

General

As per the World Bank Report in 2014 India ranks 142 on “Ease of Doing Business”, and 184 in terms of “Dealing with Construction Permits”, out of 189 countries. Govt. of India has initiated a comprehensive exercise at Central, State and Local Govt. levels to improve India’s ranking.

A detailed exercise was undertaken in MCGM with help of a consultant to study the process of construction permits and to re-engineer the business process to achieve higher ranking. Accordingly MCGM has carried out changes in the process of issuing building permissions and NOCs from various MCGM’s Departments and came up with Manual for Building Approval Version 1.1.

For grant of Building permissions, MMRDA follows most of the practices of MCGM including payments to be recovered and NOCs to be insisted for issuance of all types of development permissions in its SPA areas; except issuance of IOD. MMRDA had also developed Hand Book for building permission on the lines of MCGM, which is presently being used. Therefore, it would be appropriate to re-engineer MMRDA’s procedures for Permissions by adopting the modifications carried out by MCGM, with suitable changes. As an outcome of this, MMRDA’s Handbook for Building Permissions is hereby revised. The changes proposed are detailed as follows:

- (A) **Online Approval System & Geo Referenced Digital Plans:** The work of Online Approval System is already started through a consultant and it may take some time to make it live for ultimate use. It is proposed to use the Geo Referenced Digital Maps of Development Plans / Planning Proposals of SPA areas of MMRDA available in the Planning Division to identify exact location, boundaries, demarcation, site features, etc.
- (B) **Delegation of Powers:** Hon. Metropolitan Commissioner by Order dated 23/1/2009, revised on 5/7/2012 and further revised on 16/8/2016 has delegated powers concerning the works of T&CP Division to reduce the time in approving and issuing various permissions.
- (C) **Re-engineered Procedures:** In addition to above, the procedures regarding building permissions and other documents / approvals in SPA areas of MMRDA are re-engineered as given below.
 - a) **DP Remarks:** Presently, in MMRDA, DP remarks are issued only to the land owners. Thus a lot of time is lapsed in obtaining and verifying ownership documents. In MCGM, irrespective of ownership of the land, DP Remarks are

issued from the GIS base maps. After implementation of Online System in MMRDA, with the help of Geo Referenced Maps, it would be possible to issue DP remarks online. At that time, ownership documents will not be insisted for issuance of D.P. Remarks. However, till then, the existing practice is continued.

b) Building Permission:

General:

- i) Proposal to be submitted for full potential at one time irrespective of the FSI claimed at any stage.
- ii) Document scrutiny of the proposals will be carried out by concerned officers before accepting as submission. As the documents required are proposed to be reduced by insisting only mandatory documents at each stage, incomplete proposals without full set of required documents will be rejected at first place.
- iii) Approval to all the concessions for full potential will be granted by the Metropolitan Commissioner once in the beginning. However, the CC will be released as and when permissible FSI is claimed.
- iv) Once the proposal for full potential with concessions is approved and no modification to the approved plans, requiring revision of concessions is proposed; CC will be approved and issued at department level and need not be submitted to MC again.

Documents:

- v) The documents and NOCs, mandatorily required for different permission at different stages are listed and included in this revised Handbook.
- vi) The highlights of major changes proposed in the required documents are as follows:
 - All remarks from Local Authorities and consultants to be submitted for the full potential of the project.
 - NOC/Remarks from Local Authorities w.r.t. internal plumbing (water supply, sewerage, SWD), mechanical and electrical works for ventilation, fire safety, rain water harvesting, parking layout, structural work, etc. will not be required.
 - Technical consultants appointed by Owners/Developers to certify the services within building.
 - Completion Certificate for internal services provided by the consultant are accepted and shall not be verified.
 - NOC of High Rise Committee will not be insisted till construction reaches 70m.

- Environmental Clearance will not be insisted till construction reaches 20000 sqm.
- NOC from Tree-authority (in case of no tree cutting), External SWD, external water supply, Civil Aviation NOC & NOC from Electrical Service Provider for full potential of the plot will be insisted at the stage of further CC only.

Scrutiny:

- vii) The documents and draft drawings submitted by Architect shall be scrutinized by Jr. Architects / Jr. Planners / Dy. Planners and any deficiency will be communicated through Deficiency Letters with the approval of Planner / Architect.
- viii) On compliance of all requirements, Jr. Architects / Jr. Planners / Dy. Planners will prepare detailed Scrutiny Report, which will also include report on Concessions sought and calculation of various payments.
- ix) The detailed Scrutiny Report along with remarks from MMRDA Officers will be submitted to Metropolitan Commissioner (or appropriate Approving Authority as per the revised delegation) for approval.
- x) On approval, the Demand Letters for various payments will be issued and on payment, the permission will be issued.

(D) **Various Formats:** In order to standardize the procedure, it is necessary to prescribe standard formats for various documents. With the Online Approval System, formats for various applications will not be required. Nonetheless, the Revised Handbook includes the following:

- Formats for various certificates, undertakings, bonds, affidavits and other documents to be submitted by the applicant.
- Formats for Scrutiny Reports, Note Sheets and approval letters for use of MMRDA Officials.

These formats are based on MCGM's Formats, appropriately modified as per requirements of MMRDA.

Note: 1) Any Document/Format/Detail/Procedure not included in this Handbook, will be as prescribed by MCGM, with appropriate modifications as per requirements of MMRDA.

2) Any modification to the list of required documents, various formats or standard conditions as may be required in future in light of any DCR modification/Government directives, or modification to Delegation of Powers etc., will be incorporated in the Handbook with the approval of CTCP.

1. General Formats

Architect's Appointment Letter

To,
(Name & Address of Architect)

Sub: Appointment of Architect for property bearing C.S./CTS Nos./Plot No. _____ of Village _____ in SPA Area of _____.

Dear Sir,

I/We hereby appoint you as my/our Architect for the above mentioned work on following terms and conditions: -

- 1) Scope of work:- Preparation of preliminary/architectural designs and Municipal Drawings, to obtain Municipal approval on my/our behalf by liaising with authorities for approval, to recommend appointment of structural consultants, plumber and site supervisor/clerk of work in consultation with us at our separate cost, periodical inspection and report of the progress of work periodically at your discretion as per exigencies, issuing the completion certificate based on the certificates of site supervisor, structural consultants and plumber and submitting the same to authorities, and to obtain Occupation Permission/Building Completion Certificate from authorities. Your services do not include constant supervision.
- 2) For day to day supervision I/We will appoint qualified licensed site supervisor during execution of entire work.
- 3) I/We agree to abide by all the conditions subject to which the approval is granted. You will not be responsible for any infringement of the same. On noticing any infringement of conditions or regulation you shall have right to stop the work to which we shall abide forthwith.
- 4) If I/We do any work departmentally by our supply and purchase of the materials, I/We shall be solely responsible for use of proper materials and workmanship and you shall have all the rights given to an architect under the building contract, on the work.
- 5) A separate letter is issued to you stating the Professional Fees payable. Mode of payment shall be in accordance with the norms of PEATA/Council of Architecture.
- 6) The fees do not include obtaining any N.O.C./s from other departments or authorities, preparing perspective, models etc.
- 7) You will not have right to alter/amend the design/drawings without our approval in writing which entails any financial implications, save and except those required for statutory compliance.
- 8) A thirty days clear notice in writing is required by either of the parties to terminate the agreement, during the pendency of which your services shall be continued to be rendered. However, on termination of the agreement the fees shall be paid to the extent of service rendered as per stage of work/payment.
- 9) I/We may terminate this agreement by giving one month's notice in writing and further, I/We can appoint any other Architect/Licensed Surveyor only on obtaining your N.O.C. We will not carry out any further work till the New Architect is appointed and is

accepted by the Authorities. In this event, your N.O.C. will not be withheld unreasonably and will be deemed to be issued on our paying your dues, or in the event of dispute, on the matter being referred to the arbitration.

- 10) In event of any dispute the matter shall be referred to arbitration before the Arbitrators to be appointed by P.E.A.T.A./ both of us.
- 11) You shall hold valid License / Registration issued by the appropriate Authority till the completion of work.

One copy of this letter please be returned in token of approval.

Thanking You,

Yours faithfully

Owner/C.A.to the Owner/Developer

C. C. to: The Chief,
Town & Country Planning Division,
MMRDA.
For information and Record please.

Architect's Acceptance Letter

To,
The Chief,
Town & Country Planning Division,
MMRDA.

Sub: Proposed _____ Building on property bearing C.S./CTS Nos./Plot No. _____ of Village _____ in SPA Area of _____.

Ref: Architect's Appointment Letter No. _____, dated _____.

Dear Sir,

Further to the letter No. _____ dated _____ submitted by owner appointing me as the Architect for above building; I confirm my acceptance of the job. I will be certifying the work already carried out. Self certified copy of valid CoA Registration Certificate is enclosed herewith.

This is for your information & record please.

Thanking you,

Yours faithfully,

(Signature of Architect)
CoA No. _____

Encl: As above.

Appointment of Consultants

To,
The Chief,
Town & Country Planning Division,
MMRDA.

Sub: Proposed _____ Building on property bearing C.S./CTS Nos./Plot No. _____ of Village _____ in SPA Area of _____.

Ref:

Dear Sir,

I am pleased to inform you that We have now engaged the services of the following Consultants:

a) Consulting Structural Engineer

Name : Photograph
Reg.Office :
Address

Residential :
Address

Reg.No. :
Pan. No. :

b) Site Supervisor

Name : Photograph
Reg.Office :
Address

Residential :
Address

Reg.No. :
Pan. No. :

c) Licensed Plumber

Name : Photograph
Reg.Office :

Address

Residential :
Address

Reg.No. :
Pan. No. :

d) Public Health Consultant (SWD, SP, SWM, SO, PCO)

Name : Photograph
Reg.Office :
Address

Residential :
Address

Reg.No. :
Pan. No. :

e) M&E Consultant

Name : Photograph
Reg.Office :
Address

Residential :
Address

Reg.No. :
Pan. No. :

f) Consultant for Road Construction

Name : Photograph
Reg.Office :
Address

Residential :
Address

Reg.No. :
Pan. No. :

g) Fire Safety Consultant

Name : Photograph
Reg.Office :
Address

Residential :
Address

Reg.No. :
Pan. No. :

h) Traffic / Parking Layout Planning

Name : Photograph
Reg.Office :
Address

Residential :
Address

Reg.No. :
Pan. No. :

i) Horticulturist

Name : Photograph
Reg.Office :
Address

Residential :
Address

Reg.No. :
Pan. No. :

j) Any Other (give purpose and details)

Name : Photograph
Reg.Office :
Address :

Residential :
Address :

Reg.No. :
Pan. No. :

I am enclosing herewith the letters of Consent from each of the Consultants.

Thanking you,

Yours faithfully,

Signature of Owner

Cc to: Architect

Acceptance by Consultants

To,
The Chief,
Town & Country Planning Division,
MMRDA.

Sub: Proposed _____ Building on property bearing C.S./CTS Nos./Plot No.
_____ of Village _____ in SPA Area of _____.

Ref:

Dear Sir,

Further to the letter dated _____ submitted by owner appointing me as the consultant for _____ works for above building, I confirm my acceptance of the job. I will be certifying the work already carried out. Self certified copy of valid License/Registration Certificate is enclosed herewith.

This is for your information & record please.

Thanking you,

Yours faithfully,

Consultant.

Lic./Reg. No. _____

Encl: As above.

Comprehensive Undertaking
(On Rs. 300/- Stamp Paper and Notarised)

To,
The Chief,
Town & Country Planning Division,
MMRDA.

Sub: Proposed _____ Building on property bearing C.S./CTS Nos./Plot No. _____ of Village _____ in SPA Area of _____.

Ref:

Dear Sir,

I, _____ of **M/s** _____ having office at _____, Owner / Partner / Developer / C.A. to Owner of the above referred property.

The area of the plot under reference is _____ sq.mtrs.

The area under setback is _____ sq. mtrs.

I do hereby agree and undertake as under:

(strike off whichever is not applicable)

General

1. To obtain MOEF clearance before construction area exceeds 20,000 sqmt.
2. To obtain Clearance from High-rise Committee / MC before constructing building beyond 70 mtrs.
3. To comply and maintain on site records of quality of work, verification report etc.
4. To carry out work at site between sunrise and sunset.
5. To comply with the norms of Pollution control board for maintaining noise level.
6. To display board at site.

Set Backs

7. To handover the setback land free of encumbrances and the setback land handing over certificates will be obtained from the competent authority before applying for Occupancy Certificate.

8. To obtain transfer of ownership of the setback land in the name of competent authority from the CTSO before applying for Occupancy Certificate.
9. To hand over setback area for the balance portion of the plot not covered under this proposal as and when required by MMRDA.
10. To maintain Street Lights till the road is handed over to Competent Authority.
11. To allow MMRDA to lay down services in the plots leased to me by MMRDA (where lands are owned by MMRDA).

For No Misuse

12. Not to misuse Basement / Pocket Terrace / Part Terrace / Stilt / Service Floor / Fire Check Floor, Elevation features, Fitness Centre, Society Office, Servant's Toilet and Meter Cabin.
13. To use area approved for parking for the purpose of parking only.

Adjoining Property Development

14. That I will not object the development of adjoining plots on all sides with deficiency in open spaces if taken place in future.

Any Draft Development Plan/Planning Proposal Published u/s 26 of MR&TP Act, 1966

15. To hand over the land affected by proposed road/road widening to Competent Authority, free of cost, and free from all encumbrances and to transfer the land affected by proposed road / road widening as per Draft Development Plan/Planning Proposal Published u/s 26 of MR&TP Act, 1966, if any, for any SPA Area in the name of Competent Authority in P.R. Card within six month from the date of sanction of the said Draft Development Plan/Planning Proposal by State Govt.
16. That we are fully aware that the plot is affected by proposed road/road widening/reservation under Draft Development Plan/Planning Proposal Published u/s 26 of MR&TP Act, 1966 and we are being allowed to claim the full potential of the plot including the area going under proposed road/ road widening as the said Draft Development Plan/Planning Proposal is not yet sanctioned.
17. That by virtue of we are being allowed the full potential of the plot including permissible TDR till sanction of Draft Development Plan/Planning Proposal, we have been adequately compensated for the land falling under the proposed road/road widening and shall not claim compensation in any form subsequently as

and when the proposed road/road widening under Draft Development Plan/Planning Proposal is finally sanctioned by the State Govt.

Demolition of Existing Structures

18. To demolish the existing structures shown to be demolished on plans as per phase program submitted by our Architects M/s._____.

Tree Cutting

19. There are _____ nos. of trees on the plot.

20. To transplant _____ nos. of trees and not to cut beyond _____ nos. of trees as approved by the concerned Tree Authority.

21. To plant _____ Nos. of trees in lieu of cutting of trees as per norms before applying for Occupancy Certificate.

22. To plant _____ Nos. of trees as per norms in aggregate at site before applying for Occupancy Certificate.

23. _____ Sq.mt. is available for the plantation of new trees on the plot under reference / As there is no sufficient space I have obtained special permission from superintendent of Garden (S.G) and Tree Officer (T.O) for Compensatory plantation at _____.

24. To plant new trees having height more than 5 (Five) feet & circumference more than 6" of proposed Indian varieties of plants recommended for plantation by Tree Authority as per the Tree Act section 8(5). To carry out standard maintenance and take utmost care of survival of the trees.

25. The requisite no. of trees will be planted as per the norms of Tree Authority as prescribed in Schedule I herein under. I further undertake to plant trees properly and preserve existing trees as well as newly planted trees in proper manner. Care will be taken for proper growth of the trees and

26. I also undertake to furnish 6 monthly reports for the first 3 years from the date of plantation / transplantation to the concerned Tree Authority.

27. I/We will not cut / transplant the trees for which the permissions is granted by the Tree Authority until 15 days after permission is given to fell a tree and will plant two (2) new trees in lieu of one tree permitted to fell within 30 days from the date of tree/trees is /are felled and will immediately report the same to the concerned Tree Authority.

28. To comply with all existing requirements with regard to and in connection with the Bye- laws, Rules and Regulations framed by Tree Authority (T.A) from time to time.
29. To maintain and preserve such information, plans and inventory pertaining to the above said plot for such period as may be specified by tree Authority (T.A) / Superintendent of Garden (S.G) from time to time.
30. To permit Tree Authority or any other authority appointed by it for inspection, access to all site as well as approved plans & other document as may be required therefore.
31. I hereby undertake to abide by the orders issued under Section 8/9/10 of the Maharashtra (Urban Areas) Protection and Preservation of Trees Act
32. To abide by the Bye- laws introduced/ modified from time to time up to the date of NOC.
33. To take all necessary measures to preserve and protect all the existing trees and the newly planted on the plot referred above.
34. To comply with terms and conditions as mentioned in the permission letter issued by Tree Authority.
35. As per the direction of Tree Authority, I hereby agree to submit the photographs taken while transplanting of trees And the C.D. of the transplantation of the trees so as to ensure proper transplantation of the trees for obtaining NOC for OC to the concerned Tree Authority.
36. I am aware that the failure to comply with the Section 8 /9/10 of Maharashtra (Urban Areas) Protection and Preservation of Trees Act of 1975 will attract the legal actions as per the provisions of the said Act.

Mechanized Parking

37. To equip Mechanized Parking with safety measures and the same will be maintained permanently in safe condition to avoid any mishap and shall give an indemnity bond indemnifying MMRDA and its officers against any litigation, costs, damages, etc. arising out of failure of mechanized system/nuisance due to mechanized system to any person.

Advance Connection

38. To take advance connections (not commissioned) for utilities and services before applying for grant of permission above plinth level as mentioned in the MCGM's letter No. ChEng/817/SR/Roads, dated 30/3/2007.

Water connection

39. To pay on demand additional deposit if any over and above amount already deposited to the Competent Authority.
40. To remove the pipe fittings when called upon to do so by the Competent Authority.
41. To make payment for Permanent Water Connection as may be legally payable to the Competent Authority.
42. Not to use Municipal water for construction purpose.

Storm Water Drain

43. To allow the Competent Authority personnel to enter afore said property along with vehicles and machinery for cleaning of the nalla.
44. To maintain the smooth flow of drainage of S.W.D arrangements for all the times.
45. That the Internal S.W.D arrangements shall be maintained clean, desilted regularly, maintained/repared reconstructed if required in future by me, my successors and heirs also/Assigns/Co-op Society /Successors that may be formed subsequently.
46. To allow proposed Municipal SWD / SWD from adjoining plot owners to be connected to the internal SWD of the plot in future if required by the Competent Authority.

Sewerage and DCC

47. To rectify at our cost any obstruction and defects caused because of the Drainage arrangement.
48. To immediately connect, at my / our cost, the drainage line to the underground sewer as soon as the same is laid by the Competent Authority.
49. To pay pro- rata charges for laying/up sizing sewer on existing roads as and when demanded by the Competent Authority in future.
50. To pay security deposit towards the dewatering and de-sludging the septic tank in case of complaints to the Competent Authority.

Debris Management

51. To give details of quantity of debris created due to the development of the proposed building and phase program for the removal of the said debris will be submitted to the Competent Authority and followed scrupulously.

Tanker Water Usage

52. To transport the said well water, we will use tankers having RTO registration Nos. with the permission from Competent Authority.
53. To fill the tankers inside the premises.
54. Not to unload said well water in drinking water underground water tank at any point or whenever supply the well water.

Borewell / PCO

55. To maintain and keep the mouth of the well in mosquito-proof condition.
56. To affix and display the notice board at a conspicuous point indicating that "WATER NOT FOR DRINKING PURPOSE".
57. To lay down independent pipe line painted in a conspicuous colour (RED) for carrying water from the tube well to the place where it is needed.
58. Not to use the water of the tube well for portable purpose such as drinking, cooking etc.
59. To make adequate arrangements to dispose of waste water and spillage by connecting it to municipal sewer and water will not be allowed to accumulate.
60. Not to intermix the municipal water supply and the water of the tube well at any point and the tube well water will be stored in the separate standard pattern mosquito proof tank TOTALLY ISOLATED FROM EACH OTHER and shall also be provided with safe easy and permanent access.
61. The water pumped out or drawn from the tube well will not be tapped or used for any other purpose other than feeding a mosquito –proof tank meant for not potable purpose.
62. The tube well will be close sunk into ground until final fittings are provided with properly fitting plug during the period when boring operations are not actually going on.
63. All the pits dug will be filled-in, in this connection with good earth after the boring operations are complete.
64. The responsibility of Maintenance of well shall be transferred to a new owner/society with the intimation to this office in case of the transfer of the property.

For Water Storage

65. To provide safe, easy and permanent means of access to every water storage and system in the building / layout or associating with the same as per relevant requisition on insecticide branch of public health department.
66. To make all water storages in the above mentioned property completely mosquito Proof by providing all the components and members of such tanks in the fashion & design prescribed by the insecticide branch of public health department.

Vermiculture

67. To maintain the vermi-composting bin as proposed at our own cost and supervision.
68. To pay the penalty charges as framed by the Competent Authority in case of failure of maintenance.

Temporary Shed and Labour Camp

69. That, the exact location of the Temporary Shed /Labour Camp at the premises situated at shall be strictly as shown in the accompanying sketch of the proposed temporary shed.
70. That, the material for side and top covering used for the Temporary Shed /Labour Camp shall be either tarpaulin or G.I. Sheets.
71. That we shall not do any sort of pucca or permanent construction of any nature on this temporary permission.
72. That the temporary shed shall be constructed to the approved size and measurement and we shall not exceed the permitted area.
73. That if we fail to remove the Temporary Shed /Labour Camp on or before the date of expiry i.e. the date of application for OC (for single building)/ on Completion of Layout. MMRDA without notice to us may remove the same at our risk and cost and the demolition charges may be recovered from the deposit paid for this purpose and the security deposit paid by us may be forfeited.
74. That we shall pay into your office the sum of Rs. _____ (in Words Rs. _____) as a security deposit which may be forfeited in the extent of our failure to comply with any of the condition mentioned in this undertaking.

75. That we shall pay into your office the sum of Rs. _____ (in Words Rs. _____) as deposit covering the charges for the removal of this shed at our risk and cost if we fail to remove the shed on or before the date of expiry of the temporary permission.

Preservation and handing over of Documents

76. That I will preserve and maintain the following documents.

- a. Ownership documents
- b. Copies of C.C. upto plinth, C.C. above plinth, subsequent amendments, O.C.C., B.C.C. and corresponding canvass mounted plans.
- c. Copies of Soil investigation reports
- d. RCC details and canvas mounted structural drawings.
- e. Structural Stability Certificate from Licensed Structural Engineer.
- f. Supervision certificate issued by the Licensed Site Supervisor.
- g. Building completion certificate issued by Licensed Surveyor / Architect.
- h. NOC and completion certificate issued by the C.F.O.
- i. Fire safety audit carried out as per the requirement of C.F.O.

77. I shall handover the aforesaid to the end user / prospective society with in the period of 90 days after obtaining the occupation certificate.

78. I will incorporate the necessary conditions to affect this in the agreement / supportive agreement so that the end user / prospective society take over the above said documents from me.

79. That I will incorporate the necessary condition in the sale agreement/ supportive agreement that the prospective society/end use shall preserve and maintain the above said documents/plans and shall also preserve and maintain the subsequent periodical structural audit reports and repair history and to check and to carry out fire safety audit time to time as per the requirement of C.F.O. through the authorized agencies of respective Municipal Corporations. The end user/ prospective society shall carry out necessary repairs/structural audit/fire audits at regular intervals.

80. That the clauses will be incorporated in flat's sale agreement of prospective buyers/members stating:

- a. That the Building under reference is deficient in open spaces and MMRDA will not be held liable for the same in future.
- b. That the buyer/m e m b e r agrees for no objection for the neighborhood development with deficient open space in future.

- c. That the buyer/m e m b e r shall not hold MMRDA liable for failure of mechanical parking system/car lifts in future.
- d. That the buyer/member shall not hold MMRDA liable for the proposed inadequate sizes of rooms in future.
- e. That the condition for not complaining regarding inadequate maneuvering space of car parking to MMRDA in future.

81. To make members/prospective buyers aware of utilization of fungible FSI and clause to that effect will be incorporated in flat sale agreement.

Applicable in case of ULC

82. I / We state with true declaration that the aforementioned property having area _____ sq. mtr. belongs to me / us and as the said area falls in urban complex as per ULC Act, 1976 which was applicable earlier. I/ We did not file the statement with the Competent Authority as per Section 6 (1) of ULC Act, 1976.

The award was declared on the file statement as per Section 8(4) of ULC Act, and area admeasuring _____is declared as permissible and area adm. _____as surplus / No surplus area on the site is declared under ULC Act.

Now we wish to sell / develop the said area and the said area is declared permissible / surplus vide ULC Act, 1976. In view of above, I declare the following facts.

- 1) The scheme has been approved / has not been approved on the surplus land vide section 20/21 of ULC Act.
- 2) No action has been taken under section 10(3) and 10(5) of ULC Act, 1976 for the said surplus land.
- 3) No orders have been issued by the Govt. for the said land / as per orders issued, the penalty fee is paid and no crime is pending.

All the contents in this affidavit and bond are true and correct and in case it is found to be false or in case any dispute arises in future, the transactions or sale / Development Permission shall be liable to be cancelled and I / We shall be liable for punishment as per provision of Indian Penal Code, 1980. I/We are aware that the said crime is criminal in nature. Similarly, as per civil procedure code 1908 and other prevailing procedures of law. I shall be personally responsible to pay for the loss of the Govt. I am giving this undertaking vide this affidavit and bond.

Applicable in case of TDR Use on the property .

83. That we have shall purchase TDR under the adequately stamped Agreement.

Applicable in case of Advance Possession of Accommodation Reservation and Non Buildable Reservation.

84. To comply with all the formalities for grant issue of T.D.R. in lieu of land earmarked for _____ open space for plot under reference.

85. To undertake that in case of any litigation pending before any Authority in respect of the land and or construction there on then till the suit is disposed /decided by the Hon. Court/Authority the land earmarked for open spaces will be protected by us (if applicable).

86. To confirm the area under reservation from CTSO and submit the application to transfer the ownership in the name of MMRDA.

This undertaking will be binding not only on me for the time being but shall be binding on all Directors of the company, administrators, executors, assignees or whosoever derives title to the property under reference through or under me.

SOLEMNLY AFFIRMED AT MUMBAI,

THIS _____ DAY OF _____ 20____

M/s.

Name & Signature

Comprehensive Indemnity

(On Rs. 300/- Stamp Paper and Notarized)

To,
The Chief,
Town & Country Planning Division,
MMRDA.

Sub: Proposed _____ Building on property bearing C.S./CTS Nos./Plot No. _____ of Village _____ in SPA Area of _____.

Ref:

- 1) This deed of Indemnity is made this _____ day of _____ month _____ year between Shri. _____ residing at _____ hereinafter referred to as "the Obligors" (in which expression are included unless such inclusion is inconsistent with the context their heirs executors, administrators and assigns) of the First Part and The Mumbai Metropolitan Region Development Authority, hereinafter referred to as MMRDA having their office at MMRDA New Office Building, E Block, Bandra Kurla Complex, Bandra (East), Mumbai-400051 (in which expression are included unless such inclusion is inconsistent with the context, its successor or successors and assigns) of the Second Part .
- 2) AND WHEREAS MMRDA has granted permission to construct vide Sanctioned Layout bearing no. _____ dated _____ and/or vide CC u.no. _____ dated _____ for development at _____.
- 3) And whereas various other permission will be granted on the basis of documents to be submitted by the obligor from time to time. (All the permissions including Sanctioned Layout and CC shall collectively referred to as "Various Permissions" for this indemnity.)
- 4) And whereas for issue of such other permissions, the Obligor has registered an undertaking to abide with Various Permissions and the contents therein.
- 5) And whereas in continuation to the said undertaking, the Obligor hereby execute the Indemnity Bond in the manner hereinafter appearing.

NOW THIS INDENTURE WITNESSES that in pursuance of the facts mentioned by the Obligors and in consideration on the terms, the Obligors do hereby bind himself and their executors, administrators and assigns covenant with the MMRDA hereinafter save harmless and indemnify MMRDA against all actions,

claims, damages, demand of any nature of kind whatsoever which may be instituted, prepared, claimed or made against MMRDA and the Commissioner or either of them.

The Obligors further undertake to MMRDA to abide by the terms and conditions of the said Various Permission as well as to perform and act according to the term and conditions of the said Various Permission and if there is any complaint, dispute in respect of the same, the obligors save and keep harmless and indemnify MMRDA and the Commissioner or either of them from and against all actions, act, causes, claims, damages, demand of any nature and kind whatsoever which may be instituted, prepared, claimed or be made against MMRDA and the Commissioner or either of them.

The Obligors further undertake to MMRDA against any actions, claims, damages, suits, costs and charges, losses or injuries or demands of any nature whatsoever on account of any facts suppressed and permissions obtained by fraudulent documents / means on the site under reference and if there is any complaint, dispute or claim in respect of the same, the obligors save and keep harmless and indemnify MMRDA and the Commissioner or either of them from and against all actions, act, causes, claims, damages, demand of any nature and kind whatsoever which may be instituted, prepared, claimed or be made against MMRDA and the Commissioner or either of them.

The Obligors further undertake to MMRDA against any claims, damages, suits, costs and charges, losses or injuries to the occupants workers, employees or any persons visiting the site under reference while carrying out construction work and if there is any complaint, dispute or claim in respect of the same, the obligors save and keep harmless and indemnify MMRDA and the Commissioner or either of them from and against all actions, act, causes, claims, damages, demand of any nature and kind whatsoever which may be instituted, prepared, claimed or be made against MMRDA and the Commissioner or either of them.

The Obligors further undertake to MMRDA against any claims, damages, suits, costs and charges, losses or injuries to the occupants workers, employees or any persons in the vicinity of the site under reference while carrying out construction work and if there is any complaint, dispute or claim in

respect of the same, the obligors save and keep harmless and indemnify MMRDA and the Commissioner or either of them from and against all actions, act, causes, claims, damages, demand of any nature and kind whatsoever which may be instituted, prepared, claimed or be made against MMRDA and the Commissioner or either of them.

The Obligors further undertake to MMRDA that MMRDA, its officers and servants will be held harmless and indemnified from and against all losses, suits, damages, costs, charges, claims and demands whatsoever including the claim under the Workmen's Compensation Act 1923, which the MMRDA, their officers and servants sustain or incur or become liable to pay by reason or in consequence of any injury to any person or to a third party whether resulting directly or indirectly from existence and / or use of the well water and well or occurred through any accident or adverse effect.

The Obligors further undertake to MMRDA against any claims, damages, suits ,costs and charges arising out of Disputes, litigations; claims, on account of ownership of plot, and if there is any complaint, dispute or claim in respect of the same, the obligors save and keep harmless and indemnify MMRDA and the Commissioner or either of them from and against all suits, damages, costs, charges, claims and demands of any nature and kind whatsoever which may be instituted, prepared, claimed or be made against MMRDA and the Commissioner or either of them.

The Obligors further undertake to indemnify MMRDA against any litigation arising out of hardship to user in case of the failure of Mechanized system / Car lifts / nuisance due to mechanical system / Car lifts / Fire Fighting Systems / mechanical Ventilation System to the building under reference & to the adjoining wing / adjoining building.

The Obligors further undertake to indemnify MMRDA against any litigation arising out of hardship to user in case of the damage / collapse due to fire / Structural failure to the building under reference & to the adjoining wing / adjoining building.

The Obligors further agree to keep indemnified and hereby indemnify and keep harmless MMRDA, its officers and servants from and against any action, claims, charges, costs, disputes, demands and expenses of any nature suffered

or sustained by MMRDA ,Its officers and servants in the matter of permitting transfer / utilization of TDR in the building proposal file No. -----
--- on plot bearing CTS No.----- of Village -----
-----, Mumbai, in any manner whatsoever and further Obligor covenants with MMRDA, its officers and servants to reimburse them immediately for any such claims, charges, costs and expenses.

The Obligor further agree to keep indemnified and hereby indemnify and keep harmless MMRDA, its officers and servants from and against any actions, claims, charges, costs, disputes, demands and expenses of any nature suffered or sustained by MMRDA ,its officers and servants in the matter of payment to the State Government / Competent authority the requisite Stamp duty under the Bombay Stamp Act, 1958 as amended upto date on the agreement dated _____ in any manner whatsoever and further the Obligor covenant with MMRDA, its officers and servants to reimburse them immediately for any such claims, charges, costs and expenses.

IN WITNESS WHERE OF the Obligor have hereunto set their respective hands and seal on the day and year hereinabove written.

SIGNED, SEALED AND DELIVERED

1) OBLIGOR

IN PRESENCE OF

1. MR.

Address :

2. MR.

Address:

Architect's Plot Area Certificate

Date: _____

I, Shri./Smt., _____ of Mumbai, Indian Inhabitant, practicing as Architect, under _____, having my office at _____, say as under:

I hereby submit plans for the proposed construction work, on behalf of my client M/s. _____ on property bearing C.T.S. No. _____.

The area of the plot according to the City Survey Records (Extract of Property Register Card) is _____ Sq.mtr.(_____ Square meters).

In order to verify the area, I have also carried out survey of the said plot as shown to us by the representatives of the owners to ascertain the correctness of the area. My staff under my supervision has carried out the said survey and its area is Sq.mtr.(_____ Square meters).

I hereby certify the area of the plot as per the boundaries shown by the owner and any calculation error shall be solely my responsibility.

I submit the proposal for the above property claiming F.S.I. on _____ sq.mtrs. (_____ Square meters) area.

Architect's Signature & Stamp.

Owner's Plot Area Affidavit

(On Rs. 300/- Stamp Paper and Notarised)

Date: _____

I, Shri./Smt. _____ Inhabitant possessing the sites of development by virtue of property card as a Holder for the property bearing CS/CTS No./Plot No. _____ of Village _____ & having my office at _____ solemnly affirm & say as under:

I have submitted plans through my Architect _____ of M/s. _____, Mumbai for development of the aforesaid property.

The area of the plot is _____ sq. mtrs. (_____ square meters) & floor spaces index has been claimed on the basis of the said area.

I say that my Architect has certified the said area on the basis of the property registered card duly certified by Superintendent of Land records & on the basis of boundaries of the property shown by me.

In order to verify the area, I have also carried out the survey of the said plot through my Architect to ascertain the correctness of the area. The said area is _____ sq. mtrs. (in words) _____.

I say that I have submitted the title report of the said property issued by Adv. _____ of M/s. _____ which indicates that I am authorized to submit the plans for the development of the said property. The said title report has been prepared based on the facts and the knowledge with regards to the said property as on date.

Solemnly affirmed at Mumbai

DateDay)
OfYear)

2. Development Plan Remarks

List of Documents to be submitted for issuance of D.P. Remarks

The application for D. P. remarks is required to be made by the land owner or Power of Attorney holder or by an Architect appointed by the Land Owner or Power of Attorney holder.

1. Appointment letter of Architect (if the application is made through an Architect) and self certified copy of valid CoA Registration.
2. Ownership documents such as PR Card indicating name of owner. If name of owner is not indicated in PR Card, then 7/12 abstract and Kami Jast Patrak. All documents should be issued within last six months from the date of application for DP Remarks.
3. CTS plan or Gut Book Plan (issued within last six months from the date of application for DP Remarks).
4. Location of the land marked on copy of draft / sanctioned land use plan of the respective SPA Area. (With the commissioning of Online Approval System, the location has to be marked on geo-referenced maps of SPA Areas made available by MMRDA on its website).

All documents shall be duly certified by Architect or shall be notarized.

3. Layout Approval

List of Documents for Layout Approval

1. Architect's Appointment letter and acceptance.
2. D.P. Remarks (issued within last six months of the application).
3. Ownership documents such as PR Card indicating name of owner. If name of owner is not indicated in PR Card, then 7/12 abstract and Kami Jast Patrak. All documents should be issued within last six months from the date of application.
4. For lands leased by MMRDA: Allotment Letter / Lease Agreement / Lease Deed / Possession Receipt.
5. CTS/CS plan (issued within last six months of the application).
6. Title Certificate (issued within last six months of the application).
7. Proposed Demarcation Plan by Architect.
8. Proposed layout plan with Area Calculations also indicating Plans for proposed reservation(s)
9. Declaration for non-contiguous land.
10. ULC NOC if applicable.
11. Architect's Area Certificate.
12. If the land is owned by MHADA/ Government/ Trusts, NOC from MHADA/ Collector / Charity Commissioner.
13. Registered Agreement from concerned owner in case of Right of Way.

All documents shall be duly certified by Architect or shall be notarized.

Undertaking for Layout Terms and Conditions

(On Rs. 300/- Stamp Paper and Registered)

Sub: Proposed Layout / subdivision / Amalgamation/ Development Permission on plot bearing CS/CTS No./Plot No. _____ of Village _____ in SPA Area of _____.
File No.

TERMS AND CONDITIONS

- 1) That the access road/roads in the layout shall be constructed and lighted to the Municipal Specifications and shall be properly maintained by us.
- 2) That the proposed Development plan road/roads and regular line/lines of DP road shall be got demarcated at site jointly with the MMRDA and District Inspector of Land Records/CTSO/CS.
- 3) That the land within the regular line of road in our holding shall be kept open un-built upon and shall be handed over to the MMRDA duly constructed and its ownership shall be duly transferred in the name of MMRDA and the floor space index of the setback land will be utilized as per the prevailing D.C. Regulations
- 4) That the land within the proposed _____ mt. wide Development plan road in our holding shall be kept open and un-built upon and shall be constructed according to the Municipal specifications and its ownership shall be duly transferred in the name of MMRDA. For this area of the Development Plan Road, floor space index advantage will be availed of as permissible under D.C. Regulations.
- 5) That the adequate storm water drains shall be provided in the layout area at our cost including provisions for admitting storm water from the surrounding locality.
- 6) That the land for channeling and draining the natural water courses in the locality shall be kept open by us.
- 7) That adequate arrangement shall be made for providing sewerage in the layout area at our cost to the satisfaction to the MMRDA.
- 8) That the Sewer being laid within _____ meters from any part of the layout area, we shall connect at our cost, underground sewer in the layout area to the Municipal Sewer and shall have all the buildings connected to the same.
- 9) That the Certificate by Consultants for formation levels, cross sections, slopes and details of construction of the road as also in regard to the storm water drain etc., shall be submitted to MMRDA.
- 10) That the cost of laying water mains within the layout areas shall be entirely borne by us. Layout and Completion report from Consultant for Internal water main and distribution pipes shall be submitted to MMRDA for record.

- 11) That the plot in the layout area shall not be further amalgamated or sub-divided without prior approval of the MMRDA.
- 12) That the user of the plot shall be _____ purposes and no change of user shall be permitted without prior approval of the MMRDA.
- 13) That the land admeasuring _____ % of the total layout area as shown Green in color on the plan, shall be kept open and free of any encumbrances and shall be developed as Recreation Ground by planting trees and it shall be properly maintained by us till completion of layout .
- 14) That the location for electric sub-station as shown on the plan shall be made available to the Electric Supply Co. for erecting their Sub-station.
- 15) That the structures to be erected shall conform to D.C. Regulations. It is understood that the layout does not include approval to the dimensions of Buildings of the compulsory marginal open spaces, parking spaces etc.
- 16) That after the road is actually demarcated at site, if it is observed that the shape and total area of the plot/plots site does not tally with that shown in the sanctioned layout/sub-division and that there is variation, then the amended layout shall be submitted.
- 17) That in the event of failure to abide by any of the aforesaid conditions the Metropolitan Commissioner shall be at liberty to forfeit the security deposit of Rs. _____/- paid by us for faithful compliance of the terms and conditions of the layout, and further, if he thinks fit may cause such action to be taken or works to be executed by the MMRDA or other agency, and the cost so incurred shall be paid by us.
- 18) That the sub-divided plots shall be duly got demarcated by the City Survey Officer/D.I.L.R. and the applications for the necessary changes in the record of rights and P.R.C. shall be made and a copy thereof shall be submitted to MMRDA for record.
- 19) Report from consultant for waterworks shall be obtained and the requirements of the same shall be complied with.
- 20) Report from consultant for Sewerage Planning shall be obtained and requirements of the same shall be complied with.
- 21) Report from consultant for Roads and Storm Water Drains shall be complied with.
- 22) That the plot shown as R.G. shall not be sold/leased or otherwise disposed of after developing the land and the same shall be handed over to Society / Federation of Societies.
- 23) That the NOC from "Tree Authority" shall be obtained and requirements of the same shall be complied with.

- 24) That the joint demarcation for plot boundary from City Survey Officer/D.I.L.R. and MMRDA shall be submitted.
- 25) The conditions of the Inclusive Housing Notification shall be complied with.
- 26) That these terms and conditions of the layout-cum-amalgamation shall be binding not only on us for the time being but also on our heirs, executors, administrator, assignees and every person deriving right title and interest through or under us.

SCHEDULE II

Schedule of property :-

I/We agree to the above conditions.

Signed in my presence.

Signature full name and

Signature full name and address of

Address of the Architect.

The Owner/Owners.

List of Documents for Layout Completion

1. Application from Architect along with completion certificate.
2. Copy of approved layout along with registered terms and conditions, in cases where Layout is approved by Authority other than MMRDA.
3. Copies of various compliances as per registered terms and conditions.
4. Various completion certificate issued by Local Authority, Consultants and other authority.
5. Copies of possession receipt for handing over of reservation / D.P. Road / Set back area etc.
6. Copies of separate PR Card and CTS Plan for each sub divided plot.
7. Copies of various payment / deposit paid to MMRDA.

All documents shall be duly certified by Architect or shall be notarized.

4. Building Permission

List of Documents for Building Permission for full potential / CC upto plinth

- 1) Application u/s 44/69 of MR&TP Act, 1966, along with complete set of plans as prescribed in the applicable DCRs, indicating therein the prominent roads, landmarks in the neighborhood near the site under reference on the location plan as well as block plan.
- 2) Architect's Appointment Letter and Acceptance
- 3) Appointment and acceptance of consultants.
 - a. Structural Engineer
 - b. Site Supervisor
 - c. Licensed Plumber (SWD, Water ,SP)
 - d. Public Health consultant (Rain Water Harvesting/PCO/SWM)
 - e. M&E Consultant
 - f. Road Construction
 - g. Fire Safety
 - h. Traffic / Parking
 - i. Horticulturist
- 4) Comprehensive Undertaking
- 5) Comprehensive Indemnity
- 6) Property Register Card /True extract.
- 7) City Survey plan / Gut Book Sketch
- 8) Title certificate from solicitor/ Advocate.
- 9) Lease Deed /Supplementary Lease Deed and compliance of tender conditions or any other NOC from MMRDA being landowner (in case of lands leased by MMRDA).
- 10) NOC from Collector (in case of Govt. Land).
- 11) ULC Clearance, if necessary.
- 12) Certified copy of General Body Resolution of Society wherever applicable or as the conditions may be.
- 13) Triangulation calculation for area of the plot
- 14) Architect's Plot Area Certificate.
- 15) Owner's affidavit for area of the plot.
- 16) Copy of DP Remarks issued by MMRDA.
- 17) Copy of earlier Development Permission, wherever applicable.
- 18) Copy of approved layout/sub-division/amalgamation along with terms & conditions.
- 19) Registered undertaking from the developer agreeing to the Terms & Conditions of the Layout/ Development Permission.

- 20) Copies of plan showing Demarcation for regular /sanctioned/proposed lines and reservations through A.E.(Survey) jointly with DILR .
- 21) Documents showing the authenticity of structures proposed to be Retained/where extension to the structure either vertical or horizontal is proposed, to ascertain that the structure which is proposed to be retained is not unauthorized.
- 22) In case plot is to be developed by deriving a “right of way”, a registered agreement from the concerned owner.
- 23) Plan showing for Labour camp and the sanitary arrangement for workers
- 24) Remarks, design, planning etc. from the respective consultant for following :
 - a. Third party certification parking arrangement and maneuverability.
 - b. Internal SWD.
 - c. Internal Water works and Rain water harvesting.
 - d. Internal drainage works.
 - e. Internal Mechanical & Electrical.
 - f. Structural design & plan showing the structural details for the proposed building
 - g. Detail plan & design for Sewerage Treatment Plant from consultant, wherever required.
 - h. Internal road
 - i. Horticulture
 - j. Solid waste Management Plan.
- 25) Formation level of roads from E.E. (Roads) dept./Survey Remarks
- 26) Invert level of nearby Manhole from E.E. (Sewerage Operation) dept./Survey Remarks
- 27) Invert level remarks from E.E. (S.W.D.) dept./Survey Remarks

In addition, NOCs/Remarks/Clearances from following departments are to be submitted wherever applicable:

- 28) Nallah remarks from E.E.(S.W.D.) dept.
- 29) Tree Authority.
- 30) In case of no cutting of trees, Self-certification by Consultant & developer for the same along with plan showing the details of tree on plot duly certified by both Architect & Developer.
- 31) Chief Fire Officer.
- 32) Local Authority, MIDC, MMRDA or any other Authority as may be required.
- 33) Railway.

- 34) Highway Authority.
- 35) CRZ Clearance.
- 36) Civil Aviation Department
- 37) Maharashtra Pollution Control Board.
- 38) Commissioner of Police.
- 39) Department of Industry.
- 40) Labour Commissioner
- 41) Electric Company for Overhead Lines.
- 42) MHADA Board.
- 43) Metro/Mono Railway
- 44) PWD in case of access from Highway
- 45) Jail.
- 46) Defence Department.
- 47) National Green Tribunal(NGT)
- 48) Forest / National Board for Wild Life (NBWL) in respect of properties affected by Forest.
- 49) MHCC in respect of properties under Heritage List
- 50) Archaeological Survey of India
- 51) Request to issue conditional CC for any of the requirements not complied, along with justification for the non compliance.

All documents shall be duly certified by Architect or shall be notarized.

Work Start Notice

To,
The Chief,
Town & Country Planning Division,
MMRDA.

Sir,

The development work / erection / re-erection / demolition or material alteration in / of Building No. _____ on plot bearing CS/CTS No./Plot No. ____ of Village _____ in SPA Area of _____ will start on _____ in accordance with your permission No. _____ date _____ under the supervision of _____ Licensed Surveyor/ Engineer /Structural Engineer/ Supervisor, or Architect License No _____ and in accordance with the plans sanctioned.

Yours faithfully,

Name of the Owner

Date :

List of Documents required for CC beyond Plinth

- 1) Plinth Completion Certificate
- 2) Certificate for Structural Stability of constructed Plinth
- 3) Compliance Report for conditions of CC up to Plinth
- 4) EIA Clearance from MoEF for construction beyond 20000 sqm
- 5) HRC NOC for construction beyond 70m
- 6) NOC from Electric Supply Department.
- 7) Plan showing Plinth dimensions for Plinth Checking
- 8) List of deviations from approved Plans, if any.
- 9) Complete set of Plans
- 10) Request to issue conditional CC for any of the requirements / CC conditions not complied, along with justification for the non compliance.

All documents shall be duly certified by Architect or shall be notarized.

Plinth Completion Certificate

To
The Chief,
Town & Country Planning Division,
MMRDA.

Sir,

The construction upto plinth / column upto plinth level has been completed in Building No ____ on plot bearing CS/CTS No./Plot No. ____ of Village _____ in SPA Area of _____ in accordance with your permission No.....datedunder my supervision and in accordance with the sanctioned plan.

Please check the completed work and grant Superstructure CC.

Yours faithfully,

Signature of Architect

Date :

List of Documents for Amended Commencement Certificate

1. Complete set of plans highlighting the amendments proposed and their justification
2. Wherever the amendments require revision of any Remarks/NOCs/Clearances etc, then such revised Remarks/NOCs/Clearances to be submitted along with the amended plans.
3. Request to issue conditional CC for any of the requirements / CC conditions not complied, along with justification for the non compliance.

All documents shall be duly certified by Architect or shall be notarized.

List of Documents for Part Occupancy Certificate

1. Part Completion Certificate by Site Supervisor.
2. Structural Stability Certificate by Consulting Structural Engineer, along with RCC completion plans.
3. Lift Licenses if applicable
4. Final NOCs for part occupation for completed work of SWD/ SP/ Road/ Sewerage from Consultants.
5. Final NOC from Tree Authority, if applicable.
6. Final NOC from CFO for Part OC
7. Indemnity Bond for part OC (Notarized)
8. Consent/NOC for Part OC by MHADA if applicable
9. Set of as built drawings.
10. ULC NOC if applicable
11. Collector's NOC if applicable
12. Layout Conditions Compliance
13. Commencement Certificate Compliance Report.
14. Request to issue conditional Part OC for any of the requirements / CC conditions not complied, along with justification for the non compliance.

All documents shall be duly certified by Architect or shall be notarized.

Indemnity Bond for Part Occupancy Certificate

To
The Chief,
Town & Country Planning Division,
MMRDA.

Sub: Proposed _____ Building on plot bearing CS/CTS No./Plot No. _____ of
Village _____ in SPA Area of _____ .

Ref:

Sir,

I, the undersigned, _____ of M/s. _____, having my office at _____, the owner / developer of the above mentioned property, hereby state that the MMRDA has granted me the part occupation of the above mentioned building i.e. for _____.

I hereby indemnify the MMRDA against any claims, damages, losses or injuries to the occupants of said building or any person visiting the site under reference while carrying our further construction work of the said building under construction.

This Indemnity Bond is binding on me, my heirs, executors, administrators, assignees or anybody deriving the title through or under me.

Yours faithfully,

Signature & Name of Owner / Developer

List of Documents for Occupancy Certificate

1. Completion Certificate by Site Supervisor.
2. Structural Stability Certificate by Consulting Structural Engineer, along with RCC completion plans.
3. Lift Licenses if applicable
4. Final NOCs for occupation for completed work of SWD/ SP/ Road/ Sewerage from Consultants.
5. Final NOC from Tree Authority, if applicable.
6. Final NOC from CFO
7. Consent/NOC for OC by MHADA if applicable
8. Set of as built drawings.
9. ULC NOC if applicable
10. Collector's NOC if applicable
11. Layout Conditions Compliance
12. Commencement Certificate Compliance Report.
13. Request to issue conditional OC for any of the requirements / CC conditions not complied, along with justification for the non compliance.

All documents shall be duly certified by Architect or shall be notarized.

List of Documents required for Temporary Permissions

For Labour Camps, Site Office, Watchman Chowkies, Godowns/Storage, Transit Accommodation etc.

1. Copy of CC granted for the construction w.r.t. which the temporary permission is sought.
2. Drawing showing the proposed temporary construction.
3. If the temporary construction is proposed on land other than on which the permission for main structure is granted then copy of CTS Plan/Gut Book Sketch, PR Card indicating name of owner (if name of owner is not indicated in PR Card, then 7/12 abstract and Kami Jast Patrak).
4. NOC/Consent from land owner if the land on which the temporary construction is proposed does not belong to the applicant.
5. Comprehensive Undertaking and Indemnity Bond.

For Monsoon Sheds

1. Drawing Showing the proposed Monsoon Shed
2. NOC from Society
3. Undertaking regarding demolition of the temporary Shed before 31st October.
4. Comprehensive Undertaking and Indemnity Bond.
5. Copy of As Built Plans issued along with OC.

For Festive / Exhibition Pandals

1. Drawing showing Layout and other details like area, dimensions, material & fabric to be used of proposed structure.
2. NOC from Society
3. CFO NOC
4. Structural Stability Certificate
5. Details regarding the duration for which the permission is sought.
6. Undertaking regarding removal of structure on expiration of the permission period.
7. Comprehensive Undertaking and Indemnity Bond.

All documents shall be duly certified by Architect or shall be notarized.

List of Documents required for Other Permissions

All documents shall be duly certified by Architect or shall be notarized.

For Demolition of existing Structures

1. Ownership documents such as PR Card indicating name of owner. If name of owner is not indicated in PR Card, then 7/12 abstract and Kami Jast Patrak.
2. CTS Plan/ Gut Book Sketch
3. Drawing showing all existing structures and the structures to be demolished.
4. Comprehensive Undertaking and Indemnity Bond
5. Certificate from Structural Engineer for demolition
6. Reasons in writing for demolition of structures / Certificate from local authority for structure being dilapidated (if applicable).

For Excavation and Shore Piling/Retaining Wall

1. Ownership documents such as PR Card indicating name of owner. If name of owner is not indicated in PR Card, then 7/12 abstract and Kami Jast Patrak.
2. CTS Plan/ Gut Book Sketch
3. Drawing showing the proposed Excavation and Shore Piling/Retaining Wall.
4. Comprehensive Undertaking and Indemnity Bond
5. Demarcation Drawing showing Roads and Reservations on the land u/r, if any.
6. Structural Stability Certificate.

For Compound Wall/Fencing

1. Appointment Letter and Acceptance of Architect
2. Ownership documents such as PR Card indicating name of owner. If name of owner is not indicated in PR Card, then 7/12 abstract and Kami Jast Patrak.
3. CTS Plan/ Gut Book Sketch
4. Plot Area Certificate by Architect
5. Owner's Affidavit for Plot Area
6. Drawings showing Plan, Elevation & Section of Proposed Compound Wall/Fencing
7. Comprehensive Undertaking and Indemnity Bond

For Signages to be installed on Commercial Buildings in BKC

1. NOC from Society/Owner, MMRDA's Consent for Assignment of the Premises
2. Appointment Letter and Acceptance of Structural Engineer
3. Appointment Letter and Acceptance of Site Supervisor
4. Structural Stability Certificate
5. Drawing showing location and details like area of the Signage, Area of Façade etc.
6. Comprehensive Undertaking and Indemnity Bond
7. Other relevant NOCs/Permissions including permission from Advertisement Department of MCGM.

List of Documents required for Addition/Alteration

1. Appointment Letter and Acceptance of Architect
2. Appointment Letter and Acceptance of Structural Engineer
3. Appointment Letter and Acceptance of Site Supervisor
4. Structural Stability Certificate
5. Indemnity Bond
6. Comprehensive Undertaking
7. Completion Certificate along with approved drawings / copy of approved plan issued with last approval.
8. NOC from Chief Fire Officer along with approved drawings
9. NOC from Society along with approved drawings
10. Ownership documents / Any documents in support of Ownership
11. Share certificate
12. Agreement copy
13. Copy of Lease deed
14. Electric Bill & Water Bill
15. Proposed drawings
16. Certificate from Architect whether the proposal will attract any change in BUA or any change in external appearance.

All documents shall be duly certified by Architect or shall be notarized.

5. Formats for Office Use

DP Remarks

No. TCP(P-___)/SPA/D.P.R./File no/ _____ /20__ Date:

To,
Applicant's name
Address

Sub: DP remarks for the lands bearing CTS No. _____ of village _____, Mumbai.

Ref:- Your letter dated ___/___/20__

Madam/ Sir,

Please refer to your above cited letter requesting DP Remarks for the land u/r. In this regard, DP Remarks for the land falling in _____, SPA area of MMRDA are as follows:

The land under reference falls in ' _____ Zone' and partly / fully designated/reserved for _____ purpose, as shown on the part plan of the Sanctioned Planning proposals / Development Plan of _____ (**Copy enclosed**).

The land u/r is partly / fully affected by _____ m. wide _____/ DP Road.

Special Remarks: _____

The above remarks are issued based on the location of the land u/r marked / submitted by you and are from zoning point of view only, without any reference to existing structures, if any, on site and their status; and are subject to site verification and demarcation of the land on site, in accordance to which the boundaries of roads and reservations on the land under reference as mentioned above may change/vary.

These remarks are valid for a period of six months from the date of issue of this letter.

These remarks should be not construed as confirmation of ownership of any land.

Thanking you.

Yours faithfully,

**Planner,
Town & Country Planning Division**

Enclosure: As above.

SCRUTINY REPORT & NOTE FOR LAYOUT APPROVAL

Date :

I GENERAL INFORMATION

1	Name & Address of Owner/ Developer/ Lessee	
2	Name & Address of Architect	
3	Application Letter No	
4	Date of Application	
5	SPA Area	
6	Plot No. / CTS No.	
7	Block / Village	
8	User	
9	Plot Area in sq. m.	

II DOCUMENTS SUBMITTED

S. No	Document Name	Date	Page no.	Remarks
1	Architect's Appointment Letter and Acceptance			
2	Undertaking for Layout Terms & Conditions			
3	Property Register Card issued / True extract			
4	City Survey plan / Gut Book Sketch			
5	Title certificate from solicitor/ Advocate			
6	Lease Deed /Supplementary Lease Deed (in case of lands leased by MMRDA).			
7	In case of GOVT. land, NOC from Collector.			
8	ULC Clearance, if necessary.			
9	Triangulation calculation for area of the plot			
10	Architect's Plot Area Certificate			
11	Declaration for Non Contiguous land			
12	Copy of DP Remarks issued by MMRDA.			
13	Plan showing proposed Demarcation			
14	Documents showing the authenticity of structures proposed to be Retained/where extension to the structure either vertical or horizontal is proposed, to ascertain that the structure which is proposed to be retained is not unauthorized			
15	In case plot is to be developed by deriving a "right of way", a registered agreement from the concerned owner			
16	All required plans for approval			
17	Any Other Document required (especially for MMRDA's land)			

III DETAILS OF PROPOSAL

1	Whether the owner's name shown in P.R. Cards, Conveyance, U.L.C., N.O.C., etc are same?				
2	Plot area (accepted least of all)				

a	As per Conveyance Deed /Lease Deed / Possession Receipt				
b	As per P.R.Cards signed by S.L.R				
c	As per U.L.C.(C & R) Authority				
d	As per Owner's Affidavit for Plot Area				
e	As per Architect's certificate & triangulation Calculation with plot dimensions.				
f	As per Lease Agreement/Power of Attorney				
g	As per N.O.C.W.O. (Estates)/A.E.T.P.				
h	Area Certified in 'B' Form By Arbitrator				
l	The area accepted (least of all)				
3	Is the entire contiguous Holding of the owner declared and shown on the plan.				
4	Existing Structure/ trees/ wells				
a	Whether all are shown on the plan?				
b	Whether are proposed to be demolished/cut/filled in?				
c	Whether required details are shown?				
d	Authentic proof submitted				
5	Whether consent letter/ regular agreement along with plan showing existing structure & proposed tenement in new building showing area is submitted?				
6	Means of Access				
a	Existing width of road / required width of road/access				
b	Status of road				
c	Condition of road				
d	Right of way documents				
e	Plan showing the width of road from the existing Municipal road upto the plot .				
f	Certificate from W.O./A.E.(M)				
g	Whether separate P. R. Card submitted?				
h	Access to Existing Building/R.G. as per Rules				
7	Zone				
a	As per sanctioned D.P.				
b	As per revised sanctioned DP				
c	Whether affected by any reservation				
d	Whether existing user proposed to be retained/ area in conformity				
e	Whether within beach/ coastal zone				
f	Whether zone is changed u/s 37(e) of MR&TP Act				
g	Zone and user as per T P Scheme				
8	Reservations				
a	As per Sanctioned DP				
b	As per Revised sanctioned DP				
c	Any other				
d	Whether Accommodation Reservation proposed				
e	Area of Reservastion/Amenity to be handed over				
f	Location of Reservation/Amenity to be handed over				
g	Parking				

h	Separate Entry/Exit Proposed				
i	Adequate Sanitary facility proposed				
9	User				
a	Proposed as per DC regulation no.				
b	Is the proposal is in conformity with its zone				
c	Ancillary uses proposed				
d	Non – Conformity Uses				
10	Any Other				

IV OBSERVATIONS FROM SITE VISIT

1	Plot Area				
2	Site Dimensions				
3	Existing Structures				
4	Ongoing Construction				
5	Access				
6	Any other relevant feature				

V PLANNING REQUIREMENTS

S. No	Item	DCR No.	Permissible	Proposed	Remarks
1	Permissible FSI				
2	Additional FSI				
3	Fungible FSI				
4	Permissible BUA				
5	Additional BUA				
6	Fungible BUA				
7	Total admissible BUA				
8	Recreational Open space				
a	Area				
b	Dimensions				
c	Location				
d	Access				
e	Tree Growth				
f	Structures permitted in Recreational Open Space				
g	Plinth Area				
h	Total Area				
i	% of Recreational Open Space Area				
9	Sub Divided Plots				
a	Area				
b	Dimensions				
10	Means of Access				
a	Length of Access				
b	Width of Access				
c	Uses proposed				
11	Electric Sub Station				
a	Area				
b	Location				
12	Inclusive Housing				
13	Any Other				

VI PAYMENTS

1	Scrutiny Fees (As per _____)			
	User	BUA (sqm)	Rates (Rs/sqm of BUA)	Amount (in Rs)
	Total			

2	Any Other _____ (As per _____)			
	Description	Area	Rate	Amount

VII SPECIAL PERMISSIONS requested for (if required)

	Description	Justification by Architect	Departmental Remarks
1	Relocation of DP Reservation		
2	Realignment of Road		
3	Any Other		

The above requests for condonations / special permissions along with justification by Architect and remarks of this Division are submitted for MC's approval.

If approved, following Special conditions are proposed to be included in the Layout Approval:

- 1
- 2
- 3 Any Other

The above Layout proposal u/r is submitted for M.C.'s approval as per Sr. No. 2h of the revised Delegation of Powers dated 16/8/2016. On approval of Hon. MC, first the demand letters for above payments (draft letters at ____/cs) will be issued u/s of Jr.Pl. / Jr.Ar./Dy.Pl. as per Sr. No. 11 of the revised Delegation of Powers dated 16/8/2016 . On payment of the same by the applicant, the Layout Approval (draft letter and draft drawings at ____/cs) will be issued u/s of Planner / Architect as per Sr. No. 2h of the revised Delegation of Powers dated 16/8/2016.

Dy. Planner/Jr. Planner/Jr. Architect

Planner / Architect

Sr. Planner

Chief T&CP Division

AMC & PD

MC

Layout Approval Letter

No. TCP (P-2) / SPA / CC / File no. / _____ /20__ Date:

To,
Applicant's name
Address

Sub: Permission to proposed layout for 'Residential / Shopping Building' on the lands bearing CTS No. _____ of Village _____, Mumbai

Ref: 1. Your letter no. – nil, received in this office Dated 13/08/2012

Madam/ Sir,

Please refer to your above cited letter by which you have requested MMRDA for permission to the proposed layout for the development of '**Residential / Shopping Building**' on the land under reference. The **Metropolitan Commissioner** has approved the layout and the plans as indicated on duly authenticated drawings nos. M1-M____ (total ____ drawings) which are enclosed herewith. The total area of the land u/r as per CTS boundaries admeasures _____ sqm.

The approval to the layout has been approved subject to the following conditions:

- 1) The applicant shall obtain permission / approval for amalgamation / subdivision of lands u/r, as depicted in the accompanying drawing.
- 2) The applicant shall submit fresh amalgamated / separate P.R. Cards in Words.
- 3) This letter shall not be construed as building permission and application for building permission shall be made separately.
- 4) This permission shall not entitle the applicant to build on the land in any way without obtaining Commencement Certificate.
- 5) The FSI in lieu of the 'DP Roads' and the land reserved for 'Parking' shall be claimed only after formally handing over the said areas to the competent Authority and completing the due procedure in respect of the same.
- 6) For any change and variation in the plans, prior approval of MMRDA shall be obtained.
- 7) The NOC/Remarks for water main pipe line, Sewage, SWD and such utilities shall be obtained from the MCGM while applying for building permission.
- 8) The boundaries of your land u/r, the reservation and the road alignment shall be demarcated in accordance to the demarcation plan issued by the L & E Cell of MMRDA before submitting building drawings for issuance of building permission.
- 9) The work of filling of low lying land, diverting nallas, laying sewer lines etc, if any, should not be done unless the due intimation is given to concerned Authority and their permission is obtained for proceeding with the work.

10) In the detailed building plans to be approved, the required dimensions and proportions of RG area for the buildings other than the condoned shall be provided as per the applicable DCRs.

11) In the detailed building plans to be approved, the required marginal open spaces for the buildings other than the condoned shall be provided as per the applicable DCRs.

Special Conditions:

Thanking you.

Yours faithfully,

**Planner / Architect
Town & Country Planning Division**

Enclosure: Drawing No. M1 to M____ (Total ____ drawings)

SCRUTINY REPORT & NOTE FOR LAYOUT COMPLETION

Date :

I GENERAL INFORMATION

1	Name & Address of Owner/ Developer/ Lessee	
2	Name & Address of Architect	
3	Application Letter No	
4	Date of Application	
5	SPA Area	
6	Plot No. / CTS No.	
7	Block / Village	
8	User	
9	Plot Area in sq. m.	
10	Date of issuance of Layout Approval	

II DOCUMENTS SUBMITTED

S. No	Document Name	Page no.	Remarks
1	Application from Architect along with completion certificate.		
2	Copy of approved layout along with registered terms and conditions, in cases where Layout is approved by Authority other than MMRDA.		
3	Copies of various compliances as per registered terms and conditions.		
4	Various completion certificate issued by Local Authority, Consultants and other authority.		
5	Copies of possession receipt for handing over of reservation / D.P. Road / Set back area etc.		
6	Copies of separate PR Card and CTS Plan for each sub divided plot.		
7	Copies of various payment / deposit paid to MMRDA.		
8	Any other		

III OBSERVATIONS FROM SITE VISIT

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In view of the compliances of Layout conditions and observations from site visit as mentioned above, the proposal to issue Layout Completion u/r is submitted for M.C.'s approval as per Sr. No. 2h of the revised Delegation of Powers dated 16/8/2016. On approval of Hon. MC, the Layout Completion (draft letter and draft drawings at ____/cs) will be issued u/s of Planner / Architect as per Sr. No. 2h of the revised Delegation of Powers dated 16/8/2016.

Dy. Planner/Jr. Planner/Jr. Architect

Planner / Architect

Sr. Planner

Chief T&CP Division

AMC & PD

MC

Layout Completion

No.

To
(Architect)

Sub: Completion Certificate for Proposed Layout / subdivision / Amalgamation/
Development Permission on plot bearing CS/CTS No./Plot No. ____ of Village
_____ in SPA Area of _____.

Ref: Your letter dated

Sir,

With reference to the above, I have to inform you that the Completion Report in respect of Layout / Subdivision of the above mentioned property submitted by you is hereby accepted.

The relocation/ realignment of the reservations affecting the above mentioned property is accepted as shown on approved layout.

Copy of approved layout plan as completed is returned herewith.

Yours faithfully,

Architect/Planner
T&CP Division

SCRUTINY REPORT & NOTE FOR CC UPTO PLINTH

Date :

I GENERAL INFORMATION

1	Name & Address of Owner/ Developer/ Lessee	
2	Name & Address of Architect	
3	Application Letter No	
4	Date of Application	
5	SPA Area	
6	Plot No. / CTS No.	
7	Block / Village	
8	User	
9	Plot Area in sq. m.	

II DOCUMENTS SUBMITTED

S. No	Document Name	Date	Page no.	Remarks
1	Application u/s 44/69 of MR&TP Act, 1966			
2	Architect's Appointment Letter and Acceptance			
3	Appointment and acceptance of consultants			
a	Structural Engineer			
b	Site Supervisor			
c	Licensed Plumber (SWD, Water ,SP)			
d	Public Health consultant (Rain Water Harvesting/PCO/SWM)			
e	M&E Consultant			
f	Road Construction			
g	Fire Safety			
h	Traffic / Parking			
i	Horticulturist			
4	Comprehensive Undertaking			
5	Comprehensive Indemnity			
6	Property Register Card issued / True extract			
7	City Survey plan / Gut Book Sketch			
8	Title certificate from solicitor/ Advocate			
9	Lease Deed /Supplementary Lease Deed (in case of lands leased by MMRDA).			
10	In case of GOVT. land, NOC from Collector.			
11	ULC Clearance, if necessary.			
12	Certified copy of General Body Resolution of Society wherever applicable or as the conditions may be.			
13	Triangulation calculation for area of the plot			
14	Architect's Plot Area Certificate			
15	Owner's affidavit for area of the plot.			
16	Copy of DP Remarks issued by MMRDA.			
17	Copy of earlier Development Permission, wherever applicable			

18	Copy of approved layout/sub-division/amalgamation along with terms & conditions			
19	Registered undertaking from the developer agreeing to the Terms & Conditions of the Layout/ Development Permission			
20	Copies of plan showing Demarcation for regular /sanctioned/proposed lines and reservations through A.E.(Survey) jointly with DILR			
21	Documents showing the authenticity of structures proposed to be Retained/where extension to the structure either vertical or horizontal is proposed, to ascertain that the structure which is proposed to be retained is not unauthorized			
22	In case plot is to be developed by deriving a "right of way", a registered agreement from the concerned owner			
23	Plan showing for Labour camp and the sanitary arrangement for workers			
24	Remarks, design, planning etc. from the respective consultant for following			
a	Third party certification parking arrangement and maneuverability			
b	Internal SWD			
c	Internal Water works and Rain water harvesting			
d	Internal drainage works			
e	Internal Mechanical & Electrical			
f	Structural design & plan showing the structural details for the proposed building			
g	Detail plan & design for Sewerage Treatment Plant from consultant, wherever required			
h	Internal road			
i	Horticulture			
j	Solid waste Management Plan			
25	Formation level of roads from E.E. (Roads) dept./Survey Remarks			
26	Invert level of nearby Manhole from E.E. (Sewerage Operation) dept./Survey Remarks			
27	Invert level remarks from E.E. (S.W.D.) dept./Survey Remarks			
28	Nallah remarks from E.E.(S.W.D.) dept.			
29	NOC from Tree Authority			
30	In case of no cutting of trees, Self-certification by Consultant & developer for the same along with plan showing the details of tree on plot duly certified by both Architect & Developer			
31	NOC from Chief Fire Officer			
32	NOC from Local Authority, MIDC, MMRDA etc			

33	NOC from Railway.			
34	NOC from Highway Authority.			
35	NOC from CRZ Clearance			
36	NOC from Civil Aviation Department			
37	NOC from Maharashtra Pollution Control Board			
38	NOC from Commissioner of Police			
39	NOC from Department of Industry			
40	NOC from Lanour Commissioner			
41	NOC from Electric Company for Overhead Lines			
42	NOC from MHADA Board			
43	NOC from Metro/Mono Railway			
44	NOC from PWD in case of access from Highway			
45	NOC from Jail.			
46	NOC from Defence Department			
47	NOC from National Green Tribunal(NGT)			
48	NOC from Forest / National Board for Wild Life (NBWL) in respect of properties affected by Forest.			
49	NOC from MHCC in respect of properties under Heritage List			
50	NOC from Archaeological Survey of India			
51	All required plans for approval			
52	Any Other (especially for MMRDA's lands)			

III DETAILS OF PROPOSAL

1	Whether the owner's name shown in P.R. Cards, Conveyance, U.L.C., N.O.C., etc are same?	
2	Plot area (accepted least of all)	
a	As per Conveyance Deed /Lease Deed / Possession Receipt	
b	As per P.R.Cards signed by S.L.R	
c	As per U.L.C.(C & R) Authority	
d	As per Owner's Affidavit for Plot Area	
e	As per Architect's certificate & triangulation Calculation with plot dimensions.	
f	As per Lease Agreement/Power of Attorney	
g	As per N.O.C.W.O. (Estates)/A.E.T.P.	
h	Area Certified in 'B' Form By Arbitrator	
l	The area accepted (least of all)	
3	Is the entire contiguous Holding of the owner declared and shown on the plan.	
4	Existing Structure/ trees/ wells	
a	Whether all are shown on the plan?	
b	Whether are proposed to be demolished/cut/filled in?	
c	Whether required details are shown?	
d	Authentic proof submitted	
5	Whether consent letter/ regular agreement along with plan showing existing structure & proposed tenement in new building showing area is submitted?	
6	Means of Access	

a	Existing width of road / required width of road/access	
b	Status of road	
c	Condition of road	
d	Right of way documents	
e	Plan showing the width of road from the existing Municipal road upto the plot .	
f	Certificate from W.O./A.E.(M)	
g	Whether separate P. R. Card submitted?	
h	Access to Existing Building/R.G. as per Rules	
7	Zone	
a	As per sanctioned D.P.	
b	As per revised sanctioned DP	
c	Whether affected by any reservation	
d	Whether existing user proposed to be retained/ area in conformity	
e	Whether within beach/ coastal zone	
f	Whether zone is changed u/s 37(e) of MR & TP Act	
g	Zone and user as per T P Scheme	
8	Reservations	
a	As per Sanctioned DP	
b	As per Revised sanctioned DP	
c	Any other	
d	Whether Accommodation Reservation proposed	
e	Area of Reservastion/Amenity to be handed over	
f	Location of Reservation/Amenity to be handed over	
g	Parking	
h	Separate Entry/Exit Proposed	
i	Adequate Sanitary facility proposed	
9	User	
a	Proposed as per DC regulation no.	
b	Is the proposal is in conformity with its zone	
c	Ancillary uses proposed	
d	Non – Conformity Uses	
10	Type of building	
a	Industrial/Commercial/Residential/ Multi storied/ Special Type	
b	Special type of building	
11	R.L. of street Sanctioned/Proposed	
12	Set Back Land	
a	Handed over & transferred/Conveyed in the name of MCGM/MMRDA/Local Authority	
13	Any other	

IV OBSERVATIONS FROM SITE VISIT

1	Plot Area	
2	Site Dimensions	
3	Existing Structures	
4	Ongoing Construction	

5	Access	
6	Any other relevant feature	

V PLANNING REQUIREMENTS

S. No	Item	DCR No.	Permissible	Proposed	Remarks
1	Permissible FSI				
2	Additional FSI				
3	Fungible FSI				
4	Permissible BUA				
5	Additional BUA				
6	Fungible BUA				
7	Total admissible BUA				
8	Plans for full consumption of FSI				
9	No of Floors				
10	Tenement density				
11	Layout/ Subdivision/ Amalgamation Whether complied with?				
12	Whether separate P. R. Cards for R. G. /Access/Sub divided plots etc., are obtained?				
13	Recreational Open space				
a	Area				
b	Dimensions				
c	Location				
d	Access				
e	Tree Growth				
f	Structures permitted in Recreational Open Space				
g	Plinth Area				
h	Total Area				
i	% of Recreational Open Space Area				
14	Electric Sub Station				
a	Area				
b	Location				
15	Podium				
a	Open Spaces around Podium				
b	Height of Podium				
c	Uses proposed				
16	Marginal Open Space				
a	Front				
b	Left				
c	Right				
d	Rear				
17	Open spaces for various types of buildings				
a					
b					
18	Tower like structure				
19	Special/General building				
20	Narrow plots				
a	Is the plot is narrow in depth / width?				
b	Open spaces provided for narrow plot				
21	Set back from natural water course				

22	Deficiency in Marginal Open Space				
a	Front				
b	Left				
c	Right				
d	Rear				
e	%age Deficiency for Premium Calculation				
f	Deficient Area				
23	Chowk :				
a	Inner Chowk				
b	Outer Chowk				
24	Features permitted in marginal open spaces/				
25	Other features				
26	Height of building				
a	As per DCR				
b	As per Civil Aviation NOC.				
c	As per abutting Road Width & Front Open Space				
27	Parking Space				
a	Car parking				
i	Required				
ii	(Add10%				
iii	total required				
b	Transport vehicles				
i	Required				
ii	Add 10%				
iii	total required				
c	Scooters/ Cycles				
i	Required				
ii	Add 10%				
iii	total required				
d	Private garages				
i	Required				
ii	Add 10%				
iii	total required				
e	Excess Parking counted in FSI				
f	Size of Parking Spaces				
g	Location of Parking Spaces				
h	Whether Stack Parking is Provided				
28	Any other				

VI BUILDING REQUIREMENTS

S. No	Item	DCR No.	Permissible	Proposed	Remarks
1	Plinth				
a	Ht. not less than				
b	Is the plinth level proposed above the surrounding ground level?				
c	Area of plinth				
2	Habitable room				
a	Area				
b	Width				
c	Height				
d	Ventilation				

3	Kitchens				
a	Area				
b	Width				
c	Height				
d	Ventilation				
4	Shop				
a	Area				
b	Width				
c	Height				
d	Ventilation				
5	Classroom				
a	Area				
b	Width				
c	Height				
d	Ventilation				
6	Any Other				
a	Area				
b	Width				
c	Height				
d	Ventilation				
7	Bathroom & Water Closets				
a	Area				
b	Width				
c	Ventilation				
8	Ventilation Shafts				
a	Area as per Height				
b	Width				
9	Mechanical Ventilation				
10	Sanitary Requirements				
a	For existing structures to be retained				
b	For proposed work				
c	Occupant Load				
d	Gents Toilet				
e	Urinals				
f	Ladies Toiles				
11	Loft				
a	Location				
b	Coverage				
c	Height				
12	Mezzanine Floor				
a	Coverage				
b	Area				
c	Height				
13	Store Rooms				
a	Size				
b	Height				
14	Basement :				
a	First Basement				
i	Height				
ii	Area				
b	Second Basement				
i	Height				
ii	Area				

c	Total Area of Basement Proposed				
d	Users in Basement				
15	Cabin				
a	Width of Passage				
b	Size				
c	Partition Height				
16	Stair cases				
a	no of staircases				
b	Location				
c	Add. Staircases				
d	Fire escape stair case				
e	width				
f	Risers				
g	Treads				
17	Ramps				
a	Width				
b	Slope				
18	Lifts (As per sec.5 of N.B.C. of India)				
a	Add. Lift				
b	Fire Lift				
19	Corridor width				
20	Porch				
a	Distance from Plot Boundary				
b	Length				
c	Excess area to be counted in FSI				
21	Canopy				
a	Distance from Plot Boundary				
b	Clear Height				
22	Balcony				
a	Area				
b	Area excess of 10% of Floor area to be counted in FSI				
c	Distance from Plot Boundary				
d	Balcony Enclosure proposed				
23	Revas Projection				
a	Distance from Plot Boundary				
b	Width				
c	Area				
24	Parapet				
a	Height				
25	Boundary Wall				
a	Height				
26	Main Entrance				
a	Width				
27	Septic Tank				
a	Distance from Habitable Building/Source of Drinking Water				
b	Dimensions				
28	Requirements of Educational Building				
a	Tiffin Room				
b	Teacher's Room				
c	Drinking Water Facility				

29	Special facilities for Physically Handicapped Persons				
a	Slope of Ramp with hand Rail & width				
b	WC 1.5 m x 1.75 m				
c	2 car parking spaces				
d	Stairway 1.35m				
e	Suitable Drinking Water facility near the special toilet				
f	Corridor 1.5 m				
g	Lift 1.1m x 2.0 m				
30	Fire protection requirement				
a	Travel Distance				
b	Refuge area				
31	Any other				

VII OTHER REQUIREMENTS

1	Rain Water Harvesting Structure				
2	Solar Water Heating System				
3	Fitness Centre				
4	Inclusive Housing Tenements				
5	Any other				

VIII FREE OF FSI COMPONENTS

	Item	DCR No.	Permissible	Proposed	Remarks
1	ramp				
2	Refuge area				
3	security cabin/ watchman cabin				
4	Flower bed				
5	Electric sub station				
6	staircase room, lift mc room				
7	O.H. water tank				
8	compound wall				
9	ducts, vent. Shafts				
10	canopy				
11	Basement				
12	Stilt part/full				
13	Society office				
14	Pocket terrace/ part terrace				
15	Servant's toilet				
16	meter room				
17	Swimming pool				
18	Any other				

IX ARCHITECTURAL CONTROLS

S.No.	Item	Permissible	Proposed	Remarks
1	Building Line			
2	Podium Height (MGTS)			
3	Setback Line for Superstructure			

4	Arcade			
5	Open Space			
6	Soft Verge			
7	Plot Entry from 24 m. road & 30m road			
8	Fire Tender Access Road (FTA)			
9	Mandatory Margin			
10	Pedestrian Pathway			
11	Residual Space			
12	Covered Walkway			
13	Compound wall			
14	Any other			

X PAYMENTS

1	Scrutiny Fees (As per _____)				
	User	Proposed BUA (sqm)	Rates (Rs/sqm of BUA)	Amount (in Rs)	
	Total				

2	Development Charge (As per _____)				
Sr. No.	Description	User	Built up Area (sqm)	Rate (Rs/sqm)	Amount (Rs.)
(a)	Ready Reckoner Rate				
(b)	0.5% of (a) for land development (Residential/ Institutional)				
(c)	2 times of (b) for Commercial				
(d)	1.5 times of (b) for Industrial				
(e)	2% of (a) for construction (Residential /Institutional)				
(f)	2 times of (e) for Commercial				
(g)	1.5 times of (e) for Industrial				

3	Additional FSI/BUA Premium (As per _____)				
	User	Additional FSI/BUA (sqm)	Rate (Rs/sqm)	Amount (Rs.)	Remarks
a	Residential				
b	Commercial				
	Total				

4	Fungible BUA Premium (As per _____)				
	Description	Amount			
a	Permissible Fungible BUA				
b	Residential (35% of Total Residential BUA)				
c	Industrial (20% of Total Industrial BUA)				
d	Commercial (20% of Total Commercial BUA)				
e	Proposed Fungible BUA				

f	Residential				
g	Industrial				
h	Commercial				
i	Stamp Duty Ready Reckoner Rate				
j	Rate of Premium				
k	60% of (i) for Residential				
l	80% of (i) for Industrial				
m	100% of (i) for Commercial				
n	Total Premium				
o	Residential (f x k)				
p	Industrial (g x l)				
q	Commercial (h x m)				
r	Total (o + p + q)				

5	Premium for condonation of deficiency in Marginal open spaces (As per _____)				
a	Total Deficient Area (Commercial)				
b	Total Deficient Area (Residential)				
c	Stamp Duty Ready Reckoner Rate				
d	Normal rate of deficiency premium for Commercial = 50% of 'c'				
e	Normal rate of deficiency premium for Residential = 25% of 'c'				
f	Multiplying factor				
g	Premium to be charged for Commercial = a x d x f				
h	Premium to be charged for Residential = b x e x f				
i	Total amount = g + h				

6	Premium for External Columns (As per _____)				
a	Area of External Columns				
b	No. of Floors				
c	Total Area (a x b)				
d	Ready Reckoner Rate				
e	Rate of Premium (25% of d)				
f	Total Amount (c x e)				

7	Enclosed Balcony Fees (As per _____)				
	User				
a	No of Enclosed Balconies with area upto 5 sqm				
b	No of Enclosed Balconies with area more than 5 sqm				
c	No of Enclosed Balconies with area upto 5 sqm				
d	No. of every additional Area of 2.5 sqm				
e	Rate of Fees				
f	For area of Balcony upto 5 sqm				
g	For every additional balcony area of 2.5 sqm				
h	Total Fees [(a + c) x f] + [d x g]				

2	Any Other _____ (As per _____)			
	Description	Area	Rate	Amount

XI SPECIAL PERMISSIONS requested for (if required)

	Description	Justification by Architect	Departmental Remarks
1	Deficiency in Marginal Open Spaces		
2	Grant of Fungible FSI		
3	Staircase/Lift/Lift Lobby Free of FSI		
4	Stilt Height more than 4.2 m for Stack Parking		
5	Paved RG		
6	Large Canopies		
7	Any Other		

The above request for condonations / Special permissions along with justification by Architect and remarks of this Division are submitted for MC's approval.

If approved, following Special Conditions are proposed to be included in the draft CC:

- 1
- 2
- 3 Any other

The above proposal for grant of CC upto Plinth u/r is submitted for M.C.'s approval as per Sr. No. 2c of the revised Delegation of Powers dated 16/8/2016. On approval of Hon. MC, first the demand letters for above payments (draft letters at ____/cs) will be issued u/s of Jr.Pl. / Jr.Ar./Dy.Pl. as per Sr. No. 11 of the revised Delegation of Powers dated 16/8/2016 . On payment of the same by the applicant, the CC upto Plinth (draft CC and draft drawings at ____/cs) will be issued u/s of Planner / Architect as per Sr. No. 2c of the revised Delegation of Powers dated 16/8/2016.

Dy. Planner/Jr. Planner/Jr. Architect

Planner / Architect

Sr. Planner

Chief T&CP Division

AMC & PD

MC

No. TCP (P-2) / / CC / / / /

Date:

COMMENCEMENT CERTIFICATE UPTO PLINTH

Permission is hereby granted, under section 45 of the Maharashtra Regional & Town Planning Act, 1966 (Maharashtra Act No. XXXVII of 1966) to the applicant _____ for the proposed development **only upto plinth level** of (Resi/Comm/Insti/Industrial) Building on the lands bearing CTS No. _____ of Village _____, Mumbai, comprising of proposed _____ level basements + Ground parking floor + _____ level podiums + stilt + _____ upper floors in the Residential Building with BUA of _____ sqm. (regular BUA _____ sqm + fungible BUA _____ sqm) as against the total permissible built up area of _____ sqm with _____ FSI as depicted on the drawing no. M1 to M____. The Commencement Certificate **upto plinth** is granted on the following conditions:

Viz:

1. This permission / Commencement Certificate shall not entitle the applicant to build on the land which is not in his ownership in any way.
2. This certificate is liable to be revoked by the Metropolitan Commissioner, MMRDA if-
 - I. The development works in respect of which permission is granted under this certificate is not carried out or the user thereof is not in accordance with the sanctioned plans.
 - II. Any of the conditions subject to which the same is granted or any of the restrictions imposed by the Metropolitan Commissioner is contravened or is not complied with.
 - III. The Metropolitan Commissioner, MMRDA is satisfied that the same is obtained through fraud or misinterpretation and in such an event, the applicant and every person deriving title through or under him shall be deemed to have carried out the developmental work in contravention of section 43 and 45 of the Maharashtra Regional & Town Planning Act, 1966.
3. This Commencement Certificate is valid for a period of one year from the date hereof and will have to be renewed thereafter.
4. This Commencement Certificate is renewable every year but such extended period shall in no case exceed three years, after which it shall lapse provided further that such lapse shall not bar any subsequent application for fresh permission under section 44 of Maharashtra Regional & Town Planning Act, 1966.
5. Conditions of this certificate shall be binding not only on applicant but his/her heirs, successors, executors, administrators and assignees & every person deriving title through or under him.

6. The provisions in the proposal which are not confirming to applicable Development Control Regulation and other acts are deemed to be not approved.
7. The proposal shall be got certified to be earthquake resistant from the licensed structural engineer and certificate shall be submitted to MMRDA before Occupancy Certificate.
8. Any development carried out in contravention of or in advance of the Commencement Certificate is liable to be treated as unauthorized and may be proceeded against under sections 53 or, as the case may be, section 54 of the M.R.&T.P. Act, 1966. The applicant and/or his agents in such cases may be proceeded against under section 52 of the said Act. To carry out an unauthorized development is treated as a cognizable offence and is punishable with imprisonment apart from fine.
9. The applicant shall obtain permissions under the provisions of other applicable statutes, wherever necessary, prior to Commencement of the construction.
10. The applicant shall obtain an advance connection (not commissioned) for utilities and services before applying for grant of permission above plinth level as mentioned in the MCGM's letter no. ChEng/817/SR/Roads, dt 30/03/2007;
11. Construction beyond plinth level should not be commenced without obtaining Commencement Certificate above plinth level from MMRDA;
12. The applicant shall be solely responsible for compliance of all the conditions mentioned in all the NOCs/ Clearances such as EIA clearance; CFO, etc.
13. The applicant shall develop RG areas and shall plant the required number of trees in the RG area as per DCRs and shall submit final NOC from the Tree Authority before applying for Occupancy Certificate.
14. The applicant shall submit notice for 'start of work' before commencement of construction in accordance to regulation 6(2) of MCGM DCR;
15. The applicant shall ensure that the detection systems are strictly adhering to the IS codes as mentioned in Maharashtra Fire Service Offices circular No. MFS/10/2012/1099 dated 19/7/2012
16. The applicant shall install the Rain Water Harvesting System as per UDD's Notification No. TPB/432001/2133/CR-230/01/UD-11; Dt. 10/03/2005;
17. The applicant shall comply with MCGM's Circular no. CHE/27921/DP/ Gen; dated 06/01/2014 [in respect of preservation of documents mentioned at sr. no. (a) to (k) therein] & applicant shall submit Undertaking & Indemnity Bond mentioned therein before applying for Occupation Certificate;
18. The applicant shall pay the 'Building and Other Construction Labor Welfare Cess' to the competent Authority and submit a copy of receipt to this office;
19. The applicant shall obtain all the necessary final NOCs/Completion Certificates/ clearances relating to water supply, sewerage, SWD, Tree, CFO etc. from MCGM and

submit the same to MMRDA before applying for Occupancy Certificate for the buildings on the land under reference.

20. As soon as the development permission for the new construction is obtained, the owner/developer shall install a 'Display Board' on a conspicuous place on site indicating following details:

- I. Name and address of the owner/developer, architect and contractor;
- II. Survey No./ City Survey No./ Ward No. of the land under reference, with description of its boundaries;
- III. Order No. and date of grant of development permission issued by MMRDA;
- IV. F.S.I permitted;
- V. Address where the copies of detailed approved plans shall be available for inspection;

21. A notice in the form of advertisement giving all the details mentioned in 20 above shall also be published in two widely circulated newspapers one of which should be in Marathi language;

Special Conditions:

**Planner / Architect
Town & Country Planning Division**

Copy with set of approved drawings bearing nos. M-1 to M-___ to:

(i) Land owner

Address

(ii) Architect

Address

Copy (for information and record w.r.t MMRDA's D.O. Letter dt. 30/01/2009), with set of approved drawings bearing nos. M-1 to M- ___ to:

The Executive Engineer,

MCGM

P.S.: The Commencement Certificate upto plinth is issued subject to the conditions mentioned in the forwarding letter No. TCP (P-2)/SPA/CC/File no/V___/ /20___, Date :

SCRUTINY REPORT & NOTE FOR CC ABOVE PLINTH

Date :

I GENERAL INFORMATION

1	Name & Address of Owner/ Developer/ Lessee	
2	Name & Address of Architect	
3	Application Letter No	
4	Date of Application	
5	SPA Area	
6	Plot No. / CTS No.	
7	Block / Village	
8	User	
9	Plot Area in sq. m.	
10	Date of issuance of Earlier CC	

II DOCUMENTS SUBMITTED

S. No	Document Name	Date	Page no.	Remarks
1	Plinth Completion Certificate			
2	Certificate for Structural Stability of constructed Plinth			
3	Compliance Report for conditions of CC up to Plinth			
4	EIA Clearance from MoEF for construction beyond 20000 sqm			
5	HRC NOC for construction beyond 70m			
6	NOC from Electric Supply Department.			
7	Plan showing Plinth dimensions for Plinth Checking			
8	List of deviations from approved Plans, if any.			
9	Complete set of Plans			
10	Any other			

III PLINTH INSPECTION REPORT

S. No	Item	Approved	On Site	Deviation	Remarks
1	Construction beyond approval				
2	Plinth Area				
3	Plinth Height				
4	Marginal Open Spaces:				
a	Front				
b	Rear				
c	Left				

d	Right				
5	Plinth Dimensions:				
a	Front				
b	Rear				
c	Left				
d	Right				

IV COMPLIANCE REPORT OF CC CONDITIONS

	CC Condition	Complied	Reasons for Non Compliance	Remarks
1				
2				
3				
4				
5				

V DETAILS OF THE PROPOSAL

S. No	Item	DCR No.	Permissible	Proposed	Remarks
1	Permissible FSI				
2	Additional FSI				
3	Fungible FSI				
4	Permissible BUA				
5	Additional BUA				
6	Fungible BUA				
7	Total admissible BUA				
8	FSI/BUA Presently claimed				
9	Balance FSI / BUA				
10	No of Floors				

VI DEVIATIONS TO THE EARLIER APPROVED PLANS

S. No.	Deviation	Justification	Whether as per DCR	Whether within Concession already taken	Remarks

VII PAYMENTS (If any)

1	Scrutiny Fees (As per _____) User	Proposed BUA (sqm)	Rates (Rs/sqm of BUA)	Amount (in Rs)	

	Total				

2 Development Charge (As per _____)					
Sr. No.	Description	User	Built up Area (sqm)	Rate (Rs/sqm)	Amount (Rs.)
(a)	Ready Reckoner Rate				
(b)	0.5% of (a) for land development (Residential/ Institutional)				
(c)	2 times of (b) for Commercial				
(d)	1.5 times of (b) for Industrial				
(e)	2% of (a) for construction (Residential /Institutional)				
(f)	2 times of (e) for Commercial				
(g)	1.5 times of (e) for Industrial				

3 Additional FSI/BUA Premium (As per _____)					
	User	Additional FSI/BUA (sqm)	Rate (Rs/sqm)	Amount (Rs.)	Remarks
	Total				

4 Fungible BUA Premium (As per _____)					
	Description	Amount			
a	Permissible Fungible BUA				
b	Residential (35% of Total Residential BUA)				
c	Industrial (20% of Total Industrial BUA)				
d	Commercial (20% of Total Commercial BUA)				
e	Proposed Fungible BUA				
f	Residential				
g	Industrial				
h	Commercial				
i	Stamp Duty Ready Reckoner Rate				
j	Rate of Premium				
k	60% of (i) for Residential				
l	80% of (i) for Industrial				
m	100% of (i) for Commercial				
n	Total Premium				
o	Residential (f x k)				
p	Industrial (g x l)				
q	Commercial (h x m)				
r	Total (o + p + q)				

5 Premium for condonation of deficiency in Marginal open spaces (As per _____)					
---	--	--	--	--	--

a	Total Deficient Area (Commercial)				
b	Total Deficient Area (Residential)				
c	Stamp Duty Ready Reckoner Rate				
d	Normal rate of deficiency premium for Commercial = 50% of 'c'				
e	Normal rate of deficiency premium for Residential = 25% of 'c'				
f	Multiplying factor				
g	Premium to be charged for Commercial = a x d x f				
h	Premium to be charged for Residential = b x e x f				
i	Total amount = g + h				

6	Premium for External Columns (As per _____)				

7	Enclosed Balcony Fees (As per _____)				
	User				
a	No of Enclosed Balconies with area upto 5 sqm				
b	No of Enclosed Balconies with area more than 5 sqm				
c	No of Enclosed Balconies with area upto 5 sqm				
d	No. of every additional Area of 2.5 sqm				
e	Rate of Fees				
f	For area of Balcony upto 5 sqm				
g	For every additional balcony area of 2.5 sqm				
h	Total Fees [(a + c) x f] + [d x g]				

8	Any other _____ (As per _____)				
S. No	Description	Area	Rate	Amount	
.					

XI SPECIAL PERMISSIONS requested for (if required)

1	Special Permissions granted Earlier	
2	Whether Modification is required to Special Permissions already granted	
3	Additional Concessions / Special Permissions requested	
4	Reasons/Justification for Modifications	
5	Departmental Remarks	

The above request for condonations / Special permissions along with justification by Architect and remarks of this Division are submitted for MC's approval.

If approved, following Special Conditions are proposed to be included in the draft CC:

- 1
- 2
- 3 Any other

The above proposal for grant of CC upto _____ floors u/r is submitted for Sr. Planner's / M.C.'s approval as per Sr. No. 2d / 2e of the revised Delegation of Powers dated 16/8/2016. On approval, first the demand letters for above payments (draft letters at ____/cs) will be issued u/s of Jr.PI. / Jr.Ar./Dy.PI. as per Sr. No. 11 of the revised Delegation of Powers dated 16/8/2016 . On payment of the same by the applicant, the CC upto _____ floors (draft CC and draft drawings at ____/cs) will be issued u/s of Planner / Architect as per Sr. No. 2d / 2e of the revised Delegation of Powers dated 16/8/2016.

Dy. Planner/Jr. Planner/Jr. Architect

Planner / Architect

Sr. Planner

Chief T&CP Division

AMC & PD

MC

No. TCP (P-2) / / CC / / / /

Date:

COMMENCEMENT CERTIFICATE ABOVE PLINTH

Permission is hereby granted, under section 45 of the Maharashtra Regional & Town Planning Act, 1966 (Maharashtra Act No. XXXVII of 1966) to the applicant _____ for the proposed development above plinth level upto _____ of (Resi/Comm/Insti/Industrial) Building on the lands bearing CTS No. _____ of Village _____, Mumbai, comprising of proposed _____ level basements + Ground parking floor + _____ level podiums + stilt + _____ upper floors in the Residential Building with BUA of _____ sqm. (regular BUA _____ sqm + fungible BUA _____ sqm) as against the total permissible built up area of _____ sqm with _____ FSI as depicted on the drawing no. M1 to M____. The Commencement Certificate above plinth upto _____ is granted on the following conditions:

Viz:

1. This permission / Commencement Certificate shall not entitle the applicant to build on the land which is not in his ownership in any way.
2. This certificate is liable to be revoked by the Metropolitan Commissioner, MMRDA if-
 - I. The development works in respect of which permission is granted under this certificate is not carried out or the user thereof is not in accordance with the sanctioned plans.
 - II. Any of the conditions subject to which the same is granted or any of the restrictions imposed by the Metropolitan Commissioner is contravened or is not complied with.
 - III. The Metropolitan Commissioner, MMRDA is satisfied that the same is obtained through fraud or misinterpretation and in such an event, the applicant and every person deriving title through or under him shall be deemed to have carried out the developmental work in contravention of section 43 and 45 of the Maharashtra Regional & Town Planning Act, 1966.
3. This Commencement Certificate is valid for a period of one year from the date hereof and will have to be renewed thereafter.
4. This Commencement Certificate is renewable every year but such extended period shall in no case exceed three years, after which it shall lapse provided further that such lapse shall not bar any subsequent application for fresh permission under section 44 of Maharashtra Regional & Town Planning Act, 1966.
5. Conditions of this certificate shall be binding not only on applicant but his/her heirs, successors, executors, administrators and assignees & every person deriving title through or under him.

6. The provisions in the proposal which are not confirming to applicable Development Control Regulation and other acts are deemed to be not approved.
7. The proposal shall be got certified to be earthquake resistant from the licensed structural engineer and certificate shall be submitted to MMRDA before Occupancy Certificate.
8. Any development carried out in contravention of or in advance of the Commencement Certificate is liable to be treated as unauthorized and may be proceeded against under sections 53 or, as the case may be, section 54 of the M.R.&T.P. Act, 1966. The applicant and/or his agents in such cases may be proceeded against under section 52 of the said Act. To carry out an unauthorized development is treated as a cognizable offence and is punishable with imprisonment apart from fine.
9. The applicant shall obtain permissions under the provisions of other applicable statutes, wherever necessary, prior to Commencement of the construction.
10. The applicant shall obtain an advance connection (not commissioned) for utilities and services before applying for grant of permission above plinth level as mentioned in the MCGM's letter no. ChEng/817/SR/Roads, dt 30/03/2007;
11. The building should not be occupied without obtaining Occupancy Certificate from MMRDA;
12. The applicant shall be solely responsible for compliance of all the conditions mentioned in all the NOCs/ Clearances such as EIA clearance; CFO, etc.
13. The applicant shall develop RG areas and shall plant the required number of trees in the RG area as per DCRs and shall submit final NOC from the Tree Authority before applying for Occupancy Certificate.
14. The applicant shall ensure that the detection systems are strictly adhering to the IS codes as mentioned in Maharashtra Fire Service Offices circular No. MFS/10/2012/1099 dated 19/7/2012
15. The applicant shall install the Rain Water Harvesting System as per UDD's Notification No. TPB/432001/2133/CR-230/01/UD-11; Dt. 10/03/2005;
16. The applicant shall comply with MCGM's Circular no. CHE/27921/DP/ Gen; dated 06/01/2014 [in respect of preservation of documents mentioned at sr. no. (a) to (k) therein] & applicant shall submit Undertaking & Indemnity Bond mentioned therein before applying for Occupation Certificate;
17. The applicant shall pay the 'Building and Other Construction Labor Welfare Cess' to the competent Authority and submit a copy of receipt to this office;
18. The applicant shall obtain all the necessary final NOCs/Completion Certificates/ clearances relating to water supply, sewerage, SWD, Tree, CFO etc. from MCGM and submit the same to MMRDA before applying for Occupancy Certificate for the buildings on the land under reference.

Special Conditions:

**Planner / Architect
Town & Country Planning Division**

Copy with set of approved drawings bearing nos. M-1 to M-___ to:

(i) Land owner

Address

(ii) Architect

Address

Copy (for information and record w.r.t MMRDA's D.O. Letter dt. 30/01/2009), with set of approved drawings bearing nos. M-1 to M- ___ to:

The Executive Engineer,

MCGM

P.S.: The Commencement Certificate upto _____ is issued subject to the conditions mentioned in the forwarding letter No. TCP (P-2)/SPA/CC/File no/V___/ /20___, Date :

SCRUTINY REPORT & NOTE FOR AMENDED CC UPTO / ABOVE PLINTH

Date :

I GENERAL INFORMATION

1	Name & Address of Owner/ Developer/ Lessee	
2	Name & Address of Architect	
3	Application Letter No	
4	Date of Application	
5	SPA Area	
6	Plot No. / CTS No.	
7	Block / Village	
8	User	
9	Plot Area in sq. m.	
10	Date of issuance of Earlier CC	

II DOCUMENTS SUBMITTED

S. No.	Document Name	Date	Page no.	Remarks
1	Complete set of plans highlighting the amendments proposed			
2	Wherever the amendments require revision of any Remarks/NOCs/Clearances etc, then such revised Remarks/NOCs/Clearances to be submitted along with the amended plans			
3	Any other			

III DETAILS OF THE PROPOSAL

S. No	Item	DCR No.	Permissible	Proposed	Remarks
1	Permissible FSI				
2	Additional FSI				
3	Fungible FSI				
4	Permissible BUA				
5	Additional BUA				
6	Fungible BUA				
7	Total admissible BUA				
8	FSI/BUA Presently claimed				
9	Balance FSI / BUA				
10	No of Floors				
11	Any other				

VI DEVIATIONS TO THE EARLIER APPROVED PLANS

S. No.	Deviation	Justification	Whether permissible as per DCR	Whether within Special Permission already taken	Remarks

VII PAYMENTS (If any)

1 Scrutiny Fees (As per _____)					
	User	Proposed BUA (sqm)	Rates (Rs/sqm of BUA)	Amount (in Rs)	
	Total				

2 Development Charge (As per _____)					
Sr. No.	Description	User	Built up Area (sqm)	Rate (Rs/sqm)	Amount (Rs.)
(a)	Ready Reckoner Rate				
(b)	0.5% of (a) for land development (Residential/ Institutional)				
(c)	2 times of (b) for Commercial				
(d)	1.5 times of (b) for Industrial				
(e)	2% of (a) for construction (Residential /Institutional)				
(f)	2 times of (e) for Commercial				
(g)	1.5 times of (e) for Industrial				

3 Additional FSI/BUA Premium (As per _____)					
	User	Additional FSI/BUA (sqm)	Rate (Rs/sqm)	Amount (Rs.)	Remarks
	Total				

4 Fungible BUA Premium (As per _____)					
	Description	Amount			
a	Permissible Fungible BUA				
b	Residential (35% of Total Residential BUA)				
c	Industrial (20% of Total Industrial BUA)				
d	Commercial (20% of Total Commercial BUA)				
e	Proposed Fungible BUA				
f	Residential				
g	Industrial				
h	Commercial				
i	Stamp Duty Ready Reckoner Rate				
j	Rate of Premium				
k	60% of (i) for Residential				
l	80% of (i) for Industrial				

m	100% of (i) for Commercial				
n	Total Premium				
o	Residential (f x k)				
p	Industrial (g x l)				
q	Commercial (h x m)				
r	Total (o + p + q)				

5	Premium for condonation of deficiency in Marginal open spaces (As per _____)				
a	Total Deficient Area (Commercial)				
b	Total Deficient Area (Residential)				
c	Stamp Duty Ready Reckoner Rate				
d	Normal rate of deficiency premium for Commercial = 50% of 'c'				
e	Normal rate of deficiency premium for Residential = 25% of 'c'				
f	Multiplying factor				
g	Premium to be charged for Commercial = a x d x f				
h	Premium to be charged for Residential = b x e x f				
i	Total amount = g + h				

6	Premium for External Columns (As per _____)				

7	Enclosed Balcony Fees (As per _____)				
	User				
a	No of Enclosed Balconies with area upto 5 sqm				
b	No of Enclosed Balconies with area more than 5 sqm				
c	No of Enclosed Balconies with area upto 5 sqm				
d	No. of every additional Area of 2.5 sqm				
e	Rate of Fees				
f	For area of Balcony upto 5 sqm				
g	For every additional balcony area of 2.5 sqm				
h	Total Fees [(a + c) x f] + [d x g]				

8	Any other _____ (As per _____)			
S. No.	Description	Area	Rate	Amount

XI SPECIAL PERMISSIONS requested for (if required)

1	Special Permissions granted Earlier				
2	Whether Modification is required to Special Permissions already granted				
3	Additional Concessions / Special Permissions requested				
4	Reasons/Justification for Modifications				
5	Departmental Remarks				

The above request for condonations / Special permissions along with justification by Architect and remarks of this Division are submitted for MC's approval.

If approved, following Special Conditions are proposed to be included in the draft CC:

- 1
- 2
- 3 Any other

The above proposal for grant of CC upto _____ floors u/r is submitted for Sr. Planner's / M.C.'s approval as per Sr. No. 2d / 2e of the revised Delegation of Powers dated 16/8/2016. On approval, first the demand letters for above payments (draft letters at ____/cs) will be issued u/s of Jr.Pl. / Jr.Ar./Dy.Pl. as per Sr. No. 11 of the revised Delegation of Powers dated 16/8/2016 . On payment of the same by the applicant, the CC upto _____ floors (draft CC and draft drawings at ____/cs) will be issued u/s of Planner / Architect as per Sr. No. 2d / 2e of the revised Delegation of Powers dated 16/8/2016.

Dy. Planner/Jr. Planner/Jr. Architect

Planner / Architect

Sr. Planner

Chief, T&CP Division

AMC & PD

MC

No. TCP(P-2)/SPA/CC/ File No. / /20_____

Date:

AMENDED COMMENCEMENT CERTIFICATE

Permission is hereby granted, under section 45 of the Maharashtra Regional & Town Planning Act, 1966 (Maharashtra Act No. XXXVII of 1966) to the applicant _____ for the proposed development upto / above plinth level /upto _____ of (Resi/Comm/Insti/Industrial) Building on the lands bearing CTS No. _____ of Village _____, Mumbai, comprising of proposed _____ level basements + Ground parking floor + _____ level podiums + stilt + _____ upper floors in the Residential Building with BUA of _____ sqm. (regular BUA _____ sqm + fungible BUA _____ sqm) as against the total permissible built up area of _____ sqm with _____ FSI as depicted on the drawing no. M1 to M____. The Commencement Certificate upto / above plinth level /upto _____ is granted on the following conditions:

Viz:

1. This permission / Commencement Certificate shall not entitle the applicant to build on the land which is not in his ownership in any way.
2. This certificate is liable to be revoked by the Metropolitan Commissioner, MMRDA if-
 - I. The development works in respect of which permission is granted under this certificate is not carried out or the user thereof is not in accordance with the sanctioned plans.
 - II. Any of the conditions subject to which the same is granted or any of the restrictions imposed by the Metropolitan Commissioner is contravened or is not complied with.
 - III. The Metropolitan Commissioner, MMRDA is satisfied that the same is obtained through fraud or misinterpretation and in such an event, the applicant and every person deriving title through or under him shall be deemed to have carried out the developmental work in contravention of section 43 and 45 of the Maharashtra Regional & Town Planning Act, 1966.
3. This Commencement Certificate is valid for a period of one year from the date hereof and will have to be renewed thereafter.
4. This Commencement Certificate is renewable every year but such extended period shall in no case exceed three years, after which it shall lapse provided further that such lapse shall not bar any subsequent application for fresh permission under section 44 of Maharashtra Regional & Town Planning Act, 1966.

5. Conditions of this certificate shall be binding not only on applicant but his/her heirs, successors, executors, administrators and assignees & every person deriving title through or under him.
6. The provisions in the proposal which are not confirming to applicable Development Control Regulation and other acts are deemed to be not approved.
7. The proposal shall be got certified to be earthquake resistant from the licensed structural engineer and certificate shall be submitted to MMRDA before Occupancy Certificate.
8. Any development carried out in contravention of or in advance of the Commencement Certificate is liable to be treated as unauthorized and may be proceeded against under sections 53 or, as the case may be, section 54 of the M.R.&T.P. Act, 1966. The applicant and/or his agents in such cases may be proceeded against under section 52 of the said Act. To carry out an unauthorized development is treated as a cognizable offence and is punishable with imprisonment apart from fine.
9. The applicant shall obtain permissions under the provisions of other applicable statutes, wherever necessary, prior to Commencement of the construction.
10. The applicant shall obtain an advance connection (not commissioned) for utilities and services before applying for grant of permission above plinth level as mentioned in the MCGM's letter no. ChEng/817/SR/Roads, dt 30/03/2007;
11. Construction beyond plinth level should not be commenced without obtaining Commencement Certificate above plinth level from MMRDA; / The building should not be occupied without obtaining Occupancy Certificate from MMRDA; (whichever applicable)
12. The applicant shall be solely responsible for compliance of all the conditions mentioned in all the NOCs/ Clearances such as EIA clearance; CFO, etc.
13. The applicant shall develop RG areas and shall plant the required number of trees in the RG area as per DCRs and shall submit final NOC from the Tree Authority before applying for Occupancy Certificate.
14. The applicant shall submit notice for 'start of work' before commencement of construction in accordance to regulation 6(2) of MCGM DCR; (if applicable)
15. The applicant shall ensure that the detection systems are strictly adhering to the IS codes as mentioned in Maharashtra Fire Service Offices circular No. MFS/10/2012/1099 dated 19/7/2012
16. The applicant shall install the Rain Water Harvesting System as per UDD's Notification No. TPB/432001/2133/CR-230/01/UD-11; Dt. 10/03/2005;
17. The applicant shall comply with MCGM's Circular no. CHE/27921/DP/ Gen; dated 06/01/2014 [in respect of preservation of documents mentioned at sr. no. (a) to (k) therein] & applicant shall submit Undertaking & Indemnity Bond mentioned therein before applying for Occupation Certificate;

18. The applicant shall pay the 'Building and Other Construction Labor Welfare Cess' to the competent Authority and submit a copy of receipt to this office;
19. The applicant shall obtain all the necessary final NOCs/Completion Certificates/clearances relating to water supply, sewerage, SWD, Tree, CFO etc. from MCGM and submit the same to MMRDA before applying for Occupancy Certificate for the buildings on the land under reference.
20. As soon as the development permission for the new construction is obtained, the owner/developer shall install a 'Display Board' on a conspicuous place on site indicating following details: (if applicable)
- I. Name and address of the owner/developer, architect and contractor;
 - II. Survey No./ City Survey No./ Ward No. of the land under reference, with description of its boundaries;
 - III. Order No. and date of grant of development permission issued by MMRDA;
 - IV. F.S.I permitted;
 - V. Address where the copies of detailed approved plans shall be available for inspection;
21. A notice in the form of advertisement giving all the details mentioned in 20 above shall also be published in two widely circulated newspapers one of which should be in Marathi language; (if applicable)

Special Conditions:

**Planner / Architect
Town & Country Planning Division**

Copy with set of approved drawings bearing nos. M-1 to M-___ to:

(i) Land owner

Address

(ii) Architect

Address

Copy (for information and record w.r.t MMRDA's D.O. Letter dt. 30/01/2009), with set of approved drawings bearing nos. M-1 to M- ___ to:

The Executive Engineer,

MCGM

***P.S.:** The Commencement Certificate upto plinth is issued subject to the conditions mentioned in the forwarding letter No. TCP (P-2)/SPA/CC/File no/V___/ /20___, Date :*

SCRUTINY REPORT & NOTE FOR PART OC

Date :

I GENERAL INFORMATION

1	Name & Address of Owner/ Developer/ Lessee	
2	Name & Address of Architect	
3	Application Letter No	
4	Date of Application	
5	SPA Area	
6	Plot No. / CTS No.	
7	Block / Village	
8	User	
9	Plot Area in sq. m.	
10	Date of issuance of Earlier CCs	

II DOCUMENTS SUBMITTED

S. No	Document Name	Date	Page no.	Remarks
1	Part Completion Certificate by Site Supervisor.			
2	Structural Stability Certificate by Consulting Structural Engineer, along with RCC completion plans.			
3	Lift Licenses if applicable			
4	Final NOCs for part occupation for completed work of SWD/ SP/ Road/ Sewerage from Consultants.			
5	Final NOC from Tree Authority, if applicable.			
6	Final NOC from CFO for Part OC			
7	Indemnity Bond for part OC (Notarized)			
8	Consent/NOC for Part OC by MHADA if applicable			
9	Set of as built drawings.			
10	ULC NOC if applicable			
11	Collector's NOC if applicable			
12	Layout Conditions Compliance			
13	Commencement Certificate Compliance Report.			
14	Any other			

III SITE INSPECTION REPORT

S. No	Item	Approved	On Site	Deviation	Remarks
1	Plot/boundary wall dimensions				
2	North, South, East, West.				
3	Marginal Open Spaces				
A	Front				
B	Right				
C	Left				
D	Rear				
4	No. of storeys & height of bldg.				
5	Built up area				
6	Recreation Ground:				
7	Parking requirements				
A	Marginal Open Spaces (Big Cars)				

B	Marginal Open Spaces (Small Cars)				
C	Transport Vehicles				
D	Total				
8	Basement area and users				
A	Basement Area				
b	Users				
9	Requirements of CFO, MCGM.				
a	No. of staircases				
b	No. of lifts				
10	Storm water drainage				
11	Exclusions from built up area claimed other than those approved in the CC				
a	G.F.				
b	Upper Floors				
12	Any other				

IV DEVIATIONS TO THE EARLIER APPROVED PLANS

S. No.	Deviation	Justification	Whether permissible as per DCR	Whether within Concessions already taken	Remarks

V COMPLIANCE REPORT OF CC CONDITIONS

	CC Condition	Compl	Reasons for Non Compliance	Remarks
1				
2				

VI PAYMENTS (If any)

1	Scrutiny Fees (As per _____)			
	User	Proposed BUA (sqm)	Rates (Rs/sqm of BUA)	Amount (in Rs)
	Total			

2	Development Charge (As per _____)				
Sr. No	Description	User	Built up Area (sqm)	Rate (Rs/sqm)	Amount (Rs.)
(a)	Ready Reckoner Rate				
(b)	0.5% of (a) for land development (Residential/ Institutional)				
(c)	2 times of (b) for Commercial				
(d)	1.5 times of (b) for Industrial				
(e)	2% of (a) for construction (Residential /Institutional)				
(f)	2 times of (e) for Commercial				
(g)	1.5 times of (e) for Industrial				

3	Additional FSI/BUA Premium (As per _____)
----------	---

User	Additio nal FSI/B UA (sqm)	Rate (Rs/sqm)	Amoun t (Rs.)	Rema rks
Total				

4 Fungible BUA Premium (As per _____)				
	Description	Amou nt		
a	Permissible Fungible BUA			
b	Residential (35% of Total Residential BUA)			
c	Industrial (20% of Total Industrial BUA)			
d	Commercial (20% of Total Commercial BUA)			
e	Proposed Fungible BUA			
f	Residential			
g	Industrial			
h	Commercial			
i	Stamp Duty Ready Reckoner Rate			
j	Rate of Premium			
k	60% of (i) for Residential			
l	80% of (i) for Industrial			
m	100% of (i) for Commercial			
n	Total Premium			
o	Residential (f x k)			
p	Industrial (g x l)			
q	Commercial (h x m)			
r	Total (o + p + q)			

5 Premium for condonation of deficiency in Marginal open spaces (As per _____)				
a	Total Deficient Area (Commercial)			
b	Total Deficient Area (Residential)			
c	Stamp Duty Ready Reckoner Rate			
d	Normal rate of deficiency premium for Commercial = 50% of 'c'			
e	Normal rate of deficiency premium for Residential = 25% of 'c'			
f	Multiplying factor			
g	Premium to be charged for Commercial = a x d x f			
h	Premium to be charged for Residential = b x e x f			
i	Total amount = g + h			

6 Premium for External Columns (As per _____)				

7 Enclosed Balcony Fees (As per _____)				
User				
a	No of Enclosed Balconies with area upto 5 sqm			
b	No of Enclosed Balconies with area more than 5 sqm			

c	No of Enclosed Balconies with area upto 5 sqm				
d	No. of every additional Area of 2.5 sqm				
e	Rate of Fees				
f	For area of Balcony upto 5 sqm				
g	For every additional balcony area of 2.5 sqm				
h	Total Fees [(a + c) x f] + [d x g]				

8	Any other _____ (As per _____)			
S. No.	Description	Area	Rate	Amount

XI SPECIAL PERMISSIONS requested for (if required)

1	Special Permissions granted Earlier				
2	Whether Modification is required to Special Permissions already granted				
3	Additional Concessions / Special Permissions requested				
4	Reasons/Justification for Modifications				
5	Departmental Remarks				

The above request for condonations / Special permissions along with justification by Architect and remarks of this Division are submitted for MC's approval.

If approved, following Special Conditions are proposed to be included in the draft part OC:

- 1
- 2
- 3 Any other

The above proposal for grant of part OC u/r is submitted for M.C.'s approval as per Sr. No. 2g of the revised Delegation of Powers dated 16/8/2016. On approval, first the demand letters for above payments (draft letters at ____/cs) will be issued u/s of Jr.PI. / Jr.Ar./Dy.PI. as per Sr. No. 11 of the revised Delegation of Powers dated 16/8/2016 . On payment of the same by the applicant, the part OC (draft part OC and draft drawings at ____/cs) will be issued u/s of Planner / Architect as per Sr. No. 2g of the revised Delegation of Powers dated 16/8/2016.

Dy. Planner/Jr. Planner/Jr. Architect

Planner / Architect

Sr. Planner

Chief T&CP Division

AMC & PD

MC

No. TCP (P-2)/SPA/ / / /

Date :

PART OCCUPANCY CERTIFICATE

To,
Owner,
Address.

Sir,

In the development work of _____ Building of _____ on plot bearing _____ of village _____, situated at _____, the _____ floors with total built up area of _____ sqm out of the maximum permissible built up area of _____ sqm, completed under the supervision of Architect _____, Architect's Registration no. _____ may be occupied on the compliance of following conditions:-

1. That the provisions in the proposal which are not confirming to applicable Development Control Regulations and other Acts are deemed to be not approved.
2. That the certificates under Section 270-A of B.M.C. Act shall be obtained from Hydraulic Engineer, MCGM and a certified copy of the same shall be submitted to this office.
3. That any change in the user in future would require prior approval of MMRDA.
4. That if any user mentioned in completion/as built plans is found changed at any time without prior permission of MMRDA, then this part occupation certificate granted to your premises will be treated as canceled and appropriate action will be taken.

Special Conditions:

A set of certified part completion plans (for _____ floors) is enclosed herewith.

**Planner/Architect
Town & Country Planning Division**

P.S.: *This Part Occupancy Certificate is issued subject to the conditions mentioned in the forwarding letter No. _____, Date : _____*

Copy (for information w.r.t MMRDA's D.O.Letter dt. 30/01/2009), with set of certified part completion plans bearing nos. _____ to:

- 1) The Executive Engineer,
MCGM.
- 2) Architect.

SCRUTINY REPORT & NOTE FOR OC

Date :

I GENERAL INFORMATION

1	Name & Address of Owner/ Developer/ Lessee	
2	Name & Address of Architect	
3	Application Letter No	
4	Date of Application	
5	SPA Area	
6	Plot No. / CTS No.	
7	Block / Village	
8	User	
9	Plot Area in sq. m.	
10	Date of issuance of Earlier CCs	

II DOCUMENTS SUBMITTED

S. No	Document Name	Date	Page no.	Remarks
1	Completion Certificate by Site Supervisor.			
2	Structural Stability Certificate by Consulting Structural Engineer, along with RCC completion plans.			
3	Lift Licenses if applicable			
4	Final NOCs for occupation for completed work of SWD/ SP/ Road/ Sewerage from Consultants.			
5	Final NOC from Tree Authority, if applicable.			
6	Final NOC from CFO			
7	Consent/NOC for OC by MHADA if applicable			
8	Set of as built drawings.			
9	ULC NOC if applicable			
10	Collector's NOC if applicable			
11	Layout Conditions Compliance			
12	Commencement Certificate Compliance Report.			
13	Any other			

III SITE INSPECTION REPORT

S. NO.	Item	Approved	On Site	Deviation	Remarks
1	Plot/boundary wall dimensions				
2	North, South, East, West.				
3	Marginal Open Spaces				
A	Front				
B	Right				
C	Left				
D	Rear				
4	No. of storeys & height of bldg.				
5	Built up area				
6	Recreation Ground:				
7	Parking requirements				
A	Marginal Open Spaces (Big Cars)				
B	Marginal Open Spaces (Small Cars)				

C	Transport Vehicles				
D	Total				
8	Basement area and users				
A	Basement Area				
b	Users				
9	Requirements of CFO, MCGM.				
a	No. of staircases				
b	No. of lifts				
10	Storm water drainage				
11	Exclusions from built up area claimed other than those approved in the CC				
a	G.F.				
b	Upper Floors				
12	Any other				

IV DEVIATIONS TO THE EARLIER APPROVED PLANS

S. No.	Deviation	Justification	Whether permissible as per DCR	Whether within Concession already taken	Remarks

V COMPLIANCE REPORT OF CC CONDITIONS

	CC Condition	Compl ied	Reasons for Non Compliance	Rema rks
1				
2				
3				

VI PAYMENTS (If any)

1	Scrutiny Fees (As per _____)			
	User	Proposed BUA (sqm)	Rates (Rs/sqm of BUA)	Amou nt (in Rs)
	Total			

2	Development Charge (As per _____)				
Sr. No.	Description	User	Built up Area (sqm)	Rate (Rs/sq m)	Amou nt (Rs.)
(a)	Ready Reckoner Rate				
(b)	0.5% of (a) for land development (Residential/ Institutional)				
(c)	2 times of (b) for Commercial				
(d)	1.5 times of (b) for Industrial				
(e)	2% of (a) for construction (Residential /Institutional)				
(f)	2 times of (e) for Commercial				
(g)	1.5 times of (e) for Industrial				

3 Additional FSI/BUA Premium (As per _____)					
	User	Additio nal FSI/BU A (sqm)	Rate (Rs/s qm)	Amou nt (Rs.)	Rema rks
	Total				

4 Fungible BUA Premium (As per _____)					
	Description	Amount			
a	Permissible Fungible BUA				
b	Residential (35% of Total Residential BUA)				
c	Industrial (20% of Total Industrial BUA)				
d	Commercial (20% of Total Commercial BUA)				
e	Proposed Fungible BUA				
f	Residential				
g	Industrial				
h	Commercial				
i	Stamp Duty Ready Reckoner Rate				
j	Rate of Premium				
k	60% of (i) for Residential				
l	80% of (i) for Industrial				
m	100% of (i) for Commercial				
n	Total Premium				
o	Residential (f x k)				
p	Industrial (g x l)				
q	Commercial (h x m)				
r	Total (o + p + q)				

5 Premium for condonation of deficiency in Marginal open spaces (As per _____)					
a	Total Deficient Area (Commercial)				
b	Total Deficient Area (Residential)				
c	Stamp Duty Ready Reckoner Rate				
d	Normal rate of deficiency premium for Commercial = 50% of 'c'				
e	Normal rate of deficiency premium for Residential = 25% of 'c'				
f	Multiplying factor				
g	Premium to be charged for Commercial = a x d x f				
h	Premium to be charged for Residential = b x e x f				
i	Total amount = g + h				

6 Premium for External Columns (As per _____)					

7 Enclosed Balcony Fees (As per _____)					
	User				

a	No of Enclosed Balconies with area upto 5 sqm				
b	No of Enclosed Balconies with area more than 5 sqm				
c	No of Enclosed Balconies with area upto 5 sqm				
d	No. of every additional Area of 2.5 sqm				
e	Rate of Fees				
f	For area of Balcony upto 5 sqm				
g	For every additional balcony area of 2.5 sqm				
h	Total Fees [(a + c) x f] + [d x g]				

8	Any other _____ (As per _____)			
S. No.	Description	Area	Rate	Amount

XI SPECIAL PERMISSIONS requested for (if required)

1	Special Permissions granted Earlier				
2	Whether Modification is required to Special Permissions already granted				
3	Additional Concessions / Special Permissions requested				
4	Reasons/Justification for Modifications				
5	Departmental Remarks				

The above request for condonations / Special permissions along with justification by Architect and remarks of this Division are submitted for MC's approval.

If approved, following Special Conditions are proposed to be included in the draft part OC:

- 1
- 2
- 3 Any other

The above proposal for grant of part OC u/r is submitted for M.C.'s approval as per Sr. No. 2g of the revised Delegation of Powers dated 16/8/2016. On approval, first the demand letters for above payments (draft letters at ____/cs) will be issued u/s of Jr.PI. / Jr.Ar./Dy.PI. as per Sr. No. 11 of the revised Delegation of Powers dated 16/8/2016 . On payment of the same by the applicant, the part OC (draft part OC and draft drawings at ____/cs) will be issued u/s of Planner / Architect as per Sr. No. 2g of the revised Delegation of Powers dated 16/8/2016.

Dy. Planner/Jr. Planner/Jr. Architect

Planner / Architect

Sr. Planner

Chief T&CP Division

AMC & PD

MC

OCCUPANCY CERTIFICATE

No. _____ Date: _____

To,
Architect

Sub: 'Occupancy Certificate' to the proposed _____-on the plot bearing _____ of Village _____ in SPA Area of _____ for _____.

Ref: Your letter no. _____ dated _____.

Sir,

Development work of _____ Building on land u/r with the total built-up area of _____ sqm, consisting of _____ floors; completed under the supervision of the Architect & Site Supervisor _____, and Structural Engineer _____ as reflected in set of drawings having drawing nos. _____, (total drawings _____ no.s) may be occupied on the following conditions:-

Viz:

1. This certificate is liable to be revoked by the Metropolitan Commissioner, MMRDA if-
 - i) Any of the conditions subject to which the same is granted or any of the restrictions imposed by the Metropolitan Commissioner is contravened or is not complied with.
 - ii) The Metropolitan Commissioner, MMRDA is satisfied that the same is obtained through fraud or misinterpretation.
2. This Certificate shall not entitle the applicant to occupy the land which is not in his ownership in any way.
3. The provisions in the proposal which are not confirming to applicable Development Control Regulation and other acts are deemed to be not approved.
4. That if any change in the user or constructed premises mentioned/depicted in completion/ as-built drawings is found at any time without prior permission of MMRDA then this Occupancy Certificate granted to your premises will be treated as cancelled & appropriate action will be taken.
5. That any change in the constructed premises and user thereof, any time in future would require prior approval of MMRDA.
6. This permission is issued without prejudice to action, if any, under the MR & TP Act, 1966.

7. Any condition mentioned in any of the NOC from any Concerned Authority shall be complied with before occupying the property under reference.
8. That the conditions of the Comprehensive Undertaking dated _____ and Indemnity Bond dated _____ shall be adhered to.
9. That the utilities like drainage & water-supply arrangements shall be in accordance with the overall arrangements made by MCGM/ MMRDA.
10. That the certificates under Section 270-A of B.M.C. Act shall be obtained from Hydraulic Engineer, MCGM and a certified copy of the same shall be submitted to this office.

Special conditions:

A set of certified completion plans is enclosed herewith.

Yours faithfully,

Planner/Architect
Town & Country Planning Division

Encl: Set of approved drawings No. _____, i.e. ____ No. of drawings.

Copy to:

- 1) Owner.
- 2) The Executive Engineer,
MCGM (for information and record w.r.t MMRDA's D.O.Letter dt. 30/01/2009)

ACCEPTANCE OF COMPLETION CERTIFICATE

No. _____

Date:

To,
Architect

Sub: Acceptance of Completion Certificate of the proposed _____
on plot bearing _____ of Village _____ for _____.

Ref: Your Development competition certificate dated _____

Sir,

The Completion Certificate submitted by you on _____ for the above work
is hereby accepted.

Yours faithfully,

**Planner/Architect,
Town & Country Planning Division**

Copy to:
Owner.

SCRUTINY REPORT & NOTE FOR TEMPORARY PERMISSION

Date :

I GENERAL INFORMATION

1	Name & Address of Owner/ Developer/ Lessee	
2	Name & Address of Architect	
3	Application Letter No	
4	Date of Application	
5	SPA Area	
6	Plot No. / CTS No.	
7	Block / Village	
8	User	
9	Plot Area in sq. m.	
10	Date of CC issued	

II DOCUMENTS SUBMITTED

S. No.	Document Name	Date	Page no.	Remarks
1	Copy of CC granted			
2	Drawing showing proposed Temporary Structure			
3	If the temporary construction is proposed on land other than on which the permission for main structure is granted then ,			
a	Copy of CTS Plan/Gut Book Sketch			
b	PR Card indicating name of owner			
c	If name of owner is not indicated in PR Card, then 7/12 abstract and Kami Jast Patrak			
4	NOC/Consent from land owner if the land on which the temporary construction is proposed does not belong to the applicant			
5	Any other			

III PLANNING / BUILDING REQUIREMENTS

S. No	Item	DCR No.	Permissible	Proposed	Remarks
1	Area				
2	Marginal Open Space				
a	Front				
b	Left				
c	Right				
d	Rear				
3	Height of building				
4	Parking Space				
5	Sanitary Requirements				
6	Any other				

IV PAYMENTS

1	Scrutiny Fees (As per _____)			
	User	Proposed BUA (sqm)	Rates (Rs/sqm of BUA)	Amount (in Rs)
	Total			

2	Deposit (As per _____)			
	User	Proposed BUA (sqm)	Rates (Rs/sqm of BUA)	Amount (in Rs)
	Total			

3	Any other _____ (As per _____)			
	User	Proposed BUA (sqm)	Rates (Rs/sqm of BUA)	Amount (in Rs)
	Total			

V SPECIAL PERMISSIONS requested for (if required)

1				
2				

The above request for Special permissions along with justification by Architect and remarks of this Division are submitted for MC's approval.

If approved, following Special Conditions are proposed to be included in the draft approval letter:

- 1
- 2
- 3 Any other

The above proposal for temporary permission u/r is submitted for M.C.'s approval as per Sr. No. 3a of the revised Delegation of Powers dated 16/8/2016. On approval, first the demand letters for above payments (draft letters at ____/cs) will be issued u/s of Jr.PI. / Jr.Ar./Dy.PI. as per Sr. No. 11 of the revised Delegation of Powers dated 16/8/2016 . On payment of the same by the applicant, the temporary permission (draft approval letter and draft drawings at ____/cs) will be issued u/s of Planner / Architect as per Sr. No. 3a of the revised Delegation of Powers dated 16/8/2016.

Dy. Planner/Jr. Planner/Jr. Architect

Planner / Architect

Sr. Planner

Chief T&CP Division

AMC & PD

MC

TEMPORARY PERMISSION

No. _____

Date :

To,
Owner,
Address.

Sub: Temporary Permission for _____ on land bearing _____ Village _____, in SPA Area of _____ for _____.

Ref: Your letter No. _____, dated _____

Sir,

With reference to your above cited request for Temporary Permission for _____ on the plot under reference, you are hereby informed that your proposal is approved initially for six months and renewable thereafter for further period as per D.C. Regulation No.65(iii) & (iv) of Greater Mumbai-1991, as indicated on duly authenticated drawing nos. _____ enclosed herewith. The total built up area is _____ sq.m. The approval is granted subject to the following conditions:

- (1) This permission is valid for a period not exceeding 6 months and is to be renewed to be continued temporarily, but in any case not beyond completion of the construction for which the temporary structure is proposed.
- (2) This permission will not be construed as development permission for carrying out development for the end user on the plot under reference, for which requisite application will have to be submitted to the MMRDA by the applicant.
- (3) All the other necessary approvals under all other applicable statutes/orders/laws from the respective authorities shall be obtained.
- (4) The temporary drainage, temporary SWD and temporary water supply arrangement shall be in accordance with the overall arrangement made by MCGM/MMRDA.
- (5) The applicant shall remove the temporary structure prior to applying for Occupancy Certificate for the principal construction.

Special Conditions:

Yours faithfully,

Planner/Architect,
Town & Country Planning Division.

Encl: Set of Drawings bearing nos. _____.

Copy to:

- 1) The Executive Engineer,
MCGM.
- 2) Architect.

**SCRUTINY REPORT & NOTE FOR MONSOON SHED / EXHIBITION PANDALS/
FESTIVE PANDALS/ SIGNAGES**

Date :

I GENERAL INFORMATION

1	Name & Address of Owner/ Developer/ Lessee	
2	Name & Address of Architect	
3	Application Letter No	
4	Date of Application	
5	SPA Area	
6	Plot No. / CTS No.	
7	Block / Village	

II DOCUMENTS SUBMITTED

S. No.	Document Name	Date	Page no.	Remarks
A	For Monsoon Sheds			
1	Drawing Showing the proposed Monsoon Shed			
2	NOC from Society			
3	Undertaking regarding demolition of the temporary Shed before 31 st October			
B	For Festive / Exhibition Pandals			
1	Drawing showing Layout and details like area, dimensions, material & fabric to be used			
2	NOC from Society			
3	CFO NOC			
4	Structural Stability Certificate			
5	Duration for which the permission is sought.			
6	Undertaking regarding removal of structure on expiration of the permission period			
C	For Signages in BKC			
1	NOC from Society/Owner			
2	Appointment Letter and Acceptance of Structural Engineer			
3	Appointment Letter and Acceptance of Site Supervisor			
4	Structural Stability Certificate			
5	Fresh NOC from Civil Aviation if Signage proposed on terrace is above the level permitted in Civil Aviation NOC			
6	Drawing showing location and details like area of the Signage, Area of Façade etc.			
7	Indemnity Bond			
8	MMRDA's Consent for Assignment of the Premises			
9	Other relevant NOCs/Permissions including permission from Advertisement Department of MCGM.			
10	Any other			

III PLANNING / BUILDING REQUIREMENTS

S. No	Item	DCR No.	Permissible	Proposed	Remarks
1	Area				
2	Dimensions				
3	Marginal Open Space (For Festive / Exhibition Pandals)				
a	Front				
b	Left				
c	Right				
d	Rear				
4	Height (For Festive / Exhibition Pandals)				
5	Parking Provision (For Festive / Exhibition Pandals)				
6	Sanitary Requirements (For Festive / Exhibition Pandals)				
	For Signages in BKC				
1	Area of Facade				
2	Area of Signage				
3	No of Existing Signages				
4	No. of Proposed Signages				
5	Dimensions				
6	Location				
7	Any other				

IV PAYMENTS

1	Scrutiny Fees (As per _____)			
	User	Proposed BUA (sqm)	Rates (Rs/sqm of BUA)	Amount (in Rs)
	Total			

2	Deposit (As per _____)			
	User	Proposed BUA (sqm)	Rates (Rs/sqm of BUA)	Amount (in Rs)
	Total			

3	Any other _____ (As per _____)			
	User	Proposed BUA (sqm)	Rates (Rs/sqm of BUA)	Amount (in Rs)
	Total			

V SPECIAL PERMISSIONS requested for (if required)

1				
2				

The above request for Special permissions along with justification by Architect and remarks of this Division are submitted for MC's approval.

If approved, following Special Conditions are proposed to be included in the draft approval letter:

- 1
- 2
- 3 Any other

The above proposal for Monsoon Shed / Festive/Exhibition Pandal/Signage u/r is submitted for M.C.'s approval as per Sr. No. 3a of the revised Delegation of Powers dated 16/8/2016. On approval, first the demand letters for above payments (draft letters at ____/cs) will be issued u/s of Jr.PI. / Jr.Ar./Dy.PI. as per Sr. No. 11 of the revised Delegation of Powers dated 16/8/2016 . On payment of the same by the applicant, the temporary permission (draft approval letter and draft drawings at ____/cs) will be issued u/s of Planner / Architect as per Sr. No. 3a of the revised Delegation of Powers dated 16/8/2016.

Dy. Planner/Jr. Planner/Jr. Architect

Planner / Architect

Sr. Planner

Chief T&CP Division

AMC & PD

MC

MONSOON SHED

No.TCP (P-2)/ SPA/ / / /2016

Date :

To,
Owner
Address.

Sub:- Temporary monsoon shed for _____ on Plot No. _____ in
_____ of _____ for _____.

Ref: Your letter no. _____ dated _____

Sir,

With reference to your above cited letter, permission is hereby granted till 31/10/_____ for monsoon shed of an area of _____ sqm on a purely temporary basis, at the terrace on _____ floor of premises under reference, as indicated on copy of the drawing enclosed herewith. The approval is granted subject to the following conditions:-

1. That the monsoon shed of area _____ sqm is permitted purely on temporary basis only for the monsoon period, i.e. up to 31/10/_____.
2. That no pacca or permanent construction of any nature shall be done under this temporary permission for the monsoon period.
3. That the area under the temporary monsoon shed shall not be used for any habitable or commercial purposes.
4. That the temporary monsoon shed shall be removed by the applicant immediately on expiry of the temporary permission, and shall be intimated to MMRDA.
5. That after the removal of the temporary monsoon shed, the areas will be restored and maintained in the original condition.
6. That the cost of installation and dismantling shall be entirely borne by the applicant.
7. That in case of any mishap/accident, it shall be entirely dealt by the applicant at his own risk and cost.

Special conditions:

Encl: Drawing no. _____ (Total _____ no)

Yours faithfully,

Planner.
Town & Country Planning Division.

TEMPORARY FESTIVE / EXHIBITION PANDAL

No. TCP(P-2)/SPA/ / / /

Date:

To,
**Owner,
Address.**

Sub: Request for temporary permission for Festive / Exhibition Pandal for _____ on _____ days i.e from date_____ to date_____ within plot no. _____, CTS No. _____ , Village/Block_____ in SPA Area of _____.

Ref: Your letter No. _____ dated _____.

Sir,

Please refer to your above cited letter, wherein you have requested to grant permission for temporary permission for Festive / Exhibition Pandal for _____ on _____ days i.e from date_____ to date_____ within plot under reference. With reference to your request, this is to inform you that Metropolitan Commissioner, MMRDA has approved the proposal, subject to the following conditions:

- (i) That the permission is granted for _____ days (i.e from date_____ to date_____), on the _____ area within the plot;
- (ii) That the area shall not be used for any other purpose other than mentioned in your request;
- (iii) That the area shall be restored in the original form, after the function;
- (iv) That the cost for restoration shall be entire responsibility of the applicant;
- (v) The applicant shall be responsible for fire safety, sound control & traffic management & has indemnified MMRDA against any risk, damage & danger which may occur to any person or property or any third party;
- (vi) The applicant shall obtain necessary approvals from other applicable statutes;
- (vii) If it is found that the applicant has not restored the RG to its original position in next two days of the function then MMRDA will initiate further necessary actions;
- (viii) If it is found that applicant has dumped the material on Public/MMRDA's land, then MMRDA will charge penalty for this;
- (ix) The applicant shall arrange the car parking spaces within their plot;
- (x) The applicant shall take care of the traffic arrangement at the time of the programme;
- (xi) If any of the above mentioned conditions are found violated, then this permission will be cancelled and the deposit submitted by the applicant (of Rs _____/-) to MMRDA will be forfeited.

Special Conditions:

Yours faithfully,

Planner/Architect
T&CP Division.

Copy to: DMC (L&E), MMRDA

SIGNAGES

No.TCP (P-2)/BKC / / /

Date:

To,
Owner,
Address.

Sub: Proposed signage for premises _____ on the _____ floor of the building _____ constructed on the plot _____ in _____ Block of Bandra-Kurla Complex for _____ for a period of _____.

Ref : Your letter No. _____ dated _____

Sir,

Please refer to your above cited letter, by which you have requested for grant of approval for the proposed installation of signage of _____ (material) with light box (specifications) of size _____ on the _____ floor along with logo (details and specifications) on the _____ elevation/ façade of the building (facing _____) in _____ & _____ (language) on your Commercial-Office building on the plot under reference in _____ Block of BKC. You are hereby informed that, Metropolitan Commissioner has approved your request for above signage's and MMRDA has no objection for the above signage as reflected in the drawing (____no.) **(enclosed herewith)**, subject to the following conditions:

- i) This permission is issued for an initial period of 10 years, thereafter it will be renewable;
- ii) Maximum of 4 signage's will be allowed on your commercial building, which should not cover more than 5% of the façade area;
- iii) The proposed signage should not cause any visual hindrance to the traffic on the adjacent road abutting the plot under reference and no hindrance shall be caused to the inhabitant of the premises. If any complaint is received then the necessary rectification should be done by the applicant at their own cost as and when informed by MMRDA;
- iv) If any changes are made in size and shape of the signage then in such case prior approval of MMRDA should be obtained by the applicant;
- v) The other relevant NOC's/ permissions, (including obtaining permission from Advertisement Department of MCGM) shall be obtained by applicant;

Special conditions:

The drawing no._____ duly stamped is enclosed herewith as a token of approval.

Yours faithfully,

Planner/Architect
T&CP Division.

Encl: Drawing No._____.

Copy to:

- i) **The Executive Engineer, MCGM**
- ii) **Dy. M.C. (L&E Cell), MMRDA.**

SCRUTINY REPORT & NOTE FOR DEMOLITION OF EXISTING BUILDINGS

Date :

I GENERAL INFORMATION

1	Name & Address of Owner/ Developer/ Lessee	
2	Name & Address of Architect	
3	Application Letter No	
4	Date of Application	
5	SPA Area	
6	Plot No. / CTS No.	
7	Block / Village	
8	User	
9	Plot Area in sq. m.	

II DOCUMENTS SUBMITTED

S. No	Document Name	Date	Page no.	Remarks
1	PR Card indicating name of owner			
2	If name of owner is not indicated in PR Card, then 7/12 abstract and Kami Jast Patrak			
3	CTS Plan/ Gut Book Sketch			
4	Indemnity Bond			
5	Certificate from Structural Engineer for demolition			
6	Reasons in writing for demolition of structures / Certificate from local authority for structure being dilapidated (if applicable).			
7	Any other			

III SPECIAL PERMISSIONS requested for (if required)

1				
2				

The above request for Special permissions along with justification by Architect and remarks of this Division are submitted for AMC's approval. If approved, following Special Conditions are proposed to be included in the draft approval letter:

1

2 Any other

The above proposal for Demolition of existing buildings on plot u/r is submitted for A.M.C.'s approval as per Sr. No. 2i of the revised Delegation of Powers dated 16/8/2016. On approval, the Demolition permission (draft approval letter and draft drawings at ____/cs) will be issued u/s of Planner / Architect as per Sr. No. 2i of the revised Delegation of Powers dated 16/8/2016.

Dy. Planner/Jr. Planner/Jr. Architect

Planner / Architect

Sr. Planner

Chief T&CP Division

AMC & PD

DEMOLITION PERMISSION

No. _____

Date :

To,
Owner.

Sub : Permission for Demolition of existing structures of _____ on property bearing _____ of village _____ in SPA Area of _____.

Ref: Your letter no. _____ dated _____.

Sir,

Please refer to your above cited by which you had requested to grant the permission for demolition of _____ structures existing on the land u/r. In this regard, you are hereby informed that, MMRDA has no Objection for demolition of the structures as requested by you subject to the conditions mentioned below:

- i. That the demolition will be carried out entirely at the applicants own risk and cost and the applicant will be fully responsible to make good the damages caused to any person/property in and around the land on which the demolition is carried out.
- ii. That the applicant shall ensure that no nuisance of any kind is caused to the adjacent plot owners/residents, due to demolition work and will also be responsible for consequence of dispute, if any arising in this respect, with the adjacent plot holders.
- iii. The demolished material shall be disposed off in accordance to procedures/policies laid down by the local/competent authorities and permission required if any for the same shall be obtained by the applicant.
- iv. That the applicant shall be fully responsible for setting any claim for any damages etc. arising out of or related to the proposed demolition from anybody including any statutory body and / or fighting against any claim for damages etc., in a court of law anywhere in India or abroad and they shall keep MMRDA and its officers/employees indemnified at all the times against any of such claims/mishaps/law suit, etc. as per the Indemnity Bond dt. 19/09/2013 submitted to MMRDA.
- v. That applicant will insure and keep insured the plot u/r against all insurable risks including death of any person or injury to any person or loss or damage to the neighboring property.
- vi. That applicant will obtain all other approval under all other applicable statues/orders/laws from the respective authorities prior to commencement of demolition.
- vii. The work of demolition shall be carried out in presence of license structural Engineer.

viii. The applicant shall obtain No dues certificate carrying out demolition of the structures on the land u/r.

Special Conditions, if any:

Thanking you,

Yours faithfully,

Planner/Architect
T&CP Division

Copy to:-

- 1) Architect.
- 2) MCGM.

SCRUTINY REPORT & NOTE FOR EXCAVATION SHORE PILING / RETAINING WALL

Date :

I GENERAL INFORMATION

1	Name & Address of Owner/ Developer/ Lessee	
2	Name & Address of Architect	
3	Application Letter No	
4	Date of Application	
5	SPA Area	
6	Plot No. / CTS No.	
7	Block / Village	
8	User	
9	Plot Area in sq. m.	

II DOCUMENTS SUBMITTED

S. No	Document Name	Date	Page no.	Remarks
1	PR Card indicating name of owner			
2	If name of owner is not indicated in PR Card, then 7/12 abstract and Kami Jast Patrak			
3	CTS Plan/ Gut Book Sketch			
4	Drawing showing the proposed Excavation and Shore Piling/Retaining Wall.			
5	Indemnity Bond			
6	Demarcation Drawing showing Roads and Reservations on the land u/r, if any.			
7	Structural Stability Certificate.			
8	Any other			

III DETAILS OF PROPOSAL

S. No	Item	DCR No.	Permissible	Proposed	Remarks
1	Distance of outer edge of Retaining Wall/Shore Piles from Plot boundary				
a	Front				
b	Left				
c	Right				
d	Rear				
2	Any other				

III SPECIAL PERMISSIONS requested for (if required)

1				
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The above request for Special permissions along with justification by Architect and remarks of this Division are submitted for AMC's approval. If approved, following Special Conditions are proposed to be included in the draft approval letter:

1

The above proposal for Excavation and Shore Piling / Retaining Wall on plot u/r is submitted for A.M.C.'s approval as per Sr. No. 2b of the revised Delegation of Powers dated 16/8/2016. On approval, the permission for Excavation and Shore Piling / Retaining Wall (draft approval letter and draft drawings at ____/cs) will be issued u/s of Planner / Architect as per Sr. No. 2b of the revised Delegation of Powers dated 16/8/2016.

Dy. Planner/Jr. Planner/Jr. Architect

Planner / Architect
Sr. Planner
Chief T&CP Division
AMC & PD

PERMISSION FOR EXCAVATION AND SHORE PILING / RETAINING WALL

No. _____

Date:

To,
Owner.

Sub: Proposed work of Excavation and Shore Piling / Retaining Wall on the lands bearing _____, of Village _____, in SPA Area of _____ for _____.

Ref: Your letter no. _____, dated _____

Sir,

With reference to your above mentioned application, I am directed to inform you that only the work of Excavation and Shore Piling / Retaining Wall on the plot u/r (copy of plan showing the plot u/r is enclosed herewith) is hereby permitted subject to the following conditions: -

- i) That the plan indicating location of the buildings, enclosed with the permission for excavation to be in accordance to the plan showing the same that will be attached with the building approval drawings.
- ii) That this permission is issued subject to the provisions of the Development Control Regulations of ODC and MCGM as applicable to ODC.
- iii) That you will obtain the concurrence of the adjacent plot holder, if any, for any impact on their plot due to the work of Excavation and Shore Piling / Retaining Wall and will also be responsible for consequence of dispute, if any, arising in this respect, in future, with the adjacent plot holders, and also to make good the damages caused, if any, due to this.
- iv) That this permission for work of Excavation of earth and Shore Piling / Retaining Wall on the land u/r shall not be construed as approval to the building plans and no compensation towards the expenditure incurred or likely to be incurred shall be claimed from MMRDA for construction which is liable to be demolished or will be demolished for carrying out the same without prior approval of MMRDA.
- v) That the work of Excavation and Shore Piling / Retaining Wall will be entirely at the applicant's own risk and cost and the applicant will be fully responsible to make good the damages caused, if any.
- vi) The excavated earth shall not be disposed off anywhere on MMRDA lands or elsewhere in the _____ (SPA Area).
- vii) That the applicant shall be fully responsible for settling any claim for any damages etc. arising out of or related to the proposed work of Excavation and Shore Piling / Retaining Wall from any body including any statutory body and / or fighting against any claim for damages etc., in a court of law anywhere in India or abroad and they shall keep MMRDA

and its officers/employees indemnified at all the times against any of such claims/mishaps/law suits etc. as per the Indemnity Bond submitted by you dated _____.

- viii) That you will insure & keep insured the plot u/r against all insurable risks including death of any person or injury to any person or loss or damage to the neighboring property.
- ix) That you will obtain permissions under the provisions of other applicable statutes, wherever necessary, prior to commencement of the work of Excavation and Shore Piling / Retaining Wall.
- x) The outer line of excavation and Shore Piling / Retaining Wall shall be at a minimum distance of 3.0m from the plot boundary.
- xi) If any of the above conditions are violated, this permission granted for the work of Excavation and Shore Piling / Retaining Wall on the plot under reference automatically stands cancelled.
- xii) The shoring piles shall be stopped at 1.50m below the ground level.
- xiii) The excavation and shore pile work shall not become or claimed to be impediment for planning of any building on the land u/r in accordance to the applicable rules at the time of issuance of permissions for the same.

Special Conditions:

Thanking you,

Yours faithfully,

Architect/Planner
Town & Country Planning Division

Encl: Plan showing the plot u/r.

Copy to:

- 1) Architect
- 2) The Executive Engineer, MCGM

SCRUTINY REPORT & NOTE FOR ADDITION/ALTERATION

Date :

I GENERAL INFORMATION

1	Name & Address of Owner/ Developer/ Lessee	
2	Name & Address of Architect	
3	Application Letter No	
4	Date of Application	
5	SPA Area	
6	Plot No. / CTS No.	
7	Block / Village	
8	User	
9	Plot Area in sq. m.	

II DOCUMENTS SUBMITTED

S. No	Document Name	Date	Page no.	Remarks
1	Architect's Appointment Letter and Acceptance			
2	Appointment and acceptance of consultants			
a	Structural Engineer			
b	Site Supervisor			
3	Comprehensive Undertaking			
4	Comprehensive Indemnity			
5	Ownership Documents			
6	Share certificate			
7	Agreement copy			
8	Copy of Lease deed			
9	Electric Bill & Water Bill			
10	Structural Stability Certificate			
11	Completion Certificate along with last approved drawings			
12	NOC from Chief Fire Officer along with approved drawings			
13	NOC from Society along with approved drawings			
14	Proposed drawings			
15	Any other			

III OBSERVATIONS FROM SITE VISIT

1	Site Dimensions			
2	Ongoing Construction			
3	Any other relevant feature			

IV DETAILS OF PROPOSAL

Sr. No	Item	Reqd	Proposed	Remarks
1	User			
a	Proposed as per DC regulation no.			
b	Is the proposal is in conformity with its zone			
c	Ancillary uses proposed			
d	Non – Conformity Uses			
2	Habitable room			
a	Area			
b	Width			
c	Height			
d	Ventilation			

3	Kitchens			
a	Area			
b	Width			
c	Height			
d	Ventilation			
4	Shop			
a	Area			
b	Width			
c	Height			
d	Ventilation			
5	Classroom			
a	Area			
b	Width			
c	Height			
d	Ventilation			
6	Any Other			
a	Area			
b	Width			
c	Height			
d	Ventilation			
7	Bathroom & Water Closets			
a	Area			
b	Width			
c	Ventilation			
8	Ventilation Shafts			
a	Area as per Height			
b	Width			
9	Mechanical Ventilation			
10	Sanitary Requirements			
a	For existing structures to be retained			
b	For proposed work			
c	Occupant Load			
d	Gents Toilet			
e	Urinals			
f	Ladies Toiles			
11	Loft			
a	Location			
b	Coverage			
c	Height			
12	Mezzanine Floor			
a	Coverage			
b	Area			
c	Height			
13	Store Rooms			
a	Size			
b	Height			
14	Cabin			
a	Width of Passage			
b	Size			
c	Partition Height			
15	Stair cases			
a	no of staircases			
b	Location			

c	Add. Staircases			
d	Fire escape stair case			
e	width			
f	Risers			
g	Treads			
16	Lifts (As per sec.5 of N.B.C. of India)			
a	Add. Lift			
b	Fire Lift			
17	Corridor width			
18	Porch			
a	Distance from Plot Boundary			
b	Length			
c	Excess area to be counted in FSI			
19	Special facilities for Physically Handicapped Persons			
a	Slope of Ramp with hand Rail & width			
b	WC 1.5 m x 1.75 m			
c	2 car parking spaces			
d	Stairway 1.35m			
e	Suitable Drinking Water facility near the special toilet			
f	Corridor 1.5 m			
g	Lift 1.1m x 2.0 m			
20	Fire protection requirement			
a	Travel Distance			
b	Refuge area			
21	Any other			

V PAYMENTS

1	Scrutiny Fees (As per _____)			
	User	Proposed BUA (sqm)	Rates (Rs/sqm of BUA)	Amount (in Rs)
	Total			

2	Any other(As per _____)			
	User	Proposed BUA (sqm)	Rates (Rs/sqm of BUA)	Amount (in Rs)
	Total			

III SPECIAL PERMISSIONS requested for (if required)

1				
2				

The above request for Special permissions along with justification by Architect and remarks of this Division are submitted for AMC's approval. If approved, following Special Conditions are proposed to be included in the draft approval letter:

- 1
- 2 Any other

The above proposal for Addition Alteration on plot u/r is submitted for Planner / Architect /M.C.'s approval as per Sr. No. 4a/4b of the revised Delegation of Powers dated 16/8/2016. On approval, first the demand letters for above payments (draft letters at ____/cs) will be issued u/s of Jr.PI. / Jr.Ar./Dy.PI. as per Sr. No. 11 of the revised Delegation of Powers dated 16/8/2016 . On payment of the same by the applicant, the Addition Alteration permission (draft approval letter and draft drawings at ____/cs) will be issued u/s of Jr.PI. / Jr.Ar./Dy.PI./Planner / Architect as per Sr. No. 4a/4b of the revised Delegation of Powers dated 16/8/2016.

Dy. Planner/Jr. Planner/Jr. Architect

Planner / Architect

Sr. Planner

Chief T&CP Division

AMC & PD

MC

PERMISSION FOR ADDITION / ALTERATION

No. _____

Date: _____

To,
Architect

Sub: Proposed addition/alteration (interior work) in _____, _____ floor, _____ Building on plot no. _____, Village _____, in SPA Area of _____.

Ref: Your letter No. _____ dated _____

Sir,

This is to inform you that, there is no objection to carry out the proposed additions and alterations in the _____, _____ floor, _____ Building on plot u/r for _____ as shown in the accompanying plans subject to following terms and conditions:

- i. The Owner shall indemnify Mumbai Metropolitan Region Development Authority and its employees against any risk, damage etc, arising out of the proposed interior work.
- ii. That the work shall be carried out under the supervision of Architect, Structural Engineer and/or Site Supervisor as per approved plans.
- iii. That the date of starting and completion of work shall be informed to MMRDA.
- iv. That the plans shall be submitted along with two copies of drawings showing the completed work.
- v. That the Development Completion Certificate shall be submitted after completion of the said work and Acceptance of the same shall be obtained from MMRDA.
- vi. That no structural changes shall be made.
- vii. That all the conditions mentioned in the 'Chief Fire Officer NOC' dated _____ shall be complied.
- viii. This permission granted is valid for 12 months from the date of issue.
- ix. That in the event of breach of any of the above stated conditions, the approval given shall be treated as cancelled and further action as deemed fit will be initiated without any further reference.
- x. That if any of the above mentioned conditions are found violated then this permission shall stand revoked.

Special Condition:

One set of drawings duly signed is returned herewith as a token of approval.

This permission is granted without bias to any action initiated by any department of MCGM/MMRDA.

Yours faithfully,

Planner/Architect
Town & Country Planning Division

Encl: (Total _____ no. of drawing)

Copy to:

- 1) MCGM.
- 2) Owner.

SCRUTINY REPORT & NOTE FOR COMPOUND WALL / FENCING PERMISSION

Date :

I GENERAL INFORMATION

1	Name & Address of Owner/ Developer/ Lessee	
2	Name & Address of Architect	
3	Application Letter No	
4	Date of Application	
5	SPA Area	
6	Plot No. / CTS No.	
7	Block / Village	
8	User	
9	Plot Area in sq. m.	

II DOCUMENTS SUBMITTED

S. No	Document Name	Date	Page no.	Remarks
1	Architect's Appointment Letter and Acceptance			
2	PR Card indicating name of owner			
3	If name of owner is not indicated in PR Card, then 7/12 abstract and Kami Jast Patrak			
4	CTS Plan/ Gut Book Sketch			
5	Architect's Plot Area Certificate			
6	Owner's Affidavit for Plot Area			
7	Drawings showing Plan, Elevation & Section of Proposed Compound Wall/Fencing			
8	Any other			

III DETAILS OF PROPOSAL

S. No	Item	DCR No.	Permissible	Proposed	Remarks
1	Height of Compound Wall				
2	Width of Main Entrance				
3	Any other				

III SPECIAL PERMISSIONS requested for (if required)

1				
---	--	--	--	--

The above request for Special permissions along with justification by Architect and remarks of this Division are submitted for Sr. Planner's approval. If approved, following Special Conditions are proposed to be included in the draft approval letter:

- 1
- 2 Any other

The above proposal for Compound Wall/ Fencing on plot u/r is submitted for Sr. Planner's approval as per Sr. No. 9c of the revised Delegation of Powers dated 16/8/2016. On approval, the Compound Wall/ Fencing permission (draft approval letter and draft drawings at ____/cs) will be issued u/s of Planner / Architect as per Sr. No. 9c of the revised Delegation of Powers dated 16/8/2016.

Dy. Planner/Jr. Planner/Jr. Architect

Planner / Architect

Sr. Planner

COMPOUND WALL / FENCING

No. _____ Date :

To,
Owner

Sub:- **Permission for Compound Wall / NOC for barbed wire fencing to the land bearing _____ of village _____ in SPA Area of _____.**

Ref:- Your letter No. _____ dt. _____

Sir,

Please refer to your above cited letter, by which you have requested to issue permission for Compound Wall / NOC for barbed wire fencing to the land under reference. In this regard, you are hereby informed that there is no objection to carry out the proposed Compound Wall / barbed wire fencing work on the land under reference on the following terms and conditions:

General:

1. This permission should be not construed as confirmation of ownership of any land,
2. This permission is valid for the period of one year from the date hereof and the same should be got revalidated from time to time for an aggregate period of 3 years or till completion of work whichever is earlier.
3. That the owner shall construct the Compound Wall / Fencing on the land within their legal and physical possession.
4. That in breach of any of the aforesaid conditions or in the event MMRDA is satisfied that this permission is obtained by misrepresentation or fraud, this permission shall liable to be revoked.
5. These conditions shall be binding not only on applicant but his/her heirs, successors, executors, administrators and assignees & every person deriving title through or under him,
6. That the debris, if any shall not be deposited on Municipal Road/Footpath.
7. That in case of any mishap/accident, it shall be entirely dealt by you at your own risk and cost,
8. That all the other necessary approvals under all other applicable statutes/orders/laws from the respective authorities shall be obtained,
9. The proposed work shall not cause disturbances/obstructions to pedestrians/vehicular traffic.
10. That the existing access, if any, will not be closed.
11. That provision of gate shall be made to enter the premises at any point of time,

12. That the MMRDA and its staff shall be indemnified all the time against any risk, litigation arising in future regarding the fire safety or any such calamity thereof,

For Fencing:

13. That this permission is from the land's security point of view only, without reference to existing structures or roads on site, if any and subject to site verification and demarcation of the land on site, in accordance to which boundaries of the land under reference as mentioned above may change/vary,

14. That the barbed wire fencing is permitted to be erected purely on temporary basis,

15. That no pucca or permanent construction of fencing or otherwise of any nature shall be done under this temporary permission,

16. That this temporary fencing shall be erected in such a manner that the same can be quickly removed whenever required,

17. That the cost of installation and dismantling shall be entirely borne by you,

18. That after the removal of the temporary fencing, the areas will be restored and maintained in the original condition,

19. That the construction of temporary fencing shall not be outside the boundaries of the land under reference,

For Compound Wall:

20. That the flow of Rain Water through adjoining holding and covert, if any, should not be obstructed.

21. If any existing drain/footpath/road is damaged, same is to be restored in consultation with respective department.

22. That the height of the compound wall should be restricted in accordance with applicable D.C. Rules.

23. That the date of commencement of work should be communicated to this office.

24. That the date of completion shall be informed to this office with photographs of completed work and the Completion Certificate shall be obtained from this office.

25. That the work shall be carried out strictly as per the approved plans.

Special conditions:

**Planner/Architect
Town & Country Planning Division.**

Sub: Delegation of Powers

The Delegation of Powers as stated in the Order dated 5/7/2012 issued by the Hon. Metropolitan Commissioner is modified and the modified Delegation of Powers is as follows:

Sr. No.	Particulars	Proposed Delegation	
		Approval	Issue of Letter
1	Development Plan Remarks	Planner/Architect	Jr.PI./Jr.Ar./Dy.PI
2	Development Permission		
2a	Deficiency Letters	Planner/Architect	Jr.PI./Jr.Ar./Dy.PI
2b	Excavation/Shore Piling/Retaining Wall	AMC	Planner/Architect
2c	CC upto Plinth	MC	Planner/Architect
2d	Amended CC / CC Beyond Plinth (involving no modification to concessions already granted by MC)	Sr. Planner	Planner/Architect
2e	Amended CC / CC Beyond Plinth (involving modification to concessions already granted by MC)	MC	Planner/Architect
2f	Revalidation of CC	Sr. Planner	Planner/Architect
2g	Part OC/OC/BCC/Acceptance of Completion Certificate	MC	Planner/Architect
2h	Layout/Subdivision/Amalgamation Approval and Completion	MC	Planner/Architect
2i	Demolition Permission	AMC	Planner/Architect
2j	Refusal of Permission	AMC	Planner/Architect
2k	Revocation of CC	MC	Planner/Architect
3	Temporary Permissions		
3a	Labour Camp, Site Office, Watchman Chowkies, Godowns, Transit Accommodation, Monsoon Shed, Festive Pandals, Exhibition Pandals, under Discretionary powers of MC as per DCRs	MC	Planner/Architect
3b	Renewal of Temporary Permissions (upto 3 years)	Sr. Planner	Planner/Architect
3c	Renewal of Temporary Permissions (beyond 3 yrs)	AMC	Planner/Architect
4	Addition/Alteration		
4a	Addition/Alteration involving BUA implications /change in the internal arrangement of areas like AHUs , Lobbies, Fire Escapes etc.	MC	Planner/Architect
4b	Addition/Alteration involving no BUA implications / no change in the internal arrangement of areas like AHUs, Lobbies, Fire Escapes etc. (except toilets)	Planner/Architect	Jr.PI./Jr.Ar./Dy.PI
4c	Amalgamation of Premises	Sr. Planner	Planner/Architect
4d	Renewal/Completion of Addition/Alteration	Planner/Architect	Jr.PI./Jr.Ar./Dy.PI
5	All Demand Letters related to above Permissions listed from Sr. No. 2 to 4 to be issued under signature of Jr. PI./Jr. Ar./Dy. PI. after the respective proposal is approved.		
6	Unauthorized Construction		
6a	Stop Work Notice (where MMRDA has already issued permission)	Planner/Architect	Jr.PI./Jr.Ar./Dy.PI
6b	Notice u/s 53/54 of MR&TP Act, 1966	Planner/Architect	Jr.PI./Jr.Ar./Dy.PI

6c	Regularization Proposals submitted subsequent to Notices under section 53/54	MC	Planner/Architect
7	Offer Letter for Allotment of Plot/BUA	MC	CTCP
8	Demand Letter for payment of Lease Premium	MC	CTCP
9	Other Permissions		
9a	Signages	MC	Planner/Architect
9b	Location Clearance / LOI for Special Township Projects	MC	CTCP
9c	Compound Wall / Fencing	Sr. Planner	Planner/Architect
9d	Miscellaneous Permissions/NOCs not related to Building Proposals such as Hoardings, Street Furniture, Road Beautification, RMC Plant, NOC to SRA Scheme, Mobile Towers etc.	MC	Planner/Architect
9e	Renewal of above Permissions	Sr. Planner	Planner/Architect
10	Miscellaneous		
10a	Miscellaneous Letters from Public Representatives requesting for factual information (where no policy decision is involved)	AMC	Planner/Architect
10b	Miscellaneous Letters from Government/Govt Organisations/Citizens requesting for factual information (where no policy decision is involved)	Planner/Architect	Jr.PI./Jr.Ar./Dy.PI
10c	Miscellaneous Letters from Public Representatives/ Government/Govt Organisations/Citizens where policy decision is involved	MC	CTCP
10d	Clarifications / Directions from Government	MC	CTCP
11	All Demand Letters related to above Permissions listed from Sr. No. 2 to 4, 6 and 9 to be issued under signature of Jr. PI./Jr. Ar./Dy. PI. after the respective proposal is approved.		

This Delegation of Powers will apply to all cases where MMRDA is the Special Planning Authority.

This Order of Delegation comes into force with immediate effect.

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U.P.S. Madan

Metropolitan Commissioner