

2. CHECKLIST OF DOCUMENTS FOR PROPOSAL SUBMISSION

- 1) Notice u/s 337/342 of MMC Act, 1888 in prescribed format & application u/s 44/69 of MR&TP Act, 1966, along with complete set of plans (15 sets or as required in) as prescribed in the regulation 5(2) of DCR-1991, indicating therein the prominent roads, landmarks in the neighborhood near the site under reference on the location plan as well as block plan.
- 2) Form of supervision by Architect./ Licensed Surveyor (L.S.)/ structural Engineer/ Site supervisor in the prescribed proforma.
- 3) ULC Clearance if necessary
- 4) Property Register Card issued along with City Survey plan/True extract.
- 5) Triangulation calculation for area of the plot, & Architect/L.S.'s certificate for area of the plot as prescribed in regulation 5(3) (ii) (c) of DCR-1991.
- 6) Owner's affidavit for area of the plot
- 7) NOC from the Special Planning Authority, MMRDA, MIDC, etc. if applicable.
- 8) NOC from Mumbai Housing Area Development Board for development of cess properties in Island City and development of land under ownership of MHADA
- 9) Attested copy of Payment of tax up to date paid to assessment department.
- 10) Copy of Development Permission issued by B. P. section, wherever applicable.
- 11) Copy of change of user permission from I to R/C-1 along with copy of plan issued by B. P. section, wherever applicable.
- 12) Title certificate from solicitor/ Advocate..
- 13) Copy of application for NOC from Railway, wherever applicable.
- 14) NOC from M.H.A.D.A. for proposals under regulation 33(5) of DCR-1991.
- 15) Certified copy of General Body Resolution of Society wherever applicable or as the conditions may be.

- 16) In case of GOVT. / MCGM land, NOC from Collector/Concern Authority of Govt. / Estate Dept. of MCGM.
- 17) Copy of Survey Remarks & or B Form from T.P.
- 18) 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.
- 19) In case plot is to be developed by deriving a "right of way", a registered agreement from the concerned owner.
- 20) Copy of application for NOC"s from Highway Authority wherever applicable.
- 21) Copy of approved layout/sub-division/amalgamation along with terms & conditions.
- 22) Tree Authority NOC wherever required.
- 23) 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/ L. S. &Developer.
- 24) Formation level of roads from E.E. (Roads) dept./Survey Remarks
- 25) Invert level of nearby Manhole from E.E. (Sewerage Operation) dept./Survey Remarks
- 26) Invert level remarks from E.E. (S.W.D.) dept../Survey Remarks
- 27) Nallah remarks from E.E.(S.W.D.) dept., wherever required.
- 28) 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

- 29) 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 drainageworks.
 - 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.
- 30) Plan showing for Labour camp and the sanitary arrangement for workers
- 31) CFO NOC.
- 32) Registered undertaking from the developer agreeing to the Terms & Conditions of the IOD/ Layout/ Development Permission
- 33) Copies of plan showing Demarcation for regular /sanctioned/proposed lines and reservations through A.E.(Survey) jointly with DILR.
- 34) That an affidavit from the owner along with the certificate from the advocates who have certified the title of the property or from MHADA will be submitted stating that the written consent of more than 70% of the tenants/occupants have been obtained for the proposed development .
- 35) Identification proforma with Pan card of Applicant and all consultants

All documents shall be duly certified by Architect/ L. S. or shall be notarized.