

### FORUM PENATAAN RUANG (FPR) KABUPATEN LOMBOK BARAT

| Ī | Namor SQF          | 600/001/FPR.LOBAR/2023  |
|---|--------------------|---|
|   | Tanggal Pembuatan  |   |
|   | Tanggal Revisi     |   |
|   | Tanggal Pengesahan | 02 JANUARI 2023   |
|   | Disahkan oleh      | Sekretaris Daerah<br>Selaksi Kerua Forum Penataan<br>Ruspa Sabupaten Lombok Barat<br>Ruspa Sabupaten Lombok Barat |
|   | Judul SOP          | Standar Operasional Prosedur<br>(SOP) Penerbitan Rekomendasi<br>Kegiatan Pemanfaatan Ruang  |

#### Dasar Hukum

- Undang-Undang No. 26 Tahun 2007 tentang Penataan Ruang.
- Peraturan Pemerintah No. 21 Tahun 2021 tentang Penyelenggaraan Penataan Ruang
- Peraturan Menteri Dalam Negeri No. 52 Tahun 2011 tentang Standar Operasional Procedur di Lingkungan Pemerintah Provinsi dan Kabupaten/Kota.
- Peraturan Menteri ATR/Kepala BFN No. 15 Tahun 2021 teritang Koordinasi Penyelenggaraan Penatuan Ruang.
- Peraturan Menteri ATR/Kepala BPN No. 9 Tahun 2022 tentang Perubahan atas Peraturan Menteri ATR/Kepala BPN No. 15 Tahun 2021 tentang Koordinasi Penyelenggaraan Penataan Ruang
- Keputusan Bupati Lombok Barat No. 188.45/170/PU-TR/2023 tentang Pembentukan Forum Penataan Ruang Kabupaten Lombok Barat Tahun 2023.
- Keputusan Ketua Forum Penataan Ruang Kabupaten Lombok Barat No. 600/22/PU-TR/2023 tentang Pembentukan Sekretariat, Kelompok Kerja (Pokja) Perencanaan, Pokja Pemanfaatan dan Pokja Pengendalian Ruang Kabupaten Lombok Barat tahun 2023.

#### Kualifikasi Pelaksana

Pelaksana kegiatan pada SOP ini terdiri dari :

- 1. Ketua FPR Kabupaten Lombok Barat;
- Sekretaris FPR Kabupaten Lombok Barat;
- 3. Sekretariat FPR Kabupaten Lombok Barat;
- 4. Pokja Perencanaan Tata Ruang:
- 5. Pokia Pemanfaatan Ruang:
- Pokja Pengendalian Ruang;
- 7. SKPD terkait penatean ruang;
- 8. Femohon (Masyarakat/Swasta/Pemerintah).

### Keterkaitan

# Pelaksanaan SOP ini memiliki keterkaitan dengan :

- Alur kegiatan pelaksanaan Rapat Rutin dan/atau Rapat Khusus FPR Kabupates Lombok Barat;
- Alur kegiatan pelaksanaan Raput Rutin dan/atau Rapat Khusus Sekretariat FPR Kabupaten Lombok Barat.

# Peralatan/perlengkapan

- 1. Alat Penguiah Data/Komputer/Laptop;
- 2 ATK:
- 3. Printer & Scanner,
- 4. Kamera:
- 5. Drone;
- 5. GPS:
- 7. Alat Ukur.
- B. LCD Proyektor;
- 9. Pengeras Suara:
- 10. Recorder;
- 11. Dokumen Rencana Tata Ruang:
- 12. Kendaraan Operasional

#### Peringatan

Apabila prosedur ini tidak dilaksanakan maka dapat berdampak pada :

- Proses Penerbitan Rekomendasi Kegiatan Pemanfaatan Ruang tidak dapat berjalan dengan baik dan lancar;
- Tidak adanya kontrol pada kegiatan pemanfaatan ruang:
- Pembangunan yang dilaksanakan di wilayah Kabupaten Lombok Barat tidak berpedoman pada arahan rencana tata ruang.

### Pencatatan dan pendataan

#### Pencatatan:

- 1. Berita Acara (BA) hasil peninjauan lapangan;
- 2. Surat rekomendasi kegiatan pemanfaatan ruang:
- 3. BA pemeriksaan dokumen administrasi;
- Ceklist kelengkapan dokumen permohonan rekomendasi kegiatan pemanfaatan ruang;
- Notulensi pelaksanaan rapat rutin dan/atau rapat khusus;
  - BA hasil pelaksanaan rapat rutin dan/atau rapat khusus.

## Pendataan:

- Surat masuk dan surat keluar selama proses
  pelaksanaan SOP (surat permohonan rekomendasi
  kegiatan pemanfaatan ruang, surat permohonan
  kajian dari OPD teknis terkait, surat
  kajian/pertimbangan teknis dari OPD teknis terkait,
  surat tugas peninjauan lapangan, surat undangan,
  dili.
- Rekapitulasi jumlah permohonan rekomendasi kegiatan pemanfaatan ruang;
- Rekapitulasi jumlah rekomendasi kegiatan pemanfaatan ruang yang sudah terbit;
- Jadwal dan agenda rapat FPR.

#### SOP PENERBITAN REKOMENDASI KEGIATAN PEMANFAATAN RUANG TAHUN 2023

|        |                       |           |                |                | PEL                                 | AKSAMA                          |                                |                    |  | BARLI NUT   | U PELARSANAAN                             |                              |  |    |
|--------|-----------------------|-----------|----------------|----------------|-------------------------------------|---------------------------------|--------------------------------|--------------------|--|---|---|------------------------------|--|----|
| MO.    | KEGIATAN              | Kelus FPR | Sekretarii FPR | Sehrmonian FPN | Pokja<br>Perancensen<br>Teta Streng | Polija<br>Persondarian<br>Muang | Pohja<br>Pongendalise<br>Roong | lim Teknis<br>Fila | Pemerintah/Mars./<br>(Pemerintah/Mars./<br>Swanta) | - 125-CARABAR   | Waktu<br>Pelaksenann<br>Registen          | Output Register              | KETEHANGAN                             | ì  |
| 1.     | Surat permohonan      |           | 10             |                | HANNAMAN                            | SHEET                           | Han-                           |                    | C CWAR   | 1. Sour permittenar sekismendes   | Thursberse                                | Berkas permahanan            |  |    |
|        | rekomendasi kegletan  |           |                |                | - 1                                 |                                 |                                |                    | Mullet   | higher promotest actions  |   | Jekone sdan legisten         |  |    |
|        | pemanfeatan roang     |           |                |                |                                     |                                 |                                |                    | · .  | <ul> <li>Lieta Permithori Nama, diantati,<br/>peterjaar, No KTP No. NPMF No.</li> </ul> |   | personal marketing           |  |    |
|        | masas                 |           | 4              |                |                                     |                                 |                                |                    | 17   | Takenan   |   |                              |  |    |
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| 100    | penantaiten ruang     |           |                | 41             |                                     |                                 | i                              |                    | 8  |   |   |                              |  |    |
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|        | rekomentiasi kegiatan |           |                |                |                                     |                                 | 1                              |                    | E  | dustrickes permittenses   |   | - perpanduntan mary          | septholiphia                           |    |
| H (    | pernamaatan ruang     |           |                | 20             |                                     |                                 |                                |                    |  | emboursession inspanies   |   |                              | F Hk a turrkon tortak                  | 8  |
| 2 2    |                       |           |                | Templan        | 1 13                                |                                 |                                |                    |  | pricegarian rung  |   |                              | Imagalap routes<br>Indican translation | n  |
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| 4      | · Prembahatan tehnis  |           |                | Ti-            | ŭ a                                 |                                 | 1                              |                    | 5.5  | 1. Date the broker processioners  | I francherija                             | Out when you she             | Madelat perturance                     |    |
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|        |                       |           |                | 53             |                                     |                                 | i                              |                    |  | <ol> <li>Fred Whitemaker kennyapara</li> </ol>  |   |                              | proses perigapasis Kapan               | b. |
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|        |                       |           |                |                | ·                                   |                                 |                                |                    |  | V 942   |   |                              | Appropriate School                     | 1  |
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| PELARSARIA   |  |                     | MAKU ARUTU PELAKSANA                        |
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|      |  |            |                    |                |  | UISARIA   |                               |     |             |  | MAKUNIUT  | U PELAKSANAAN                    |  |  |    |
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| NO   | HERMAN   | Nation 174 | Sektetarit, FPE    | Setretariative | Profe :<br>Persysteman :<br>Fata Hanny | Pokja<br>Pemairkuten<br>Rueng   | Polis<br>Progendaban<br>Rabne |     | lehen<br>ru | Pernohise<br>(Pernohise)/May/<br>Several | helengkapan tingsalan   | Wekzu<br>Peleksessen<br>Kegistan | Output Registes  | RETERANGAN   |    |
| 6    | Pregapuan Kajian<br>Teapia   |            |                    |                |  | N   |                               | e g | Vis.        |  | Seed procedures in concuss begation active features and particular to a p | 1.hari kerja                     | hand promotioned<br>half-off-techniques<br>token by CAPAI teknin<br>lank-off | Surat permutanyan<br>kupan/pe-tentratigan<br>tekon shematikan ku<br>permutani ini dije<br>dianta ku (PD biran-<br>turkat |    |
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| а.   | , .  |            |                    | Parting amount |  |   | 141                           | 2   |             |  |   |                                  |  |  |    |
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|      |  |            |                    |                | Keputusa                               | in Rapat  |                               |     |             |  | '> taptop   |                                  |  | maka yeletan   |    |
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|      |  |            | 59                 |                |  |   |                               | 53  |             |  | H. Cata ther bestan prematino per   |                                  |  | att telepen follen   | ď. |
|      |  |            |                    | ,              | , ,                                    |   |                               |     |             | 1  | emismendasi kegantan<br>pemandasi arabag  | 2.5                              |  | pertis Hilatoria.  |    |
| 15.  |  |            |                    |                |  |   |                               |     |             | Î  | 1. Enterne Enperoperturanças  | ř.                               |  | namen fampung  |    |
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|      |  |            |                    |                |  |   | 20                            |     |             |  |   | *).                              |  | Beeng wilder senger  |    |
|      |  |            | . 5                |                |  |   | 8                             |     |             |  |   |                                  |  | Public Promodustars<br>means   |    |
| 9    | Menyutun Surat   |            | -                  | 3              |  |   |                               |     |             | -  | L. Detailder berkas permetranen   | 1 bis begin                      | A Association of Contract Control  | MA Septembries and   |    |
| Ŷ.   | Reticemendasi  |            | - 4                |                |  |   |                               |     |             |  | perior articular and a  |                                  | Erwater  | draeta tegen chile   |    |
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|      | The state of the s |            |                    |                |  |   |                               |     |             |  | Tetris dan OPD Inton Orber:  3. Bil hora printenian Incansus  |                                  | 2. 64 personales<br>dokumen  | setako sekretarin EPA,<br>sepala Happerta setako   |    |
| Ŧ    |  |            |                    |                |  |   |                               |     |             |  | 4 Cestos selenghiquas deficinent<br>personale   | 60                               | admitted uses  | anguita FPR. Sekretaris<br>Christi PUTM second   |    |
|      |  |            |                    |                |  |   |                               |     |             |  | · Hately apply before I fre   |                                  |  | wherein written  | b  |
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|      |  |            |                    |                |  |   |                               |     |             |  |   |                                  |  | class Krine Polys  | Ē  |
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|       | 0                               |    |            |                |       |          |          | A                                     | ATSANA                                |      |                                   |     |                     |                   | 18   | <b>BAKU MUT</b>  | U PELAKSANAAN                    |  |            |     |
|-------|---------------------------------|----|------------|----------------|-------|----------|----------|---------------------------------------|---------------------------------------|------|-----------------------------------|-----|---------------------|-------------------|------|--|----------------------------------|--|------------|-----|
| , NO. | REGIATAN                        |    | the FPH    | Senertaria FPE | 6 = 3 | Sebroter | lus Prin | Petida<br>Peters situan<br>Tata Hunng | Pertundualan<br>Pertundualan<br>Kanng |      | Polije<br>Polijetidalize<br>Nazna | . 1 | iris Parkidy<br>cPS | (Purmelisch/Mass. |      | Kelengkapan Kegiatan   | Wests<br>Felskiansen<br>Registen | Output Registry                                  | RETERANGEN | i   |
| 10    | Fenandatangenari                |    | 18         |                |       | 0        | 22       |                                       |                                       | - 13 | 200                               | 1   |                     | 1                 | 18   | Konseprétuér sonat kekonomister:                                   | 1 dhes                           | Social Resourcesions                             |            |     |
|       | Rekumendesi                     |    |            |                |       | 3        | 2        |                                       |                                       | -    |                                   | 411 |                     | ₽                 |      | Frantier Persenfactor Block  | Action                           | Frigate Principals                               |            |     |
|       | Kegiatan                        |    |            |                |       |          |          |                                       |                                       |      |                                   |     |                     |                   | 140  | BA percentinana didunina<br>administrasi                           | 17                               | Public   |            |     |
|       | Pemantaatan Huang               |    |            |                | 1.0   |          |          |                                       |                                       | 1    |                                   | W   |                     |                   | - 34 | Unite der bester permobasur  | 10                               | 5  |            |     |
|       | alety Aetas FFR                 | T. |            | Completion     | 18    |          |          |                                       |                                       | *    |                                   |     |                     |                   |      | retimendas legidas   | Ü                                | 7. 9.  |            |     |
|       |                                 |    |            | Williams       | ÷     |          |          | F. (                                  |                                       |      |                                   |     |                     |                   | 4    | presentation rung<br>Distances kapan/pertentian, er                | 3                                |  |            |     |
|       |                                 |    |            |                |       |          |          | 25                                    |                                       |      |                                   |     |                     |                   |      | leitem dar. (196) beiten berbar.                                   | 8                                |  |            |     |
|       | 9                               |    | Protecting | nist?          |       |          |          |                                       | E.                                    |      |                                   |     |                     |                   | 3    | HA Land presignate tapangan  | 0                                | 9 V  |            |     |
|       |                                 |    | 1          |                |       |          |          |                                       | 11.                                   |      |                                   |     |                     |                   |      | <ul> <li>rittist kein ogkapan skalmmen<br/>promoten ap.</li> </ul> | 17                               | 1  |            |     |
| 11    | Penggandaan dan                 |    | - 1        |                |       |          |          |                                       | 5                                     |      |                                   |     |                     |                   |      | eat Pelcetorollary Registrati                                      | Chertera                         | Salat teriomenday                                |            | н   |
|       | penyampalan Surat               | 3  |            |                |       |          |          |                                       |                                       |      |                                   |     |                     |                   | 12   | riterifadimi Hsanji  |                                  | Regulator Propositionian<br>Redesig developments |            | 100 |
|       | Kelomendasi                     |    |            |                |       |          |          |                                       |                                       |      |                                   |     |                     |                   |      |  | 21                               | periodical designation                           |            | 11  |
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