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# Albanian Law on City Planning: Critical Summary of Its Major Provisions

Harvey M. Jacobs and William Craig



Land Tenure Center

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**ALBANIAN LAW ON CITY PLANNING:  
CRITICAL SUMMARY  
OF ITS MAJOR PROVISIONS**

by

**Harvey M. Jacobs and William Craig**

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## **PREFACE**

This paper was originally prepared in 1994 based on what was then the only available English-language translation of the Albanian Law on City Planning. The translation was awkward in its form and seemed to reflect translation by someone unfamiliar with legislation, in general, and urban planning and development legislation, in particular. In addition, the copy circulating among international aid agencies and consultants was of poor quality. Therefore, it is possible that some of the points and issues raised herein may be less appropriate with a more accurate translation; however, the senior author is not aware of the existence of a more accurate translation.

Also, since the time this paper was first prepared there have been several cabinet-level reorganizations and a proposed reorganization of subnational government. The former reflects provisions of the law; the latter, should it be implemented, would do so even more. The senior author is not aware the law has been amended to reflect these changes.

# ALBANIAN LAW ON CITY PLANNING: CRITICAL SUMMARY OF ITS MAJOR PROVISIONS

by

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Conceptually, the Law on City Planning, Nr. 7693, dated 6 April 1993, has five major parts: (1) planning generally, (2) getting construction permission, (3) special provisions for tourist zones, (4) special provisions for military zones and zones with singular (that is, archaeological, historical, or cultural) value, and (5) penalties for violations. These are described and discussed below.

## **1. PLANNING GENERALLY**

### **1.1 AUTHORITIES AND RESPONSIBILITIES**

The Law on City Planning (hereafter referred to as the Law) creates two types of planning office: those which are mainly advisory, and those which have actual power. All of the planning offices supplement and are parallel to governmental entities.

At the cabinet level, the Council of Ministers is to name a *Council of Territorial Adjustment*, which has some independent powers (Article 7) but also acts as an advisory body to the Council of Ministers (Article 6).

At the district level, there is a new *District Council of Territorial Adjustment*, the membership of which is determined by the District Council. Under Article 11, the District Council of Territorial Adjustment has substantial independent authority; it does not appear that it is required to refer anything to the District Council, except perhaps the general regulatory plans (see discussion below) for the district.

The Law also created district, municipal, and commune-level planning offices. These offices appear to have mainly advisory functions and to house professional staff. The District Planning Office advises the District Territorial Adjustment Council, while the municipal and commune planning offices advise the municipal and commune councils, respectively. The District Planning

Office also serves as the registry office, the map agency, and the archives as well as having numerous other functions (Article 13).

Actual planning is done by the municipal and district planning offices, not the commune planning offices, for one of the duties of the district planning office is the preparation of planning studies for the communes. Overall review is done by the District Council of Territorial Adjustment, which must approve both the general regulatory plan and the partial city planning studies in the district and the general and partial city planning studies in the communes. After approval by the District Council of Territorial Adjustment (Article 11), it appears that these plans also require approval by the appropriate district, municipal, or commune council. However, for cities with over 10,000 inhabitants, the general regulatory plan, the yellow line of construction, and the suburban design have to be approved directly by the cabinet-level Council of Ministers (Article 6).

The most important office in terms of actual power seems to be the District Council of Territorial Adjustment, which has the dual function of approving all plans at the district level and below and issuing most of the construction-related permits (Article 11). The chairman of the District Council is also the head of the District Council of Territorial Adjustment. The other members, how they are appointed, and how they are paid is determined by the District Council following a provision that over 50 percent of the members should be city planning engineers, architects, and construction engineers, and the remainder should belong to fields related to city planning (Article 10).

## 1.2 DETAILS OF THE PLANNING STRUCTURE

There appear to be at least three distinct types of planning document as outlined in the law. However, none of these documents is specifically defined.

First, *city planning development programs* are prepared by a planning office (other than the commune planning office) and, after “examination” by the District Council of Territorial Adjustment, are approved by the municipal or commune councils.

Second, *regulatory plans* (which seem to be prepared only by the municipal planning office) are devised locally, but must be approved by the District Council of Territorial Adjustment, except for cities of more than 10,000 residents, in which case approval must be made by the Council of Ministers.

Third, *partial city planning studies*, like regulatory plans, are prepared by local planning offices and must be approved by the District Council of Territorial Adjustment (without any further reference to the Council of Ministers even if the population is more than 10,000).

It is actually quite difficult to prepare a detailed guide to how the planning system is set up and functions. This is due in part to the quality of the translation and in part to what seem to be overlapping and inconsistent delegations of authority (though these duplications and inconsistencies may themselves be due to quality of the translation).

Article 7, for example, in discussing the (cabinet-level) Council of Territorial Adjustment, contains four distinct clauses or subsections detailing the authority of the council. Of these four subsections, two have ambiguities. An illustration of this is the third subsection, which states as follows:

[The Council of Territorial Adjustment has authority over the following:] Construction sites with surfaces over 0.5 ha, for sites in agriculture land—Ministry of Agriculture and Food should give the approval.

It is not clear whether this means that the Council must approve any construction site with an area of over 0.5 hectare or only sites in agricultural areas, or whether Council approval is required for all sites over 0.5 hectare except in agricultural areas, in which case approval is required from the Ministry of Agriculture and Food. It could be assumed that the quoted section means that Council approval is required in the following situations:

Construction sites with surfaces over 0.5 ha, except that for agricultural land the Council shall take no action without the approval of the Ministry of Food and Agriculture.

This reading of the clause resolves most of the ambiguity, except that of determining what is agricultural land.

It is clear from Article 1 that the Law does not apply to agricultural land, but there is nothing in the Law which precisely defines agricultural land or gives the power of defining the phrase to any entity or other law (such as by regulation). Agricultural land is implicitly understood to be land beyond “the suburban line,” a phrase which is also not defined in the Law. But under Article 4, the case of “the suburban line” may be defined in regulations to be adopted by the Council of Ministers.

The final clause or section of Article 7 gives the Council of Territorial Adjustment authority over “*project executions of the objects* in site with surface over 0.5 ha.” The word “object” is used throughout the Law and appears to mean “building.” However, the phrase “project executions” is also not defined and is used in only one other place, that is, in Article 11. Here the District Council of Territorial Adjustment is authorized to give to those bodies authority over “project executions of the objects in sites up to 0.5 ha.” Since Article 11 also refers separately to construction sites and construction licenses, it appears that “project executions” is not another translation or term for construction site permit or construction license but, rather, is another type of license or permit or perhaps some other document altogether. Furthermore, the chapter of the Law dealing with construction documents discusses site permits and construction licenses, but never refers to project executions; neither does the Penalty Chapter refer to them. Consequently, it would appear that a project execution is some type of license, which the Council of Territorial Adjustment is authorized to issue for sites of over 0.5 hectare, and the District Council of Territorial Adjustment is authorized to issue for sites of up to 0.5 hectare, but which is not required for construction and the absence of which is not penalized.

In short, we should hope that something was lost in translation, since it seems incongruous to require cabinet-level approval for a document that is seemingly not required for anything and is thus meaningless.

*The delegation of planning authority to the district and municipal and commune planning offices* as well as the authority of the district, municipal, and commune councils is similarly confusing. Again, part of the problem is that it is unclear what the translated words are intended to mean. For example, the phrase “city planning development program” or a variant of those words is used in a number of places in the Law, yet it is never precisely defined, is not referred to in Article 4, which sets out a number of terms and phrases to be defined in regulations, and (at least) a U.S.

planning equivalent is not immediately obvious. In addition, the manner of approving or adopting a city planning development program is not clear.

The following paragraphs show how difficult it is to decipher the meaning of “city planning development program” at either the commune, municipal, or district level.

Article 16, subsection 1,<sup>\*</sup> says that the commune city planning office has the authority to “follow the city planning development programs approved by the commune council within its territory.” This clause seems to infer two elements of local planning law: (1) the commune planning office does not itself *prepare* city planning development programs (it only follows them), so these must necessarily be prepared by some other entity; and (2) the commune council must *approve*, at least in some fashion, any city planning development programs, though the precise manner of approval is nowhere detailed.

Article 15, discussing the authority of a municipal city planning office, states, in the first subsection, that the office “prepares the *materials for the program of city planning development of the town* and the documentation of the regulatory plan for the territory under its jurisdiction.” It is unclear if it should be assumed that “*materials for the program of city planning development*” means the same as “city planning development programs.” If so, it looks as if the municipal planning office is empowered to do something that the commune planning office is not, that is, prepare a city planning development program. This would make sense, in that cities would have greater powers than communes. However, the Law still provides no detail on how either a municipal or a commune city planning development program would be approved.

Confusion recurs in Article 13, which details the authority of the district planning section. Again, the first subsection refers to city planning development: the district planning section “prepares the *materials on the directions of the city planning adjustment and development* and submits these to the territorial adjustment council, which after examination presents them for approval to the city council.” Note that this article contains a few additional words in that it refers to “*materials on the directions of city planning adjustment and development.*”

In Articles 13, 15, and 16, respectively, certain responsibility is delegated over some planning documents which are described in similar but not identical terms. Are these three separate documents, or are they three slightly different terms for the same document? (The latter would seem to be true.) If they are the same document, it appears that authority to prepare the document overlaps for municipalities in that it is given both to the district planning section *and* the municipal planning office. If they are different documents, the approval process is detailed for only one of them, that prepared in the district planning office.

In addition, Article 15 gives the municipal planning office certain powers over the “regulatory plan.” The first subsection says that the office prepares the “*materials for the documentation*” of the regulatory plan, while the second subsection says that the office “orders the formulation of the regulatory plan of the town.” Neither Article 13 (detailing district planning office responsibilities) nor Article 16 (detailing commune planning office responsibilities) contains any mention of preparing regulatory plans, so it is not clear how regulatory plans are supposed to be devised for

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<sup>\*</sup> Within each article the text appears in paragraphs or sections, but none of these is labeled or designated in the Law itself. For the purposes of this explanatory paper, an interior division is termed a subsection if it appears to be less than a paragraph.

areas outside of municipalities. Article 11 says that the District Council of Territorial Adjustment must approve regulatory plans, so we know that [unlike “programs of city planning development,” which are merely examined by the District Council of Territorial Adjustment but approved by the city council (Article 13)], final authority for regulatory plans lies with the District Council of Territorial Adjustment [except for cities of over 10,000 inhabitants, in which case the regulatory plan must be approved by the Council of Ministers (Article 6)].

## 2. GETTING CONSTRUCTION PERMISSION

The general scheme of the City Planning Law is implemented via a *two-part process* requiring both a “site permit” and a “construction license.”

**Site permit.** The site permit is obtained first, and application is made to the municipal or commune planning office, which makes a recommendation and forwards the request to the municipal or commune council for approval, if the application is within the legal domain of the council, or to the District Council of Territorial Adjustment, if the application is not within the legal domain of the respective municipal or commune council.

Whether the application is within the domain of the local council depends both on the type of structure and on whether there is a plan in effect. Under Article 23 (which is consistent with Article 15, subsection 5, and Article 16, subsection 4), the local planning office passes to the local council the requests for construction sites of “houses and trade and service shops when there exists a regulatory plan or a partial city planning study” and in all other cases transfers the request to the District Council of Territorial Adjustment. While Articles 23 and 15 and 16 are consistent in that they all contemplate that either the local council or the District Council of Territorial Adjustment will have authority over construction site permits in specified situations, they all also appear to be inconsistent with Article 11. Article 11, in subsection 3, contains general language giving all authority over construction sites to the District Council of Territorial Adjustment.

There is another significant ambiguity—that of determining exactly what is a house or trade or service shop. For example, how would the development of row houses, each of which occupies a separate parcel of land but which adjoins and shares a party wall with its neighbor, be characterized? Each house separately looks like an individual house, but if you consider an entire row, the development looks more like multi-family housing.

**Construction license.** The second part of the planning permission process is the construction license. Only the District Council of Territorial Adjustment has jurisdiction over construction *licenses* (as opposed to site permits), demolition permits, and wood-cutting permits. All requests for those actions or documents are made to the local planning office and then forwarded to the District Territorial Adjustment Council.

Article 30 says that a construction license “is requested” (that is, “must be obtained”) in the case of new construction, construction on existing foundations, changes in the outside of existing structures, opening or blocking of windows, enlargements of existing volume, temporary construction, temporary enclosures, enclosures which affect road view, construction of barracks, kiosks, tribunes, construction sites, establishment of commercial advertisements, and so forth. In other words, a construction license is required for just about any sort of building enterprise.

Separate sections (Articles 40 and 46–48) relate to demolition, with Article 47 requiring some sort of guarantee of re-housing in the case of demolition of housing stock.

Article 18 says that, along with the construction license, disposal permits must be obtained from the appropriate section of the Committee on Environmental Preservation and Protection. The article also provides a penalty for failure to comply.

### **3. TOURIST ZONES**

Our copy of this segment of the Law (Articles 50–54) is so faded as to be virtually unreadable. What can be made out is that there is a Committee (Ministry?) of Tourism Development which has the authority for giving construction site permits in tourist zones (Article 54). It appears that the tourist zones are to be created in a separate law (Article 50).

### **4. ZONES AND TERRITORIES WITH SPECIAL VALUES**

Again, the copy of the Law in our possession is so faint that there is some difficulty reading Articles 55–58. It appears that planning in military zones can be undertaken only with the approval of the Ministry of Defense. The (cabinet-level) Council of Territorial Adjustment is charged with protecting, in some undefined fashion, any structures or objects of archaeological, historical, or cultural value.

### **5. PENALTY PROVISIONS**

The penalty provisions have the same problems as the rest of the Law: unusual translations and inconsistent or duplicitous sections.

The translation problem can be seen with Article 61. This article imposes a 500 Lek penalty for violations of Articles 38 and 41. (The confusion is really in Article 41.) Article 38 requires a construction enclosure that does not hinder traffic and instructs the contractor to keep the street and sidewalk free from debris and to restore the street and sidewalk to their previous condition. This is clear enough. However, Article 41 starts out: “City planning office in the municipality and commune controls the destination of the constructions utilization, so that it be in accordance with their city planning normative and destination. In case of changing the destination of buildings in general or in cases the private buildings change ownership with a change in destination also, license should be taken at the city planning office in the municipality or commune....” It seems reasonable to assume that “destination” means “permitted use,” and thus Article 41 appears to refer to what in U.S. city planning terminology would be violations of the *use* sections of a zoning ordinance or conditional use permit.

Duplicity marks separate sections that appear to refer to the same act. For example, Article 63 penalizes construction in an approved zone without a license and sets a penalty of 50,000 Lek plus pulling down the building at the violator’s expense. Article 64 penalizes “arbitrary occupation of the construction site, when not constituting penal act” and sets a fine of 100,000 Lek plus destruction of the object and restoring the site at the violator’s expense. It is not clear what constitutes

“arbitrary occupation of the construction site,” since it, too, is not precisely defined. It seems that Article 63 was intended to apply to construction with a site permit but without a construction license, while Article 64 was intended to apply to construction without even a site permit. Since a site permit is necessary to obtain a construction license, violation of Article 64 would appear also to mean violation of Article 63.

## **6. GENERAL COMMENTS (ON CONFUSIONS AND AMBIGUITIES)**

In the present English-language translation, the Law On City Planning is a confusing and difficult document to work with and make sense of. There is no doubt that this is partly because clarity and precision were lost in translation. However, even when considering this, there appears to be a lack of precision in certain terms and definitions.

For example, Article 1 makes it clear that the Law does not apply to agricultural land, but neither does the Law define agricultural land nor provide a method for defining the phrase. In contrast, Article 4, while also referring to but not defining phrases such as “master plan, general regulatory plan, partial city planning study, yellow line of construction and the suburban line,” does allow them to be defined in regulations to be adopted by the Council of Ministers.

In addition to nondefinition of terms and phrases, the Law has confusing delegations of authority. For example, Article 6 states that the Council of Ministers is the highest state organ for approval of city planning studies; it approves master plans of the entire country, interregional studies, and general regulatory plans of cities with over 10,000 inhabitants. Yet the last sentence of Article 6 also states that “these studies,” presumably referring to the studies enumerated above, are submitted to the Council of Territorial Adjustment of Albania. The Council of Territorial Adjustment is a separate body, which under Article 7 is created by the Council of Ministers. Thus it seems that “these studies” have to be approved both by the Council of Territorial Adjustment and the Council of Ministers.

Similarly, as mentioned above, it is not clear whether the District Council of Territorial Adjustment has to approve any request for a construction site permit or only those where there is no general plan for the guidance of the municipality or commune.

In addition, there is at least one mention of a body that does not appear to exist. Article 16 refers to the “town territorial adjustment council,” whereas Article 9 seems to create and refer only to the District Council of Territorial Adjustment. There is no way to tell whether this is a translation error or whether there is an erroneous reference in the original or, least likely, whether there is some other body created in other legislation to which Article 16 intends to refer.

There are several more areas of general confusion. Article 28 and Article 35 refer to “picketing of the object.” It is difficult to know what this means, though in context it seems to mean putting up a fence around the site at the commencement of construction. Note that “picketing of the object” is an important stage in control of construction. In addition, Articles 13 and 41 (and perhaps others) refer to the “destination” of buildings: does this mean location or use?

Article 35 refers to the “completion of the carcass of the building” as a control act. Article 36 says that the person building the building has the right to purchase the land under the building at the

completion of “the carcass.” Does “the carcass” refer to the structural framing or to the completed building?

Article 36, allowing purchase at the third and last control stage, seems geared to a nonmarket situation where all the land is owned by the state. It seems that Article 36—unless it means something different from what it appears to say—will become irrelevant in a private property-based market economy.

Another phrase which is not obvious is “project executions.” “Project executions of the objects” (are they analogous to an occupancy permit? or is it another type of license which must be obtained before starting construction?) are given by the cabinet-level Council of Territorial Adjustment if the site area is over .5 hectare; sites up to .5 hectare are given project executions by the District Council of Territorial Adjustment.

Another example of the lack of definition problem is Article 42, which refers to collaboration with the Committee of Environment Preservation and Protection and the General Department of Forestry to set up forestry zones, forests, parks, green zones, and green territories and forbids “any kind of change, damage, occupation of the site, and change of destination” which would compromise the protection of these zones. However, the Law says nothing about the means of collaboration between the agencies or the criteria for determining the location or contents of these zones.

In closing, an illustrative mini-case: An interesting situation could be presented under Article 5, which authorizes repairs *and extensions* of existing buildings, along with certain temporary and livestock-related structures, in areas beyond urban zones where there is no regulatory plan. Under Article 16, a construction license under this section can be given by the commune planning office. This is the only construction license which is not given by the District Council of Territorial Adjustment; furthermore, it does not require review by any other agency, for it occurs only in areas with no plan. A further complication is that, since the applicable territory is “beyond the urban zones” and the relevant structures seem to be agricultural, it would appear that this article would apply only in *agricultural* areas, to which this Law does not pertain in any case.

## 7. CONCLUSION

The general outlines of planning and regulatory authority are clear in Albania’s City Planning Law. What is not clear are the specifics within the outline. Whether this is due to the quality of the English-language translation, and/or to the particular nature of the technical assistance received at the time of drafting the Law, is unknown. What seems apparent is that it is easier to speak to the confusions of the Law’s structures than to its directions. In general, these confusions are in the area of (a) lack of clear definition of key terms and phrases, with no specific provision to clarify them later; (b) lack of clear administrative procedures for taking action for plan review and adoption under certain provisions of the Law; (c) appearance of multiple (duplicative) levels of authority for the same action under the Law (for example, plan approval); and (d) weakly developed framework for plan implementation via individual landowner/user penalties.

**LAW No. 7693**  
**ON URBAN PLANNING<sup>†</sup>**

**REPUBLIC OF ALBANIA**  
**PEOPLE'S ASSEMBLY**

**Based on ARTICLE 16 of Law no. 7491, dated 29 April 1991,**  
**“On Principal Constitutional Provisions,”**  
**upon the proposal of the Council of Ministers,**  
**Tirana, 06 April 1993,**

**PEOPLE'S ASSEMBLY**  
**OF THE**  
**REPUBLIC OF ALBANIA**

**DECREED:**

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<sup>†</sup> Translated by Ministry of Construction, Territorial Adjustment, and Tourism.

## **CHAPTER I**

### **GENERAL PROVISIONS**

#### **ARTICLE 1**

Urban planning, for the purpose of this law, expresses and defines the general rules of the location and architecture of buildings throughout the territory of the Republic of Albania, with the exception of agricultural land. In defining these rules, the following have been taken into consideration: the current and future social development of the country at a national and local level, the defense of the country, the protection of the environment and nature, indication of and preservation of urban areas of architectural, monumental, and archeological value.

#### **ARTICLE 2**

Local government authorities are administrators of the territory under their jurisdiction in conformity with the competencies defined by law. In order to improve the quality of life, to economically manage the land, to ensure environmental protection, and to maintain a balance between urban and rural populations, local government authorities coordinate their land use decisions while reciprocally respecting their autonomy.

#### **ARTICLE 3**

All buildings are constructed based on Master Plans, General Regulatory Plans, Partial Urban Planning Studies, and plans of building sites along with urban planning conditions and building permits.

The planning of all ground-level and underground buildings and the engineering of urban and rural infrastructure is done on the basis of technical norms and conditions in power.

#### **ARTICLE 4**

The Master Plan, General Regulatory Plan, Partial Urban Planning Study, yellow line, and suburban line are technical documents conditioning all juridical relations in the field of urban planning.

The content and preparation is defined in the Urban Planning Regulations, which is approved by the Council of Ministers.

#### **ARTICLE 5**

In the case that there is neither an adjustment plan nor an equivalent urban planning document, outside of urban zones, the following is permitted:

1. Adaptation, repair, and partial enlargement of existing buildings.
2. Buildings and installations necessary for development of agricultural and stock-farming activity.
3. Temporary buildings for seasonal agricultural purposes, after the destruction of which the land will be again utilized for agricultural purposes.

Permits for such buildings are granted by the authorities specified in this law.

## CHAPTER II

### COMPETENCIES OF STATE BODIES IN URBAN PLANNING AREA

#### ARTICLE 6

The highest state agency for approval of urban planning studies is the Council of Ministers.

The Council of Ministers approves the following studies and their changes:

- ◆ Master Plans of urban planning studies which cover the whole territory of the Republic;
- ◆ inter-regional studies;
- ◆ General Regulatory Plans for cities with over 10,000 inhabitants, their yellow lines and suburban boundaries;
- ◆ norms, regulations, and conditions for urban planning.

These studies are submitted for approval to the Council of Territorial Adjustment of Albania, after consideration of the opinion of local authorities whose administrative territory will be affected by the studies.

#### ARTICLE 7

The Council of Ministers establishes, with a special decision, the Council of Territory Adjustment of Albania, which approves and changes:

- ◆ urban planning studies in the district outside of the city (but in the urban area),
- ◆ important partial urban planning studies for development of tourism, national parks, airport and harbor areas, infrastructure at the national level, etc.,
- ◆ building sites with surfaces over 0.5 hectare; for sites on agriculture land the Ministry of Agriculture and Food should grant approval,
- ◆ execution of construction projects in which the building site is greater than 0.5 hectare.

#### ARTICLE 8

Ministry of Construction, Housing, and Territorial Adjustment controls and monitors territorial adjustment activity through the Council of Territorial Adjustment, which coordinates the work between central government bodies, urban planning agencies in local governments, and the National Institute of Urban Planning.

The state body specializing in the field of urban planning and study is the National Institute of Urban Planning whose tasks are defined in the Regulation of Urban Planning [Rregulore Urbanistika].

#### ARTICLE 9

The local government agencies specializing in urban planning issues are:

- ◆ District Council of Territorial Adjustment,
- ◆ District Urban Planning Section,
- ◆ Municipal Urban Planning Office,
- ◆ Commune Urban Planning Office.

#### ARTICLE 10

The District Council of Territory Adjustment operates as a decision-making agency directed by the head of the District Council. The District Council of Territorial Adjustment consists of 11–21 members, depending on the district size. Over 50% of members should be urban planning engineers, architects, and construction engineers. The rest should belong to fields related to urban planning. On the District Council of Territorial Adjustment there should be: mayors, specialists of environmental protection and agriculture cadastre.

How members are selected, appointed, and paid is determined by the District Council.

## ARTICLE 11

The District Council of Territorial Adjustment approves and changes:

- ◆ the General Regulatory Plans and Partial Urban Planning Studies within the district,
- ◆ General and Partial Urban Planning Studies in the communes,
- ◆ construction sites and their projected urban use,
- ◆ project building executions on sites up to 0.5 hectare,
- ◆ building permits,
- ◆ demolition permits,
- ◆ tree cutting permits.

The Council of Territorial Adjustment approves the platform for organizing competitions for urban studies and reviews the competing offers for urban study preparation, when deemed reasonable.

## ARTICLE 12

The Council of Territorial Adjustment meets once a month, and upon request of the Council chairman may meet more often.

The meeting is held when two-thirds of members are present. The Council decision is taken with a majority of votes, signed by the Council chairman, and is irrevocable.

Local government officials and authors of studies being discussed also participate in the Council of Territory Adjustment meeting but have no right to vote.

## ARTICLE 13

District Urban Planning Section has the following rights and tasks:

- ◆ to prepare materials concerning the directions of urban planning adjustment and development, and to submit these to the Council of Territorial Adjustment, which after examination submits them for approval to the District Council;
- ◆ to prepare urban planning studies or order these from public or private planning agencies, after having previously received the approval from the District Council of Territorial Adjustment, and to conform general and partial urban planning studies;
- ◆ to present to the District Council of Territorial Adjustment requests for building sites, building permits, demolition permits, and tree cutting permits, which are all competencies of this Council;
- ◆ to prepare urban planning studies for the communes;
- ◆ to control whether buildings with permits are used according to their proposed operation;
- ◆ to apply the sanctions stipulated in this law when violations of this law are observed;
- ◆ to maintain the urban cadastres and statistics, update the city plan, and place them in the archives at the end of every year;
- ◆ to assess whether the building site (*truall*) granted for construction conforms to valid provisions, after the superstructure of the building is built;
- ◆ to keep the control statements for the stages of work execution and place the technical documentation of the buildings in the archives;
- ◆ to propose special urban planning norms and conditions for the respective districts, which are approved by the bodies stipulated in this law;
- ◆ to prepare the material with appropriate changes for studies approved by higher state authorities when new conditions present themselves, upon the approval of the District Council of Territorial Adjustment;
- ◆ to maintain systematic contacts with Municipal and Commune Urban Planning Offices;
- ◆ to give its written opinion on any material that it submits to the District Council of Territorial Adjustment;
- ◆ to appoint the head of the Urban Planning Section of the district with the approval of the Minister of Construction, Housing, and Territorial Adjustment, upon proposal of the District Council.

## ARTICLE 14

The agencies operating in the urban planning area in the Municipality of Tirana have the same rights and responsibilities as those indicated for urban planning agencies in other districts and municipalities.

## ARTICLE 15

The Municipal Urban Planning Office has the following rights and responsibilities:

- ♦ to prepare the materials for the program of urban planning development of the city and the documentation for the adjustment plan for the territory under its jurisdiction;
- ♦ to order the preparation of the city adjustment plan;
- ♦ to prepare or order partial urban planning studies for specialized public or private planning agencies stipulated in the law;
- ♦ to apply the sanctions stipulated in this law when violations of the law are observed;
- ♦ to review the requests for building sites for houses and private trade or service establishments and the appropriate documentation only when there exists a General Regulatory Plan or approved Partial Urban Planning Study, and after giving its opinion, to submit it for approval to the Municipal Council;
- ♦ to submit for approval to the District Council of Territorial Adjustment requests for building permits, demolition permits, and tree cutting permits on building sites for which the Municipal Council does not have competency.

The number of employees working in the Urban Planning Office is determined by the Municipal Council, and they should always be specialists in the field of urban planning, architects, construction engineers, and topography engineers.

## ARTICLE 16

The Urban Planning Office in the Commune [Komuna] has the following rights and responsibilities:

- ♦ to follow the urban planning development programs approved by the Commune Council within its territory;
- ♦ to apply sanctions stipulated in this law when violations of this law are observed;
- ♦ to provide building permits for buildings mentioned in ARTICLE 5 of this law;
- ♦ to review building site requests for private houses and private trade or service establishments and the appropriate documentation only when there exists a General Regulatory Plan or an approved partial urban planning study, and after giving its opinion, to submit it for approval to the Commune Council;
- ♦ to submit for approval to the District Council of Territorial Adjustment the requests for building sites which are not in the competency of the Commune Council, requests for building permits, demolition permits, and tree cutting permits.

The number of employees in the Urban Planning Office is determined by the Commune Council, and they should always be specialists in urban planning, architects, building engineers, or topography engineers. In case these specialists are not available, building or topography technicians are appointed.

## CHAPTER III ADMINISTRATION OF LAND FOR CONSTRUCTION

## ARTICLE 17

For the urbanization of territories within the jurisdiction of districts, municipalities, and communes, national, natural, and juridical persons are granted building sites (*truall*) in ownership through sale according to the appropriate provisions.

In the case of foreign, natural, or juridical persons, building sites (*truall*) are leased or sold according to the appropriate provisions.

[Refer to ARTICLE 5 of Law 7980, 27 July 1995, "On Buying and Selling of Building Sites," where the process for the purchase of building sites by foreign, natural, or juridical persons is outlined.]

## **ARTICLE 18**

The sites for collection of refuse matter and industrial waste are approved together with the building permit, after getting approval from the agencies of Environment Preservation and Protection. The sanctions stipulated in this law are applied for violation of this provision.

## **ARTICLE 19**

The administration of the land for building is carried out through Master Plans, General Regulatory Plans, and Partial Urban Planning Studies. Their content is defined in the Urban Planning Regulations.

## **ARTICLE 20**

General Regulatory Plans and Partial Urban Planning Studies prepared by the agencies indicated in this law are deposited in the secretary's office of the respective District Council within 15 days of the day they are finished, and made available to interested persons within 30 days. The announcement is done through the mass media. The persons interested in these materials submit their comments, and the Urban Planning Section together with representatives from planning and development firms state reasons for acceptance or rejection of the presented comments. Within 30 days the comments are reflected in the material and again, through the Urban Planning Section and representatives from the planning and development firms, the General Regulatory Plan and Partial Urban Planning Studies are submitted for approval to the District Council of Territorial Adjustment.

## **ARTICLE 21**

General Regulatory Plans and Partial Urban Planning Studies are prepared for certain time periods. They can be changed, upon proposal of local government authorities, only by agencies having competence in their approval. During the time that changes are being made in the General Regulatory Plan and Partial Urban Planning Studies, the initial versions remain in force until the changes are approved.

## **ARTICLE 22**

The presentation of written requests for building sites from the state is mandatory for every natural or juridical, national or foreign person who wishes to construct a certain building.

The request for building sites should conform to Form No. 1, attached to this law.

## **ARTICLE 23**

The request for a building site is presented to the Municipal or Commune Urban Planning Office, depending on the location of the building site.

The Municipal or Commune Urban Planning Offices, after giving their opinion, (1) submit the requests for building sites for approval to the Commune or Municipal Council for building residential houses or trade and service establishments when an adjustment plan or partial study approved by the District Council of Territorial Adjustment already exists, (2) whereas in all other cases they submit requests to the District Council of Territorial Adjustment.

When the request for building site needs an urban planning study, the person who submits the request orders the urban planning study from private or public construction design agencies, with which s/he signs a contract for the study.

## **ARTICLE 24**

The intended use of main construction sites is defined in the approved General Regulatory Plans or Partial Urban Planning Studies.

Several requests for the same construction site may be submitted. The District Council of Territorial Adjustment, Municipal Council, or Commune Council, according to competencies stipulated by this law, reviews the requests as competing offers, selecting the one that best meets the financial, urban planning, architectural, functional, ecological, etc., conditions.

## **ARTICLE 25**

Local government authorities, when interested in constructing buildings of public and social importance such as houses, hotels, large department stores, commercial centers, etc., in a certain area, can put together a competition. The review and selection of competing bids is done according to ARTICLE 24.

## **ARTICLE 26**

The District Council of Territorial Adjustment is obliged to put the building sites for constructing houses, according to its requests, at the disposal of the National Housing Agency for a time period of 4 years.

## **ARTICLE 27**

The time period from the submission date of the request for a building site until the decision is made, in all cases, should be no longer than 45 days. The District Council of Territorial Adjustment, after reviewing the requests, decides with a majority vote to approve or reject the request for a building site. The decision of the District Council of Territorial Adjustment is irrevocable and is signed by the head of the District Council. For building sites which are in its competency, the Municipal Council or Commune Council, after examining the requests, the documentation, and the opinion of the Urban Planning Office, decides with a majority vote to approve or reject the requests. The decision of these councils is announced by the head of the Municipal Council or Commune Council who, in case s/he disagrees with the decision, has the right to remand it for review again, but only once.

The decision for approving the building site is made according to Form No. 2, attached to this law, where urban planning conditions, on the basis of which the building will be designed, are accurately defined.

The decision to the request for a building site is picked up at the same office where it was submitted.

## **ARTICLE 28**

Any natural or juridical, national or foreign person who wishes to build should be provided with a building permit, which is the legal document allowing for the delineation of the building. Establishment of construction site boundaries is carried out by the Municipal or Commune Urban Planning Office or by persons authorized by these offices.

## **ARTICLE 29**

For sites with an area up to 0.1 hectare, the time period from the date the construction site is taken until the presentation of a request for a building permit should not be longer than 3 months; and for sites with an area of more than 0.1 hectare, not more than 6 months. These deadlines can be postponed only by decision by the District Council of Territorial Adjustment. If these deadlines are not respected, then the decision of approval of the request for the building site becomes invalid.

## **ARTICLE 30**

Building permits are requested when the following works are carried out:

- a. new buildings of any kind;
- b. buildings on existing foundations;
- c. changes in buildings affecting their outer side or architectural elements;
- d. opening or blocking of windows, enlargement of the existing building area in the form of expansion sideways or floor additions;
- e. provisional or temporary buildings;
- f. temporary enclosures, enclosures that spoil the road view, enclosures that hinder or endanger the traffic.
- g. construction of sheds, kiosks, exhibitions, tribunes, building sites, commercial advertisements, etc.

## ARTICLE 31

The request for building permits is prepared according to Form No. 3, attached to this law, and is submitted for approval together with:

- ♦ the decision of the building site, approved by the Council of Territorial Adjustment, Municipal Council, or Commune Council;
- ♦ the documentation on the update of the underground engineering network, water supply and sewage systems, and electrical and telephone lines as well as the approval by the appropriate offices for their connection with the new building;
- ♦ the building's technical design is prepared by a planning firm which has the responsibility or by private designers who are provided with a planning license by the agency defined by the Council of Ministers.

The interested person submits all these materials together with the request for a building permit to the Urban Planning Office of the Municipality or Commune where the requested site is located. This office, after examining the request and the necessary documentation, gives its own opinion and submits it to the District Council of Territorial Adjustment.

## ARTICLE 32

With a majority of votes, the Council of Territorial Adjustment either approves the permit request or not. The decree for giving the building permit is issued with the signature of the head of the District Council and is irrevocable. The period from the day of the presentation of the request for a building permit to the Urban Planning Office until the decision should not be longer than 30 days.

## ARTICLE 33

The building permit is valid for a period of 6 months. When the construction of the building for which the permit has been issued requires more than 6 months, then the permit is renewed for as long as is needed to complete the building. If violations of this law are observed, then sanctions stipulated here are applied.

## ARTICLE 34

The building permit, prepared according to Form No. 4, attached to this law, is issued to natural and juridical persons provided with a permit for execution of construction work after a contract between this person (the builder) and the interested person (the investor) is concluded.

## ARTICLE 35

Depending on the kind of building, the building permit also defines the stages of control of construction:

1. completion of the foundations,
2. establishment of building boundaries,
3. completion of the framework of the building.

Passing from one stage to another is done only after the preparation of a control statement by the authorities determined in this law.

## ARTICLE 36

The control statement for the completion of the superstructure gives the natural or juridical person who is undertaking the building the right to make all financial transactions for the purchase of the building site [*truall*] through the District Section of Finance.

[Refer to Law 7980, 27 July 1995, "On Buying and Selling of Construction Sites," which amends this Article.]

The natural or juridical person who is provided with the permit should submit the technical documentation of the building under construction to the Urban Planning Section.

**ARTICLE 37**

Upon establishing the construction site, the natural or juridical person who is undertaking the building is required, in a visible place, to display a board with data on the type of building, name of the executing firm, chief executive of the building project, name of the project design firm, and time duration of the construction.

**ARTICLE 38**

The building permit granted for temporary enclosures should define the boundaries, height, and type of enclosure, which will not hinder the view for traffic and aesthetic purposes.

The construction firm must clear the streets and territory around the building under construction and, upon completion of the building, should bring damaged roads and sidewalks back to their previous condition.

Sanctions stipulated in this law are applied if provisions of this Article are violated.

**ARTICLE 39**

The building permit for temporary buildings is granted for 1 year, according to Form No. 5 attached to this law. Upon the expiration of the deadline, the permit can be renewed or canceled by the issuing agency when a new urban planning situation is created.

The technical definition of temporary buildings is given in the Urban Planning Regulation.

**ARTICLE 40**

Upon a decision by the Council of Territorial Adjustment, buildings presenting a danger of collapsing, with consequences for people living there or others, and which cannot be repaired by their owner within the maximum time limit of their physical resistance, based on the technical reports of experts, are to be demolished by the owner himself within a time limit defined in the decision. When the deadline expires, the buildings will be demolished by agencies determined by the District Council of Territorial Adjustment. Expenses are assumed by the owner. The order for the expenses signed by the chair of the District Council of Territorial Adjustment is immediately effective.

**ARTICLE 41**

The Municipal and Commune Urban Planning Offices have authority to control land use and building construction to make sure they conform to norms and their intended urban use. In case of changing a building's use in general, and in cases when the transfer of private properties from one owner to the other is accompanied by a change of intended use, a permit must be obtained from the Municipal or Commune Urban Planning Office.

If provisions of this Article are violated, sanctions stipulated in this law are applied.

**ARTICLE 42**

The classification of forestry areas, forests, parks, green-belts, and green territories that should be preserved, protected, and created will be prepared in the General Adjustment Plans and Partial Urban Planning Studies in cooperation with the Committee of Environmental Preservation and Protection and the General Department of Forestry. This classification forbids any kind of change, damage, occupation of site, and change of intended use that compromises the protection, preservation, and creation of such zones.

If provisions of this Article are violated, sanctions stipulated in this law are applied.

**ARTICLE 43**

Requests for uprooting trees in urban zones, not foreseen in approved studies, are done by their owner or natural or juridical interested persons.

The request is prepared according to Form No. 6 attached to this law.

**ARTICLE 44**

Requests for tree cutting or uprooting are submitted to Municipal and Commune Urban Planning Offices and are approved by the Council of Territorial Adjustment.

After the request has been approved, the permit issued is valid for 1 year from the date of issuance. The permit is issued according to Form No. 7 attached to this law.

**ARTICLE 45**

The natural or juridical person who is provided with a tree cutting or uprooting permit is obliged, on completion of the construction work, to adjust the surrounding territory according to a re-landscaping design, which should be carried out within 1 year.

**ARTICLE 46**

Requests for demolition permits are made by the owner, according to Form No. 8 attached to this law.

**ARTICLE 47**

In the case that demolition of a building or buildings creates housing problems for the current inhabitants, the request should be submitted together with a guarantee for their future housing, with addresses, area, conditions, etc.

**ARTICLE 48**

The request for building demolition together with the appropriate dossier is submitted to the Municipal or Commune Urban Planning Office. The procedure for the review/approval process is the same as that for the building permit.

The period from the day of presentation of the request until the decision should not exceed 30 days. The demolition permit is granted according to Form No. 9, which is attached to this law.

If provisions of this Article are violated, sanctions stipulated by this law are applied.

**ARTICLE 49**

In order to carry out Master Plans, General Regulatory Plans, and Partial Urban Planning Studies for the construction of economic, social, and cultural buildings of social and public importance, the immovable property of natural or juridical persons may be expropriated according to rules determined by a special law.

## **CHAPTER IV BUILDINGS IN TOURIST AND RECREATION AREAS**

**ARTICLE 50**

Tourist zones considered as such by special law are under state protection. The criteria for their utilization are defined in the Master Plans of their urban planning development, General Regulatory Plans, and Partial Urban Planning Studies.

**ARTICLE 51**

In order to protect tourist zones:

- a. it is prohibited to remove soil and ground materials such as gravel, sand, stones, etc., except in determined material extraction zones;
- b. it is prohibited to remove materials from national water zones without appropriate authorization from the District Council of Territorial Adjustment, in which their impact on the environment would be taken into consideration;

- c. it is forbidden to undertake works for drainage, reclamation, creation of dikes (*damba*), etc., without authorization from the agencies that approve the urban planning study.

This rule is also valid for coastal defense works undertaken by the Ministry of Defense.

## **ARTICLE 52**

Cities, villages, and other inhabited areas located in tourist zones are developed based on their Regulatory Plans. Their coexistence with natural ecological systems is resolved through studies as part of the Master Plan.

## **ARTICLE 53**

The creation and enlargement of coastal, tourist, and fishing ports as well as industrial and commercial zones in the appropriate tourist zones are undertaken based on the Master Plans of tourist zone development.

## **ARTICLE 54**

The construction sites for tourist buildings in priority zones for tourism development and in urban zones, defined as such by urban planning studies, are approved by the Committee of Tourism Development.

# **CHAPTER V ADMINISTRATION OF SPECIAL VALUE ZONES AND TERRITORIES**

## **ARTICLE 55**

Intervention with Master Plans, General Regulatory Plans, and Partial Urban Studies in military and strategic zones is done upon approval from the Ministry of Defense.

## **ARTICLE 56**

During the preparation of Master Plans of Territorial Development, territories of environmental value, ecological systems, national parks, and flora and fauna reserves should be defined according to the classification and criteria for their protection and development stipulated in special provisions.

## **ARTICLE 57**

Archaeological and museum zones, quarters, and buildings should be given special consideration in the studies of urban planning development, ensuring their protection according to requirements of specialized institutions.

Any type of building within 200 meters of the boundary of protected archaeological areas is forbidden. Building in museum cities, museum zones, special monuments, and areas around them are undertaken with permission from the appropriate institution.

## **ARTICLE 58**

The protection of structures and buildings of special urban or architectural value is done by the Council of Territorial Adjustment of Albania.

## **CHAPTER VI SANCTIONS**

### **ARTICLE 59**

The violation of provisions of this law stipulated in ARTICLE 18 is sanctioned with a fine of up to 10,000 lek and suspension of construction work. In case the violation is repeated, the building permit is canceled by the agency that issued it.

### **ARTICLE 60**

Violation of the provisions of this law stipulated in ARTICLE 33 is sanctioned with a fine of up to 10,000 lek and cancellation of the building permit. In case of repetition, the decision for approving the building site is canceled by the agency that issued it.

### **ARTICLE 61**

The violation of provisions of this law stipulated in ARTICLES 38 and 41 is sanctioned with a fine of up to 5,000 lek.

### **ARTICLE 62**

The violation of provisions of this law stipulated in ARTICLE 42, as well the cutting and uprooting of trees without permit when not constituting a penal act and when the damage value is not more than 5,000 lek, depending on the degree of damage, is sanctioned with a fine of up to 10,000 lek. The violator is also obliged to pay the cost of the damage incurred.

In case the cost of damage caused by each person is greater than 5,000 lek, the violator bears responsibility according to provisions of the Penal Code.

### **ARTICLE 63**

Buildings completed or being built on approved building sites without building permits are considered illegal buildings. The District Urban Planning Section of the Municipal or Commune Urban Planning Offices is immediately to suspend the construction without permit. These agencies, together with agencies of public order, are to maintain the reports of observation and suspension of illegal building and to charge a fine of 50,000 lek.

The Urban Planning Section of the Municipal or Commune Urban Planning Offices presents the report to the District Council of Territorial Adjustment, which decides on the demolition of the building and return of the area to its previous condition. The violator performs the demolition; otherwise, the Council of Territorial Adjustment appoints an agent who will demolish the building at the violator's expense.

### **ARTICLE 64**

The arbitrary occupation of a construction site, when it does not constitute a penal act, is sanctioned with a fine of up to 100,000 lek, demolition of the building, and return of the area to its previous condition at the violator's expense.

### **ARTICLE 65**

When there are objections to the implementation of ARTICLES 63 and 64 of this law, forces of public order intervene in the execution of the decision, upon the order of the head of District Council. The order for expenses, signed by the head of District Council, is effective immediately.

### **ARTICLE 66**

Demolition without permit of existing buildings is sanctioned with a fine of 100,000 lek.

**ARTICLE 67**

Fines are defined by officials in the Municipal or Commune Urban Planning Office and District Urban Planning Section.

An appeal can be filed against a sanction decision, within 5 days from the day of the decision notice, to the chair of Commune, Municipality, or District Council, respectively, whose decision is irrevocable.

**ARTICLE 68**

This law comes into effect 15 days after its promulgation.

Tirana, 06 April 1993  
Law No. 7693

**SPEAKER OF THE PARLIAMENT**  
*PJETER ARBNORI*

**FORM No. 1**  
**APPLICATION FOR BUILDING SITE**

To the Urban Planning Office in the Municipality of \_\_\_\_\_

To the Urban Planning Office in the Commune of \_\_\_\_\_

1. Name (person or business) \_\_\_\_\_

2. Address \_\_\_\_\_

3. Citizenship \_\_\_\_\_

4. Date of the presentation of the request \_\_\_\_\_

5. Address of the requested construction site \_\_\_\_\_

6. Area of the site (m<sup>2</sup>/hectares) \_\_\_\_\_

7. Site borders on north \_\_\_\_\_

south \_\_\_\_\_

east \_\_\_\_\_

west \_\_\_\_\_

8. Site is required for construction of building \_\_\_\_\_

\_\_\_\_\_ with approximate volume (m<sup>3</sup>) \_\_\_\_\_

building surface (m<sup>2</sup>) \_\_\_\_\_

main height (m) \_\_\_\_\_

floors \_\_\_\_\_

approximate value (lek/US\$) \_\_\_\_\_

**THE FOLLOWING DOCUMENTS SHOULD BE ATTACHED TO THIS REQUEST:**

1. Cadastral/*hipoteka* document of site ownership
2. Bank document for the deposit of 15% of the approximate value of the building.

**APPLICANT**  
**(Name/Seal)**

Opinion of the Urban Planning Office \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**FORM No. 2**  
**DECISION FOR GRANTING A BUILDING SITE**

REPUBLIC OF ALBANIA  
DISTRICT  
MUNICIPALITY  
COMMUNE  
No. \_\_\_\_\_ Prot.

Upon decision of the District Council of Territorial Adjustment/ Municipal Council/ Commune Council \_\_\_\_\_, No. \_\_\_\_\_, dated \_\_\_\_\_, based on your application dated \_\_\_\_\_, you are granted the building site with surface \_\_\_\_\_m<sup>2</sup> in the cadastral location bordered on :

north \_\_\_\_\_

south \_\_\_\_\_

east \_\_\_\_\_

west \_\_\_\_\_

according to the attached plan (scale 1:500/ 1:1000/ 1:2000), part of this document.

The project design of the building to be constructed should respect the following urban architectural planning conditions:

- ♦ building line (in meters) \_\_\_\_\_
- ♦ coefficient of territory utilization \_\_\_\_\_
- ♦ number and function of above-ground floors \_\_\_\_\_

\_\_\_\_\_

- ♦ number and function of underground floors \_\_\_\_\_

\_\_\_\_\_

- ♦ type of coverage \_\_\_\_\_

- ♦ height of the type floor \_\_\_\_\_

- ♦ main entrance \_\_\_\_\_

- ♦ service entrances \_\_\_\_\_

- ♦ special conditions \_\_\_\_\_

\_\_\_\_\_

The building permit application should be submitted by date \_\_\_\_\_, otherwise the decision for granting the building site is canceled.

**CHAIRMAN OF THE COUNCIL OF  
DISTRICT/MUNICIPALITY/COMMUNE**

**FORM No. 3**  
**APPLICATION FOR BUILDING PERMIT**

To the Urban Planning Office in the Municipality \_\_\_\_\_

To the Urban Planning Office in the Commune \_\_\_\_\_

1. Name (person or business) \_\_\_\_\_

2. Address \_\_\_\_\_

3. Citizenship \_\_\_\_\_

4. Date of presentation of the application \_\_\_\_\_

5. No. and date of the decision for granting the construction site or the document certifying site ownership \_\_\_\_\_

6. The project is prepared by \_\_\_\_\_  
(Name of subject, No. and date of permit)

7. Building will be built by \_\_\_\_\_  
(Name of subject, No. and date of permit)

8. Approval for connection with water supply system \_\_\_\_\_

9. Approval for connection with electric system \_\_\_\_\_

10. Approval for connection with sewage system \_\_\_\_\_

11. Approval for telephone connection \_\_\_\_\_

12. Approval of fire protection \_\_\_\_\_

13. Approval for environment protection \_\_\_\_\_

14. Special documents \_\_\_\_\_

**THE FOLLOWING DOCUMENTS SHOULD BE ATTACHED TO THE APPLICATION:**

1. Organization plan for execution of construction work
2. Copy of the building's project-execution [*projekt-zbatim*]

**APPLICANT**  
(Name/Seal)

The opinion of the Urban Planning Office \_\_\_\_\_

**FORM No. 4**  
**BUILDING PERMIT**

REPUBLIC OF ALBANIA  
DISTRICT \_\_\_\_\_  
No. \_\_\_\_\_ Prot.

By the decision of the Council of Territorial Adjustment of District \_\_\_\_\_, No. \_\_\_\_\_, dated \_\_\_\_\_, and decision of the District Council of Territorial Adjustment/Council of Municipality/Council of Commune of \_\_\_\_\_, No. \_\_\_\_\_, dated \_\_\_\_\_, granting the construction site, and based on your request dated \_\_\_\_\_, you are granted the building permit for the building \_\_\_\_\_

Permit is granted to \_\_\_\_\_

(Name of subject undertaking the workings, No. and date of the permit)

Building is financed by \_\_\_\_\_

(Full name of the financier)

Delineation of the building will be done by \_\_\_\_\_

Completion of the foundation was controlled by \_\_\_\_\_

Completion of the superstructure was controlled by \_\_\_\_\_

**CHAIR OF THE DISTRICT COUNCIL**

I was informed of and pledge to conform to all provisions defined in this law.

**(Name / Seal)**

**FORM No. 5**  
**PERMIT FOR TEMPORARY BUILDING**

REPUBLIC OF ALBANIA

DISTRICT \_\_\_\_\_

No. \_\_\_\_\_ Prot.

By decision of the Council of Territorial Adjustment of District \_\_\_\_\_, No. \_\_\_\_\_, dated \_\_\_\_\_, and decision of the Council of Territorial Adjustment of District/Council of Municipality/Commune \_\_\_\_\_, No. \_\_\_\_\_, dated \_\_\_\_\_, granting the construction site, and based on your request, dated \_\_\_\_\_, you are granted the permit for the temporary construction of the building \_\_\_\_\_

---

The permit is granted to \_\_\_\_\_

[Name of applicant (person or business)]

The duration of the permit \_\_\_\_\_

**CHAIR OF THE DISTRICT COUNCIL**

I was informed of and pledge to conform to all the provisions stipulated in this law.

**(Name/Seal)**

**FORM No. 6**  
**APPLICATION FOR TREE CUTTING PERMIT**

To the Urban Planning Office in the Municipality of \_\_\_\_\_

To the Urban Planning Office in the Commune of \_\_\_\_\_

1. Name (person or business) \_\_\_\_\_

2. Address \_\_\_\_\_

3. Citizenship \_\_\_\_\_

4. Date of presentation of the application \_\_\_\_\_

5. Cadastral location of area where tree cutting is to be done, on:

north \_\_\_\_\_

south \_\_\_\_\_

east \_\_\_\_\_

west \_\_\_\_\_

6. Number of trees to be cut \_\_\_\_\_

7. Kind of trees \_\_\_\_\_

8. Age of trees \_\_\_\_\_

9. Biological state of the trees \_\_\_\_\_

10. Height of the trees \_\_\_\_\_

11. Ownership of trees \_\_\_\_\_

**THE FOLLOWING DOCUMENTS SHOULD BE ATTACHED TO THIS APPLICATION:**

1. Project of the re-landscaping design of the zone, prepared by specialized agencies.

**APPLICANT**  
**(Name/Seal)**

Opinion of the Urban Planning Office \_\_\_\_\_

**FORM No. 7**  
**TREE CUTTING PERMIT**

REPUBLIC OF ALBANIA

DISTRICT \_\_\_\_\_

No. \_\_\_\_\_ Prot.

By decision of the Council of Territorial Adjustment of District \_\_\_\_\_, No. \_\_\_\_\_, dated \_\_\_\_\_, and based on your application, you are granted a tree cutting permit in the area bordered on:

north \_\_\_\_\_

south \_\_\_\_\_

east \_\_\_\_\_

west \_\_\_\_\_

Number of trees to be cut \_\_\_\_\_

Permit is granted to \_\_\_\_\_

\_\_\_\_\_  
(Name of the applicant-person or business)

Duration of the permit \_\_\_\_\_

Amount of indemnity \_\_\_\_\_

**CHAIR OF THE DISTRICT COUNCIL**

I was informed of and pledge to conform to all the provisions stipulated in this law.

**(Name/Seal)**