



GOVERNMENT OF BELIZE

MINISTRY OF NATURAL RESOURCES, PETROLEUM AND MINING

H.M. Queen Elizabeth II Boulevard, Belmopan, Belize, C.A.

Guidelines for Physical Planning Online Submissions

Guidelines No. 1/2024- Online Application Submissions for Physical Planning Services Offered

Applications accepted at the Physical Planning Section:

1. Land Subdivisions

- I. Provisional Approval
- II. Final Approval
- III. Combine/Subdivide

2. Use of the Seabed

Guidelines for Online Application Submissions

1. Online Portal is accessed on the Ministry of Natural Resources, Petroleum, and Mining Website- **Home Page- Physical Planning Submission** ([Ministry of Natural Resources – The way we live, the way we create, the way we sustain...](#))
2. Properly complete the Submission Form. To be completed by applicant submitting the application.
3. Select type of application you are submitting.
4. Download Application Form. **ALL** application forms are FILLABLE. Must be typewritten. NO HANDWRITTEN forms will be accepted.
5. Completed application form is to be printed, **SIGNED** and **DATED** before uploading.
6. **ALL** relevant documents are to be uploaded in the proper format (jpeg, PDF, AutoCAD for plans).

Online Application Submission Process

1. Submission is received by the Physical Planning Section via the online platform.
2. Application is vetted to ensure that forms are completed correctly and all relevant documents are submitted.
3. If submission is complete, an email with the **Instrument Receipt** will be sent to the applicant.
4. Complete applications will be processed. Applicant will be notified when application is approved and letter is available for pick up.
5. If application is incomplete, applicant will be notified via an email from the official online submissions email (ppsubmissions@naturalresources.gov.bz) of the pending documents.
6. ALL pending documents are to be submitted through the online portal on the Ministry's website. **Re-submission** option is to be selected.
7. Once applicant submits pending documents and meets all the requirements, then will the applicant receive an instrument number via email.
8. **NO** submission will be accepted via email. **ALL** submissions must be made through the online portal.

For more information or guidance, feel free to send an email to pps@naturalresources.gov.bz

ENDS