

## CHECK LIST FOR ISSUE OF COMPLETION CERTIFICATE

### (COMMERCIAL)

NAME OF FIRM.....  
ADDRESS.....  
LOCATION OF SITE .....

LAND USE.....PLOT AREA.....

SUBMISSION DATE.....TIME EXTENTION AVAILABLE UPTO.....

#### (A) DOCUMENTS

1. Time Extension Certificate (If Applicable).....
2. Soft copy of drawings (Checked/Working).....
3. Latest Photograph of Building.....
4. Fire N.O.C (If Applicable).....
5. N.O.C. From Airport Authority (If applicable).....
6. NOC from ministry of Environmental. ....
7. **Structural Design Verification from IIT for equivalent (If applicable).....**
8. **Lift Functional Certificate (with A.R.D.).....**
9. **Electrical Safety Certificate.....**
10. **Consent to operate from UPCB for STP & D.G. sets.....**

#### (B) DRAWING:

1. Three copies of drawing.....
2. One copy cloth bound.....
3. Signature of applicant and Architecture.....
4. Building plan including service plan.....
5. Layout Plan signed by Town Planner.....
6. Guard Room Detail.....
7. Coverage plan of each floor.....
8. Total Building Height.....
9. Area statement .....

#### (C) COMPLETION FORM

1. Appendix 8A, 8B, 8C.
2. Appendix-9
3. Photo copy of registration of architect signing the building plan and appendix.
4. Photo copy of certificate of M.E. structural engineer
5. Copy of certificate of town planner
6. Report of **Horticulture Department**.....
7. Water supply, sewerage, drainage and Site verification from **Eng. Dept.** .....
8. Rain water harvesting verification from **Urban services**.....
9. Electrical verification from **Electrical Dept**.....
10. Defaulter certificate from **Property Dept** .....

#### (D) Challan copy of fees/charges

S.No	Heads/Category	Required	Deposited
1.	Completion fee @ Rs=35.0		
2.	Malba charges @ Rs=10.0		

3.	Compounding fee @ Rs=		
4.	Sewer, Water, Drain, Electric & Telephone pipe Connection (Service connection)		
5.	Unsanction Area Fees @ Rs=1250.0		
6.	Revalidation Fees @ Rs=20.0		
7.	Revision fees @ Rs=7.50		
8.	Revised Layout Fees @ Rs=1.50		
9.	Rain water Harvesting		
10.	Inspection charges @ 2515.0		
13.	<b>Add. Water Bill</b>		
15.	<b>Labour cess</b>		

**(E) AFFIDAVITS**

1. Affidavit regarding Tree plantation.
2. Affidavit regarding Central Ground Water Authority/STP Water
3. Affidavit regarding **Labour Cess**
4. Affidavit regarding **Architect NOC**
5. Affidavit regarding **Structural engineer NOC**

**(F) SETBACK FOR ALL BUILDING OTHER THAN BUILDING ON RESIDENTIAL PLOT.**

S.N.	PLOT SIZE	FRONT IN mts.	REAR IN mts.	SIDE(1) IN mts (Laft Side)	SIDE(2) IN Mts (Right Side)
1.	Up to 150	3.0	1.5	0.0	0.0
2.	150-300	3.0	3.0	0.0	0.0
3.	300-500	4.5	3.0	3.0	0.0
4.	500.2000	6.0	3.0	3.0	3.0
5.	2000-4000	9.0	6.0	6.0	6.0
6.	4000-10000	15.0	6.0	6.0	6.0
7.	10000-20000	15.0	9.0	9.0	9.0
8.	20000-40000	20.0	9.0	9.0	9.0
9.	40000-100000	25.0	9.0	9.0	9.0

**(G) AREA STATEMENT**

S.N.	PARTICULARS	PERMISSIBLE	SANCTIONED	EXISTING
1.	GROUND COVERAGE			
2.	BASMENT (including in F.A.R.)			
3.	F.F. COVERAGE			
4.	S.F. COVERAGE			
5.				
6.				
7.				
8.	F.A.R.			
9.	<i>Facility 15%</i>			
10.	<i>METER ROOM</i>			
11.	<i>GUARD ROOM</i>			
12.				
13.	<i>BASMENT (free from F.A.R.)</i>			
14.	<i>STILT</i>			
15.	<i>PODIUM</i>			
16.				
17.	TOTAL F.A.R.			
18.				
19.	COMPLETION FEES			

**Block wise /Floor wise Area Chart is enclosed at .....**

**(H) HEIGHT OF BOUNDARY WALL FROM TO OF THE DRAIN**

(1) FRONT- (1.0M.solid+1.1m.railing from drain top) .....

(2) SIDE- .....

(3) REAR- .....

**(I) Sun Shade (750 mm)**

**(J) Canopy 2.No (2.40X 4.50)**

**(M) PARKING AND LANDSCAPING DETAIL (TO BE FILLED BY HORTICULTURE DEPT)**

- a) Plot area=.....
- b) Ground coverage=.....
- c) Open area=.....
- d) F.A.R =.....

**i) PARKING DETAIL**

<b>PARTICULAR</b>	<b>AS PER DIRECTION-1</b>	<b>EXISTING</b>	<b>REMARK</b>
Total E.C.S. Required (A)	F.A.R./ =		
required Nos. of Car Parking			
Area required for car parking			

1. Car parking indicated on drawing.....
2. Two wheeler parking indicated on drawing.....
3. Circulation of the traffic on the plot.....

**ii) LANDSCAPING DETAIL**

<b>PARTICULAR</b>	<b>AS PER DIRECTION-1</b>	<b>EXISTING</b>	<b>REMARK</b>
Nos. of <b><u>TREES</u></b> required	Open area/100		
<b><u>EVER GREEN TREES</u></b> <ul style="list-style-type: none"> <li>• 20' for upto 2,000</li> <li>• 30' for upto 28,000</li> <li>• 40' for more then 28,000</li> </ul>	Nos. of trees/2		
<b><u>SOFT LANDSCAPING</u></b>			
For plot areas less than 12001 sqm.& above	Open area/2		

1. Variety of trees indicated on drawing.....
2. Showing hard & soft landscaping on drawing.....



कृपया प्रार्थी M/s Stellar Constellation Projects (P) Ltd. के पत्र दिनांक 12.05.2016 का सन्दर्भ ग्रहण करें, जिसमें प्रार्थी ने अपने भूखण्ड संख्या-GH-03, सेक्टर-01 पर Temporary Part Occupancy Certificate हेतु आवेदन किया गया है। प्रार्थी द्वारा दिये गए दस्तावेज एवं मानचित्रों का विवरण चैक लिस्ट में अंकित कर दिया गया है,

1. **Necessary modification will be made in block-A, block-F, block-G, block-J, block-L, block-M, block-P, block-Q, block-T, Community centre and convenient shopping so that minimum distance from adjoining block is maintained as per building regulation.**
2. **Time Extension for phase-I Completion to be submitted.**
3. **Consent of NPCL required for size of meter Room.**
4. **NOC from concerned dept. for operation of swimming pool.**

उपरोक्त शर्तों के साथ भवन विनियमावली के प्रस्तर 20.4 के कम में 18 माह हेतु Temporary Part Occupancy Certificate दिया जाना प्रस्तावित है।

पत्रावली सादर प्रेषित है।

(लाल सिंह)  
सहायक वास्तुविद

वरिष्ठ प्रबन्धक (नियोजन)  
उप महाप्रबन्धक (नियोजन)  
महाप्रबन्धक (नियोजन)