



REPUBLIKA E SHQIPËRIË
MINISTRY OF INFRASTRUCTURE AND ENERGY
NATIONAL TERRITORIAL PLANNING AGENCY

No. _____ Prot.

Tirana, on ____/____/2019

INSTRUCTION

No. 3 , dated 08/05/2019

ON

**THE FOLLOW UP, MONITORING AND CONTROLLING THE PROCESS OF GENERAL
LOCAL PLANS DRAFTING AND APPROVAL**

Pursuant to Article 28 of Law No. 9000, dated 30/01/2003 “On the Organisation and Functioning of the Council of Ministers”, Articles 3, 9, 13, 20, 23, 24 and 25, of Law No. 107/2014 “On Territorial Planning and Development”, as amended, DCM No. 427, dated 08/06/2016 “On the Organisation and Functioning of the National Territorial Planning Agency”, DCM No. 686, dated 22/11/2017 “On the approval of the Territorial Planning Regulation”, and for purposes of drafting the General Local Plans documents by the local authorities, ensuring transparency, achievement of the objectives based on the legal stipulations in the area of territory planning and development, and abiding by the sectoral legislation in force,

I HEREBY INSTRUCT:

1. The Local Authorities shall, prior to and during the drafting of the General Local Plan document, coordinate the work with and collaborate with central and local institutions, and with every stakeholder, in order to be provided with the necessary data and materials in drafting the GLP document.
2. The Local Authorities shall, prior to and during the drafting of the General Local Plan document, receive from NTPA the necessary data and materials, in support of this process.
3. The process of drafting General Local Plans documents contains the following steps:

Phase 0: Undertaking of the Initiative by the local authorities, to draft the General Local Plan Document;

Phase I: Drafting of the “Territorial Analysis and Assessment” document;

Phase II: Drafting the “Territorial Strategy” document;

Phase III: Drafting of the Territorial Development Plan document, Plan Regulation and the Environmental Strategic Assessment (ESA);

Phase IV: Preparing the full package of General Local Plan document and issuance of Compliance Act from National Territorial Planning Agency;

Phase V/a: Approval of full package of General Local Plan document at the Municipality Council;

Phase V/b: Approval of full package of General Local Plan document at the National Territorial Council (NTC);

Phase VI: Confirmation (publishing) of the full package of General Local Plan document by the National Territorial Council Secretariat (NTCS).

4. Monitoring of the drafting process of GLP document shall be carried out by NTPA, which at the completion of any phase, shall draft the Technical Assessment Report and the relevant Minutes, excluding Phase 0, with respect to which it shall provide comments and suggestions that enable the document compliance.
5. At the end of the drafting process of GLP document, according to the respective phases, before issuing the Compliance Act, NTPA conducts the process of coordination/issuance of opinions with the central institutions, on the final draft of GLP document.
6. NTPA shall submit to the local authorities the comments/suggestions provided by the central institutions regarding the final draft of GLP document, which shall in turn be obliged to include them in the draft-document of GLP, or to give reasons for not reflecting them, if this is the case.
7. The process of the final approval of GLP document at the National Territorial Council, shall be coordinated by NTPA, which shall draft the coordination report, instruct the local authorities in preparing the necessary materials to be submitted with NTC. The full presentation package of GLP document to be approved in NTC, shall be prepared by NTPA and shall be forwarded to the Territorial Development Agency.
8. After the GLP document is approved in NTC, NTPA in collaboration with TDA shall follow up the process of confirmation and entry into force of this document. NTPA shall verify the content and form of final GLP document and deliver them to TDA for confirmation.
9. Following the process of confirmation of the full GLP document by TDA, the latter shall deliver the signed instruments to NTPA. NTPA shall publish the full confirmed GLP document in the National Territorial Planning Register and notify the local authority.
10. This Instruction has attached, as integral part, Appendix I, whereby it is determined in details, the follow up, monitoring and controlling of the process of approval of the General Local Plans documents, referring to aforementioned points of this Instruction.

11. The National Authorities undertaking the initiative of drafting the General Local Plans documents, shall be in charge of observing and implementing this Instruction.
12. The National Authorities shall be in charge of coordinating work with NTPA, prior to and during the drafting of the General Local Plan document.

GENERAL DIRECTOR

Adelina GRECA