



Urban Affairs Department
Government of Meghalaya

Grant-in-Aid Scheme for Off-Street Parking

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1 Background

Shillong, the capital of Meghalaya, is undergoing a transformative urban renewal to address its acute infrastructure challenges. Originally designed for a population of 3 lakh, the city now strains under rapid urbanization contributing to traffic congestion and various other mobility challenges. The city has witnessed a significant rise in motorization with number of vehicles growing at a CAGR of 11.47% (2013-2024), with 93% of new vehicle registrations being private vehicles. Consequently, one of the most pressing issues arising from increased vehicle ownership is the growing demand for parking spaces.

In Shillong, parking is predominantly characterized by unregulated on-street parking, which is often free-of-charge. According to the Comprehensive Mobility Plan (CMP) 2024, a parking survey revealed that major roads in Shillong's core areas experience significant on-street parking congestion. During peak hours, parking utilization exceeds 100% in these areas, reducing the available road space for vehicular movement by 30-40%. This not only creates difficulties for commuters but also poses enforcement challenges and increases safety risks.

To address these challenges, the Urban Affairs Department has introduced the Meghalaya Parking Policy for Urban Areas 2025, aimed at streamlining parking management and promoting congestion-free streets. The policy focuses on key measures such as encouraging community participation in parking management, promoting gradual transition to off-street parking to ease road congestion, and adopting technology-driven solutions for efficient and transparent management.

Moreover, the policy supports the broader vision of the Shillong Urban Mobility Policy which advocates dedicating 30% of road to Non-Motorized Transport (NMT). By promoting organized parking facilities, the policy aims to free up road space for pedestrians and cyclists. This transition will not only prevent the encroachment of footpaths but also support creation of more inclusive and accessible public spaces.

2 About the Scheme

In alignment with the Meghalaya Parking Policy for Urban Areas 2025, the Government of Meghalaya is launching a dedicated Grant-in-Aid Scheme for the Development of Off-Street Parking Infrastructure in Shillong. The scheme has been designed to address the acute shortage of organized parking spaces in the city and to reduce the burden on congested roads caused by unregulated on-street parking.

Given the constraints on government-owned land in the city to develop infrastructure, the scheme aims to collaborate with private and community landowners for the creation of parking facilities. Under this initiative, the Urban Affairs Department invites private landowners to utilize their vacant or underutilized land parcels for the development of parking infrastructure.

To support this effort, the State Government will provide financial assistance through a one-time capital grant for the construction or upgradation of off-street parking facilities. The scheme also allows for landowners to operate the parking spaces and generate income through regulated parking fees, thereby creating a mutually beneficial model of public-private collaboration.

3 Objectives of Scheme

- a. **Enhance parking supply:** To increase availability of organized off-street parking by utilizing private and community land, especially in highly congested zones.
- b. **Reduce on-street parking and traffic congestion:** To shift vehicles to off-street parking to free up road space and ease traffic flow in urban areas
- c. **Improve road safety and pedestrian mobility:** To minimize roadside parking to reduce accident risks and make streets safer and more walkable
- d. **Promote sustainable urban transport practices:** To encourage responsible vehicle usage and support cleaner, more efficient mobility solutions

4 Scope of Scheme

4.1 Geographical coverage

The scheme shall be applicable within the Greater Shillong Planning Area (GSPA) as notified by the Urban Affairs Department.

4.2 Eligibility

- a. **Private landowners:** Individuals or groups who possess clear legal ownership of the land parcels.
- b. **Traditional Institutions:** Recognized local traditional bodies such as Syiemships, Dorbar Shnongs, or other customary institutions that possess clear legal ownership of the community land parcels.
- c. **Cooperative Societies or Welfare Association:** Registered societies or associations managing residential or commercial premises.
- d. **Non-Governmental / Charitable Organizations / Institutions:** NGOs or trusts or institutions that own land.
- e. **Existing parking lot owners:** Individuals / Institutes currently operating parking facilities in the city shall be eligible for capacity enhancement to achieve a minimum 1.5x increase in capacity. (For example: surface-level parking areas may be upgraded to stacked systems).

4.3 Types of parking infrastructure

- a. The scheme supports a range of parking infrastructure models suited to different land sizes, urban context, and user needs. Eligible project types include:
 - **Surface-level Parking Lots:** Ideal for land parcels with adequate open space and minimal construction requirements. These can be developed within short duration and are well-suited for immediate parking relief in high-demand zones.
 - **Stacked Parking:** Involves a mechanical system that allows vehicles to be parked vertically above one another using platforms or lifts. This system is ideal for

compact plots where horizontal space is limited. It requires manual or semi-automatic operation to move vehicles into and out of the stacked positions.

- **Automated Parking:** These are fully mechanized solutions that transport vehicles from the entry point to a designated parking space using robotic platforms, conveyors, or lifts. Automated parking is particularly suitable for high-density urban areas where conventional parking is not feasible due to space constraints.

4.4 Land requirement

- a. Applicants must possess a clear, dispute-free land parcel, suitable for development of off-street parking infrastructure.
- b. The land may be vacant or underutilized and should have road access and basic feasibility for construction.
- c. Applicants are required to provide valid documentary proof of ownership or legal possession, such as land title deeds, patta certificates, or authorization letters from local traditional institutions.
- d. Applicants must possess suitable land for the development of parking infrastructure, meeting the following minimum requirements:
 - For surface-level or stacked parking, the land must accommodate a minimum of 10 Equivalent Car Spaces (ECS), inclusive of circulation space.
 - For automated parking systems, the land must accommodate a minimum of 20 Equivalent Car Spaces (ECS).
- e. All proposed land parcels will be subject to verification and site inspection by the Urban Affairs Department prior to sanction of the grant.

4.5 Minimum infrastructure requirement

- a. **Access & Circulation:**
 - A minimum width of 5.5 meters is required for a single entry/exit point.
 - If separate entry and exit points are provided, each must be at least 3.5 meters wide.
 - Turning radius and aisle width as per IRC norms (6-7 meters for two-way circulation)
 - Ramps or curb outs for accessibility
- b. **Site Preparation and Paving:**
 - Proper leveling and compaction of the ground
 - Paved surface with concrete, asphalt, or interlocking tiles
 - Adequate drainage to prevent waterlogging
- c. **Parking Layout and Markings:**
 - Standard car space: 2.5 m × 5.0 m
 - Standard two-wheeler space: 1.2 m × 2.5 m
 - Painted lines for each bay
 - Directional arrows and signage for smooth flow

d. Lighting:

- Adequate lighting for night-time use (solar or grid-powered)
- CCTV surveillance (optional but recommended)
- Fire extinguisher and emergency contact signage

e. Signages and Information:

- Entry/exit signs
- Parking fee board
- Contact info for complaints or emergencies

f. EV charging station:

- Additional spaces can be allocated for the installation of electric vehicle (EV) charging stations. A corresponding subsidy scheme will be announced separately.

5 Financial Support

5.1 Financial Assistance

#	Type of Parking	Minimum ECS	Financial Assistance per ECS
1.	Surface-level	10 ECS	Rs. 1 Lakh
2.	Stacked parking	10 ECS	Rs. 1 Lakh
3.	Automated parking	20 ECS	75% of DPR Cost or Rs. 5 Lakh per ECS

Note:

- Proposals for Automated Parking shall be evaluated on a case-by-case basis. Priority consideration will be accorded to high-demand areas, subject to thorough assessment and approval by the Urban Affairs Department.
- Applicants may develop parking facilities within a new or existing commercial complex. However, financial support will be extended solely for the parking infrastructure and will not cover the construction of the commercial complex itself.

5.2 Eligible Expenditure Components

The grant may be used for the following purposes:

- Site development and levelling
- Construction of surface / stacked / automated parking structures
- Provision of basic infrastructure such as boundary walls, entry / exit gates, lighting, signage and security systems

The grant shall not cover costs related to:

- Land acquisition
- Legal clearances
- Operations and maintenance expenses

5.3 Disbursement Mechanism

Assistance under the scheme will be released to the owner in 3 installments of 30:30:40 ratios as follows:

#	Stages of work	Percentage of disbursement
1.	Signing of Agreement with Urban Affairs Department (UAD) & initiation of work (after site-inspection carried out by UAD)	30%
2.	Completion of 50% of civil works (Certification by UAD)	30%
3.	Completion of 100% of civil works, signages, tech integration, and operationalization of parking lot (Certification by UAD)	40%
Total		100%

5.4 Revenue Collection & Sharing

- The landowner shall be permitted to collect regulated parking charges from users of the facility, as per the fee structure notified by the Competent Authority from time to time.
- The total revenue generated from the operation of the parking facility shall be shared between the landowner and Urban Affairs Department in a 75:25 ratio.
- The landowner shall maintain a monthly digital record of the collections and submit revenue statements to the Urban Affairs Department by the 10th day of the following month.
- The parking charges collected shall be deposited to a separate bank account of the Urban Affairs Department. The share of the landowner shall be remitted on a daily / monthly basis to the account registered with the Urban Affairs Department.
- The Urban Affairs Department reserves the right to conduct periodic audits or inspections of the facility and its financial records to ensure compliance with the revenue sharing arrangement.

6 Operation and Maintenance

- The landowner will be fully responsible for the day-to-day operations, upkeep, and management of parking facility. This includes staffing, cleanliness, security, repairs, and ensuring service availability during designated hours.
- The facility must be kept in good working condition, with proper lighting, signage, functional entry / exist systems, and safety measures in place.
- Digital or automated payment systems will be encouraged for transparency and ease of use.

- d. The landowner shall maintain records of usage, revenue collected, and maintenance activities.

7 Selection Process

- a. Interested applicants are required to submit an application to the Urban Affairs Department using the prescribed format (Annexure – I). The application must include:
- Proof of land ownership or legal possession
 - Detailed information about the land parcel (including location, size, and accessibility)
 - A No Objection Certificate (NOC) from Dorbar Shnong
 - A copy of Aadhaar Card / Voter ID, or any other unique identification document
 - Preliminary layout or concept plan (including layout design, circulation plan, signage, and markings)
 - Detailed Project Report including cost estimation and Bill of Quantities (BOQ) *(only for Automated Parking)*
- b. A Screening Committee will be established under the chairmanship of the Commissioner & Secretary of the Urban Affairs Department. The committee will include the Deputy Commissioner of East Khasi Hills, Additional District Magistrates of East Khasi Hills, the Director, the Superintending Engineer and Urban Planners from the Urban Affairs Department as members. This committee will be responsible for reviewing applications and granting approvals.
- c. UAD shall be responsible for evaluating all submitted applications and conducting site inspections to assess the suitability of the proposed land for the development of parking infrastructure as per the guidelines provided in Annexure II. Following the inspection, UAD shall prepare a detailed inspection report outlining the feasibility of the site, which will be submitted to the Screening Committee for further consideration.
- d. In cases where the application pertains to the development of Automated Parking Systems, the Detailed Project Report (DPR) submitted by the applicant must be duly countersigned by the Superintendent Engineer of the Urban Affairs Department prior to submission.
- e. The Screening Committee will:
- Assess the technical and financial feasibility of the proposed project
 - Prioritize proposals based on urgency, location criticality, and land readiness
 - Approve eligible projects for financial support under the scheme
 - Recommend necessary modifications or conditions for approval, if needed
- f. Once approved, the applicant will be issued a formal Sanction Order, following which a legal agreement will be executed between the Urban Affairs Department and the project

proponent. This agreement will outline roles, responsibilities, financial terms (including revenue sharing), construction timelines, O&M obligations, and termination clause.

- g. Post-approval, the project proponent may commence construction and submit claims for phased financial assistance, as per progress milestones. The Urban Affairs Department will monitor implementation and ensure compliance with scheme norms.

8 Terms and Conditions

a. Responsibility of Project Proponent:

- i. The grant sanctioned shall be utilized solely and exclusively to cover the expenditure on the construction of parking in the land approved for such construction.
- ii. Undertake the construction of parking facility as per approved design and technical specifications.
- iii. Adhere to safety, accessibility, and environmental standards.
- iv. Maintain digital records of parking usage and revenues collected.
- v. Facilitate digital payment systems as encouraged under the scheme.
- vi. The owner should complete construction of the building within the timeframe fixed from the release of assistance.
- vii. In case of non- completion of the building within the stipulated time of completion, non-implementation, reduction in number of capacities, etc., the applicant shall immediately refund such amount of the assistance to the implementing department and any balance amount shall be forfeited.

b. Operational Terms

- i. The parking facility shall be constructed on land owned by the applicant and operated for a minimum of 10 years.
- ii. All proposed projects should be utilized for commercial parking only and exclude private parking.
- iii. The applicant shall have the right to collect parking fees as per rates notified by the Competent Authority.
- iv. The facility shall remain operational and accessible to the public during designated hours.
- v. Maintenance of cleanliness, lighting, signage, and safety systems shall be ensured by the applicant.
- vi. The applicant shall not alter the land use or convert the facility without written consent from UAD.

c. Compliance and Monitoring

- i. The UAD shall have the right to conduct inspections during and after construction to assess compliance.

- ii. Any deviation from the approved plan without prior approval may lead to withholding or recovery of grants.
- iii. The applicant shall cooperate with UAD-appointed officials for evaluation and audits.

d. Termination

- i. The agreement may be terminated by the authority at any time during the contract under the following circumstances:
 - Change in Law
 - On mutual agreement of both parties
 - Due to Force Majeure
 - Submission of false documents or fraudulent claims
 - Non-commencement or undue delay in project execution
 - Misuse of grant funds
 - Violation of any clause of the scheme
- ii. Upon termination, UAD reserves the right to recover disbursed funds as per terms and conditions of the contract agreement.

ANNEXURE I: Application Form

Section A: Personal Details		
1.	Name of Applicant / Institution	
2.	Type of Applicant	<div style="margin-left: 20px;"> i. Individual landowner ii. Traditional Institution (e.g. Dorbar Shnong) iii. Cooperative Society / Welfare Association iv. NGO / Trust / Other Institutions v. Existing parking lot owner </div>
3.	Occupation / Nature of Organization	
4.	Contact Number	
5.	Email Address (if applicable)	
6.	Identification document	<div style="margin-left: 20px;"> i. Aadhar No: _____ ii. Voted ID: _____ iii. PAN: _____ </div>
7.	Present Address of Applicant:	
Section B: Land Details		
8.	Location of proposed land parcel (Village / Locality, Ward, etc)	
9.	Total Area of Land (in Sq. m)	
10.	Road Access to Plot	

	(Yes / No)	
11.	Supporting Land Ownership documents submitted	i. Land Deed / Patta ii. NOC from Dorbar Shnong iii. Other (Specify)
<p align="center">Section D: Preliminary Parking Layout</p> <p>Please indicate the documents enclosed with this application by selecting the appropriate options below:</p> <p><input type="checkbox"/> Preliminary Parking Layout</p> <p><input type="checkbox"/> Detailed Project Report – only applicable for Automated Parking System</p>		
<p align="center">Section E: Declaration</p> <p>I, hereby, declare that the information provided above is true and correct to the best of my knowledge and belief. I understand that the Urban Affairs Department reserves the right to reject or accept this application based on site assessment and feasibility. I agree to abide by the terms and conditions of the scheme and undertake to maintain the parking facility upon approval and construction.</p> <p>Signature of Applicant:</p> <p>Date:</p> <p>Place:</p>		

ANNEXURE II – SOP for Evaluation of Site

1. Site and Access Assessment:

- a. Road Connectivity: Ensure the proposed site has direct, safe, and accessible entry and exit points from public roads.
- b. Traffic impact: Assess whether the parking facility will ease congestion or cause further traffic bottlenecks.
- c. Proximity to Demand Centers: Preference to sites near markets, institutions, offices, tourist spots, etc.

2. Capacity and Design:

- a. Parking Capacity: Evaluate the number of two-wheeler and four-wheeler spaces that can be accommodated based on land area.
- b. Design standards: Assess if the layout complies with Indian Parking Standards (such as dimensions for bays, driveways, turning radius)
- c. Multi-level feasibility: Assess if vertical expansion is feasible for higher capacity.

3. Land Ownership and Legal Status:

- a. Ownership documents: Verify land title deeds to confirm ownership and encumbrance-free status.
- b. Land Use Compliance: Ensure land use is compliant with prevailing master plan / zoning regulations.
- c. No Objection Certificate: Obtain NOC from Dorbar Shnong confirming community approval.

4. Safety, Environment and Utility:

- a. Safety Provisions: Adequacy of fire safety measure, lighting, surveillance (CCTC), signages, etc.
- b. Drainage and Environmental Concerns: Evaluate basic site drainage to avoid water logging and environmental impact.
- c. Utility Connections: Availability of basic utilities if required (electricity for lighting, EV charging potential, etc.)