



KENYA RURAL ROADS AUTHORITY

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Blue Shield Towers
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Nairobi, KENYA

PROCEDURE FOR ROADSIDE DEVELOPMENT APPLICATION

This procedure should be used when applying for:-

- Road cutting
- Access to a road
- Placing of signposts along the roadside
- Use of road reserve
- Any other activity that may interfere or alter the use of a road or road reserve

PROCEDURE

1. Identify the road and point of the roadside development

The applicant should liaise with the office of the respective Regional Manager and be assisted in identifying the road classification and pavement type. The applicant should include a brief description of the major physical features that can be used to locate the point of development.

2. State the type of Roadside Development

The applicant should state what type of development is intended to be carried out. This should clearly state if it is a road cutting, use of road reserve, access to the main road or any other activity that may alter the use of the existing road or road reserve. In case of doubt, the applicant should seek clarification from the office of the General Manager (Design and Construction).

3. Attach all the required drawings

The applicant should attach all the relevant drawings. The number of attached drawings should be clearly indicated in the application letter.

4. Submit to the Regional Manager's Office for forwarding to Headquarters or submit directly to Head Office

The application complying with 1 to 3 above should be submitted to the Regional Manager's Office for forwarding to Head Office or be submitted to the Head Office directly. The application will be processed in Head Office within 14 days if no further clarification is required. If the application does not meet requirements 1 to 3, the application shall be returned stating the omission.

5. Pay the requisite fee as instructed in the approval

Once the application has been approved, the applicant will be notified of the same. The applicant will be required to pay the requisite fee as stated in the approval.

6. Execute the roadside development.

The approved development will be carried out under the supervision of the appointed Engineer's Representative. The validity of the approval is six calendar months after which a renewal will be mandatory.

Eng. Mwangi Maingi, OGW, MBS
DIRECTOR GENERAL