



List of Mandatory Documents for Layout & Building Permission

Automated Layout & Building Plan Approval System



➤ **List of Mandatory Documents for Layout Application:**

1. Accredited documents of Land ownership that are in name of the Applicant. a) Registry/Lees deed, Registration and copy of memorandum of association in the name of the firm in case of company. b) Original copy of B-1 Khasra. c) Map of Khasra.
2. Division Khasra Map and original copy of the demarcation report.
3. One copy of the proposed layout.
4. Copy of superimposed layout on the Khasra map individually where Khasra no. and other structures are visible.
5. Service plan along with Parking Plan which have been shown in the layout plan.
6. Survey plan on scale 1:1000/1:500; a map showing area up to 200 m on all four sides of the Land is required.
7. Information of land use, according to the development plan/ present land use map.
8. Owner's Affidavit

➤ **List of Mandatory Documents for Building Application:**

1. Accredited documents of Land ownership that are in name of the Applicant. a) Registry/Lees deed, Registration and copy of memorandum of association in the name of the firm in case of company. b) Original copy of B-1 Khasra. c) Map of Khasra.
2. Division Khasra Map and original copy of the demarcation report
3. Copy of superimposed layout on the Khasra map individually where Khasra no. and other structures are visible.
4. Survey plan on scale 1:1000/1:500; a map showing area upto 200 m on all four sides of the Land is required.
5. Copy of the proposed building construction map
6. Copy of Diversion Letter
7. Information letter of office collector converted branch (Karyalaya collector parivartit shakha ka soochna part)
8. Information pertaining to Land Mortgage (Bandhak bhukhand ki jankari)
9. Affidavit of the License Technical Person
10. Indemnity cum Affidavit
11. Owner's Affidavit