

Form-A

[(See rule 4 (1))]

Application form for the Regularization of Unauthorized Development

To,

The Chief Executive Authority / Municipal Commissioner / Chief Officer,

**_____ Area / Urban Development Authority / Municipal Corporation/
Nagarpalika**

I/We hereby apply for getting the unauthorized development regularized as described in accompanying relevant drawings along with the certificate in **Form-F** for structural stability, **Form-G** for fire safety measures compliance and relevant undertaking as the case may be.

1. Name of the owner/s or the occupier/s (attach :
documentary proof like the extract from the Property Register for city survey lands or an extract from the Record of Rights for Revenue lands or the copy of the index of registered sale deed as the case may be)
2. Occupied the property since when (Attach :
documentary proof like, property tax bill of local body, electricity bill, telephone bill, ration card etc.)
3. Details of property tax last paid :
(a) Tenement Number :
(b) Useable Area for assessment of property tax :
(c) Year of assessment : Sq. Mt.
(d) Use for which the assessment is done :
4. Is this land / building included in a layout/ building :
plan sanctioned by the appropriate authority or any other authority? if yes, date of sanctioned and order number submit the copy of the approved plan.
(a) Plot area: (sq.mt.) No. of units:
(b) Details of violation;

Description		Unit	Actual area	Approved or Approvable as per CGDCR	Violation (C-D)
A		B	C	D	E
i.	Ground coverage	Sq. mtr.			
ii.	Built up area (excluding ground coverage)	Sq. mtr.			
iii.	Height of building	Sq. mtr.			
iv.	Common plot	Sq. mtr.			
v.	Change of use (other than parking)	Sq. mtr.			
Note: i. Cases where the building permission has been granted earlier, in such cases details to be filled in column-D shall be as per the sanctioned plan only for which authentic sanctioned documents shall be enclosed which includes plans and development permission (Raja Chithi). ii. In other cases the building permission has not been granted details to be filled in column-D shall be as approvable under prevailing CGDCR.					

5. Required as per rule 4(1):

I am hereby furnishing the Undertaking in the Form-H for NOC's/approvals, in respect to the following matters:

- i. _____
- ii _____
- iii. _____

6. Declaration: I hereby certify and declare that:

- (a) The land on which my property exists is not covered under sub-section (1) of section 8. Also my property does not attach any dues to the Government or local bodies.
- (b) For violation in the provision of sanitary facility, I abide to make the necessary provision as directed by authority in this regard.
- (c) I have submitted the plans for the portion for which I wish to get the unauthorized development regularized.
- (d) For that portions for which I have not submitted to regularize, I shall pull down such portions on my own.
- (e) I, the under signed _____ registered/authorized architect/Engineer, hereby certify that, while preparing the plan for the said unauthorized development, I/we have inspected the site and accordingly the plans are prepared.
- (f) The information provide by me/us in the application and documents submitted along with are true to the best of my / our knowledge. Also I am aware that, if found incorrect it shall lead to criminal proceedings and accordingly action shall be taken.

Date:

Date:

Registration No.

Name and Signature of the architect / engineer

Name and Signature of the applicant / owner / occupier

Address / Phone number:

Address / Phone number:

Instruction to applicant regarding particulars, documents and maps to be submitted along with the application.

- i. In a building having more than one unauthorized development each owner / occupier shall make a separate application for each unauthorized development.
- ii. Certified copy of approved layout plan of final plot or revenue survey number or city survey number.
- iii. Sanctioned layout plan duly certified by registered or authorized architect or Engineer empanelled by the authority.
- iv. The plans shall be prepared according to sub-rule (1) of rule 12.
- v. Stability Certificate of Structural Engineer in Form-F except for residential dwelling units having an area up to 125 sq. mt.
- vi. Certificate of fire safety measures compliance from CFO/RFO, if applicable.
- vii. Copy of the demand notice for property tax.
- viii. Receipt of payment of the property tax.
- ix. NOC of the society if applicable
- x. NOC/approval / Undertakings required under sub rule (1) of rule 4 and rule (9).

Form-F

[(See rule 4 (1))]

Certificate of Structural Stability

(Not required in case of independent residential development having dwelling unit area less than 125 sq.mts.)

To,

The Chief Executive Authority / Municipal Commissioner / Chief Officer,

_____ **Area / Urban Development Authority / Municipal Corporation/
Nagarpalika**

REF: Work of _____
(Title of Project)

C.S. No. / R.S./Block no. _____ (F.P. No.) _____ in ward No.
_____ at Village _____ Talula _____ T.P.S. No.
_____ of _____ village / Town / City.

Certified that the plans of existing building submitted for regularization satisfy the safety requirements as stipulated under prevalent National Building Code, CGDCR and other relevant laws and the information given therein is factually correct to the best of our knowledge and understanding.

Signature of the applicant / owner /
occupier with date

Name in Block Letters

Address

Signature of the Structural Engineer with date

Name in Block Letters

Address

Signature of the Architect / Engineer with date

Name in Block Letter

Address

Form-G
[(See rule 4 (1))]
Certificate of Fire Safety Compliance

To,
The Chief Executive Authority / Municipal Commissioner / Chief Officer,
Area / Urban Development Authority / Municipal Corporation/ Nagarpalika

REF: Work of _____
(Title of Project)

C.S. No. / R.S./Block no. _____ (F.P. No.) _____ in ward No.
_____ at Village _____ Talula _____ T.P.S. No.
_____ of _____ village / Town / City.

I, _____ (name of the architect/engineer) the under signed architect certify that the building existing on the above address for which application is submitted for regularization of unauthorized development do not require to provide the facility for fire safety measures as stipulated under National Building Code, CGDCR and other relevant laws and that the information given therein is factually correct to the best of our knowledge and understanding.

OR

I the under signed owner / occupier undertake to provide the required fire safety measures which the designated authority may direct in consultation with Chief Fire Officer or the Regional Fire Officer.

OR

The copy of the Fire NOC obtained from the Chief Fire Officer or the Regional Fire Officer of _____
_____ (Name of the Municipal Corporation /Fire Region) dated: _____ and valid
till dated: _____ is attached herewith.

Signature of the applicant / owner /
occupier with date

Name in Block Letters

Address

Signature of the Architect / Engineer with date

Name in Block Letters

Address