

## Spatial Plan – Step by Step Description

Step Description	General Actor(s)	Specific Actor(s)	Indicative Timing	Statutory Deadline
1. Circulate Spatial Plan guidance to relevant sector/department	County Executive	Spatial Planning Lead Sector/ Dept and County Finance and Economic Planning	Regardless of the time of formulation and approval, the Spatial Plan should be revised in preparation for and as a result of the CIDP development	Current law doesn't provide for a deadline for the approval of the Spatial Plan. It only states that it should be reviewed every five year
2. Establish/Mobilize Technical Secretariat (Lands and Urban Planning, Finance and Economic Planning) and sector technical officers (as appropriate)	County Executive	Spatial Planning Lead Sector/ Dept and County Finance and Economic Planning		
3. Establish/Mobilize Sector Working Groups (including non-state actors)				
4. Establish/Mobilize Sub-County/Ward Sector Committees	County Executive	Technical Secretariat		
5. Carry out Orientation and Work Planning	County Executive and Non-State Actors	Spatial Planning Lead Sector /Technical Secretariat working with Sector Working Groups		
6. Perform Phase 1 – Situation Analysis a. Current Spatial Context b. Development Sectors				
7. Invite initial public views on spatial context (as part of Step 6)				
8. Provide public views	Citizens	Citizens/CSOs		
9. Prepare basic Situation Analysis	County Executive	Spatial Planning Lead Sector/ Technical Secretariat		
10. Brief County Executive Committee on Situation Analysis, Progress and Next Steps				
11. Provide comments on basic Situation Analysis	County Executive	CEC		

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12. Incorporate comments from County Executive Committee and invite public participation	County Executive	Spatial Planning Sector Lead / Technical Secretariat		
13. Conduct public participation				
14. Provide inputs and comments through public participation	Citizens	Citizens/CSOs		
15. Review and Sign-Off on Phase 1	County Executive	Spatial Planning Lead Sector		
16. Perform Phase 2 – Spatial Plan a. Vision, Spatial Concepts and Strategic Proposals b. Development Perspectives and Key Strategies	County Executive and Non-State Actors	Spatial Planning Lead Sector working with Sector Working Groups		
17. Invite public views on spatial plan design and strategies				
18. Provide public views	Citizens	Citizens/CSOs		
19. Prepare Spatial Plan (Design)	County Executive	Spatial Planning Lead Sector/ Technical Secretariat		
20. Brief County Executive Committee on Spatial Plan (Design), Progress and Next Steps				
21. Provide comments on Spatial Plan (Design)	County Executive	CEC		
22. Incorporate comments from County Executive Committee and invite public participation	County Executive	Spatial Planning Lead Sector/ Technical Secretariat		
23. Conduct public participation				

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24. Provide inputs and comments through public participation	Citizens	Citizens/CSOs		
25. Hold consultation with County Assembly Sectoral Committee	County Executive	Spatial Planning Lead Sector		
26. Provide inputs and comment through above consultation	County Assembly	Sectoral Committee		
27. Review and Sign-Off on Phase 2	County Executive	Spatial Planning Lead Sector		
28. Perform Phase 3 – Implementation Framework a. Capital Investment Plan b. Monitoring and Evaluation	County Executive and Non-State Actors	Spatial Planning Lead Sector/ Technical Secretariat working with Sector Working Groups		
29. Consolidate Full Spatial Plan	County Executive	Spatial Planning Lead Sector/ Technical Secretariat		
30. Circulate the Spatial Plan to the County Executive Committee and CBEF	County Executive	Spatial Planning Lead Sector		
31. Provide input and comments on the Spatial Plan	County Executive	CEC and CBEF		
32. Incorporate comments from County Executive Committee and CBEF	County Executive	Spatial Planning Lead Sector/		

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33. Hold consultation with County Assembly Sectoral Committee		Technical Secretariat		
34. Provide inputs and comment through above consultation	County Assembly	Sectoral Committee		
35. Prepare final pre-validation Spatial Plan and invite stakeholder validation	County Executive	Spatial Planning Lead Sector/ Technical Secretariat		
36. Hold stakeholder validation				
37. Provide inputs and comments during stakeholder validation	Citizens	Citizens/CSOs		
38. Prepare final consolidation of Spatial Plan from all comments	County Executive	Spatial Planning Lead Sector		
39. Submit the final Spatial Plan to the County Assembly				
40. Receive the Spatial Plan and invite final comments and public participation	County Assembly	Sectoral Committee		
41. Provide inputs and comments	Citizens	Citizens/CSOs		
42. Provide semi-final approval of Spatial Plan subject to any final adjustments	County Assembly	Sectoral Committee		
43. Perform a final consolidation of the approved Spatial Plan	County Executive	Spatial Planning Lead Sector/ Technical Secretariat		
44. Submit the final Spatial Plan to the County Assembly		Spatial Planning Lead Sector		

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45. Formally approve the final Spatial Plan	County Assembly	Whole House		
46. Publish and publicize the Spatial Plan on web site for public accessibility	County Executive	Spatial Planning Lead Sector		