Application Form for Issuance of Building Development Permission in Municipal Areas

Applicant Basic Information

1. Salutation * : ____________________________________
2. First Name *: ________________________________________
3. Middle Name: _____________________________
4. Last Name *: __________________________________
5. Mobile No. *:_______________________________
6. Phone No. : _________________________________
7. Fax No. : ________________________________
8. Email *: ________________________________
9. Status *: __________________________________
10. Date of Application *: ________________________________

Address of Site

11. Country * : ____________________________________
12. State * : ________________________________________
13. District * :  _____________________________
14. Sub-divison *: __________________________________
15. Rural or Urban * : ______________________________
16. Block/Municipality/Corporation * : ______________________________
17. Block/Municipality/Corporation Name * : ______________________________
18. Zilla Parisad * : ______________________________
19. Panchayat Samiti : ______________________________
20. Police Station : ______________________________
21. Post Office : ______________________________
22. Address Line 1 * : ______________________________
23. Address Line 2 : ______________________________
24. Pin Code * : ______________________________
25. Holding No. : ______________________________
27. Mouza Name * : ______________________________
28. J.L. No. : ______________________________

Name of the Project

29. Project Name : ________________________________

Postal Address of Applicant

30. Country * : ________________________________
31. State * : ________________________________
32. District * : ________________________________
33. Sub-division *: _________________________________
34. Rural or Urban *: _______________________________
35. Block/Municipality/Corporation *: _______________________________
36. Block/Municipality/Corporation Name *: _______________________________
37. Village or Ward : _______________________________
38. Police Station : _______________________________
39. Post Office : _______________________________
40. Address Line 1 * : _______________________________
41. Address Line 2 * : _______________________________
42. Pin Code * : _______________________________

Owners Details

<table>
<thead>
<tr>
<th>Salutation *</th>
<th>First Name *</th>
<th>Middle Name</th>
<th>Last Name *</th>
<th>Mobile No.</th>
<th>Email</th>
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<tr>
<th>Country *</th>
<th>State *</th>
<th>District *</th>
<th>Sub-division *</th>
<th>Rural or Urban *</th>
<th>Block/Municipality/Corporation *</th>
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<tr>
<th>Block/Municipality/Corporation Name *</th>
<th>Village or Ward</th>
<th>Police Station</th>
<th>Post Office</th>
<th>Address Line 1 *</th>
<th>Address Line 2</th>
<th>Pin Code *</th>
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Engaged Personnel Details

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<thead>
<tr>
<th>Engaged Person *</th>
<th>Salutation *</th>
<th>First Name *</th>
<th>Middle Name</th>
<th>Last Name *</th>
<th>Mobile No.</th>
<th>Email</th>
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<tr>
<th>Phone No.</th>
<th>Fax</th>
<th>Class *</th>
<th>Registration No. *</th>
<th>Registration Valid Till *</th>
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<th>Address Line 1 *</th>
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<th>PIN Code *</th>
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Land Details

43. Previous Classification of Land * : _____________________________
44. Others * : _____________________________________________
45. Present Classification of Land * : _____________________________
46. Others * : _____________________________
47. Risk * : _____________________________________________
48. Area of Land(m2) * : _____________________________
49. Area of Solid Land(m2) * : _____________________________
50. Area of water body(m2) * : _____________________________
51. RS Plot No * : _____________________________
52. On North of site like Vacant land or Road or Building with use and height or Others * : _____________________________
53. On South of site like Vacant land or Road or Building with use and height or Others * : _____________________________
54. On East of site like Vacant land or Road or Building with use and height or Others * : _____________________________
55. On West of site like Vacant land or Road or Building with use and height or Others * : _____________________________
56. Means of access like Name of Road or Street * : _____________________________
57. Width of Road or Street including footpath (Right of way) (m) * : _____________________________
58. Whether the plot within 500 m from the centreline or abutting * : _____________________________
59. Whether the plot area is more than 500 sq. mtr. * : _____________________________
60. Whether the proposed building height is greater than 14.50 mtr. * : _____________________________

Tenement Details

61. Tenement Size * : _____________________________
62. Tenement No * : _____________________________

Usage Details

63. Usage * : _____________________________
64. Built up area * : _____________________________

Building Details

<table>
<thead>
<tr>
<th>No. of Buildings *</th>
<th>No. of stores *</th>
<th>Total volume of Construction (Cubic M) *</th>
<th>Height of the Building *</th>
<th>Inner Court yard (Minimum Width) *</th>
<th>Inner Court yard (Minimum Area) *</th>
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<tr>
<th>Outer Court yard (Minimum Width) *</th>
<th>Outer Court yard (Minimum Area) *</th>
<th>Ventilation shaft (Minimum Width) *</th>
<th>Ventilation shaft (Minimum Area) *</th>
<th>Staircase (Minimum Width) *</th>
</tr>
</thead>
</table>
Project details

65. Maximum Height of the building (m) * : ____________________________________
66. Front Open Space (Meter) (Min) * : ______________________________________
67. Rear Open Space (Meter) (Min) * : ______________________________________
68. Side Open Space (Meter) (Min) * : ______________________________________
69. Joint Open Space (Meter) (Min) * : ______________________________________
70. Ground coverage Area (Sq. Meter) * : ____________________________________
71. Ground coverage Percentage * : _________________________________________
72. Total Built up Area in All Floors (without exemption) (Sq. Meter) * : _____________
73. Floor area ratio (FAR) * : _______________________________________________
74. Organized open space Area : ____________________________________________
75. Organized open space Minimum Width : _____________________________
76. Amenities and facilities area : _________________________________________
77. Amenities and facilities (Minimum Width) : _____________________________
78. Total Area of covered parking including circulation : _____________________
79. Ramp Minimum Width : ______________________________________________
80. Driveway Minimum Width : __________________________________________
81. Required No. of Car Parking (Open) * : ________________________________
82. Required No. of Car Parking (Covered) * : _____________________________
83. Required No. of Bus Or Truck Parking (Open) * : _____________________
84. Required No. of Bus Or Truck Parking (Covered) * : ____________________

Other Details

85. Use Group * : ______________________________________
86. List of Documents :
   A. Form-C and Data Sheet Annexure * : _____________________________
   B. Location Plan for the plot * : ______________________________
   C. Site plan showing width of the abutting road (Duly sealed, signed & vetted) : 
   D. Record of Rights (ROR) * : __________________________________
   E. Conversion of classification of land * : __________________________
   F. Master plan in AutoCad file format showing obligatory open spaces
      (min open spaces), showing width of the abutting road and,
      parking layout, location of all services, drainage discharge point (if any) * : 
   G. Master plan (Scanned copy) duly signed (Applicant, Architect, Structural
      Engineer etc. as required) * : _______________________________
   H. Other architectural plans/elevations/sections in AutoCad file format : 
   I. NOC from Fire (W.B fire emergency services) as may be applicable : 
   J. NOC from SWID/Municipal corporation/Municipality : 
   K. NOC from SEAC, EIA, PCB : _____________________________
   L. NOC from Irrigation & Water ways directorate : 
   M. NOC from Airport Authority India : _____________________________
   N. NOC from fisheries department : ______________________________
   O. NOC from any other Department : _____________________________
   P. Declaration from Architect registered with Council of Architecture * : 
   Q. Declaration from Geo technical engineer * : __________________________
   R. Declaration from Structural engineer with structural stability certificate * : 
   S. Declaration from Structural reviewer : ______________________________
   T. Certificate of registration of Council of Architecture for Architect * : 
   U. Certificate of registration of Geo technical engineer * : 

V. Certificate of registration of Structural engineer * : _____________________________
W. Certificate of registration of Structural reviewer : _____________________________
X. Affidavit * : _____________________________
Y. Indemnity * : _____________________________
Z. Land Ceiling Clearance : _____________________________
I. Any other Document as may be necessary : _____________________________
II. Sanctioned plan of existing building/s in case of extension/addition-alteration/revision : _____________________________
III. Signed copy of the application form * : _____________________________

I hereby declare that the above information is true to the best of my knowledge and belief.

Signature : ________________________________________________
Date of Application : ________________________________________