

GOVERNMENT OF TELANGANA
ABSTRACT

Telangana Regularization of Unapproved and Illegal Layout Rules, 2015 - Orders – Issued.

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (M1) DEPARTMENT

G.O.MS.No. 151

Dated: 02/11/2015

<><><>

ORDER :

Government of Telangana with a view to promoting planned development of urban areas in the State are encouraging development through approved layouts and development of integrated townships through both public and private initiative. However, Government has observed that there are many unapproved and illegal layouts which are not only in violation of the Statutory Development Plan/Master Plan and Layout Rules but also deficient in layout norms and development standards and lacking in basic civic infrastructure facilities like proper roads, street lights and drainage. On account of the above, frequent complaints are being received from the public. Such substandard and unapproved sub-divisions of land into building plots is not only defeating the very objective of planned development but also affecting the planned extension of services and amenities by the local bodies. Government have in the past brought out a scheme of regularization of such unapproved layouts but they met with limited success since it was a voluntary scheme with onus on plot owners to come forward for regularization and there were no deterrent provisions against the owners who did not come forward for regularization. Therefore in order to bring all these unplanned areas into the fold of planned development and to provide basic facilities in these areas so as to promote an overall and integrated area and city level development and a better quality of life for the citizens, Government hereby issue the Rules for Regularization of Unapproved and Illegal Layouts.

2. Accordingly, the following notification shall be published in an Extraordinary issue of Telangana Gazette dated: **03.11.2015**

NOTIFICATION

In exercise of powers conferred in Section 58 of the Telangana Urban Areas (Development) Act, 1975, Section 585 of the GHMC Act, 1955, Section 44 (2) (v) of the Town Planning Act, 1920; Section 326 (1) of the Telangana Municipalities Act, 1965 and Section 56(1) of HMDA Act 2008, the Government of Telangana hereby makes the following rules namely

- 1 (a) These Rules may be called “ Telangana Regularization of unapproved and illegal layout Rules, 2015 “
- (b) It shall be deemed to have come in to force with effect from 28.10.2015.

2. Applicability:

- (a) These Rules shall be applicable to Hyderabad Metropolitan Development Authority, Kakatiya Urban Development Authority and Basara Urban Development Authority, Municipal Corporations, Municipalities and Gram Panchayats falling in the Master Plan limits in the State of Telangana.
- (b) These Rules and conditions herein shall be applicable to all existing unapproved sub-division of plots, existing unapproved layouts or ventures promoted by land owners/ private developers/ firms/ companies/ property developers /Societies where the plots have been sold by registered sale deed on or before 28.10.2015.

- (c) These Rules are only intended for regulating the unplanned development and shall be applicable to all unapproved layout areas which have clearance from the competent authorities under the Urban Land Ceiling and Regulation Act 1976, AP Land Reforms (Ceiling on Agricultural Holdings) Act, 1973 wherever required and which have not been entered in the Prohibitory Register of lands maintained by the Revenue Department. The Regularisation measure would not absolve the plots or layout from the application of Land ceiling Laws, land disputes or claims over title, boundary disputes, etc. In respect of assigned lands, prior clearance from the District Collector shall be obtained.
- (d) In the event of only some plot holders coming forward for regularization in an unapproved layout, the layout pattern as approved by the competent authority shall be applicable to the entire layout area. The local authority shall be responsible for enforcing such approved layout pattern.

3. Definitions:

- (a) **unapproved/Illegal layout**” means sub-division of land into plots with or without developed roads, open spaces and amenities and without the approval of the competent authority.
- (b) **“Competent Authority”** means
 - (i) Metropolitan Commissioner in case of areas (except GHMC area) falling within HMDA limits.
 - (ii) Commissioner, Greater Hyderabad Municipal Corporation in case of areas falling in GHMC limits.
 - (iii) the Vice Chairman of the Urban Development Authority in case of areas falling in UDA limits;
 - (iv) The Commissioner of Municipal Corporation in case of areas falling in Municipal Corporations and not covered by Urban Development Authorities;
 - (v) Municipal Commissioner in case of Municipalities and Nagar Panchayats not falling within the jurisdiction of Urban Development Authorities.
 - (vi) The Gram Panchayats in respect of Gram Panchayat areas covered by Master Plan and falling outside Municipal limits and UDA areas .
- (c) **“Minimum standards of layout development”** means the standards of facilities and amenities as prescribed by the Competent Authority in approving such unapproved layouts
 - (i) **“Minimum standards of layout norms”** means the standards of layout norms and pattern as prescribed by the competent authority in approving such unapproved layouts
 - (ii) **“Plot holder”** means a person on whose name the plot is registered with a registered sale deed executed on or before 28.10.2015.

Terms and expressions which are not defined in these Rules shall have the same meaning as in the respective Rules / Regulations / Bye-laws of the respective local authorities and as defined in the National Building Code or relevant Acts as the case may be, unless the context otherwise requires.

4. Cut-off date for considering regularization of unapproved layouts:

Only those unapproved layouts and sub-division of plots with registered sale deed / title deed existing as on **28.10.2015**, shall be considered for regularization

under these rules. As proof and evidence, the plot holder/Land owner/ Association/ Society/Colony developer is required to furnish copies of the sale deed/title deed. Agreement of sale or General Power of Attorney shall not be considered as evidence.

5. RESTRICTIONS ON APPROVAL IN VICINITY OF CERTAIN AREAS:

- (a)** No layout/development activity shall be allowed in the bed of water bodies like river, or nala, and in the Full Tank Level (FTL) of any lake, pond, cheruvu or kunta and in shikam lands.
- (b)** The above water bodies and courses shall be maintained as recreational/Green buffer zone, and no layout development activity other than recreational use shall be carried out within:
 - (i)** 30 m from the boundary of river course/ Lakes of area of 10 Ha and above;
 - (ii)** 9 m from the boundary of lakes of area less than 10 Ha/ kuntas/shikam lands;
 - (iii)** 9 m from the boundaries of Canal, Vagu, etc.
 - (iv)** 2 m from the defined boundary of Nala
- (c)** Unless and otherwise stated, the area and the Full Tank Level (FTL) of a lake/kunta shall be reckoned as per the Master Plan/Revenue Records/Irrigation records.
- (d)** Unless and otherwise specified in the Master Plan/Zonal Development Plan,
 - (i)** In case of (b) (i) above, in addition to development of recreational/green belt along the foreshores, a ring road or promenade of minimum 12m width may be developed, wherever feasible.
 - (ii)** The above greenery/landscaping and development shall conform to the guidelines and provisions of the National Building Code of India, 2005.
- (e)** For layout development activity within the restricted zone near the airport or within 500 m distance from the boundary of Defense areas/ Military establishments, necessary clearance from the concerned Airport Authority/ Defense Authority shall be obtained.
- (f)** In case of sites in the vicinity of oil/gas pipelines, clear distance and other stipulations of the respective authority shall be complied with.
- (g)** For areas covered under G.O.Ms.No.111 M.A & U.D Dept., dated 8-3-1996 (protection of Catchment area of Osmansagar and Himayatsagar lakes), apart from the provisions of statutory Master Plan of HMDA/ HADA, the restrictions on layout and development activity imposed in the said Government orders would be applicable.
- (h)** No approval shall be considered in sites which are earmarked for Industrial Use Zone/Recreational Use Zone/Water Body/Open space use in notified Master Plans/Zonal Development Plans.
- (i)** Open Spaces earmarked in any approved layout shall not be considered for regularization under these Rules.

6. Compulsory Application for Regularization

It shall be compulsory for all plot owners in unapproved layouts to file an application in the prescribed format for regularization of the plot/layout before the

Competent Authority to apply for regulation for plots having registered sale deed executed on or before 28.10.2015 within 60 days from the date of notification of these Rules duly enclosing the following documents:

- (a) Copy of registered sale deed/title deed executed on or before 28.10.2015 duly attested by a Gazetted officer.
- (b) Location Plan
- (c) Detailed Layout Plan drawn to scale showing plotted area, open area, area under roads and the plot/ plots applied for regulation.
- (d) (i) Urban land Ceiling Clearance Certificate in case the site is covered by 10(6) of ULC Act or
(ii) ULC Regularization order from Government issued under G.O.Ms.No.455 and 456 Revenue dt. 29-7-2002 if any.,
- (e) Indemnity Bond in the format prescribed
- (f) NOC from Defense Authority/Airport Authority of India (wherever applicable)
- (g) Any other document as required by the Competent Authority.

Application for regularization of unapproved layout and subdivision of plots can also be made by a society/association/colony developer representing the plot owners in unapproved layout. In such cases the said association/colony developer representing the plot owners in unapproved layout, shall be wholly and severally responsible for undertaking the deficiencies in such unapproved layouts, undertaking to comply with the conditions and pay the requisite fees and charges as prescribed in these rules to the competent authority. The society/association/colony developer representing the plot owners in unapproved layout shall select any of the three members among themselves called "Resource persons" who would be responsible for all dealings on behalf of the society/association/colony developer representing the plot owners in an unapproved layout.

7. In cases where an application is received in a site that is contrary to the land use stipulated in the statutory plan, the competent authority shall have the power of approving the case except those specified in rule 5 above by levying the necessary conversion charges.

8. Payment of Regularization charges / Pro-rata open space charges

- (a) The applicant shall pay the fees and charges as detailed below:
 - (i) Basic regularization charges which are inclusive of betterment charges, development charges and layout scrutiny charges, penalty and other charges, at the following rates:

TABLE – I

BASIC REGULARISATION CHARGES

Plot Area in Sq. mt	Basic Regularization Charges Rs per Sq. mt
Less than 100	200
101 to 300	400
301 to 500	600
Above 500	750
Slums	5 (irrespective of plot area and land value)

The actual regularization charges will be the percentage of basic regularization charges and shall be calculated based on the land value prevailing as on 28.10.2015 as given below.

TABLE - II

REGULARISATION CHARGES WITH REFERENCE TO THE LAND VALUE

Market value of the land as on 28.10.2015 (Sub Register value) in Rs per Square Yard	Regularization Charges (% of basic regularization charges)
Below 3000	20%
3001 to 5000	30%
5001 to 10000	40%
10,001 to 20,000	50%
20,001 to 30,000	60%
30,001 to 50,000	80%
Above 50,000	100%

(ii) **Pro-rata open space charges**: If 10% open space is not available in the un-approved layout pro-rata open space charges @ 14% of the plot value prevailing as on the date of registration of such plot shall be paid.

(iii) Conversion charges as prescribed in rule 7 of the Rules.

(b) The above charges may be remitted in full at the time of submission of application form or 10% of the penal amount or minimum Rs.10,000/- shall be paid along with the application form and balance amount shall be paid within 6 months from the date of submission of application.

9. Scrutiny and approval by the Competent Authority:

(a) After receipt of an application for regularization of layout with necessary documents and plans, the Competent Authority in respect of areas falling in the limits of Urban Development Authority shall scrutinize application as per these Rules, carry out necessary inspections and in case the application is found in accordance with these Rules and after the owner hands over the open spaces if any to the concerned Municipality/Municipal Corporation/local body, the Competent Authority communicate it's approval to the applicant as early as possible but not beyond six months from the last date of receipt of Applications fixed.

(b) In case of applications which are found to be not in accordance with these Rules, orders shall be issued rejecting such applications as early as possible but not beyond six months from the last date of receipt of Applications fixed.

(c) In case of Municipalities/Municipal Corporations falling outside UDA area, or in case of Gram Panchayats covered in Master Plan limits of non-UDA areas, the Competent Authority after scrutiny with respect to Master Plan and as per these Rules and after carrying out necessary site inspection shall submit remarks to the Director of Town and Country Planning for technical approval or the official authorized by the Director of Town & Country Planning in this behalf. After receipt of technical approval, the Competent Authority shall communicate it's approval or rejection to the

applicant as early as possible but not beyond six months from the last date fixed for receipt of Applications.

- (d) In case of application for individual plot which is not affected by any Change of Land Use or Master Plan roads, such cases may be processed and disposed at the level of Competent Authority only.
- (e) The Competent Authority may engage the services of licensed technical personnel, namely architects and graduate engineers, for scrutiny of the applications and for field inspections. Mere receipt of application or any delay in communication of final orders in the matter will not imply the approval of the application.

10. Norms to be insisted for regularization of unapproved layouts:

The Competent authority shall ensure the following minimum norms of layout for such layouts:

- (a) The road width shall be minimum 9 m. In case of weaker section layouts or plots less than 100 sq m, the road width may be 6 m. In case required road width is not available required depth for widening equal on both sides shall be insisted.
- (b) Shall ensure overall connectivity and integration with surrounding infrastructure and road pattern.
- (c) Where an unapproved layout site is affected in the Statutory Master Plan road network, the competent authority shall retain the alignment in the said layout and if not feasible, he is authorized to suitably modify the alignment within the layout site but in no case the alignment is to be dropped.
- (d) The layout pattern as far as possible shall be retained *ipso facto* and only in exceptional cases like need for connectivity, integration with surrounding network, etc. modifications may be considered by the Competent Authority.
- (e) Private water bodies if any shall be preserved in the layout. Such water bodies may be considered as part of open spaces as required under (b) above, subject to taking up protection and improvement of foreshores of such water bodies.

11. Minimum Standards of layout facilities and development to be undertaken:

- (a) All roads to be developed and black-topped
- (b) Drainage works including rain water harvesting facilities
- (c) Water supply and sewerage facilities
- (d) Street Lighting
- (e) Fencing of open spaces

12. Individual plot regularization:

Where an individual comes forward for regularization of a single plot, the Competent Authority shall consider the same subject to the condition in rule 2 (d) and rules 5 to 8 regarding payment of regularization charges and open space charge payable on pro- rata basis.

13. Failure to come forward for regularization of unapproved layouts/plots:

Where an application is not filed for regularization of unapproved layout/plot, the following consequences have to be faced by the plot owners:

- (a) Such unapproved layouts/plots would be treated as continuing offence and exemplary penalty as per law would be levied.
- (b) No regular water supply connections and services like drainage and sewerage would be extended.
- (c) Such unapproved layouts shall be recorded in the Prohibitory Register of the Registration Department and no sale /disposal or transactions shall be allowed in such sites.
- (d) No building approvals shall be considered by the building sanctioning authority in such unapproved layouts/plots
- (e) Other enforcement action including demolition of the building if any on such plot/plots shall be initiated.

14. Amount levied to be kept in separate account:

The amount collected by the Competent Authority under these Rules shall be kept and maintained under the control of the Competent Authority in a separate escrow account and utilized only for improvement of amenities in the area.

The Competent Authority shall review the development works undertaken by the UDA/ local authority relating to such unapproved layouts on a quarterly basis and shall have the power to issue necessary instructions and directions in this regard.

15. Appeal:

- (a) Any applicant aggrieved by an order passed by the Competent Authority under rule 9, may prefer an appeal to the Appellate Committee constituted by the Government within thirty days from the date of receipt of the order provided the applicant has paid the necessary charges and submitted documents as specified in rule 6 of these rules.
- (b) All the appeals shall be disposed off within six months.

16. The Government may issue guidelines to operationalise these rules as deemed fit.

17. All existing Rules, Regulations, Bye laws and orders that are in conflict or inconsistent with these Rules shall stand modified to the extent of the provisions of these rules.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

**M.G.GOPAL
SPECIAL CHIEF SECRETARY TO GOVERNMENT**

To

The Commissioner and Director, Printing, Stationery and Stores Purchase Telangana Hyderabad (in duplicate, with a request to publish the Notification in the Extraordinary Gazette of Telangana **dated 03.11.2015**, and furnish 1000 copies to Government)

The Metropolitan Commissioner, Hyderabad Metropolitan Development Authority, Hyderabad.

The Commissioner & Special Officer, Greater Hyderabad Municipal Corporation, Hyderabad

The Commissioner and Director of Municipal Administration, Telangana .Hyderabad.

The Director of Town and Country Planning, Telangana. Hyderabad.

The Commissioners of all Municipal Corporations/ Municipalities in the State, through CDMA.

The Vice chairman of all Urban Development Authorities in the State

The Commissioner and Inspector General of Registration and Stamps, Hyderabad.

All Departments of Secretariat

All Heads of Department.

The Director General of Fire Services.

The Chairperson, Telangana Transco.

The Managing Director, H.M.W.S&S.B, Hyderabad.

The Engineer in Chief (Public Health) Hyderabad.

The Commissioner & Inspector General of Registration & Stamps.

The Managing Director, AP Housing Board.

The District Collectors of all Districts.

Copy to :

The Special Secretary to Chief Minister.

The P.S. to Minister(M.A).

The P.S. to Principal Secretary to Government (MA&UD Dept)

S.F/S.C

//FORWARDED ::BY:: ORDER//

SECTION OFFICER.

APPLICATION NUMBER:	LRS/.....
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**APPLICATION FOR REGULARIZATION OF UNAPPROVED LAYOUT / PLOT IN -----
-----MUNICIPAL CORPORATION / MUNICIPALITY -----
-----/HYDERABAD METROPOLITAN DEVELOPMENT
AUTHORITY /URBAN DEVELOPMENT AUTHORITY**

WHETHER APPLYING FOR REGULARIZATION OF INDIVIDUAL PLOT OR TOTAL LAYOUT/PART OF LAYOUT (tick the appropriate item)	INDIVIDUAL PLOT	TOTAL LAYOUT	PART OF LAYOUT
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1	Name of the Applicant	
2	Postal Address	
i	Door No.	
ii	Street	
iii	Locality	
iv	City/Town	
v	Phone No.	
3	Location Details	
i	Name of the Layout/Colony	
ii	Survey No.	
iii	Locality	
iv	Revenue Village	
v	Mandal	
vi	District	
4	Details of the Layout / Plot	
i	Total Extent of Layout (in Acs.)	
ii	Plot area (in Sq. m)	
iii	Layout plan drawn to scale enclosed duly showing the dimensions and boundaries of the plots, roads and open spaces.	YES / NO
iv	Width of Approach Road in meters	
v	Width of Roads proposed in Meters	
vi	Percentage of open space provided	

vii	Market value (Sub-Registrar value) of the plot as on 28.10.2015	
5	LANDUSE:	
	Land use of the site as per Master Plan	
6.	1. Whether the site is falling in prohibited areas, namely, G.O.Ms.No.111 MA, dt. 8.3.1996 relating Osmansagar and Himayath sagar catchment area	YES / NO
	2. Recreational use/Industrial use/Water Body / Openspace use as per notified Master Plan/Zonal development plan	YES / NO
7	Total Regularisation charges paid (as per Self Computation Table duly filled in)	
8	Demand Draft / Pay Order	
i	Amount	
ii	D.D.No.	
iii	Date	
iv	Name of the Bank & Branch	
9	Certificate to be submitted by the Applicant	
<p>I hereby certify that the Site Plan /Layout Plan and the particulars furnished above are true and correct.</p> <p>I declare that the property for which I am applying for regularization is not a public property/ surplus land under Urban Land Ceiling and Regulation Act or Agriculture Land Ceiling Act and I further declare that there are no disputes/complaints/legal impediments.</p> <p>I also declare that my application is not in contravention of the prohibited zones /layout open space as given above in Sl. No.6</p> <p>In the event of the particulars furnished in the application are found to be incorrect, my application may summarily be rejected and I am liable for action by the Competent Authority as per the rules.</p>		
Place		Signature
Date		Name

2. SELF-COMPUTING TABLES FOR CALCULATION OF PRO-RATA CHARGES, SHORTFALL OF OPEN SPACE CHARGES & OTHER CHARGES PAYABLE

(Fill up the table applicable)

TABLE-I

A					
TABLE SHOWING PRO-RATA CHARGES PAYABLE WHICH ARE INCLUSIVE OF BETTERMENT CHARGES, DEVELOPMENT CHARGES, PENALTY AND OTHER CHARGES					
Plot Area (in Sq.mts)	Basic Regularisation Charges as per Table I of G.O.(in Rs/Sq.mtr)	Total Regularisation Charges (Rs.)	Market Value of the land as on 28.10.2015 (Sub-Registrar Value) Rs./Sq.yd	Applicable percentage of basic Regularisation charges (as per Table II of G.O) with reference to land value	Actual amount to be paid
1	2	3	4	5	6

TABLE-II

B	
TABLE SHOWING PRO-RATA CHARGES TO BE PAID TOWARDS SHORTFALL OF OPEN SPACE (if any)	
I	IN CASE OF APPLICATION FILED FOR TOTAL LAYOUT REGULARISATION
a	Total area of the layout (in sq.mts.)
b	Required as per rules i.e, 10% of total layout area (in sq.mts.)
c	Area provided as Open Space in Layout (in sq.mts.)
d	Short fall (in sq. mts.) i.e, (b) - (c)
e	Land value as on the date of Registration of plot (sub-registrar value) in Rs.
f	Amount Payable (d) x (e)
II	IN CASE OF APPLICATION FILED FOR INDIVIDUAL PLOT REGULARISATION
a	Plot area in sq. mts.
b	Land value (Sub-Registrar Value) Rs. per sq. mts as on the date of registration of plot
c	Amount Payable 0.14 x (a) x (b)

TABLE-III

C	TABLE SHOWING PAYMENT OF CHARGES FOR CHANGE OF LANDUSE	
	Change of Land use charges as per G.O.Ms.No.439 dt.13.06.2007 and G.O.Ms.No.158 dt. 05.02.1996 (G.Os enclosed as Annexures) in case of plots earmarked for other than residential use in notified Master Plans/Zonal Development Plans.	
i.	Total Layout area/Plot area applied for regularisationSq.Mtr.
ii.	Rate of Change of Land use fromto.....use	Rs...../ Sq.Mtr.
T-III	Amount Payable= (a)x(b)	Rs.....

(Note: In case the Applicant is not in a position to calculate the charges payable as per Table -II and III above, he may submit the application duly paying penalisation charges as per Table-I. In such cases, the Competent Authority will scrutinise the application and inform the applicant to pay the said charges and if the applicant fails to pay the said charges within 30 days the application will be rejected).

GRAND TOTAL OF PENAL CHARGES PAYABLE = T-I + T-II + T-III	Rs.....
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Signature :

Name :

3. FORMAT OF AFFIDAVIT RELATING TO URBAN LAND CEILING CLEARANCE (wherever applicable)

I, S/o/D/oR/o am the Owner of plot No.Land in Sy.No. of(V)Mandal..... District admeasuring Sq. Mts./ Acres, vide sale Deed No. of and Affirm that the said plot/and is in within urban land ceiling limits.

I understand that I will be solely responsible for any action taken if the same is declared otherwise under the Urban land Ceiling Act, 1976., and the Competent Authority shall in no way be held responsible in according technical approval for my plot/land under the Telangana Regularization of Unapproved Layout Rules, 2015.

NAME AND SIGNATURE OF OWNER (S)

.....
.....

Witness.....Name..... and

Address

Sworn and signed before me on this day of 2015 in presence of above witness.

PUBLIC NOTARY

4. INDEMNITY BOND & UNDERTAKING

(On Non – Judicial Stamp paper of Rs.100 & Notarized - to be submitted along with Application Form)

This Indemnity Bond and Undertaking executed on thisday of 2008 by Smt/Sri.S/o/W/o AgeOccupationR/o..... herein after called the **FIRST PARTY** which term shall include their legal heirs, successors, assignees, agents, representatives and tenants,

IN FAVOUR OF

The Metropolitan Commissioner, Hyderabad Metropolitan Development Authority / Vice Chairman UDA / CommissionerMunicipal Corporation/Municipality, herein after called the **SECOND PARTY**, which term shall include all officials and staff of theHMDA / UDA/ Commissioner.....Municipal Corporation/Municipality Whereas **FIRST PARTY** has applied for the regulation of the unapproved layout/unapproved sub-division of plots in Sy.No of(V) MandalDistrict covering an extent of Sq.Mts./Acres.

Whereas the **SECOND PARTY** has agreed to consider regularisation of the said unapproved layout/Unapproved sub-division of plots in terms of Telangana Regularisation of unapproved and Illegal layout Rules, 2015 and made it a condition that there shall not be any defects / litigations over the said site/land and the same shall be free from all claims of Govt. /Banks / and attachments of Courts, and **FIRST PARTY** has to indemnify the **SECOND PARTY** to this effect.

Whereas the **FIRST PARTY** having agreed to the aforesaid condition hereby indemnifies the **SECOND PARTY** with the above assurance and hereby solemnly declare that the above said site/land is the property of the **FIRST PARTY** which is possessed by him/her since the date of purchase and the same is free from all defects, litigations, claims and attachments from any courts, etc. and in case of any disputes / litigations arises at any time in future the **FIRST PARTY** shall be responsible for the settlement of the same and the **SECOND PARTY** shall not be a party to any such disputes / litigations.

Hence this Indemnity Bond.

I affirm that I shall abide by the conditions imposed by the second party and I hereby undertake to hand over the roads, streets, open spaces/area affected in road widening earmarked in the regulated layout to the local authority free of cost through a registered gift deed.

SIGNATURE OF THE FIRST PARTY

.....

WITNESSES:

1..... Name and address

2.....Name and address

Sworn and signed before me on this day of 2015 in presence of above witnesses.

PUBLIC NOTARY

5. LIST OF DOCUMENTS TO BE ENCLOSED ALONG WITH THE APPLICATION

1	Copy of ownership document / Title Deed duly attested by a Gazetted officer
2	Site Location Plan
3	3 sets of detailed layout plan (one original on Tracing Paper / Cloth + 2 ammonia prints) showing plotted area, open space area, area under roads and plot applied for regulation drawn by Licensed Technical Person and signed by applicant and Licensed Technical Person.
4	Urban land Ceiling Clearance Certificate in case, the site is covered by 10(6) list of ULC Act
5	Indemnity Bond and Undertaking
6	NOC from Defence Authority (where ever applicable)
7	NOC from Airport Authority of India (where ever applicable)
8	Demand Draft / Pay Order
9	Market value certificate issued by Registration Department indicating the market value of the plot as on 28.10.2015.
10	Any other documents (pl specify)

APPLICATION NUMBER:	LRS/.....
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6. CHECKLIST & ACKNOWLEDGEMENT (To be submitted in duplicate – one to be retained in file and another to be given to applicant as acknowledgement)

1	Name of the Applicant	
2	Postal Address	
i	Door No.	
ii	Street	
iii	Locality	
iv	City/Town	
v	Phone No.	
3	Plot/Layout Location	
i	T.S. No.	

ii	Plot No.	
iii	Layout / Sub Divn. No.	
iv	Street	
v	Locality	
vi	City/Town	
List of documents enclosed along with the application:		Submitted
1	Application form in the prescribed format	YES/ NO
2	copies of registered sale deed / title deed executed prior to the date of notification of these rules duly attested by a Gazetted Officer	YES/ NO
3	Site Location Plan	YES/ NO
4	Detailed Layout Plan showing plotted area, open space area, area under roads and the plot applied for regulation.	YES/ NO
5	Urban land Ceiling Clearance Certificate in case the site is covered by 10(6) list of ULC Act	YES/ NO
6	Indemnity Bond and undertaking as prescribed in these rules	YES/ NO
7	NOC from Defense Authority (wherever applicable).	YES/ NO
8	NOC from Airport Authority of India (wherever applicable).	YES/ NO
9	Demand Draft / Pay Order	YES/ NO
10	Market value certificate issued by Registration Department indicating the market value of the plots as on 28.10.2015.	YES / NO
11	Any other documents (specify)	
	Total No. of Documents	
ACKNOWLEDGEMENT		
Received the application and documents as stated above		
OFFICE SEAL	Application number for future reference	LRS/.....
	SIGNATURE OF THE RECEIVER	DESIGNATION