

**SUBMISSION AND EVALUATION PROCESS FOR PRIVATELY OWNED PUBLIC SPACES (POPS)**

For Provisional Permission/Written Permission

1. Developers and property owners who are required to provide public spaces and/or seeking GFA exemption for a covered public space must formally submit the proposal to URA's Development Control Group for approval as part of the Development Application process.
2. To ensure that these spaces are considered as an integral part of the design of the development, the proposal must be submitted as part of the development plans at the Provisional Permission (PP) Stage. Please refer to **Appendix 2-1** for a list of the submission requirements.
3. The approved public space must be constructed according to the approved plans, and verified and endorsed by URA.
4. When required by URA, the Qualified Person (QP) must submit accurately labelled photographs (in pdf file format) showing the completed public spaces and/or arrange for a site inspection upon completion of works.

## SUBMISSION REQUIREMENTS CHECKLIST FOR PRIVATELY OWNED PUBLIC SPACES (POPS)

### For Provisional Permission/Written Permission

The following checklist is a guide on the submission documents that are required to facilitate our evaluation of the proposal. Additional and/or alternative information may be submitted.

### 1. Design Statement

Please provide a short statement (may include illustrations) describing the design concept for the public space, as well as how the public space would contribute to the amenity of the proposed development and surrounding area. This should include the following:

- a) Who are the intended user groups  
*e.g. local residents, office workers, visitors from other areas of Singapore, tourists;*
- b) How is the space intended to be used  
*e.g. passive recreation, events, active recreation; and*
- c) What type of space is proposed  
*e.g. park, urban park, plaza, square, pocket park, atrium, courtyard, forecourt, sky garden, pedestrian mall/ promenade etc.*

### 2. Drawings

<p><b><u>ANNOTATED DRAWINGS:</u></b> <i>To illustrate the design approach and demonstrate general compliance with the guidelines.</i></p>	<ol style="list-style-type: none"> <li>i. Location plan;</li> <li>ii. Plans / sections / elevations at an appropriate scale to demonstrate the overall planning and design intent;</li> <li>iii. The area of public spaces, and extent of contiguous usable space on the relevant plans; and</li> <li>iv. Detailed drawings showing the proposed shade, landscape provision and location of seats;</li> </ol>
<p><b><u>ZONING AND CIRCULATION DIAGRAM:</u></b> <i>To demonstrate the relationship between the proposed uses, amenities, and circulation.</i></p>	<ol style="list-style-type: none"> <li>v. Schematic drawing illustrating zones for key programmes/activities, amenities and circulation; and</li> <li>vi. Schematic drawing illustrating key circulation routes within and adjoining site for: pedestrians, cyclists and vehicles.</li> </ol>
<p><b><u>SIGNAGE DESIGN:</u></b> <i>To illustrate the signage design and location.</i></p>	<ol style="list-style-type: none"> <li>vii. Design, dimensions, materials and method of installation of the public space signage; and</li> <li>viii. Location of the signage on the relevant plans / sections / elevations.</li> </ol>
<p><b><u>SHADOW DIAGRAMS:</u></b> <i>To demonstrate adequate provision of shade in public space area.</i></p>	<ol style="list-style-type: none"> <li>ix. Diagrams illustrating shadows cast for 21 Jun at 9am, 12pm, and 4pm. These are to clearly identify:             <ol style="list-style-type: none"> <li>a. the area of shade provided as a percentage of public space area; and</li> <li>b. the shaded seating as a percentage of total seating provided.</li> </ol> </li> </ol>

### 3. Declaration

The applicant must submit the declaration form included in **Appendix 2-2** confirming compliance with the Design Guidelines.

**DECLARATION FORM FOR PRIVATELY OWNED PUBLIC SPACE (POPS)**

<b>PART I PARTICULARS OF PROJECT</b>	
Development Name:	
Address:	
Description of Project:	
Is your development required to provide a Public Space?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your development seeking GFA exemption for a Covered Public Space?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>PART II - PARTICULARS OF THE APPLICANT (OWNER / DEVELOPER)</b>	
Company Name:	
Address:	
Contact Person:	
Contact Number:	
<b>PART III - PARTICULARS OF THE QUALIFIED PERSON</b>	
Company Name:	
Address:	
Contact Person:	
Contact Number:	
<b>PART IV - PROJECT DETAILS</b>	
Site Area: _____ sqm	1 <sup>st</sup> Storey Built Area: _____ sqm
Total GFA: _____ sqm	POPS Area: _____ sqm
<b>PART V - COMPLIANCE WITH GUIDELINES</b>	
<b>Urban Design Guidelines</b>	
<b>1. Size</b>	Public space area is at least <input type="checkbox"/> 1sqm of public space area for every 50sqm of GFA; or <input type="checkbox"/> 25% of the 1st storey built footprint. <input type="checkbox"/> Covered public space has high volume ceiling (of at least 2 storeys or an appropriate height in proportion to its size).
<b>2. Access &amp; Location</b>	<input type="checkbox"/> At the first storey with a frontage onto a major street or pedestrian thoroughfare; <input type="checkbox"/> Easily-accessible, well-linked to pedestrian network; <input type="checkbox"/> Barrier-free and comply with BCA's universal design guidelines; and <input type="checkbox"/> Public space frontage is open and unobstructed, and highly visible.
<b>3. Amenities</b>	Total no. of seats provided: _____
<b>4. Shade</b>	<input type="checkbox"/> At least half of the public area is shaded between 9 am and 4 pm. <input type="checkbox"/> At least half of the public seating is shaded between 9 am and 4 pm.
<b>5. Signage</b>	<input type="checkbox"/> At a visible and fixed location; <input type="checkbox"/> Contains required logo and content in a legible colour and font; <u>and</u> <input type="checkbox"/> Of highly durable material.
<b>Operational Guidelines</b>	
<input type="checkbox"/> Public space is open to the public at all times; <input type="checkbox"/> Public space will not be enclosed and will not be converted to any other uses in the future; <u>and</u> <input type="checkbox"/> Public space will remain as common property, in the event of strata subdivision.	

**PART VI – DESCRIPTION OF PROPOSAL**

Please include the design statement, drawings referred to in **Appendix 2-1**, and any other supporting materials, documents or information, e.g. simulations, plans, detailed drawings, shadow diagrams, artist impression, etc, that you deem will help to illustrate and support your proposal.

The submission should include the following:

<b>S/N</b>	<b>Items</b>	<b>Checklist</b>
1	Design statement	
2	Annotated plans, elevations and other drawings	
3	Zoning and circulation diagram	
4	Signage design	
5	Shadow diagrams	

**PART VII - DECLARATION**

I/We certify that the particulars and information given in this application are true and correct:

**Owner/Developer**

**Qualified Person**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_