



REGENT OF BOGOR  
WEST JAVA PROVINCE  
BOGOR REGENCY REGULATION  
NUMBER 4 OF 2025  
CONCERNING  
GUIDELINES FOR THE RATIFICATION OF MASTER PLANS, SITE PLANS, AND  
SITUATIONAL DRAWINGS  
WITH THE GRACE OF GOD ALMIGHTY  
THE REGENT OF BOGOR,

- Considering : a. That in the effort to organize, regulate, develop, and control spatial use for orderly physical development/building construction, the issuance of Spatial Utilization Activity Conformity (KKPR), which is one of the requirements in the Building Construction Approval (PBG), is necessary. This includes the need for clarity of data and information from architectural service users and/or other parties regarding needs, purposes, and activity limitations in accordance with regulations. It also forms the basis for architectural considerations and is intended to ensure the availability of green open spaces, land parceling, and the provision of infrastructure, facilities, and utilities in a directed and integrated manner, in line with the Bogor Regency Spatial Plan. Therefore, Regent Regulation Number 114 of 2021 concerning Guidelines for the Ratification of Site Plans and Situational Drawings was enacted;
- b. That to optimize spatial utilization control in Bogor Regency, improvements in the ratification process of Master Plans, Site Plans, and Situational Drawings are necessary, and thus the aforementioned Regent Regulation needs to be reviewed;
- c. That based on the considerations as referred to in points a and b, it is necessary to stipulate a Regent Regulation concerning Guidelines for the Ratification of Master Plans, Site Plans, and Situational Drawings;

- In view of : 1. Law Number 5 of 1960 concerning the Basic Regulations on Agrarian Principles (State Gazette of the Republic of Indonesia Year 1960 Number 104, Supplement to the State Gazette of the Republic of Indonesia Number 2043);
2. Law Number 28 of 2002 concerning Buildings (State Gazette of the Republic of Indonesia Year 2002 Number 134, Supplement to the State Gazette of the Republic of Indonesia Number 4247), as amended several times, most recently by Law Number 6 of 2023 concerning the Stipulation of Government Regulation in Lieu of Law Number 2 of 2022 on Job Creation into Law (State Gazette of the Republic of Indonesia Year 2023 Number 41, Supplement to the State Gazette of the Republic of Indonesia Number 6856).

3. Law.....

3. Law Number 26 of 2007 concerning Spatial Planning (State Gazette of the Republic of Indonesia Year 2007 Number 68, Supplement to the State Gazette of the Republic of Indonesia Number 4725), as amended several times, most recently by Law Number 6 of 2023 concerning the Stipulation of Government Regulation in Lieu of Law Number 2 of 2022 on Job Creation into Law (State Gazette of the Republic of Indonesia Year 2023 Number 41, Supplement to the State Gazette of the Republic of Indonesia Number 6856);
4. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia Year 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587), as amended several times, most recently by Law Number 6 of 2023 concerning the Stipulation of Government Regulation in Lieu of Law Number 2 of 2022 on Job Creation into Law (State Gazette of the Republic of Indonesia Year 2023 Number 41, Supplement to the State Gazette of the Republic of Indonesia Number 6856);
5. Law Number 30 of 2014 concerning Government Administration (State Gazette of the Republic of Indonesia Year 2014 Number 292, Supplement to the State Gazette of the Republic of Indonesia Number 5601), as amended several times, most recently by Law Number 6 of 2023 concerning the Stipulation of Government Regulation in Lieu of Law Number 2 of 2022 on Job Creation into Law (State Gazette of the Republic of Indonesia Year 2023 Number 41, Supplement to the State Gazette of the Republic of Indonesia Number 6856);
6. Law Number 102 of 2024 concerning Bogor Regency in West Java Province (State Gazette of the Republic of Indonesia Year 2024 Number 288, Supplement to the State Gazette of the Republic of Indonesia Number 7039);
7. Government Regulation Number 26 of 2008 concerning the National Spatial Planning (State Gazette of the Republic of Indonesia Year 2008 Number 48, Supplement to the State Gazette of the Republic of Indonesia Number 4833), as amended by Government Regulation Number 13 of 2017 concerning the Amendment to Government Regulation Number 26 of 2008 on the National Spatial Planning (State Gazette of the Republic of Indonesia Year 2017 Number 77, Supplement to the State Gazette of the Republic of Indonesia Number 6042);
8. Government Regulation Number 16 of 2021 concerning the Implementing Regulation of Law Number 28 of 2002 on Buildings (State Gazette of the Republic of Indonesia Year 2021 Number 26, Supplement to the State Gazette of the Republic of Indonesia Number 6628);

9. Government Regulation Number 21 of 2021 concerning the Implementation of Spatial Planning (State Gazette of the Republic of Indonesia Year 2021 Number 31, Supplement to the State Gazette of the Republic of Indonesia Number 6633);
10. Regional Regulation of Bogor Regency Number 12 of 2009 concerning Buildings (Regional Gazette of Bogor Regency Year 2009 Number 12, Supplement to the Regional Gazette of Bogor Regency Number 41);
11. Regional Regulation of Bogor Regency Number 7 of 2012 concerning Infrastructure, Facilities, and Utilities for Housing and Settlements (Regional Gazette of Bogor Regency Year 2012 Number 7, Supplement to the Regional Gazette of Bogor Regency Number 67);
12. Regional Regulation of Bogor Regency Number 1 of 2024 concerning the Spatial Plan for the Year 2024–2044 (Regional Gazette of Bogor Regency Year 2024 Number 1, Supplement to the Regional Gazette of Bogor Regency Number 95);

DECIDES:

Stipulates : REGENT REGULATION CONCERNING GUIDELINES FOR THE APPROVAL OF MASTER PLANS, SITE PLANS, AND LOCATION MAPS.

CHAPTER I

GENERAL PROVISIONS

Article 1

In this Regent Regulation, the following terms are defined as:

1. The Regency area, hereinafter referred to as the Region, is the Bogor Regency.
2. The Regency Government is the Regent as the regional government administrator responsible for leading the implementation of autonomous regional governmental affairs.
3. The Regent is the Regent of Bogor.
4. Regional Apparatus is the supporting element of the Regent and Regional People's Representative Council in administering Government Affairs under the authority of the Region.
5. The Department of Public Works and Spatial Planning, hereinafter referred to as DPUPR, is the Department of Public Works and Spatial Planning of Bogor Regency.
6. The Department of Housing, Settlement Areas and Land Affairs, hereinafter referred to as DPKPP, is the Department of Housing, Settlement Areas and Land Affairs of Bogor Regency.
7. The Head of DPUPR is the Head of the Department of Public Works and Spatial Planning of Bogor Regency.
8. The Head of.....

8. The Head of DPKPP is the Head of the Department of Housing, Settlement Areas and Land Affairs of Bogor Regency.
9. A Master Plan is a site plan of an area in the form of usage blocks prepared based on land use patterns and network patterns.
10. A Site Plan is a comprehensive land plan including building sites, plot layout, land use and/or environmental infrastructure layout as a detailed elaboration of spatial utilization activity conformity.
11. A Situational Drawing is a field measurement result for the planning of building establishment and/or structure on a plot of land using scale drawings.
12. Body is a group of persons and/or capital constituting a unity, whether conducting business or not, including limited liability companies, partnerships, other companies, state or regional-owned enterprises under any name or form, firms, associations, cooperatives, pension funds, alliances, societies, foundations, mass organizations, business entities, government agencies, and other forms.
13. The Technical Team is a team established by the Regent through a Regent's Decree responsible for providing suggestions, inputs, and considerations in the ratification process of Master Plans and Site Plans.

## CHAPTER II

### OBLIGATION TO PREPARE MASTER PLAN, SITE PLAN, AND SITUATIONAL DRAWING

#### Article 2

- (1) Every business or development activity is required to prepare a Master Plan, Site Plan, and Situational Drawing as an application of spatial utilization activity conformity in accordance with the provisions of the legislation.
- (2) The implementation of the Master Plan, Site Plan, and Situational Drawing as referred to in paragraph (1) shall be carried out after being ratified by the Regent.
- (3) The preparation of the Master Plan, Site Plan, and/or Situational Drawing as referred to in paragraph (1) shall be carried out on land that has been released/owned/controlled.

CHAPTER III.....

## CHAPTER III

### MASTER PLAN AND SITE PLAN

#### Part One

##### Objects and Subjects of the Master Plan

###### Article 3

- (1) The object of the Master Plan refers to any master development plan at a location that meets the following criteria:
  - a. has an area of 50 (fifty) hectares or more;
  - b. has an influence on regional development;
  - c. includes more than one (1) primary function; and/or
  - d. is planned to be developed in phases.
- (2) Every Master Plan object that meets the criteria as referred to in paragraph (1) must be followed up with the preparation of a Site Plan in accordance with the development stages.
- (3) The subject of the Master Plan is an individual or legal entity intending to carry out development activities and meets the object criteria as referred to in paragraph (1).

#### Part Two

##### Objects and Subjects of the Site Plan

###### Article 4

- (1) The object of the Site Plan is any development plan at a location for residential or non-residential activities.
- (2) The subject of the Site Plan is an individual or legal entity intending to carry out development activities and meets the object criteria as referred to in paragraph (1).

#### Part Three

##### Application and Requirements for Ratification of Master Plan and/or Site Plan

###### Article 5

- (1) Every individual or legal entity as referred to in Article 3 paragraph (3) and Article 4 paragraph (2) shall submit a written application for the ratification of the Master Plan and/or Site Plan to the Regent through the Head of DPUPR, attaching two (2) sets of required documents.
- (2) The application letter referred to in paragraph (1) shall be affixed with a stamp duty in accordance with the provisions of the applicable regulations.

(3) Specifically for.....

- (3) Specifically for legal entity applicants, the application letter referred to in paragraph (2) must be printed on the entity's letterhead, signed by the head of the entity, and stamped with the official seal.
- (4) The application referred to in paragraph (1) must be accompanied by the following supporting documents:

a. For housing and/or apartment buildings:

1. Copy of applicant's identity card (KTP/KITAS);
2. Copy of Taxpayer Identification Number (NPWP);
3. Copy of deed of establishment and approval from the relevant minister for legal entities in the form of a Limited Liability Company or Foundation;
4. Power of attorney on stamp duty, if the applicant is not the director/head/chairman for a legal entity, or not the person concerned for an individual;
5. Copy of the latest paid Land and Building Tax (PBB) receipt;
6. Copy of spatial utilization activity conformity according to prevailing regulations;
7. Copy of proof of land ownership in the form of a certificate or other valid acquisition document;
8. Copy of land plot map and/or measurement drawings signed by the applicant with drawing scale;
9. Copy of Priority Right Release Letter for cemetery land submitted to the Bogor Regency Government;
10. For Master Plan applications, attach draft Master Plan drawings in hardcopy and softcopy (digital);
11. For Site Plan applications, attach draft Site Plan drawings in hardcopy and softcopy (digital) with a scale of 1:2000, 1:1000, 1:500, or 1:200 according to land size, containing:
  - a) building layout;
  - b) road and parking layout;
  - c) drainage pattern;
  - d) clean water utility and electrical network layout;
  - e) green open space/landscape layout;
  - f) cardinal directions;
  - g) calculation table;

h) column.....

- h) validation column;
- i) location map;
- j) surrounding information; and
- k) detailed cross-sections of roads, channels, retaining walls, and retention ponds.

b. Non-Residential Requirements:

1. Photocopy of the applicant's identification (KTP/KITAS);
2. Photocopy of the Taxpayer Identification Number (NPWP);
3. Photocopy of the Deed of Establishment of the Legal Entity and its approval by the authorized Minister, for applicants in the form of a Limited Liability Company (Perseroan Terbatas) or Foundation (Yayasan);
4. Power of Attorney affixed with stamp duty, in the event the application is submitted not by the director/head/chairperson of the Legal Entity, or not by the concerned individual in the case of a personal applicant;
5. Photocopy of proof of payment of the most recent Land and Building Tax (PBB);
6. Photocopy of conformity of land use activities in accordance with applicable laws and regulations;
7. Photocopy of proof of land ownership in the form of a certificate or other valid evidence of acquisition in accordance with applicable laws and regulations;
8. Photocopy of land parcel map and/or surveyed drawing signed by the applicant, with a designated map scale;
9. For Master Plan applications, a draft of the Master Plan drawing shall be attached, presented in both hardcopy and softcopy (digital) formats;
10. For Site Plan applications, a draft of the Site Plan drawing shall be attached, presented in both hardcopy and softcopy (digital) formats at a scale of 1:2000, 1:1000, 1:500, or 1:200 depending on the land area, containing:
  - a) Building layout;
  - b) Road and parking layout;
  - c) Drainage layout;
  - d) Green open space layout;
  - e) Cardinal direction;
  - f) Calculation table;
  - g) Approval column;
  - h) Location map;
  - i) Surrounding information; and
  - j) Detailed cross-sections of roads, drainage channels, retaining walls, and retention ponds.

Part Four

Application and Requirements for Ratification of Amendments to the Master Plan  
and/or Site Plan

Article 6

- (1) Applications for amendments to the Master Plan and/or Site Plan shall be submitted in accordance with the provisions of Article 5 paragraphs (1), (2), and (3).
- (2) Applications as referred to in paragraph (1) must be accompanied by the following supporting documents:
  - a. For housing and/or apartment buildings:
    1. Supporting documents as referred to in Article 5 paragraph (4) point a;
    2. Minutes of Handover of Infrastructure, Facilities, and Utilities Administration;
    3. Copy of the Regent's or Head of Regional Apparatus' Decree regarding the previous ratification of the Master Plan and/or Site Plan; and
    4. Copy of Environmental Document ratification related to the previous Master Plan and/or Site Plan ratification.
  - b. For non-residential purposes:
    1. Supporting documents as referred to in Article 5 paragraph (4) point b;
    2. Copy of the Regent's or Head of Regional Apparatus' Decree regarding the previous ratification of the Master Plan and/or Site Plan;
    3. Previous ratification of the Master Plan and/or Site Plan; and
    4. Copy of Environmental Document ratification related to the previous Master Plan and/or Site Plan ratification.

CHAPTER IV

SITUATIONAL DRAWING

Part One

Object and Subject of Situational Drawing

Article 7

- (1) The object of a Situational Drawing is any building establishment plan on a location that meets the following criteria:
  - a. maximum land area of 2,500 m<sup>2</sup> (two thousand five hundred square meters); and
  - b. the land is not intended for residential purposes.

(2) Drawing.....



- (2) The Situational Drawing must contain environmental arrangement, including:
  - a. building layout;
  - b. road and parking pattern;
  - c. drainage pattern; and
  - d. landscaping pattern.
- (3) The subject of a Situational Drawing is any individual or legal entity intending to carry out development activities and fulfilling the object criteria as referred to in paragraphs (1) and (2).

## Part Two

### Application and Requirements for Ratification of Situational Drawing

#### Article 8

- (1) Every individual or legal entity as referred to in Article 7 paragraph (1) shall submit a written application for the ratification of a Situational Drawing to the Regent through the Head of DPKPP, attaching two (2) sets of the required documents.
- (2) The application referred to in paragraph (1) must be accompanied by the following supporting documents:
  - a. Copy of applicant's identity card (KTP);
  - b. Copy of the deed of establishment and approval from the relevant Minister for legal entities in the form of a Limited Liability Company or Foundation;
  - c. Copy of zoning/space utilization approval in accordance with applicable regulations;
  - d. Power of attorney on stamp duty, if the applicant is not the director/head/chairman for a legal entity, or not the person concerned for an individual;
  - e. Copy of the latest paid Land and Building Tax (PBB) receipt;
  - f. Copy of land ownership proof in the form of a certificate or valid document of acquisition/transfer/control; and
  - g. Copy of land plot map and/or survey drawing according to land control, signed by the applicant with drawing scale.

Part.....

Part Three

Application and Requirements for Ratification of Amendments to Situational  
Drawing

Article 9

- (1) Applications for the ratification of amendments to the Situational Drawing shall be submitted in accordance with the provisions of Article 8 paragraph (1).
- (2) Applications as referred to in paragraph (1) must be accompanied by the following supporting documents:
  - a. Requirements as referred to in Article 8 paragraph (2); and
  - b. Copy of Environmental Document ratification related to the previous Situational Drawing ratification.

Article 10

In the event that the proposed activity and/or building criteria do not meet the criteria referred to in Article 7 paragraph (1) due to land expansion or change of use outside the scope of a situational drawing, an application for Site Plan ratification for the entire land area must be submitted in accordance with Article 5.

CHAPTER V

PROCEDURE FOR RATIFICATION OF MASTER PLAN AND/OR SITE PLAN AND  
RATIFICATION OF AMENDMENTS TO MASTER PLAN AND/OR SITE PLAN

Part One

General

Article 11

The ratification of the Master Plan and/or Site Plan and the ratification of amendments to the Master Plan and/or Site Plan shall be carried out through the following steps:

- a. administrative review;
- b. site inspection;
- c. presentation and discussion;
- d. ratification; and
- e. registration.

Part.....

Part Two

Administrative Review

Article 12

- (1) Each application for the ratification of the Master Plan and/or Site Plan and the ratification of its amendments shall be reviewed by officers appointed by the Head of DPUPR.
- (2) The officer as referred to in paragraph (1) shall examine the application and supporting documents as referred to in Article 5 paragraph (4) and Article 6 paragraph (2).
- (3) If the review referred to in paragraph (2) concludes that the documents are complete, the officer shall accept the application and supporting documents submitted and issue a receipt of the application to the applicant or their authorized representative.
- (4) If the review referred to in paragraph (2) concludes that the documents are incomplete, the application and documents shall be returned to the applicant or their authorized representative for completion

Article 13

- (1) The Head of DPUPR shall assign the Division whose duties and functions cover the ratification service of the Master Plan and/or Site Plan to conduct administrative review of the applications declared complete and accepted as referred to in Article 12 paragraph (3).
- (2) The results of the administrative review as referred to in paragraph (1) shall be recorded in a Review Note to be used as material for site inspection, presentation, and discussion.

Part Three

Site Inspection

Article 14

- (1) Based on the Administrative Review Note as referred to in Article 13 paragraph (2), DPUPR shall submit the application documents for ratification of the Master Plan and/or Site Plan or amendments thereto to the relevant Regional Apparatus Work Units who are members of the Technical Team no later than 1 (one) day before the scheduled site inspection and arrange the schedule for site inspection.
- (2) Based on the submitted application and the scheduled inspection, the DPUPR and the Technical Team shall carry out the site inspection.

(3) Inspection.....

- (4) The site inspection as referred to in paragraph (2) aims to assess the conformity between the actual site conditions and the submitted documents. The result shall be documented in the Site Inspection Minutes, containing at least:
  - a. coordinate point collection; and
  - b. planning conformity with the location.
- (5) The Site Inspection Minutes as referred to in paragraph (3) shall be used by the Technical Team as the basis for discussion.

#### Part Four

#### Presentation and Discussion

#### Article 15

- (1) After the site inspection as referred to in Article 14, DPUPR shall invite the applicant or their representative to deliver a presentation and engage in discussion before the Technical Team.
- (2) The presentation as referred to in paragraph (1) shall include:
  - a. For housing and/or apartment buildings:
    - 1. description of the existing condition and surrounding area and its conformity with the regional development plan (e.g., land physical conditions, land contours/slopes at 1-meter intervals or as needed, rivers/drains/canals, springs, lakes, roads, administrative boundaries);
    - 2. basic concept of Master Plan and/or Site Plan preparation (conformity with technical requirements in spatial utilization activity conformity);
    - 3. proof of land ownership/control, land parcel maps and/or survey drawings;
    - 4. setback lines of rivers, drains, lakes/reservoirs, springs, and irrigation;
    - 5. setback lines for high-voltage power lines;
    - 6. setback lines for roads/buildings;
    - 7. setback lines for railway tracks; and
    - 8. boundary parcel setback lines.

b.Non.....

b. Non-Residential:

1. Description of the existing condition of the site and its surrounding area, as well as its conformity with the regional development plan (including, among others: physical land conditions, land contour/slope with 1 (one) meter interval or as needed, rivers/drains/canals, springs, lakes, roads, and administrative boundaries of villages/sub-districts);
  2. Basic concept of Master Plan and/or Site Plan preparation (in accordance with technical requirements related to spatial utilization activity conformity under prevailing laws and regulations);
  3. Land use (infrastructure, facilities and utilities, building functions, Wastewater Treatment Plant (WWTP), Temporary Storage of Hazardous and Toxic Waste (TPS B3), Waste Collection Facility (TPS), wastewater and drainage channels);
  4. Proof of land ownership/control, land parcel map and/or survey drawing;
  5. Setback lines from rivers, drains, lakes/reservoirs, springs, and irrigation canals;
  6. Setback lines from roads/buildings;
  7. Setback lines from high-voltage power lines;
  8. Setback lines from railway tracks; and
  9. Boundary setback lines of land parcels.
- (3) Based on the applicant's or representative's presentation as referred to in paragraph (2), the Technical Team shall provide recommendations, suggestions, and corrections, and inform the applicant or their representative about any administrative and technical document deficiencies.
- (4) The results of the presentation and discussion as referred to in paragraphs (2) and (3) shall be documented in the Discussion Meeting Minutes, signed by the Technical Team and the applicant or their representative.
- (5) Civil Servants, Contract Staff, and/or Recruited Staff in the Regional Government shall not act as representatives or proxies for applicants during Master Plan and/or Site Plan discussion meetings, except for those submitted by Regional Apparatus under an official assignment letter.

Article 16

- (1) If, based on the presentation and discussion as referred to in Article 15, there are additional technical or administrative requirements to be fulfilled, the application documents for the conceptual basis of the Master Plan and/or Site Plan shall be returned to the applicant for revision and completion in accordance with the suggestions and corrections stated in the Discussion Meeting Minutes.
- (2) The revised drawings and required documents referred to in paragraph (1) must be completed by the applicant within the time frame stated in the Discussion Meeting Minutes.
- (3) If the applicant fails to submit the revisions and required documents within the specified time frame, DPUPR shall return the submitted application.
- (4) In such a case, the applicant must submit a new application in accordance with the procedures set forth in Article 4.

Part Five

Ratification

Article 17

- (1) If all technical and/or administrative requirements stated in the Discussion Meeting Minutes have been fulfilled, the applicant shall submit the required documents and the revised Master Plan and/or Site Plan drawings to DPUPR.
- (2) The completeness of the revised Master Plan and/or Site Plan drawings referred to in paragraph (1) shall be reviewed by the Head of DPUPR.
- (3) The review as referred to in paragraph (2) shall focus on validating the completeness of the requirements and verifying the conformity between the revised Master Plan and/or Site Plan drawings and the recommendations, suggestions, and corrections stated in the Discussion Meeting Minutes of the Technical Team.
- (4) The review as referred to in paragraph (3) shall be documented in a Review Report signed by the Head of DPUPR, containing the results of the technical and administrative requirement validation.

(5) Head.....

- (6) The Head of DPUPR shall bear full responsibility for the review of the technical and administrative requirements as documented in the Review Report referred to in paragraph (4).

#### Article 18

- (1) Based on the Review Report referred to in Article 17 paragraph (4), the Head of DPUPR shall submit a proposal for the ratification of the Master Plan and/or Site Plan to the Regent.
- (2) The ratification referred to in paragraph (1) shall be stipulated by a Regent's Decree.

#### Part Six

#### Registration

#### Article 19

- (1) The DPUPR shall register the Regent's Decree along with its attachments as referred to in Article 18 paragraph (2), in accordance with the provisions of prevailing laws and regulations.
- (2) The registration as referred to in paragraph (1) shall include the assignment of a number and date to the Regent's Decree.

#### Article 20

- (1) The Regent's Decree as referred to in Article 19 paragraph (1), along with a registered copy of the Master Plan and/or Site Plan drawings printed on tracing paper, shall be delivered directly to the applicant or their authorized representative.
- (2) Copies of the Regent's Decree concerning the Ratification of the Master Plan and/or Site Plan and Ratification of Amendments to the Master Plan and/or Site Plan, and registered copies of the Master Plan and/or Site Plan drawings shall be submitted to the Head of DPUPR and/or other relevant Regional Apparatus and/or agencies as deemed necessary.
- (3) The original ratification documents of the Master Plan and/or Site Plan and ratification of amendments thereto shall be archived by DPUPR and/or the Regional Apparatus responsible for archival affairs in accordance with applicable laws and regulations.

Part.....

Part Seven

Service Time Frame

Article 21

- (1) The maximum service period for the ratification of the Master Plan and/or Site Plan or the ratification of amendments to the Master Plan and/or Site Plan shall be 14 (fourteen) working days from the date all administrative documents are declared complete.
- (2) In the event that the results of the presentation and discussion require the applicant to revise drawings and/or supplement or correct documents, the time taken by the applicant to fulfill these requirements shall not be counted within the service period referred to in paragraph (1).

CHAPTER VI

PROCEDURE FOR RATIFICATION OF SITUATIONAL DRAWING AND  
RATIFICATION OF AMENDMENTS TO SITUATIONAL DRAWING

Article 22

- (1) The ratification of Situational Drawing and the ratification of amendments to the Situational Drawing shall be carried out through the following procedures:
  - a. administrative and technical review by DPKPP or an official appointed by the Head of DPKPP;
  - b. site inspection;
  - c. drawing approval;
  - d. ratification; and
  - e. registration.
- (2) The ratification as referred to in paragraph (1) shall be conducted by the Regent.
- (3) In conducting the ratification procedures as referred to in paragraph (1), the Head of DPKPP or an appointed official may coordinate with relevant Regional Apparatus Work Units or agencies.

Article 23

Further provisions regarding the procedures for ratification of the Situational Drawing and ratification of amendments to the Situational Drawing shall be regulated by the Head of DPKPP through a DPKPP Head Regulation.

CHAPTER VII.....



CHAPTER VII

TRANSITIONAL AND AMENDMENT PROVISIONS FOR MASTER PLAN, SITE PLAN,  
AND SITUATIONAL DRAWING

Part One

Transfer of Master Plan, Site Plan, and Situational Drawing

Article 24

- (1) In the event that an individual or legal entity holding a Master Plan, Site Plan, and Situational Drawing transfers the business or activity to another party, the new owner shall not be required to apply for a new Master Plan, Site Plan, or Situational Drawing under their name, provided that no changes are made to the Master Plan, Site Plan, or Situational Drawing.
- (2) If the transfer of business or activity to another party as referred to in paragraph (1) involves changes to the Master Plan, Site Plan, or Situational Drawing, the new owner must submit an application for Master Plan, Site Plan, and Situational Drawing under the new owner's name, with the following conditions:
  - a. submit an application for ratification of amendments to the Master Plan and Site Plan in accordance with the provisions of Article 6;
  - b. submit an application for ratification of amendments to the Situational Drawing in accordance with the provisions of Article 9;
  - c. the application for ratification of Master Plan, Site Plan, or Situational Drawing shall be processed only if the licensing documents remain valid and are not legally problematic; and
  - d. attach the previously ratified Master Plan, Site Plan, and Situational Drawing.

Part Two

Amendment of Master Plan, Site Plan, and Situational Drawing

Article 25

- (1) The Master Plan and/or Site Plan and Situational Drawing may be amended as long as they meet the administrative and technical provisions set forth.
- (2) Applications for amendments as referred to in paragraph (1) must include the reasons for the proposed changes.
- (3) The grounds for amendment as referred to in paragraph (2) shall comply with the following conditions:
  - a. changes in land area;
  - b. changes.....

b. changes in building area; and

c. changes in building mass layout.

- (4) Applications for amendments as referred to in paragraph (2) must fulfill all supporting requirements.
- (5) Applications for amendments to the Master Plan and Site Plan for housing and/or apartment buildings shall not be allowed for infrastructure, facilities, and utilities that have already been physically handed over and documented in a Physical Handover Report.
- (6) The Regional Government may amend the Master Plan and/or Site Plan on the following grounds:
  - a. there is a program or activity from the Central Government, West Java Provincial Government, and/or the Regional Government; or
  - b. there is a land dispute at the location included in the ratified Master Plan and/or Site Plan.

#### Article 26

The provisions as referred to in Article 25 paragraph (5) shall not apply in the event of a program or activity initiated by the Central Government, West Java Provincial Government, and/or the Regional Government.

### CHAPTER VIII

#### OBLIGATIONS OF HOLDERS/OWNERS OF MASTER PLAN, SITE PLAN, AND SITUATIONAL DRAWING

#### Article 27

In carrying out development, the holder/owner of the Master Plan, Site Plan, and Situational Drawing shall be obligated to comply with the provisions stipulated in the ratification Decree and its annexes.

### CHAPTER IX

#### REVOCATION OF MASTER PLAN, SITE PLAN, AND SITUATIONAL DRAWING

#### Article 28

The Regent may revoke a ratified Master Plan, Site Plan, and Situational Drawing if the holder/owner of the Master Plan and/or Site Plan:

- a. provides false data and/or information;

b.causes.....

- b. causes problems related to the acquisition and/or control of land that result in harm to other parties and/or triggers social unrest among the local community;

- c. is involved in legal disputes regarding the legal status of land ownership documents;
- d. fails to fulfill obligations as revealed through monitoring and control results;
- e. is found to have discrepancies in technical and administrative requirements during the ratification process of the Master Plan, Site Plan, or Situational Drawing; and/or
- f. causes state losses.

## CHAPTER X

### FUNDING

#### Article 29

All costs arising from the enactment of this regulation shall be charged to the Regional Revenue and Expenditure Budget (APBD) of Bogor Regency.

## CHAPTER XI

### SUPERVISION AND CONTROL

#### Article 30

- (1) The Head of DPUPR shall conduct supervision and control over the fulfillment of obligations by the holder/owner of the Master Plan and/or Site Plan.
- (2) The Head of DPKPP shall conduct supervision and control over the fulfillment of obligations by the holder/owner of the Situational Drawing.
- (3) Based on the results of the supervision and control as referred to in paragraphs (1) and (2), the Regional Government may revoke or amend the Master Plan, Site Plan, and Situational Drawing.

## CHAPTER XII

### MISCELLANEOUS PROVISIONS

#### Article 31

The use of the term *Regional Apparatus* related to the ratification of the Master Plan, Site Plan, and Situational Drawing shall follow the policy of the Regional Government in the field of institutional structuring.

#### Article 32

- (1) Technical guidelines for the review of the Master Plan and/or Site Plan shall be further regulated by the Head of DPUPR through a DPUPR Head Regulation.

(2) Guidelines.....

- (2) Technical guidelines for the review of the Master Plan and/or Site Plan shall be further regulated by the Head of DPUPR through a DPUPR Head Regulation.

#### Article 33

- (1) In the event of violations or abuses in the processing of the Master Plan and/or Site Plan, full responsibility shall lie with the Head of DPUPR.
- (2) In the event of violations or abuses in the processing of the Situational Drawing, full responsibility shall lie with the Head of DPKPP.

### CHAPTER XIII

#### CLOSING PROVISIONS

#### Article 34

Upon the entry into force of this Regent Regulation, Regent Regulation of Bogor Number 114 of 2021 concerning Guidelines for the Ratification of Site Plans and Situational Drawings (Bogor Regency Regional Gazette of 2021 Number 114) is hereby revoked and declared no longer valid.

#### Article 35

This Regent Regulation shall enter into force on the date of its promulgation.

In order that everyone may be informed of it, it is hereby ordered that this Regent Regulation be promulgated by placement in the Regional Gazette of Bogor Regency.

Enacted in Cibinong

On March 4, 2025

REGENT OF BOGOR,

signed

RUDY SUSMANTO

Promulgated in Cibinong

On March 4, 2025

REGIONAL SECRETARY OF BOGOR REGENCY,

signed

AJAT ROCHMAT JATNIKA

BOGOR REGENCY REGIONAL GAZETTE YEAR 2025 NUMBER 4

True Copy Conforming to the Original

REGIONAL SECRETARIAT OF BOGOR REGENCY

HEAD OF LEGAL AFFAIRS DIVISION,

signed

ADI MULYADI