

CHECK LIST FOR ISSUE OF COMPLETION CERTIFICATE

NAME OF FIRM.....

ADDRESS.....

LOCATION OF SITE

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

DATE OF APPLICATION..... 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. Explosive N.O.C. (If applicable).....
8. **Structural Design Verification from IIT for equivalent (If applicable).....**
9. **Lift Functional Certificate (with A.R.D.).....**
10. **Electrical Safty Certificate.....**
11. **Concent to operate from UPCEB for STP & D.G. sets.....**
12. Board Resolution for Authorised Signatory.....
13. Form "A" Original.....
14. Form "A" Revised.....
15. Applicant NOC given by M/s (As per u.p. Apartment 2010).....

(B) Challan copy of fees/charges

S.No	Heads/Category	Required	Deposited
1.	Completion fee @ Rs=35/		
2.	Malba Charges (up to -2000@20.0/, size 2001 to 10000@15.0/, above 10000@10.0/)		
3.	Revision fees @7.50/		
4	Revised Layout Fees		
5	Revalidation Fees		
6	Sewer, Water, Drain, Electric & Telephone pipe Connection (Service connection)		
7	Rain water Harvesting	100/	
8	Add. Water Bill		
9	Declaretion Fees		
10	Labour Cess @ 149.50/ sqmt.		
11	Unsanction Area Fees		
12	Inspection charges		
13	Compounding fee		
14	Purchasable FAR Fees		

(C) 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. Parking & Landscape Plan and calculation
9. Foundation Detail, Culvert Detail
10. Total Building Height.....

(D) COMPLETION FORM

1. Appendix 8A, 8B, 8C, 8D.
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. Service and plot demarcation verification from **Eng. Dept.**
7. Report of **Horticulture Department**.....
8. Rain water harvesting verification from **Urban services**.....
9. Electrical verification from **Electrical Dept.**.....
10. Defaulter certificate/ No dues certificate from **Property Dept**

(E) AFFIDAVITS*

1. Affidavit regarding Tree plantation.
2. Affidavit regarding Central Ground Water Authority/STP Water
3. Affidavit regarding **Revision in Peevishly Approved Drawin**
4. Affidavit regarding **Labour Cess**
5. Affidavit regarding **Declaration (Appt Act 2010)**
6. Affidavit regarding **Architect NOC**
7. Affidavit regarding **Structural engineer NOC**
8. News Paper-1.....
9. News Paper-2.....

**(F) 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.	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

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)
10.	Up to 150	3.0	1.5	0.0	0.0
11.	151-300	3.0	3.0	0.0	0.0
12.	301-500	4.5	3.0	3.0	0.0
13.	501.2000	6.0	3.0	3.0	3.0
14.	2001-6,000	7.5	6.0	4.5	4.5
15.	6001-12,000	9.0	6.0	6.0	6.0
16.	12,001-20,000	12.0	7.5	7.5	7.5
17.	20,001-40,000	15.0	9.0	9.0	9.0
18.	Above 40,001	16.0	12.0	12.0	12.0

Area statement

S.N.	PARTICULARS	PERMISSIBLE	SANCTIONED	EXISTING
	BASMENT (Free from F.A.R.)			
	BASMENT (Add. F.A.R.)			
	BASMENT (F.A.R.)			
	GROUND COVERAGE			
	1 ST . COVERAGE			
	2 ND . . COVERAGE			
	3 RD . FLOOR COVERAGE			
	4 TH . FLOOR COVERAGE			
	5 TH . FLOOR COVERAGE			
	METER ROOM			
	GUARD ROOM			
	AREA UNDER CANOPY			
	Total Area under FAR (@			
	Area under additional (15%)FAR			
	Total Area under free from FAR			
	Total coverage at all floor			
	Height of boundary wall 500+1000 SOLID+1100 RAILING From Top of the Drain			
	Building height			
	No of Gate			

AREA BREAK UP FOR IT BUILDING

S.NO.	PARTICULARS	PEMISSIBLE		PROPOSD	
		AREA IN SQMT.	%	AREA IN SQMT.	%
	AREA UNDER IT USE				
	RESIDENTIAL USE				
	COMMERCIAL USE				
	INSITITUTIONAL USE				
	FACILITY UNDER SCHEDULE				

(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

PARTICULAR	AS PER DIRECTION-1	EXISTING	REMARK
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

PARTICULAR	AS PER DIRECTION-1	EXISTING	REMARK
Nos. of TREES required	Open area/100		
EVER GREEN TREES <ul style="list-style-type: none">• 20' for upto 2,000• 30' for upto 28,000• 40' for more then 28,000	Nos. of trees/2		
SOFT LANDSCAPING For plot areas less than 12000 sqm.	Open area/4		
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.....

(H) HEIGHT OF BOUNDARY WALL FRON TO OF THE DRAIN

3. **No. of gate**
4. **HEIGHT OF** 500+1000 SOLID+1100 RAILING
5. **BOUNDARY WALL** FROM DRAIN TOPE
6. **(I) Sun Shade** (750 mm)
7. **(J) Canopy 2.No** (2.40X 4.50)