are forwarded to the respective water supply section for processing. A site investigation is carried out to assess if water supply could be provided.

The following will be taken into consideration while assessing the application regarding water supply, which can be categorized as hereunder:

1. Plots are already supplied with water.
2. All the plots can be connected directly to the CWA pipe.
3. The plots can be supplied after laying of an internal reticulation.
4. The plots can be supplied after laying of an internal reticulation and carrying out of offsite works to connect to the nearest CWA network.

Upon receipt of the letter of intent, CWA will inform the applicant of the following:

- a) Need for onsite works. If any.
- b) Scope of internal network.
- c) Payment of financial contribution if applicable depending on the water demand. The criteria for calculating the water demand is as follows: 1 m³ per day for plot size up to 150 toises (570 m²). For plot size greater 150 toises, land to be divided by 100 toise (380m²) to obtain demand per day.
- d) Payment of processing, supervision and connection fees.
- e) A design is requested when the morcellement is greater than 20 lots and for specific sites depending on plot area and length of pipeworks required. The design should be carried out by a Registered Professional Engineer (Civil Engineer).
- f) For large morcellement, the pipe-laying works should be carried out by an experienced contractor approved by the CWA, under the supervision of the CWA.
- g) A bank guarantee is requested after completion of necessary pipe-laying works for morcellement with extensive pipe-laying works.

APPENDIX ONE

Specimen A

Application for Morcellement Permit

Certificate of Notification

I/We, the applicant/s
hereby certify that I/we have caused to be posted on the site situated at
..... a plate notification for a proposed Morcellement
(subdivision of land) since I certify that such
notice will be left in position until the obtention of a morcellement permit.

Name of applicant: _____

NIC

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Signature: _____

Date: _____

APPENDIX TWO

SPECIMEN B

**NEWSPAPER NOTICE FOR PUBLIC
NOTICE OF APPEAL FOR MORCELLEMENT PERMIT UNDER
SECTION 7B OF THE MORCELLEMENT ACT**

Take notice that I/we
shall make an application to the Morcellement Board for a
Morcellement Permit in respect of a proposed morcellement for
..... purposes to be carried out at
..... in the District of
.....

Any person aggrieved by the proposal may lodge an objection in
writing within 15 days as from the date of this publication to:

The Morcellement Unit
Ministry of Housing and Lands
Ebene Tower
Cybercity 1
Ebene

APPENDIX THREE

SPECIMEN C

SITE NOTIFICATION

APPLICATION FOR MORCELLEMENT PERMIT

Name of Applicant/s:

Dates of Display: From:..... To:

Address of Site:

Take notice that I/we shall make an application to the Morcellement Board for a Morcellement Permit in respect of a proposed morcellement for purposes.

Any objection against the proposed development should be made in writing within 15 days as from date of display to:

The Morcellement Unit
Ministry of Housing and Lands
Ebene Tower
Cybercity 1
Ebene

Note: Specification for Site Notification Plate

- Not to exceed 1 m² in area.
- No character to be less than 1.5cm in height and should be in white against a black background.
- The plate to be fixed no less than 1.5 above ground level.
- The plate should not be more than 3m from roadside boundary of the site and should be clearly visible from the road.
- The plate should be displayed 5 days before submission of the application and should be kept on site until obtention of the permit.