

Directorate of Town and Country Planning List of Enclosures to be submitted along with the applicant for *Ordinary Building*

Date of Application :

Name of the Applicant :

Full postal Address :

Mobile No. :

Fax No. :

E – mail ID :

Part-I - Application with enclosures at the time of receipt (To be given by applicant)

S. No.	Description	Yes/No
01	Application duly signed by the applicant (addressed to RDD/MS) court fee Stamp affixed	Yes / No
02	Site plan 3 copies signed by applicant specified in Appendix A for panchayat area and in appendix B for Municipality / Town Panchayat with RWH provisions.	Yes / No
03	Plan of Buildings 3 copies and specification as in Appendix D, E for panchayat area and in appendix C, D for Municipality / Town panchayat.	Yes / No
04	Notary public attested copy of documents (Sale deed,/ Lease deed / Power of Attorney).	Yes / No
05	Documents from the Tahsildar	
	i) FMB/Town survey sketch	Yes / No
	ii) Patta/Chitta/Town survey land records (TSLR)	Yes / No
	iii) A register abstract	Yes / No
06	(a) If access gained from approved layouts, roads registered gift deed copy with notary public attestation along with layout plan (b) If access gained from other that layouts, certificate from local body	Yes / No

Directorate of Town and Country Planning
List of Enclosures to be submitted along with the application for *Installation*

Date of Application :

Name of the Applicant :

Full postal Address :

Mobile No. :

Fax No. :

E – mail ID :

Part-I - Application with enclosures at the time of receipt (To be given by applicant)

S. No.	Description	Yes/No
01	Application duly signed by the applicant (addressed to RDD/MS) court fee Stamp affixed	Yes / No
02	Site plan 3 copies signed by applicant specified in Appendix A for panchayat area and in appendix B for Municipality / Town Panchayat with	Yes / No
	a. RWH provisions	Yes / No
	b. Transformer yard	Yes / No
	c. Solar water heating provisions.	Yes / No
03	Plan of Buildings 3 copies and specification as in Appendix D, E for panchayat area and in appendix C, D for Municipality / Town panchayat – indicating the no of workers and Installation power.	Yes / No
04	Topo Plan about 500m radius superimposing on the village map all the existing developments around the boundary of the site.	Yes / No
05	Notary public attested copy of documents (Sale deed,/ Lease deed / Power of Attorney).	Yes / No
06	Encumbrance certificate 13 years (in original one month prior to date of application)	Yes / No
07	Documents from the Tahsildar	
	i) FMB/Town survey sketch	Yes / No
	ii) Patta/Chitta/Town survey land records (TSLR)	Yes / No
	iii) A register abstract	Yes / No
08	(a) If access gained from approved layouts, roads registered gift deed copy with notary public attestation along with layout plan (b) If access gained from other that layouts, details of FMB sketch /Town survey map, adangal, copy of A register	Yes / No