

**CHECK LIST FOR APPROVAL OF BUILDING PLAN**  
**(GROUP HOUSING)**

NAME OF FIRM.....  
 ADDRESS.....  
 LOCATION OF SITE ..... LAND USE .....  
 CONST.PERIOD/AVAILABLE .....PLOT AREA.....

**(A) OWNERRES DOCUMENTS**

1. Copy of lease deed.....
2. Copy of allotment letter.....
3. Copy of lease plan and Dimension plan.....
4. Copy of possession certificate.....

**(B) DOCUMENTS**

1. Copy of NOC from ministry of Environmental. ....
2. Soft copy of drawings (Checked/Working).....
3. Fire N.O.C (If Applicable).....
4. N.O.C. From Airport Authority (If applicable).....
5. Structural Design Verification from IIT for equivalent.....
6. Form "A" Original.....
7. Form "A" Revised.....
8. Applicant NOC given by M/s (As per u.p. Apartment 2010).....

**(C) Challan copy of fees/charges**

| S.No | Heads/Category   | Required | Deposited |
|------|--|----------|-----------|
| 1.   | Plan Processing fee @ Rs=30.0  |          |           |
| 2.   | Layout Plan fee @ Rs=2.0   |          |           |
| 3.   | Malba charges @ Rs=10.0  |          |           |
| 4.   | Sewer, Water, Drain, Electric & Telephone pipe Connection (Service connection) |          |           |
| 5.   | Temporary Structure<br>a) Labour Huts<br>b) Offices &Stores                    |          |           |
| 7.   | Revision fees @ Rs=7.50  |          |           |
| 8.   | Revalidation charges / Revised Layout Fees @ Rs=1.50                           |          |           |
| 9.   | Rain water Harvesting  |          |           |
| 10.  | Inspection charges @ Rs=2515.0   |          |           |
| 11.  | <b>Declaration Fees</b>  |          |           |
| 12.  | <b>Labour Cess @ Rs=138.0</b>  |          |           |
| 13.  | <b>Forfeited fees</b>  |          |           |
| 14.  | <b>Purchasable FAR Fees</b>  |          |           |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

**(D) 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. Parking plan and Calculation.....
7. Landscape Plan and calculation.....
8. Guard Room Detail.....
9. Coverage plan of each floor.....
10. Total Building Height.....
11. Area statement .....
12. Foundation details.....
13. Culvert detail.....
14. Electrical load.....
15. Rain Water Harvesting.....
16. Temporary structure.....
17. Road width.....
18. Distance between Two Blocks as per BBL.....
19. Detail of Road Cross Section.....
20. Location of E.S.S. / Transformer .....

**(E) VERIFICATIONS**

1. Report of **Horticulture Department**.....
2. Water supply, sewerage, drainage Verification from **Eng. Dept.** .....
3. Rain water harvesting verification from **Urban services**.....
4. Electrical verification from **Electrical Dept**.....
5. Defaulter certificate from **Property Dept** .....

**(F) AFFIDAVITS**

1. Affidavit regarding Tree plantation.....
2. Affidavit regarding Central Ground Water Authority/STP Water.....
3. Affidavit regarding Non Construction of **Purchasable FAR**.....
4. Affidavit regarding **Revision in previous (Approved) Drawing**.....
5. Affidavit regarding **Current Status Construction** Permissible FAR.....
6. Affidavit regarding **Labour Cess**.....
7. Affidavit regarding **Declaration (Appt Act 2010)**.
8. Affidavit regarding **Architect NOC**.....
9. Affidavit regarding **Structural engineer NOC**.....
10. **Board Resolution** for Authorised Signatory.....
11. Registration for Green Building (Griha/ Leed) .....
12. Original drg. (surrendered).....
13. News Paper-1.....
14. News Paper-2.....

**(G) APPROVAL FORM**

1. revision of building work (Appendix-2)
2. Structural stability certificate from the licensed technical personal(Appendix-3)
3. certificate of architect in case of simplified sanction of Industrial residential plots(Appendix-4)
4. Indemnity bond(incase basement only)On Rs.100/-stamp paper duly signed by notary (Appendix-5)
5. General specification sheet(Appendix-6)
6. Application for drainage of premises in duplicate (Appendix-7)
7. Appendix 8A, 8B, 8C.
8. Photo copy of registration of architect signing the building plan and appendix.
9. Photo copy of certificate of M.E. structural engineer
10. Copy of certificate of town planner

**(H) SETBACK FOR ALL BUILDING OTHER THAN BUILDING ON RESIDENTIAL PLOT.****OLD SET BACK**

| S.N. | PLOT SIZE    | FRONT IN mts. | REAR IN mts. | SIDE(1) IN mts (Laft Side) | SIDE(2) IN Mts (Right Side) |
|------|--------------|---------------|--------------|----------------------------|-----------------------------|
| 1.   | 500.2000     | 6.0           | 3.0          | 3.0                        | 3.0                         |
| 2.   | 2000-4000    | 9.0           | 6.0          | 6.0                        | 6.0                         |
| 3.   | 4000-10000   | 15.0          | 6.0          | 6.0                        | 6.0                         |
| 4.   | 10000-20000  | 15.0          | 9.0          | 9.0                        | 9.0                         |
| 5.   | 20000-40000  | 20.0          | 9.0          | 9.0                        | 9.0                         |
| 6.   | 40000-100000 | 25.0          | 9.0          | 9.0                        | 9.0                         |

**NEW SET BACK**

| S.N. | PLOT SIZE     | FRONT IN mts. | REAR IN mts. | SIDE(1) IN mts (Laft Side) | SIDE(2) IN Mts (Right Side) |
|------|---------------|---------------|--------------|----------------------------|-----------------------------|
| 1.   | 501.2000      | 6.0           | 3.0          | 3.0                        | 3.0                         |
| 2.   | 2001-6,000    | 7.5           | 6.0          | 4.5                        | 4.5                         |
| 3.   | 6001-12,000   | 9.0           | 6.0          | 6.0                        | 6.0                         |
| 4.   | 12,001-20,000 | 12.0          | 7.5          | 7.5                        | 7.5                         |
| 5.   | 20,001-40,000 | 15.0          | 9.0          | 9.0                        | 9.0                         |
| 6.   | Above 40,001  | 16.0          | 12.0         | 12.0                       | 12.0                        |

**(I) AREA STATEMENT**

| S.N. | PARTICULARS  | PERMISSIBLE | PROPOSED |
|------|--|-------------|----------|
| 1.   | GROUND COVERAGE  |             |          |
| 2.   | BASMENTS (FAR)   |             |          |
| 3.   | BASEMENTS (NON FAR)  |             |          |
| 4.   | Facility 15%   |             |          |
| 5.   | METER ROOM   |             |          |
| 6.   | GUARD ROOM   |             |          |
| 7.   | F.A.R.   |             |          |
| 8.   | Density Calculation<br>Lease Deed /B.B.L<br>per Unit Persons |             |          |
| 9.   | TOTAL AREA FOR FEE<br>CALCULATION                            |             |          |



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

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

(2) SIDE- -----

(3) REAR- -----

**(K) Sun Shade (750 mm)**

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

**(M) SPECIAL CONDITION OF LEASE DEED (SHOPS/KIOSK/COMMERCIAL)**

**a) AREA STATEMENT**

| S.N. | PARTICULARS     | PERMISSIBLE | PROPOSED |
|------|-----------------|-------------|----------|
| 1.   | BASMENT         |             |          |
| 2.   | GROUND COVERAGE |             |          |
| 3.   | FAR             |             |          |
| 4.   | 15% ADD. AREA   |             |          |
| 5.   | TOTAL BUILT UP  |             |          |

**(N) Detail of Community Center**

**a) AREA STATEMENT**

| S.N. | PARTICULARS     | PERMISSIBLE | PROPOSED |
|------|-----------------|-------------|----------|
| 1.   | BASMENT         |             |          |
| 2.   | GROUND COVERAGE |             |          |
| 3.   | FAR             |             |          |
| 4.   | 15% ADD. AREA   |             |          |
| 5.   | TOTAL BUILT UP  |             |          |

**(O) PARKING AND LANDSCAPING DETAIL**

a. Plot area=.....

b. Ground coverage=.....

c. Open area=.....

d. Permissible F.A.R. =.....

**i) PARKING DETAIL**

| PARTICULAR                   | AS PER NORMS | PROPOSED | REMARK |
|------------------------------|--------------|----------|--------|
| Total E.C.S. Required<br>(A) | F.A.R./80 =  |          |        |

|                               |  |  |  |
|-------------------------------|--|--|--|
| Area required for car parking | 30 sqm in basement<br>18 sqm in double strack<br>20 sqm in open<br>30 sqm in stilt |  |  |
|-------------------------------|--|--|--|

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

**ii) LANDSCAPING DETAIL**

| <b>PARTICULAR</b>  | <b>AS PER NORMS</b> | <b>PROPOSED</b> | <b>REMARK</b> |
|--|---------------------|-----------------|---------------|
| Nos. of <b>TREES</b> required                                    | Open area/100       |                 |               |
| <b>EVER GREEN TREES</b><br>•                                     | Nos. of trees/2     |                 |               |
| <b>SOFT LANDSCAPING</b><br>For plot areas more than<br>12001 sqm | Open area/2         |                 |               |

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