Repubulika y'u Rwanda
Umujyi wa Kigali

IMBONERAHAMWE YA SERIVISI ZITANGWA N'UMUJYI WA KIGALI ZIGENDANYE N'IMITUNGANYIRIZE Y'UMUJYI, UBUTAKA N'IMITURIRE

Kigali, Nyakanga 2022

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I. AMAKURU Y'IBANZE KU BASABA IBYANGOMBWA BYO KUBAKA MU MUJYI WA KIGALI

I.1 ISHINGIRO N'IKIGAMIJWE BY'IYI NYANDIKO

Iyi nyandiko izajya ifasha abatanga n'abahabwa serivisi kugira imyumvire imwe ku mitangire inoze ya serivisi.

Bizatuma abaturage bamenya neza serivisi bahabwa, ibyo usaba serivisi agomba kuba yujuje, igihe agomba kuba yaherewe servise yasabye cyangwa yasubirijwe.

Guhabwa serivisi nziza kandi ku gihe ni uburenganzira bw'Umuturage igihe yujuje ibisabwa.

Hari kandi andi makuru waba ukeneye arenze ku bikubiye muri iyi nyandiko, wayasanga ku rubuga rwa interineti rw'Umujyi wa Kigali, www.kigalicity.gov.rw cyangwa kuri www.bpmis.gov.rw

Umuturage ashobora no kutwandikira kuri onestopcenter@kigalicity.gov.rw, info@kigalicity.gov.rw cyangwa se agahamagara kuri 0789448873 cyangwa ku murongo utishyurwa 3260.

Abasaba ibyangombwa byo kubaka cyangwa kuvugurura inyubako zabo bose bakoresha urubuga www.bpmis.gov.rw basaba ibyo byangombwa.

I.2 ABIFUZA AMAKURU KU GISHYUSHANYOMBONERA CY'UMUJYI WA KIGALI

Igishushanyo mbonera cy'Umujyi wa Kigali kiboneka ku rubuga rwacu: www.masterplan2020.kigalicity.gov.rw

Abifuza ibindi bisobanuro birambuye, bashobora kuba bakwegera ibiro byacu bagasobanurirwa neza igishushanyombonera cy'Umujyi wa Kigali, icyo giteganyiriza ibibanza byabo bakagirwa n'inama ku mishinga bifuza gukora.

Ikindi kandi, umuturage yanakwegera ibiro byacu agasobanurirwa ibisabwa kugirango abone uruhushya rwo kubaka bijyanye n'umushinga ategura gukora.

I.3 GUTANGA IMPUSHYA ZO KUBAKA

Ubwoko bw' impushya zo kubaka dutanga :

Ubwoko bw'Uruhushya	Aho usabira uruhushya	Iminsi bitwara kubona serivisi
1. Uruhushya rwo kubaka inyubako nshya;	*www.bpmis.gov.rw*	21
2. Uruhushya rwo kubaka inyubako nshya yo guturamo, ariko itageretse;	*www.bpmis.gov.rw*	15
3. Uruhushya rwo kuvugurura bihindura inyubako;	*www.bpmis.gov.rw*	10
4. Uruhushya rwo kuvugurura bidahindura inyubako;	*www.bpmis.gov.rw*	10
5. Uruhushya rwo gukoresha inyubako;	*www.bpmis.gov.rw*	3
6. Uruhushya rwo gusenya inyubako;	*www.bpmis.gov.rw*	3
7. Uruhushya rwo guhindura icyo inyubako yagenewe;	*www.bpmis.gov.rw*	10
8. Uruhushya rwo kubaka uruzitiro;	*www.bpmis.gov.rw*	10
9. Uruhushya rwongera igihe cy'uruhushya rwo kubaka rwarangiye;	*www.bpmis.gov.rw*	10
10. Uruhushya rwo guhindura ibyateganyijwe kubakwa.	*www.bpmis.gov.rw*	10
11. Inyubako z'igihe gito zishobora kuvanwaho nta bwishyu cyangwa ingurane	*www.bpmis.gov.rw*	21

A. Gusaba uruhushya rwo kubaka Inyubako Nshya

1) **Uhabwa iyi serivise**	Umuntu ufite ikibanza muri site yemejwe *(physical plan)* cyangwa ahantu hamaze kugezwa ibikorwaremezo by'ibanze
2) **Aho icyangombwa gisabirwa**	www.bpmis.gov.rw
3) **Ibisabwa**	- Fotokopi y'icyangombwa cy'ubutaka; - Kwishyura imisoro y'ubutaka y'imyaka yose yabanje - Incamake y'umushinga irimo ibisobanuro by'uburyo na tekiniki byakoreshejwe, uretse inyubako ziri mu cyiciro cya 2 (*Project brief*) - Ibishushanyo bigaragaza uko inyubako iteretse mu kibanza n'imiterere y'ahazubakwa (*site plan*); - Kopi y'inyigo z'imimerere y'ubutaka, uretse inyubako zo mu cyiciro cya 2 n'icya 3 (Geotechnical data); - Kopi y'inyandiko zerekeranye n'inyigo mu kubungabunga ibidukikije, uretse inyubako ziri mu cyiciro cya 2 n'icya 3 (EIA); - Ibishushanyo by'imiterere y'inyubako (*architectural plans and perspectives*); - Imbata y'ibijyanye n'imiyoboro y'amazi, amashanyarazi, isuku n'isukura, ikoranabuhanga rya murandasi no kwirinda inkongi, uretse inyubako ziri mu cyiciro cya 2; - Inyigo y'ubukomere bw'ibigize inyubako, harimo imbata yabyo n'uko byabazwe, uretse ku nyubako ziri mu cyiciro cya 2; - Ingano y'ibizakoreshwa n'agaciro kabyo, uretse inyubako ziri mu cyiciro cya 2 (BOQ); - Icyemezo cy'imirimo y'umushinga gisinyweho n'umuhanga mu guhanga inyubako cyangwa impuguke mu by'ubwubatsi, uretse inyubako ziri mu cyiciro cya 2;

4) **Inzira binyuramo**	- Usaba yohereza umushinga ku rubuga rutangirwaho impushya zo kubaka www.bpmis.gov.rw - Abakozi babishinzwe basura ikibanza gisabirwa kubakwa, bagazuma umushinga watanzwe, bagakora raporo ishyikirizwa Umuyobozi Ushinzwe gutanga impushya zo kubaka; - Iyo umushinga wemejwe, umuturage ahabwa urupapuro *(invoice)* rwo kwishyuriraho, nyuma yo kwishyura hakoreshejwe IREMBO, umuturage ahita abona uruhushya muri konti ya system ya BPMIS yakoresheje asaba uruhushya rwo kubaka; - Iyo umushinga we utemejwe, yoherezwa ubutumwa muri konti ya system ya BPMIS yakoresheje asaba uruhushya rwo kubaka, asonaburirwa impamvu umushinga utemewe cyangwa ibyo akabwirwa ibyo asabwa gukosora.
5) **Amafaranga yishyurwa**	**RWF 60,000** yishyurwa igihe umushinga wemejwe hakoreshejwe servise z'IREMBO
6) **Igihe cyo gusubizwa ntarengwa**	• **Iminsi 15**: Inyubako zo guturamo zitageretse; • **Iminsi 21**: izindi nyubako.
7) **Igihe uruhushya rumara**	Imyaka Ibiri *(2 years/ 2ans*)

B) Gusaba kongererwa igihe ku ruhushya rwo kubaka

1) **Uhabwa iyi serivise**	Umuntu ufite icyangombwa cyo kubaka cyarengeje igihe
2) **Aho icyangombwa gisabirwa**	*www.bpmis.gov.rw*
3) **Ibisabwa**	- Kopi y'icyangombwa cyo kubaka cyarangiye; - Fotokopi y'icyangombwa cy'ubutaka; - Ibishushanyo by' inyubako byemejwe yari yarahereweho uruhushya rwa mbere; - Raporo igaragaza aho imirimo yo kubaka igeze
4) **Inzira binyuramo**	- Usaba yohereza umushinga ku rubuga rutangirwaho impushya zo kubaka www.bpmis.gov.rw - Abakozi babishinzwe basura ikibanza gisabirwa kubakwa, bagazuma umushinga watanzwe, bagakora

	raporo ishyikirizwa Umuyobozi Ushinzwe gutanga impushya zo kubaka; - Iyo umushinga wemejwe, umuturage ahabwa urwo ruhushya muri konti ya system ya BPMIS yakoresheje asaba urwo ruhushya; - Iyo umushinga we utemejwe, yoherezwa ubutumwa muri konti ya system ya BPMIS yakoresheje asaba urwo ruhushya, asonaburirwa impamvu umushinga utemewe cyangwa ibyo akabwirwa ibyo asabwa gukosora.
5) Amafaranga yishyurwa	**Ni ubuntu**
6) Igihe cyo gusubizwa ntarengwa	Mu minsi 10
7) Igihe uruhushya rumara	Amezi atandatu

C) **<u>Gusaba uburenganzira bwo kuvugurura bihindura imiterere y'inyubako</u>**

1) **Uhabwa iyi serivise**	Umuntu wese ushaka kuvugurura inzu kandi ikibanza cye giherereye ahantu hatunganijwe, hagerwa n'ibikorwaremezo kandi yarubatswe iyo nyubako mu buryo bwemewe n'amategeko.
2) **Aho icyangombwa gisabirwa**	*www.bpmis.gov.rw*
3) **Ibisabwa**	- Kopi y'Icyangombwa cy'ubutaka; - Amafoto agaragaza inyubako zisanzwe mu kibanza; - Incamake y'umushinga irimo ibisobanuro by'uburyo inyubako izavugururwamo; - Ibishushanyo byerekana uko inyubako ivugururwa iteretse mu kibanza nuko izavugururwa (site plan, Architectural plans, perspectives); - Inyigo y'ubukomere bw'ibigize inyubako (*structural design*) mu gihe igeretse; - Kwishyura imisoro y'ubutaka
4) **Inzira binyuramo**	- Usaba yohereza umushinga ku rubuga rutangirwaho impushya zo kubaka www.bpmis.gov.rw - Abakozi babishinzwe basura ikibanza gisabirwa icyangombwa cyo kuvugurura, bagazuma umushinga watanzwe, bagakora raporo ishyikirizwa Umuyobozi

	Ushinzwe gutanga impushya zo kubaka; - Iyo umushinga wemejwe, umuturage ahabwa urupapuro *(invoice)* rwo kwishyuriraho, nyuma yo kwishyura hakoreshejwe IREMBO, umuturage ahita abona uruhushya muri konti ya system ya BPMIS yakoresheje asaba uruhushya rwo kuvugurura inyubako; - Iyo umushinga we utemejwe, yoherezwa ubutumwa muri konti ya system ya BPMIS yakoresheje asaba uruhushya rwo kuvugurura inyubako ye, asonaburirwa impamvu umushinga utemewe cyangwa ibyo akabwirwa ibyo asabwa gukosora.
5) **Amafaranga yishyurwa**	**RWF 10,000** yishyurwa igihe umushinga wemejwe hakoreshejwe servise z'IREMBO
6) **Igihe cyo gusubizwa ntarengwa**	Iminsi 10
7) **Igihe uruhushya rumara**	Amezi atatu

D) **Gusaba uburenganzira bwo kuvugurura bidahindura imiterere y'inyubako (Gusana)**

1. **Uhabwa iyi serivise**	Umuntu wese ufite inzu ikeneye gusanwa
2. **Aho icyangombwa gisabirwa**	*www.bpmis.gov.rw*
3. **Ibisabwa**	- Fotokopi y'icyangombwa cy'ubutaka - Ibishushanyo byerekana uko ashaka gusana, uko inyubako iteretse mu kibanza n'imiterere y'ahazubakwa - Kwishyura imisoro y'ubutaka - Amafoto agaragaraza inyubako igiye gusanwa.
4. **Inzira binyuramo**	- Usaba yohereza umushinga ku rubuga rutangirwaho impushya zo kubaka www.bpmis.gov.rw - Abakozi babishinzwe basura ikibanza gisabirwa icyangombwa cyo gusana, bagazuma umushinga watanzwe, bagakora raporo ishyikirizwa Umuyobozi Ushinzwe gutanga impushya zo kubaka; - Iyo umushinga wemejwe, umuturage ahabwa urupapuro *(invoice)* rwo kwishyuriraho, nyuma yo kwishyura hakoreshejwe IREMBO, umuturage ahita abona

	uruhushya muri konti ya system ya BPMIS yakoresheje asaba uruhushya rwo gusana inyubako; - Iyo umushinga we utemejwe, yoherezwa ubutumwa muri konti ya system ya BPMIS yakoresheje asaba uruhushya rwo gusana inyubako ye, asonaburirwa impamvu umushinga utemewe cyangwa ibyo akabwirwa ibyo asabwa gukosora.
5. Amafaranga yishyurwa	**RWF 10,000** yishyurwa igihe umushinga wemejwe hakoreshejwe servise z'IREMBO
6. Igihe cyo gusubizwa ntarengwa	Iminsi 10
7. Igihe uruhushya rumara	Amezi atatu

E) **Gusaba uburenganzira bwo guhindura ibyateganijwe kubaka (*Modification*)**

1) Uhabwa iyi serivise	Umuntu ufite icyangombwa cyo kubaka kitararangira
2) Aho icyangombwa gisabirwa	www.bpmis.gov.rw
3) Ibisabwa	- Fotokopi y'icyangombwa cy'ubutaka - Fotokopi y'uruhushya rwo kubaka rukoreshwa kandi rugifite agaciro (*A valid construction permit*); - Ibishushyanyo byose by'inyubako byemejwe; - Inyigo n'ibishushyanyo bigaragaza ibigomba guhinduka; - Amafoto agaragaza aho inyubako yari igeze yubakwa.
4) Inzira binyuramo	- Usaba yohereza umushinga ku rubuga rutangirwaho impushya zo kubaka www.bpmis.gov.rw - Abakozi babishinzwe basura ikibanza kiri kubakwa, bagazuma umushinga watanzwe, bagakora raporo ishyikirizwa Umuyobozi Ushinzwe gutanga impushya zo kubaka; - Iyo umushinga wemejwe, umuturage ahabwa urwo ruhushya muri konti ya system ya BPMIS yakoresheje asaba urwo ruhushya; - Iyo umushinga we utemejwe, yoherezwa ubutumwa muri konti ya system ya BPMIS yakoresheje asaba urwo ruhushya, asonaburirwa impamvu umushinga utemewe cyangwa ibyo akabwirwa ibyo asabwa gukosora.
5) Amafaranga yishyurwa	**Ni ubuntu**

6) Igihe cyo gusubizwa ntarengwa	Iminsi 10

F) **Gusaba uburenganzira bwo kubaka Uruzitiro**

1) Uhabwa iyi serivise	Umuntu ufite ikibanza muri site yemejwe *(physical plan)* cyangwa ahantu hari ibikorwaremezo
2) Aho icyangombwa gisabirwa	*www.bpmis.gov.rw*
3) Ibisabwa	- Fotokopi y'icyangombwa cy'ubutaka; - Ibishushanyo by'imiterere y'uruzitiro; - Ibishushanyo bigaragaza uko uruzitiro ruteretse mu kibanza – Imbata y'ikibanza; - Amafoto agaragaza ahateganywa kubakwa uruzitiro.
4) Inzira binyuramo	- Usaba yohereza umushinga ku rubuga rutangirwaho impushya zo kubaka *www.bpmis.gov.rw* - Abakozi babishinzwe basura ikibanza gisabirwa kubakwaho uruzitiro, bagazuma umushinga watanzwe, bagakora raporo ishyikirizwa Umuyobozi Ushinzwe gutanga impushya zo kubaka; - Iyo umushinga wo kubaka uruzitiro wemejwe, umuturage ahabwa urwo ruhushya muri konti ya system ya BPMIS yakoresheje asaba urwo ruhushya; - Iyo umushinga wo kubaka uruzitiro utemejwe, yoherezwa ubutumwa muri konti ya system ya BPMIS yakoresheje asaba urwo ruhushya, asonaburirwa impamvu umushinga utemewe cyangwa ibyo akabwirwa ibyo asabwa gukosora.
5) Amafaranga yishyurwa	**RWF 10,000** yishyurwa igihe umushinga wemejwe hakoreshejwe servise z'IREMBO
6) Igihe cyo gusubizwa ntarengwa	Iminsi 10
7) Igihe uruhushya rumara	Amezi atatu

G) **Gusaba uruhushya rwo Gusenya Inyubako (*Demolition permit*)**

1) Uhabwa iyi serivise	Umuntu ushaka uruhushya rwo gusenya inyubako ye
2) Aho icyangombwa gisabirwa	*www.bpmis.gov.rw*
3) Ibisabwa	- Fotokopi y'icyangombwa cy'ubutaka; - Incamake y'umushinga irimo ibisobanuro by'uburyo na tekiniki bizakoreshwa mu gusenya; - Uburyo imyanda ituruka ku isenywa ry'inyubako izafatwa; - Kopi y'inyandiko zerekeranye n'inyigo mu kubungabunga ibidukikije, ku nyubako ziri mu cyiciro cya 4 n'icya 5.
4) Inzira binyuramo	- Usaba yohereza umushinga ku rubuga rutangirwaho impushya zo kubaka *www.bpmis.gov.rw* - Abakozi babishinzwe basura ikibanza kirimo inyubako isabirwa gusenywa, bagazuma dosiye yatanzwe, bagakora raporo ishyikirizwa Umuyobozi Ushinzwe gutanga impushya zo kubaka; - Iyo ubusabe bwo gusenya inyubako bwemejwe, umuturage ahabwa urwo ruhushya muri konti ya system ya BPMIS yakoresheje asaba urwo ruhushya; - Iyo ubusabe bwo gusenya inyubako butemejwe, hoherezwa ubutumwa muri konti ya system ya BPMIS yakoresheje asaba urwo ruhushya, hagasobanurwa impamvu ubusabe butemewe cyangwa uwasabye akabwirwa ibyo asabwa kuzuza.
5) Amafaranga yishyurwa	**Ni ubuntu**
6) Igihe cyo gusubizwa ntarengwa	Iminsi 3
7) Igihe uruhushya rumara	Amezi atandatu

H) **Gusaba uburenganzira bwo Gukoresha Inyubako (*occupation permit*)**

1) Uhabwa iyi serivise	Umuntu wahawe uruhushya rwo kubaka akubaka yubahirije ibyemejwe
2) Aho icyangombwa gisabirwa	*www.bpmis.gov.rw*
3) Ibisabwa	- Fotokopi y'icyangombwa cy'ubutaka; - Ibishushanyo by'inyubako byemejwe; - Kopi y'icyangombwa cyo kubaka; - Uburyo bwateganyijwe bwo kurwanya inkongi y'umuriro ndetse no kurinda umutekano w'inyubako n'uwabazayikoresha; - Amafoto agaragaza ibikoresho byo kurwanya inkongi no kurinda umutekano biri mu nyubako; - Ku bindi bisobanuro birambuye, mwareba kuri checklist ya occupation permit
4) Inzira binyuramo	- Usaba yohereza ubusabe bwe ku rubuga rutangirwaho impushya zo kubaka www.bpmis.gov.rw - Abakozi babishinzwe basura inyubako isabirwa uruhushya rwo gukoresha inyubako, bagazuma ubusabe bwatanzwe, bagakora raporo ishyikirizwa Umuyobozi Ushinzwe gutanga impushya zo kubaka; - Iyo ubusabe bwemejwe, umuturage ahabwa urwo ruhushya muri konti ya system ya BPMIS yakoreshejwe hasabwa urwo ruhushya; - Iyo ubusabe butemejwe, uwasabye yohererezwa ubutumwa muri konti ya system ya BPMIS yakoreshejwe asaba urwo ruhushya, asonaburirwa impamvu ubusabe bwe butemewe cyangwa akabwirwa ibyo asabwa gukosora/kuzuza.
5) Amafaranga yishyurwa	**Ni ubuntu**
6) Igihe cyo gusubizwa ntarengwa	Iminsi 3

I. Gusaba Uruhushya rwo guhindura icyo inyubako yagenewe (Change of use)

1) Uhabwa iyi serivise	Umuntu wahawe uruhushya rwo kubaka
2) Aho icyangombwa gisabirwa	*www.bpmis.gov.rw*
3) Ibisabwa	- Fotokopi y'icyangombwa cy'ubutaka; - Fotokopi y'uruhushya rwo kubaka rwakoreshejwe; - Ibishushyanyo byose by'inyubako byemejwe; - Inyigo n'ibishushyanyo bigaragaza ibigomba guhinduka; - Inyigo igaragaza uko bazahindura insinga z'amashanyarazi, zikajyana n'ibigiye gukorerwa muri iyo nyubako; - Uburyo bwateganyijwe bwo gukugumira inkongi y'umuriro; - Uburyo bwateganyijwe bwo gufasha abafite ubumuga kugera mu nyubako;
4) Inzira binyuramo	- Usaba yohereza ubusabe bwe ku rubuga rutangirwaho impushya zo kubaka www.bpmis.gov.rw - Abakozi babishinzwe basura inyubako isabirwa uruhushya rwo guhindura icyo inyubako ikoreshwa, bagazuma ubusabe bwatanzwe, bagakora raporo ishyikirizwa Umuyobozi Ushinzwe gutanga impushya zo kubaka; - Iyo ubusabe bwemejwe, umuturage ahabwa urwo ruhushya muri konti ya system ya BPMIS yakoreshejwe hasabwa urwo ruhushya; - Iyo ubusabe butemejwe, uwasabye yohererezwa ubutumwa muri konti ya system ya BPMIS yakoreshejwe asaba urwo ruhushya, asonaburirwa impamvu ubusabe bwe butemewe cyangwa akabwirwa ibyo asabwa gukosora/kuzuza.
5) Amafaranga yishyurwa	**Ni ubuntu**
6) Igihe cyo gusubizwa ntarengwa	Iminsi 10

J. Inyubako z'igihe gito zishobora kuvanwaho nta bwishyu cyangwa ingurane

1) Uhabwa iyi serivise	Umuntu ufite ikibanza ahantu hatunganyije hari ibikorwaremezo
2) Aho icyangombwa gisabirwa	*www.bpmis.gov.rw*
3) Ibisabwa	- Fotokopi y'icyangombwa cy'ubutaka; - Kwishyura imisoro y'ubutaka; - Incamake y'umushinga irimo ibisobanuro by'uburyo na tekiniki bizakoreshwa, uretse inyubako ziri mu cyiciro cya 2 (*Project brief*); - Ibishushanyo bigaragaza uko inyubako izaba iteretse mu kibanza n'imiterere y'ahazubakwa (*site plan*); - Kopi y'inyandiko zerekeranye n'inyigo mu kubungabunga ibidukikije, uretse inyubako ziri mu cyiciro cya 2 n'icya 3; - Ibishushanyo by'imiterere y'inyubako (architectural plans na perspectives); - Imbata y'ibijyanye n'imiyoboro y'amazi, amashanyarazi, isuku n'isukura, ikoranabuhanga rya murandasi no kwirinda inkongi, uretse inyubako ziri mu cyiciro cya 2 (MEP)
4) Inzira binyuramo	- Usaba yohereza umushinga we ku rubuga rutangirwaho impushya zo kubaka www.bpmis.gov.rw - Abakozi babishinzwe basura ikibanza cye, bagazuma umushinga watanzwe, bagakora raporo ishyikirizwa Umuyobozi Ushinzwe gutanga impushya zo kubaka; - Iyo umushinga wemejwe, umuturage ahabwa urwo ruhushya muri konti ya system ya BPMIS yakoreshejwe hasabwa urwo ruhushya; - Iyo umushinga utemejwe, uwasabye yohererezwa ubutumwa muri konti ya system ya BPMIS yakoreshejwe asaba urwo ruhushya, asonaburirwa impamvu ubusabe bwe butemewe cyangwa akabwirwa ibyo asabwa gukosora/kuzuza.
5) Amafaranga yishyurwa	**Ni ubuntu**
6) Igihe cyo gusubizwa ntarengwa	21

II. SERIVISI ZEREKEYE IBYANGOMBWA BY'UBUTAKA ZIHABWA ABATURAGE N'IMINSI SERIVISI ITANGIRWAHO (SERIVISI ZITANGWA N'ISHAMI RISHINZWE IMICUNGIRE Y'UBUTAKA MU TURERE TUGIZE UMUJYI WA KIGALI)

Serivisi	Ibisabwa	Ku rwego rw' Umurenge (kwakira, gusuzuma no gushyikiriza dosiye ibiro by'ubutaka mu karere	Ku rwego rw' Akarere (kongera gusuzuma no gukora dosiye)	Ku rwego rw' Ikigo cy'Ubutaka (kugenzura ubuziranenge bw' ibyakozwe no kubyemeza)	Ku rwego rw'Akarere (gutegura no kohereza ibyangombwa by'ubutaka ku Murenge kugirango bihabwe abaturage)	Igihe ntarengwa kugira ngo serivisi ibe yatanzwe (iminsi y'akazi)	Amafaranga yishyurwa serivisi
Iyandikisha ubutaka butabaruwe	1. Kopi y'ibiranga nyir'ubutaka/ba nyir'ubutaka; 2. Icyemezo cyo kuba washyingiwe/Icyemezo cy'uko uri ingaragu; 3. Icyemezo cy'umutungo utimukanwa cyatanzwe n'Ubuyobozi bw'Akagari ubutaka buherereyemo cyemejwe n'Ubuyobozi bw'Umurenge; 4. Inyandiko yemeza nimero	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 5	Iminsi 30	**5000 frws** y'icyangobwa gishya na **10,000 frws** yo kwemeza ifishi igaragaza ibipimo by'ubutaka (fiche cadastrale)

	y'ubutaka (UPI) iyo izwi. Iyo nimero y'ubutaka itazwi: Ifishi y'ubutaka (*Fiche Cadastrale*) yemejwe n'umukuru w'ibiro by'ubutaka by'Akarere na raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagari k'aho ubutaka buherereye						iyo ubutaka bwapimwe.
Ihererekanya ry'uburenganzira ku butaka rishingiye ku bugure (uburyo busanzwe)	1. Kopi y'ibiranga uwaguze/abaguze; 2. Amasezerano y'ihererekanya ry'uburenganzira ku butaka yakorewe imbere ya noteri w'ubutaka ariho imikono y'impande zombi; 3. Ibyangombwa by'ubutaka bwagurishijwe; 4. Inyandiko y'ubwumvikane yakorewe imbere ya Noteri igaragaza imigabane buri muntu afite mu gihe mu bagomba kwandikwa ku butaka harimo abanyamahanga bafatanyije ubutaka n'Abanyarwanda	Iminsi 2	Iminsi 2	Umunsi 1	Umunsi 2	Iminsi 7	**30,000 frws** y'ihererekan ya ry'ubutaka.

	cyangwa iyo ari isosiyete y'ubucuruzi, umuryango cyangwa ishyirahamwe bifite ubuzima gatozi abanyamahanga bafitemo imigabane						
Ihererekanya ry'uburenganzira ku butaka rishingiye ku cyemezo cy'urukiko	1. Kopi y'ibiranga usaba/abasaba ihererekanya; 2. Icyemezo cy'urukiko gitegeka ihererekanya n'Inyandikomvugo y'irangizarubanza; 3. Icyemezo cyo kuba warashyingiwe/Icyemezo cy'uko uri ingaragu cy'usaba ihererekanya; 4. Ibyangombwa by'ubutaka burebwa n'ihererekanya (Iyo uwatsinzwe atagize ubushake bwo kubisubiza umuhesha w'inkiko abigaragaza mu nyandikomvugo y'irangizarubanza); 5. Inyandiko y'ubwumvikane yakorewe imbere ya Noteri igaragaza imigabane buri muntu afite mu gihe mu bagomba kwandikwa ku butaka harimo	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 5	Iminsi 18	**25,000 frws** y'ihererekanya ry'ubutaka.

	abanyamahanga bafatanyije ubutaka n'Abanyarwanda cyangwa iyo ari isosiyete y'ubucuruzi, umuryango cyangwa ishyirahamwe bifite ubuzima gatozi abanyamahanga bafitemo imigabane						
Ihererekanya ry'uburenganzira ku butaka rishingiye ku bugure muri cyamunara ishingiye ku cyemezo cy'urukiko.	1. Kopi y'ibiranga usaba/abasaba ihererekanya 2. Icyemezo cy'urukiko gitegeka ihererekanya n'Inyandikomvugo y'irangizarubanza 3. Icyemezo cyo kuba warashyingiwe/Icyemezo cy'uko uri ingaragu cy'usaba ihererekanya 4. Ibyangombwa by'ubutaka burebwa n'ihererekanya (Iyo uwatsinzwe atagize ubushake bwo kubisubiza umuhesha w'inkiko abigaragaza mu nyandikomvugo y'irangizarubanza). 5. Inyandiko y'ubwumvikane yakorewe imbere ya Noteri igaragaza imigabane buri muntu afite mu gihe mu bagomba	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 5	Iminsi 18	**25,000 frws** y'ihererekanya ry'ubutaka.

	kwandikwa ku butaka harimo abanyamahanga bafatanyije ubutaka n'Abanyarwanda cyangwa iyo ari isosiyete y'ubucuruzi, umuryango cyangwa ishyirahamwe bifite ubuzima gatozi abanyamahanga bafitemo imigabane 6. Raporo y'icyamunara.						
Ihererekanya ry'uburenganzira ku butaka rishingiye ku bugure muri cyamunara cyangwa kwegukana ingwate byemejwe n'umuyobozi ufite kwandika ingwate munshingano	1. Kopi y'ibiranga usaba/abasaba ihererekanya 2. Icyemezo cy'urukiko gitegeka ihererekanya n'Inyandikomvugo y'irangizarubanza; 3. Icyemezo cyo kuba warashyingiwe/Icyemezo cy'uko uri ingaragu cy'usaba ihererekanya; 4. Ibyangombwa by'ubutaka burebwa n'ihererekanya (Iyo uwatsinzwe atagize ubushake bwo kubisubiza umuhesha w'inkiko abigaragaza mu nyandikomvugo y'irangizarubanza); 5. Inyandiko y'ubwumvikane	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 5	Iminsi 18	**25,000 frws** y'ihererekanya ry'ubutaka.

	yakorewe imbere ya Noteri igaragaza imigabane buri muntu afite mu gihe mu bagomba kwandikwa ku butaka harimo abanyamahanga bafatanyije ubutaka n'Abanyarwanda cyangwa iyo ari isosiyete y'ubucuruzi, umuryango cyangwa ishyirahamwe bifite ubuzima gatozi abanyamahanga bafitemo imigabane; 6. Amasezerano y'inguzanyo ariho inyandikompuruza agaragaza ko uberewemo umwenda yemerewe kugurisha icyo agwatirije bitagombye urubanza.						
Ihererekanya ry'uburenganzira k'ubutaka rishingiye ku izungura	1. Kopi y'ibiranga umuzungura /abazungura; 2. Icyemezo cyo kuba warashyingiwe/Icyemezo cy'uko uri ingaragu cy'umuzungura /abazungura; 3. Inyandiko y'umurage yakorewe imbere ya noteri (*Authentic Will*) / inyandiko ihamya abazungura mu gihe nta	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 2	Iminsi 18	**25,000 frws** y'ihererekanya ry'ubutaka.

	makimbirane, itangwa n'umwanditsi w'irangamimerere cyangwa Icyemezo cy'urukiko cyemeza abazungura n'uburenganzira bafite ku butaka (giherekejwe n' Inyandikomvugo y'irangizarubanza) mu gihe hari amakimbirane; 4. Ibyangombwa by'ubutaka busabirwa izungura						
Ihererekanya ry'uburenganzira ku butaka rishingiye ku mpano	1. Amasezerano y'impano yakorewe imbere ya noteri yashyizweho umukono n'uwatanze n'uwahawe. 2. Icyangombwa cy'ubutaka bwatanzweho impano.	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 5	Iminsi 18	**30,000 frws** y'ihererekanya ry'ubutaka,.
Ihererekanya ry'uburenganzira ku butaka rishingiye ku igurana	1. Amasezerano y'ihererekanya yashyizweho umukono n'impande zombi yakorewe imbere ya noteri yashyizweho umukono n'uwatanze n'uwahawe. 2. Icyangombwa cy'ubutaka buguranwa.	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 5	Iminsi 18	**35,000 frws** y'ihererekanya ry'ubutaka.
Ihererekanya ry'uburenganzira ku butaka	1. Icyemezo cyo kwimura abantu ku mpamvu z'inyungu rusange	-	Iminsi 20	Iminsi 5	-	Iminsi 25	**Nta kiguzi**

kubera iyimurwa ku mpamvu z'inyungu rusange.	2. Icyemezo kigaragaza ko hatanzwe indishyi ikwiye ; 3. Ibyangombwa by'ubutaka bwimuweho abantu ku mpamvu z'inyungu rusange.						
Gutambamira iherekanya ry'ubutaka	Imenyekanisha ry'itambamira riherekejwe n'ibyangombwa bisabwa n'amategeko.	-	Iminsi 2	Iminsi 3	-	Iminsi 5	**Nta kiguzi**
Kwandikisha amasezerano yo kwatisha ubutaka	Amasezerano yo kwatisha ubutaka yakorewe imbere ya noteri w'ubutaka ariho imikono y'impande zombi.	Iminsi 5	Iminsi 3	Iminsi 2	-	Iminsi 10	**5,000 frws** yo kwandikisha amasezerano ya kwatisha.
Uburenganzira ku butaka bw'undi bukomoka ku miterere y'ahantu	Amasezerano cyangwa icyemezo cy'urukiko gitegeka uburenganzira ku butaka bw'undi bukomoka ku miterere y'ahantu.	Iminsi 5	Iminsi 3	Iminsi 2		Iminsi 10	-
Kugabanyamo ibice ikibanza/isambu	1. Ibyangombwa by'ubutaka busabirwa kugabanywamo ibice 2. Ifishi y'ubutaka (*Fiche Cadastrale*) yemejwe n'umukuru w'Ibiro by'Ubutaka by'Akarere kuri buri gice cy'ubutaka busabirwa kugabanyamo ibice 3. Raporo y'ipimwa ry'ubutaka	Iminsi 5	Iminsi 18	Iminsi 2	Iminsi 5	Iminsi 30	**5,000 frws** kuri buri cyangombwa gishya. na **10,000 frws** yo kwemeza buri ifishi

	yashyizweho umukono na nyir'ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagali k'aho ubutaka buherereye						igaragaza ibipimo by'ubutaka (fiche cadastrale).
Guhinduza ibyangombwa hashingiwe ku mategeko ya kera hagatangwa ibishingiwe ku mategeko mashya.	Ibyangombwa by'ubutaka bisabirwa guhindurwa.	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 5	Iminsi 18	**5,000 frws** y'icyangombwa gishya.
Guhindura ubukode burambye bukaba inkonda butaka	Icyemezo gitanga uburenganzira bwo gukoresha cyangwa gutura mu nyubako.	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 5	Iminsi 18	**5,000 frws** y'icyangombwa gishya.
Guhindura ubukode burambye bukaba inkondabutaka ngenankomyi	Icyemezo ko nibura ½ cy'ibyari byemewe kubakwa byubatswe	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 5	Iminsi 18	**5,000 frws** y'icyangombwa gishya.
Guhindura amakuru ku bantu banditse ku butaka.	1. Kopi y'igazeti ya Lata igaragaza guhindura izina/Icyemezo kigaragaza ko	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 5	Iminsi 18	**5,000 frws** y'icyangombwa gishya.

	umuntu yahinduye aho atuye gitangwa n'Umunyamabanga Nshingwabikorwa w'Umurenge w'aho abarizwa. 2. Ibyangombwa by'ubutaka						
Guhindura amakuru ku ishyirahamwe rifite ubuzima gatozi ryanditse ku butaka	Inyandikomvugo y'Inama rusange ya Societe/Icyemezo cy'iyandikisha ry'umuryango/Itegeko rishyiraho iryo shyirahamwe.	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 5	Iminsi 18	**5,000 frws** y'icyangombwa gishya.
Kwandikisha isangiramutungo ku nyubako	Ubuzimagatozi bw'ishyirahamwe ry'isangiramutungo ku nyubako	-	Iminsi 6	Iminsi 2	-	Iminsi 8	**5,000 frws** y'icyangombwa gishya.
Kwandikisha uburenganzira ku bice byihariye by'isangiramutungo ku nyubako	Amasezerano y'isangiramutungo ku nyubako	-	Iminsi 6	Iminsi 2	-	Iminsi 8	**5,000 frws** kuri buri cyangombwa gishya. na **10,000 frws** kuri fishi igaragaza ibipimo by'ubutaka (fiche cadastrale).
Gukosora	1. Kopi y'ibiranga nyiri ubutaka.	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 5	Iminsi	**5,000 frws**

amakuru muri regisitiri y'ubutaka	2. Ibyangombwa by'ubutaka.					18	y'icyangombwa gishya.
Iyandikwa ry'amakuru nyongera kuri regisitiri y'ubutaka	Court decision or Administrative statement or authentic document.	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 5	Iminsi 18	**5,000 frws** y'icyangombwa gishya.
Gusaba ibyangombwa by'ubutaka bisimbura ibyatakaye, ibyangiritse,ibyahiye cyangwa ibyatwawe n'ibiza.	Inyandiko y'indahiro (*affidavit*) yakorewe imbere ya noteri w'ubutaka cyangwa umwimerere w'ibyangombwa w'ibyangombwa by'ubutaka byangiritse.	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 5	Iminsi 18	**5,000 frws** y'icyangombwa gishya. na **5,000 frws** yo kwemeza indahiro yakorewe imbere ya noteri.
Gusaba ibyangombwa by'ubutaka bitasohotse kandi ubutaka bwarabaruwe	Icyemezo cy'agateganyo gihabwa uwabaruriwe ubutaka.	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 5	Iminsi 18	**5,000 frws** y'icyangombwa gishya.
Kwongera cyangwa kuvana abafite uburenganzira ku butaka	1. Iyo hasabwa kongera bitewe n'ubushyingirwe, icyemezo cy'uko nyir'ubutaka yashyingiwe	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 5	Iminsi 18	**5,000 frws** y'icyangombwa gishya.

muri rejisitiri y'ubutaka	2. Iyo hasabwa kongera bitewe n'indi mpamvu, inyandiko yakorewe imbere ya noteri mu by'ubutaka igaragaza imigabane ba nyir'ubutaka bagomba kugira 3. Iyo ari ukuvana muri regisitiri y'ubutaka, inyandiko yakorewe imbere ya noteri mu by'ubutaka yemeza ko umwe cyangwa benshi bavanwa muri rejisitiri y'ubutaka 4. Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko uwo bari barashyingiranywe yitabye Imana: icyemezo cy'uko ari ingaragu cy'usigaye hamwe n'icyemezo cy'uko uwo bashyingiranywe yitabye Imana cyangwa icyemezo cy'urukiko cyemeza ko usigaye yandikwaho ubutaka 5. Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko amasezerano yo gushyingirwa yasheshwe n'ubutane, icyemezo cy'urukiko cyemeza ubutane giherekejwe n'irangiza rubanza,					

	cyangwa inyandiko igaragaza amasezerano y'ubutane abari barashyingiranywe bagiranye mbere yo gutana.						
Guhuza ubutaka	Ibyangombwa by' ubutaka busabirwa guhuzwa.	Iminsi 5	Iminsi 18	Iminsi 2	Iminsi 5	Iminsi 30	**5,000 frws** y'icyangombwa gishya.
Gukosora imbibi cyangwa ubuso by'ubutaka	1. Ibyangombwa by'ubutaka bukosorerwa imbibi, ifishi y'ipimwa ry'ubutaka (fiche cadastrale); 2. Ifishi y'ubutaka yemejwe n'Umukuru w'Ibiro by'Ubutaka busabirwa gukosorerwa ubuso cyangwa imbibe.	Iminsi 5	Iminsi 18	Iminsi 2	Iminsi 5	Iminsi 30	**Nta kiguzi**
Guhindura icyo ubutaka bwagenewe gukoreshwa	1. Uruhushya rwo guhindura icyo ubutaka bwagenewe gukoreshwa. 2. Icyangombwa cy'ubutaka busabirwa guhindurirwa imikoreshereze.	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 5	Iminsi 18	**5,000 frws** y'icyangombwa gishya.
Kongera cyangwa kuvana abafite uburenganzira ku butaka	Icyemezo cy'uko ba nyir'ubutaka bashyingiwe/Inyandiko yakorewe imbere ya noteri mu by'ubutaka/ icyemezo cy'urukiko/Icyemezo cy'uko umuntu yitabye Imana.	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 5	Iminsi 18	**5,000 frws** y'icyangombwa gishya.
Gukuraho amakimbirane	Icyemezo cy'urukiko kiriho kashe mpuruza n'inyandiko	Iminsi 5	Iminsi 6	Iminsi 2	Iminsi 5	Iminsi 18	**5,000 frws** y'icyangom

/guhabwa ibyangombwa byari mu makimbirane mu gihe yakemutse	y'irangizarubanza cyangwa inyandiko yashyizweho umukono n'abari bafitanye amakimbirane yemejwe n'Ubuyobozi bw'Umurenge bw'aho ubutaka buherereye mu gihe habaye ubwumvikane.						bwa gishya.

II. ITEGURWA N'ISHYIRWA MU BIKORWA RY'IBISHUSHANYO BY'IMITUNGANYIRIZE Y' AHANTU "*DETAILED PHYSICAL PLANS*" MU MUJYI WA KIGALI

1. Intangiriro

Iyi nyandiko igamije gutanga incamake ku itegurwa n' ishyirwa mu bikorwa ry' ibishushanyo by' imitunganyirize y' ahantu "*Detailed Physical Plans*" mu Mujyi wa Kigali, hakoreshejwe uburyo bwo guhuza ubutaka *"land readjustment*", bugengwa n' amabwiriza, *"**The Practice Guide for conducting Participatory Land Readjustment in Rwanda, First Edition, October 2021**"*, y' Ikigo cy' Igihugu Gishinzwe Ubutaka; ndetse hanashingiwe ku Iteka rya Minisitiri w'Intebe nº104/03 ryo ku wa 06/05/2015 rishyiraho uburyo igishushanyo rusange cy' imitunganyirize y' ahantu gitegurwa, cyemezwa, gitangazwa n'uburyo gisubirwamo.

2. Imbonerahamwe ya serivisi

No	SERIVISI	IBISABWA	AHO SERIVISI ITANGIRWA	IMINSI NTARENGWA
1	**Kwemeza itangizwa ry' umushinga w' inyigo y' igishushanyo cy'imitunganyirize ya site**	1. Ibaruwa isaba; 2. Incamake y' umushinga; 3. Igishushanyo (shapefiles) cy' imbago z'agateganyo za site 4. Urutonde rwa UPIs z'ubutaka, ba nyirabwo n'imikono yabo	Ku Mujyi wa Kigali	Iminsi 30

2	**Gutora komite ya site**	Gutora Komite ya Site igizwe na: • Perezida • Visi Perezida • Umucungamutungo • Umunyamabanga • Abajyanama batatu	Ku Kagari	Iminsi 30 nyuma yo kwemeza itangizwa ry'umushinga
3	**Gutegura ibigenderwaho "*terms of reference*" mu gukora inyigo**	Umwanzuro wemeza itangizwa ry' umushinga	Ku Mujyi wa Kigali	Iminsi 30
4	**Gutanga amasezerano kuri rwiyemezamirimo, yo gukora inyigo**	1. Kuba hariho komite ya site ; 2. Ibigenderwaho «*Terms of reference* » mu gukora inyigo	Komite ya site	Iminsi 30 nyuma yo guhabwa ibigenderwaho
5	**Gukora inyigo y'igishushanyo cy' imitunganyirize ya site(*land development and land reallocation plans*)**	1. Komite ya site 2. Amasezerano y'Akazi na Rwiyemezamirimo 3. Amabwiriza ngengamikorere ya site "*site bylaws*" 4. Ingengabihe; 5. Imikoranire ya Komite ya Site, Umudugudu, Akagari, Umurenge, Akarere, Umujyi wa	Kuri site	Amezi 12

		Kigali, Ikigo Gishinzwe ubutaka, REG, WASAC n'abandi bafatanya bikorwa.		
6	**Gusuzuma inyigo**	Raporo y'inyigo yujuje ibisabwa na *"terms of reference"*.	Umujyi wa Kigali	Iminsi 30
7	**Kwemeza inyigo**	*1.* Raporo y' inyigo yujuje ibisabwa na "*terms of reference"* 2. Raporo y' abatekinisiye yemeza inyigo;	Umujyi wa Kigali, Inama Njyanama y' Umujyi wa Kigali	Iminsi 45
8	**Ibyangombwa by'ubutaka**	1. Igishushanyo cy' ikatwa ry' ibibanza cyemejwe 2. Dosiye y' ubusabe	Bisabirwa Murenge, bigakorerwa ku Karere	Iminsi 30
9	**Ishyirwa mu bikorwa ry' inyigo**	1. Inyigo yemejwe 2. Amasezerano y'Akazi na Rwiyemezamirimo	Kuri Site	Amezi 24
10	**Ufite ikibazo kijyanye n'imitunganyirize ya site**	1. Ibaruwa igaragaza UPI y'ubutaka, kandi isobanura ikibazo ; 2. Ibyangombwa by' ubutaka	**Aha mbere :** Komite ya Site **Aha kabiri:** Akagari **Aha gatatu:**	Iminsi 15 kuri buri rwego

			Umurenge **Aha kane:** Akarere Aha gatanu: Umujyi wa Kigali	

3. Umusozo

Amakuru arambuye kuri serivisi zijyanye n' ibishushanyo by' imitungayirize ya site aboneka mu mabwiriza "***The Practice Guide for conducting Participatory Land Readjustment in Rwanda, First Edition, October 2021***" y' Ikigo cy' Igihugu Gishinzwe Ubutaka.