



**EASE OF DOING BUSINESS  
BUILDING PERMISSIONS**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**NO.CHE/DP/49/Gen/2015-16 Dt.29/12/2015.**

**CHE/DP/41375/Gen. Dt. 29/12/2015.**

**CIRCULAR**

**Subject: Ease of doing Business**

Manual of Procedure for Building *Proposal* Approvals

- Ref:**
- 1) Meeting held on 23.09.2015 along with Head of Departments
  - 2) Minutes of meeting dt.23.9.2015 issued u/no. MGC/A/7859 dt.7.10.2015.
  - 3) MGC/F/8115 dt. 24/11/2015 and 29/12/2015.

**Vision:**

To achieve standardized and simplified Building Approval Process.  
To bring about predictability in the Building Approval Process.

**Preamble**

To speed up the approval process this circular envisages parallel approvals of majority of the requirements of the Building Approvals, so that different processes operate simultaneously and converge at the time of approval. The circular read with manual aims to set time limits for various approvals and ensure that there is transparency in the process.

The Manual of Building Approval has been prepared after receiving observations and suggestions from each of the departments of MCGM dealing with Building Proposal Approvals.

The Manual for Building Proposal Approval (version 1.1) is the first step towards achieving the vision as mentioned in this circular. The manual shall be updated periodically for further improving effective implementation of construction permit.

This circular and manual has been prepared after intense consultation with all concerned Departments hence every Department shall follow the circular and Manual of Building Proposal Approval (version 1.1) meticulously.

**I) Pre-Application Stage:**

**1)** The Owner/Developer shall apply to Asstt. Engr.(Survey) for obtaining detailed remarks for the property as per form 2 of Section I-B of Manual for Building Approval V.1.1.

**2)** The Architect/ Licensed Surveyor (L.S.) shall prepare the *Building Proposal* plans for full potential proposed to be utilized by the Owner/Developer on the property/land under development.

**3)** The Owner/Developer shall appoint qualified consultants for issuing the remarks as mentioned in the Table 1 and who shall provide services as envisaged in the Table 1 and manual. The Consultant's Remarks, Design, and Completion Certificate submitted by the developer shall be considered sufficient for processing the proposal.

**TABLE 1**

<b>Sr. No.</b>	<b>Particulars of remarks and completion certificate in case of individual plots and Layout/subdivision/ amalgamation</b>	<b>Remarks/ Certification by</b>	<b>Minimum qualification of the consultant to be appointed by developer</b>
1.	Internal layout roads/Street Lights/Set back/ D.P. Road.	Consultant	Graduation in Civil Eng. with three (3) years' experience in relevant field / Architect registered with council of Architect.
2.	Internal sewerage system /STP/ Septic Tank in case of in case of absence of sewer line in the vicinity	Consultant	Graduation in Civil Eng. With three (3) years' experience in relevant field / Architect registered with council of Architect.
3.	Parking layout and maneuverability.	Consultant	Architect registered with council of Architect /Licensed Surveyor Registered with MCGM having three (3) years of experience in relevant field.
4.	Storm water drain	Consultant	Graduation in Civil Eng. with three(3) years' experience in relevant field.
5.	Internal Water Works	Consultant	Graduation in Civil Eng. with three (3) years' experience in relevant field / Architect registered with council of Architect.
6.	Mechanical & Electrical works Ventilation	Consultant	Graduation with three(3) years' experience or Diploma with six(6)years' experience in Mechanical Engineering for Mechanical works.

7.	HVAC		Graduation with three (3) years' experience or Diploma with six (6) years' experience in Electrical Engineering for HVAC works.
8.	Electrical Works		Graduation with three(3) years' experience or Diploma with six(6)years' experience in Electrical Engineering for Electrical works
9.	Horticulture works and Tree mapping	Consultant	Graduation in Horticulture ,Botany or Agriculture with minimum 2 years' experience in relevant field
10.	Fire Safety Consultant	Consultant	Graduate with three (3) years' experience in Fire Safety Engineering.
11.	Rain Water Harvesting	Consultant	Graduation in Civil Eng. with three(3) years' experience or Graduation in Environmental Engineering with 2 years' experience / Architect registered with council of Architect.
12.	Geologist	Consultant	Graduate with three(3)years' experience in Civil Engineering with specialization in Soil Mechanics.
13.	R.C.C/structural Work	Consultant	As per the grades prescribed from time to time by MCGM.
14.	Title clearance certificate	Advocate or Solicitor	Minimum three(3) years' experience in field
15.	Site Elevation and Latitude – Longitude Coordinates	Authorized Consultant/ Authority	As approved by Airport Authority of India.

**Note:**

.In place of consultant the Owner/Developer can appoint institution like IIT, VJTI, SP College of Engineering or equivalent institutions for above said consultancy.

.The Owner/Developer will have option to obtain remarks/completion certificate, from the respective MCGM department on payment of fees, charges, etc. as prescribed by MCGM.

#### **4) Internal services :-**

The design, laying & providing of internal services within a single building or within a Layout proposal shall be the responsibility of the Developer/ Architect.

Developer/ Architect shall obtain remarks/design from consultants for each of the Internal Services for full potential of development on the Land under Development, incorporating guidelines and specification as laid down by the MCGM.

The completion certificate of the work done in accordance with the remarks shall also be insisted from the consultants only. Architect/developer shall submit such remarks/design/completion to the MCGM for record purpose only.

MCGM shall issue remarks/completion/NOC within seven (7) days & only in respect of connectivity of each such service to the MCGM facilities.

#### **5 Tree Authority NOC / Superintendent of Garden (S.G.) Remarks:**

##### **(i) In case of cutting and transplantation of trees:**

The application along with the Tree Plan prepared by the Consultant for NOC from Tree Authority shall be accepted by S.G. Dept. The Architect/ L.S. can make application before submission of Layout approval or Building proposal and S.G. shall process such application without insisting on any layout approval or building proposal approval. S.G. shall process such applications received for NOC for Tree Authority within 7 days as per the foot print reflected in the plan submitted by the applicant and by following due procedure and put up before next Tree Authority Meeting.

Once the proposal is approved by the Tree Authority the NOC shall be issued within 4 days.

Tree Authority NOC shall be insisted by Building Proposal Section (B.P.) at the time of issue of plinth C.C.

The revised Tree Authority NOC shall be required only in case the foot print of the proposed building line, basement/podium line, is extended outward.

##### **(ii) In case of no cutting of trees:**

Architect/ L.S and Owner/Developer shall submit the certified copy of the Tree plan prepared by the consultant, showing the trees on the plot as per the site condition, with details of trees as per the form 2 of Section II-L of manual, *duly* signed by both consultant & owner/developer, to Executive Engr. (Building Proposal), along with the Building Proposal application. Consultant and Owner/Developer will be responsible for correctness of number and location of trees shown the plan and will be held responsible for misrepresentation or for providing false Information. Ex.Engr.(B.P.) shall forward the copy of tree plan with details to Superintendent of Garden Office for their information, record & NOC in such cases will not be required.

**6) Chief Fire Officer (C.F.O.) NOC.**

The Architect/ L.S. can make an application before submission of building proposal directly to the C.F.O. and the C.F.O. shall accept and process such application without insisting Layout or building proposal approvals.

The applicant shall submit the application considering the full potential of the plot and CFO shall process such application received for NOC as per the layout and / or proposed building(s) plans submitted by the applicant.

The CFO shall issue NOC/Remarks/Rejection to the applicant within 7 days from acceptance of application.

**7) External Storm Water Drain / Nallah Remarks :**

Architect/L.S. can make application for remarks/NOC, directly, before submission of layout/building proposal in Building Proposal section. Ex.Engr.(SWD) shall issue the external Storm water drains/Nallah remarks & completion as per Form 2A,2B and 2C of Section II-E of Manual for Building Approval V- 1.1 within 7 days of application.

**8) Insecticide treatment charges from Pest Control Office (P.C.O.)**

The insecticide treatment charges shall be one time for a block of five years and shall be calculated on the total built up area of the proposed building under construction. The said charges shall be as may be prescribed by the MCGM from time to time. This payment shall be made at the office of Building Proposal. The payment receipt shall act as sufficient compliance of requirements by PCO.

**9) NOC for availability of water supply:-**

The applicant may submit the application for Remarks for availability of water Supply from the MCGM considering the full potential of the plot under development along with the Consultant's report specifying the requirement of water supply for the project.

The Executive Engineer (Planning & Research) Water Works, shall accept and process such application without insisting Layout or building proposal approvals and shall issue its Remarks within 7 days of the receipt of the application.

**10) ULC NOC**

The developer/owner shall be responsible for compliance of the ULC NOC for the land under development. The developer/owner shall submit the registered undertaking cum indemnity bond on stamp

paper as applicable indemnifying the MCGM & as per the directives & along with draft for the same issued by Dy. Director (UD) u/no-ULC-10(2008)/CR-1/2008/ULCA-1 dt.1.3.2008.

### **11) Self-Certification**

The Owner/Developer shall submit self-certifications as per formats incorporated in **Manual for Building Approval v 1.1** for Debris Management, vermiculture and Property Tax.

## **II. Application Stage:**

### **1) Application :-**

The Architect/ L.S. shall submit the application to the building proposal as per the **Manual for Building Approval v 1.1**.

### **2) Remarks from Consultants:-**

All remarks by the consultants will be submitted by the Architect/L.S. along with the application for records of the MCGM. The respective Consultant & Owner/Developer shall be responsible for any defects in the internal services which may crop up due to any shortcomings / mistakes in the remarks by the consultant. The design, adequacy and execution of all internal services whose remarks are issued by the Consultant will strictly be the responsibility of the respective consultant and Owner/Developer. Architect/L.S. shall be responsible for ensuring the incorporation of all the remarks given by various consultants for various services (except, R.C.C.details) required for the proposal.

### **3) Verification of Title of the Land:-**

Architect/ L.S. shall submit copy of certificate of the Title of the land under development obtained from Advocate. The Architect / L.S. shall also submit a copy of certificate from the same advocate certifying that the Power of Attorney, (if any) in favor of the applicant, is valid and subsisting. The Architect/ L.S. shall further submit the certified true copies of documents under which the authority of the signatory of the application of the land is established. The verification of the title issued by the advocate of the owner shall be the regarded as compliance of provisions DCR. The Developer shall indemnify MCGM against any claims that may arise in future on title of the Land. All legal documents shall be self-certified by the owner/developer.

**4) Consents from Co-Owners/Tenants /Occupants :**

**a) From Co-Owners :**

The Architect / L.S shall submit copy of certificate from Advocate confirming that all the co-owners of the property have granted consent for the development of property. The Developer shall indemnify MCGM against any claims that may arise in future on title of the Land. These documents shall be self-certified by the owner/developer.

**b) Tenants in case of properties governed by clause 33(7) and 33(9) of DCR 1991:**

The Architect / L.S shall submit copy of certificate issued by MHADA and/ or Land Owning Public Authority in respect of list of the tenants and tenements along with the existing area of the individual tenement.

The Architect / L.S shall submit certificate issued by MHADA and/ or Land Owning Public Authority confirming that minimum 70% of the certified and eligible tenants of the property have granted consent in favor of owner/developer for the development of property.

The certificate issued by MHADA / Land Owning Public Authority as aforesaid shall be regarded as compliance of provisions of DCR.

Any modifications and amendment issued by the aforesaid authority shall be accepted by MCGM from time to time to process the modification/amendments of the Building Proposal. These documents shall be self-certified by the owner/developer.

**c) Proposals in respect of Layouts owned by MHADA or under clause 33(5) of DCR 1991:**

The Architect / L.S shall submit copy of certificate issued by MHADA and or Land Owning Public Authority in respect of list of the tenants/Flat Owners and tenements along with the existing area of the individual tenement.

The Architect / L.S shall submit certificate from MHADA and or Land Owning Public Authority confirming that minimum 70% of the certified tenants of the property have granted consent in favor of Owner/Developer for the development of property.

The certificate issued by MHADA / Land Owning Authority/Asst. Registrar as aforesaid shall be the regarded as compliance of provisions of DCR.

These documents shall be self-certified by the owner/developer.



**d) Consent from members in case of redevelopment of Society plots:**

Being the registered agreement is executed between the society & developer for proposed development/redevelopment, No separate consent of members of the society shall be insisted by MCGM for granting the development permission. The Architect / LS shall submit copy of Certificate from Advocate confirming that Registered society / societies on the plot under development has executed Agreement for Development for property with Applicant / Developer wherein it has granted consent for development of the project.

**e) Tenants in case of properties governed other than by clause 33(7), 33(9) & 33(5) of DCR 1991:**

The registered agreement is executed between the owners & developer for proposed development / redevelopment. The responsibility of tenants, if any is with owner & developer. Further, the construction of new building can be done only after demolition of existing structure/building, by vacating the tenements/premises. As such when proposal is submitted by Owner or its Authorized person, then no separate consent of tenants shall be insisted while granting the development permissions on tenanted properties.

The registered undertaking cum indemnity, from the Owner or developer, stating that the permission/s granted for proposed development will not be used as tool to vacate the existing tenement/s, shall be insisted along with the proposal.

**5) Clearance from following departments shall be submitted along with the application, wherever required.**

- i) Forest/*National Board for Wild Life* (NBWL) in respect of properties affected by Forest.
- ii) MHCC in respect of properties under Heritage List.
- iii) Land owning authority. e.g. .MHADA, Collector.
- iv) Archeological survey of India.

**6) In case of plots affected by Reservations/Designations:-**

**i) Buildable, Non Buildable reservations & Designations:**

**a)** MCGM has issued comprehensive guidelines for each of the Buildable and Non Buildable Reservations. It specifies for every reservation the land area to be carved out & built up Area to be handed over to MCGM. Hence the location shall be approved and issued by the respective Building proposal section at the time of Building proposal approval as the case may be.

**b)** The proposal for Relocation of the reservation/Designations, development permission for Reservations/Designations, allowing Residential/Commercial User

in Industrial Zone Land, and under clause 11(2) & 11(4) of DCR 1991 shall be processed by the Building Proposal section separately or along with concession report as applicable, within 15 days of the date of application and forwarded for approval by Competent Authority.

**ii) Buildable Reservation/Designation and Amenity:** The Municipal

Architect/ Dy. Municipal Architect as applicable, shall approve the internal building plans for the Municipal Buildable Reservation/s, Designation/s & Amenity, submitted by Architect/ L.S., as per the provisions of DCR-1991 and any amendments thereof or as per provisions of DCR which may be prevailing as on the date of proposal, MA /Dy. M.A. shall approve the internal building plans based on the standardized planning parameters for each of the buildable reservation/Amenity.

**iii)** The proposal for handing over of reservation shall be submitted along with the Title certificate from Advocate/Solicitor and forwarded to the legal department for ascertaining the same. As the public notice is required to be issued, Legal Dept., shall send a draft of Public notice for publication within seven(7) days from the receipt of the proposal & upon completion of the stipulated period of fifteen(15) days, shall clear the title or otherwise if objections are received within fifteen (15) days thereafter.

**7) Fact Sheet and Concession Report**

**a) In case of Layout :-**

In case of single building is proposed on single or amalgamated plots, then the separate layout/amalgamation shall not be insisted, however, the scrutiny fee as applicable for the same shall be recovered before granting the approval. The Architect/ L.S. shall submit the Fact Sheet for Layout Report as per **as per Form 8 of Section I-A of the Manual.**

**i) For Layout/subdivision/amalgamation Layouts admeasuring 5000 sqmt.:-**

The fact sheet along with plan submitted, by Architect / L.S. shall be scrutinized by Sub Engr.(Bldg. Proposal) & will be approved by Asstt. Engr. (Bldg. Prop) within 10 days. Based on the approved fact sheet, the layout report submitted by Architect/L.S. will be approved by the concern Executive Engr. (Bldg. Proposal), within 10 days thereafter.

**ii) For Layout/subdivision/amalgamation admeasuring more than 5000 sqmt.**

The fact sheet along with plans submitted, by Architect / L.S., shall be scrutinized by Sub Engr. (Bldg. Proposal) and will be approved by Asstt. Engineer. (Bldg. Prop) within 10 days. Based on the approved fact sheet, the Report of the Layout Approval submitted by Architect/L.S. will be approved by Executive Engr. (Bldg. Proposal) and Dy.Ch.E (Bldg. Prop) within 10 days thereafter.

**iii) Approvals to Concessions required for Layout /subdivision /amalgamation:-**

The fact sheet along with plans submitted by Architect/L.S, shall be scrutinized by Sub Engr. (Bldg. Proposal), and approved by Asstt. Engr. (Bldg. Prop) within 10 days of the submission. Based on the approved fact sheet, the Concession Report for Layout approval submitted by the Architect /L.S will be approved by concerned Executive Engr (Bldg. Proposal) & Dy.Ch.E. (Bldg.Prop). and shall then be submitted for approval of Competent Authority within 10 days of from the approval of fact sheet by Asstt.Engr. On receipt of approval by the Competent Authority the approval of the Layout shall be issued by Ex.Engr.(B.P.).

**b) In case of Single Building proposal or Proposal of a Building or a wing of a Building within Approved Layout :-**

The Architect/ L.S. shall submit the Fact Sheet for building proposal as **per the Form 3 of Section I-E** of the Manual. The fact sheet along with the plan shall be scrutinized by Sub Engineer (B.P.) and approved by Assistant Engineer (B.P) within 10 days from date of submission of proposal by the Architect/ L.S. Based on the approved fact sheet, the Concession report submitted by the Architect / L.S. shall be approved by concerned Executive Engr. (Bldg. Proposal) & Dy.Ch.E (Bldg. Prop). and same will be submitted for approval of Competent Authority within 10 days of from the approval of fact sheet.

- 8)** The permission for carriageway entrance for the proposed development shall be considered by along with building proposal approval. Such carriage way entrance shall be constructed in R.C.C., designed by the registered structural Engineer, appointed by the developer & with respect to the final invert level of the SWD. The structural stability certificate shall be insisted for the same from the concerned structural engineer.

**9) Undertaking and Indemnity :-**

The Comprehensive Undertaking and Indemnity executed by the Owner/Developer, as per forms **Form 1 & Form 2 of Section General** of the manual shall be registered and submitted to the Building proposal department by the Architect/L.S.

**III. Intimation Of Disapproval (IOD) and Commencement**

**Certificate (CC) up to plinth Stage:**

**1) IOD up to Plinth and CC up to Plinth :**

In case of vacant plot or property with vacant structure to be demolished, the Developer/Owner may at his option, apply for IOD up to plinth and CC up to plinth, pending approval of concessions , HRC , MOEF (for construction area up to 20,000 sqmt. ) on submission of undertaking as per the **Form 6 of Section I-E** of the manual. Such application can only be made after approval of layout.

The concerned E.E. (BP.) shall issue IOD up to plinth and CC up to plinth for construction area up to 20,000 sqmt. within 7 days of such application and submission of undertaking. The IOD up to plinth shall be issued subject to the conditions mentioned in the registered

Undertaking, from the owner/developer, as per Form 6 of Section IE of the Manual submitted by the Architect/L.S.

**2) IOD for full building and CC up to Plinth :-**

IOD for proposed full building shall be issued within a period of 30 days from the receipt of proposal and within 7 days of approval to layout (if any) and concessions from appropriate authority.

In case of Vacant plot or plot with vacant structure(s), IOD for full building shall be issued with CC up to Plinth, if Architect/L.S has submitted with Building Proposal the comprehensive undertaking & indemnity bond along with all documents and certification required to grant plinth CC.

In case of the property having occupied structures, if the Architect/L.S has submitted with Building Proposal the comprehensive undertaking & indemnity along with all documents and certification, then CC up to Plinth shall be issued within 4 days of submission of the proof of demolition of the existing structures after vacating of the occupants therein. Architect/L.S. can also submit phase program of demolition proposed on the plot. The CC up to plinth shall be issued in phases, from time to time and within 4 days of submission of proof of demolition of the existing structures (after vacating occupants therein) in accordance with phase program submitted by the Architect/L.S.

**3) In case of proposals which require clearances from departments other than that of MCGM, and as per the list herein below:**

Notwithstanding what is contained in sub clause 1 and 2 herein above, only IOD shall be issued within a period of 30 days from the receipt of proposal and within 7 days of approval to layout (if any) including concessions from appropriate authority.

The C.C. up to plinth in such case shall be issued within 7 days of compliance of the clearance from the following departments, if and whichever applicable,

- a. Railway NOC in case of property affected by Railways.
- b. MCZMA in case of property affected by CRZ.
- c. Ward Office / Estate in case of estate properties
- d. Maharashtra Pollution Control Board,
- e. Commissioner of Police,
- f. Department of Industry

- g. Electric Company for Overhead Lines,
- h. MHADA Board,
- i. MMRDA,
- j. Metro/Mono Railway
- k. PWD in case of access from Highway
- l. Arthur Jail / Byculla Jail.
- m. Defense Department.
- n. Collector clearance in case of Leased Property from collector.
- o. National Green Tribunal(NGT)

**4) In case of the proposals which required clearances from the Heritage Committee:-**

IOD shall be issued only after receipt of NOC from the Heritage Committee & Plinth C.C. for such proposals shall be issued only after compliance of requisite conditions mentioned therein.

**5) In case of building proposal wherein construction area exceeds 20,000 sqmt :-**

The IOD for the same shall be issued for the full permissible potential and the C.C. shall be restricted up to maximum 20,000 sqmt. construction area.

**6) The Labour Camp:-**

The Labour Camp permission *for construction work shall be* henceforth dealt by respective Building Proposal section as a part of building proposal approval (not by the ward office) & copy of the approval shall be forwarded to the respective Asstt. Engr.(Ward) office for information.

**IV. Further CC Stage:**

**1)** Application for Further CC along with the report shall be submitted by the Architect/L.S. in accordance with the Form18 and 19 of Section I-E of the Manual.

The same shall be scrutinized along with the site visit by Sub Engineer (Building Proposal) and approved and issued by Assistant Engineer (Building Proposal) within 7 days of date of application.

**2)** The application for further CC shall be submitted along with clearances (if any) required from departments other than MCGM. In case of proposal where construction area exceeds 20,000 sqmt., the application shall be accompanied with clearance from MOEF.

**3)** The further CC for height of proposed building beyond 70 mt. or as permissible as per Civil Aviation requirement, whichever is lower, shall be issued, only after obtaining clearance from High Rise Committee (HRC) and Civil Aviation Authority.

4) The developer shall obtain NOC from Electrical Service Provider for Substation / Receiving Station for the full potential of the plot at the time of Further CC.

#### **V. Amendments to Building plans and layout :-**

Building plans approved are required to be amended while the construction is being carried out. The Amendment are required to be done for many reasons, including site conditions, market requirements, Tenants/occupants requirements and many other reasons. Since work is ongoing, and any stoppage of work will result into financial loss, customer and tenants complaints and claims, and such other reasons, it is noticed that such amendment are incorporated at the site, but are submitted to MCGM for its approval at the time of seeking OCC of the building or a wing. The MCGM is intending to create an environment of compliance and for such reason states, that any amendment to building plan or layout of the ongoing project shall be approved within stipulated time and on priority to any other new or miscellaneous proposals.

1) Where amendments of Building Plans, do not require any revision of CFO NOC or Tree NOC or concessions granted, then such amendments shall be approved within a period of 10 days of submission of the amended plans with Fact Sheet and Report for amendment by Architect /L.S. Fact Sheet shall be scrutinized by S.E. (B.P.) within 4 days of submission and shall be approved by A.E. (B.P.) within 7 days of approval. The Report of the amendment to plans shall be simultaneously scrutinized by A.E. (B.P.) and forwarded to E.E.(B.P.) who shall approve the plans of building approval within 10 days of the submission of application for amendment to building approval.

2) Where amendment to Building plans require revision of CFO NOC, then Architect/L.S. shall submit the amended plans to CFO for its amended remarks and CFO shall scrutinize the such amended plans within 7 days of submission and shall issue the amended Remarks within 7 days of application. CFO shall grant Revised Remarks which are consistent with the original remarks and also considering structure which is being constructed at the site as per original Remarks.

3) Where amendment to Building plans require revision of S.G Remarks, then Architect/L.S. shall submit the amended plans to S.G. for its amended remarks and S.G. shall scrutinize such amended plans within 7 days of submission and shall issue the amended Remarks within 7 days of application.

4) Where amendment to Building Plans require revision of Concession already approved, and then the Architect/ L.S. shall submit the Fact Sheet for amended building proposal as per the Form 20 of Section I-E of the Manual. The fact sheet shall be submitted along with Revised Remarks (if

any) from C.F.O. and S. G. and the amended plans shall be scrutinized by Sub Engineer (B.P.) and approved by Assistant Engineer (B.P) within 10 days from date of submission of proposal by the Architect/ L.S. The Concession Report for amended plans submitted by the Architect /L.S shall be scrutinized by concerned Executive Engr. (Bldg. Proposal) & Dy.Ch.E (Bldg. Prop). and same shall be submitted for approval of Competent Authority within 10 days of from the approval of fact sheet.

**5)** The approval to amended Building Plans shall be issued by E.E.(B.P.) within 4 days of receipt of approval to concession report and receipt of revised remarks of C.F.O. (if any) and NOC from S.G. (if any).

**6)** Amendment to Layout, shall be submitted by Architect /L.S to Building Proposal Section and shall be processed in accordance with para II-7 of this circular.

## **VI. Street Connections to Municipal Services:**

Street Connections shall be granted and connected within 15 days of receiving application from the Applicant/Licensed Plumber and after requisite payment to the respective department.

### **a) For Labour Camp :**

The Water / Sewerage connection to MCGM water/sewer line by respective department, for Labor Camp approved by BP section, shall be granted on issue of IOD or Layout approval

### **b) In case of Single Building proposal :**

After completion of the building work including infrastructure works, the Architect shall submit the completion report from the Consultant in respect of each of the internal works of the respective services. On receipt of each of such completion reports by the concerned consultant, the street connection in respect of which the completion report is submitted by the Architect, shall be executed by the respective department / authority of the MCGM, within 15 days.

### **c) In case of Layout proposal:**

On completion of individual building or wing in the layout the Architect shall submit the completion report from the Consultant in respect of each of the internal works of the respective services. On receipt of each of such completion reports by the concerned department the street connection in respect of which the completion report is submitted by the Architect , the street connection to that building or wing shall be executed by the respective department of the MCGM .In case of completion of infrastructure required to be provided in the layout for any of the services , the street connection

for the entire Layout shall be granted by the respective department of the MCGM, within 15 days, irrespective of the number of buildings completed in the layout .

d) No separate Assessment NOC shall be insisted at the time of street connection hence forth.

e)The prorata charges in respect of Road, SWD, Street Lights, Sewerage line, Water supply and charges towards water connection and street (Sewer) connection , wherever applicable, shall be recovered by Bldg. Proposal section, at the time of issuing further CC.

## **VII. Occupation Certificate (OC)/ Bldg. Completion Certificate (BCC) Stage:**

The Architect /L.S shall submit compliance reports along with completion certificate obtained from the consultants to the CFO and Tree Authority wherever applicable

1. The CFO and Tree Authority shall complete the site inspection within 7 days of receipt of such application along with the completion reports of the Consultant through the Architect. On the satisfactory completion of the site visit, the CFO and S.G. shall issue completion certificate within 7 days thereafter.

In case the completion certificate is not issued within 15 days of the date of application by the Architect or any observation/objection is not communicated to the Architect / L.S., then the application requesting for the completion certificate shall be deemed to have been approved by the S.G. and CFO respectively

2. The Architect /L.S shall submit compliance reports along with completion certificate obtained from S.G. and CFO Department , as per the forms 11B and 13 of Section II-L and Form 6,7 and 10 of Section II-A of the manual respectively , to the Building Proposal Section.

3. The Architect/L.S. shall also submit completion certificate in respect of the building along with completion report from various consultants in respect of internal services and self-certifications as may be required.

4. The Architect /L.S. shall also submit Assessment NOC or latest paid bill of Assessment Tax along with application for OCC/BCC in respect of plot on which each of the Building or a wing is constructed.

### **5. In cases of single building:**

On submission of BCC by Architect/L.S, OC and BCC shall be issued simultaneously and within 15 days by Executive Engineer (B.P.) subject to compliances of the approval conditions without insisting certificate u/s 270 A of MMC Act.



**6. In case of a Building or wing of a Building in the layout.**

On submission of BCC by Architect/L.S for each of a building or a wing in the layout (except for the last building/ wing in the layout) OC and BCC shall be issued simultaneously and within 15 days by Executive Engineer (B.P.), subject to compliances of the approval conditions in respect of such building/ wing & without insisting certificate u/s 270 A of MMC Act.

Layout completion shall not be the precondition for issue of OC and BCC for each of a building or a wing (except for the last building/ wing) in the layout & on layout compliance as stated in Para-VIII, below.

The OC and BCC of the last building or wing in the layout shall be issued simultaneously with layout completion certificate.

7. The Communication of refusal to O.C. and BCC with detail reasons, shall be issued within 7 days from the date of application and submission of requisite compliances

**VIII. Layout, Subdivision, amalgamation Completion :-**

1. All Reservations and Public Amenities provided within Layout shall be handed over to MCGM, on or before grant of OCC/BCC for the area exceeding 75% of the approved Built up Area of the Plot.

2. All infrastructures in Layout shall be completed on or before grant of OCC/BCC of area exceeding 90% of the approved Built up area of the plot.

3. Layout Completion Certificate shall be issued by Asstt.Engr. (B.P.) within 15 days of application being made for the same by Architect / L.S.

**IX. Handing over of Reservations, Amenity, and area under D.P. road.**

a) All Buildable, Non Buildable Reservations and area under D.P. Roads shall be handed over to Development Plan Department only and possession receipt for the same will be signed by Assistant Engineer (Development Plan) and Owner/Developer. The handing over of the reservation will happen only to D.P. Section of Ch.E. (D.P.) dept. and presence of other departments will not be required. Assistant Engineer (Development Plan) shall then intimate the receipt of possession to respective Administrative Ward, Estate Department and the user department within 7 days from the date of possession. On such intimation such reservation etc., shall deemed to have taken over for security, maintenance and for further necessary action by Assistant Commissioner (Ward). The Developer/Owner shall secure and maintain such reservation for a period not beyond 90 days from the date of handing over to Ch.E.(D.P.)Dept.

b) The Developer /Owner shall submit the registered agreement with two notarized true copies of the registered agreement to D.P. Section. CH.E.(DP) shall forward the Original Agreement to A.C.(Estate) being custodian & one true

copy to C.A.(Treasurer) for permanent record and one true copy to Ex. Engr.(Bldg. Prop) for their information

**c)** The Area under the setback shall be taken over by Assistant Engineer (Maintenance) of the respective ward within 15 days from the date of application of handing over along with the requisite documents therewith. The possession receipt for the same shall be signed by the Asst. Eng. (Maint) of the relevant Ward office, and Owner / Developer. The Assistant Engineer (Maintenance) of the relevant ward shall submit the application, within 7 days from the date of possession, to City Survey office for transfer of the land under the setback in the name of MCGM.

The copy of the possession receipt of Area under the Setback and application to the City Survey Office shall be forwarded to BP Section for further action.

#### **X. General:-**

**1)** All payments for fees, charges, deposits, premium etc. payable in respect of the building proposal shall be paid at the office of Building Proposal only. Whenever the online payment gateway for such payments is ready the developer will have option to make payment.

**2)** The Architect / L.S. shall submit the last paid assessment bill receipt for property under development , along with self-certification received from the Developer / Owner to the Building Proposal Dept. The NOC from Assessment Department of MCGM shall be insisted only for granting OCC/BCC for the Building proposal. The NOC from Assessment Department of MCGM shall not be insisted for obtaining any other remarks or permissions or connections from any departments of MCGM.

**3)** The Collector NOC for granting development on government land having tenure B-1, shall not be insisted.

**4)** Separate remarks or NOC shall not be insisted from MCGM

Departments where the remarks from the consultants as detailed in serial no.1-3 of this circular or self-certification as applicable are submitted for the building proposal / layout on land under development .

**5)** All Applications, Remarks, Reports and completion certificates etc. shall be as per the standard format prepared in the manual.

**6)** Wherever the remarks and completion have to be obtained from Consultants, the same also shall be in accordance with the format prepared in this manual.

**7)** The **Commencement Certificate** shall be issued by Assistant Engineer (Building Proposal) henceforth.

**8)** External / Street Connections Remarks to be issued by the MCGM shall be issued in cognizance with the remarks offered by the Consultants for the infrastructure respective services. MCGM shall not verify or examine remarks issued by consultants.

**9)** All Remarks by the MCGM shall be issued for the entire project period and will remain valid for the entire project period.

**10)** All remarks by MCGM and Consultants, shall be issued for the full potential of the project as requested by the applicant and shall be issued without insisting for Layout or Building proposal approval. No fresh Remarks shall be insisted in the event of modifications to the layout or building proposal plans unless there is more than 10% variation in the parameters of the remarks. For example in case of Remarks issued for Water requirement of the project, No new Remark shall be insisted /required unless the amendment or modification proposed to the layout or plan of the building results in increase of more than 10% of the total water requirement of the project from the total Water requirement as per the remarks issued earlier . However this condition will not be applicable CFO Remarks which shall be obtained for all those amendment/ modification in the building proposal which requires revised approval of C.F.O.

**11)** Site Inspections wherever required must be carried out within 3 days of receipt of application.

**12)** The formats, requirements and checklists given in the Manual, shall be followed and no other documents or requirements will be asked for. However in case of any special need, any document or requirement are necessary to process the proposal then the reason for seeking such additional document or requirement shall be communicated to the Developer/Owner and Architect/L.S. by Executive Engineer (Building Proposal) . The Developer/Owner and Architect/L.S. can refer the matter to the Deputy Chief Engineer (B.P.) in case of disagreement to the reasons given for seeking

such additional documents beyond those mentioned in the Manual for Building approval. The decision of the Dy.CHE (BP) shall be final and binding.

**13)** Wherever the concerned engineer has any observation in respect of building proposal, he shall communicate the same to the Architect/L.S. and Developer/Owner, within 10 days of receiving application along with specific reasons and also with suggestion of corrective measures. Such communication in respect of remarks/ NOCs/ Approvals/ CC /Further CC etc. can be given only once along with valid reasons and on compliance to these reasons in the form of additional documentation and /or justification by Architect, the proposal shall be processed immediately.

**14)** The developer shall be entitled to change his consultants appointed provided the remarks/ completion offered by the new consultants are in consonance with the remarks offered by earlier consultant.

**15)** The number of working days for processing of the proposal stated in this circular shall be binding on the concerned officer. In case of a failure of complying with the time frame by the officer, the next higher authority will assign the work to another officer.

**16)** Dy Ch. Eng. (B.P.) shall monitor that all the proposals are processed as per the manual and as per the time period mentioned in this circular and this manual. Any file or proposal, which is delayed beyond the period mentioned in this circular or manual, shall be called for by the Dy. Ch. Eng. (B.P.) within a period of 7 working days of such delay and joint meeting with Concerned E.E., A.E., S.E. along with Architect/L.S. and Owner/ Developer shall be called by Dy. Ch. Eng.(B.P.) within next 4 days and it will be ensured that all issues are resolved in such joint meeting. If there are any issues which cannot be resolved at the meeting of the Dy. Ch. Eng.(B.P), then the matter shall be referred to Ch. Eng. (D.P.) by Architect/Owner or Concerned Dy.Ch.Engr.(B.P.), who shall give suitable directions to ensure that proposal is cleared within 10 days of implementation of such directions.

**17)** The Dy Ch Eng(B.P.) shall be submitting monthly report of all the pending proposals and movement of each of the Building Proposal Files in his Department and its status to Ch. Eng. (D.P.). Ch. Eng. (D.P.) should review the report and call for explanations and reasons from concerned officers for all proposals and files

which are being delayed beyond the period mentioned in this circular or manual.

**18)** The departments shall provide the following details on MCGM web site in co-ordination with CH.E.(DP) office so as to make available the data on line . Till the same is achieved, the respective remarks for the particulars mentioned in the table herein below shall be issued by the concerned MCGM department within 7 days of application.

The details shall be with respect to the common base plan which shall contain the details such as CTS/CS no, Villages, etc.

**TABLE-2**

Sr.No	MCGM Depts.	Remarks particulars
1	CH.E.(Rds & Tr)	a) R.L Sanctioned b) R.L. proposed c) Road Level to be maintained.
2	Ch.E.(S.O.)	a) Invert Level of Manholes b) alignment of existing sewer line .
3	H.E.	a) Alignment of existing water mains with dia.
4	CH.E.(SWD)	a) Alignment of Nallahs along with Invert level.
5	H.E.	a) Alignment of water mains with dia.
6	A.C.(Ward)	a) 63K roads

**19)** Architect/L.S. shall check & submit quarterly progress report along with photographs, about the construction of the proposed building/s, stating that the work is carried out as per the approved plans. Architect/L.S. shall also inform immediately, in writing to respective B.P. section in case the construction work is found to be deviating from the approved building plans and shall submit the amended plans for approval of the Building Proposal Section.

**20)**

### **XI. Transitional**

**1)** All existing proposals of Layout and Buildings shall henceforth be processed as per the Manual for Building Approval and as per this circular.

**2)** The concession files which have been submitted Chief Engineer (D.P.) / Municipal Commissioner's office can be processed as per the old system.

**3)** The Developer/Owner shall have an option to appoint various consultants as per this circular and obtain fresh remarks from such consultant for the ongoing proposals. The consultant shall ensure that the earlier remarks given by the MCGM are considered, while issuing the fresh remarks. Wherever the Developer opts for the Consultant then the completion report shall also be issued by the Consultant.

**4)** The Developer may opt to continue to implement the proposal in respect of ongoing buildings as per the remarks issued by the MCGM. In such event the Completion Certificate must be obtained from the department which has issued the remarks.

**5)** In case of a Layout the buildings for which work is ongoing on the date of this circular, the Developer may follow what is stated in Sr.No. 3 and 4 above for such ongoing buildings. For the buildings for which no work has commenced in a Layout, the permission for such building shall be obtained as per this circular and as per Manual.

**6)** In case of ongoing Layout the developer shall have an option to obtain remarks from the consultant in respect of services and infrastructure to be provided within the Layout. The consultant while issuing the remarks shall ensure that the remarks given by the MCGM are considered while issuing their remarks.

In event of such option being exercised the completion shall be obtained from the Consultant. The Developer may opt to continue to implement the proposal in respect of ongoing layout as per the remarks issued by the MCGM. In such event the Completion Certificate must be obtained from the department which has issued the remarks.

This circular supersedes the circular issued u/no.CHE/DP/3/GEN/2015-16 dt.18.4.2015. This circular also supersedes provisions of any of the earlier circulars which are inconsistent with the provisions contained in this circular.

The above directives shall be followed by all MCGM departments from immediate effect.

Encl:- Manual Handbook Version 1.1

**Sd/-**  
**CH.E.(D.P.)**

**Sd/-**  
**Municipal Commissioner**

NO. NO.CHE/DP/49/Gen/2015-16 Dt.29/12/2015.  
CHE/DP/41375/Gen. Dt. 29/12/2015.

Copy to: -

Director((ES & P)/ D.M.C.(Vig.)/ D.M.C.(M.C.'s Office)/ D.M.C.(I)/  
D.M.C.(Edn.)/ D.M.C.(Garden & Security)/ D.M.C.(Spl.)/ D.M.C.(Spl.)/  
D.M.C.(Tax Reforms)/ D.M.C.(R.E./H.R.)/ D.M.C.(Engg.)/ D.M.C.(S.E.)/  
D.M.C.(Z-I)/ D.M.C.(Z-II)/ D.M.C.(Z-III)/ D.M.C.(Z-IV)/ D.M.C.( Z-V)/ D.M.C.( Z-  
VI)/ D.M.C.( Z-VII)/ H.E./ City Engineer/ Chief Engineer (BM)/ Chief  
Enginner(S.P.)/ Chief Engineer(W.S.P.)/ Chief Engineer (C.T.I.R.C.)/  
Ch.Engineer(W.S.P.)/ Ch.Engineer(W.S.P.)/ Ch.Engineer(C.T.I.R.C.)/  
Ch.Engineer(Rda & Traffic)/ Ch.Engineer(Bridges)/ Ch.Engineer(M & E)/  
Ch.Engineer(S.W.D.)/ Ch.Engineer(S.O.)/ Ch.Engineer(MSDP)/  
Ch.Engineer((S.W.M.)/ C.F.O./ C.A.(W.S.S.D.)/ C.A.(Finance)/ E.H.O./ S.G./  
E.O./ Dy.Ch.Eng.(DP) I/ Dy.Ch.Eng.(DP) II/ Dy.Ch.Eng.(BP ) City/  
Dy.Ch.Eng.(BP )ES/ Dy.Ch.Eng.(BP )WSI/ Dy.Ch.Eng.(BP )WS-II/  
Dy.Ch.Eng.(BP )Spl.Cell/ Dy.Ch.Eng.(M.C.Office)/ Dy.Ch.Eng.(H.I.C.)/  
Dy.Ch.Eng.(S.I.C.)/ Dy.Ch.Eng.(P.P.P.P.)/ EE.(P) to Ch.Eng(D.P.)/  
E.E.D.P.(City)/ E.E.D.P.(E.S.)/ E.E.D.P.(W.S.) H & K/ E.E.D.P.(W.S.)P &R/  
E.E.(T.P.)/ E.E.B.P.(W.S.) H/ E.E.B.P.(WS)K/ E.E.B.P.(WS)P/ E.E.B.P.(WS) R/  
E.E.B.P.(City) I/ E.E.B.P.(City) II/ E.E.B.P.( City) III/ E.E.B.P.(E.S.)II/  
E.E.B.P.(E.S.) II/ E.E.B.P.(Spl. Cell)/ E.E.( T & C)

  
29/12/15  
CHENGR.(D.P.)



**MANUAL FOR BUILDING APPROVAL**

**29<sup>th</sup> DECEMBER 2015**

**VERSION (1.1)**



**Prepared Under the guidance and directions  
of  
Hon. Municipal Commissioner**

**Shri. Ajoy Mehta, IAS**

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**I-A**

**Layout Approval**

## **1. APPOINTMENT LETTER FOR ARCHITECT/ LICENSED SURVEYOR**

To

**Name of Architect/L.S.,**

Address of Architect/L.S..

Sub: - Appointment of Architect/L.S. for property bearing C.S.  
/CTS Nos. \_\_\_\_\_ of Div. /Village \_\_\_\_\_ in  
\_\_\_\_\_ Ward, Mumbai.

Ref: - \_\_\_\_\_

Sir,

We hereby appoint you as our Architect/L.S. 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 our behalf by liaisoning with authorities for approval, to recommend appointment of structural consultant, 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 owner / developer, builder / contractor, site supervisor, structural consultant and plumber and submitting the same to authorities, and to obtain Occupation Permission / Building Completion Certificate from authorities, Your service do not include constant supervision.
- 2) For day-to-day supervision we will appoint a qualified licensed site supervisor for execution of entire work.



- 3) We agree to abide by all the condition subject to which the approval is granted. You will not be responsible for any infringement of the same. On noticing any infringement of any conditions or regulations you shall have right to stop the work to which we shall abide forthwith.
- 4) If we do any work departmentally by our supply and purchase of the Materials, 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 Norms/Architects associates.
- 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 tendency 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) We may terminate this agreement by giving one month's notice in writing and further, 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 / Licensed Surveyors 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 Licensed / 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,

Approved and confirmed

**Name of Owner/Developer**

**Name of Architect/L.S.**

**Authorized signatory**

C. C. to  
The Executive Engineer  
Building proposal  
MCGM, Mumbai.

For information and Record please.

## **2. ACCEPTANCE BY ARCHITECT/L.S. TO EEBP**

To,

The Executive Engineer,

Bldg. Proposal \_\_\_\_\_ (\_\_\_\_ Wards),

Municipal Corporation of Greater Mumbai,

Mumbai -

**Sub. :** -Proposed building on plot bearing C.S. / C.T.S. No.\_\_\_\_\_,  
of Village / Div.\_\_\_\_, Mumbai

Dear Sir,

Further to the Notice under section 302/337/342 submitted by owner appointing me as the Architect /Licensed Surveyor for above building I confirm my acceptance of the job. I will be certifying the work already carried out.

This is for your information & record please.

Thanking you,

Yours Faithfully,

**3. ARCHITECT/L.S. 'S CERTIFICATE FOR PLOT AREA**

I, Shri. /Smt. \_\_\_\_\_, of Bombay, Indian Inhabitant, practicing as Licensed Surveyor / 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/L.S 's Name & Address**

**4. OWNER'S AFFIDAVIT**

I, Shri./Smt .....Inhabitant possessing the sites of development by virtue of property card as a Holder for the property bearing CTS No.s

.....& having my office at .....solemnly affirm & say as under :

I have submitted plans through my Licensed Surveyor/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

Date .....Day )  
Of .....Year )

**5. PERSONAL IDENTIFICATION INFORMATION OF OWNERS**

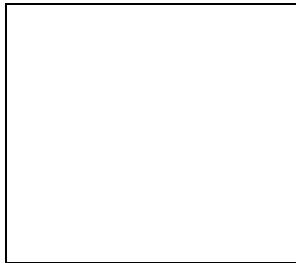
**Name of Project :** \_\_\_\_\_

**Name of Company:** \_\_\_\_\_

**Address of Project :** \_\_\_\_\_

**Permanent Account No:** \_\_\_\_\_

**Photo:**



**Name of Person :** \_\_\_\_\_

**Residential Address:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Telephone no:** \_\_\_\_\_

**Occupation :** \_\_\_\_\_

**Name, Seal and Sign:** \_\_\_\_\_

**6. APPOINTMENT OF CONSULTANTS**

To,  
The Executive Engineer,  
Municipal Corporation of Greater Mumbai,  
Mumbai - 400 001.

Dear Sir,

Ref: Proposal of Building.

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 & 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 / L.S.

**7. ACCEPTANCE BY CONSULTANTS TO EEBP**

To,

The Executive Engineer,

Bldg. Proposal \_\_\_\_\_ (\_\_\_\_\_ Wards),

Municipal Corporation of Greater Mumbai,

Mumbai -

**Sub. :-** Proposed building on plot bearing C.S. / C.T.S. No. \_\_\_\_\_  
, of Village / Div.\_\_\_\_, Mumbai

**Ref:** Appointment letter by Owner for Consultancy Services for  
\_\_\_\_\_

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.

This is for your information & record please.

Thanking you,

Yours Faithfully,

Consultant

## **8. APPLICATION FOR LAYOUT BY OWNER**

To  
The Executive Engineer,  
Building Proposal  
MCGM  
Mumbai.

Sub:- Proposed Layout / subdivision Amalgamation/ Development Permission  
on plot bearing CTS No. /CNO./F.P.No. \_\_\_\_\_ of  
village/Division \_\_\_\_\_ Mumbai.

Dear Sir,

With reference to above mentioned property, we are submitting herewith  
Notice under Section 302 of BMC Act & section 44/69 of MRTP Act for  
carrying out following development:

1. Approval of Layout of Buildings.
2. Amalgamation / Sub – Division of land ( If applicable)
3. Development Permission for Reservations ( If applicable)
4. Relocation/ Realignment of Reservations ( If applicable)

I am engaging Architect/L.S Shri. \_\_\_\_\_ having his office at  
\_\_\_\_\_, who has agreed to supervise the work.

I have to state that I do not hold any land contiguous to the above  
mentioned City Survey Number.

Kindly find encl. following documents:

1. Form 302
2. Architect Appointment letter
3. A. E Survey Remarks
4. T.P. Remarks
5. P R Card

6. CTS/CS plan
7. Title Certificate.
8. Proposed Demarcation Plan by Architect / L.S
9. Proposed layout plan
10. Area Calculations and Plans for proposed reservation(s)
11. Pay Order bearing no. \_\_\_\_\_ dated \_\_\_\_ towards scrutiny fees for the layout.
12. Declaration for non-contiguous land.
13. ULC NOC if applicable
14. Remarks from E.E.D.P. regarding acquisition in case of buildable/unbuildable reservation
15. Architect's /L.S. Area Certificate

The above mentioned plot is affected by DP reservation \_\_\_\_ for public purpose as per sanctioned DP plan \_\_\_\_\_. We request you to process the same and approve the proposal as submitted at earliest.

Thanking You,

Owner

## **9. CHECKLIST FOR PROPOSAL OF LAYOUT APPROVAL**

1. Form 302
2. L.S./Architect's Appointment letter
3. Survey Remarks
4. T.P. Remarks
5. P .R.Card
6. CTS/CS plan
7. Title Certificate
8. Proposed Demarcation Plan by Architect /L.S.
9. Proposed layout
10. Area Calculations and Plans for proposed reservation
11. Pay Order bearing no.\_\_\_\_\_ dated \_\_\_\_ towards scrutiny fees for the layout.
12. Declaration for non-contiguous land.
13. ULC NOC if applicable
14. Remarks from E.E.D.P. regarding acquisition in case of buildable reservation
15. Architect's /L.S. Area Certificate

**10. ARCHITECT'S / LICENSED SURVEYORS' FACT SHEET**

(To Be Submitted Along With Proposal)

To,

E.E.B.P. /E.S/W.S./City , Ward

Building Proposal

Case No. \_\_\_\_\_.

Sub : : Layout on plot bearing C.T.S./C.S. No. No. \_\_\_F.P. \_\_ TPS \_\_\_\_  
of Village /Division\_\_\_\_ , of Mumbai

Date of Submission of Proposal :

Brief description of proposed work in layout :

Owner / Developer :

**Name of Consultants**

a. Licensed Plumber :

b. Consultant for Road Construction :

Plans for approval at : Page

(each page to be signed by Architect/L.S. as well as scrutiny officer )



## FACT SHEET

Sr.No	ITEM	Details/ ProposedREMARKS	Required as per provision OFFICE REMARKS
1.	Notice under section 302 B.M.C. Act 1888	@ pg.	
2.	Scrutiny Fees	Paid Rs.	
3.	<b>OWNERSHIP</b>		
	Documentary evidence regarding ownership of the plot a) Title Certificate from advocate b) Extracts from P. R. Cards c) Any other documents d) Power of Attorney / e) Estate plot/T.P.Scheme plot f) Whether the Notice Applications are signed by C.A./Lessee/Owner as per title certificate & whether plans are submitted in that name? g) Whether plot is under acquisition?	@ pg. @ pg. @ pg. @ pg. @ pg. @ pg.	
4.	<b>PLOT AREA</b>		
	Documentary evidence regarding area of the holding / plot a) As per Title Certificate b) As per P.R. Cards signed by S.L.R. /CTSO c) As per Affidavit d) As per Architect/L.S's certificate & triangulation Calculation with plot dimensions. e) As per N.O.C. W.O. (Estates)/ A.E.T.P. f) Area certified in 'B' Form by Arbitrator g) The area accepted	____ Sq.mts. @ pg.____	
5.	Is the entire contiguous holding of the owner declared and shown on		

	the plan.					
6.	Existing Structures/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: i. CTS plan ii. Old Assessment bill iii. Earlier approved layout iv. Any other proof				@pg @pg @pg	
7.	R.L. of Street Sanctioned / Proposed					
8.	<b>SET BACK / D. P. ROAD LAND</b>					
	a) Handed over to M.C.G.M. b) Undertaking for handing over setback				Sq. mtr.  @ pg.	
9.	<b>MEANS OF ACCESS (D.C. Regulation No. 17 &amp;22)</b>					
	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. Whether separate P. R. Card submitted? g. Access to Existing Building/R.G. as per Rules.				@ pg.  @ pg.  @ pg.  @ pg.	
10.	<b>D. P. RESERVATIONS</b> (D.C. Regulation No.9)					
	<b>Year</b>	<b>1967 if applicable</b>	<b>1991</b>	<b>2034</b>		
	<b>Designation</b>					
	<b>Reservation</b>					
	<b>Zone</b>					
	<b>Specific Remarks</b>					
11.	<b>Remarks from E.E.D.P.</b> (regarding					

	acquisition in case of buildable reservation)						
12.	<b>USER</b> Is the proposal is in conformity with its zone.						
13.	<b>Amenity for Change of User proposed</b> <b>As per DCR</b> a. A.O.S ( _____sq. mtr. ) b. Amenity as per Reg. 27 of DCR 1991.						
14.	<b>RG Requirement as per DCR 23</b> a. Required( _____sq. mtr.) b. Physical Provided ( _____sq. mtr) c. Deductible RG( _____sq. mtr.) d. Location						
15.	<b>F.S.I. PERMISSIBLE AS PER D. C. REGULATION</b> in sq.mts.						
	<b>Plot Potential</b>	<b>0.33 F.S.I.</b>	<b>TDR</b>	<b>F.S.I. Under DCR</b>	<b>Total</b>		
16.	<b>Details of Amalgamation proposed</b>						
17.	<b>Details of Subdivision proposed</b>						
18.	<b>Details of Compliance towards Inclusive Housing</b>						
19.	<b>Details of Earlier approval ( if any)</b>						
20.	<b>Any other details</b> ( such as amendment proposed etc.)						

This is to certify that the information filled is true and correct to the best of my knowledge.

**Architect / Licensed Surveyor**

Name :

Signature :

Reg. No. \_\_\_\_\_

**AEBP**

- a. Site was visited on \_\_\_\_\_ with Architect for verification of existing site conditions and found correct as declared.
- b. \_\_\_\_\_ No.s of structure are occupied / vacated by existing Tenants / Owner.
- c. Encroachment observed on the plot from \_\_\_\_\_ side.
- d. Plot under reference is having access from \_\_\_\_\_ meters wide D.P. / Existing Road / Layout road / Right of Access.
- e. Any other relevant observation.

The information above, plans and area calculations are checked by me and are of approvable nature.

**SEBP**

**EEBP**

The report by SEBP along with the layout Plans and area calculations are verified by me

Submitted for approval please.

**AEBP**

Approved

**EEBP**

(for layouts upto 5000 smt.)

Approved

**Dy.Ch.E. BP**

(for layouts beyond 5000 smt.)

**11. LAYOUT PERMISSION SCRUTINY REPORT by EEBP**

Sr. No.	Specific Permission sought		Approval required from Dy.CE/CE(BP) /MC
1.	<i>Development permission</i>		
	As per DCR 9, Table 4/ guidelines, I to R /C		
	Justification by Architect		
	<b>Comments by AE/SE</b>		
	<b>Comments by EE</b>		
2.	<i>Relocation of DP Reservation</i>		
	<b>Comments by AE/SE</b>		
	<b>Comments by EE</b>		
3.	<i>Realignment of Road</i>		
	<b>Comments by AE/SE</b>		
	<b>Comments by EE</b>		

**Comments by Dy.Ch.E or Recommended by Dy.ChEto CE (DP)**

**Comments by Chief Engineer**

**Recommended by Ch.E(DP) to MC**

**Ch.E(BP)**

Sir

**MC**

## **12. UNDERTAKING FOR LAYOUT TERMS AND CONDITIONS**

Sub : Proposed sub-division of the land bearing CTS No/ CS No.\_\_\_\_\_, of \_\_\_\_\_Village/ Division, \_\_\_\_\_, Mumbai.

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 Municipal road shall be got demarcated at site jointly with the Municipal Corporation of Greater Mumbai 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 Municipal Corporation duly constructed and its ownership shall be duly transferred in the name of Municipal Corporation of Greater Mumbai 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 unbuilt upon and shall be constructed according to the Municipal specifications and its ownership shall be duly transferred in the name of Municipal Corporation of Greater Mumbai. 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 Municipal Commissioner.
- 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 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 by consultant certificate to M.C.G.M.
- 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 MCGM for record.
- 11) That the plot in the layout area shall not be further amalgamated or subdivided without prior approval of the MCGM.
- 12) That the user of the plot shall be \_\_\_\_\_ purposes and no changes of user shall be permitted without prior approval of the MCGM.
- 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 the low lying land in the layout shall be filled upto to a reduced level of at least \_\_\_ with respect to T.H.D,with murum, earth, boulders etc., leveled and rolled to the satisfaction of the Ex.. Eng. (B.P.) of the M.C.G.M.
- 17) 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.

- 18) That in the event of failure to abide by any of the aforesaid conditions the Municipal 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 Municipal or other agency, and the cost so incurred shall be paid by us.
- 19) 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 MCGM for record.
- 20) Report from consultant for waterworks shall be obtained and the requirements of the same shall be complied with.
- 21) Report from consultant for Sewerage Planning shall be obtained and requirements of the same shall be complied with.
- 22) Report from consultant for Roads and Storm Water Drains of MCGM shall be complied with.
- 23) 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.
- 24) That the NOC from "Tree Authority" shall be obtained and requirements of the same shall be complied with.
- 25) That the plot boundary demarcation from City Survey Officer/D.I.L.R. through the office of building proposal shall be submitted.
- 26) The conditions of the Inclusive Housing Notification shall be complied with.
- 27) 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

Address of the Architect.

Signature full name and address of

The Owner/Owners.

**13.LAYOUT APPROVAL LETTER FROM MCGM**

**MUNICIPAL CORPORATION OF MUMBAI**

**No. / / / dtd.**

To

1. Owner /Developer / C.A to Owner .
2. Architect /L.S.

**Sub : Proposed Layout / Subdivision-Amalgamation / DP relocation/ DP Realignment/Development Permission/Change of User to from Industrial to Residential/Commercial, of land having plot bearing CTS / CS / FP No.....**

**Ref : Your letter dated .....**

Sir,

With reference to the above, I have to inform you that the **Layout / Subdivision-Amalgamation / DP relocation/ DP Realignment/ Development Permission/Change of User to from Industrial to Residential/Commercial**, of the above mentioned property submitted by you is hereby approved subject to terms and conditions registered vide no.\_\_\_\_\_dt.\_\_\_\_\_.

That the Layout/ Sub divided Plots / Amalgamated plots shall be got demarcated by the DILR and the necessary changes shall be got affected in the record of rights.

That the separate PRCs for all sub plots shall be got prepared from City Survey Office and submitted.

That the subdivided plots in the layout shall not be amalgamated or subdivided further without approval of this office.

That certificate under section 270A of MMC Act shall be obtained after completion of street connection of Internal Water Mains.

The proposed relocation/ realignment are approved as shown on enclosed layout.

There is no objection to develop reservation subject to terms and conditions enclosed herewith.

Copy of approved layout plan along with the terms and conditions terms for is returned herewith as token of approval.

Yours faithfully,

ExecutiveEngineer

Building Proposal ()

cc to :

For information and necessary action to prepare or correct records accordingly

Collector:

E.E.D.P.:

A.E.Survey:

## **14. TERMS AND CONDITIONS FOR DEVELOPMENT PERMISSION**

In case of Reservation

### **MUNICIPAL CORPORATION OF GREATER MUMBAI**

No : CHE/\_\_\_\_/\_\_\_\_/\_\_\_\_ of

To,

Architect

**Sub:-** Development Permission for the reservation of affecting the land bearing C.SCTS No. \_\_\_\_\_.

Gentleman,

With reference to your above mentioned letter, I have directions to inform you that there is no objection to allow development as proposed in layout on the above mentioned land reserved for public purpose of \_\_\_\_\_ reservation subject to following:

#### **GENERAL TERMS & CONDITIONS**

1. That the development of the land under reference shall be in accordance with provisions of sanctioned D.C. Regulations, 1991 & the plans shall be got approved from this office. The owner will be entitled to full permissible FSI of the plot, without taking into account the area utilized for the \_\_\_\_\_ to be handed over to Municipal Corporation free of charge, as per the Development Control Regulations, 1991.
2. That while carrying out the development on the land under reference, a board shall be displayed on the site indicating the proposed development for provisions of \_\_\_\_\_ along with other development.
3. That the existing structures proposed to be demolished shall be demolished.
4. That permission shall not be used as an instrument to evict the existing occupiers / tenants, if any.
5. That this permission is based on documents submitted by owner / architect & subsequently, if the said documents are found to be fake / fraudulent, this permission shall stand revoked / cancelled.
6. This office shall scrutinize the proposal separately regarding the open space, parking, ownership etc. & applicability of other provisions of D.C.R. 1991 etc.

## **Specific Terms and Conditions/ Policy guidelines**

As per DCR 9 (Table 4), S. NO.

- 1.
- 2.
- 3.
- 4.

Executive Engineer (BP)

**15. APPLICATION FOR LAYOUT COMPLETION CERTIFICATE BY  
ARCHITECT**

To,  
Executive Engineer,  
Building proposal  
M.C.G.M.  
Mumbai.

Sub. : Issue of layout completion certificate for Plot bearing CTS No. /  
C.S. No. \_\_\_\_\_ of village \_\_\_\_\_ / Division \_\_\_\_\_  
Mumbai.

Ref. : Layout File No.

With reference to the above referred layout approval for amalgamation / sub-division, layout was approved on \_\_\_\_\_ and as per the registered terms and conditions of the said approved layout on plot for the above referred proposal, We state as under ;

In this context, we would like to inform you that my Client has completed the construction work of all the buildings of the above referred layout and obtained Occupation Certificate from MCGM and also completed all services and infrastructure work i.e. construction of internal road, construction of D.P. Road / setback, construction of storm water drain, sewer line laying work, water line laying work, surrounding open space duly leveled and also provided parking spaces, development of RG along with required tree plantation as per Tree Dept. requirement, provided street light along with D.P. Road and internal road, constructed electrical sub-station as per power company requirement, construction of UG tanks and pump room and also obtained permanent water connection to each building of the layout. The same is verified by me at the site .

Further my Client had also applied for separate PR Card for each sub divided plots and also handed over reservation and D.P. Road to MCGM

It is also to be mentioned here that formation level of the roads, cross sections, slopes, slab and carriage way also executed properly as per MCGM requirement. Further we are also enclosing herewith following documents:

1. Copy of Occupation certificate issued by MCGM for all buildings of the layout.
2. Completion Certificate related to various conditions of Layout issued by Consultant / MCGM
3. Copy of separate P.R. Card and City Survey plan for each sub divided of plot of layout.
4. Copy of possession receipt and application for P.R. Card to transfer plot in the name of MCGM for D.P. Road and reservation.
5. NOC from electric supply company.
6. Compliance for Layout Terms and Conditions

Since my client had complied with and fulfilled with all the terms and conditions of layout hence we hereby request you to kindly issue us layout completion certificate for our above referred property at the earliest.

Thanking you,

Yours faithfully,

L.S. / Architect

Encl. :As above.

## **16. CHECK LIST FOR COMPLETION OF LAYOUT**

1. Application from Architect along with completion certificate.
2. Copy of approved layout along with registered terms and conditions.
3. Copies of various compliances as per registered terms and conditions.
4. Various completion certificate issued by MCGM, 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 MCGM.
8. Compliance Report for Layout Terms and Conditions



## **17. REPORT OF COMPLIANCE OF LAYOUT CONDITIONS**

### **MUNICIPAL CORPORATION OF GREATER MUMBAI**

**Layout File No.** \_\_\_\_\_

<b>Sr.No.</b>	<b><u>Layout Conditions</u></b>		
1.	That the access road/roads in the layout is constructed and lighted to the Municipal Specifications and properly maintained	:	
2.	That the proposed Development plan road/roads and regular line/lines of Municipal road are got demarcated at site jointly with the Municipal Corporation of Greater Mumbai and District Inspector of Land Records/CTSO/CS.	:	
3.	That the land within the regular line of road in our holding is kept open un built upon and handed over to the Municipal Corporation duly constructed and its ownership duly transferred in the name of Municipal Corporation of Greater Mumbai	:	
4.	That the D.P. road in our holding is kept open and unbuilt upon and is constructed according to the Municipal specifications and its ownership duly transferred in the name of Municipal Corporation of Greater Mumbai		
5.	That the adequate storm water drains are 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 is kept open by us .		
7.	That adequate arrangement is made for providing sewerage in the layout area at our cost to the satisfaction to the Municipal Commissioner.		
8.	That we have connected at our cost, underground sewer in the layout area to the Municipal Sewer and all the buildings are connected to the same.		
9.	That consultant certificate for the formation levels, cross sections, slopes and details of construction of the road as also in regard to the storm water drain etc. are submitted to M.C.G.M.		
10.	That the cost of laying water mains within the layout areas is entirely borne by us. Layout and Completion report from Consultant for Internal water main and distribution pipes is submitted to MCGM for record.		
11.	That the plot in the layout area shall not be further amalgamated or sub-divided without prior approval of the MCGM.		
12.	That the user of the plot shall be _____purposes and no changes of user shall be permitted without prior approval of the MCGM.		
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.		
14.	That the association of premises/flat owners is formed for maintenances.		

15.	That the location for electric sub-station as shown on the plan is made available to the Electric Supply Co. for erecting their Sub-station.		
16.	That the structures erected conform to D.C. Regulations.		
17.	That the low lying land in the layout is filled upto a reduced level of at least ___ with respect to T.H.D, with murum, earth, boulders etc., leveled and rolled to the satisfaction of the Ex.. Eng. (B.P.) of the M.C.G.M.		
18.	That after the road is actually demarcated at site.		
19.	That in the event of failure to abide by any of the aforesaid conditions the Municipal 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		
20.	That the sub-divided plots have been 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. are made and a copy thereof shall be submitted to MCGM for record.		
21.	Completion from consultant for waterworks is obtained		
22.	Completion from consultant for Sewerage Planning is obtained		
23.	That necessary arrangements for bore well is done		
24.	That necessary arrangement for Rain Water Harvesting is done.		

25.	That Vermiculture bin/s have been provided for.		
26.	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		
27.	That the NOC from “Tree Authority” is obtained and requirements of the same are complied with.		
28.	That the plot boundary demarcation from City Survey Officer/D.I.L.R. through the office of building proposal is submitted.		
29.	The conditions of the Inclusive Housing Notification shall be complied with.		
30.	Conditions of Development permissions for reservation/relocation / realignment /I-R		
31.	Conditions of EC Letter shall be implemented by PP		

Prepared by

Checked by

Recommended by

**Architect**

**S.E.(B.P.)**

**A.E.(B.P.)**

Approved as proposed

**E.E.(B.P.)/DyChe BP**

**18. LAYOUT COMPLETION LETTER**  
**MUNICIPAL CORPORATION OF MUMBAI**

**No. EE/        /        / dtd.**

To

(Architect/L.S.)

**Sub: Completion Certificate for Proposed Layout / Subdivision of land  
having plot bearing CTS / CS / FP No.....**

**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,

Ex. Engineer

Building Proposal ()

# **Comprehensive Undertaking**

**COMPREHENSIVE UNDERTAKING BY OWNER / DEVELOPER**

To

.....

**Sub : Proposed                    development                    on                    plot                    bearing**  
.....

**Ref : File No.**

Sir,

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

I do hereby agree and undertake as under :

**IOD Compliances**

1. to handover the setback land free of encumbrances , and the setback land handing over certificates will be obtained from Ward Office and make an application to DILR / CTSO for the ownership of the setback land to be transferred in the name of MCGM.
2. to demolish the excess area if constructed beyond the permissible FSI.
3. to pay the difference, if any, for fungible, open space deficiency or any type of premium & calculated as per land rate as on the date of the First Commencement Certificate of the project .
4. to handing over setback area for the balance portion of the plot not covered under this proposal as and when required by MCGM.
5. 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.
6. To use area approved for parking for the purpose of parking only .
7. To obtain MOEF clearance before construction area exceeds 20,000 smt.

8. To obtain Clearance from High-rise Committee / MC before constructing building beyond 70 mtrs.
9. To comply and maintain on site records of quality of work , verification report etc .
10. To carry out work at site between sunrise and sunset .
11. To comply with the norms of Pollution control board for maintaining noise level.
12. To hand over the excess parking spaces to M.C.G.M. , free of cost, in case full permissible FSI/ TDR is not consumed in future .
13. To maintain Street Lights till the road is handed over to MCGM
14. To pay the difference of payment for additional 33% FSI & calculated as per revised land rates by the time to time as per the condition no.5 mentioned in Notification and circular.

#### **Draft Development Plan 2034**

1. To hand over the land affected by proposed road/road widening to MCGM, free of cost, and free from all encumbrances and to transfer the land affected by proposed road/road widening as per Draft Development Plan 2034 in the name of MCGM in P.R. Card within six month from the date of sanction of the Draft Development Plan 2034 by State Govt.
2. That we are fully aware that the plot is affected by proposed road/road widening/reservation under Draft Development Plan 2034 and we are being allowed to claim the full potential of the plot including the area going under proposed road/ road widening as the Draft development Plan 2034 is not yet sanctioned.
3. That by virtue of we are being allowed the full potential of the plot including permissible TDR till sanction of Draft Development Plan 2034, 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 2034 is finally sanctioned by the State Govt.



### **Demolition of Existing Structures**

1. To demolish the existing structures shown to be demolished on plans submitted by our Architects M/s. \_\_\_\_\_ before starting the work of proposed building.

### **Tree Cutting**

1. To transplant \_\_\_\_ nos. of trees and not to cut beyond \_\_\_\_ no.s of trees as approved by the Tree Authority
2. To plant \_\_\_\_\_ Nos. of trees in lieu of cutting of trees as per norms
3. To plant \_\_\_\_ Nos. of trees as per norms in aggregate at site .
4. .... Sqmt. 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 \_\_\_\_\_
5. To plant new trees having height more that 5 (Five) feet
6. To carry out standard maintenance and take utmost care of survival of the trees.
7. To comply with all such requirements, existing and future with regard to and in connection with the Bye- laws, Rules and Regulations framed by Tree Authority (T.A) from time to time.
8. 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.
9. 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.
10. To abide by the Bye- laws introduced/ modified from time to time with/ without prior notice.
11. To take all necessary measures to preserve and protect all the existing trees and the newly planted on the plot referred above.
12. To comply with terms and conditions as mentioned in the permission letter issued by Tree Authority .

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

### **Mechanized Parking**

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 MCGM and its officers against any litigation, costs, damages, etc. arising out of failure of mechanized system/nuisance due to mechanized system to any person.

### **Water connection**

1. To pay on demand excess deposit if any over and above amount already deposited
2. To remove the pipe fittings when called upon to do so by Mumbai Municipal Corporation.
3. To make payment for Permanent Water Connection as may be legally payable .

### **Strom Water Management**

1. To allow the Municipal Corporation personnel to enter afore said property along with vehicles and machinery for cleaning of the nalla.
2. To maintain the smooth flow of drainage of S.W.D arrangements for all the times.
3. 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.
4. Future MCGM SWD / SWD from adjoining plot owners shall be allowed to be connected to the internal SWD of the plot .

### **Sewerage and DCC**

1. To rectify at our cost any obstruction and defects caused because of the Drainage arrangement.
2. To immediately connect , at my / our cost, the drainage line to the underground sewer as soon as the same is laid by the Corporation,

3. To pay pro- rata charges for laying/up sizing sewer on existing roads as and when demanded by M.C.G.M. in future.
4. To pay security deposit towards the dewatering and de-sludging the septic tank in case of complaints.

### **Debris Management**

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 and followed scrupulously .

### **Tanker Water Usage**

1. To transport the said well water, we will use tankers having RTO registration Nos. with the permission from MCGM section 394 of MMC act 1888
2. To fill the tankers inside the premises.
3. Not to unload said well water in drinking water underground water tank at any point or whenever supply the well water.

### **Borewell / PCO**

1. To maintain and keep the mouth of the well in mosquito-proof condition.
2. To affix and display the notice board at a conspicuous point indicating that "WATER NOT FOR DRINKING PURPOSE".
3. 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.
4. Not to use the water of the tube well for portable purpose such as drinking, cooking etc.
5. To make adequate arrangements to dispose off waste water and spillage by connecting it to municipal sewer and water will not be allowed to accumulate.
6. 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.

7. 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.
8. The tube well will be close sunk into ground until final fittings are provide with properly fitting plug during the period when boring operations are not actually going on.
9. All the pits dug will be filled-in, in this connection with good earth after the boring operations are complete.
10. 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**

1. 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.
2. 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**

1. To maintain the vermi-composting bin as proposed at our own cost and supervision.
2. To pay the penalty charges as framed by M.C.G.M. in case of failure of maintenance we hereby agree

### **Temporary Shed and Labour Camp**

1. 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.

2. That, the material for side and top covering used for the Temporary Shed /Labour Camps shall be either tarpaulin or G.I.Sheets.
3. That we shall not do any sort of pucca or permanent construction of any nature on this temporary permission.
4. That the temporary shed shall be constructed to the approved size and measurement and we shall not exceed the permitted area.
5. 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 . Municipal authorities 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.
6. 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.
7. 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**

1. That I will preserve and maintain the following documents.
  - a) Ownership documents
  - b) Copies of IOD, C.C. 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.
2. I shall handover the aforesaid of the end user / prospective society

with in the period of 90 days after obtaining the occupation certificate.

3. 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.
4. 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 MCGM, The end user/ prospective society shall carry out necessary repairs/structural audit/fire audits at regular intervals.
5. 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 MCGM will not be held liable for the same in future.
  - b. That the buyer/member agree for no objection for the neighborhood development with deficient open space in future.
  - c. That the buyer/member will not be held liable M.C.G.M. for failure of mechanical parking system/car lift in future.
  - d. That the buyer/member will not be held liable M.C.G.M. for the proposed inadequate sizes of rooms in future.
  - e. That the condition for inadequate maneuvering space of car parking and no complaint to M.C.G.M. in this regard will made in future.
6. 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 TDR Use on the property .**

1. That we have purchased or shall purchase TDR under the adequately stamped Registered Agreement.

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

1. 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.
2. 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).
3. To confirm the area under reservation from CTSO and submit the application to transfer the ownership in the name of MCGM.
4. I hereby undertake that this Declaration is binding upon all, Executors, administrator, successor or successors and assigns.

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



**COMPREHENSIVE INDEMNITY BOND BY OWNER / DEVELOPER**

To,

The Municipal Commissioner  
Municipal Corporation of Greater Mumbai  
Mumbai –

Sub :

Sub : Proposed            redevelopment            on            plot            bearing  
.....

Ref: File No.

- 1) This deed of Indemnity is made this            day of            month            year  
between            Shri            \_\_\_\_\_            residing            at  
\_\_\_\_\_

\_\_\_\_. Hereinafter referred to as ‘ the Obligor’ (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 Municipal Corporation of Greater Mumbai**, a Corporation constituted by the Mumbai Municipal Corporation Act, 1888 hereinafter referred to as ‘The Corporation ‘ (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 The Municipal Corporation has granted permission to construct vide Sanctioned Layout bearing no. \_\_\_\_\_ dated \_\_\_\_\_ or vide IOD 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 IOD 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 Corporation hereinafter save harmless and indemnify the Corporation against all actions, claims, damages, demand of any nature of kind whatsoever which may be instituted, prepared, claimed or made against the Corporation and the Commissioner or either of them.

The Obligors further undertake to the Corporation 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 of the Mumbai Municipal Corporation Act, 1888 and if there is any complaint, dispute in respect of the same, the obligors save and keep harmless and indemnify the Corporation 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 the Corporation and the Commissioner or either of them.

The Obligors further undertake to the Corporation 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 the Corporation 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 the Corporation and the Commissioner or either of them.

The Obligors further undertake to the Corporation that the Corporation, 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 BMC, 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 the Corporation 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 the Corporation 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 the Corporation and the Commissioner or either of them.

The Obligors further undertake to indemnify the Corporation 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 / to the building under reference & to the adjoining wing / adjoining building.

The Obligors further agree to keep indemnified and hereby indemnify and keep harmless the Corporation, its officers and servants from and against any action, claims, charges, costs, disputes, demands and expenses of any nature suffered or sustained by the Corporation ,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 the Corporation, its officers and servants to reimburse them immediately for any such claims, charges, costs and expenses.

The Obligors further agree to keep indemnified and hereby indemnify and keep harmless the Corporation, its officers and servants from and against any actions, claims, charges, costs, disputes, demands and expenses of any nature suffered or sustained by the Corporation ,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 up to date on the agreement dated \_\_\_\_\_ in any manner whatsoever and further the Obligor covenant with the Municipal Corporation of Greater Mumbai, its officers and servants to reimburse them immediately for any such claims, charges, costs and expenses.

IN WITNESS WHERE OF the Obligors 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 :

**I - B**

**Reservation/Amenity**

**[Survey Remarks]**

**1. APPLICATION FOR SURVEY REMARKS (INCL. DP AND RL)**

To:  
Assistant Engineer (Survey )  
\_\_\_\_\_ward,  
Building Proposal  
Mumbai.

Sub: Survey Remarks for land bearing CTS /C.S. no.

\_\_\_\_\_

\_\_\_\_\_.

Sir,

With reference to above matter, please find enclosed herewith

1. 3 sets of BLOCK & Location Plan
2. Certified true copy of PRCs and CTS Plan.

You are therefore requested to offer your remarks.

Necessary charges are paid herewith.

Thanking you,  
Yours Faithfully,

Architect/L.S./Owner

Encl: a/a

## **2. AE SURVEY REMARKS**

### **MUNICIPAL CORPORATION OF GREATER MUMBAI**

**No. AE / Survey / \_\_\_\_\_ /Ward /**

**Office of A.E. Survey**

**Date:**

**To,**

Sub: Sanctioned Revised Development Plan Remarks , Survey Remarks and Road Line for the land bearing C.S./C.T.S. No. \_\_\_\_\_of Village/Div.

Ref: Your Application u/no\_\_\_\_\_and payment of certifying charges made under Report no. SAP DOC No. \_\_\_\_\_dated \_\_\_\_\_

**Sir / Madam ,**

Sanctioned Revised Development Plan Remarks for the land shown bounded blue on the accompanying plan are as under:-

**Description of Land :**

**Sanctioned Revised Development Plan :**

referred to Ward

**Reservation affecting the land:**

[ as shown plan]

**Reservation abutting the land:**

[ as shown plan]

**Designations affecting the land:**

[ as shown plan]

**Designations abutting the land :**

[ as shown plan]

**D.P. Roads affecting the land :**

[ as shown plan]

**Existing Roads :**

[ as shown plan]

**Zone :**

**Change in user (if any) :Yes/No**

**If yes, approval No.**

**Detail Survey Remarks are as under :**

**1) Details of Property**

- i) CTS No \_\_\_\_\_ Village \_\_\_\_\_
- ii) Layout Subdivision / Amalgamation /MHADA Layout / Sanction /Submitted U/No \_\_\_\_\_ dated \_\_\_\_\_
- iii) Gaothan shall be ascertained from City Survey Office .

**2) All plan Shall be drawn with north upward**

**BLOCK PLAN : Correct / Not Correct ( Details are as under)**

- i) Boundaries as shown in black  
Yes/No
- ii) Plot Boundaries tally with
  - a) Survey Sheet No \_\_\_\_ Village \_\_\_\_  
**Yes/No**
  - b) Approved /Subdivision /layout amalgamation
  - c) Original CTS/ MR Plan Submitted By Architect at Pg**Yes/No**
- iii) Proposed structures in block plans Shown in Red
- iv) Structure to be demolished shown in yellow
- v) Remarks are offered without verify the status of structures shown in block plan
- vi) a) No. of Storey are not Stayed  
b) No. of storey do not tally
- vii) The portion marked \_\_\_\_\_ to \_\_\_\_\_ is not tallying with the above said survey sheet / bcc plans



viii) The plots under reference falls in TPS \_\_\_\_\_ to the Scale of 1:500 and/or certified TP Plan Demarcation Plan Showing Plot dimension Shall be submitted to verify plot boundaries

**Yes/No**

- 3) i) The proposal is in \_\_\_\_\_ Zone  
 ii) The plot is reserved for \_\_\_\_\_

Sr.No.	Name of Reservation	Buildable/ Non Buildable

iii) Acquisition remarks from EEDP : \_

iv) The Plot is abutting\_\_\_\_\_

- 4) i) Means of access to the plot is from \_\_\_\_\_

Side	Description of Access (Municipal/ Existing DP / 63 K / Private Access)	Width of Access
North		
South		
East		
West		

ii) Is the property landlocked? :

5) The proposal is affected by

i) Proposed/Sanctioned \_\_\_\_\_ m ( \_\_\_\_\_ft ) wide RL of \_\_\_\_\_  
 Road by EE(TC) / A.E (S) U/No \_\_\_\_\_

ii) \_\_\_\_\_ m wide DP / TP / Layout Road  
 Yes/No

iii) Setback Yes/No Shown on the Plan  
 Yes/No

iv) Before commencement RL /DP Road etc shall be got Demarcated on site

- 6)**
- a. the plot falls within 30.50 m of existing / Proposed cemetery  
Yes/No
  - b. The Plot Falls within 52.50m from Zonal separation line of R/C/I2  
Zone Yes/No
  - c. The Plot falls within \_\_\_\_Mtrs from Sea/Creek it is in Coastal Regulation Zone \_\_\_\_\_ as per draft Coastal Management Plan
- 7)** The property on the Plot under reference
- i) Is it a heritage structure : Yes/No
  - ii) If yes, Grade \_\_\_\_
  - iii) falls within 100mts of \_\_\_\_\_precinct under Sr.No \_\_\_\_\_ included in the list of preservation of documents as government resolution No DCR \_\_\_\_\_ Yes/No
- 8)** For plot in T.P. Scheme , B Form will be submitted Yes/No
- 9)** Is plot affected by “Water trunk main/aqueduct” Yes/No  
AEWW remark / NOC Shall obtained
- 10)** EE (Planning) remarks are necessary if water course Nallah passes nearby the Plot which should be ascertained on site  
Yes/No
- 11)** The area of the Plot is more than 1000sqmts hence layout is necessary for residential /Commercial / Industries Plot  
Yes/No
- 12)** Sanction for Sub-Division /amalgamation is necessary  
Yes/No
- 13)** Documentary Evidence is Necessary regarding the Area , Plot Boundaries Ownership and Mean of access  
Yes/No
- 14)** The Proposal is on the Land belonging to MHADA / Air Port Authority Government /MMRDA/ Collector NOC of the concerned Authority Shall be obtained Yes/No

- 15)** The plot is within 60 mtrs from the center line of WE/EE highway/Freeway NOC and demarcation From National Highway authority is required Yes/No
- 16)** The plot falls within 30.00 mtrs from Railway Boundary NOC from Railway Authority is necessary Yes/No
- 17)** Is plot affected by influence zone of proposed alignment of Monorail/Metrorail: Yes/No
- 18)** The plot is affected by Koyna / Tata transmission line(should be ascertained on site) Yes/No
- 19)** The plot falls within the distance \_\_\_\_\_ from Juhu Wireless station Yes/No  
NOC from Signal Officer is necessary
- 20)** The permissible TOP ELEVATION of the structure on the plot u/r is \_\_\_\_\_mts. AMSL as per the Color Coded Zoning Maps (Datum WCS-84, Draft CCZMS) prepared and issued by Airport Authority of India (AAI) .Hence NOC to be obtained from AAI Yes/No
- 21)** The permissible TOP ELEVATION of the structure on the plot u/r is \_\_\_\_\_mts. AMSL as per the Color Coded Zoning Maps (Datum WCS-84, Draft CCZMS) prepared and issued by Airport Authority of India (AAI) .Hence NOC to be obtained from AAI Yes/No
- 22)** Whether proposal falls within 2 kilometer from Lagoon Yes/No
- 23)** Previous Proposal No.s Yes/No
- 24)** Storm Water
- i) Location of nearest SWD Chamber to the plot u/r
  - ii) Invert Level of SWD nearest adequate chamber to the plot u/r.
- 25)** Sewerage
- i) Location of Nearest adequate chamber as shown on the plan

- ii) The diameter of existing sewer line in the vicinity of plot under reference is \_\_\_\_ mm.
- iii) Flow of existing sewer line is towards ----- Pumping Station.
- iv) Depth of the nearest connecting manhole A is \_\_\_\_\_meters approx.
- v) Depth of sewer trap. is \_\_\_\_\_ meters.
- vi) Diameter of street. connection is \_\_\_\_\_mm.
- 26)** NOC from HE department for underground pipe line
- 27)** Is plot affected by safety clearance zone from Naval depot: Yes/No.
- 28)** NOC from Geologist
- 29)** Remarks as per Draft D.P. 2034 :
- 30)** Other Remarks :

**Remarks from other Departments / Offices:**

**Demarcation:**

**Note :**

If the land under reference is part amalgamation / Sub – division / lay out, then specific remarks shall be obtained from the concerned from Building Proposal office and development thereof shall be as per the terms and conditions of the approved amalgamation / sub- division / lay out.

Remarks are without reference to ownership and without carrying out actual site inspection and without verification of the status of the structures if any on the land under reference.

The boundaries shown in the accompanying plan are as per the available records with this office.

However the boundaries shown in the records of City Survey Office shall supersede those shown in this Remark Plan.

These remarks are offered as per Location endorsed on location plan by Architect/LS.

**Assistant Engineer,  
Survey ( \_\_\_\_\_ Ward )**

**3. APPLICATION FOR DEMARCATION FOR RESERVATION / AMENITIES /  
DP Road/ RL**

(From Architect/L.S.)

To:  
Assistant Engineer (Survey )  
\_\_\_\_\_ ward,  
Building Proposal  
Mumbai.

Sub: Demarcation for Reservation/ Amenities affecting land  
bearing CTS no. \_\_\_\_\_

Sir,

With reference to above matter, the abovementioned property is affected by following Reservations and Amenities/ DP Road/ RL /Setback as per the approved layout bearing no. \_\_\_\_\_ dated \_\_\_\_\_

1. Setback for \_\_\_ m. wide D.P. Road /Road
2. \_\_\_ m. wide D.P. Road(s)/Roads as per details annexed.
3. Non Buildable reservations as follows

Sr. No.	Type of Reservation	Area

4. Buildable reservations as follows

Sr. No.	Type of Reservation	Area

5. Any Other :

Sr. No.	Type of Reservation	Area

Please find enclosed herewith

3. Copy of approved layout ( \_\_\_\_\_ no.s)

4. \_\_\_\_\_ sets of BLOCK & Location Plan Certified true copy of PRCs
5. Certified true copy of CTS Plan.

You are therefore requested to offer your demarcation.

I am ready to pay necessary charges.

On finalization of demarcation of plot under reference , 8 additional copies shall be prepared and submitted by Architect/LS.

Thanking you,  
Yours Faithfully,

Architect/L.S./Owner

Encl: a/a

**4. DEMARCATION FOR RESERVATION TO BE SEPARATELY ISSUED FOR  
EACH RESERVATION/AMENITY**

MUNICIPAL CORPORATION OF GREATER MUMBAI

AE/Survey / \_\_\_\_\_

To,  
Shri \_\_\_\_\_  
\_\_\_\_\_

Sub: Demarcation for Reservation / Amenity affecting property bearing  
CTS no. \_\_\_\_\_ at \_\_\_\_\_ Mumbai.

Ref: Your letter no. \_\_\_\_\_ Dt. \_\_\_\_\_.

Sir,

As desired by you ,actual demarcation on site/ along above referred property, of \_\_\_\_\_ Reservation / Amenity admeasuring \_\_\_\_\_ smt. (subject to final survey by CTSO) is marked in \_\_\_\_\_ (**color**) on accompanying plan for C.S./CTS No's \_\_\_\_\_ of Village /Div. \_\_\_\_\_ at \_\_\_\_\_

The demarcation is given at site as per the CTS points/boundaries shown by you/ your representative as shown in accompanying plan.

Architect has paid demarcation fees amounting to Rs. \_\_\_\_\_/- vide receipt / SAP Doc No. \_\_\_\_\_ dated \_\_\_\_\_.

Yours Faithfully,

Assistant Engineer  
(Survey) \_\_\_\_\_ Ward

**Copy to for necessary further action:**

- 1) E.E (B.P.). \_\_\_\_\_ Ward
- 2) E.E (D.P.)
- 3) CTSO
- 4) Owner



**I - C**

**Handing over**

**Taking over**

## **1. APPLICATION TO CITY SURVEY DEPT FOR AREA CONFIRMATION**

To,  
City Survey Officer,  
\_\_\_ Zonal office,  
Mumbai

Sub: Request for carrying out joint measurement for the land bearing CTS no \_\_\_ of village \_\_\_, \_\_\_ ward.

Sir,  
With reference to above, we are the owner of the above said land which is affected by the public reservation of \_\_\_\_\_. We intend to hand over the same to MCGM. We request you to carry out the joint measurement in presence of MCGM representative and issue JM plan and area statement at the earliest.

We herewith submit following documents for your reference.

1. Remarks by AE Survey ( including D.P. Remarks)
2. C.T.S. plan
3. Demarcation plan
4. P.R. card

The necessary fees as applicable shall be paid.

Thanking You,

Architect/Owner

CC: Asst. Eng DP/BP

## **2. APPLICATION TO DY.M.A.**

To,

Dy. Municipal Architect

(Planning and Design)

M.C.G.M.

Sub: Built up Amenity on property bearing CTS No.\_\_\_\_ , village \_\_\_\_ at \_\_\_\_  
Mumbai .

Ref: Layout approval incorporating Development permission for Built up  
Amenity / Reservation u.no\_\_\_\_ dated \_\_\_\_

Sir,

With reference to aforementioned subject , we have obtained development  
permission to develop the said Property reserved for public purpose user for  
\_\_\_\_\_ in accordance with provisions of the Regulation 9, Table  
\_\_\_\_\_ of the Development Control Regulations for Greater Mumbai,  
1991 (D.C.R.1991).

We are now requesting your approval for design and specifications of the Built  
up Amenity at the earliest

Yours Faithfully,

Architect/LS

**3. APPROVAL BY DY. MA.**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**No. CHE**

Office of Chief Engineer

Development Plan

To ,

The Architect ,

Sub: Proposed Built up Amenity/ accommodation reservation of \_\_\_\_\_ on property bearing CTS No.\_\_\_\_ ,village \_\_\_\_ at \_\_\_\_ Mumbai -

**NOC / Approval from architectural planning point of view**

Ref: 1. Your letter dated \_\_\_\_\_

2. Ref: Layout approval incorporating Development permission for Built up Amenity / Reservation u.no\_\_\_\_ dated \_\_\_\_

Sir/Madam,

With reference to above , I have to inform you that the enclosed plans of the proposed Built up Amenity/ accommodation reservation of \_\_\_\_\_ comprising of \_\_\_\_\_ , which is to be handed over free of cost and encumbrances to MCGM are hereby approved from architectural planning point of view only and based on layout approval incorporating development permission granted under no. \_\_\_\_\_, subject to compliance of following terms and conditions in addition to those mentioned in the Development Permission issued vide no.\_\_\_\_ dated \_\_\_\_

## **TERMS AND CONDITIONS :**

1. The architect / developer shall submit to this office one set of working drawings of all floor plans, elevations, sections, compound walls, gate pavement details etc. to a suitable scale after receipt of IOD from B.P. dept for record.
2. That the architect / developer shall carry out and complete the entire work in accordance with the specifications and the details as prescribed by this office.
3. The architect shall design to keep provision for additional \_\_\_\_ floors .
4. That utmost care shall be taken to prevent leakage from the toilet blocks and the terrace slab by providing water proofing treatment.
5. That architect / developer shall provide separate meter room/box and electrical connections with electrical wiring, points , fittings , fixtures etc.
6. That separate suction tank with pumping arrangement, overhead water storage tank and separate drainage line shall be provided .
7. That this office has examined the proposal u/r only from architectural point of view and EEBP will examine the proposal from DCR \_\_\_ point of view .
8. That special amenities for physically handicapped persons , as specified in DCR 41 shall be provided for the \_\_\_\_.
9. That this NOC is issued only to the development proposal of proposed Built up Amenity/ accommodation reservation of \_\_\_\_\_ and the owner's development on the remaining portion shall be got separately approved as per prevailing DCR /MCGM norms from the concerned B.P. dept.

If your clients are agreeable to the aforesaid terms and conditions , then you may approach the office or Dy CE Building proposal for further action, who is being informed separate by this office .

Yours faithfully ,

Dy. Municipal Architect  
(Development Plan )

**4. APPLICATION FOR ISSUE OF L.O.I. AND HANDING OVER OF D.P.  
RESERVATION IN LIEU OF TDR**

To,  
Executive Engineer (D.P.),  
5<sup>TH</sup> Floor, MCGM head office,  
Mumbai

Sub: Request to take over the DP reservation of \_\_\_\_/DP road in lieu of TDR for the land bearing CTS no \_\_\_\_ of village \_\_\_\_, \_\_\_\_ ward.

Dear Sir,

With reference to above subject matter, I am herewith submitting following documents for your reference.

1. Appointment of Architect
2. TDR application form signed by owner
3. Copy of remarks by AE Survey
4. Copy of demarcation by AE Survey
5. Copy of P.R. card and C.T.S. plan
6. Copy of title certificate by the empanelled Advocate
7. Pay order of Rs. \_\_\_\_ drawn on bank \_\_\_\_ dated \_\_\_\_ towards the scrutiny fees of TDR
8. JM plan and area statement by city survey dept
9. Tax paid receipt up to date.
10. Latest colored photographs for the land/building to be handed over.
11. Structural stability certificate for compound wall/ structure from registered structural consultant.
12. Compliance report of Development permission under Layout Approval .

It is therefore requested to take over the possession and grant TDR.

Thanking You

Architect/L.S.

Remark by Executive Engineer (DP) to AE (DP)

Remark by AE (DP) to SE (DP)

SE (DP) to Head clerk:

Please accept the pay order and issue the file no

File No:

**4A. LETTER OF INTENT**

**No. / TDR/ES/L**

**Letter of Intent**

OFFICE OF THE :  
Chief Engineer (Development Plan)  
BrihanmumbaiMahanagarPalika  
Municipal Head Office, 4<sup>th</sup> Floor  
Annex Building, MahapalikaMarg  
Fort, Mumbai – 400 001.

To,

\_\_\_\_\_  
\_\_\_\_\_

Sub : Grant of DRC in lieu of handing over of the land bearing  
CTS No. \_\_\_\_\_ of Village \_\_\_\_\_ at  
\_\_\_\_\_ Mumbai.

Ref : Your application dated \_\_\_\_\_

Sir,

In view of the application made by you and various documents submitted along with aforesaid letter, I have to inform you that your request to grant “Development Right Certificate” in lieu of aforesaid land will be further considered after complying with following requirements.



1. That the N.O.C. from Assistant Assessor & Collector \_\_\_\_ Ward shall be submitted.
2. That necessary legal document for transferring the land in favor of the M.C.G.M. shall be executed by you in consultation with Law Officer at your cost.
3. That the deposits towards defect liability amounting Rs. \_\_\_\_\_ & faithful compliance amounting Rs. \_\_\_\_\_ shall be paid.
4. That the compound wall with gate as per the design and specifications prescribed by the Municipal Architect / City Engineer of M.C.G.M. shall be constructed.
5. That the remarks from Executive Engineer (SWD) Eastern Suburbs for the surface drainage arrangement shall be obtained and completion certificate for SWD arrangements for the property under reference shall be submitted.
6. That the plot shall be leveled not less than 27.55 mtrs above Mean Sea Level. The reduced level of the land thus after filling will be communicated with reference to T.H.D. adhering to SWD remarks.
7. That the aboard shall be displayed on site stating that the property is in possession of M.C.G.M.
8. That the land under reference reserved \_\_\_\_ purpose and adm. \_\_\_\_ Sq.Mt. shall be handed over to M.C.G.M. in lieu of TDR.
9. In case of encumbrance on site, area of encumbrance along with appurtenant spaces admeasure \_\_\_\_\_ Sq. Mt. will be deducted while granting DRC.
10. You shall execute & Register Agreement to transfer the said plot in the name of MCGM as per the draft prepared by Advocate.

This Intent Letter shall be valid for the period of one year from the date of issue hereof. However, the same may be revalidated for further period of one year at a time and aggregate period of three years on payment of revalidation fees.

Yours faithfully,

Executive Engineer  
(Development Plan)

Dy.Ch. E (D.P.) I

C.C.To :

For information please

Yours faithfully,

Executive Engineer  
(Development Plan)

Dy. Ch. E (D.P.) I

S.E.(D.P.) A.E.(D.P.) L & N

**4B. DRAFT OF AGREEMENT**

TO BE REGISTERED

**(FOR TRANSFER OF BUILDABLE/NON BUILDABLE RESERVATION)**

**4B1.AGREEMENT FOR TRANSFER NON BUILDABLE RESERVATION**

(TO BE REGISTERED)

**D R A F T   A G R E E M E N T**

This Agreement made and entered into at Mumbai this \_\_\_\_ day of \_\_\_\_\_ Two Thousand Fifteen

**BETWEEN**

Shri. \_\_\_\_\_ (Authorized Signatory) of \_\_\_\_\_, a trust registered under Bombay Public Trust Act, with the Charity Commissioner at Mumbai under Registration No. \_\_\_\_\_ dtd. \_\_\_\_\_ and having its registered office at \_\_\_\_\_, hereinafter referred to as **“The Owner”** (which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include his/ her/ their capacity of heirs, executors and administrators) the party of the **First Part.**

**AND**

The Municipal Corporation of Greater Mumbai, a body corporate having perpetual succession and a common seal constituted by the Mumbai Municipal Corporation Act, 1888, hereinafter referred to as **“The MCGM”**

**REPRESENTED BY**

Shri \_\_\_\_\_ the Municipal Commissioner representing the Municipal Corporation of Greater Mumbai hereinafter referred to as **“The Municipal Commissioner”** (which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include the successor or successors for the time being holding the office of the Municipal Commissioner) the party of the **Second Part.**

**WHEREAS** the Owner is absolutely seized and possessed of or otherwise well and sufficiently entitled to the pieces and parcels of land bearing Survey No. \_\_\_\_\_, Hissa No. \_\_\_\_\_ and CTS No. \_\_\_\_\_, of village \_\_\_\_\_, at \_\_\_\_\_, Mumbai, area adm. \_\_\_\_\_ sq. mtrs.more particularly described in the Schedule hereunder written and are referred to as **“the said Property”**.

**AND WHEREAS** in the sanctioned Development Plan of \_\_\_\_\_ Municipal Ward the said property is reserved for Play Ground. The copy of the D. P. Remark issued by A.E.(D.P.)\_\_ Ward being no. \_\_\_\_\_ of \_\_\_\_\_ is annexed herewith as Annexure \_\_\_\_\_.

**AND WHEREAS** the Owner had requested the competent authority of MCGM to grant unto the Owner permission to develop the said property which reserved in the sanctioned Development Plan of '\_\_\_\_\_' Municipal Ward for user of Play Ground to the said Owner; in accordance with the Development Control Regulations for Greater Mumbai, 1991 (DCR 1991) amended upto date.

**AND WHEREAS** by and an Intent Letter/ Development Permission dtd. \_\_\_\_\_ under no. \_\_\_\_\_ issued and approve by the E.E.(D.P.)W.S. the competent authority for and on behalf of the MCGM has agreed to grant the permission as requested by the Owner subject to the Owner agreeing to comply with the terms and conditions appearing hereinafter which the Owner have agreed to comply. The copy of the said permission is annexed herewith as Annexure \_\_\_\_\_.

**AND WHEREAS** the Owner having agreed to comply with the terms and conditions appearing hereinafter are desirous of recording the same subject to compliance of which the permission as aforesaid has been agreed to be granted by the Municipal Commissioner for and on behalf of the MCGM.

**NOW THIS AGREEMENT WITNESSETH AND IT HAS BEEN AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:**

1. The parties hereto agree that the recitals hereinabove is an integrate and enumerated are deemed to form part and parcel of the terms and conditions of this Agreement as if the same have been set out and incorporated herein.
2. The Owners hereby agree to develop the said property having an area adm. \_\_\_\_\_ sq. mtrs. shown bounded red on the plan annexed hereto and more particularly described in the Schedule hereunder written as "Play Ground" expeditiously at their sole expenses and to the satisfaction.
3. The Owners hereby agree that the NOC from the Addl. Collector and Competent Authority, U.L.(C&R) Act, 1976 shall be obtained and the conditions laid down in the said order shall be complied. (If applicable)
4. The Owners hereby agree that they shall be allowed to construct structures for \_\_\_\_\_ only on a portion of land having an area of not more than \_\_\_\_ of the total plot area at location shown on accompanying plan and the permissible built up area shall not be more than \_\_\_\_ of the plot area as mentioned in the Development permission which annexed herewith.
5. The Owners hereby agree that not less than \_\_\_\_ of the plot area shall be kept open and be developed for the designated purpose i.e. \_\_\_\_\_ and these areas shall be made available for the unrestricted use of public. However hours of entry can be restricted with prior approval of the Municipal Commissioner. Nominal entry fee as approved by the Municipal Commissioner may be charged.

6. The Owners hereby agree that plans for development shall be got approved from Executive Engineer (Building Proposal) and Supdt. of Garden.
7. The Owners hereby agree that the construction shall conform to D.C. Regulations, 1991, other rules/ policies in force for which prior approval of concerned E.E.B.P. shall be obtained.
8. The Owners hereby agree that developed amenities shall be used for the purpose as permissible under D.C. Regulations and shall not be used for any other purpose.
9. The Owners hereby agree that the entire area of reservation including the portion which is to be made available for the unrestricted use of public shall be developed by the Owner as per Municipal Specification and Supervision and expeditiously at their sole expenses and to the satisfaction in all respect of the MCGM.
10. The Owners hereby agree that they shall not claim any Compensation/ Transferable Development Right (T.D.R.)/ Floor Space Index (F.S.I.) in future for the entire land under reservation including the land which will be kept open for the unrestricted use of the public.
11. The Owners hereby agree that the Owners shall put up a board in a conspicuous location in the portion of the Play Ground stating that the said area will remain permanently open to all the public with restricted hours as approved by Municipal Commissioner.
12. The Owners hereby agree that as the plot under reference is part of the *Play Ground reservation attached to Secondary School reservation, the 67% of Play Ground area which is to be kept open for general public shall also be made available to the school children without charging any fees. (or any*

*other specific condition pertaining to the reservation as may be prescribed by MCGM from time to time.)*

13. The Owners hereby agree that the development of the land under reference will be in accordance with provisions of sanctioned D.C. Regulation 1991.
14. The Owners hereby agree that they shall comply to all the conditions mentioned in an Intent letter/ development permission dtd. \_\_\_\_\_ bearing no. \_\_\_\_\_ and also agreed that all necessary legal charges for execution of agreement shall be borne by the Owner.
15. The Owners hereby agree that they shall pay the suitable security deposit to the MCGM for faithful compliance of the aforesaid conditions.
16. The Owners hereby agreed that the work of repairing, keeping, renewing and maintaining the said Play Ground shall be carried out expeditiously at their sole expenses and as per Municipal specification and Supervision of the MCGM.
17. The Owners hereby agree that they shall pay the entire Stamp Duty, Registration charges, Legal charges and also all out of pocket expenses for execution of this Agreement.
18. The Owners hereby agree that they shall indemnify save and harmless the MCGM, its officers, servants and agents and the Municipal Commissioner from and against all actions, acts, costs, claims, damages, demands of any nature and actions, acts, costs, claims, damages, demands of any nature and kind whatsoever, which may be instituted, claimed or made against the MCGM, its officer, servants and agents and the Municipal Commissioner by any person or persons, any third party or



legal entity by reasons of the MCGM and/ or the Municipal Commissioner granted the development permission in respect of the said property or against any litigation filed in respect thereof and any litigation's that may arise between the Owner and any person or persons, any third party or legal entity in this connection under the provisions of any law for the time being in force for allowing the development of the said property as Play Ground as aforesaid and if the MCGM, its officers, servants, agents and the Municipal Commissioner is/ are made a party in such litigation's the Owner shall pay the cost thereof to the MCGM as demanded by the Municipal Commissioner from time to time.

19. The Owners hereby agree that the Owner shall further indemnify the MCGM and shall be responsible for any Damages, Loss, or Injury whatsoever that may be caused at any time by the Owner or their employees or their agent to any person while using the said play ground and all such damage, damages, injury or loss shall be made good and/ or as the case may be shall be paid immediately by the Owner to the satisfaction of the MCGM.
20. The Owners hereby agree that all cases of dispute arising out of this Agreement shall be referred to the Municipal Commissioner and whose decision shall be final and binding upon the Owner.
21. The Owners hereby agree that the permissions for the development of the said property is issued as per the documents submitted by the Owner and the said development permission shall stand revoked if the documents submitted by the Owner is found to be false/ fake/ fraudulent as well as if the Owner breach any of conditions of these presents and development permission and D.C.R.

22. The Owners hereby agree that this Agreement regarding the said property \_\_\_\_\_ as aforesaid is binding on the Owner as well as his heirs, legal representative, executors, administrators, successors, and Lessees, if any and the same shall be binding on them severally and jointly and they shall not raise any dispute in future with the Municipal Corporation for the \_\_\_\_\_ granted herein.
23. The Owners hereby agree that the MCGM reserves the rights to include/ alter any condition/ conditions found necessary subsequently.
24. The Owners hereby undertake to execute such documents required to be executed by the Owner with the MCGM as enumerated in the terms and conditions herein contained.
25. The Owners hereby agree that they shall comply with all conditions mentioned in the letter dtd. \_\_\_\_\_ bearing No \_\_\_\_\_.
26. It is hereby agreed that the Owner shall enter into a registered agreement with MCGM to abide by the above conditions as per the Agreement to be prepared by the Law Officer of MCGM.

Note: The clauses may vary or change as per the requirement of the proposal.

**THE SCHEDULE ABOVE REFERRED TO:**

All that pieces or parcels of land or ground situate lying and being at \_\_\_\_\_ in Greater Mumbai and bearing Survey No. \_\_\_\_\_, Hissa No. \_\_\_\_\_ and CTS No. \_\_\_\_\_, of village \_\_\_\_\_, at \_\_\_\_\_, Mumbai, area adm. \_\_\_\_\_ sq. mtrs., or thereabout in the Registration District and Sub-District of Mumbai City and Mumbai Suburban and bounded as follows:-

ON OR TOWARDS THE EAST BY :

ON OR TOWARDS THE WEST BY :

ON OR TOWARDS THE SOUTH BY :

ON OR TOWARDS THE NORTH BY :

IN WITNESS WHEREOF THE PARTIES HERETO HAVE PUT THEIR HANDS AND SEAL THE DAY AND YEAR FIRST HEREINABOVE WRITTEN.

SIGNED SEALED AND DELIVERED )  
 BY THE WITHINNAMED )  
 \_\_\_\_\_ )  
 Through its Authorized Representatives )  
 Shri \_\_\_\_\_ )  
 Present Trustee Authorized vide )  
 Resolution dtd. \_\_\_\_\_ )  
 In the presence of )  
 1. )  
 2. )  
 SIGNED SEALED AND DELIVERED )  
 BY THE WITHINNAMED )  
 Municipal Corporation of Greater Mumbai )  
 Through its Authorized Representatives )  
 Shri. \_\_\_\_\_ )  
 The Municipal Commissioner )  
 In the presence of )  
 1. )  
 2. )

\*\*\*\*\*

**DATED THIS DAY OF 2015**

\*\*\*\*\*

BETWEEN

AND

The Municipal Commissioner  
for and on behalf of the  
Municipal Corporation of Greater  
Mumbai

**A G R E E M E N T**

Law Officer  
Legal Department,  
Municipal Corporation  
of Greater Mumbai,  
Fort, Mumbai - 400 001.

**4B2.AGREEMENT BUILDABLE RESERVATION**

TO BE REGISTERED

**AGREEMENT**

This Agreement made and entered into at Mumbai this \_\_\_\_ day of \_\_\_\_\_ Two Thousand Fifteen.

**BETWEEN**

Mr. \_\_\_\_\_, Director of **M/s.** \_\_\_\_\_.,  
having it office at \_\_\_\_\_, hereinafter referred to as "**The Owners**" (which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include the Director or Directors from the time being of the said Company and the survivors or survivor of them and the heirs, executors and administrators of last such survivor their/ his/ her assigns) party of the First Part.

**AND**

The Municipal Corporation of Greater Mumbai, a body corporate having perpetual succession and a common seal constituted by the Mumbai Municipal Corporation Act, 1888, hereinafter referred to as "**the MCGM**" (which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successor or successors, administrator and assigns)

**REPRESENTED BY**

Shri. \_\_\_\_\_, the Municipal Commissioner, representing the Municipal Corporation of Greater Mumbai, hereinafter referred to as "**The Municipal Commissioner**" (which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include the successor or successors for the time being holding the office of the Municipal Commissioner) party of the Second Part.

**AND WHEREAS** the Owner are absolutely seized and possessed of or otherwise well and sufficiently entitled to the pieces and parcels of land bearing Survey No. \_\_\_\_\_, Hissa No. \_\_\_\_\_ , C.T.S. No. \_\_\_\_\_ of Village \_\_\_\_\_ area adm. about \_\_\_\_\_ sq. mtrs. more particularly described in the First Schedule hereunder written.

**AND WHEREAS** under the sanctioned Development Plan of \_\_\_\_\_ Ward the said property is partly reserved for Accommodation Reservation .

**AND WHEREAS** the Owner had requested the Municipal Commissioner to grant unto the Owners/ Developers permission to develop the said part property reserved for \_\_\_\_\_ in accordance with the provisions of Regulation 9, Table \_\_\_\_\_ and \_\_\_\_\_ of the Development Control Regulations for Greater Mumbai, 1991 (D.C.R.1991).

**AND WHEREAS** the Municipal Commissioner has agreed to grant the permission as requested by the Owners subject to agreeing to comply with the terms and conditions appearing hereinafter which the Owner have agreed to comply.

**AND WHEREAS** the Owners having agreed to comply with the terms and conditions appearing hereinafter the parties are desirous of recording the same subject to compliance of which the permission as aforesaid has been agreed to be granted by the Municipal Commissioner in favor of the Owners.

**NOW THIS AGREEMENT WITNESSETH AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:**

1. The parties hereto agree that the recitals hereinabove enumerated are deemed to form part and parcel of the terms and conditions of this agreement as if the same have been set out and incorporated herein.

2. It is hereby agreed that the Owners shall in the matter of development of the said property obtain requisite permission from the Additional Collector and Competent Authority appointed under the Urban Land (Ceiling and Regulation) Act, 1976 and shall obtain and the conditions laid down in the said orders shall be complied with.
3. The Owners hereby agree that the development of the land under reference shall be in accordance with the provisions of sanctioned D.C. Regulation, 1991 amended upto date and policy in force.
4. The Owners shall hand over free of cost an encumbrances built up area for the amenity i.e. \_\_\_\_\_, equivalent to \_\_\_\_% of F.S.I. area admeasuring \_\_\_\_\_ sq. mts. (including 20% fungible FSI) on separately carved out \_\_\_\_\_% land minimum admeasuring \_\_\_\_\_ sq. mts. free of cost to MCGM for the purpose of \_\_\_\_\_ as per plans and specifications those may be prescribed by Municipal Architect of MCGM along with open spaces as shown hatched on the plan annexed hereto. The independent exclusive facilities/ amenities provided for the built up amenity are more particularly described in the Third Schedule hereunder written.
5. The Owners hereby agree that while carrying out the development on the land under the reference, a board shall be displayed on the site indicating the proposed development for provisions of the required amenity along with other development.

6. The Owners shall furnish a Bank Guarantee of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) for faithful compliance of the terms and conditions of this Agreement as well as the formalities as may be specified by the Chief Engineer (Development Plan) of the MCGM before asking for C.C. The Bank Guarantee shall be released only on compliance of the terms and conditions of this Agreement and on completion of the formalities as specified by the Chief Engineer (Development Plan) of the MCGM.
7. The Owners hereby agree that in the event of breach of any of the terms and conditions of this Agreement or non compliance of any of the formalities as may be specified by the Chief Engineer (Development Plan) of the MCGM it shall be lawful for the Municipal Commissioner for and on behalf of the MCGM to invoke/ enforce the Bank Guarantee which action shall be without prejudice to the right of the Municipal Commissioner to withhold the Occupation Certificate of the building/ buildings or any part of the building/ buildings constructed on the said property.
8. The Owners hereby agree that any defect that may occur in the built up accommodation within one year from the date of handing over the possession will be rectified by the developer at his risk and cost and for the faithful compliance of the requirements, \_\_\_amount of the Bank Guarantee shall be retained by the corporation.
9. It is hereby agreed that the Owners shall intimate prospective date of completion of work six months in advance, so as to enable MCGM to finalize and hand over the amenity to public organization



for operation and maintenance on terms decided by Municipal Commissioner.

10. The Owners hereby agree that the Owners/ Developers shall complete the construction of built up amenity i.e. \_\_\_\_\_ with a period of \_\_\_\_\_ years from the date of issue of permission in this regard and shall handover the Accommodation Reservation to the MCGM free of cost. The Chief Engineer (D.P.) May grant extension time to time for valid reasons.

11. In the matter of development of the said property the Owners shall be granted IOD and Commencement Certificate (CC) in phases in the manner as stated hereinafter :-

**IN THE FIRST PHASE:**

The IOD and Commencement Certificate shall be given for permissible FSI by taking in to account of built area of accommodation, admeasuring \_\_\_\_\_ sq.mts.to be handed over to MCGM

**IN THE SECOND PHASE:**

After the built up area for accommodation is completed and handed over to the MCGM after execution of required agreements, subject to various terms and conditions as may be stipulated by the MCGM free of cost remaining F.S.I equivalent to the built-up area of such Amenity as permissible under the D.C.R 1991 will be permitted by approving amended plans.

12. The Owners hereby agree that the requisite separate sanitary arrangement/ accommodation for built up amenity to be

handed over to MCGM shall be provided as per the requirements as specified by the Dy. Ch. E. (B.P).

13. The Owners hereby agree that they shall provide adequate parking spaces required as per D.C. Reg. for Greater Mumbai, 1991 amended up to date for the Accommodation Reservation to be handed over to MCGM and the parking spaces earmarked for MCGM shall be shown distinctly on the approved plan also on site for exclusive use of MCGM.
14. The Owners hereby agree that the Assistant Commissioner Estate of MCGM will be the member of the proposed Co-op society/ societies.
15. The Owners hereby agree that they execute separate Agreement or Deed of Transfer or such other documents at the cost of the Owners including costs for stamping and registration thereof transferring the ownership of the amenity plot and the built up amenity along with the independent exclusive facilities/ amenities provided for the amenity plot as well as the built up amenity in favour of the MCGM for the exclusive use of the MCGM free of cost and free of encumbrances before requesting for Occupation permission.
16. The Owners hereby agree that the Owners shall provide independent Water Connection/ Drainage/ Sewerage disposal facilities and electrical connections with fittings etc. for built up amenity as also separate underground and overhead water/ sewage tanks with separate pumping arrangement for exclusive use of the built up amenity i.e. concerned department.

17. The Owners hereby agree that they shall provide separate electrical connections with electric wiring and fan points, light points etc. as per electrical layout prescribed by Ch. E. (M&E) and in conformity with the concerned electric supply Company.
18. The Owners hereby agree that the layout of pit/ stack parking shall be got approved from the office of the Ch.E.(Roads &Traffic) considering for maintenance of pit/ stack parking.
19. The Owners hereby agree that the appurtenant open spaces of Accommodation Reservation building, concreted paved and drained as may be approved which are to be handed over free of cost for exclusive use of MCGM.
20. The Owners hereby agree that the NOC from the Accessor & Collector R/S, shall be submitted stating clearly that no dues in respect of the above land are pending till handing over the Accommodation Reservation building to the MCGM.
21. The Owners hereby agree that the Municipal Commissioner will be entitled to hand over the built up accommodation for Amenity to Public Organization as per the terms and conditions as may be decided by the Municipal Commissioner for operation and maintenance etc. further the premises in lieu of accommodation reservation, shall be protected by the owners till the same is handed over to any organization.
22. The Owners hereby agree that the MCGM or its lessees, as the case may be, reserve rights of making any additions and alterations etc. in the premises vesting with them without obtaining permission of the owners/ developer/ society.

23. The Owners hereby agree that any additions and alterations which may be suggested by the MCGM during the execution of work will be implemented by the Owners without claiming any compensations for the same.
24. The Owners hereby agree that they shall provide passenger lift for Amenity building having floor more the Ground floor.
25. The Owners hereby agree that the requisite stamp duty, if admissible shall be paid on the development agreement/ power of attorney before approvals of plans.
26. The Owners hereby agree that the development permission is issued on the basis of documents are found to be false/ forged/ fraudulent then this permission shall stand revoked and action as deemed fit will be initiated.
27. The Owners hereby agree that they should incorporate a clause in the agreement intimating the prospective buyer of flats in residential/ commercial building on the plot under reference regarding construction of Amenity building with parking and other amenities as proposed on the plan and all conditions of the development permission for Amenity and the sample copy of the agreement shall be deposited with the concerned E.E.(B.P.)
28. The Owners hereby agree that they shall protect the premises of Accommodation Reservation after granting occupation permission & shall directly hand over the same to the MCGM.

29. The Owners hereby agree that the permissible built up area for TDR excluding Amenity building should be reflected in Performa-A while approving the building plans.
30. The Owners hereby agree that they shall provide independent foundation & structural arrangement for the built up amenity to be handed over to MCGM free of cost.
31. The Owners hereby agree that the common wall of built up amenity & residential building shall be provided as dead wall upto the full height of residential building.
32. The Owners hereby agree that the N.A. Permission for the said property shall be obtained from collector.
33. The Owners hereby agree that Corporation will not pay any maintenance charges for the Co.-Operative Society formed by the developer for built up amenity which will be handed over, free of cost to MCGM.
34. The Owners hereby agree that the requisite stamp duty as admissible shall be paid on the development agreement/ power of attorney before approval of plans.
35. The Owners hereby agree that the permission shall not be used as an instrument to evict the occupants/ tenants.
36. The Owners hereby agree that they shall indemnify the MCGM against any claims or demands made arising out of the

grant of the development permission in respect of the said property or against any litigation filed in respect thereof.

37. The Owners hereby agree that the MCGM reserves the right to include/ alter any condition/ conditions as contained herein if deemed necessary.

38. The Owners hereby agree that the permission for the development of the said property is issued as per the documents submitted by the Owners and the said development permission shall stand revoked if the documents submitted by the Owners are found to be false/ fake/ fraudulent.

Note: The clauses may vary or change as per the requirement of proposal.

**THE FIRST SCHEDULE ABOVE REFERRED TO :**

All that pieces or parcels of land and ground situate lying and being at \_\_\_\_\_ in Greater Mumbai bearing Survey No. \_\_\_\_\_, Hissa No.\_\_\_\_\_, C.T.S. No. \_\_\_\_\_ of Village \_\_\_\_\_ area adm. about \_\_\_\_\_ sq. mtr. or thereabout in the Registration District and Sub-District of Mumbai City and Mumbai Suburban and bounded as follows :-

ON OR TOWARDS THE EAST BY \_\_\_\_\_ )

ON OR TOWARDS THE WEST BY \_\_\_\_\_ )

ON OR TOWARDS THE SOUTH BY \_\_\_\_\_ )

ON OR TOWARDS THE NORTH BY \_\_\_\_\_ )

**THE SECOND SCHEDULE ABOVE REFERRED TO :**

A built up area adm. \_\_\_\_\_ square meters land situate, lying and being at \_\_\_\_\_ in Greater Mumbai bearing Survey. No. \_\_\_\_\_, Hissa No.\_\_\_\_\_, C.T.S. No. \_\_\_\_\_ of Village \_\_\_\_\_, in the Registration District and Sub-District of Mumbai City and Mumbai Suburban and bounded as follows :-

ON OR TOWARDS THE EAST BY )  
ON OR TOWARDS THE WEST BY )  
ON OR TOWARDS THE SOUTH BY )  
ON OR TOWARDS THE NORTH BY )

**THE THIRD SCHEDULE ABOVE REFERRED TO :**

The independent exclusive facilities/ amenities provided for the built up amenity.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE PUT THEIR HANDS AND SEAL THE DAY AND YEAR FIRST HEREINABOVE WRITTEN.

THE COMMON SEAL OF )  
The Municipal Corporation of Greater Mumbai )  
is hereto affixed )  
in the presence of )  
1. )  
2. )  
SIGNED SEALED AND DELIVERED )  
By the within named )  
M/s. \_\_\_\_\_ )  
has been hereunto affixed pursuant to the )  
Resolution passed by the Board of Directors of )  
M/s. \_\_\_\_\_ )  
in the Meeting held on \_\_\_\_\_ )  
Shri \_\_\_\_\_ )  
the authorized signatory of )  
M/s. \_\_\_\_\_ )  
who have in token thereof set his hand hereunto )  
in the presence of )  
1. )

2. )

SIGNED SEALED AND DELIVERED )

By the within named )

Shri. \_\_\_\_\_ )

The Municipal Commissioner representing )

the Municipal Corporation of Greater Mumbai )

In the presence of )

1. )

2. )

\*\*\*\*\*

**DATED THIS DAY OF 20**

\*\*\*\*\*

BETWEEN

M/s. \_\_\_\_\_

AND

The Municipal Commissioner



Representing the  
Municipal Corporation of Greater Mumbai

**A G R E E M E N T**

Law Officer,  
Municipal Corporation of  
Greater Mumbai, Fort,  
Mumbai - 400 001.

**4C.LETTER FOR SUBMISSION OF DRAFT AGREEMENT**

**(From Architect / L.S.)**

To,  
Executive Engineer (D.P.),  
5<sup>TH</sup> Floor, MCGM head office,  
Mumbai

Sub: Submission of Agreement for property bearing CTS no \_\_\_ of village \_\_\_,  
\_\_\_ ward affected by the DP reservation of \_\_\_/DP road being handed over to  
MCGM in lieu of TDR

Ref: File No:  
LOI dated

Dear Sir,

In accordance with the condition no. \_\_\_\_\_ of L.O.I. u. no. \_\_\_\_\_ we are  
hereby submitting agreement in triplicate for the said plot/Buildable Amenity  
duly signed by Owner .We request you to obtain signatures of the authorized  
signatory of Municipal Corporation of Greater Mumbai in order to register the  
same .

Thanking You

Architect/L.S.

Enclosed as above .

**4D.LETTER FROM MCGM FOR RETURNING OF SIGNED AGREEMENT**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**No.TDR/ /dtd**

To,  
Architect

Sub: Submission of Agreement for property bearing CTS no \_\_\_ of village \_\_\_,  
\_\_\_ ward affected by the DP reservation of \_\_\_/DP road being handed over to  
MCGM in lieu of TDR

Ref: File No:  
Architect's letter dated

Gentlemen

Please refer your letter dated \_\_\_ for execution of Agreement for property  
bearing CTS no \_\_\_ of village \_\_\_, \_\_\_ ward affected by the DP reservation of  
\_\_\_/DP road being handed over to MCGM in lieu of TDR . Please find  
enclosed herewith Agreement duly signed the authorized signatory of Municipal  
Corporation of Greater Mumbai . You are requested to register the same and  
submit one set of original document in order to process of taking over  
possession of the said Reservation

Thanking You

Executive Engineer (D.P.),

Enclosed as above .

**4E.LETTER FROM MCGM FOR SUBMISSION OF REGISTERED  
AGREEMENT**

**(from Architect / L.S./Owner )**

To,  
Executive Engineer (D.P.),  
5<sup>TH</sup> Floor, MCGM head office,  
Mumbai

Sub: Submission of Draft Agreement for property bearing CTS no \_\_\_ of village \_\_\_, \_\_\_ ward affected by the DP reservation of \_\_\_/DP road being handed over to MCGM in lieu of TDR

Ref: File No:  
LOI dated

Dear Sir,

Please refer your letter dated \_\_\_\_\_. We are hereby submitting 1 set of Original Registered Agreement for property bearing CTS no \_\_\_ of village \_\_\_, \_\_\_ ward affected by the DP reservation of \_\_\_/DP road being handed over to MCGM in lieu of TDR for your record .

We now request you to kindly complete the procedure for taking over possession of the said property .

Thanking You

Architect/L.S./Owner

Enclosed as above .

## **5. TAKING OVER POSSESSION OF NON BUILDABLE RESERVATION**

### **MUNICIPAL CORPORATION OF GREATER MUMBAI**

**No. TDR/ /dtd.**

**Sub:** Taking over of non-buildable reservation bearing CTS No. \_\_\_\_\_ of \_\_\_\_\_ village \_\_\_\_\_ reserved for public purpose of \_\_\_\_\_.

**Ref:** My Application dated: \_\_\_\_\_

**Case no. :**

CTS No.:

Reservation:

<b>Sr. No.</b>	<b>Item No.</b>	<b>Remarks</b>
1	If the land under reference is leveled by property filling, cutting to the formation level as given by the CH. E (Roads & SWD)	Yes
	a) What is average reduced level of the ground as certified by Architect.	More than ____ Mt.
	b) Whether filling work has undergone one monsoon season.	Yes
2	If the compound wall with gates has been constructed as per design and specifications	Yes
3	Whether the Retaining wall on side as per design and specification, given by the City Engineer has been constructed	
4	If Nalla is passing through the land under reference, whether the nalla is shifted and / or trained as directed by the CH. E.(Roads & SWD)	
5	If the access to the land under reference has been provided. Whether the same is properly paved, channeled, lighted and provided with S.W.D. as per Municipal specifications	
6	a) Whether deposit towards for defect liability has been paid.	Yes

	b) Whether deposit for faithfully compliance has been paid	Yes
7	If necessary amount towards Lessor's interest has been deposited? Lessor's NOC is submitted	Yes
8	In case of land under acquisition whether payment of supervision charges is made	
9	Encumbrance Details	
10	Agreement duly signed by owner	

With reference to my above referred application dt. \_\_\_\_\_ I request to hand over the possession of the land bearing CTS NO \_\_\_\_\_ reserved for public purpose of \_\_\_\_\_ in lieu of TDR.

The gist of the case:

**Survey Remarks :**

As per the Sanction Revised Development Plan of '\_\_\_\_\_' Ward sanctioned by the State Government, the land under reference bearing CTS Nos. \_\_\_ is reserved for the public purpose of \_\_\_\_\_ as shown on the plan. The land under subject is situated in the \_\_\_\_\_ Zone and affected by \_\_\_ m wide DP road. The proposed plot has access through DP road/right of way/existing public road

Demarcation by AE (Survey)

**Ownership:**

As per the copy of P.R.Card submitted, the land bearing CTS No. \_\_\_\_\_ is showing the name of \_\_\_\_\_. The title certificate from \_\_\_\_\_ submitted by empanelled advocate is attached at pg \_\_\_\_\_ to \_\_\_\_\_.

**Site Inspection :**

The site under reference was visited by SE(DP) and AE(DP) and it was observed that land under reference is vacant and leveled and no overhead HTL passing over it. The compound wall along with gate, SWD as per empanelled consultant requirement, watchman cabin are also constructed. The photographs of the same are at pg. \_\_\_\_\_.

It is to be mentioned here that the owner has submitted Assessment Tax payment up to \_\_\_\_\_. As such up to date payment of taxes will be insisted for the land under reference before issue of the DRC

**Area of reservation plot :**

A Details of Plot Area under Reservation :

Survey No.	H.No.	CTS/C.S.No.	Village /Division	Area in Sq.Mtrs.
Total				

B Details of Encumbered Area along with appurtenant area :

Survey No.	H.No.	CTS/C.S.No.	Village /Division	Area in Sq.Mtrs.
Total				

Area excluding encumbrances for DRC (A-B) = \_\_\_\_\_ is \_\_\_\_\_. sqmt.  
 As per the joint measurement carried by CTSO \_\_\_\_\_, the area of reservation plot for the CTS No. \_\_\_\_\_ is \_\_\_\_\_sqmt. As per triangulation calculations, area of the said land under \_\_\_\_\_ is \_\_\_\_\_. sqmt.

**Scrutiny Fees:**

The owner has paid a sum of Rs. \_\_\_\_\_ towards scrutiny fees online on Dt. Via receipt no. \_\_\_\_\_ @ rate of Rs. \_\_\_ per sq.mt.

**Registered Agreement**

The owner has submitted Registered Agreement for transfer of the reservation land to MCGM is attached at pg \_\_\_\_\_to \_\_\_\_\_.

**Approval :**

In view of above, Dy.Ch.E.(D.P.) \_\_, approval is requested for taking over possession and process TDR/FSI.

Submitted please.

Site Inspected by S.E. on\_\_\_\_\_

Proposed by

Recommended by

Architect/L.S.

S E D P

A E D P

Approved by:

EE.(DP).\_\_



## **6. TAKING OVER POSSESSION OF BUILDABLE RESERVATION**

### **MUNICIPAL CORPORATION OF GREATER MUMBAI**

**No. TDR/ /dtd.**

**Sub:** Taking over of buildable reservation bearing CTS No. \_\_\_\_\_ of village reserved for public purpose of \_\_\_\_\_.

**Ref:** My Application dated: \_\_\_\_\_

With Reference to my above referred application dt \_\_\_\_\_ I request to hand over the possession of the developed/constructed reservation of \_\_\_\_\_ for public purpose of \_\_\_\_\_ in lieu of TDR/FSI on the Layout /Plot .

The gist of the case:

#### **Survey Remarks:**

As per the Sanction Revised Development Plan of '\_\_\_\_\_' Ward sanctioned by the State Government, the land under reference bearing CTS Nos. \_\_\_ is reserved for the public purpose of \_\_\_\_\_ as shown on the plan. The land under subject is situated in the \_\_\_\_\_ Zone and affected by \_\_\_ m wide DP road. The proposed plot has access through DP road/right of way/existing public road

#### **Ownership:**

As per the copy of P.R.Card submitted, the land bearing CTS No. \_\_\_\_\_ is showing the name of \_\_\_\_\_. The title certificate from \_\_\_\_\_ submitted by empanelled advocate is attached at pg \_\_\_\_\_ to \_\_\_\_\_.

#### **Planning of Buildable Reservation:**

Plans of the buildable Reservation were submitted by the Architect and have been approved by user department vide LOI no. \_\_\_\_\_ dated \_\_\_\_\_ and Dy.M.A.vide letter no. \_\_\_\_\_ dated \_\_\_\_\_ at pg. \_\_\_ to \_\_\_\_\_

Building Proposal status:

IOD No. \_\_\_\_\_ dt. \_\_\_\_\_

CC No. \_\_\_\_\_ dt. \_\_\_\_\_

OCC NO. \_\_\_\_\_ dt. \_\_\_\_\_

Area : \_\_\_\_\_ Sq.mt.

**Site Inspection:**

The site under reference was jointly inspected; it was observed that buildable reservation under reference is in accordance with the internal plans approved by the Dy.M.A. The compound wall along with gate, SWD as per empanelled consultant requirement and watchman cabin are also constructed. The photographs of the same are at pg. \_\_\_\_\_.

It is to be mentioned here that the owner has submitted Assessment Tax payment up to \_\_\_\_\_. As such up to date payment of taxes will be insisted for the land under reference before issue of the DRC

**Area of Built Up Reservation to be handed over**

<b>Floor Details</b>	<b>User /Reservation Name</b>	<b>Constructed Area handed over in Sq.Mtrs.</b>

**Area of reservation plot (if any ):**

The area of reservation plot for the CTS No. \_\_\_\_\_ is \_\_\_\_\_sqmt. As per triangulation calculations submitted by the Architect and approved by Dy.M.A.

**Scrutiny Fees:**

The owner has paid a sum of Rs. \_\_\_\_\_ towards scrutiny fees online on Dt. Via receipt no. \_\_\_\_\_@ rate of Rs. \_\_ per sqmt.

**Approval :**

In view of above, Dy.Ch.E.(D.P.) \_\_\_\_, approval is requested for taking over possession and process TDR/FSI.

Submitted please.

Proposed by

Recommended by

Architect/L.S.

S E D P

A E D P

E E D P

Approved by:

Dy. Ch.(DP).\_\_

## 7.POSSESSION RECEIPT OF NON BUILDABLE

Municipal Head Office.4<sup>th</sup>Floor,Extn.Building,C.S.T.Mumbai -400 001.

### **POSSESSION RECEIPT**

**Subject:**.....

**Ref.**.....

**Shri**..... working as

.....

.....working in the office of Executive Engineer (Development Plan) and .....the owner of the said plot of the land have respectively taken over and handed over the possession of the above vacant land,the particulars of which are mentioned here as under :-

A : Details of Plot Area under Reservation :

Survey No.	H.No.	CTS/C.S.No.	Village /Division	Area in Sq.Mtrs.
Total				

B: Details of Encumbered Area :

Survey No.	H.No.	CTS/C.S.No.	Village /Division	Area in Sq.Mtrs.
Total				

Area excluding encumbrances for DRC ( A-B) = \_\_\_\_\_ is \_\_\_\_\_ sqmt.

- ❖ The Compound Wall with gate is provided.
- ❖ The D.P. Road with provision of storm water drain is constructed.
- ❖ The area of the reserved land has been ascertained on the basis of Joint Measurement Survey with SLR/C.S. Office under M.R. Plan No.....dated ..... with communication No. ....dated.....
- ❖ The Title Clearance has been certified by Empanelled Advocate .Under No.....dated.....

- ❖ The Possession of above land is taken subject to the owner /developer agreeing to rectify the defects in the works and in terms of Undertaking separately given by the owner \_\_\_\_
- ❖ The owner to provide security , free of cost for , 90 days from the date here off

On .....Day of the month of.....

Hand over by

Taken over by

**OWNER**

Address:

**Architect**

Address:

Asstt. Engineer,

Development Plant (Ward)

**8. APPLICATION FOR TRANSFER OF OWNERSHIP IN NAME OF MCGM**

By Owner/ CA to Owner

To,  
City survey Officer

\_\_\_\_\_

Sub: Transfer of ownership in the name of MCGM for the land bearing  
CTS no \_\_\_ of village \_\_\_ handed over to MCGM as public reservation.

Sir,

This is to inform you that we have handed over the possession of the  
above said land admeasuring \_\_\_ sq.mt, affected by reservation of \_\_\_ to  
MCGM as per possession receipt no \_\_\_ dated \_\_\_ as copy attached.  
Also enclosed is a copy of the Registered Agreement executed with  
M.C.G.M. for your reference.

You are requested to transfer the ownership of the same in the name of  
MCGM and issue separate P.R. card.

Thanking You

Owner/C.A. to owner

Encl: Copy of Registered Agreement

Copy to: Executive Eng (DP)

## **9.POSSESSION RECEIPT OF BUILDABLE RESERVATION**

Municipal Head Office.4<sup>th</sup>Floor, Extn.Building, C.S.T.Mumbai -400 001.

### **POSSESSION RECEIPT FOR BUILDABLE RESERVATION**

**Subject:**.....

**Ref.**.....

**Shri**..... working as in the office of Executive Engineer (Development Plan) and .....the owner of the said plot of the land have respectively taken over and handed over the possession of the above built up reservation, the particulars of which are mentioned here as under :-

<b>Floor Details</b>	<b>User /Reservation Name</b>	<b>Constructed Area handed over in Sq.Mtrs.</b>

- ❖ The Compound Wall with gate is provided.
- ❖ The D.P. Road with provision of storm water drainis constructed.
- ❖ The area of the buildable reservation has been ascertained on the basis of plans approved by EE(BP) vide. No.....dated .....
- ❖ The Title Clearance has been certified by Empanelled Advocate .Under No.....dated.....
- ❖ The Possession of above buildable reservation is taken subject to the owner /developer agreeing to rectify the defects in the works for the period of one year from the date hereof and in terms of Undertaking separately given by theowner \_\_\_\_\_
- ❖ The owner to provide security , free of cost for , 90 days from the date here off  
On .....Day of the month of.....

Hand over by  
OWNER

Taken over by

Address:

ARCHITECT

Address:

Asstt. Engineer,  
Development Plant (Ward)

## **10. LETTER FROM DP TO WARD**

### **Intimation of taking over the possession to ward by DP**

#### **MUNICIPAL CORPORATION OF GREATER MUMBAI**

No. / / / of

Sub: Intimation of taking over the possession of DP reservation on the land bearing CTS no \_\_\_ of village \_\_\_, \_\_\_ ward.

With reference tom above the owner of the land bearing CTS no \_\_\_ of village \_\_\_ has handed over the land admeasuring \_\_\_\_\_ sq.mt.as per attached JM map.

This department has taken over the possession and copy of the same is attached herewith for your reference.

You are kindly requested to take cognizance of it.

Assistant Engineer (DP)

The reservation is in Possession of M.C.G. M. from the date of handing over and you are required to secure it immediately

- i. AC (Estate)
- ii. A.E.(Maintenance) \_\_\_\_\_Ward
- iii. User Department
- iv. Building Proposal \_\_\_\_\_



## **11. REGD DECLARATION CUM INDEMNITY BY OWNER**

To,

The Municipal Commissioner  
Municipal Corporation of Greater Mumbai  
Mumbai –

Sub : In the matter of granting D.R.C. in lieu of surrendering the land bearing Survey and CTS No. \_\_\_\_\_ of Village \_\_\_\_\_ reserved for the public purpose of \_\_\_\_\_ in lieu of T.D.R. as provided under the provisions of D.C. Regulation of Greater Mumbai, 1991 in the Registration District and Sub-District of Mumbai City and Mumbai Suburban.

Ref : TDR/

We, \_\_\_\_\_ owners of the said property residing at \_\_\_\_\_ hereby solemnly affirm and declare as under :

1. We say that we are absolutely seized and possessed of or otherwise well and sufficiently entitled to the pieces or parcels of land more particularly described in the Schedule hereunder written.
2. We say that the aforesaid property more particularly described in the Schedule hereunder written is reserved under the sanctioned Development Plan of \_\_\_\_\_ ward for the purpose of \_\_\_\_\_ (hereinafter referred to as “the said property”).
3. We say that we have submitted an application for Development Right Certificate under Regulation No.34 of Development Control Regulation 1991 vide application No.TDR/\_\_\_\_\_ to the Municipal Corporation of Greater Mumbai.
4. We further say that we have marketable title free from all encumbrances and beyond reasonable doubts in respect of the said property and we

have not created any mortgage, charge or deposited title deeds with any person or persons or the company or bank.

5. We say that the Corporation has agreed to grant Development Rights Certificate to us on surrendering the said property referred in the Schedule hereunder written in favour of the Municipal Corporation of Greater Mumbai in accordance with the Development Control Regulation for Greater Mumbai, 1991 read with amended section 126 of Maharashtra Regional Town Planning Act, 1966.
6. We say that we being owners of the said property have surrendered and handed over the possession of the said property more particularly described in the Schedule hereunder written and delineated on the plan hereto annexed and bounded by \_\_\_\_\_colour boundary line to the Municipal Corporation of Greater Mumbai free of cost and free of encumbrances on \_\_\_\_\_.
7. We further declare that in view of our surrendering the said property, we have no right, title and interest in the said property. We further declare that the said property now absolutely vests with Municipal Corporation of Greater Mumbai in accordance with provisions of section 126 of M.R.T.P.Act read with Development Control Regulation for Greater Mumbai, 1991 and the Municipal Corporation of Greater Mumbai has become absolute owner of the said property.
8. We hereby declare and indemnify the Municipal Corporation of Greater Mumbai, its servants and agents from and against all actions, acts, costs, claims, damages, demands of any nature and kind whatsoever, which may be instituted claimed or made against the Corporation and against by any person or persons by reasons the Corporation / Commissioner granting T.D.R. to us.
9. We hereby agree that the Municipal Corporation of Greater Mumbai, its servants, agents, shall not be responsible in respect of any litigations that may arise between ourselves and any other person or persons in the connection under the provisions of any law for the time being in force for

granting T.D.R. to us, if however, Municipal Corporation of Greater Mumbai, is made a party, we will pay the cost thereof to the Municipal Corporation of Greater Mumbai as demanded by them from time to time.

10. We say that this Declaration –cum-Indemnity Bond is binding upon us, our heirs, executors, administrators, successor or successors and assigns.

THE SCHEDULE ABOVE REFERRED TO

ALL that pieces or parcels of land or ground situate lying and being at Village \_\_\_\_\_ in Greater Mumbai and bearing Survey No. \_\_\_\_\_ CTS No. \_\_\_\_\_ of Village \_\_\_\_\_ in the Registration District and Sub-District of Mumbai City and Mumbai Suburban containing by admeasuring \_\_\_\_\_ sq.mtrs.or thereabout and bounded as follows :

On or towards the EAST by : CTS No. \_\_\_\_\_ of Village

On or towards the WEST by : CTS No. \_\_\_\_\_ of Village

On or towards the SOUTH by : CTS No. \_\_\_\_\_ of Village

On or towards the NORTH by : CTS No. \_\_\_\_\_ of Village

Solemnly declared above named

## **12. ADVANCE POSSESSION**

### **UNDERTAKING CUM INDEMNITY BOND**

**Sub:** Advance possession of earmarked \_\_\_\_\_ Open Space from land bearing old CTS No \_\_\_\_\_.

**Ref:** \_\_\_\_\_.

I, Shri \_\_\_\_\_ Director of M/s \_\_\_\_\_ a company duly registered under companies Act, \_\_\_ C.A. to Owner of Plot bearing old C.T.S.No. \_\_\_\_\_ new C.T.S No \_\_\_\_\_. \_\_\_\_\_ Ward, and having its Registered office at Unit No. \_\_\_\_\_ Floors, Building No \_\_\_, hereby solemnly affirm and declare as under:

1. I hereby undertake that I will comply all the formalities for grant issue of T.D.R. in lieu of land earmarked for \_\_\_\_\_ open space for plot under reference.
2. I hereby undertake that till the suit is disposed /decided by the Hon.Court the land earmarked for \_\_\_\_\_ open spaces will be protected by us (if applicable).
3. I hereby undertake to confirm the area under reservation from CTSO and transfer the ownership in the name of MCGM.
4. I hereby undertake that this Declaration is binding upon all Directors of the company, Executives, administrators, successor or successors and assigns.

Solemnly declared above named

Shri \_\_\_\_\_ -Director

Of \_\_\_\_\_

### **13. SUBMISSION LETTER FOR BANK GUARANTEE**

To:  
The Executive Engineer,  
Building Proposals (\_\_\_)  
Municipal Corporation of Greater Mumbai  
Mumbai.

Sub: Bank Guarantee for construction of building on plot bearing  
CS/CTS No. \_\_\_\_\_ of Village \_\_\_\_\_, reserved  
for\_\_\_\_\_.

Ref: Your letter u/no. CE/\_\_\_\_\_ /BP \_\_\_\_\_ / of dtd\_\_\_\_\_.

Sir,

As per required vide your above referred letter, I am now submitting herewith original Bank Guarantee of Rs. \_\_\_\_\_ /- (Rupees \_\_\_\_\_ only) bearing No. \_\_\_\_\_ dated \_\_\_\_\_ issued by \_\_\_\_\_ Bank, \_\_\_\_\_ Branch, for faithful compliance of conditions on release letter issued u/no. CHE/\_\_\_\_\_/BP\_\_\_\_ dated \_\_\_\_\_.

You are requested to please grant Commencement Certificate at your earliest & oblige.

Thanking you,

Yours faithfully

Encl : a/a

#### **14. BANK GUARANTEE**

TO ALL TO WHOM THESE PRESENTS SHALL COME WE \_\_\_\_\_ **BANK** having our branch at \_\_\_\_\_, (hereinafter called "the Guarantor") SEND GREETINGS:

WHEREAS:-

(A) By a Development Agreement dated \_\_\_\_\_ (hereinafter referred to as the "Agreement") made between the M/s. \_\_\_\_\_ (therein and hereinafter referred to as the "Vendors"), at \_\_\_\_\_ therein and hereinafter referred to as the "Developer"), the Developers have been granted development rights in respect of the property bearing City Survey/CTS Nos. \_\_\_\_\_ Village \_\_\_\_\_ (hereinafter referred to as the "Property"), The Vendor has appointed Mr. \_\_\_\_\_, \_\_\_\_\_ as their constituted Attorney to apply for the Development Permission from various authorities.

(B) The said Property is reserved for public purpose of \_\_\_\_\_ as per sanctioned revised Development Plan of '\_\_\_\_' & '\_\_\_\_' Ward of MCGM. The Executive Engineer B.P. (\_\_\_\_) has given the development permission vide its letter reference number \_\_\_\_\_ dated \_\_\_\_\_ on terms and conditions contained therein. As per clause (\_\_\_\_) of the development permission, one of the conditions is that the owner/developer shall submit the Bank Guarantee for the amount as may be decided by the E.E.B.P. for faithful compliance of various conditions mentioned therein.

(C) As per letter having reference number \_\_\_\_\_ dated \_\_\_\_\_, the amount of bank guarantee has been quantified by the Executive Engineer (BP)\_\_\_\_ to Rs.\_\_\_\_/- (Rupees \_\_\_\_\_ only) for faithful compliance of various conditions as mentioned in the development permission.

(D) Accordingly, at the request of the Developers, the Guarantor is giving this Guarantee to the MCGM.

#### **NOW KNOW YE AND THESE PRESENTS WITNESSETH AS FOLLOWS:**

1. In consideration of the request of the Developers (namely '\_\_\_\_\_'), the Guarantor \_\_\_\_\_, having its branch at \_\_\_\_\_, HEREBY UNDERTAKE TO PAY MCGM an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_), forthwith on receipt of a written demand for the same.

2. The Guarantor HEREBY DECLARES AND AGREES as follows:

(a) The Guarantor shall pay to the MCGM the guaranteed amount in terms of this Guarantee notwithstanding any disputes or differences, or against any loss or demand caused to or suffered or would be caused to or suffered or would be caused to or suffered by the MCGM by reason of any breach by the said Developer of any of the terms or conditions contained in the said Development permission.

(b) The Guarantor shall pay to the MCGM the amounts due and payable under this guarantee without any demur, merely on a demand from MCGM stating that the amount claimed is due by way of loss or damage caused to or breach by the said Developer of any of the terms or conditions contained in the said development permission or by reason of the developers failure to perform the said development permission. Any such demand made on the bank shall be conclusive both as regards breach of the terms and conditions, and the amount due under the Development Permission, however, the guarantors liability shall be restricted to an amount not exceeding Rs. \_\_\_\_\_(Rupees\_\_\_\_\_).

(c) The Guarantor shall pay the MCGM any money so demanded notwithstanding any dispute or dispute raised by the Developer in any suit or proceeding pending before any court or Tribunal relating thereto in the absence of injunction or prohibitory order, the guarantors liability under this presents being absolute and unequivocal. The payment so made by the guarantor would a valid discharge of its liability for payment thereunder, then the Developer shall have no claim against the guarantor for making such payment.

(d) The Guarantor further agrees that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said development permission and that it shall continue to be enforceable till all the dues of the MCGM under or by virtue of the said Development Permission have been fully paid and its claim satisfied or discharged or that the terms and conditions of the said Development Permission have been fully and properly carried out by the said Developer and accordingly discharges the guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the \_\_\_\_\_ we shall be discharged from all liabilities under this guarantee thereafter.

(e) The Guarantor further agrees with the MCGM that the MCGM shall have fullest liberty without our consent and without affecting any manner obligations hereunder to vary any of the terms and conditions of the said Development Permission or to extend time of performance by the said

Developer from time to time or to postpone for any time or from time to time any of the power exercisable by the MCGM against the said Developers and to forbear or enforce any of the terms and conditions relating to the said Development Permission and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said developer or for any forbearance, act or omission on the part of the MCGM or any indulgence by the MCGM to the said Developer or by any such matter or thing whatsoever which under the law relating to sureties, would but for this provision, have effect of so reliving.

(f) The guarantor will not be discharged due to the change in the constitution of the Bank or the Developer.

(g) The guarantor undertakes not to revoke this guarantee during the currency except with the previous consent of the MCGM in writing.

3. Notwithstanding anything contained herewith:

(a) The Guarantor's liability under this Guarantee shall not exceed Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).

(b) This Guarantee shall cease to be valid if no demand thereunder is made before \_\_\_\_\_.

(c) The Guarantor is liable to pay the guaranteed amount or any part thereof as aforesaid under the Bank Guarantee only if the MCGM serves upon the Guarantor a written claim or demand on or before \_\_\_\_\_ (date of expiry of Guarantee) in the manner aforesaid failing which the Guarantor shall be fully absolved from all liabilities herein and this Guarantee shall stand cancelled and shall have no effect.

IN WITNESS WHEREOF the Guarantor has hereunto set their hand this \_\_\_\_ day of \_\_\_\_\_.



**15. LETTER FROM D.P. TO ESTATE**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**No.CHE/ /dtd**

From the office of Chief Engineer

Development Plan

**Assistant Engineer (Estate)**

\_\_\_ Ward

Sub: Submission of Original Documents in respect of File no. \_\_\_\_\_

Ref: TDR/ \_\_\_

Please refer our letter of intimation for taking over possession of Agreement for property bearing CTS no \_\_\_ of village \_\_\_, \_\_\_ ward affected by the DP reservation of \_\_\_/DP road handed over to MCGM in lieu of TDR vide file no. \_\_\_

Please find enclosed herewith for your record and safe keeping , Original Documents as follows:

1. Registered Agreement for the aforementioned property.
2. Registered Declaration cum Indemnity Bond by the Owner.
3. Possession Receipt .

You are requested to acknowledge the receipt of the same.

**Executive Engineer (D.P.)**

- i. A.E.(Maintenance) \_\_\_\_\_Ward
- ii. User Department
- iii. Building Proposal \_\_\_\_\_
- iv.

**16. LETTER TO A.E. (MAINT.) FOR HANDING OVER SETBACK LAND**

On letter head of Architect

To,

Assistant Engineer (Maint.),

\_\_\_Ward, MCGM,

Mumbai

Sub: Handing over of Setback on \_\_\_m. wide Road bearing CTS No. \_\_\_\_ of village \_\_\_,Mumbai .

Sir,

With reference to above, My clients are willing to hand over the setback area abutting the said road. Demarcation of the setback land has been carried out by the Assistant Engineer Survey vide their letter under no. AE/\_\_\_/Survey / \_\_\_wards dated \_\_\_.

Following documents are enclosed herewith for your further action:

1. Certified Copy of Demarcation plan.
2. Copy of PRC
3. Copy of CTS Plan
4. Copy of IOD
5. Copy of Appointment of Architect.

You are requested to take over the same and issue certificate at the earliest.

Yours faithfully

**17. POSSESSION RECEIPT FOR SETBACK**

MUNICIPAL CORPORATION OF GREATER MUMBAI

APPLICATION /FILE NO.\_\_\_\_\_

We , the undersigned , Shri\_\_\_\_\_ sub engineer on the behalf of the corporation and Shri.\_\_\_\_\_, the owner of the property have on this day the \_\_\_\_\_ of \_\_\_\_ of the year \_\_\_\_ respectively taken over and handed over ,free of cost , land admeasuring \_\_\_\_\_ sq.mts out of Original Plot No./S.No./CTS \_\_\_\_\_ situated in T.P. Scheme No.\_\_\_\_\_, village \_\_\_\_\_, falling in the widening of \_\_\_\_\_road , under sanctioned regular line of \_\_\_\_\_ mt. wide road /proposed road of \_\_\_\_ mt. as per scheme/final development plan in order to avail of floor space index as permissible under Development Control Rules in force

Owner of the land

Sub. Engr.(Setback)\_\_\_\_Ward ,MCGM

Handed over free of cost and encumbrances to M.C.G.M.

Taken over on behalf of the Corporation

**18. NOC TO AVAIL FSI OF SETBACK**

MUNICIPAL CORPORATION OF GREATER MUMBAI

NO. \_\_\_\_\_

To,

Architect /L.S.

Sub: Handing over of Setback on \_\_\_\_ m.  
wide Road bearing CTS No. \_\_\_\_\_ of village  
\_\_\_\_, Mumbai

Ref: Your letter under No. \_\_\_\_\_ dated \_\_\_\_\_

Sir,

I have to inform you that subject to measurement of the land by the City Survey Office, possession of the setback land admeasuring \_\_\_\_\_ sq.mt approx. has been taken over free of cost . There is no objection to avail Floor space index concession under Development control Rule 10(2) for setback land subject to the following :-

1. The plot in question is converted as N.A. in Government records .
2. Ownership of setback land is to be transferred in the name of Corporation in the Government records and extracts from the Property Register cards thereof are /is produced in this office before Building Completion Certificate is issued .
3. A new compound wall shall be constructed as per the demarcation given by A.E. (Survey) under no. \_\_\_\_\_
4. Area subject to confirmation from City Survey Officer .
5. Before obtaining Occupation Certificate , setback portion will have to be developed and added to the road and compound wall along with drain should be constructed as per demarcation.

Yours faithfully

A.E. (Maint.) \_\_\_\_ Ward

**19. LETTER TO CITY SURVEY OFFICER FOR CHANGE OF OWNERSHIP**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

Office of the  
Assist. Commissioner \_\_Ward,  
Mumbai

To,  
The City Survey Officer ,

\_\_\_\_\_

Sub: Change in ownership of Setback on \_\_\_\_m. wide Road  
bearing CTS No.\_\_\_\_ of village \_\_,Mumbai

Sir,

Setback land out of plot bearing C.T.S. No.\_\_\_\_ of village \_\_\_\_, has  
been handed over for road widening purposes to Mumbai Municipal  
Corporation on \_\_\_\_ by \_\_\_\_\_. The area of the strip of land handed  
over to Mumbai Municipal Corporation is \_\_\_\_ sq.mt.. You are  
requested to transfer the ownership of the strip of land in the name of  
the Mumbai Municipal Corporation after recovering necessary charges  
directly from the owner and inform this office accordingly please.

Yours faithfully

A.E. (Maint.) \_\_\_\_Ward

**20. NO COMPENSATION PAID FOR SETBACK FROM WARD**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

NO. \_\_\_\_\_

Sub: Setback on \_\_\_\_m. wide Road bearing CTS No. \_\_\_\_\_ of village \_\_\_\_,  
Mumbai

Architect : \_\_\_\_\_

Ref: Your letter under No. \_\_\_\_\_ dated \_\_\_\_\_

Building Proposal File number :

Owner : \_\_\_\_\_

With reference to your letter dated \_\_\_\_\_, we have to inform you that no compensation was paid as per the records of this office for acquisition of the setback admeasuring \_\_\_\_\_ under section 299 on \_\_\_\_m. wide Road bearing CTS No. \_\_\_\_\_ of village \_\_\_\_, Mumbai

Forwarded for information please

Yours faithfully

A.E. (Maint.) \_\_\_\_ Ward

E.E.B.P. \_\_\_\_\_ Ward

Architect

**I -D**

**TDR Utilization**

# **1. REPORT FOR TDR UTILISATION**

## **MUNICIPAL CORPORATION OF GREATER MUMBAI**

No. \_\_\_\_\_ of

### **Scrutiny report for utilization of TDR**

Sub : Utilization of TDR on proposed Residential / Commercial / Industrial Building No. / Wing on plot bearing CTS No. \_\_\_\_\_ of village \_\_\_\_\_ at \_\_\_\_\_ road \_\_\_\_\_ in \_\_\_\_\_ Ward.

Ref : Building Proposal File No. \_\_\_\_\_  
Owner / C.A. to Owner \_\_\_\_\_  
Last approval plan @ pg. \_\_\_\_\_  
Concession Report @ pg. \_\_\_\_\_

#### **1) SRDP – 1991 Remarks**

#### **2) DDP – 2034 Remarks**

Whether the plot is situated in Gaothan \_\_\_\_\_ Y/N

Width of road consider for proposal \_\_\_\_\_ Mtr.

Whether the Additional FSI claimed 33(19) \_\_\_\_\_ Y/N

Whether the plot is within CRZ Area \_\_\_\_\_ Y/N

- a) If Yes, Details for the specific sanction of competent authority for Utilization of TDR.
- b) In case the party affected the plot under reference, than confirmation of area in CRZ Area and Non CRZ Area and Sanction of Competent Authority for Utilization of TDR

Whether the plot is falls in Heritage Precinct / Heritage Structure \_\_\_\_\_ Y/N

- a) If Yes, NOC/Permission from Heritage Committee

Whether the plot is affected by Buildable Reservation \_\_\_\_\_ Y/N

If yes Development Permission No. \_\_\_\_\_ dt. \_\_\_\_\_ Revalidation Date \_\_\_\_\_

Status of Handing over \_\_\_\_\_

- 3) The Architect has submitted the plans for the utilization for  
Reservation \_\_\_\_\_ Sq.mtr.  
Slum \_\_\_\_\_ Sq.mtr.  
Road \_\_\_\_\_ Sq.mtr.

#### **4) Detailed below :**

1	<b>Original Plot Area</b>	=	Sq. Mt.
---	---------------------------	---	---------



2	<b>Deduction</b>		Sq. Mt.
2a	Road Set back Area	=	Sq. Mt.
2b	Proposed Road Area	=	Sq. Mt.
2c	Reservation Area	=	Sq. Mt.
2d	Amenity Area	=	Sq. Mt.
2e	Encumbered Area, if any	=	Sq. Mt.
2f	Area under CRZ /Heritage if any	=	Sq. Mt.
	<b>Total of Deduction Area</b>	=	Sq. Mt.
3	<b>Balance Plot Area ( 1-2)</b>	=	Sq. Mt.
4	<b>Deduction of RG, if applicable</b>	=	Sq. Mt.
5	Net Plot Area (3-4)	=	Sq. Mt.

**5) TDR Permissible:**

- a) 33% Addl, FSI Permissible (as per DCR 32 Table 14)
- b) Road Reservation TDR – Max 80% (including 33% FSI) = \_\_\_\_ Sq. Mt.
- c) Slum TDR (min 20% or max 100%) = \_\_\_\_\_ Sq. Mt.

**6) TDR Already Claimed:**

- a) 33% Addl, FSI Permissible (as per DCR 32 Table 14)
- b) Road Reservation TDR – Max 80% (including 33% FSI) = \_\_\_\_ Sq. Mt.
- c) Slum TDR (min 20% or max 100%) = \_\_\_\_\_ Sq. Mt.
- d) Protect Built up Area, if any = \_\_\_\_\_ Sq. Mt.

**7) TDR Now Proposed to Claimed:**

- a) Road TDR = \_\_\_\_\_ Sq. Mt.
- b) Reservation = \_\_\_\_\_ Sq. Mt.
- c) Slum TDR = \_\_\_\_\_ Sq. Mt.
- d) Amenity TDR / FSI = \_\_\_\_\_ Sq. Mt.

**7.1) Addition of Sr. No. 6 + Sr. No. 7 \_\_\_\_\_ Sq.Mt. which is less than balance plot area \_\_\_\_\_ Sq. Mt.**

- 8) Total Built up Area Permissible = \_\_\_\_\_ Sq. Mt.
- 9) Total Proposal Built up Area = \_\_\_\_\_ Sq. Mt.
- 10) FSI Consumed = \_\_\_\_\_ Sq. Mt.
- 11) Approval IOD Dt. \_\_\_\_\_ and C.C. \_\_\_\_\_ with details about floor.
- 12) Concession for any specific purpose such as non deduction of 15 % RG protected built up area FSI/TDR and Additional FSI is applicable as per Regulation 33 of DCR 1991 with Sanctioned of Competent Authority.
- 13) Description of Proposed Building
- 14) DRC Details

Sr. No.	DR C No.	Folio No.	Reservatio n N/Road/ Slum	Utilization on Form No. ____ dt.	Balanc e Area in DRC in Sq. Mt.	*Area Proposed to be Utilized	*Area Proposed to be Deducte d	Final Balance Area in DRC in (6-8)
1	2	3	4	5	6	7	8	9
*Note : To be revised after indexation of TDR or otherwise is approved								

**15) The details of the utilization proposed are as under :**

1. Name & addresses of Transferors:
2. Name & address of Transferee:

**16) Whether the plot is situated in Non Receiving Area as specified in regulation 34 Appendix (As per relevant Appendix 7 A, B, & C of DCR 1991) \_\_\_\_\_ Y/N**

**17) The Receiving plot is situated on North Side of the TDR Generating plot / In the Same Ward \_\_\_\_\_ Y/N North Longitude of Receiving plot north Longitude of Generating plot.**

**18) Details of Stamp Duty Paid:**

Sr. No.	DRC No/Date	Utilizati on Form No/Date	Considerati on amount of TDR as per Utilization Form (Rs.)	3% Stamp Duty Amount		Copy of Agreement between transferor & transferee	Copy of the Declaration-cu-Indemnity Bond
				3% Stam p Duty (Rs.)	Actu al Paid 3% Stam p Duty (Rs.)		
	1	2	3			7	8

**19) Transit Policy Circular for DDP – 2034\***

The cognizance of the Circular issued U/No. CHE/34194/DP/GEN., dtd. 10.03.2015 & CHE/002456/DP/GEN dt. 06.04.2015 for the

implementation of provision of Draft Development Plan (2014-2034) is taken in to consideration and proposal falls in the Category.....

(\*Note : to be updated after DP is published )

**20) Set Back Area Handed over \_\_\_\_\_ Y/N**

If Yes, Possession Receipt No. \_\_\_\_\_

a) PRC in the name of MCGM \_\_\_\_\_ Y/N

If No, Reasons \_\_\_\_\_

**21) Details of TDR / FSI Claimed**

Sr . No.	Total Plot Area in Sq. Mt.	Set Back Area in Sq. Mt.	Balance Area in Sq. Mt.	Add. 33% FSI Claimed	D.P. Road / Set Back	TDR claimed Remarks								Total Claimed
						D.P. Reservation		Slum		Accommodation Reservation		Which is equal to the permissible limit of		
				Area in Sq. Mt.	%	Area in Sq. Mt.	%	Area in Sq. Mt.	%	Area in Sq. Mt.	%		Area in Sq. Mt.	%

**22) The copy of Notarized & Stamped Agreement with Transferors and Transferee duly certified by the Architect.**

Further Undertaking-cum-Indemnity Bond dtd. \_\_\_\_\_ MCGM and its officers against any short recovery of Govt. revenue raised by Govt. at later date and for adequate payment of stamp duty submitted by the Architect may please be seen.

DR C No	Utilization Form	Area in Sq. Mt.	Consideration amount of TDR as per Utilization	3% Stamp Duty	3% Stamp Duty	Agreement between transferor &	Declaration -cum- Indemnity Bond

			Form (Rs.)	(Rs.)	Paid (Rs.)	transferee	

**23) Approval :**

In view of the above, Dy. Ch. E.(D.P.)H / Ch. E.(D.P.) /Hon'ble M.C.'s approval is requested to allow utilization of \_\_\_ Sq.Mt. and deduction of \_\_\_ Sq.Mt. as proposed in the utilization form No. \_\_\_ for proposed redevelopment on Plot bearing CTS No. \_\_\_\_\_. The original DRC along with duplicates bearing No. \_\_\_\_\_ is submitted herewith for approval and signature of Ch. Eng. (D.P. ) and M.C.

**Note: The Cognizance of Built up Reservation area is taken in to consideration.**

The above proposal is submitted in consonance with the provision of DCR1991 prevailing policy, Government Notification and Hon'ble Court Order with consent of Owner/Developer. You are requested to allow utilization of \_\_\_ Sq.Mt. and deduction of \_\_\_\_\_ Sq.Mt. from /Reservation/Road DRC for proposed Residential/Commercial/Industrial Building No./ Wing on plot bearing CTS No. \_\_\_\_\_ of village \_\_\_\_\_ in \_\_\_\_\_ Ward. Original DRC bearing No. \_\_\_\_\_ will be submitted to EE(DP)'s office for necessary utilization and deduction of FSI Credit in the same.

**Yours faithfully,**

**Owner/Developer/Signature**

**Architect Name**

**E.E.(B.P.) \_\_\_\_\_ Ward**

**Salient Features of the project**

- 1) Indent of M.O.U.

From Seller \_\_\_\_\_ :

From Buyer :

- 2) Area of T.D.R. Purchased :
- 3) Source of generation of TDR :
- 4) Scrutiny Fees :
- 5) Location of receiving plot :

CTS No. & F.P. No.	Village	Situated between	Zone	Remarks in receiving zone

- 6) User of the proposed building :
- 7) Plot is served by Municipal Road/ Proposed D. P. Road :
- 8) Width of access :
- 9) TDR Claimed :
  - a) 0.33 add. FSI Claimed and proposed to be claimed

Area of plot (sq.mt.)	Area accepted as per P.R. Card (sq.mt)	Balance area of plot (sq.mt)	TDR already claimed (sq.mt)	TDR proposed to be claimed (sq.mt)	Total TDR claimed (sq.mt)	Percent	Remarks

- b) Slum TDR Claimed and proposed to be claimed

Area of plot (sq.mt.)	Area accepted as per P.R. Card (sq.mt)	Balance area of plot (sq.mt)	TDR already claimed (sq.mt)	TDR proposed to be claimed (sq.mt)	Total TDR claimed (sq.mt)	Percent	Remarks

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10) Details of Total TDR claimed and proposed to be claimed

Balance area of plot Sq.Mt.	TDR permissible Sq.Mt.	TDR Claimed	Percentage	Remarks

11) Open Spaces :

12) Parking :

Required for bldg. u/r :

Proposed for bldg. u/r :

13) Tenement density :

Max T/D permissible :

As per 450 T/hect. :

Proposed No. of Tenements :

14) Width of road :

Front open space :

Total height of bldg. permissible :

Height of bldg. proposed :

15) Staircase width :

Width of staircase existing :

Width of the staircase proposed :

Width of staircase required :

16) Staircase, lift, lift lobby area free of FSIs :

- 17) Nos. of lifts required :  
Nos. of lift proposed :  
Nos. of staircase proposed :
- 18) D. P. Remarks :

The plans are of approvable nature as per the DCR-1991 and prevailing Policies in force and Court orders and the various concessions are approved by Hon'ble M.C. u/no. \_\_\_\_\_ dated \_\_\_\_\_

The applicant is entitled for utilization of TDR on plot under reference and directive issued by Maharashtra Government issued u/No. TPB/4317/2411/CR-239/07/UD-11 dt. 23.11.2007. Further circular u/no. CHE/DP/1327/TDR/Gen dt. 26.11.2008 is not applicable for the proposal under reference, as it is a redevelopment of existing buildings on plot under reference reason.

In view of your required to process the proposed for TDR Utilization as proposed by Architect.

**E.E.(B.P.) \_\_\_\_ Ward**

**E.E.(D.P.) \_\_\_\_ Ward**

The Proposal is scrutinized by this office \_\_\_\_\_

- 1) DRC is valid up \_\_\_\_\_
- 2) Balance area of DRC is \_\_\_\_\_ Sq.Mt.
- 3) The receiving plot is towards north of generating Plot. \_\_\_\_\_ Sq.Mt.
- 4) The Utilization payment Receipt No. \_\_\_\_\_

Submitted for approval.

**E.E.(D.P.) \_\_\_\_ Ward**

**Dy.Ch.E(D.P.) -I / II**

**CH. E. (D.P.)**

**Hon'ble M.C.**

**Sir.**

## **2. CHECKLIST FOR TDR UTILIZATION**

- 1) Application for Utilization of TDR
- 2) Appointment Letter of Architect
- 3) Certified copy of Registration of Architect
- 4) Certified copy SRDP-1991 Remarks
- 5) Certified copy DDP-2034 Remarks
- 6) Certified copy of T. P. Remarks
- 7) Original U-Form
- 8) Certified copy of DRC
- 9) Certified copy and Notarized Agreement for TDR Purchase
- 10) Indemnity Bond for Stamp Duty Paid
- 11) Structural Engineer Stability Certificate
- 12) Latest copy of Approval Plan
- 13) Copy of IOD/CC
- 14) Copy of Development Permission/Revalidation letter
- 15) Copy of P. R. Card
- 16) Salient Feature, Sign by EE(BP)
- 17) CTS Plan
- 18) Stamp Duty Receipt and mentioning Details of Receiving plots.
- 19) \*Ready Reckoner Rate extract for both the locations in case indexation of TDR is enforced.



### **3. ISSUE LETTER FOR TDR UTILIZATION**

#### **Municipal Corporation Of Greater Mumbai**

No. TDR/\_\_\_/\_\_\_

Office Of: TheChief Engineer ( DP)

BrihanmumbaiMahanagarpalika,

Municipal Head Office,

5<sup>th</sup>floor,Annex Building,

MahapalikaMarg,

Fort, Mumbai-400001

To,

Owner

Sub: Utilization of development rights arising out of DRC No. \_\_\_\_\_  
on proposed Residential/Commercial building on plot bearing Cs/CTS no.  
\_\_\_\_\_of Village/Division, Mumbai.

Sir,

Please find enclosed herewith the photocopy of Development Right Certificate bearing No. \_\_\_\_\_ returned herewith duly endorsed for deducting the area admeasuring \_\_\_\_\_sq.mt. (\_\_\_\_\_ square meters) for the utilization of the same on the above mentioned plot. The necessary communication in this respect is being sent to the Executive Engineer (Building Proposal) for further necessary action.

The owner of DRC is requested to collect the original copy of the DRC from TDR section of this office.

Acc: as above

Assistant Engineer

(Development plan)

CC to :Utilisor

This is for your information. You are requested to approach the Executive Engineer (BP)

Yours Faithfully,

Assistant Engineer

(Development Plan)

No. TDR/ \_\_\_\_\_

2. EEBP

This has reference to your note under No. \_\_\_\_\_ dt. \_\_\_\_\_ on the above subject matter. The MC vide his order no. \_\_\_\_\_ has accorded sanction to the utilization of \_\_\_\_\_sq.mt. out of DRC NO. \_\_\_\_\_

The photocopy of the first report for utilization under reference approved by the MC along with the copy of DRC no. \_\_\_\_\_ showing deduction of \_\_\_sq.mt on land under reference and the endorsement of MC vide Sr. No. \_\_\_\_\_ are enclosed herewith for your information and necessary action please.

1. Since the TDR file under reference is forwarded by EE (BP) , subsequently after issue of circular no. CHE/DP/1320/TDR/GEN dt\_\_\_\_ & . CHE/DP/1320/TDR/GEN dt\_\_\_\_, the issues and all the aspects of the proposal like CFO, Structural stability, Parking etc and applicability of Govt. Notification under section 154 of the MR & TP act 1966 dt 23.11.2007 shall be scrutinized by EE BP before approving the plans in lieu of TDR.
2. In this case, 33% FSI is claimed by the Architect/ Owner, hence EEBP is requested to take necessary cognizance of the circular issued under no. CHE/15868/DP/GEN dt. 14.11.2011 before approving plans in lieu of 33% FSI on the plot under reference.

The BP office has forwarded certified copy of undertaking cum Indemnity Bond on Rs.300/- stamp paper dt \_\_\_\_\_ for DRC No. \_\_\_\_\_ byutilisor.

EE BP is therefore requested to preserve original Indemnity Bond in BP's file under reference carefully.

Acc: As above

EE (DP).

#### **4. UNDERTAKING CUM IDEMNITY BOND**

##### **TDR**

We, \_\_\_\_\_, situated at plot bearing CTS No.-----  
----- of Village ----- Mumbai,

We state that we have purchased Transferable Development Rights (TDR) of ----  
----- sq.mt. from Development Right Certificate (DRC) holders -----  
-----, out of DRC bearing Nos.----- for utilization  
of the same in Building Proposal file no.----- on plot bearing  
CTS No.----- of Village -----, Mumbai.

We state that the aforesaid transaction has been duly recorded in the  
agreement dated \_\_\_\_\_ entered into between ourselves and the DRC  
holders.

We further state that on the agreement dated \_\_\_\_\_ entered into between  
ourselves and the DRC holders, We have paid the necessary stamp duty of  
Rs.\_\_\_\_\_/ - (Rupees \_\_\_\_\_ only) as required under the  
Bombay Stamp Duty Act 1958, as amended upto date at General Stamp Office.

We hereby state and undertake that we shall pay to the State Government /  
Competent Authority additional Stamp Duty, any difference / penalty as may  
be demanded by the State Government / Competent Authority regarding /  
relating to the Stamp Duty paid / payable in the matter of transfer utilization  
of TDR referred to above.

We further agree to keep indemnified and hereby indemnifying and keep  
harmless the Municipal Corporation of Greater Mumbai, its officers and  
servants from and against any action, claims, charges, costs, disputes,  
demands and expenses of any nature suffered or sustained by the Municipal  
Corporation of Greater Mumbai. 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 we covenants with the Municipal Corporation of Greater Mumbai,  
its officers and servants to reimburse them immediately for any such claims,  
charges, costs and expenses.

We further, agree to keep indemnified and hereby indemnify and keep harmless  
the Municipal Corporation of Greater Mumbai, its officers and servants from  
and against any actions, claims, charges, costs, disputes, demands and  
expenses of any nature suffered or sustained by the Municipal Corporation of  
Greater Mumbai 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 we covenant with the  
Municipal Corporation of Greater Mumbai, its officers and servants to  
reimburse them immediately for any such claims, charges, costs and expenses.

We state that this Undertaking-cum-Indemnity Bond is binding upon us, our  
heirs, executors, administrators, successors and assignees.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

SIGNED SEALED AND DELIVERED BY the ]

Owner/ C.A to Owner

in the presence of ]

**I-E**

**Building Permission**

## **1. APPLICATION FOR PROPOSAL BY ARCHITECT/L.S.**

Date :-

To

The Executive Engineer,  
Building Proposal Department, \_\_\_ Ward,  
\_\_\_\_\_ Marg,  
\_\_\_\_\_(West)/ (East)  
Mumbai- 400 \_\_\_\_\_

**Sub:- Proposed development/ redevelopment on plot bearing CTS No.**  
\_\_\_\_\_ **of village** \_\_\_\_\_ **Road, \_\_\_\_\_ Mumbai-400 \_\_\_\_\_ under**  
**regulation no. \_\_\_\_\_ of DCR for M/s. \_\_\_\_\_**

**Ref:- 1. New File**

**2. Layout File No.:**

**Sir,**

With reference to above, we hereby submit proposal for development / redevelopment on plot under reference for its full potential along with documents as per the annexed checklist .

The proposal is for Residential/Commercial / Industrial / IT / (mention any other type) building / having configuration as follows:

The proposal will require consideration on the certain aspects for which Hon"ble M.C.'s approval is requested.

We are attaching herewith a detailed report for the concession required for the proposal along with justification for the hardship

Kindly process the proposal for concessions required for full potential at the earliest.

Thanking You  
Yours faithfully

A r c h i t e c t /L.S

Encl:- As above.

## **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 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.
- 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.

### **3. LIST OF INDICATIVE CONCESSIONS**

**List of the various indicative concessions where Hon. M.C's approval is required to be obtained for approving the various building proposals in City & Suburbs**

**Notes : Relevant regulation and hardships to be mentioned with respective concession point with full description of item.**

1.	To condone the deficiency in open space by charging premium created for (a) DCR 33 (1) (b) DCR 43 (1)(b) (c) DCR 29.
2.	To allow fungible FSI admissible as per regulation 35(4) of DCR 1991 to the extent of 35% for residential built up area and 20% for commercial built up area by charging premium for proposed built up area for self obtaining and without charging premium for existing built up area component as per policy.
3.	To allow the area of staircase, staircase lobby, lift, lift lobby, smoke vent lobby free of FSI by charging premium as per Regulation No.35 (2)(iv) of modified D.C.R.
4.	To allow stilt height more than 4.20 mt. for accommodating the required stack parking/ puzzle parking/ mechanical parking system as per the requirement of the manufacturer.
5.	To allow inadequate sizes of rooms than prescribed as per DC Regulations (living room, bed room, kitchen, society office, fitness centre)
6.	To allow the electric sub-station in the stilt portion / in the podium of the building.
7.	To allow Recreation Ground to be paved for manoeuvring of the vehicles by charging premium as per policy and to allow irregular shape of R.G. and to allow R.G. in front open space.
8.	To allow voids created due to planning constraints for the building free of FSI.
9.	To condone inadequate manoeuvring space for certain stretch of driving required for two way manoeuvring if allowed by Traffic dept
10.	Parking spaces: a) To condone the parking spaces subject to providing minimum no. of parking spaces as per the proposed modification submitted to U.D. b) To condone the parking spaces even the proposed parking spaces are less than as per proposed parking spaces as per proposed modification.
11.	To allow multipurpose room instead of regular size room.
12.	To condone the segregate distance required for conversion of I-3 to R /C Zone/ Residential Zone/ Commercial Zone by charging premium.

13.	To allow inadequate size of artificial ventilation shaft by charging premium at every habitable floor
14.	To allow height more than 24.00 mt. of the building situated in Heritage Persistent as per the provision of DCR 67 (2) (iii) (b) without insisting NOC from MHCC.
15.	To allow small parking more than 50% of required parking space by charging premium for deficient area of parking space.
16.	To allow internal staircase free of FSI for shops/ restaurant/ duplex flats by charging premium.
17.	To allow higher tenement density.
18.	To allow change of activity permissible under respective zone
19.	To condone inadequate width of passage.
20.	To allow deficient height of floors.
21.	To allow inadequate width of staircase.
22.	To allow passenger lift opening in the basement proposed for parking
23.	To allow single car lift instead of required two no. of car lifts.
24.	To allow society office on upper floors.
25.	To allow 25% additional parking space than required as per DCR.
26.	To protect the FSI benefit of the setback area / D.P. road area which was already claimed.
27.	To allow podium on plot having area less than 1500 sq.ft.
28.	To allow shopping / departmental store/Nursing Home in the building.
29.	To allow large size of canopies.
30.	To allow M.S. steps proposed in the front open space of the building.
31.	To allow the development of the building upto the height of 70.00 mt. on the plot accessible by two nos. of minimum 6.00 mt. wide access by charging premium towards deficient width of one access required as per Regulation 17 (2) of D.C.R. 1991.
32.	To allow the development of the building upto 30.00 mt. height on the plot accessible by min. 6.00 mt. wide access.
33.	To allow mechanical parking tower in open space with deficiency required open space by charging premium considering 3.60 mt. as a required open space for parking tower upto the height of 24.00 mt. and 6.00 mt. for the height more than 24.00 mt.
34.	To condone the requirement of 2 <sup>nd</sup> staircase by charging premium.
35.	To grant additional FSI admissible under Regulation 33(2) for Technical & Medical Institution & Institutional Buildings/ Building of Govt & Semi Govt Offices/ Public undertaking buildings and Technology Establishment/ Regional Buildings.

**The above list is indicative not exhaustive**

#### **4. ARCHITECT'S / LICENSED SURVEYORS' SCRUTINY REPORT**

##### **Building Proposal E.E.B.P. /E.S/ W.S./City, Ward**

**Case No.** \_\_\_\_\_.

Sub: Proposed building No. : \_\_\_\_\_ on plot bearing C.T.S.  
/C.S. No. No. \_\_\_F.P. \_\_ TPS \_\_\_\_ of Village /Division\_\_\_\_, of  
Mumbai

Date of Submission of Proposal :

Brief description of prop. Work :

Licensed Surveyor / Architect :

Owner / Developer :

##### **Name of Consultants**

- a. Structural Engineer
- b. Site Supervisor
- c. Licensed Plumber
- d. PH consultant
- e. M&E consultant
- f. Road Construction
- g. Fire safety
- h. Traffic / Parking
- i. Horticulturist
- j. Any Other :

Plans for approval at : Page

(Each page to be signed by Architect/L.S. as well as scrutiny officer )

**4A. FACT SHEET**

<b>Sr.No.</b>	<b>ITEM</b>	<b>REMARKS</b>	<b>OFFICE REMARKS</b>
1.	Notice under section 337/342 of B.M.C. Act 1888	@ pg.	
2.	Scrutiny Fees	Paid Rs.	
3.	Application for C.C. u/s. 44/69 MRTP Act	Submitted @ pg.	
4.	<b>OWNERSHIP</b>		
	Documentary evidence regarding ownership of the plot a) Title Certificate from advocate b) Extracts from P. R. Cards c) Any other documents d) Power of Attorney / e) Estate plot/T.P. Scheme plot f) Whether the Notice Applications are signed by C.A./Lessee/Owner as per title certificate & whether plans are submitted in that name ? g) Whether plot is under acquisition ?	@ pg. @ pg. @ pg. @ pg. @ pg. @ pg.	
5.	<b>PLOT AREA</b>		
	Documentary evidence regarding area of the holding / plot a) As per Conveyance Deed as mentioned in title certificate. b) As per P.R. Cards signed by S.L.R/CTSO. c) As per Owner"s Affidavit d) As per Architect / L.S"s certificate & triangulation Calculation with plot dimensions. e) As per N.O.C. W.O. (Estates) f) Area certified in „B" Form g) The area accepted h) Plan showing existing features on land under reference along with boundaries	_____ Sq.mts. @ pg. _____	
6.	Is the entire contiguous holding of the owner declared and shown on the plan.		
7.	Layout/sub-division/ Amalgamation (D.C. Regulation No. 21)	Submitted / Approved/ Not applicable	

8.	Existing Structures/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: i. CTS plan ii. Old Assessment bill iii. Approved plans of existing buildings iv. Any other proof	@pg @pg @pg	
9.	Whether plan showing existing structure & proposed tenement in new building showing area is submitted ?		
10.	R.L. of street Sanctioned / Proposed		
11.	<b>SET BACK LAND</b>		
	a) Handed over & transferred / conveyed in the name of M.C.G.M. b) Undertaking for handing over setback	Sq. Mtr @ pg.	
12.	<b>MEANS OF ACCESS (D.C. Regulation No. 17 &amp;22)</b>		
	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.	@ pg. @ pg. @ pg. @ pg.	
13.	<b>REMARKS FROM</b>		
	a. A.E.(Survey). b. W.O. (Estate)if applicable c. E.E.(S.W.D.) d. E.E. (Sewerage) (P & D) e. H. E. (Hydraulic Engineer) f. C.F.O. (Chief Fire Officer) g. Railway (within 30mfrom Railway boundary) h. Civil Aviation		

	<ul style="list-style-type: none"> <li>i. Commissioner of Police</li> <li>j. Director of Industries</li> <li>k. W.O./A.E.(M) for no compensation paid &amp; set back handed over.</li> <li>l. E.E.T.P. (Town Planning)</li> <li>m. Consent letter from co-owners</li> <li>n. Tree Authority</li> <li>o. Electric Supply</li> <li>p. Tata Hydro Electric Company for Overhead lines.</li> <li>q. Water Pollution Prevention Board</li> <li>r. MOEF</li> <li>s. HRC</li> <li>t. MCZMA</li> <li>u. M. H. &amp; A. D. BOARD</li> <li>v. M. M.R.D.A.</li> <li>w. M. H. C.C.</li> <li>x. Metro /Mono</li> <li>y. Highway Authorities</li> <li>z. PCO</li> <li>aa.Jail</li> <li>bb. Forest</li> <li>cc.NBWL</li> <li>dd. Any other</li> </ul>		
14.	<b>SELF CERTIFICATION BY OWNER /ARCHITECT</b>		
	<ul style="list-style-type: none"> <li>a. Debris</li> <li>b. Assessment</li> <li>c. No Trees Affected</li> <li>d. Vermiculture Bin</li> <li>e. Any Other</li> </ul>		
15.	<b>REMARKS BY CONSULTANTS</b>		
	<ul style="list-style-type: none"> <li>a. Parking Layout</li> <li>b. Internal SWD</li> <li>c. Internal Drainage</li> <li>d. STP.</li> <li>e. Mechanical Ventilation and Air-conditioning</li> <li>f. Specifications for construction of Internal Road/Setback D.P. Road</li> <li>g. Water Works</li> </ul>		

16.	<b>RESERVATIONS</b>							
	<b>Year</b>	<b>1967 if applicable</b>	<b>1991</b>	<b>2034</b>				
	<b>Reservation</b>							
	<b>Zone</b>							
	<b>Specific Remarks</b>							
17.	<b>U S E R</b> <b>(D.C. Regulation 51 to 57, 60, 61)</b> <b>Proposed as per D.C.R. No.</b> is the proposal is in conformity with its zone.							
18.	<b>F.S.I. PERMISSIBLE AS PER D. C. REGULATION</b>							
	<b>Plot Potential</b>	<b>0.33 F.S.I.</b>	<b>TDR</b>	<b>F.F.S.I. under DCR 35(4)</b>	<b>Additional F.S.I. Under DCR</b>	<b>Total</b>		
19.	<b>TYPE OF BUILDING</b>							
	Industrial / Commercial / Residential Multi storied / Special Type / Mixed Use							
20.	<b>DESCRIPTION OF BUILDING</b>							
	1. No. of Basements /User /height 2. No. of Podium/User /height 3. No. of Floors /User /height 4. Refuge floor provided /level 5. Fire Check Floor /level 6. Service Floor /level							
21.	<b>TENEMENT STATEMENT</b>							
	Carpet Area		No. of Flats					
	Below 35							
	35-45							
	45-70							
	Above 70							
	Total							
22.	<b>PARKING STATEMENT</b>							
	Residential							
	<b>Carpet Area</b>	<b>Number of Flats</b>	<b>Parking by Rule</b>	<b>Parking provided</b>				
	Total for Residential							
	Non Residential ( specify User )							
	Transport Vehicles							
	Total							



**4B.SCRUTINY SHEET FOR IOD/CC**

Sr. No.	ITEM	REQD AS PER D.C. REG.	PROPOSED	DEFICIENCY	REMARK TO BE FILLED UP BY S.E.
	<b>Type of building</b> <b>A. Only Residential</b> <b>B. Only Commercial</b> <b>C. Residential cum Commercial</b> <b>D. IT</b> <b>E. Any Other</b>				
1.	<b>STAIRCASE REQUIREMENTS</b> a. Height upto mtr b. Height bet. to c. Height above mtr d. Width of staircase i. Internal Staircase ii. Fire staircase e. No. of staircase required i. Travel Distance ii. Built up Area/floor				
2.	<b>HEIGHT PERMISSIBLE:</b> as per D.C. Reg. No. 31				
3.	Distance from center line of street as per D.C.Reg. 29[5] Table 10-B				
4.	<b>OPEN SPACE</b> i. Front ii. Side (Right ) iii. Side (Left) iv. Rear				
5.	<b>R.G. AMENITY / OPEN SPACE (D.C. Reg. no. 23)</b>				
	i) 10% ii) 15%				

	iii) 20% iv) 25%				
6.	<b>CHOWKS</b>				
	a) Inner Chowk (D.C. Reg. No. 29(-9) (a) Width, Depth & area.				
	b) Outer Chowk (D.C. Reg. No. (-9) (b) Width & Depth				
7.	<b>SERVICE DUCTS</b>				
	a) For building upto 70 mtr height				
	b) For building beyond 70 mtrs height				
8.	<b>PROJECTIONS</b>				
	a) Balcony / Deck (D.C.Reg. No. 30 (-d) 38(22)				
	b) Revas Projection				
	c) Porches				
	d) Canopy				
	e) Chajja				
	f) Refuge Area				
9.	<b>TENEMENTS DENSITY</b> (D.C. Reg. No.32 table 14)				
	a) Maximum permissible 450 T/S/Ha				
	b) No. of existing T/S Proposed to be retained				
	c) No. of proposed tenements				
	d) Total No. of tenements on plot				

10.	<b>MECHANICAL VENTILATION SHAFT</b> a. Size b. Cross sectional area				
11.	<b>PARKING SPACES</b> (D.C. Reg.No. 36 Table 15) a) Type of Parking i. Conventional ii. Stacked iii. Mechanical iv. Parking Tower b) Transport Vehicles (D.C. Reg. No. 36(4))				
12.	Means of access for parking a) Ramps b) Car lifts c) Mechanical Parking				
13.	<b>SUBSTATION</b> As per D.C. Reg. No. 26.				
14.	<b>OCCUPANCY STATEMENT</b> As per DCR				
15.	<b>SANITATION REQUIREMENT</b> for shops, Market, Industries etc.				
16.	<b>FREE OF FSI</b> as per DCR 35(2) a. Basement for Parking etc. b. Stilt c. Entrance Lobby d. Staircase lobby e. Lift Lobby f. Servant toilet at mid landing lvl. / stilts g. Podium for Parking h. Fire check Floor i. Service floor j. Society Office k. Fitness Centre l. Staircase room at terrace level m. Lift Machine room				

	n. Substation o. Any other provision as per DCR				
17.	<b>Details of contravening structure</b>				
18	<b>Details of buildable reservation</b> <b>A. Built up area to be handed over.</b>				
19	<b>Details of EWS</b> <b>A. Built up area to be handed over</b>				
19.	<b>Any Other details</b>				

Approval of the concessions does not imply approval to the layout or to any building propose .This is to certify that the information filled is true and correct to the best of my knowledge.

**Architect / Licensed Surveyor**

Name :

Signature :

**AEBP**

- a. Site visited on \_\_\_\_\_ with Architect for verification of existing site conditions and found correct as declared.
- b. \_\_\_\_\_ No.s of structure are occupied / vacated by existing Tenants / Owner.
- c. Encroachment observed on the plot from \_\_\_\_\_ side.
- d. Plot under reference is having access from \_\_\_\_\_ mtrs. wide D.P. / Existing Road / Layout road / Right of Access

The information above , plans and FSI calculations are checked by me .

**SEBP**

**EEBP**

The report by SEBP along with the Plans and FSI calculations are verified by me and the same is put up for approval .

**AEBP**

**4C.REPORT on VARIOUS CONCESSION SOUGHT**

Sr No.	Concession Required	Justification by Architect	Provisions of DCR	Approval required from Dy.CHE/CH E(BP) /MC
1.	<i>Open space mentioned in Sr. no. ____</i>	<i>Plot is irregular in shape</i>		
	<b>Comments by AE</b>			
	<i>Site is inspected and found to be in accordance with justification provided</i>			
	<b>Comments by EE</b>			
<i>Recommended for approval to concession as per DCR ____ by DyCh.E/Ch.E/ MC</i>				
2.	<i>Parking spaces</i>			
	<b>Comments by AE</b>			
	<b>Comments by EE</b>			
3.	<i>Staircase , Staircase lobby, Lift , Lift Lobby</i>			
	<b>Comments by AE</b>			
	<b>Comments by EE</b>			
4.	<i>Others *</i>			
	<b>Comments by AE</b>			
	<b>Comments by EE</b>			

**Comments by Dy. Chief Engineer**

**Approved by Dy. Chief Engineer**

**Recommended by Dy. Chief Engineer to Chief Engineer (DP)**

**Comments by Chief Engineer**

**Approved by Chief Engineer (DP):**

*\*Any Other Concessions such as*

*Change of User*

*Height of habitable room*

*Shape of R.G. and paving of R.G.*

*Electric Substation*

*Fungible FSI*

*Conditions of staircase width / Second staircase*

*Inadequate width of access*

*Artificial Ventilation Shaft (Inner and outer chowks)*

*Depth of Rooms for ventilation*

*Area in case of Change of User.*

**Recommended by Chief Engineer (DP):to MC**

1. Staircase
- 2.
- 3.
- 4.

**Chief Engineer (DP):**

Sir

**MC**

**5. INTIMATION BY MCGM REGARDING CONCESSIONS APPROVED TO ARCHITECT / OWNER**

Date: \_\_\_\_\_.

To,

1. Architect/ Ls.
2. Owner .

**Sub.:** Proposed Development / redevelopment on plot bearing CTS No. \_\_\_\_\_ & \_\_\_\_\_ at \_\_\_\_\_ of Village \_\_\_\_\_ at \_\_\_\_\_, Mumbai- \_\_\_\_\_.

**Ref.:** 1. \_\_\_\_\_.  
2. \_\_\_\_\_.

**Gentlemen**

With reference to the above subject we enclose herewith copy of concession report duly approved by the Commissioner for your further action and record .

Intimation to approval of the concessions is neither sanction of F.S.I. nor approval to the layout or to any building proposed by the Architect.

This intimation of approval to concession is as per prevailing Development Control regulations.

Thanking You,

**Yours faithfully,**

**Ex. Eng. (BP) (Zone - \_\_\_\_)**  
M.C.G.M.,  
Mumbai.

**6. APPLICATION FOR IOD UPTO PLINTH AND CC UPTO PLINTH PENDING**  
**APPROVAL OF CONCESSION ON ARCHITECT/ LS LETTERHEAD**

Date: \_\_\_\_\_.

To,

**Ex. Eng. (BP) (Zone - \_\_\_\_)**

M.C.G.M.,

Mumbai.

**Sub.:** Proposed Development / redevelopment on plot bearing CTS No.  
\_\_\_\_\_ & \_\_\_\_\_ at \_\_\_\_\_ of Village  
\_\_\_\_\_ at \_\_\_\_\_, Mumbai- \_\_\_\_\_.

**Ref.:** 1. \_\_\_\_\_.  
2.

**Sir,**

With reference to the above subject we have already submitted concession report.

We are submitting an undertaking from Owner confirming that on approval of concession report if any changes or modification or demolition are required to be carried out , the same shall be done prior to asking for further C.C. and at the cost and consequences of the owner .

The Undertaking further states that construction carried out upto the plinth will not be taken as a defense in complying with the approval granted by MCGM .

We are also enclosing an indemnity , indemnifying the Corporation and all its officers against any claims , liabilities, losses , damages of any nature



whatsoever arising from carrying out work up to plinth or rectifying the work carried out in accordance with the approval.

You are requested to kindly grant IOD and CC upto plinth at the earliest and oblige.

Thanking You,

**Yours faithfully,**

**ARCHITECT/L.S.**

## **7. UNDERTAKING CUM INDEMNITY**

**For grant of IOD and Plinth CC pending concession and other approvals.**

**To,**

**The Municipal Commissioner**

Municipal Corporation of Greater Mumbai.

**Mumbai - 400 001.**

**Subject : .**

**Ref : CHE/**

We, \_\_\_\_\_, the Owners/ C.A. to Owners, confirm and undertake that

1. We shall modify our proposal as per the recommendations of MCGM/ HRC/ MoEF and we will demolish the part or whole work carried out to the extent required in order to make good the suggestions made by MCGM/ HRC/MoEF and reconstruct the work at our risk & cost. We will not claim any damages/ compensation from MCGM or its officers for modification/ demolition/reconstruction of the work, if required to be done to make good the suggestions of MCGM/HRC/ MoEF/MCZMA / Heritage /.
2. We shall on approval of concession report modify our proposal as per the recommendations or approval to concession report and we will demolish the part or whole work carried out to the extent required in approved concession to make good the suggestions made by MCGM and reconstruct the work at our risk & cost. We will not claim any damages/ compensation from MCGM or its officers for modification/ demolition/reconstruction of the work, if required to be done to make good the suggestions under concession report
3. we will demolish the part or whole work carried out to the extent required as per clause 1 and 2 above, in order to make good the suggestions made by MCGM/ HRC/MOEF //MCZMA / Heritage /under concession report and reconstruct the work at our risk & cost before asking for further CC.

We undertake demolish the existing structures shown to be demolished on plans submitted by our Architects M/s. \_\_\_\_\_ before starting the work of proposed building.

We further undertake that construction carried out upto the plinth under grant of provisional IOD / CC will not be taken as a defense or as fait accompli in complying with the approval granted by MCGM.

We hereby indemnify the Corporation and all its officers against any claims , liabilities, losses , damages of any nature whatsoever arising from carrying out work up to plinth or rectifying the work carried out in accordance with the approval.

We indemnify MCGM and its officers against any damages/compensation if claimed arising out of modification/demolition/reconstruction of the work, if required to be done to make good the suggestions of MCGM/ HRC/MoEF/MCZMA / Heritage /under concession report.

Only on our executing this undertaking and indemnity, the MCGM has agreed to grant IOD and CC upto plinth pending concession approval /HRC clearance /MoEF Clearance/MCZMA clearance / Heritage approval.

This undertaking is binding on me, my legal heirs, legal representative. Administrator, successors, assigns and whosoever claims the title through me.

## 8. REPORT FORMAT FOR ISSUE OF IOD UPTO PLINTH

### **MUNICIPAL CORPORATION OF GREATER MUMBAI**

**Ref:- CHE/ \_\_\_\_\_ /BP(\_\_\_\_)/A\_\_**

Sub:- Proposed development on plot bearing CTS No \_\_\_\_\_ of Village \_\_\_\_\_ at \_\_\_\_\_, Mumbai.

Architect :- \_\_\_\_\_.

Plan for ref at Pg. \_\_\_\_\_.

Owner or Developer :- \_\_\_\_\_.

EEBP (\_\_\_\_) „\_\_\_\_" Ward

In this case, Architect has applied for following concession from competent authority on \_\_\_\_\_ which is pending .

### **Owner has submitted Registered Undertaking cum Indemnity asking for grant of p IOD upto plinth and CCuptoplinth**

#### **Area of Plot :-**

As per PR Card	at page	_____sq.mts
As per CA to owners affidavit	at page	_____sq.mts
As per Arch Certificate	at page	_____sq.mts
As per Performa A	at page	_____sq.mts
As per triangulation	at page	_____sq.mts
Area accepted least of above	at page	_____sq.mts
Area as per Auto Scrutiny		

Total Permissible FSI

Total Area approvable at this stage (refer to note below)

Total Area approved till date

Balance approvable area

Area proposed under this report for IOD/Plinth CC is \_\_\_\_\_

Payments payable till date as per table at page \_\_\_\_

Payments paid till date as per table at page \_\_\_\_

**Open Spaces upto plinth :-**

<b>Side</b>	<b>O.S. reqd in m</b>	<b>O.S. prop in m</b>	<b>Remarks</b>
<b><u>NORTH</u></b> A - B B - C C - D D - E F - G G - H H - I			
<b><u>WEST</u></b> A - R			
<b><u>EAST</u></b> I - J J - K K - L			

<b><u>SOUTH</u></b>			
L - M			
M - N			
N - O			
O - P			
Q -R			

In view of above, detailed report EEBP"s approval is requested to draft IOD upto plinth and Plinth CC at pg \_\_\_ & draft plan at pg. \_\_\_ for proposed building Submitted

please, **Prepared by**

**Architect**

**S.E.B.P. ' \_\_\_\_\_ '                      A.E.B.P. ' \_\_\_\_\_ '**

**E.E.B.P. ( \_\_\_\_\_ ) ' \_\_\_\_\_ Ward'**

**9. FORMAT FOR IOD UPTO PLINTH**  
**U/S 346 OF MMC ACT**

**Intimation of Disapproval upto Plinth under Section 346 of the  
Mumbai**

**Municipal Corporation Act, as amended upto date \_\_\_\_\_ for work upto  
Plinth**

-----  
**No. CHE/\_\_\_\_\_**

**MEMORANDUM**

-----  
With reference to your Notice U/S 337 of MMC act submitted with letter No.  
\_\_\_\_\_ dated \_\_\_\_\_ and delivered on \_\_\_\_\_20\_\_\_\_\_ and the plans,  
Sections Specifications and Description and further particulars and details of  
your \_\_\_\_\_ buildings \_\_\_\_\_ at  
\_\_\_\_\_

-----  
furnished to me under your letter, dated \_\_\_\_\_20\_\_\_\_\_, I have to  
inform you that I cannot approve the building or work proposed to be erected  
or executed, and I therefore hereby formally intimate to you under section 346  
of the Mumbai Municipal Corporation Act as amended upto date, my  
disapproval by reasonsthereof:-

**A. BEFORE STARTING THE WORK**

1. That construction area shall exceed 20,000 smt.without obtaining NOC from MoEF .
2. That NOC from High rise Committee/MC shall not be obtained before commencement work beyond plinth.
3. That the Janata Insurance Policy shall not be submitted.
4. That the requisitions of clause 45 & 46 of DCR 91 shall not be complied with and records of quality of work, verification report, etc. shall not be maintained on site till completion of the entire work.
5. That the bore well shall not be constructed in consultation with H.E.
6. That the work shall not be carried out between sunrise and sunset and the provision of notification issued by Ministry of Environment and

Forest department dated 14.2.2000 and Rules framed for noise pollution (Regulation & Control) Rules 2000 shall be duly observed.

7. That the Board shall not be displayed showing details of proposed work, name of owner, developer, architect, R.C.C. consultant etc.
8. That the necessary deposit hording or the flex of size m to m for the advertisement of proposal shall not be made by you.

**B.FOR LABOUR CAMP/TEMPORARY SHED**

1. That, the exact location of the Temporary Shed /Labour Camp at the premises situated at ..... shall not be shown in the accompanying sketch of the proposed temporary shed/labour camp .
2. That, the material for side and top covering used for the Temporary Shed /Labour Camp shall not be either tarpaulin of G.I.Sheets.
3. That this Temporary Shed /Labour Camp shall not be constructed in such a manner that the same can be easily removed after the expiry of the temporary permission.
4. That you shall do any sort to pucca or permanent construction of any nature on this temporary permission.
5. That the temporary shed shall not be constructed to the approved size and measurement and shall exceed the permitted area.
6. That you shall not pay the sum of Rs.\_\_\_\_\_ ( in Words Rs. \_\_\_\_\_ ) as a security deposit which may be forfeited in the extent of your failure to comply with any of the condition mentioned herein.
7. That you shall not pay the sum of Rs.\_\_\_\_\_ ( in Words Rs. \_\_\_\_\_ ) as deposit covering the charges for the removal of temporary shed at your risk and cost if you fail to remove the shed on or before the date of expiry of the temporary permission.
8. That the permission shall not be effective upto completion of the project.
9. That you shall not intimate the Municipal authorities in writing immediately after the shed is removed by you on before the expiry date



10. That in case of your failure to remove the Temporary Shed /Labour Camp on or before the date of expiry, you will not allow Municipal authorities to remove the same at your risk and cost without notice and you will not allow the demolition charges to be recovered from the deposit paid for this purpose and the security deposit paid by you to be forfeited.
11. That you shall not pay fees at the rate of the Rs. \_\_\_/-per 10 Sq.Mts. Area for the structure for the entire monsoon period or part thereof.
12. That you shall not pay the fees for the structure for the whole monsoon period or part thereof and so on.

This Intimation of Disapproval is PROVISIONAL and upto plinth and issued on the basis of the Terms and conditions contained in the Registered Undertaking cum Indemnity by the owner dated \_\_\_\_ annexed to this IOD .

**S.E.B.P.**

**A.E.B.P.**

**E.E.B.P.**

**‘ \_\_\_\_ ’ Ward**

**‘ \_\_\_\_ ’ Ward**

**‘ \_\_\_\_ ’ Ward**

**10. CC UPTO PLINTH PENDING APPROVALS OF CONCESSIONS**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**MAHARASHTRA REGIONAL AND TOWN PLANNING ACT, 1966**

**No : .....**

**COMMENCEMENT CERTIFICATE**

To

Developer

Sir,

With reference to your application No. .... dated ..... For development permission and grant of Commencement Certificate under section 44 & 69 of Maharashtra Regional Town Planning Act, 1966 to carry out development and building permission under section 45 of Maharashtra Regional and Town Planning Act, 1966 to erect a building on plot No. .... CTS No. .... Of village ..... TPS No. .... Ward .....situated at .....

The Commencement Certificate / Building Permit is granted subject to compliance of conditions mentioned in LOI u/r no. .... Dated ..... and IOD u/r no. .... dated ..... and following conditions.

1. The land vacated in consequence of endorsement of the setback line / road widening line shall form part of the public street.
2. That no new building or part thereof shall be occupied or allowed to be occupied or used or permitted to be used by any reason until occupancy permission has been granted.
3. The Commencement Certificate / Development permission shall remain valid for one year from the date of its issue.
4. This permission does not entitle you to develop land which does not vest in you or in contravention of the provision of coastal zone management plan.
5. If construction is not commenced this commencement certificate is renewable every year but such extended period shall be in no case exceed three years provided further that such laps shall not bar any subsequent application for fresh permission under section 44 of the Maharashtra Regional and Town Planning Act, 1966.
6. This Certificate liable to be revoked by the Municipal Commissioner of Greater Mumbai if:

- a. The development work in respect of which permission is granted under this certificate is not carried out or the use thereof is not in accordance with the sanctioned plans.
  - b. Any of the condition subject to which the same is granted or any of the restrictions imposed by the Municipal Commissioner of Greater Mumbai is contravened or not complied with.
  - c. The Municipal Commissioner of Greater Mumbai is satisfied that the same is obtained by the applicant through fraud or misrepresentation and the appellant and every person deriving title through or under him in such an event shall be deemed to have carried out the development work in contravention of section 43 and 45 of the Maharashtra Regional Town Planning Act, 1966.
7. This CC shall be re-endorsed after obtaining IOD for work beyond plinth.
  8. The conditions of this certificate shall be binding not only on the applicant but on his heirs, executors, assignees, administrators and successors and every person deriving title through or under him.

Municipal Commissioner of Greater Mumbai has appointed  
 Shri. ....  
 Executive Engineer to exercise his powers and function of the Planning Authority under section 45 of the said Act.

This CC is valid upto .....and restricted for the work upto top of basement/ stilts/ top of Stilts/ Top of podium.

Executive Engineer  
 Building Proposal (..... Ward)

For  
 MUNICIPAL CORPORATION GREATER MUMBAI

**11. WORK START NOTICE APPENDIX XV**

**Regulation No. 6(2) of DCR -1991 and Section 347(1)(a) of MMC Act**

**Form of Notice for Start of Work**

To  
The Executive Engineer (Building Proposal)  
,.....Ward, Municipal  
Corporation of Greater Mumbai, Mumbai.

Sir,

The development work/erection/re-erection/demolition or material alteration in/of Building No. ....on/in Plot No./C.S. No./C.T.S.No. ....Division/Village/Town Planning Scheme No.....Situating at .....Street/Road .....Ward .....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,

Signature of Owner .....

Name of the Owner .....

In Block Letters .....

Address of Owner .....

.....

.....

.....

Date : .....

**12. APPLICATION FOR IOD/PLINTH CC ON ARCHITECT/LS LETTERHEAD  
WITH CONCESSIONS APPROVED**

Date: \_\_\_\_\_.

To,  
**Ex. Eng. (BP) (Zone - \_\_\_\_)**  
M.C.G.M.,  
Mumbai.

**Sub.:** Proposed Development / redevelopment on plot bearing CTS No.  
\_\_\_\_\_ & \_\_\_\_\_ at \_\_\_\_\_ of Village  
\_\_\_\_\_ at \_\_\_\_\_, Mumbai- \_\_\_\_\_.

**Ref.:** 1.File No.:  
2.Your Letter dated

**Sir,**

With reference to the above subject we have already submitted concession report and the required concessions for Full potential are approved by honorable MC .

Now I'm submitting herewith the following documents required for the grant of IOD/CC for the proposal on plot under reference

You are requested to kindly grant IOD and CC at the earliest and oblige.

Thanking You,

**Yours faithfully,**

**ARCHITECT**

### 13. IOD SCRUTINY REPORT FORMAT

#### **MUNICIPAL CORPORATION OF GREATER MUMBAI**

**Ref:- CHE/\_\_\_\_\_ /BP(\_\_\_\_)/A\_\_**

Sub:- Proposed development on plot bearing CTS No \_\_\_\_\_ of Village \_\_\_\_\_ at \_\_\_\_\_, Mumbai.

Architect :- \_\_\_\_\_.

Plan for ref at Pg. \_\_\_\_\_.

Owner or Developer :- \_\_\_\_\_.

EEBP (\_\_\_\_) „\_\_\_\_" Ward

In this case, approval for following concession from competent authority under ref no.\_\_\_\_ and Plans are in consonance with concessions obtained .

**Area of Plot :-**

As per PR Card	at page _____	_____sq.mts
As per CA to owners affidavit	at page _____	_____sq.mts
As per Arch Certificate	at page _____	_____sq.mts
As per Performa A	at page _____	_____sq.mts
As per triangulation	at page _____	_____sq.mts
Area accepted least of above	at page _____	_____sq.mts

Total Permissible FSI

Total Area approvable at this stage (refer to note below )

Total Area approved till date

Balance approvable area

Area proposed under this report for IOD/Plinth CC \_\_\_\_\_

Payments payable till date as per table at page \_\_\_\_

Payments paid till date as per table at page \_\_\_\_\_

**Open Spaces as per IOD proposed :-**

Height of building = \_\_\_\_\_

<b>Side</b>	<b>O.S. reqd in m</b>	<b>O.S. prop in m</b>	<b>Def. in m</b>	<b>Def. in %</b>	<b>Remarks</b>
<b><u>NORTH</u></b>					
A - B					
B - C					
C - D					
D - E					
F - G					
G - H					
H - I					
<b><u>WEST</u></b>					
A - R					
<b><u>EAST</u></b>					
I - J					
J - K					
K - L					

<b><u>SOUTH</u></b>					
L - M					
M - N					
N - O					
O - P					
Q -R					

Required approval for condonation of deficiency in open space under ref no. \_\_\_\_ dtd - \_\_\_\_ vide pg. \_\_\_\_.

**6. Parking Spaces:-**

Architect has provided \_\_no.s of parking against required \_\_nos of parking at this stage.

**7. General Planning :-**

Architect has submitted plans for building comprising of \_\_\_\_\_(for parking & substation) + (\_\_\_\_) Stilt Floor (for parking + entrance lobby + servant toilet) + (\_\_\_\_) Ground (for shops) + (\_\_\_\_) 1<sup>st</sup> floor (for office) + (\_\_\_\_) 1<sup>st</sup> floor (for podium) + \_\_\_\_\_ podium (for parking) + \_\_\_ upper floor (for residential flats) in lieu of plot potential.

FSI calculations, open space, tenement density & parking spaces are as per rules. Details of fees and deposit on pg. \_\_\_\_

**'X'**

In view of above, detailed report EEBP (WS) 's approval is requested to draft IOD /Plinth CC at pg \_\_\_\_ & draft plan at pg. \_\_\_\_ for proposed building

Submitted please,

**Prepared by Architect**

**S.E.B.P. ' \_\_\_\_\_ ' ,**

**A.E.B.P. ' \_\_\_\_\_ ' ,**

**E.E.B.P. ( \_\_\_\_\_ ) ' Ward'**



## **14. PAYMENT SHEET**

CE/\_\_\_/BP\_\_\_/

### **MUNICIPAL CORPORATION OF GREATER MUMBAI**

Plot Area = \_\_\_\_\_ sq. mt.

T.D.R. = \_\_\_\_\_ sq. mt.

Total Built up area = \_\_\_\_\_ sq. mt.

Fungible area = \_\_\_\_\_ sq. mt.

Proposed Built up area = \_\_\_\_\_ Sq.mtr.

Approved earlier Built up area = \_\_\_\_\_ Sq.mtr.

Difference = \_\_\_\_\_ Sq.mtr.

**Say** \_\_\_\_\_ Sq.mtr

Sr. No.	Description	Amount
1.	Scrutiny Fee	
2.	IOD Deposit	
3.	Debris Deposit:-	
4.	Fungible Area Premium	
5.	33 % FSI Premium	
6.	Open Space Deficiency	
7.	Staircase Premium	
8.	Development Cess	
9.	Labour Welfare Cess.	
10.	Parking Deficiency	
11.	Deficiency for R.G. Area	
12.	T. P. Remarks	

13.	Betterment Charges	
14.	Lucrative premium(Commercial)	
15.	Survey Remarks	
16.	S.W.D. Remarks	
17.	S.W.D. Pro-rata Charges	
18.	Streetlight Remarks	
19.	Street light pole payment (per pole)	
20.	Nallah Remarks	
21.	Sewerage Remarks	
22.	Development Permission	
23.	C.F.O. N.O.C.	
24.	Road Remarks	
25.	Road Demarcation	
26.	Tree N.O.C.	
27.	Assessment N.O.C.	
28.	L.U.C. Charges (Assessment)	
29.	Railway N.O.C sub to requirement	
30.	Highway N.O.C sub to requirement	
31.	H.E. N.O.C	
32.	Labor Drinking	
33.	Temporary Connection	

34.	Site Elevation	
35.	No Dues Pending	
36.	STP approval	
37.	High rise N.O.C	
38.	Drainage approval	
39.	Approval of Phase program	
40.	TDR utilization	
41.	Amended I.O.D	
42.	Revised drainage approval	
43.	C.F.O Completion	
44.	SWD Completion	
45.	Vermiculture N.O.C	
46.	Drainage Completion	
47.	Humanity water connection	
48.	Carriage Way charges	
49.	Street Connection	
50.	Dewatering Charges	
51.	PCO	
52.	Any other charges	

Note : Payments to be calculated as per formulae and rates prescribed by MCGM from time to time

## **15. FORMAT FOR IOD U/S 346 OF MMC ACT**

### **Intimation of Disapproval under Section 346 of the Mumbai**

### **Municipal Corporation Act, as amended upto date**

-----  
**No. CHE/ \_\_\_\_\_**

#### **MEMORANDUM**

-----  
With reference to your Notice U/S 337 of MMC act submitted with letter No. \_\_\_\_\_ dated \_\_\_\_\_ and delivered on \_\_\_\_\_ 20\_\_\_\_ and the plans, Sections Specifications and Description and further particulars and \_\_\_\_\_ details \_\_\_\_\_ of \_\_\_\_\_ your \_\_\_\_\_ buildings \_\_\_\_\_ at \_\_\_\_\_

-----  
-----  
furnished to me under your letter, dated \_\_\_\_\_ 20\_\_\_\_, I have to inform you that I cannot approve the building or work proposed to be erected or executed, and I therefore hereby formally intimate to you under section 346 of the Mumbai Municipal Corporation Act as amended upto date, my disapproval by thereof reasons:-

#### **A. BEFORE STARTING THE WORK**

1. That construction area shall exceed 20,000 smt. Without obtaining NOC from MOEF .
2. That NOC from High rise Committee/MC shall not be obtained before commencement work beyond plinth.
3. That the Janata Insurance Policy shall not be submitted.

4. That the requisitions of clause 45 & 46 of DCR 91 shall not be complied with and records of quality of work, verification report, etc. shall not be maintained on site till completion of the entire work.
5. That the bore well shall not be constructed in consultation with H.E.
6. That the work shall not be carried out between sunrise and sunset. and the provision of notification issued by Ministry of Environment and Forest department dated 14.2.2000 and Rules framed for noise pollution (Regulation & Control) Rules 2000 shall be duly observed.
7. That the Board shall not be displayed showing details of proposed work, name of owner, developer, architect, R.C.C. consultant etc.
8. That the necessary deposit for hoarding or the flex of size        m to        m for the advertisement of proposal shall not be made by you.

**B.FOR LABOUR CAMP/TEMPORARY SHED**

1. That, the exact location of the Temporary Shed /Labour Camp at the premises situated at ..... shall not be shown in the accompanying sketch of the proposed temporary shed/labour camp
2. That, the material for side and top covering used for the Temporary Shed /Labour Camp shall not be either tarpaulin or G.I.Sheets.
3. That this Temporary Shed /Labour Camp shall not be constructed in such a manner that the same can be easily removed after the expiry of the temporary permission.
4. That you shall do any sort of permanent construction of any nature on this temporary permission.
5. That the temporary shed shall not be constructed to the approved size and measurement and shall exceed the permitted area.
6. That you shall not pay the sum of Rs. \_\_\_\_\_ ( in Words Rs. \_\_\_\_\_ ) as a security deposit which may be forfeited in the extent of your failure to comply with any of the condition mentioned herein.
7. That you shall not pay the sum of Rs. \_\_\_\_\_ ( in Words Rs. \_\_\_\_\_ )

\_\_\_\_\_ ) as deposit covering the charges for the removal of temporary shed at your risk and cost if you fail to remove the shed on or before the date of expiry of the temporary permission.

8. That the permission shall not be effective upto completion of the project
9. That you shall not intimate the Municipal authorities in writing immediately after the shed is removed by you on or before the expiry date
10. That in case of your failure to remove the Temporary Shed /Labour Camp on or before the date of expiry, you will not allow Municipal authorities to remove the same at your risk and cost without notice and you will not allow the demolition charges to be recovered from the deposit paid for this purpose and the security deposit paid by you to be forfeited.
11. That you shall not pay fees at the rate of the Rs. \_\_\_ /-per 10 Sq.Mts. Area for the structure for the entire monsoon period or part thereof.
12. That you shall not pay the fees for the structure for the whole monsoon period or part thereof and so on.

**C. BEFORE FURTHER C.C.:-**

1. That the plinth/stilt height shall not be got checked by this office staff.
2. That MoEF NOC shall not be submitted even though construction area exceeds 20,000 sqm.
3. All the payments as intimated by various departments of MCGM shall not be paid.
4. That the amended Remarks of concerned authorities / empanelled consultants for the approved plan, if differing from the plans submitted for remarks, shall not be submitted for :
  - a) S.W.D.
  - b) Parking
  - c) Roads
  - d) Sewerage
  - e) Water Works

- f) Fire Fighting Provisions
- g) Mechanical Ventilation
- h) Tree authority
- i) Hydraulic Engineer
- j) PCO
- k) MMRDA/MHADA
- l) MHCC NOC
- m) Jail NOC
- n) CRZ NOC
- o) Railway NOC
- p) Highway NOC
- q) High Tension Line
- r) NOC from Electric Supply Company
- s) Defense NOC

5. That set back land free of compensation and free of any encumbrance shall not be handed over to and possession receipt shall not be submitted from Assistant commissioner of the ward.
6. The reservations affecting land u/r shall not be handed over to MCGM.
7. That in the event setback and /or reservation is not handed over then at FCC , area equivalent to the area of Setback and /or reservation shall not be restricted till such area is handed over or as per circular issued from time to time.
8. That the Material testing report shall not be submitted.
9. That the yearly progress report of the work will not be submitted by the Architect.
10. That the application for separate P.R.C. in the name of M.C.G.M. for road set back / D.P. Road/reservation in the layout shall not be submitted .
11. Civil Aviation NOC shall not be submitted before exceeding the height of building as mentioned in Table no. \_\_\_ of DCR 1991.

12. That Remarks from HRC shall not be submitted before exceeding height of 70 mtr.s

**D. GENERAL CONDITIONS BEFORE O.C.**

1. That the final N.O.C. from MHADA shall not be submitted and requirements therein shall not be complied with before submission of B.C.C. if applicable.
2. That the low lying plot will not be filled up to a reduced level of at least 27.55 M Town Hall Datum or 0.15 m above adjoining road level whichever is higher with murum, earth, boulders etc. and will not be leveled, rolled, consolidated and sloped towards road side
3. That Agreement in consultation with legal department for handing over of tenement / built up accommodation shall not be executed and final copy of executed agreement shall not be submitted. Advance Possession shall not be handed over with title certificate by advocate.
4. That Society Office permissible as per DCR before occupation for the building under reference shall not be constructed.
5. That Fitness Centre permissible as per DCR before occupation for the building under reference shall not be constructed.(if applicable)
6. That the condition mentioned in the Notification No.TPB-4312/CR-45/2012(2)/UD-11 dt.08.11.2013 regarding inclusive housing shall not be complied with before occupation for the building under reference.
7. That the dust bin will not be provided.
8. That 3.00 mt. wide paved pathway upto staircase will not be provided.
9. That the open spaces as per approval, parking spaces and terrace will not be kept open.
10. That the construction of layout road or access roads/ development of setback land will not be done and the access and setback land will not be developed accordingly including providing street lights and S.W.D. only if additional FSI is being claimed.



11. That the name plate/board showing Plot No., Name of the Bldg. etc. will not be displayed at a prominent place.
12. That the betterment charges/lucrative premium for town planning plots will not be paid in respective ward office and certificate/receipt will not be submitted before O.C./ BCC.
13. That carriage entrance shall not be provided as per design of registered structural engineer and carriage entrance fee shall not be paid.
14. That terraces, sanitary blocks, nahanis in kitchen will not be made Water proof and same will not be provided by method of pounding and all sanitary connections will not be leak proof and smoke test will not be done in presence of licensed plumber .
15. That final N.O.C. from concerned authorities / empanelled consultants for
  - a) S.W.D.
  - b) Parking
  - c) Roads
  - d) Sewerage
  - e) Water Works
  - f) CFO / Fire Fighting Provisions
  - g) Mechanical Ventilation
  - h) Tree authority
  - i) Hydraulic Engineer
  - j) MMRDA/MHADAshall not be submitted before occupation.
16. That Structural Engineer's laminated final Stability Certificate along with upto date License copy and R.C.C. design canvas plan shall not be submitted.
17. That the separate vertical drain pipe, soil pipe, with a separate gully trap, water main, O.H. Tank, etc. for Maternity Home/Nursing Home,

user will not be provided and that drainage system or the residential part of the building will not be affected if applicable .

18. That the construction of D.P. road and development of setback land will not be done including providing street lights and S.W.D.
19. That canvas mounted plans shall not be submitted along with Notice of Completion of work u/sec. 353A of M.M.C. Act for work completed on site.
20. That Site Supervisor certificate for quality of work and completion of the work shall not be submitted in prescribed format.

**S.E.B.P.**

**A.E.B.P.**

**E.E.B.P.**

**‘ \_\_\_\_\_ ’ Ward**

**‘ \_\_\_\_\_ ’ Ward**

**‘ \_\_\_\_\_ ’ Ward**

**16. ISSUE LETTER OF CC UPTO PLINTH C-3**

**MUNICIPAL CORPORATION OF GREATER MUMBAI  
MAHARASHTRA REGIONAL AND TOWN PLANNING ACT, 1966**

**No : .....**

**COMMENCEMENT CERTIFICATE**

To

Developer

Sir,

With reference to your application No. .... dated ..... For development permission and grant of Commencement Certificate under section 44 & 69 of Maharashtra Regional Town Planning Act, 1966 to carry out development and building permission under section 45 of Maharashtra Regional and Town Planning Act, 1966 to erect a building on plot No. .... CTS No. .... Of village ..... TPS No. .... Ward .....situated at .....

The Commencement Certificate / Building Permit is granted subject to compliance of mentioned in LOI u/r no. .... Dated ..... and IOD u/r no. .... dated ..... and following conditions.

1. The land vacated in consequence of endorsement of the setback line / road widening line shall form part of the public street.
2. That no new building or part thereof shall be occupied or allowed to be occupied or used or permitted to be used by any reason until occupancy permission has been granted.
3. The Commencement Certificate / Development permission shall remain valid for one year from the date of its issue.
4. This permission does not entitle you to develop land which does not vest in you or in contravention of the provision of coastal zone management plan.
5. If construction is not commenced this commencement certificate is renewable every year but such extended period shall be in no case exceed three years provided further that such laps shall not bar any subsequent

application for fresh permission under section 44 of the Maharashtra Regional and Town Planning Act, 1966.

6. This Certificate liable to be revoked by the Municipal Commissioner of Greater Mumbai if:
  - a. The development work in respect of which permission is granted under this certificate is not carried out or the use thereof is not in accordance with the sanctioned plans.
  - b. Any of the condition subject to which the same is granted or any of the restrictions imposed by the Municipal Commissioner of Greater Mumbai is contravened or not complied with.
  - c. The Municipal Commissioner of Greater Mumbai is satisfied that the same is obtained by the applicant through fraud or misrepresentation and the appellant and every person deriving title through or under him in such an event shall be deemed to have carried out the development work in contravention of section 43 and 45 of the Maharashtra Regional Town Planning Act, 1966.
7. The conditions of this certificate shall be binding not only on the applicant but on his heirs, executors, assignees, administrators and successors and every person deriving title through or under him.

Municipal Commissioner of Greater Mumbai has appointed Shri. ....  
Executive Engineer to exercise his powers and function of the Planning Authority under section 45 of the said Act.

This CC is valid upto .....

Executive Engineer  
Building Proposal (..... Ward)

For  
MUNICIPAL CORPORATION GREATER MUMBAI

**17. APPLICATION FOR FURTHER CC**

Architect's /L.S. „sletter Head

Date: \_\_\_\_\_.

To,

**Assistant Eng. (BP) (Zone - \_\_\_\_)**

M.C.G.M.,

Mumbai.

**Sub.:** Proposed Development / redevelopment on plot bearing CTS No. \_\_\_\_\_ & \_\_\_\_\_ at \_\_\_\_\_ of Village \_\_\_\_\_ at \_\_\_\_\_, Mumbai- \_\_\_\_\_.

**Ref.:** IOD/ C.C. No.

**Sir,**

With reference to the above subject we hereby submit the draft report for grant of further CC upto \_\_\_\_\_ floors / Full CC .

In view of the above, you are requested to grant CC at the earliest and oblige.

Thanking You,

**Yours faithfully,**

**ARCHITECT/L.S.**

**18.SITE SUPERVISOR MEMO APPENDIX XVI**

**Form of intimation of Completion of Work upto Plinth Level**

To  
The Executive Engineer (Building Proposal)  
.....Ward,  
Municipal Corporation of Greater Mumbai.

Sir,

The construction upto plinth/column upto plinth level has been completed in  
Building No.....on/in Plot No./C.S. No./ C.T.S.No. ....  
Division/Village/Town Planning Scheme No.  
.....Road/Street.....Ward..... .....in accordance with your  
permission No.....dated .....under my supervision and in accordance  
with the sanctioned plan.

Please check the completed work and permit me to proceed with the rest of the  
work.

Yours faithfully,

Signature of Licensed Surveyor/

Engineer/Structural Engineer/Supervisor or Architect

Name : (in block letters)

Address : .....

.....

.....

Date : .....

## **19. REPORT FOR FURTHER CC**

Last Approved plan	:	Page No.
Provisional I.O.D. upto Plinth /Provisional Plinth CC	:	Page No.
I.O.D./Plinth C.C.	:	Page No.
C.C. Revalidated upto	:	_____at Page ____

<b>A.</b>	<b><u>Conditions to be complied with before Starting the Work</u></b>			<b><u>Remarks by SE</u></b>	
1.	Janata Insurance	:	Complied with		
2.	Notice in the form of Appendix XV ( Work Start Notice )	:	Complied with		
3.	Existing structure proposed to demolished	:	Complied with on site		
4.	Remarks/N.O.C. from Consultant/concerned authority				
	i) MHCC NOC	:	Complied with		
	ii) Jail NOC	:	Complied with		
	iii) MOEF NOC beyond 20000 sq.mtrs	:	Complied with .		
	iv) CRZ NOC	:	Complied with		
5.	True copy of sanctioned layout under No.CE/_____/ dated		Complied with		
6.	Requisitions of clause 45	:	Complied		

	& 46 of DCR		with		
7.	Demarcation of plot from CTSO	:	Complied with		
8.	Bore well permission	:	Complied with		
9.	Work between sunrise & sunset and as per notification of MOEF dated 14.2.2000.		Complied with		
10.	Private doctor for treatment of labour/ staff		Complied with		
11.	Display of Board of names of owners etc.		Complied with		
<b>B.</b>	<b><u>Conditions to be complied with before further C.C.</u></b>				
1.	Betterment charges/lucrative premium as for TP plots	:	Complied with		
2.	Notice in the form of Appendix XVI ( Intimation of completion of Plinth by Site Supervisor )	:	Complied with		
3.	Plan showing Plinth dimensions and open spaces .				
4.	Plinth/stilt height checking by BP staff	:	Complied with		
5.	Material Testing Reports		Complied with		
6.	Plinth Stability Certificate by Structural Consultant				
7.	Progress Report by the Architect		Complied with		



8.	Handing over of reservations before further C.C. of reservation area as per circular issued from time to time.		Complied with		
9.	Application for PRC in the name of MCGM for roads setback/reservation/DP road before CC beyond 75% of BUA		Complied with		
10.	N.O.C. from Civil Aviation	:	Complied with		

This is to certify that the information filled is true and correct to the best of my knowledge.

**Architect / Licensed Surveyor**

Name :

Signature :

**AEBP**

Site visited on \_\_\_\_\_ with Architect for verification of plinth dimensions and open spaces and found correct as declared.

Work carried out beyond approval/C.C. \_\_\_\_\_

**SEBP**

**AEBP**

Further CC to be endorsed by AE as proposed

## **20. APPLICATION FOR AMENDED IOD**

ARCHITECT'S /L.S.LETTER HEAD

Date: \_\_\_\_\_.

To,

**Ex. Eng. (BP) (Zone - \_\_\_\_)**

M.C.G.M.,

Mumbai.

**Sub.:** Proposed Development / redevelopment on plot bearing CTS No. \_\_\_\_\_ & \_\_\_\_\_ at \_\_\_\_\_ of Village \_\_\_\_\_ at \_\_\_\_\_, Mumbai- \_\_\_\_\_.

**Ref.:** IOD/ C.C. No.

**Sir,**

With reference to the above subject we hereby submit the draft plans and report for grant of amended IOD and CC for following reasons :

a.

b.

Proposed submitted plans are in consonance/ not in consonance with the concessions approved for full potential by Hon."M.C.

In view of the above, you are requested to accept the proposal and grant approval at the earliest and oblige.

Thanking You,

**Yours faithfully,**

**ARCHITECT**

**21.DRAFT SCRUTINY REPORT OF AMENDED PLAN /IOD**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**No.CHE/**

Sub : Proposed residential building on plot bearing CTS  
No.\_\_\_\_\_ Mumbai.

Architect : \_\_\_\_\_

Owner : \_\_\_\_\_

1)	Amended plan for approval	:	
2)	Last approved plan & IOD	:	
3)	C.C. issued	:	
4)	C.C. is valid upto	:	
5)	Earlier plans were approved on the basis of sanctioned of	:	

**Remarks of the amended plans are given below :-**

		<b>Last approved plan at pg.____ to ____ sq.mt.</b>	<b>Plan under scrutiny at pg. __ to ____</b>	
(A)	Area of plot			
(B)	Less set back area			
(c)	Net plot area			
(D)	Less 15% R.G.			
(E)	Balance plot area			
(F)	Add setback area			
(G)	Total area			
(H)	Add 0.33 additional FSI			
(I)	Add TDR			
	Slum			
	General			
(J)	Proposed floor area			
(K)	Proposed Fungible area			
(L)	Gross built up area proposed			
(M)	Height of building			

(N)	Number of T/S			
(O)	User			
(P)	Area of staircase / lift exempted from FSI			
(Q)	Parking proposed / Required			

**Open Spaces as per IOD proposed :-**

Height of building = \_\_\_\_\_

Side	O.S. reqd in m	O.S. prop in m	Def. in m	Def. in %	Remarks
<b><u>NORTH</u></b>					
A - B					
B - C					
C - D					
D - E					
F - G					
G - H					
H - I					
<b><u>WEST</u></b>					
A - R					
<b><u>EAST</u></b>					
I - J					
J - K					
K - L					

In this case, lastly plans were approved on \_\_\_\_\_ at pg \_\_\_\_\_ to \_\_\_\_\_ for building comprising of \_\_\_\_\_ in lieu of plot potential + 0.33 additional FSI admn \_\_\_\_\_sq.mt. + TDR admn \_\_\_\_\_sq.mt. + \_\_\_\_\_sq.mt by claiming Staircase, Lift, Lift lobby area free of FSI + \_\_\_\_\_ sq.mt Fungible Compensatory FSI as per Reg.35(4) of modified DCR 1991 on the plot under reference. The C.C. upto top of Basement/Stilts/Podium/ \_\_\_\_\_ is granted at pg. \_\_\_\_\_.

Architect has proposed following amendments

a]

b]

c]

d]

The necessary concession involved in the above said amended plans is already approved by Ch.E.(D.P.)/M.C. u/no. \_\_\_\_\_ dated \_\_\_\_ pg \_\_\_\_ to \_\_\_\_.

The payment for additional 0.33 FSI available on payment of premium is paid vide the following :

receipt no. \_\_\_\_\_ dated \_\_\_\_

receipt no. \_\_\_\_\_ dated \_\_\_\_

As per EEDP( ) letter at pg.\_\_\_\_to \_\_, the D.P. Dept. has allowed to utilize \_\_\_\_ sq.mt. Slum TDR/ TDR on the plot under reference .

The payment of fungible compensatory FSI is paid vide the following :

receipt no. \_\_\_\_\_ dated \_\_\_\_

This is to certify that the information filled is true and correct to the best of my knowledge.

**Architect / Licensed Surveyor**

Name :

Signature :

**AEBP**

The amended plans are scrutinize as per modified DCR 1991 & the same is in order as far as parking, FSI & Tenement density etc. point of view.

In view of above, A.E.B.P. ( ) ward approval is requested to the amended plans at pg \_\_\_\_\_ to \_\_\_\_\_ in letter form

**SEBP**

**22. ISSUE LETTER OF AMENDED PLAN/ IOD**  
**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**EEBP/ No. \_\_\_\_\_ dt. \_\_\_\_\_**

To,  
Architect ,  
\_\_\_\_\_

Owner ,  
\_\_\_\_\_

Sub :Amended plans submitted for approval on plot bearing C.S./  
C.T.S. no. \_\_\_\_\_

Ref : Your application No. \_\_\_\_\_dt.

Sir,

With reference to your above letter this is to inform you that the above plans,  
submitted by you are hereby approved subject to following conditions :

1. That all the conditions of IOD under even number \_\_\_\_\_dated  
\_\_\_\_\_ shall be complied with .
2. That Structural Stability Certificate from Structural Engineer shall  
be submitted for extension/additional floors.
3. Any Other Conditions

A copy of set of amended plans duly signed / stamped is hereby returned  
as a token of approval.

Yours Faithfully ,

Executive Engineer  
Building Proposal

Copy to

1. Owner

**23. APPLICATION FOR PART OC BY ARCHITECT/L.S.**

(on Letterhead of Architect)

To

The Executive Engineer

Building Proposals

\_\_\_\_\_ Ward

Municipal Corporation of Greater Mumbai

Mumbai

Sub: Proposed building on plot bearing CTS No./C.S.No. \_\_\_\_\_ of  
Village/Division \_\_\_\_\_ at \_\_\_\_\_

Ref: CHE/

Dear Sir,

With reference to above we have to inform you that the work of proposed building comprising of \_\_\_\_\_ to \_\_\_\_\_ floor is completed in all respects as per the last approved plans dated \_\_\_\_\_ .

There is no violation of F.S.I.

We are enclosing herewith Notice of Completion of work u/s 353A of MMC Act. And other documents as per checklist.

You are requested to grant **part occupation certificate** at your earliest and oblige.

Thanking you,

Yours faithfully

Architect

Encl: As above.



## **24. CHECKLIST FOR PART OC**

1. Notice of Completion of work u/s 353A of MMC Act.
2. Part Completion Certificate by Site Supervisor.
3. Laminated Structural Stability Certificate by Consulting Structural Engineer, along with canvas mounted RCC completion plans.
4. Lift Licenses if applicable
5. Final NOCs for part occupation for completed work of SWD/SP/Road/Sewerage from Consultants.
6. Final NOC from Tree Authority, if applicable.
7. Final NOC from CFO for Part OC
8. Indemnity Bond for part OC (Notarized)
9. Janata Insurance Policy renewed up to date.
10. Tax clearance certificate from Assessment dept.
11. Consent/NOC for Part OC by MHADA if applicable
12. NOC to Part OC by Estate Dept. if applicable.
13. Canvas mounted Set of completion plans.
14. ULC NOC if applicable
15. Collector"s NOC if applicable
16. Layout Conditions Compliance
17. IOD Conditions/ Amended Plan Compliance Report.
18. Site Inspection with Architect after submission of application for Part OCC

**25. INDEMNITY BOND FOR PART OC**

To

The Municipal Commissioner

Municipal Corporation of Greater Mumbai,

Municipal H.O.,

Mumbai 400 001.

Sub : Proposed Residential Building on plot bearing CTS

No. \_\_\_\_\_ of Village \_\_\_\_\_.

Ref :

Sir,

I, the undersigned, \_\_\_\_\_ of M/s. \_\_\_\_\_, having my office at \_\_\_\_\_ Mumbai \_\_\_\_\_, the developer of the above mentioned property, hereby state that the Municipal Corporation of Greater Mumbai has granted me the part occupation of the above mentioned building i.e. Basement + Stilt + \_\_ floors of wings of building.

I hereby indemnify the Municipal Corporation of Greater Mumbai 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.

This \_\_\_\_ day of \_\_\_\_\_.

Yours faithfully,

For \_\_\_\_\_

\_\_\_\_\_

AUTHOTISED SIGNATORY

**26. PART OCCUPATION CERTIFICATE**

**APENDIX XXII**

MUNICIPAL CORPORATION OF GREATER MUMBAI

No. \_\_\_\_\_ of \_\_\_\_\_

**PART OCCUPATION CERTIFICATE**

Executive Engineer

Building Proposals \_\_\_\_

\_\_\_\_\_ Ward

Municipal Office Mumbai.

To

M/s. \_\_\_\_\_

Applicant/Owners

Gentleman,

The part development work of \_\_\_\_\_ building comprising of \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ upper floors on plot bearing CTS No. \_\_\_\_\_ of village \_\_\_\_\_ at \_\_\_\_\_ is completed under the supervision of Shri. \_\_\_\_\_, Architect, Reg. No. \_\_\_\_\_; Shri \_\_\_\_\_, Lic. Site Supervisor, Lic. No. \_\_\_\_\_ and Shri. \_\_\_\_\_, RCC Consultant Lic. No. \_\_\_\_\_ and as per Development Completion Certificate submitted by Architect and as per completion certificate issued by Chief Fire Officer u/no. \_\_\_\_\_ dated \_\_\_\_\_,

Yours faithfully

Executive Engineer

(Building Proposals) \_\_\_\_ (\_\_\_\_ Ward)

Copy to: 1) Asstt. Commissioner, \_\_\_\_ Ward.

2) A.A. & C. \_\_\_\_ Ward

3) EE (V), \_\_\_\_ Ward

4) M.O.H. \_\_\_\_ Ward

5) A.E.W.W. \_\_\_\_Ward6) Asstt. Comm. (Estate)

7) Architect \_\_\_\_\_

For information please.

Executive Engineer

(Building Proposals) \_\_\_\_ (\_\_\_\_ Ward)

**27. APPLICATION FOR OC/BCC BY ARCHITECT/L.S.**

(on Letterhead of Architect/L.S.)

To

The Asstt. Engineer

Building Proposals (W.S.)

\_\_\_\_\_ Ward

Municipal Corporation of Greater Mumbai

Mumbai

Sub: Proposed building on plot bearing CTS No./C.S.No. \_\_\_\_\_ of

Village/Division \_\_\_\_\_ at \_\_\_\_\_

Ref: CHE/

Dear Sir,

With reference to above we have to inform you that the work of proposed building comprising of \_\_\_\_\_ + \_\_\_\_\_ \_\_\_\_\_ upper floors is completed in all respects as per the last approved plans dated \_\_\_\_\_ and there is no violation of FSI .

We are enclosing herewith detailed report for Occupation along with completion reports and certificates from consultants and competent authorities.

I am enclosing herewith Notice of Completion of Work as per Section 356 A of MMC Act along with certificate in the form of Appendix XX of DCR -1991

You are requested to grant **full occupation certificate/BCC** at your earliest and oblige.

Thanking you,

Yours faithfully

Architect/L.S.

Encl: As above.

**28. REPORT OF DOCUMENTS FOR OC-BCC**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**File No. \_\_\_\_\_**

Remarks of A.E.B.P. in respect of building on plot bearing C.S.No./C.T.S. No. \_\_\_ of Division/Village \_\_\_\_\_, on \_\_\_\_\_ Road, \_\_\_\_\_, Mumbai, recommending full occupation permission/B.C.C.

Sr No	Description	Remarks by Architect	Remarks by SE
1.	Is any further work in progress or still to be done?	:	
2.	Is the Indemnity Bond submitted?	:	
3.	Is the premises for which occupation permission or B.C.C. is sought already partly or wholly occupied, submitted?	:	
4.	Are the final plans mounted on canvas showing clearly the portion of the structure proposed to be occupied, submitted?	:	
5.	Does the actual work done tally with the final plans?	:	
6.	Has the Architect certified the work done about the quality and compliance with Municipal rules?	:	
7.	Has the building site been cleared of all debris and		

	building materials?	:		
8.	Is the compound walls / fencing constructed?	:		
9.	Is the construction shed removed?	:		
10.	Are all the buildings shown to be pull down, completely pulled down?	:		
11.	Is the access road constructed?	:		
12	Are the passages up to staircase concreted/asphalted	:		
13	Is the surrounding open space around the building concreted to a width of 1.2 meters?	:		
14	Do the plinth dimensions tally at site with these shown on canvas plan	:		
15	<p>Drainage work :</p> <p>i) Are the drainage plans as under bye laws 4© submitted?</p> <p>ii) Whether sewers exist in the area?</p> <p>iii) If not, septic tank &amp; soak pit or filtered provided as per S.E.(Plans)(Sub.)?</p> <p>iv) Are septic tank &amp; inspection chambers plastered both from inside&amp; outside ?</p> <p>v) Is the septic tank sufficiently away from suction tank &amp; wellif any ?</p>	:		

		:		
16	Is the full amount of supervision etc? charges for carriage entrance paid?	:		
17	Any other conditions of IOD not fulfilled?	:		
18	Whether any complaints from (i) Residents/Councilors during the course of construction? (ii) Are they replied? (iii) Are there any observations of EE (V) on the proposals?	:		
19	Whether scrutiny fees, deposits premiums etc. paid	:		
20	Certificate under Section 270A as per MMC act ( for single building)			

**Architect**

21. Before Issue of OC following Items are to be insisted :

- 1.
- 2.

**S.E.(B.P.)**

**A.E.(B.P.)**



**A.E.(B.P)**

Full Occupation permission /BCC approved as proposed for building comprising of \_\_\_\_\_ on plot bearing \_\_\_\_\_ approved subject to compliance of conditions stated at Item no.21 above

**E.E. (B.P.)**

**29. REPORT OF COMPLIANCE OF IOD CONDITIONS 'D FORM'**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**File No.** \_\_\_\_\_

**Sub** Full Occupation/Building Completion Certificate for  
:- proposed Building on plot bearing C.S.No./C.T.S. No.  
\_\_\_ Division/ Village \_\_\_\_\_, situated at \_\_\_\_\_ Road,  
\_\_\_\_\_, Mumbai.

.....  
.....

**Arch** \_\_\_\_\_

**Ref. :** Completion plans at Pg. \_\_\_\_\_

Last Approved plan	: Page No.
I.O.D./Plinth C.C.	: Page No.
Further C.C.	: Page No.
C.C. Revalidated upto	: _____ at Page ____
B.C.C.	: Page No.
B.C.C. Refusal	: Page No.
D.C.C.	: Page No.

Layout File No:	:	Page No.
B Form I for T.P. Plots with Arbitrators Remarks and Plans	:	Page No.
Compliance Report of IOD conditions to be complied with before Starting the Work.	:	Page No. ____ to Page No. ____
Compliance Report of IOD conditions to be complied with before further CC	:	Page No. ____ to Page No. ____

**Compliance of General conditions to be complied with before O.C.C. is as under :**

1	Final NOC from MHADA	:	Complied with @ Pg.
2	Dust bin	:	Complied with
3.	3.05 Mt. wide Path way	:	Complied with
4.	Surrounding open space	:	Complied with
5.	That the name plate	:	Complied with
6.	That the carriage entrance	:	Complied with
7.	Waterproofing to terrace, nahanis etc.	:	Complied with
8	Final NOC from Consultants/MCGM for SWD/SP/Road/Sewerage	:	Complied with @ Pg.
9	Final NOC from AA&C	:	Complied with @ Pg.

10.	Compliance of Conditions of ULC clearance	:	Complied with
11	Structural stability certificate	:	Complied with @ Pg.
12	Separate drains for Maternity	:	Not Applicable
13.	Canvas mounted plans along with notice of completion.	:	Complied with
14	Site supervisor"s completion certificate	:	Complied with @ Pg.
15	List of additional members of NR users & certificate from MHADA	:	Complied with @ Pg.
16	Regd. UT for shortfall in PRC area in case of MHADA layout	:	Complied with @ Pg.
17	PR card in the name of society/owners.	:	Complied with @ Pg.
18	Application for Mutation Entry in PRC for amenity	:	Complied with @ Pg.
19	PR card in the name of MCGM for setback area	:	Complied with @ Pg.
20.	Sample Agreement with prospective buyers/members.	:	Complied with @ Pg.
	Any Other Payment		

Prepared by

Checked by

Recommended by

**Architect**

**S.E.(B.P.)**

**A.E.(B.P.)**

**30. OCCUPATION CERTIFICATE / BUILDING COMPLETION CERTIFICATE**

**APPENDIX XXII**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

No. \_\_\_\_\_ of \_\_\_\_\_

**FULL OCCUPATION Under Regulation 6(7)\* and**

**BUILDING COMPLETION CERTIFICATE Under Regulation 6(6)\***

Executive Engineer

Building Proposals \_\_\_\_\_

\_\_\_\_\_ Ward

Municipal Office Mumbai

To

M/s. \_\_\_\_\_

Applicant/Owners

Gentleman,

The full development work of a residential building comprising of \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ upper floors on plot bearing C.S.No./CTS No. \_\_\_\_\_ of Division/ Village \_\_\_\_\_ at \_\_\_\_\_ is completed under the supervision of Shri. \_\_\_\_\_, Lic. Architect, Lic. No. \_\_\_\_\_ ; Shri \_\_\_\_\_, Lic. Site Supervisor, Lic. No. \_\_\_\_\_ and Shri. \_\_\_\_\_, RCC Consultant Lic. No. \_\_\_\_\_ and as per Development Completion Certificate submitted by Architect and as per completion certificate issued by Chief Fire Officer u/no. \_\_\_\_\_ dated \_\_\_\_\_, the same may be occupied and completion certificate submitted by you is hereby accepted.

A set of certified completion plan is attached herewith.

Yours faithfully

Executive Engineer

(Building Proposals) \_\_\_\_\_ (\_\_\_\_ Ward)

Copy to: 1) Asstt. Commissioner, \_\_\_ Ward.

2) A.A. & C. \_\_\_ Ward

3) EE (V), \_\_\_ Ward

4) M.I. \_\_\_ Ward

5) A.E.W.W. \_\_\_ Ward

6) Asstt. Comm. (Estate)

7) Architect \_\_\_\_\_

For information please.

Executive Engineer

(Building Proposals) \_\_\_ (\_\_\_ Ward)

## **General Formats**

# **Comprehensive Undertaking**



**1. COMPREHENSIVE UNDERTAKING BY OWNER / DEVELOPER**

To

.....

**Sub : Proposed development on plot bearing .....**

**Ref : File No.**

Sir,

I, .....,of**M/s.** ..... having office at ....., 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:

**IOD Compliances**

1. To handover the setback land free of encumbrances, and the setback land handing over certificates will be obtained from the competent authority.
2. To obtain transfer of ownership of the setback land in the name of MCGM from the CTSO.
3. To pay the difference if any, for fungible, open space deficiency or any type of premium & calculated as per land rate as on the date of the First Commencement Certificate of the project.
4. To handing over setback area for the balance portion of the plot not covered under this proposal as and when required by MCGM.

5. Notto misuse Basement / Pocket Terrace / Part Terrace / Stilt / Service Floor / Fire Check Floor, Elevation features, Fitness Centre, Society Office, Servant's Toilet and Meter Cabin.
6. To use area approved for parking for the purpose of parking only .
7. To obtain MOEF clearance before construction area exceeds 20,000 sqm.
8. To obtain Clearance from High-rise Committee / MC before constructing building beyond 70 mtrs.
9. To comply and maintain on site records of quality of work, verification report etc.
10. To carry out work at site between sunrise and sunset.
11. To comply with the norms of Pollution control board for maintaining noise level.
12. To maintain Street Lights till the road is handed over to MCGM
13. To pay the difference of payment for additional 33% FSI & calculated as per revised land rates by the time to time as per the condition no.5 mentioned in Notification and circular.
14. To display board at site.

#### **Adjoining Property Development**

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

### **Draft Development Plan 2034**

1. To hand over the land affected by proposed road/road widening to MCGM, free of cost, and free from all encumbrances and to transfer the land affected by proposed road/road widening as per Draft Development Plan 2034 in the name of MCGM in P.R. Card within six month from the date of sanction of the Draft Development Plan 2034 by State Govt.
2. That we are fully aware that the plot is affected by proposed road/road widening/reservation under Draft Development Plan 2034 and we are being allowed to claim the full potential of the plot including the area going under proposed road/ road widening as the Draft development Plan 2034 is not yet sanctioned.
3. That by virtue of we are being allowed the full potential of the plot including permissible TDR till sanction of Draft Development Plan 2034, 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 2034 is finally sanctioned by the State Govt.

### **Demolition of Existing Structures**

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

## **Tree Cutting**

1. There are \_\_\_\_\_ no.s of trees on the plot
2. To transplant \_\_\_\_nos. of trees and not to cut beyond \_\_\_\_ no.s of trees as approved by the Tree Authority
3. To plant \_\_\_\_\_Nos. of trees in lieu of cutting of trees as per norms
4. To plant \_\_\_\_Nos. of trees as per norms in aggregate at site .
5. .... 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 \_\_\_\_\_
6. 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.
7. 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
8. I also undertake to furnish 6 monthly report for the first 3 years from the date of plantation / transplantation.
9. 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.

10. 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.
11. 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.
12. 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.
13. 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
14. To abide by the Bye- laws introduced/ modified from time to time up to the date of NOC
15. To take all necessary measures to preserve and protect all the existing trees and the newly planted on the plot referred above.
16. To comply with terms and conditions as mentioned in the permission letter issued by Tree Authority
17. 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.
18. 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**

Toequip 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 MCGM and its officers against any litigation, costs, damages, etc. arising out of failure of mechanized system/nuisance due to mechanized system to any person.

### **Water connection**

1. To pay on demand additional deposit if any over and above amount already deposited
2. To remove the pipe fittings when called upon to do so by Mumbai Municipal Corporation.
3. To make payment for Permanent Water Connection as may be legally payable.

### **Storm Water Drain**

1. To allow the Municipal Corporation personnel to enter afore said property along with vehicles and machinery for cleaning of the nalla.
2. To maintain the smooth flow of drainage of S.W.D arrangements for all the times.
3. 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.
4. 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 MCGM.

### **Sewerage and DCC**

1. To rectify at our cost any obstruction and defects caused because of the Drainage arrangement.

2. To immediately connect , at my / our cost, the drainage line to the underground sewer as soon as the same is laid by the Corporation,
3. To pay pro- rata charges for laying/up sizing sewer on existing roads as and when demanded by M.C.G.M. in future.
4. To pay security deposit towards the dewatering and de-sludging the septic tank in case of complaints.

### **Debris Management**

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 and followed scrupulously.

### **Tanker Water Usage**

1. To transport the said well water, we will use tankers having RTO registration Nos. with the permission from MCGM section 394 of MMC act 1888
2. To fill the tankers inside the premises.
3. Not to unload said well water in drinking water underground water tank at any point or whenever supply the well water.

### **Borewell / PCO**

1. To maintain and keep the mouth of the well in mosquito-proof condition.
2. To affix and display the notice board at a conspicuous point indicatingthat “WATER NOT FOR DRINKING PURPOSE”.
3. 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.
4. Not to use the water of the tube well for portable purpose such as

drinking, cooking etc.

5. 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.
6. 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.
7. 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.
8. 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.
9. All the pits dug will be filled-in, in this connection with good earth after the boring operations are complete.
10. 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**

1. 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.
2. 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**

1. To maintain the vermi-composting bin as proposed at our own cost and supervision.
2. To pay the penalty charges as framed by M.C.G.M. in case of failure of maintenance we hereby agree

### **Temporary Shed and Labour Camp**

1. 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.
2. That, the material for side and top covering used for the Temporary Shed /Labour Camp shall be either tarpaulin or G.I. Sheets.
3. That we shall not do any sort of pucca or permanent construction of any nature on this temporary permission.
4. That the temporary shed shall be constructed to the approved size and measurement and we shall not exceed the permitted area.
5. 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. Municipal authorities 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.
6. 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.

7. 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**

1. That I will preserve and maintain the following documents.
  - a) Ownership documents
  - b) Copies of IOD, C.C. 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.
2. I shall handover the aforesaid of the end user / prospective society with in the period of 90 days after obtaining the occupation certificate.
3. 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.
4. 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 MCGM, The end user/ prospective society shall carry out necessary repairs/structural audit/fire audits at regular intervals.

5. 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 MCGM will not be held liable for the same in future.
  - b. That the buyer/member agrees for no objection for the neighborhood development with deficient open space in future.
  - c. That the buyer/member shall not hold M.C.G.M. liable for failure of mechanical parking system/car lifts in future.
  - d. That the buyer/member shall not hold M.C.G.M. 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 M.C.G.M. in future .
6. 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**

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 not 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 .**

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

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

1. 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.
2. 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).
3. To confirm the area under reservation from CTSO and submit the application to transfer the ownership in the name of MCGM.

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

**2. COMPREHENSIVE INDEMNITY BOND BY OWNER / DEVELOPER**

To,

The Municipal Commissioner  
Municipal Corporation of Greater Mumbai  
Mumbai –

Sub: Proposed            redevelopment            on            plot            bearing  
.....

Ref: File No.

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 Municipal Corporation of Greater Mumbai**, a Corporation constituted by the Mumbai Municipal Corporation Act, 1888 hereinafter referred to as ‘The Corporation ‘ (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 The Municipal Corporation has granted permission to construct vide Sanctioned Layout bearing no. \_\_\_\_\_ dated \_\_\_\_\_ and/or vide IOD 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 , IOD 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 Corporation hereinafter save harmless and indemnify the Corporation against all actions, claims, damages, demand of any nature of kind whatsoever which may be instituted, prepared, claimed or made against the Corporation and the Commissioner or either of them.

The Obligors further undertake to the Corporation 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 of the Mumbai Municipal Corporation Act, 1888 and if there is any complaint, dispute in respect of the same, the obligors save and keep harmless and indemnify the Corporation 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 the Corporationand the Commissioner or either of them.

The Obligors further undertake to the Corporation 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 the Corporation 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 the Corporation and the Commissioner or either of them.

The Obligors further undertake to the Corporation that the Corporation, 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 BMC, 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 the Corporation 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 the Corporation 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 the Corporation and the Commissioner or either of them.

The Obligors further undertake to indemnify the Corporation 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 / to the

building under reference & to the adjoining wing / adjoining building.

The Obligors further agree to keep indemnified and hereby indemnify and keep harmless the Corporation, its officers and servants from and against any action, claims, charges, costs, disputes, demands and expenses of any nature suffered or sustained by the Corporation ,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 the Corporation, its officers and servants to reimburse them immediately for any such claims, charges, costs and expenses.

The Obligors further agree to keep indemnified and hereby indemnify and keep harmless the Corporation, its officers and servants from and against any actions, claims, charges, costs, disputes, demands and expenses of any nature suffered or sustained by the Corporation ,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 the Municipal Corporation of Greater Mumbai, its officers and servants to reimburse them immediately for any such claims, charges, costs and expenses.

IN WITNESS WHERE OF the Obligors 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 :

**3. INTIMATION BY MCGM REGARDING CORRECTIVE MEASURES IN THE PROPOSAL SUBMITTED FOR CONCESSION TO ARCHITECT / OWNER**

For any deviation or amendment to application submitted

Date: \_\_\_\_\_.

To,

1. Architect/ Ls.
2. Owner .

**Sub.:** Proposed Development / redevelopment on plot bearing CTS No. \_\_\_\_\_ & \_\_\_\_\_ at \_\_\_\_\_ of Village \_\_\_\_\_ at \_\_\_\_\_, Mumbai- \_\_\_\_\_.

**Ref.:** 1. \_\_\_\_\_.  
2.

**Gentlemen**

We have received the Fact sheet and Report submitted by you for the afore mentioned proposal. After having scrutinized the same we wish to communicate to you the following points which need corrective measures by which the development proposal can be considered for approval

Sr. No.	Point of incongruity	Corrective measure suggested

You are hereby requested to take notice of the same and re-submit the proposal for further action .

**Yours faithfully,**

**Assist. / Ex. Eng. (B.P.) (Zone - \_\_\_\_)**  
M.C.G.M.,  
Mumbai.

**4. GRIEVANCE APPEAL TO DEPUTY CHIEF ENGINEER , BUILDING PROPOSAL**

Date: \_\_\_\_\_.

To,  
The Dy.Chief Engineer ,  
Building Proposal,\_\_\_ Zone  
MCGM, Mumbai

**Sub.:** Proposed Development / redevelopment on plot bearing CTS No. \_\_\_\_\_ & \_\_\_\_\_ at \_\_\_\_\_ of Village \_\_\_\_\_ at \_\_\_\_\_, Mumbai- \_\_\_\_\_.

**Ref.:** 1. Letter by A.E./Ex.E dated  
2.

**Sir,**

Aggrieved by the letter conveyed to us by the Assistant / Executive Engineer Building Proposal vide their letter dated \_\_\_\_, we request your intervention in the proposal under reference.

Our justification to the incongruity pointed out is as follows :

Sr. No.	Point of incongruity	Justification

We request you to consider our case and process our file further .

**Yours faithfully,**

**Architect / L.S.**

**II-A**

**CFO**

## **1. DRAFT FOR APPLICATION FOR CFO NOC**

To,  
Dy. Chief Fire Officer  
Mumbai Fire Brigade  
Wadala Command Centre,  
Sector 7, ShaikhMistryDargah Road,  
Antop Hill, Mumbai – 400 037.

**Sub :** Proposed Development on plot bearing CTS No. /CS NO./F.P.  
No. \_\_\_\_\_ of village/ Division \_\_\_\_\_ Mumbai 400 0

### **Reference :**

With reference to above mentioned subject kindly find attached herewith following drawings and documents for the grant of CFO NOC.

- 1) 1 Set of detailed drawings.
- 2) Project Details
- 3) Area certificate

In view of above kindly acknowledge the same and grant us yourNOC for proposed development at earliest and oblige.

Thanking you,

Yours faithfully,  
For

Architect /L.S.

## 2. PROJECT DETAILS

- Name of Architect : \_\_\_\_\_
- Name of Consultant : \_\_\_\_\_
- Name of Owner : \_\_\_\_\_
- CTS No. / CS No./F.P.No. : \_\_\_\_\_
- Village/Division : \_\_\_\_\_
- Type of Building : Residential/Commercial/Industrial
- No. of Floors : \_\_\_\_\_
- Height of the building : \_\_\_\_\_
- Abut of the building : North side \_\_\_\_\_  
 East Side \_\_\_\_\_  
 South Side \_\_\_\_\_  
 West Side \_\_\_\_\_
- Abut Road / Access Road : \_\_\_\_\_
- Open Spaces : \_\_\_\_\_

Directions	From building line to plot boundary	From building line to Podium boundary	From Podium to plot boundary
North (Side space)			
South (Side space)			
West (back space)			
East (front space)			

### Details of the building :

Building	Wing	Floors	No. of Flats	Ht from ground level




- Refuge floor – First at \_\_\_\_\_m height from Ground  
Second at \_\_\_\_\_m level from first refuge level
- Fire Check floor - 1<sup>st</sup> at \_\_\_\_\_ level of height\_\_\_\_\_m  
2<sup>nd</sup>at \_\_\_\_\_ level of height\_\_\_\_\_m
- No. of staircases : \_\_\_\_\_nos. Width: \_\_\_\_\_m
- Travel distance : Max. \_\_\_\_\_mt.
- No. of lifts : Passenger Lifts : \_\_\_\_\_nos.  
Fire lifts : \_\_\_\_\_nos.
- Refuge area / floor : **First Refuge** : \_\_\_\_\_**Sqmt.**  
**Second Refuge** : \_\_\_\_\_**Sqmt.**
- Alternatives means of escape: Refuge Chute /Evacuation devise.
- Basement Details : No. of levels :  
Height :  
Users :  
Ventilation system :  
proposed  
Fire curtains :  
Exit details – Ramp / Carlift /  
Mechanical system.
- Podium details : No. of levels :  
Height :  
Users :  
Ventilation system :  
proposed  
Fire curtains :

Exit details – Ramp / Car lift / Mechanical system.

- Ground floor/Stilt floor, user: Meter Room, Society Office, parking  
Height \_\_\_\_\_m
  
- Floor Details : Typical Floors :  
User :  
No. of Units/Floor :
  
- Proposed Firefighting Arrangement : Wet riser :  
Sprinklers :  
Fire alarms :  
PAS :  
Static tanks – UG :  
OH :  
Fire pump/Booster:  
Pump/Sprinkler :  
Fire extinguishers :  
Smoke detectors :
  
- Alternate source of power supply : \_\_\_\_\_
  
- Other details : \_\_\_\_\_

Architect

Owner

Consultant

### **3. AREA CERTIFICATE FOR GROSS AREA**

To,

Dy. Chief Fire Officer,

Mumbai Fire Brigade,

.

**Subject:** Proposed Development on plot bearing CTS No. /CS  
NO./F.P.No. \_\_\_\_\_ of village/ Division \_\_\_\_\_ Mumbai  
400 0

Sir,

This is to certify that the gross built-up area of the building, which is under your consideration for issue of N.O.C. and located on plot bearing \_\_\_\_\_ is \_\_\_\_\_ sq.m.

This gross built-up area certified above includes all the areas of basements, podiums, stilts, staircases, lifts, lobbies, passages, balconies and refuge areas.

You have already paid capitation fees to EE (BP) vide pay order bearing No. \_\_\_\_\_ Dated \_\_\_\_\_ issued by \_\_\_\_\_ Bank for Rs \_\_\_\_\_ being capitation fees / additional capitation fee.

Thanking you.

Your faithfully,

**Architect/L.S.,**

#### **4. CFO REMARKS BEFORE IOD / CC**

#### **MUNICIPAL CORPORATION OF GREATER MUMBAI** **MUMBAI FIRE BRIGADE**

No.:

Date:

**Sub:** Remarks stipulating fire protection and firefighting requirements for the Proposed Residential/Commercial/Industrial building on property bearing CTS No./C.S.No./FP no. of village/division \_\_\_\_\_

**Ref:** Letter No. \_\_\_\_\_

#### **E.E. (BP)**

This is a proposal for the construction of **residential/commercial/Industrial** building having \_\_\_\_\_ **level basements( \_\_\_\_\_ mtrs)** + ground & \_\_\_\_\_ **Podium / Parking floors** for \_\_\_\_\_ use + \_\_\_\_\_ upper residential/ commercial/ Industrial floors having total height of \_\_\_\_\_ **mtrs.** from general ground level up to terrace level with fire check floor at \_\_\_\_\_ ht.

**Basement:** The proposed building is having \_\_\_\_\_ **level basements.** Basement is lighted & ventilated mechanically as well as naturally through ventilation cut out/ shaft and side ventilators as well as mechanical ventilation as shown in the plan.

**Podiums/ Car Parking Floors:** \_\_\_\_\_ level podiums will be used for **car parking as well as services.** Podiums will be accessed by way of \_\_\_\_\_ **mtrs wide two way ramps/ \_\_\_\_\_ Nos. of Car Lifts .**

**Mechanized car parking, puzzle car parking, mini rotary car parking, pit car parking, car parking tower (if applicable) :**

The proposed car parking tower having \_\_\_\_\_ mtrs. height from general ground floor level up to top of the car parking tower level. \_\_\_\_\_ nos. of car parking are provided and also accessed through independent staircases.

#### **FLOOR-WISE USER OF THE BUILDING**

<b>Floor</b>	<b>No. of tenements</b>	<b>Users</b>

**REFUGE FLOOR DETAILS**

<b>Refuge Floor</b>	<b>Level</b>	<b>Refuge area in sq. mtrs.</b>	
		<b>Required</b>	<b>Proposed</b>
Floor			
Floor			

**FIRE CHECK FLOOR DETAILS**

<b>Fire Check Floor</b>	<b>Level</b>	<b>Floor to Floor Height</b>
Floor		
Floor		

**OPEN SPACES :**

The Site abuts on ..... Wide.....Marg on ..... side.

<b>Sides</b>	<b>From building to podium</b>	<b>From building to compound</b>	<b>From podium to compound</b>
North			
South			
West			
East			

**DETAILS OF STAIRCASES & LIFTS**

<b>Staircase</b>	<b>Width &amp; No.</b>
Leading from basement to ground	.....mtrs wide – .....Nos.

Leading from ground to upper floors	..... mtrs wide – .....Nos.
-------------------------------------	-----------------------------

Lifts Type	Profile	Nos
Passenger	Leading from basement/ground/..... to terrace/.....	
Service	Leading from basement/ground/.....to terrace/.....	
Car	Leading from basement/ground/.....to terrace/.....	

**DETAILS OF RAMPS :**

No. of rams	Width	Details
1	Two way of 6.00 mtrs	Leading from ----- to -----floor
1	Two way of 7.50 mtrs	Leading from ----- to -----floor

Slope of Ramps : \_\_\_\_\_

**ESCALATORS( If applicable)**

No. of Escalators	Details
1	Leading from ground/ ..... to ..... floor
1	Leading from ..... floor to ..... floor

**THIS PROPOSAL HAS BEEN CONSIDERED FAVORABLY IN VIEW OF THE FACTS THAT:**

1. The site abuts on ..... mtrs wide D P Road/ \_\_\_\_\_Marg.
2. The building will be protected with advance in built firefighting system such as wet riser, hydrant system, fire alarm & fire detection system & sprinkler system, integrated system, voice evacuation system, public address system etc.
3. Additional stand by pump to all the firefighting systems is recommended along with regular fire sprinkler, jockey and booster pump.

4. The fire resistance rating for staircase F R.D. Lift lobby protected lobby & the lift doors as per N B.C provisions.
5. Efficient P A. system is recommended for entire building with standard Building Management System

**Guidelines as prescribed shall be complied with.**

The party has already paid Scrutiny Fees of Rs...../- vide SAP DOC No ..... Dated ..... on the total gross built up area of ..... Sqmt. as certified by Architect then not submitted the corrected plans for approval.

However EEBP is requested to verify the gross built up area and inform this Department if it is more for the purpose of levying additional Capitation Fee, if necessary.

**In view of the above remarks, as far as this department is concerned, there is no objection to grant IOD/CC from Fire risk point of view for the proposed building.**

**Notes:**

- (i) The schematic drawings / plans of sprinkler system, smoke detection System Rate of rise detection system, Wet riser system. Public Address system etc. shall be got approved from CFO prior to installation.
- (ii) The passive and active fire safety measures / Installation shall be carried out by approved licensed agency.
- (iii) Necessary permission if any for glass or any cladding / façade shall be obtained from concerned department & MCGM's / CFO's department till then shall not be allowed to use.
- (iv) This NOC is issued from fire safety point of view only & all civil engineering side including area calculation shall be scrutinized, verify & confirm by the EE.
- (v) EE requested to scrutinized the plans as per amended DCR& verify civil work and all other requirements pertaining to Civil Engineering side including open spaces corridors staircases, amendments, height, refuge area of \_\_\_sq.mtrs & floor occupancy of the building. EE is also requested to verify open spaces & R.G as per the directives of Hon MC.'s office order No.MGC/A/6647 dated 23.12.2013 & orders of Hon Supreme Court. And if

these plans given open space & R G. is not approvable then this NOC shall be treated as cancelled &referred back to this department for revised NOC. Till then further process of issuing IOD & C.C shall not be permitted.

(vi) There shall not be any trees obstructing fire appliances reach in compulsory open spaces required as per DCR.

(vii) Necessary permission for sub-station, club house, swimming pool etc. shall be obtained from concern department and MCGM/ CFO's Department.

(viii) Excess refuge area (above 4%) shall be counted in FSI.

(ix) These remarks are subject to approval by High Rise technical committee (if applicable).

**CHIEF FIRE OFFICER**

**MUMBAI FIRE BRIGADE**

Copy to     i)     EE (BP)  
              ii)     Architect/ LS



## **5. GUIDELINES BY CFO**

### **MUNICIPAL CORPORATION OF GREATER MUMBAI** **MUMBAI FIRE BRIGADE**

#### **1. ACCESS:**

- a) All access & fire tender access should be free of encumbrances
- b) There shall be no compound wall on the Road side Entrance gate if provided shall be of not less than 6.00 meters width each shall be provided, at locations marked on the plan Archways if any over the entrance gates shall have height clearance of not less than 4.5mtrs.

#### **2. ACCESS RAMP:**

- a) Basements are provided with 02 nos. of two way ramps each of width 6.00 mtrs which will have entry at the ground level.
- b) The gradient of the ramp leading to the basement shall not be steeper than 1:10.
- c) The access provided to the basement shall be kept unobstructed
- d) **If podium proposed with access for fire appliances:**
  - i. **The width of the ramp-** The normal width of the fire vehicle is 2.5 mtr and hence the minimum width of the ramp shall not be less than 6 mtr., if it is straight ramp.
  - ii. **Turning circle radius-** When the vehicle taking the turn on the corner, the turning circle radius is very important factor. When vehicle is negotiating the turn, the front and the rear corner of the vehicle moves in the arc and it needs more width of the road / ramp compare to straight line driving. As per the present dimensions of vehicle, the minimum turning circle radius required is 14 mtr. Hence the width of the ramp at the corner shall not be less than 15 mtr.
  - iii. **Gradient of the ramp-** Every vehicle is designed to climb on certain gradient. As per rules the vehicle shall climb on a gradient having a slope of 1 in 10 preferably 1 in 12, hence the gradient of the ramp shall be required to be maintain 1 in 12.
  - iv. **Load bearing capacity of ramp surface -** The special appliances such as TTL, ALP, HP, JT etc. are heavy duty in nature and the access ramp / slab shall be designed to take this load. The heaviest vehicle available presently with the fire brigade is 52 ton GVW of 90 mtr. HP. Apart from

this there could be number of vehicles climbing on the ramp simultaneously at the time of the fire and hence the combined load of all these vehicles needs to be considered while designing the ramp. The easiest way to calculate the load bearing capacity of ramp shall be similar to bridges constructed in the city.

- v. **Two way ramp**- There shall be two separate ramps, one for access to podium and another for exit from the podium with minimum 6 mtr. width with adequate width at corners according to turning circle radius and gradient of 1 in 12. This is very important to avoid locking of the vehicles which are climbing the ramp and the vehicles descending the ramp at the same time.
- vi. **Anti - crash barriers to the ramp** - There is a possibility of rolling back of vehicle while climbing the ramp due to loss of traction. In this situation, the vehicle will hit to the side parapet of the ramp. If this side parapet is not strong enough to bear the load of the vehicle, and it will break due to impact of vehicle and the vehicle will fall down. Hence all the ramp should have anti - crash barriers as provided on highways to avoid the vehicle pass through these barriers.
- vii. **Surface of the ramp** - The surface of the ramp is very important for the traction of the vehicle to climb on to the podium with fully loaded condition. If the surface of the ramp does not have anti - skid pattern, it will contribute for the slippage of tyres under load condition and vehicle will not climb to the podium level. The situation would be more dangerous during the monsoon season when the ramps are wet due to rain water. Hence the ramp surfaces should be made from anti skid design.
- viii. **Load bearing capacity of the podium** - If the fire fighting vehicle are required to be operated on the podium for firefighting and rescue operation, the load bearing capacity of the podium slab is very important. The podium slab need to be designed as per the operating loads of the TTL, ALP, HP with factor of safety and the allowance for aging of the slab over a period of time considering life of the building.
- ix. **Availability of space on the podium** - There shall be sufficient space available on the podium for the movement of fire fighting vehicles. The longest vehicle available with the fire brigade is having a length of 12.5 mtr. with 2.5 mtr. width. However there would be number of vehicles on the podium at the time of emergency call and there shall be sufficient space for movement of all these vehicles.
- x. **Entry and Exit to the podium** - Considering the size of the vehicle, turning circle radius, proper entry and exit to the podium is very

important for the maneuverability of vehicles on the podium during the emergency.

- xi. **Surface of the podium** - The podium surface is required to be made from anti – skid material to avoid the skidding of the vehicles at the time of emergency.
- xii. **Lightning on the podium** - During the night time, a proper lighting is required to be provided for visibility and maneuvering of the vehicles during the emergency to avoid accidents.

### **3. COURTYARDS:**

- a) The available courtyards, R.G and all the sides from building line shall be paved suitably to bear the load of fire engines weighing up to 48 metric tons each.
- b) All the courtyards shall be in one plane.
- c) The courtyards shall be kept free from obstruction at all times.
- d) No structure of any type shall be permitted in courtyards of the building
- e) There shall not be any trees obstructing fire appliances reach in compulsory openspaces required as per DCR.

### **4. STAIRCASE:**

- a) The staircase shall be of enclosed type as shown in the plans and throughout its height it shall be naturally ventilated & pressurized.
- b) Permanent vent for emergency at the top equal to 5% of the cross sectional area of the staircase shall be provided.
- c) Open able sashes or RCC grills with clear opening of not less than 0.5 sq. meter per landing on the external wall of the staircase shall be provided.
- d) Structural steel members connected to staircase shall be protected with fire retardant coatings
- e) No combustibles shall be kept or stored in staircase / passages.
- f) Staircase lobbies shall be provided with smoke check lobby and shall be pressurized.

g) No glass façade shall be permitted at the external face of the staircase.

#### **THE TERRACE DOOR MANNER AS FOLLOWS**

1. The latch-lock shall be installed from the terrace side at the height of not more than 1mtrs.

2. The glass front of 6 inch diameter with the breakable glass shall be provided just above the latch-lock so as to open the latch in case of an emergency by breaking glass.

3. The door shall either be fitted with magnetic lock connected to console and detected system or shall be synchronized with fire detection and alarm system.

#### **5. CORRIDOR / LIFT LOBBY :**

a) Corridor / lift lobby at each floor level shall be mechanically ventilated with emergency ventilation facility at each floor level & pressurised.

b) The common corridor / lift lobby at each floor level shall be kept free from obstructions at all times.

c) Proper signages for way to staircase, escape routes, staircase, floor nos. etc. shall be provided at each floor of building.

d) Portable lights / insta lights shall be provided at strategic locations in the staircase and lift lobby

#### **6. STAIRCASE AND CORRIDOR LIGHTINGS:**

a) The staircase and corridor lighting shall be on separate circuits and shall be independently connected so that they could be operated by one switch installation on the ground floor easily accessible to firefighting staff at any time irrespective of the position of the individual control of the light points, if any.

b) Staircase and corridor lighting shall also be connected to alternate supply

c) Double throw switches should be installed to ensure that lighting in the staircase and the corridor does not get connected to two sources of supply simultaneously. A double throw switch shall be installed in the service room to terminate the stand-by-supply.

- d) Emergency lights shall be provided in the staircases/corridors.

**7. FLAT ENTRANCE, KITCHEN DOORS & EXIT / ENTRANCE STAIRCASE:**

a) Flat entrance and kitchen doors if any shall be of solid core having fire resistance of not less than one hour (solid wood of 45 mm thickness)

b) The fire resistance rating for staircase FRD, Lift lobby / protected lobby & the lift doors as per N B.C. provisions.

**8. ELECTRIC CABLE SHAFTS, SERVICES & METER ROOM:**

a) Electric cable shafts shall be exclusively used for electric cables and should not open in staircase enclosure.

b) Inspection doors for shafts shall have two hours fire resistance.

c) Electric shafts shall be sealed at each floor level with non-combustible materials such as vermiculite concrete. No storage of any kind shall be done in electric shaft.

d) Electric wiring / cable shall be non-toxic non-flammable low smoke hazard having copper core / fire resistance for the entire building with provision of ELCB/MCB.

e) Electric meter room shall be provided at location marked on the plan. It shall be adequately ventilated & easily accessible.

f) Electric wiring shall be having copper core having the fire resistance and low smoke hazard cables for the entire bldg., with the provision of ELCB/MCB. Low and medium voltage wiring running in shaft and in false ceiling should run in separate conduits;

g) Water main, telephone lines, intercom lines, gas pipes or any other service line should not be laid in the duct for electrical cables, use of bus bar/solid rising mains instead of cables is preferred.

i) Separate circuits for firefighting pumps, fire lifts, staircases and corridor lighting and blowers for pressuring system shall be provided directly from the main switch gear panel and these circuits shall be laid in separate conduit pipes, so that fuse in on circuit will not affect the others. Such circuits shall be protected at origin by an automatic circuit breaker with its no-volt coil removed

j) a. The Master switches controlling essential service circuits shall be provided in the Fire Control room and shall be clearly labeled and operations of the same shall be carried out only by trained personnel or Fire Brigade personnel.

b. The manual control for the change-over switch from main to DG Set/ other sub-station alternate supplies shall be provided in the Fire Control room.

c. Emergency electrical services / switches shall be provided in the Fire Control room.

#### **9. FALSE CEILING (if provided):**

False ceiling if provided in the building shall be of non-combustible material similarly the suspenders of the false ceiling shall be of non-combustible materials.

#### **10. MATERIALS FOR INTERIOR DECORATION/FURNISHING**

The use of materials which are combustible in nature and may spread toxic fume/gases should not be used for interior decoration/furnishing, etc.

#### **11. ESCAPE ROUTE FROM FLAT TO STAIRCASE (Corridor / Lift Lobby) :**

a) Corridor / Lift lobby at each floor level shall be ventilated to outside air as shown on the plan This natural ventilation shall not be blocked / obstructed by partition etc.

b) All lifts, lift lobbies & common corridors shall be pressurized in the event of fire at each floor The positive pressure in these lift shafts should be maintained 50 Pascal and enclosed lift lobbies should be maintained 25 Pascal

c) Proper signage for way to staircase, escape routes, staircase, floor nos. etc. shall be provided at each floor of building.

d) Location / layout plan of each floor shall be on walls of each floor at lift lobby etc.

#### **12. LIFT**

a. Walls enclosing lift shaft shall have a fire resistance of not less than two hours.

b. Shafts shall have permanent vent of not less than 0.2Sqmts. in clear area immediately under the machine room.

b) Landing doors and lift car doors of the lift shall be of steel shuttered with fire resistance of one hour No collapsible shutter shall be permitted.

c) One of the lift from each lift bank shall be converted into fire lift and shall be as per Specifications laid down under the regulations a toggle switch shall be provided to this lift for the use of Firemen.

d) Threshold of non-combustible material shall be provided at the entrance of each landing door

**A. FIRE LIFT:**

a) To enable fire services personnel to reach the upper floors with the minimum delay one fire lift shall be provided and shall be available for the exclusive use of the firemen in an emergency.

b) The lift shall have a floor area of not less than 1.4 sqmtrs It shall have loading capacity of not less than 545 kg (08 persons lift) with automatic closing doors of minimum 0.8 m. width.

c) The electric supply shall be on a separate service from electric supply mains in abuilding and the cables run in a route safe from fire that is within the lift shaft Light &fans in the elevators having wooden paneling or sheet steel construction shall be operated on 24 volt supply

d) Fire lift should be provided with a ceiling hatch for use m case for emergency so that when the car gets stuck up, it shall be easily openable.

e) In case of failure normal electric supply, it shall automatically changeover to alternate supply For apartment houses this changeover of supply could be done through manually operated changeover switch Alternatively, the lift shall be so wired that in case of power failure it comes down at the ground level and comes to stand-still with door open.

f) The operation of fire lift should be by a simple toggle or two-button switch situated in glass-fronted box adjacent to the lift at the entrance level When the switch is on, landing call points will become inoperative and the lift will be on car control only or on a priority control device. When the switch is off, the lift will return to normal working. Then this lift can be used by the

occupants in normal times.

g) The words Fire lift shall be conspicuously displayed in fluorescent paint on the lift ending doors at each floor level.

h) The speed of the fire lift shall be such that it can reach the top floor from ground level within one minute.

i) The fire rating of lift corridor having half an hour fire resistance & shall increase beyond NBC provisions by half an hour after every 70 mtrs height of the building.

J) Fire lift shall be constructed as per prevailing Indian & International standard.

### **13. CAR PARKING:**

a) Car parking shall be permitted in the designated area.

b) Drainage of the car parking area of all the levels shall be laid independent from that of the buildings & it shall be provided with catch pit & fire trapped before connecting the building drainage or Municipal drainage.

c) Drainage of the car parking areas at all the levels shall be so laid as to prevent any overflow in the staircase, lift shaft etc.

d) The parking area shall not be used for dwelling purpose & repairing / maintenance purpose, at any time. Dwelling use of naked light flame repairing / maintenance of vehicles shall be strictly prohibited in the parking area.

e) Repairing / servicing of cars / use of naked light shall not be permitted in the car parking areas.

f) The drive way shall be properly marked & maintained unobstructed

g) The Automatic Sprinkler System provided to the entire car parking area

### **PODIUM / CAR PARKING FLOORS**

a) All the sides of the stilted / covered car parking shall be kept open except parapet walls of not more than 0.75 meters height.

b) Automatic sprinkler and drencher system at the top of the podium



shall be provided to the entire parking floor.

c) The driveways shall be properly marked and maintained unobstructed, proper illuminated signage shall be provided for escape route, ramps etc. at prominent location

#### **14. BASEMENT:**

a) Each basement shall be separately ventilated. Vents with cross-sectional area(Aggregate) not less than 2.5 percent of the floor area spread evenly around the perimeter of the basement shall be provided in the form of grills or breakable stall board lights or pavement lights or by way of shafts. Alternatively, a system of air inlets shall be provided at basement floor level and smoke outlets at basement ceiling level inlets and outlets may be terminated at ground level with stall boards or pavement lights as before but ducts to convey fresh air to the basement floor level shall have to be laid stall boards and pavement lights should be in position easily accessible to the fire brigade personal and rescue teams and clearly marked 'SMOKE OUTLET or AIRINLET with an indication of area served at or near the opening.

b) The basements shall be used for designated purpose only as shown in the plan.

c) The basement shall be provided with natural ventilations through the ventilators open cut outs as shown in the plan

d) The staircases of the basement shall be of enclosed type and entry to basement area shall be through two hours fire resistance self-closing door provided in the enclosed wall of the staircase and through smoke check / cut off lobby. The smoke check / cut oft lobby shall be mechanically pressurized.

e) Mechanical ventilation shall be provided to the basement with 15 air changes per hour with an arrangement to accelerate the rate of air changes to 30 per hour in the event of a fire emergency

f) The ducts of the mechanical ventilations system shall be of substantial metal gauge as per the relevant I.S. standard.

g) The operating switches of the mechanical ventilation shall be located in the fire control room with appropriate zonal indications.

h) Exhaust duct shall be provided to draw out exhaust at ground level of the basement.

i) Suitable signage shall be provided in the basement showing exit direction way to exits etc.

j) Automatic sprinkler system shall be provided in basement area/including ramp. These systems shall be installed as per the standard laid down by T.A.C. and relevant I.S. specifications

k) Smoke check lobby, Staircases, common passages & escape routes of the entire building shall be painted with fire retardant paint.

l) One Dry Chemical Powder fire extinguisher ABC type of 09 kgs Capacity each shall be kept for every 100 sqmtrs area in each basement.

exits signs with IP 54 enclosure Luminance of the signages shall be such that they are visible from a distance of 12 to 16 meters

n) The staircase of the basement & the associated lift lobbies shall be pressurized in the event of fire The pressure in this enclosed staircase and enclosed lift lobbies shall be maintained not less than 5mm W.G. & 2.5 mm W.G. for lift lobbies

o) CO Detector with audible alarm system shall be provided to all the basement areas and the circuit of the same shall be given / connected to mechanical ventilation system to start automatically on actuation of CO detector and the other detectors provided in the basement.

p) Ventilation system shall start automatically on actuation of detector provided in the basement area.

q) Exhaust duct, mechanical ventilation duct should not pass through exit or entry.

r) The basement beyond building line shall be paved, suitably to bear the load of fire engines weighing upto 48 m. tones each with point load of 09 kgs./sq. cms.

s) Basement area shall be divided in compartments as per NBC/DCR Regulations.

t) The ventilation and area of ventilation and compartmentation if required shall be checked by EEBP.

u) The interconnectivity between (exit / entrance) between two compartments shall be protected by fire curtain having four hours fire

resistance.

**15. FIRE FIGHTING REQUIREMENTS:**

**(i) a UNDER GROUND WATER STORAGE TANK: (WING )**

*An underground water storage tank of .....liters capacity shall be provided for Wet riser & sprinkler system at the location marked in the plan, as per the design specified in the rules with baffle wall and fire brigade collecting breaching.*

**b. UNDER GROUND WATER STORAGE TANK: (EWS Wing)**

*An underground water storage tank of..... liters capacity shall be provided for wet riser at the location marked in the plan, as per the design specified in the rules with baffle wall and fire brigade collecting breaching Both the tanks shall be connected to each other by butterfly valve.*

**(ii) a. OVERHEAD TERRACE WATER STORAGE TANK (WING \_)**

*An another tank of .....liters capacity shall be provided on each staircase shaft at the terrace level, the layout of which shall be got approved from H E 's departments prior to ~ erection The tank shall be connected to wet risers through a booster pump through anon-return valve gate valve*

**b. OVERHEAD TERRACE WATER STORAGE TANK (EWS WING):**

*An another tank of .....liters capacity shall be provided on each staircase shaft at the terrace level, the layout of which shall be got approved from H.E's departments prior to erection. The tank shall be connected to wet risers through a booster pump through anon-return valve gate valve.*

**(iii) WET RISER:**

*Wet riser of internal dia.Of15 cms.of G.I.'C' Class pipe shall be provided in the duct adjoining the staircase with double hydrant outlet & hose reel at each floor in such away as not to reduce the width of the common corridor Pressure reducing discs or orifices shall be provided at lower level, so as not to exceed the pressure of 5.5 kgs. Per sqcms. The wet risers shall be extended from lower basement up to top most floor/terrace level. Wet riser outlet and hose reel at a distance of 100 ft. shall be provided on periphery of all podium / parking floors.*

**(iv) FIRE SERVICE INLET:**

a) A fire service inlet on the external face of the building near the tank directly fronting the courtyards shall be provide to connect the mobile pump of the fire service independently to a) the wet riser b) sprinkler system & c) drencher system

b) Breeching connection inlet shall be provided to refill UG tank.

c) Operating switches of fire pumps shall be also provided in glass fronted boxes at ground floor or Fire control room at 2<sup>nd</sup>podium level.

**(v) AUTOMATIC SPRINKLER SYSTEM : (WING A, B&C)**

The Automatic sprinkler system shall be provided m entire building including each flat, lift lobby & common corridor at each floor level, basements and car parking area as per the standards laid down by T.A.C. or relevant IS specifications.

**(vi) AUTOMATIC SMOKE DETECTION SYSTEM:**

Lift machine room, electric meter room, lift lobby & common corridor at each floor level ,control room etc. shall be protected with Automatic smoke detection system with main console panel at ground floor level.

**(vii) DRENCHER SYSTEM: (FOR ALL FIRE CHECK FLOORS AND PODIUM OF WING A, B & C)**

Drencher system should be provided on the periphery of Fire check floor of the building, top of the podium floor and should be connected to the main sprinkler pump as per the standard laid down in relevant I.S. Specifications.

**(viii) a FIRE PUMP,BOOSTER PUMP, SPRINKLER PUMP AND JOCKEY PUMP:(WING \_)**

a) Wet-riser shall be connected to a fire pump of capacity of not less than 2800 liters/min. capable of giving a pressure of not less than 3.2 kgs/ sq. cms. at the top most hydrant.

b) Booster pump of 900 liters/min. capacity giving a pressure of not less than 3.2 kgs/sqcms at the top most hydrant out let of the wet-riser shall be provided at the terrace Level

c) Sprinkler pump of suitable capacity along with jockey pump shall be provided for automatic sprinkler system

d) Electric supply (normal) to these pumps shall be Independent circuit.

e) Separate jockey pump shall be provided to Wet riser system to keep system pressurized.

f) Operating switches for booster pumps shall be also provided in glass fronted boxes at ground floor and on terrace level.

g) Operating switches of fire pumps shall be also provided in glass fronted boxes ground floor.

h) The fire pumps provided shall be surface mounted type or vertical turbine mounted type and not submersible type

**b. FIRE PUMP, BOOSTER PUMP, SPRINKLER PUMP AND JOCKEY PUMP: (EWS Wing)**

i) Wet-riser shall be connected to a fire pump of capacity of not less than 1800 liters/mm. capable of giving a pressure of not less than 3.2 kgs/ sq. cms at the top most hydrant.

j) Booster pump of 450 liters/min capacity giving a pressure of not less than 3.2 kgs/sqcms at the top most hydrant out let of the wet-riser shall be provided at the terrace Level.

k) Electric supply (normal) to these pumps shall be Independent circuit.

l) Separate jockey pump shall be provided to Wet riser system to keep system pressurized.

m) Operating switches for booster pumps shall be also provided in glass fronted box at ground floor and on terrace level

n) Operating switches of fire pumps shall be also provided in glass fronted boxes at ground floor.

o) The fire pumps provided shall be surface mounted type or vertical turbine mounted type and not submersible type

**(ix) RATE OF RISE DETECTORS: (WING \_)**

Rate of rise detectors shall be installed in the hot areas i.e kitchen, pantry, etc. and same shall be connected to mam console at ground floor level

**(x) STAND BY PUMP : (WING \_)**

Diesel operated stand pumps shall be provided as per N.B.C

**(xi) EXTERNAL HYDRANTS:**

Courtyard hydrants shall be provided at distance of 30.00 mtrs each at top of podium floor as well as ground floor within the confines of the site of the wet riser-cum-down comer at the location marked on the plan

**(xii) a. ALTERNATE SOURCE OF POWER SUPPLY AND D.G. SET : (WING A, B & C)**

Alternate source of L V./ H C. supply from a separate substation as well as DG Set with appropriate change over switch shall be provided for fire pumps, sprinkler pump booster pump, staircase and corridor lighting circuits manual fire alarm system & P A system It shall be housed in a separate cabin

**b. ALTERNATE SOURCE OF POWER SUPPLY AND D.G. SET : (EWS WING)**

An alternate source of LV./ H C supply from a separate substation or DG Set with appropriate change over switch shall be provided for fire pumps, booster pump staircase and corridor lighting circuits, manual fire alarm system & P.A system. It shall be housed in a separate cabin.

**(xiii) PORTABLE FIRE EXTINGUISHERS :**

a) Two Dry Chemical Power (ABC) type fire extinguisher of 9 Kgs. Capacity having ISI certification mark and two buckets filled with dry, clean sand shall be kept in Electric Meter Room as well as Lift Machine Room.

b) Twenty dry chemical powder (class ABC) type fire extinguishers each of 9KgsCapacity each & with ISI mark and four buckets of dry, clean sand shall be kept on podium floor at prominent places.

c) One Dry Chemical Powder fire extinguisherABCtypeof6 Kgs. Capacity each shall be kept for every 100 Sq.Mt. area in each level of basement.

**(xiv) FIRE ALARMA SYSTEM I FIRE DETECTION SYSTEM : (WING \_)**

a) The building shall be provided with intelligent analog addressable fire alarm system with microprocessor based main control panel at ground floor level and addressable call points and hooters at each floor level. The design of fire alarm system shall be in accordance with I.S specification and based on NFPA 72 guidelines (as per 2010edition).

b) The addressable fire alarm system shall be equipped with the latest evacuation features such as digital voice evacuation capabilities; fire fighters telephone system, directional sounders etc. The main entry / exit points shall be provided with firefighters interactive interface to enable viewing of critical information in event of fire.

c) All basements, podiums shall be provided with intelligent multi sensor detectors connected to the main fire alarm panel. This is to avoid nuisance alarm caused due to smoke emission from the vehicles of the car parking

d) Appropriate fire detection system shall be installed in kitchen area.

e) Access control system, close circuit cameras shall be installed in the entire building &connected to B.M.S. control at reception.

**(xv) PUBLIC ADDRESS SYSTEM:**

The entire building shall be provided with the public address system in common areas as per the with main control operator at console panel at ground floor reception area

**(xvi) SIGNAGES:**

Self-glowing/fluorescent exit signs in green color shall be provided showing the means of escape for entire building.

**(xvii) BREATHING APPARATUS SETS: (WING A& C)**

Two Self-contained Compressed Air Breathing Apparatus sets of 45 minutes duration each shall be kept in the fire control room &two Self-contained Compressed Air Breathing Apparatus sets of same capacity shall be kept in refuge area in consultation with C.F.O

**(xviii) VOICE EVACUATION SYSTEM: (WING \_)**

The voice evacuation system shall be integrated to Fire Alarm system so as to facilitate the co-ordination activities in case of fire emergencies. The actuation of the fire alarm control panel shall automatically activate the Voice Evacuation system. A pre-recorded message shall be broadcast on the affected floor, one floor below & two floors above the affected floor.

**(xix) INTEGRATED SYSTEM: (WING A & C)**

The entire firefighting system shall be of the type "Integrated Building Automation System" combining all the systems. Flasher light shall be installed at the top of the building which will be switched on in case of incident of fire in that building to indicate involvement of building in fire. It will also help the incoming fire brigade appliances to reach the spot in time without delay.

**(xx) DETECTOR SYSTEM:**

LPG / CNG detector system shall be installed in basement area.

**(xxi) EMERGENCY ESCAPE ROUTE PLAN:**

Emergency exit route plan framed in glass shall be displayed in the common corridor, cross passages, staircase/lift lobbies of each floor level.

**(xxii) FIRE DRILLS I EVACUATION DRILLS:**

Fire Drills and evacuation drills shall be conducted regularly in consultation with Mumbai Fire Brigade and log of the same shall be maintained.

**(xxiii) MECHANICAL ASCENDING/DESCENDING DEVICE: (WING A & C)**

Controlled Lowering device or external evacuation system, as approved by CFO, shall be provided.

a) External electro hydraulically operated ascending and descending evacuation system having minimum 8 persons capacity with entry and exit at each floor level which is connected to the common lobby (staircase / lift).

b) The lowering device shall be installed on the external face of the building from terrace with guide line, along with cabin and should be used for ascending & descending



c) The electric supply for the same shall be from emergency as well as alternate source of electric supply for separate back up emergency power supply

d) The said device shall be operational from the cabin as well as from ground level (preferably by remote control) by the operator

e) Controlled lowering device/ external evacuation system shall conform to the relevant NFPA Codes and shall be certified by U L

**(xxiv) FIRE CURTAIN:**

a) The fire curtain provided for entry/exit at basements from one compartment to other shall be of four hours fire resistance

b) Fire curtain shall operate on activation of Detector/ suppression system or automatically of that particular zone

**(xxv) WATER CURTAIN:**

Water curtain system should be provided at the entrance to the basement from ramp at each exit and should be connected to the main sprinkler pump as per the standard laid down in relevant I.S Specifications

**16. SERVICE DUCT:**

a) All service ducts shall be of 2 hr fire resistance.

b) Inspection door of the service ducts shall have 2 hr. fire resistance

c) Duct for water service, drainage line, shall be separate from that of electrical cable duct.

d) All service duct shafts shall be sealed at each floor level with non-combustible materials such as vermiculite concrete No storage of any kind shall be done in the shaft.

**17. FIRE CHECK FLOOR : (WING A & C)**

a. Fire check floor shall be provided at every 70.00 mtrs. height of the building.

b. Fire check floor shall be open on all sides which serve as fire separation floor

- c. Fire check floor shall be properly accessible from common areas.
- d. Fire check floor shall not be allowed to be used for any other purpose and it shall be the responsibility of the owner / occupier to maintain the same clean and free of encumbrances and encroachments at all times.
- e. Height of the fire check floor shall not be more than 1.8 mtrs
- f. Periphery of the Fire Check floor shall not be enclosed.
- g. Fire Drenchers shall be provided at the periphery of the each fire check floor externally.

**18. TRAINED OFFICER I SECURITY GUARDS:**

- a) A qualified full time fire officer with experience of not less than 3 years shall be appointed who will be available on the premises at all times. Alternative full time qualified fire officers working in shift duty system shall be placed round the clock on the premises
- b) The trained security / fire supervisor along with trained staff having basic knowledge of fire fighting & fix firefighting installation shall be provided / posted in the building
- c) Maintenance of all the first aid firefighting equipments, fixed Installations &
- d) Other firefighting equipments/ appliance in good working condition at all times.
- e) Imparting training to the occupants of the building in the use of firefighting equipment provided on the premises & kept them informed about the fire & other emergency evacuation procedures.
- f) To liaise with the City Fire Brigade on regular & continual basis.

**19. FIRE CONTROL ROOM :**

- a) Separate Fire Control room with well qualified man power shall be established on ground floor
- b) Plan of each floor indicating means of egress as well escape shall be maintained.
- c) i. The Master switches controlling essential service circuits

shall be provided in the Fire Control room and shall be clearly labeled and operations of the same shall be earned out only by trained personnel or Fire Brigade personnel

ii. The manual control for the change-over switch from main to D. G. Set/ other substation alternate supplies shall be provided in the Fire Control room.

d) “Integrated Building Automation System” shall be provided m the Fire control room.

## **20. REFUGE AREA :**

1) Refuge area provided as shown on the plans shall be conforming to the following requirements

### **Manner of refuge area**

a. The refuge area shall be so located that it shall preferably face the access road of the building.

b) The refuge area shall be provided railing / parapet of 1.20mt.

c) The refuge area shall have a door which shall be painted or fixed with a sign in luminous paint mentioning “REFUGE AREA”.

d) The lift/s shall not be permitted to open into the refuge areas

e) The refuge area provided within building line shall be accessible from common passage/staircase.

### **ii) Use of refuge area :**

a. The refuge area shall be earmarked exclusively for the use of occupants as temporary shelter and for the use of Fire Brigade Department or any other organization dealing with fire or other emergencies when occur in the building and also for exercises/drills if conducted by the Fire Brigade Department

b. The refuge areas shall not be allowed to be used for any other purpose and it shall be the responsibility of the owner/occupier to maintain the same clean and free of encumbrances and encroachments at all times.

**iii) Facilities to be provided at refuge area**

Adequate emergency lighting facility shall be provided

**iv) Terrace floor as a refuge floor:**

a. The necessary facilities such as emergency lighting, drinking water etc. shall be provided

b. The access door/s from the enclosed staircase/s to the terrace floor shall have louvers at top half portion of the door. The entrance doors to the terrace shall be painted or fixed with sign painted in luminous paint mentioning "REFUGE AREA"

## **6. DRAFT FOR APPLICATION FOR CFO NOC FOR OCCUPATION**

To

Dy. Chief Fire Officer  
Mumbai Fire Brigade

Mumbai

**Sub:** Regarding granting NOC to Occupation Certificate proposed Building on plot bearing CTS No. /CS NO./F.P.No. \_\_\_\_\_ of village/ Division\_\_\_\_\_ Mumbai 400 0

**Reference:-**NOC received from your department vide letter no.

Sir,

Remarks to the proposed building was obtained by this office vide letter under reference. Now as the building construction is completed and fire-fighting installations as per remarks are installed on site.

In view of this, you are requested to grant your NOC for granting Occupation Certificate for the above mentioned building. Kindly find attached herewith following drawings and documents as required:

- 1) 1 Set of detailed drawings.
- 2) Copy of CFO remarks issued vide letter no. \_\_\_\_\_ dated \_\_\_\_\_
- 3) Documents as per Checklist

In view of above kindly acknowledge the same and grant us your NOC for Occupation of the above mentioned building at earliest and oblige.

Thanking you,

Yours faithfully,

**Architect**

**7. ANNEXURE - A**

**UNDERTAKING FOR OCCUPATION**

I, \_\_\_\_\_, of M/s. \_\_\_\_\_, developing plot bearing \_\_\_\_\_ having Office at \_\_\_\_\_ hereby undertake that:

- i. That balance work if any will be completed before actual occupation & use of building. Owner & Occupier of the building is responsible for the entire maintenance of FIX FIRE FIGHTING INSTALLATION. Also fixed firefighting installation was checked without permanent water & electric supply. Civil work will be checked by Building Proposal Dept. at the time of B.C.C.
- ii. We will complete sealing of electrical duct, other ducts & we are fully responsible for the maintenance & working of firefighting system, fire lifts permanent & standby power supply.
- iii. As per the N.O.C.'s issued, the balance work if any will be completed before actual occupation/use of building and before full occupation of the building.
- iv. We have applied to B.E.S.T. for alternate source of electric supply from separate substation & will be installing within 90 days. Or  
  
We will be installing the D.G. set for alternate source of power supply within 90 days.
- vi. We will maintain the refuge areas as mentioned in the NOC's & will be responsible for maintaining the same.

This undertaking will be binding on me, my heirs, executors, administrators, assigns and assignees or whomsoever deriving title through or under me.

SOLEMNLY AFFIRMED AT MUMBAI.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20

BEFORE ME \_\_\_\_\_

For **M/s.**

## **8. CHECKLIST FOR APPLYING FOR OCCUPATION**

1. Lift Certificate with Fire lift stamp
2. Architects Area Certificate
3. Fixed firefighting installation certificate **Form "A"**
4. Structural Engineer Certificate.
5. D.G. set installation certificate.  
**or**  
Certificate for Alternate source of power supply from concerned company.
6. Photos of fixed firefighting installations on Site.
7. FRD invoice.
8. Undertaking on Rs. 100/- stamp paper (Enclosed as 'Annexure A')
9. Appointment letter of qualified officer that, will be appointed before actual use & occupation (in case of High-rise)

**9. FORM "A"**

( As per Section 3(3) and rule 4(1) of Maharashtra Fire Protection and Life Safety Measures Act 2006

Certificate

Certificate by the Licensed Agency regarding the compliance of the Fire Prevention and Life Safety Measures

CERTIFICATE

Certified that I/WE have executed the works towards compliance in relation to Fire Prevention and Life Safety Measures to be carried out, in the performed other related activities required to be carried out, in the following building or premises, as required under the provisions of the Maharashtra Fire Prevention and Life Safety Measures Act,2006 (Mah.III of 2007).

Description and Location of Building or Premises

.....  
.....  
....

The details of the work and related activities which I or We have executed or performed are mentioned in the list appended here with.

Place: Signature and Address of the Licensed Agency.

Date: License no. ....



**ANNEXURE TO FORM "A"**

**Ref:**

**Project:**

**Brief Description of Work done :**

**AREA COVERED FOR FIRE FIGHTING PROTECTION**

**1-Pumping Station**

**2-Fire Hydrant system**

**3-Sprinkler System**

**4-Fire Alarm & Smoke Detection System**

## 10. INSPECTION REPORT BY FIRE OFFICER

### MUNICIPAL CORPORATION OF GREATER MUMBAI MUMBAI FIRE BRIGADE

No.:-

Date:-

Inspection report of -----  
-----  
-----

<b>Sr. No.</b>	<b><u>Particular</u></b>	<b><u>Description</u></b>
1	Name & address of the building	
2	Plot No. / C.S. No. / F.P. No.	
3	Date of Inspection	
4	Name of Licensed surveyor, Builder & Developer.	
5	Name of the Secretary/Manager & Contact No.	
6	N.O.C. Particulars	
	Ref. No. /Date of previous Inspection.	
7	Composition of the building	
8	Type of occupancy:-	

9.	Type of construction	
	<b><u>Description of fire safety measures</u></b>	
1	Access road width in mtr.	
2	No. of gates & its width	
3	Open space around the building	
4	Means of escape	
5	Lifts	
7	Electric meter room	
8	Escape route lighting on separate electric circuit	
9	Alternate source	
10	Fire fighting arrangements.  Wet riser system  Sprinkler system  First aid hose reel	

	Fire alarm system-  Fire pump, Booster pump, sprinkler pump-	
11	Fire extinguishers	
12	<p>Remarks:-</p> <p>There will be no objection to occupy&amp; use the building having _____ floors with a total height of _____mtr. from general ground level up to terrace level from firefighting installations point of view only.</p> <p>This NOC for occupation of _____ building is issued without prejudice to legal matters pending in court of law if any &amp; subject to undertaking submitted. It shall be responsibility of the builder/developer/owner / occupier to observe all the fire safety measures as per N.O.C.'s &amp; maintain in good working order from the next day of the inspection. If any item or requirement is missing from the next day, this department or inspecting officer is not responsible for the same and accordingly the B.C.C. to be issued. The party shall give annual maintenance contract for fire- fighting equipments&amp; submit the inspection report at every six months (In January &amp; July), as per Fire Prevention and Life safety Measures Act 2006.</p>	

Inspection officer  
Mumbai Fire Brigade.

**11. NOC TO OCCUPATION**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**  
**MUMBAI FIRE BRIGADE**

No. :

Date :

Sub: NOC for Occupy and use (High Rise) Residential/  
Commercial/Industrial Building on plot bearing CTS NO.C.S.  
No.....of village/Division

Ref.: Architects letter no. ....

CFO Remarks No. ....

**E.E.B.P.**

In this case, please refer to the N.O.C. issued by this office under No. .... dated ..... for the construction of (high-rise)Residential / Commercial/ Industrial building comprising of .....wings, designated as ..... each wing is having \_\_\_\_ Basements+ stilts + \_\_\_\_podiums and \_\_\_\_\_upper floors with a total height of \_\_\_\_\_mtrs. Measured from general ground level up to terrace level.

Now the Architect has informed about the compliance of all the fire fighting and fire protection requirements of Building stipulated vide this office N.O.C's under No. ....dated ..... referred to above.

The fire fighting system i.e. wet riser, fire pump, booster pump, sprinkler system etc. in the building were tested with temporary water & electric supply and were found in good working order.

Details as per Scrutiny Fee

Area	Fees Payable	Fees Paid	Balance if any

Further, the party had paid the revised Scrutiny fees of Rs..... at the rate of Rs./- per sq. mtr. Vide Receipt No. ....dtd.....(SAP Doc No. ....) on gross built up area of .....sq,mtr. as certified by the Architect.

In view of above, as far as this department is concerned, there is no objection to occupy and use the (high rise) residential/Commercial/Industrial building.

This N.O.C. for occupation of high rise residential/ Commercial/Industrial building is issued without prejudice to legal matters pending in court of law if any. It shall be responsibility of the builder/developer/owner / occupier as the case may be to observe the fire safety measures & maintain all the fire fighting installations in good working order from the next day of the inspection.

Dy. CHIEF FIRE OFFICER  
MUMBAI FIRE BRIGADE.

Copy to:

1. Architect
2. Owner
3. Office copy.

**II -B**

**Traffic (Parking)**

## 1. CHECK LIST + FACT SHEET FOR EETC

<b>Check list + fact sheet for EETC</b>			
Sr. no	Documents	Yes/No	Remark
1	Covering letter/Application letter		
2	Empanelled consultant's report		
3	Set of drawings		
<b>Consultant Report/EETC NOC</b>			
Sr. No	Parameters		Remark
<b>A</b>	<b>Architectural planning parameters</b>		
1	No of parking as per Architect statement required as per D.C. Regulations		
2	Statement of parking provided		
	Big Cars		
	Small Cars		
	Ambulance		
	LCV		
	Transport Vehicle		
3	No. of parking floors		
4	No. of ramp provided		
5	Minimum width and slope of one way ramp i.e. 3.00 mtrs for Cars with Slope of 1:10		
6	Minimum width and slope of twoway ramp i.e. 6.00 mtrs for Cars with Slope of 1:10		
	Maximum Length of Continuous ramp – 42 mtrs		
	Ramp proposed in F.O.S.		
7	No of car lift and min size of car lift 6.00mtr x 3.30 mtr		
	Minimum clear un obstructed O.S. in front of Car Lift 6.0 mtrs. Including the Street width		
8	Minimum width of one way drive way3.00		



	mtrs for Cars		
9	Minimum width of two way drive way 6.00 mtrs for Cars		
10	Turning radius		
	3.90 mtr for one way drive way 7.50 mtr for two way drive way		
10 A	Minimum required well provided for drive way or ramp at u turn – 5.5 mtrs for cars		
11	Drawing shows the arrow of Vehicular movement		
12	Minimum width of entrance gate with wicket gate 4.5 m. one way and 6.00 m. two way , 1.2 m wicket gate		
13	Unobstructed passage up to staircase / Entry/ Entrance lobby , min.3m.open space for parking of ambulance in purpose of emergency .		
14	If parking provided on slope then provided min. slope of ramp 1:20		
15	Parking floor with mixed User		
16	Maneuvering over Paved R.G.		
17	If any back to back parking provided for single user		
18	1 m space provided for back to back parking for different owners		
19	Minimum head room below slab / beam bottom i.e. 2.40 m for surface parking and 3.90 m for stack parking .		
20	Minimum width of one way driveway for surface right angle parking 3.60 m.		
21	Total height of podium with Ramp		

22	Total Height of Podium with Lift		
23	Car parking provided on U.G. tank Required F.O.S., R.G., Ventilation opening from Basement		
<b>B</b>	<b>ANALYSYS PARAMETERS(Only in case of high-rise building)</b>		
1	Max. Retrieval time of car parked at the farthest end by ramp		
2	Max. Retrieval time of car parked at the farthest end by car lift		
3	Service rate of car lift as no of car served per hour		
4	Queue length required and provided in front of car lift		
5	Queue length required and provided in front of security gate		
	In case of Mechanical Car Parking		
1	Type		
2	No. of Car Parks		
3	No. Of Entry Points		
4	No. Of Exit Points		
5	Parking Time		
6	Retrieval Time		
7	Height of Mechanized Parking .		
8	Stand by arrangement of generator / alternative electric power supply of requisite capacity shall be made in case of failure of electric supply		
9	Within building line		
10	Out of building line		
11	Self-certificate for functioning of mechanized parking		

12	At least 25% of total proposed car parking of min height of 2.1 mtr and min height of car is 1.80 mtr.		
13	Head room below cantilever parking i.e. 2.40 mtr.		
14	Depth of pit type parking i.e. 2.30 mtr		

### **Additional Conditions prescribed by Traffic Department**

1. Proposed U.G. tank is flushed with Ground Level and designed to carry load of moving vehicle
2. Structural Stability to be insisted from Structural Consultant in Mechanized parking system provided
3. The parking area shall be adequately lighted ventilated and drained properly .
4. Edges of Columns shall be round in shape in the parking floor areas.
5. The parking spaces shall be paved and clearly marked , painted and numbered .
6. The traffic operation shall be marked in Thermoplastic road marking paint arrows and traffic amenities such as Retro Reflective Road Studs
7. Anti-Skid finish (Surface) shall be provided at the parking floors
8. Cautionary / Informative signage shall be provided in the driveways
9. The entire driveway as well as parking spaces shall be free of obstruction
10. The Board indicating available car parking shall be provided near the entry gate
11. The Board indicating visitor's car parking available and earmarked visitors car parking spaces on site
12. Adequate no. of parking attendant s shall be employed

13. Parking area shall be free from nuisance of car exhaust / smoke / lights / noise.
14. Arrangement of dewatering to avoid mosquito breeding in the pit of the proposed parking system due to stagnation of water etc in the pit shall be made .
15. The slab of U.G. Tank if any , slab to cover existing well if any , grating / slab over sump for rain water if any , along with the driveway shall be designed to bear the required vehicular load and stability certificate to this effect shall be submitted
16. The adequate safety measures shall be taken if parking proposed on terrace floor
17. The convex mirror shall be provided in ramp at the locations shown on the accompanying plans by m, m1, m2, m3, & m4 so as to facilitate the smooth maneuvering of vehicles
18. Architect should not propose excessive area in parking other than parking spaces and maneuvering.

**2. LETTER FOR SUBMISSION OF CONSULTANT'S REPORT TO EEBP BY  
ARCHITECT/L.S.**

Date:

To,

The Executive Engineer,  
Building Proposal, MCGM,  
Mumbai.

Sub: - Parking Layout for proposed development/ redevelopment of \_\_\_\_\_  
building on plot bearing C.S. / C.T.S. No. \_\_\_ of Div/ Village \_\_\_ / T.P. Scheme  
\_\_\_\_\_ at \_\_\_\_\_, Mumbai

Sir,

With reference to above subject matter, please find enclosed herewith the certification of the empanelled consultant \_\_\_\_\_ along with one set of the proposed parking layout plans in respect of parking arrangement and its maneuverability considering any features to be retained on plot as per proposed plan, for the development/ redevelopment of above mentioned plot.

Please find enclosed herewith the payment of

A. Scrutiny Fees of Rs. \_\_\_\_\_

Thanking you.

Yours faithfully,

Authorized Signatories,

For M/S \_\_\_\_\_

Encl.: as above

### **3. TRAFFIC CONSULTANT'S**

#### **REMARKS FOR HIGHRISE BUILDING WITH BASEMENT / STILTS PODIUM AND CAR LIFTS**

Date:

To,

1. The Developer /Owner
  
2. Architect /L.S.

**Sub:** -“Parking arrangement and it Maneuverability” plan for prop bldg.onplot bearing C.S. no/ C.T.S. no \_\_\_\_, of Div./Village \_\_\_\_T.P. Scheme \_\_\_\_at \_\_\_\_Mumbai .

Sir,

As per the parking layout prepared by the Architect, the building under reference is proposed to be having \_\_ no. of Basements + Stilt + \_ no's of Podium as parking floors.

This is confirmed by the Architect and Owner that the trees shown in plan are the only to be retained or planted new as per proposed layout and balance trees will be cut/transplanted subject to approval from SG.

- It is proposed to have \_\_ no's of entry and exit gates from \_\_\_\_ m wide access/DP road.
- It is also proposed to have \_\_\_\_ no. of 1.2 m wide wicket gates as shown in plan.
- As per the parking statement prepared by Architect, \_\_\_\_ no's of parking spaces are required as per D.C. Regulation, while proposed parking spaces are \_\_\_\_ i.e. \_\_\_\_ less / more than required .
- Parking floors are proposed with \_\_\_\_ no.s of car lifts.
- Parking floors are proposed with \_\_ no.s of one/two way ramp of \_\_ m width
- A turning radiusof \_\_ m is provided at the turning point of ramp.
- The driveway provided at parking floors is of \_\_ m widefor one-way movement and \_\_ widefor two-way movement as shown in the plan.

- The size of parking space provided is 2.5 mx 5.5m and 2.3m x 4.5m as per provisions of regulation 36 of DCR 91.

The slope of proposed exit and entry ramp is 1: \_ leading from stilt to \_\_\_\_ parking floor as shown on plan.

- The total height of the podium/s provided is \_\_\_ m which is as per modified D.C.R. wide CMS/4311/452/CR-58/2011/11 dated 06/01/2012
- Traffic Operation as indicated in red arrows is shown on plan and shall be maintained
- Loading –Unloading spaces required \_\_\_\_\_ no.s provided \_\_\_\_ no.s
- Parking spaces provided floor wise is as per following.

Sr no	Floor Designation	Floor level	Big	Small	Total

- Mechanized Parking spaces provided is as per following.

Sr no	Type of Mechanical parking	Floor Designation	Big	Small	Total

**After the analysis as per Annexed plans following results are obtained:.**

1. After calculating the service rate of car lift \_\_ no’s of car lift will be sufficient at evening peak hour period.
2. Also from the queue length calculation as per queuing theory the queue length at each lift will be 1 car at evening peak hour and provision for the same is done in the plan.
3. At evening peak hour, if the security checking is introduced for all the car entering, with \_\_ security check posts at every gate, then 1 car will wait in queue at each entry gate at evening peak hour time. The average security checking time is considered as per 25 sec per car on the basis of traffic surveys conducted earlier. The detail calculations are mentioned in attached Annexure.
4. The maximum retrieval time is the time required for a car parked at the farthest location on the top floor is \_\_\_ min for car coming out by ramp and \_\_\_ min for car coming out by car lift.

### **Details of Deviations from DCR**

Sr . No	Provision of DCR	Description of Deviation	Consultant's Recommendation

### **Details of Deviations from Guidelines of Traffic Department**

Sr . No	Provision of Guidelines of Traffic Department	Description of Deviation	Consultant's Recommendation

In case of deviation as per the DCR and Traffic Department guidelines the same are subject to approval of M.C. and subject to payment of premium as per policy.

Standby Arrangement of generator /alternative electric supply of requisite capacity shall be made in case of failure of electric supply .

Parking Layout is analyzed considering location of structural members shown on respective floor plan by the Architect / L.S.

**It is certified that the proposed parking layout is approved with respect to the parking arrangement and maneuverability of vehicles.**

The above remarks have been offered only and purely from traffic operation & maneuvering point of view, without any prejudice to the status of structures if any, without referring the R.L., abutting to road if any & without reference to the ownership and without carrying out actual site inspection, and without reference agreement/power of attorney for development if any.

Thanking You,

M/s.\_\_\_\_

Empanelled Traffic Consultant



**4. TRAFFIC CONSULTANT'S REPORT FOR HIGHRISE BUILDING WITH  
BASEMENT / STILTS PODIUM AND WITHOUT CAR LIFT**

Date:

To,

The Executive Engineer,  
Building Proposal, MCGM,  
Mumbai.

**Sub:** -“Parking arrangement and it Maneuverability” plan for prop bldg.onplot bearing C.S. no/ C.T.S. no \_\_\_\_, of Div./Village \_\_\_\_T.P. Scheme \_\_\_\_at \_\_\_\_Mumbai

Sir,

As per the parking layout prepared by the Architect, the building under reference is proposed to be having \_\_ no. of Basements + Stilt + \_ no's of Podium as parking floors.

This is confirmed by the Architect and Owner that the trees shown in plan are the only to be retained or planted new as per proposed layout and balance trees will be cut/transplanted subject to approval from SG.

- It is proposed to have \_\_ no's of entry and exit gates from \_\_\_\_ m wide access/DP road.
- It is also proposed to have \_\_\_\_ no.of 1.2 m wide wicket gates as shown in plan.
- As per the parking statement prepared by Architect, \_\_\_\_ no's of parking spaces are required as per D.C. Regulation, while proposed parkings spaces are \_\_\_\_ i.e. \_\_\_\_ less / more than required .Parking floors are proposed with \_\_ no.s of one/two way ramp of \_\_ m width
- A turning radius of \_\_ m is provided at the turning point of ramp.
- The driveway provided at parking floors is of \_\_ m wide for one-way movement and \_\_ wide for two-way movement as shown in the plan.
- The size of parking space provided is 2.5 mx 5.5m and 2.3m x 4.5 m as per provisions of regulation 36 of DCR 91.
- The slope of proposed exit and entry ramp is 1: \_ leading from stilt to \_\_\_\_\_ parking floor as shown on plan.
- Traffic Operation as indicated in red arrows is shown on plan and shall be maintained
- The total height of the podium/s provided is \_\_ m which is as per modified D.C.R. wide CMS/4311/452/CR-58/2011/11 dated 06/01/2012
- Parking spaces provided floor wise is as per following.

Sr no	Floor Designation	Floor level	Big	Small	Total

- Mechanized Parking spaces provided is as per following.

Sr no	Floor Designation	Big	Small	Total

**After the analysis as per attached Annexure following results obtained.**

1. At evening peak hour, if the security checking is introduced for all the car entering, with \_\_ security check posts at every gate, then 1 car will wait in queue at each entry gate at evening peak hour time. The average security checking time is considered as per 25 sec per car on the basis of traffic surveys conducted earlier. The detail calculations are mentioned in attached Annexure.
2. The maximum retrieval time is the time required for a car parked at the farthest location on the top floor is \_\_ min for car coming out by ramp.

**Details of Deviations from DCR**

Sr . No	Provision of DCR	Description of Deviation	Consultant's Recommendation

**Details of Deviations from Guidelines of Traffic Department**

Sr . No	Provision of Guidelines of Traffic Department	Description of Deviation	Consultant's Recommendation

In case of deviation as per the DCR and Traffic Department guidelines the same are subject to approval of M.C. and subject to payment of premium as per policy.

**It is certified that the proposed parking layout is approved with respect to the parking arrangement and maneuverability of vehicles.**

Thanking You,

M/s.\_\_\_\_

Empanelled Traffic Consultant

**5. TRAFFIC CONSULTANT'S**

**REMARKS FOR BUILDING WITH BASEMENTS/STILT/ PODIUM**

**NOT EXCEEDING 70 MTRS.**

Date:

To,

3. The Developer /Owner

4. Architect /L.S.

**Sub:** -“Parking arrangement and it Maneuverability” plan for prop bldg.on plot bearing C.S. no/ C.T.S. no \_\_\_\_, of Div./Village \_\_\_\_T.P. Scheme \_\_\_\_at \_\_\_\_Mumbai

Sir,

As per the parking layout prepared by the Architect, the building under reference is proposed to be having \_\_ no. of Basements + Stilt + \_ no's of Podium as parking floors.

This is confirmed by the Architect and Owner that the trees shown in plan are the only to be retained or planted new as per proposed layout and balance trees will be cut/transplantedsubject to approval from SG.

- It is proposed to have \_\_ no's of entry and exist gates from \_\_\_\_ m wide access/DP road.
- It is also proposed to have \_\_\_\_\_ no. of 1.2 m wide wicket gates as shown in plan.
- As per the parking statement prepared by Architect, \_\_\_\_ no's of parking spaces are required as per D.C. Regulation, while proposed parking spaces are \_\_\_\_\_ i.e. \_\_\_\_ less / more than required.
- Parking floors are proposed with \_\_\_\_\_ no.s of car lifts.

**OR**

- Parking floors are proposed with \_\_ no.s of one/two way ramp of \_\_ m width
- A turning radius of \_\_ m is provided at the turning point of ramp.
- The driveway provided at parking floors is of \_\_ m wide for one-way movement and \_\_ wide for two-way movement as shown in the plan.

- The size of parking space provided is 2.5m x 5.5 and 2.3m x 4.5m as per provisions of regulation 36 of DCR 91.
- The slope of proposed exit and entry ramp is 1: \_ leading from stilt to \_\_\_\_\_ parking floor as shown on plan.
- Traffic Operation as indicated in red arrows is shown on plan and shall be maintained
- The total height of the podium/s provided is \_\_\_ m which is as per modified D.C.R. wide CMS/4311/452/CR-58/2011/11 dated 06/01/2012
- Parking spaces provided floor wise is as per following.

Sr no	Floor Designation	Floor level	Big	Small	Total

- Mechanized Parking spaces provided is as per following.

Sr no	Floor Designation	Big	Small	Total

**Details of Deviations from DCR**

Sr . No	Provision of DCR	Description of Deviation	Consultant's Recommendation

**Details of Deviations from Guidelines of Traffic Department**

Sr . No	Provision of Guidelines of Traffic Department	Description of Deviation	Consultant's Recommendation

In case of deviation as per the DCR and Traffic Department guidelines the same are subject to approval of M.C. and subject to payment of premium as per policy.

**It is certified that the proposed parking layout is approved with respect to the parking arrangement and maneuverability of vehicles.**

Thanking You,

M/s.\_\_\_\_

Empanelled Traffic Consultant

## **6. UNDERTAKING FOR MECHANIZED PARKING**

Date:

To,  
The Executive Engineer,  
Building Proposal, MCGM,  
Mumbai.

Sub: Proposed parking layout along with mechanized parking for development of residential building on plot bearing

C.S. no/ C.T.S. no \_\_\_\_, of Div./Village \_\_\_\_ T.P. Scheme \_\_\_\_ at \_\_\_\_ Mumbai .

Sir,

With reference to above subject matter, we hereby indemnify the M.C.G.M. 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 / to the building under reference & to the adjoining wing / adjoining building. If any litigation or consequences arises out of the same will be our responsibility.

Thanking you.

Authorized Signatory

For \_\_\_\_\_

**7. SAMPLE PARKING NOC for 33(24)**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**DY. CHIEF ENGINEER (TRAFFIC)**

**Engineering Hub Bldg. 1<sup>st</sup> Floor, Dr. E. Moses Road, Worli Naka, Mumbai –  
400 018.**

**No. Dy.Ch.E./P/    / Traffic of**

**To,**

\_\_\_\_\_

Sub : Parking layout plan of proposed building on plot bearing CTS No.  
\_\_\_\_\_ of village

\_\_\_\_\_ at \_\_\_\_\_

Mumbai.

Ref : Your letter No. \_\_\_\_\_ dated \_\_\_\_\_

Sir,

The parking layout plans comprising of following parking spaces.

<b>Sr. No.</b>	<b>Floors</b>	<b>Big</b>	<b>Small</b>	<b>Total</b>
	Basement @ - ____mt. Level			
	Ground floor Parking @ + 0.00 mt. Level	00	00	00
	Stilt floor Parking @ + 0.15 mtr. Level	-	-	-
	Podium Parking @ + ____mtr. Level			
	<b>Total</b>	-	-	-

As shown on plan submitted by you on \_\_\_\_ and subsequently on \_\_\_\_, are scrutinized only from traffic operations and maneuverability point of view. The same are found to be in order and this parking layout plans are approved as per Dy. Ch. Eng. (Traffic)'s approval dt. Subject to the following conditions.

Or

As shown on plan submitted by you on \_\_\_\_ and subsequently on \_\_\_\_, are scrutinized only from traffic operations and maneuverability point of view. The same are found to be in order, subject to the following conditions.

- 1) The size of parking spaces shall be as per the provisions of regulation 36 of DCR 1991 i.e. for
  - a) Motor-Vehicle – 2.5 m x 5.5m. & 2.3m x 4.5m as shown in green colour.
- 2) Traffic operation as indicated in red arrows shall be maintained.
- 3) Slope of 1:10 shall be provided to Entry & Exit Ramp leading to \_\_\_\_\_ level as shown on the plans.
- 4) Minimum 6.00m wide entry and exit gates with 1.20mts. wide wicket gates \_\_\_ Nos. shall be provided on \_\_\_\_\_ mtr. Wide existing road as shown on plan. & Chain link gate entry and exit and exist shall be provided on \_\_\_\_\_ road as shown on plan.
- 5) As per the parking statement on the plan submitted by the Architect.  
Required No. of parking spaces are \_\_\_\_ Nos.  
Parking spaces proposed are \_\_\_\_ Nos.  
Big Cars \_\_\_\_ Nos. and Small Cars \_\_\_\_ Nos.  
However, E.E.(B.P.) \_\_\_\_\_ ward shall verify the nos. of parking spaces required as per D.C. Reg. 1991.
- 6) From maneuverability point of view \_\_\_ Nos. Car Parking spaces provided as shown on plan are in order as detailed here under.
  - 1) \_\_\_\_\_ Nos. Cars are proposed at \_\_\_\_\_ level as Mechanized marking system. The said Mechanized system consists of \_\_\_\_ units



of two stage / layer simple lift type system. Each unit consist two Car module of \_\_\_ units of 2.5m x 5.5m & \_\_\_ units of 2.3 m X 4.5m in size i.e. limited capacity of \_\_\_\_ Nos. of Cars.

- 2) \_\_\_\_ Nos. Cars are proposed at \_\_\_\_\_ Level as Mechanized marking system. The said Mechanized system consists of \_\_\_ units of two stage / layer simple lift type system. Each unit consist two Car module of \_\_\_ units of 2.5m x 5.5m & \_\_\_ units of 2.3 m X 4.5m in size i.e. limited capacity of \_\_\_\_ Nos. of Cars.
- 3) \_\_\_\_ Nos. Cars proposed at 1<sup>st</sup> to 3<sup>rd</sup> Basement level as Mechanized Puzzled parking system. The said Mechanized assembly consists of \_\_\_ units of three stage Mechanized Puzzled type parking system with \_\_\_ cars per units. Each unit comprising of Two Bay of Three cars module & One Bay of two cars module with one space vacant. The size of one bay in each unit is 2.5m x 5.5m or 2,3m x 4.5m as shown in plans i.e. total limited capacity of \_\_\_\_ Nos. of cars.
- 4) \_\_\_\_\_ Nos. cars proposed in side open space of Gr. Floor as Cantilever Mechanized Stack Parking system. Said Mechanized system consists of \_\_\_ units of two stage/layer simple Cantilever lift type system of \_\_\_ units of 2.5m x 5.5m & \_\_\_\_\_ units of 2.3m x 4.5m. However, the lower Deck of cantilever Stack parking, space with clear height of 2.40m shall be kept vacant for maneuvering of vehicles.
- 5) \_\_\_\_\_ Nos. cars are proposed as surface parking of sized 2.5m x 5.5m & 2.3m x 4.5m at floor.
- 6) Regarding (a), (b), (c)& (d) above, it is to clarify that the arrangement shown in \_\_\_\_\_ floor is approved purely from traffic maneuvering point of view. The said approval does not construe any sort of permissibility in the matter of allowing erection of Mechanized parking system including ancillary structures in the subject property with minimum clear height of 3.90m as per broacher (Sky level automate parking system) submitted by Architect below beam

bottom. The necessary approval / permission from concerned Ex. Eng. (B.P.) /Dy. Ch. E. (B.P.) /Competent Authority shall be obtained regarding the permissibility of allowing such Mechanized system viz. double stack parking, Cantilever parking and maneuvering below cantilever parking.

- 7) \_\_\_\_\_ Entry / Exit car lifts for Basement & Podium level car parking is in order, subject to necessary approval of car lift by Ex. Eng.(B.P.)
- 8) As per the parking statement required loading & unloading spaces is / are \_\_\_\_ Nos. and you have proposed are \_\_\_\_ Nos.
- 9) This parking layout needs to be got scrutinized/ verified by the Executive Engineer (Building Proposal) As per the provisions of D.C. regulations. Particularly the permissibility / approvability of allowing the number of parking spaces proposed by the Architect.
- 10) If the size, shape or configuration of the \_\_\_\_\_ floor, cantilever projection which will obstruct the parking spaces if any, amalgamation / subdivision, boundary correction of plot, changes in parking layout is required to be changed as per your requirements or as per the requirements of E.E.B.P/ C.F.O. etc. revised parking layout shall be got approved from this office.
- 11) \_\_\_\_\_level puzzled parking is stilt with height \_\_\_\_\_m and clear height \_\_\_\_m below beam bottom and \_\_\_\_ level puzzled parking in side open space at Ground floor is tolerated as per Hon.M.C.'s the approval obtained u/no. MCP/
- 12) Area reserved for the parking shall be used / utilized for the purpose of parking only and registered undertaking to this effect shall be submitted to Ex.Eng. (B.P.) W.S.
- 13) The above remarks have been offered only and purely from traffic operation & maneuvering point of view, without any prejudice to the status of structures if any, without referring the R.L. abutting to road if any, without reference to the ownership, without carrying

out actual site inspection, without reference to Development Agreement / Power of Attorney, Right of Way documents or Development if any.

- 14) The stand by arrangement of generator / alternative electric power supply of requisite capacity shall be made in case of failure of electric supply.
- 15) The registered undertaking indemnifying the M.C.G.M. 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 lift to the building under reference & to the adjoining wing / adjoining building shall be submitted to Ex. Eng. (Building Proposal)
- 16) This parking layout is approved subject to confirming the permissibility of building under reference including \_\_\_\_\_ & maneuvering of vehicles through paved R. G. as per the provisions of D.C. Regulation 1991 and further modifications, policies, recent modification in D.C.R. vide notification u/no.CMS/4311/452/CR-58/2011/UD-11 dt. 06.01.2012 issued by U.D. deptt. Etc. by Executive Engineer (B.P.)
- 17) This parking layout is approved subject to confirming the permissibility by Ex. Eng. (B.P.) W.S. of allowing additional \_\_\_\_\_ Nos. of parking space i.e. to the extent of \_\_\_\_\_% more than required, by taking cognizance of the D.C.R.1991 & recent modification in D.C.R. vide notification u/no. CMS/4311/452/CR-58/2011/UD-11 dt. 06.01.2012 issued by U.D. dept.
- 18) The parking layout approval does not construe any sort of permissibility / necessity in the matter of allowing the area proposed by Architect for parking spaces, including maneuvering & other areas on Stilt, Podium & Basement floor as shown on the accompanying plan. Architect has proposed excessive area at Stilt, Podium Basement floor other than parking spaces & maneuvering.

Hence, the permissibility of allowing such parking spaces, maneuvering areas and the other areas as proposed by the Architect in Stilt, Podium & Basement floor shall be scrutinized by E.E.(B.P.) \_\_\_\_ Ward, with respect to the FSI and the other aspect before approval of plans as per the provision of D.C.R. regulation 1991 and the further modification, policies, and particularly the recent modification in D.C.R. wide No. CMS/4311/452/CR-58/2011/UD-11 dt. 06.01.2012

- 19) A traffic Impact Analysis/assessment study report shall be submitted from Traffic Engineering Dept/Institute/recognized traffic consultant considering the development under reference and same shall be submitted to E.E.(B.P.)/ Dy. Ch.E.(Traffic), C.F.O. and Joint C.P.(Traffic). The changes or recommendations suggested shall be binding on developer & same shall be incorporated on plans & necessary approval of this dept. / E.E.(B.P.) & concerned departments shall be obtained before issue of C.C.
- 20) The parking layout is approved subject to confirming the permissibility of allowing proposed building with side open spaces/front open spaces as shown on parking layout plan submitted by Architect to this office as per modification in D.C.R. Vide No. CMS/4311/452/CR-58/2011/UD-11 dt. 06.01.2012 by E.E.B.P. \_\_\_\_Ward.
- 21) This parking layout is approval considering location of structural members shown on respective floor plan by the Architect.
- 22) The Mechanized parking system shall be equipped with electric sensor devices and also proper precautions & safety measures shall be taken to avoid any mishap & the damages occurred due to flooding in pit if any & maintenance of Mechanized parking system shall be done regularly and registered undertaking & indemnity bond to that effect shall be submitted to Ex.Eng.(B.P.)

- 23) The adequate measures shall be taken to provided proper light & ventilation through mechanical means within Upper & Lower Basement floor.
- 24) The earlier parking layout approval issued by this office if any shall be treated as cancelled.

**You are requested to note the following additional conditions:**

- a. The minimum 2.10m head room shall be kept from the bottom of slab/ramp as well as in the Ground floor, Stilt floor, Podium floor, Basement floor. The minimum 3.60 m head room shall be kept from the bottom of slab/ramp as well as in the Ground Floor, Stilt, Podium, Basement floor below the beam bottom.
- b. The Ground floor, stilt podium, basement floor parking area shall be adequately lighted ventilated and drained properly.
- c. Edges of the column shall be round in shape in the Ground floor, Stilt, Podium, basement floor.
- d. The parking spaces shall be paved & clearly marked, painted numbered.
- e. The traffic operation shall be marked in Thermoplastic road marking paint. Arrows and traffic amenities such as Retro Reflective Road Studs shall be provided to guide the motorists.
- f. Anti-Crash Barriers shall be provided at the turning portions of the ramps.
- g. Anti-Skid finish (Surface) shall be provided at the parking floors/ramps.
- h. Cautionary / Informatory signage's shall be provided at the ramps as well as in the drive ways to guide the motorists.
- i. The entire drive-way as well as parking spaces shall be kept free of obstructions.

- j. The Board indicating car parking in Gr. Floor, stilt, podium, basement floor shall be provided near the entry gate.
- k. Adequate no. of parking attendants shall be employed.
- l. Necessary care shall be taken to abate the nuisance of car exhaust/smoke/lights/noise in Ground floor, stilt, podium, and basement floor parking area.
- m. The convex mirror shall be provided on ramp at the locations shown on the accompanying plans by m, m1, m2,m3, & m4 so as to facilitate the smooth maneuvering of vehicle.
- n. The adequate safety measures shall be taken for proposed parking spaces on Terrace floor.
- o. The parking layout shall also meet the requirement of C.F.O.
- p. Proper precautions & measures shall be taken for dewatering in the pit of the proposed pit parking in open space.
- q. The trees are not shown on the plan by the Architect. Hence, it is presumed that there is no obstruction of trees in entire driveway and parking spaces. E.E.(B.P.)W.S. shall verify the same before approval of plans.
- r. The trees are not shown on the plan by the Architect. Hence, it is presumed that there is no obstruction of trees in entire driveway and parking spaces and architect has proposed Basement / Podium by taking proper cognizance of the circular u/no. CHE/000489/DP/Gen dt 22.06.2011 Ex. Engineer (B.P.) shall verify the same before approval of plans.
- s. The slab of the underground tank, slab to cover existing well grating /slab over sump for rain water if any shall be designed to bear the required vehicular load & stability certificate to that effect shall be submitted to E.E.(B.P.)W.S. P & R Ward.

- t. The proper precautions shall be taken such as dewatering to avoid mosquito breeding in the pit of proposed parking system due to stagnation of water etc. in the pit.

Subject to above conditions & to the amendments and suggestions implemented on site as approved by Ex. Engineer (Building Proposal) W. Subs. The parking layout is approved from maneuverability and traffic operation point of view only.

Yours faithfully,

Executive Engineer  
(Traffic & Co-ordination)

Dy.Ch. Eng./ /Traffic of

Copy to, E.E.B.P

This parking layout is approved subject to confirming the permissibility of building under referenced including \_\_\_\_\_ & maneuvering of vehicle through paved R.G. as per the provisions of D.C. Regulation 1991 and further modifications, policies by E.E.(B.P.)

The arrangement shown in \_\_\_\_\_ floor is approved purely from traffic maneuvering point of view. The said approval does not construe any sort of permissibility in the matter of allowing erection of Mechanized system including ancillary structures in the subject property with minimum clear height of 3.60 m as per broacher (\_\_\_\_\_) submitted by Architect below beam bottom Ex. Eng.(B.P.) W.S/Dy.Ch.E.(B.P.) will please examine/scrutinize the permissibility of allowing such Mechanized system viz double stack

parking, Cantilever parking maneuvering below cantilever parking as per D.C. regulation as the matter is within the purview of building proposal department and take further necessary action in this respect including sanction of competent authority.

This parking layout is approved subject to confirming the permissibility by Ex. Eng. (B.P.) of allowing additional \_\_\_\_ Nos. of parking space i.e. to the extent of \_\_\_\_% more than required; by taking cognizance of the D.C.R.1991 & recent modification in D.C.R. vide notification u/no. CMS/4311/452/CR-58/2011/UD-11 dt. 06.01.2012 issued by U.D. dept.,

The parking layout approval does not construe any sort of permissibility / necessity in the matter of allowing the area proposed by Architect for parking spaces, including maneuvering & other areas on Ground floor & Stilt floor, as shown on the accompanying plan. Hence, the permissibility of allowing such parking spaces, maneuvering areas and the other areas as proposed by the Architect at Ground floor & Stilt floor levels shall be scrutinized by E.E.(B.P.),with respect to the FSI required parking and the other aspect before approval of plans as per the provision of D.C.R. regulation 1991 and the further modification, policies, and particularly the recent modification in D.C.R. wide No. CMS/4311/452/CR-58/2011/UD-11 dt. 06.01.2012

This parking layout needs to be got scrutinized / verified by the E.E.(B.P.), as per the provisions of D.C. regulations. Particularly the permissibility / approvability of allowing the number of parking spaces proposed by the Architect.

A Traffic Impact Analysis/assessment study report shall be submitted from Traffic Engineering Dept./Institute/recognized traffic consultant considering the development under reference and same shall be submitted to E.E.(B.P.),Dy.Ch.E. (Traffic), C.F.O. and Joint C.P.(Traffic). The changes or



recommendations suggested shall be binding on developer & same shall be incorporated on plans & necessary approval of this dept. E.E.(B.P.) W.S. & concerned departments shall be obtained before issue of C.C.

The parking layout is approved subject to confirming the permissibility of allowing proposed building with side open spaces / front open spaces as shown on parking layout plan submitted by Architect to this office as per modification in D.C.R. vide No. CMS/4311/452/CR-58/2011/UD-11 dt. 06.01.2012 by E.E.B.P

This parking layout is approved considering location of structural members shown on respective floor plan by the Architect.

The trees are not shown on the plan by the Architect. Hence, it is presumed that there is no obstruction of trees in entire driveway and parking spaces. E.E.(B.P.) shall verify the same before approval of plans.

The trees are not shown on the plan by the Architect. Hence, it is presumed that there is no obstruction of trees in entire driveway and parking spaces and Architect has proposed Basement / Podium by taking proper cognizance of the circular u/no. CMS/4311/452/CR-58/2011/UD-11 dt. 06.01.2012 Ex. Engineer (B.P.) shall verify the same before approval of plans.

The necessary registered undertaking & indemnity bond as stated above shall be insisted from Architect / Owner before approval of plans.

For your information and to insist upon the above conditions please.

Executive Engineer  
(Traffic & Co-ordination)

ACC: Set of plans

Dy. Ch. Eng./P- /Traffic of

**Dy. Ch. Engineer (Traffic)**

Architect has submitted the above said proposal of parking layout plans where be proposed \_\_\_\_ Nos. of car parking spaces.

The said proposal is scrutinized from traffic operation & maneuvering point of view and same is found in order subject to compliance of above mentioned terms and conditions. Dy.Ch. Engineer (Traffic)'s approval is requested to above parking layout vide terms and conditions enlisted above.

If agreed, the approval letter to this parking layout with copy to E.E.(B.P.) informing to insist upon for compliance of terms and conditions enlisted above will be issued.

Submitted for approval please.

Executive Engineer  
(Traffic & Co-ordination)

Ex.Eng. (Traffic & Co-ordination)

Dy.Ch. Engineer(Traffic)

## **II C-Roads**

**1. APPLICATION FOR ROAD AND STREET LIGHT REMARKS FOR  
CONSTRUCTION OF SETBACK /DP ROAD CLAIMING ADDITIONAL  
25% FSI BENEFIT**

**To,  
The Executive Engineer (Roads )**

Planning E.S./W.S./City

Mumbai

Sub: Road and streetlight remarks for construction of setback/D.P.  
Road affected by \_\_\_ mt. wide D.P. Road for proposed development  
on plot bearing CTS No. \_\_\_\_\_ , village \_\_\_\_, Mumbai \_\_\_ in  
ward for \_\_\_

Ref: The building plans approved under \_\_\_\_\_ dtd. \_\_\_\_\_

Sir,

The building proposal department of MCGM / Slum Rehabilitation Authority  
has approved the layout plan/Building plan for the above referred site vide  
above reference number Your attention is invited to condition no. \_\_\_\_, for  
which , we are submitting herewith following documents for grant of Road  
Remarks for construction of setback/D.P. Road portion.

1. Copy of IOD along with copies of last approved plans issued by  
Competent Authority for the property u/r duly signed by Architect .
2. D.P. remarks for the property from E.E DP .
3. Demarcation plan issued by, A.E Survey Copy of Survey Remarks from  
A.E. B.P. (Survey )
4. Block plan at 1:500 scale and Location plan at 1:4000 scale duly signed  
by Architect showing setback/D.P. Road portion under reference

5. Consultant's Remarks and Specifications for Construction of Road as per guidelines of MCGM
6. Design and Drawing along with CBR Report

You are requested to kindly give us

1. Road Remarks for the setback /D.P. Road Portion .
2. Road Specifications as per MCGM guidelines.
3. Specification for fixing of street lights.

Thanking you ,

Your Faithfully

Name of Applicant

**2. ROAD AND STREET LIGHT REMARKS FOR CONSTRUCTION OF  
SETBACK /DP ROAD.**

**Municipal corporation of Greater Mumbai**

No. Dy C.E. / /Rds / Planning of date\_:

**Office of  
Dy. Chief Engineer (Roads )  
Planning  
Mumbai**

To,

\_\_\_\_\_  
\_\_\_\_\_

Sub.: Road and Street light Remarks for construction of setback portion of \_\_\_\_ mtr. Wide sanctioned R.L. of \_\_\_\_\_ for proposed development on land bearing CTS No.\_\_\_\_\_, Mumbai.

Ref.: Your letter dt. \_\_\_\_\_

Gentlemen,

Please refer to your above said letter wherein, you have requested for construction specifications for construction of setback portion of \_\_\_\_ mtr. Wide sanctioned R.L. of \_\_\_\_\_ for proposed development on land bearing CTS No. \_\_\_\_\_,

In this regard you are informed to comply with the following.-

1. A copy of the road specification prepared by MCGM may be obtained from this office on payment of Rs. 1,000/- plus VAT (STANDARD SPECIFICATIONS FOR ROADS WORKS, MCGM 2006), for the guidance purpose to facilitate the Road consultants to prepare design of road crust.
2. The formation level of the road shall be minimum 92' THD (28.00 m THD) and the gradient shall be maximum 1 in 20 per IRC.
3. The construction of \_\_\_\_\_ Wide D.P. Road/Setback portion of \_\_\_\_ mtr. D.P. Road of land shall be constructed as per plan approved u/no.

- \_\_\_\_\_ dtd.\_\_\_\_\_ and demarcation obtained from the competent authority.
4. Remarks for S.W. Drain along the road of land shall be obtained from E.E.(S.W.D.) and work shall be carried out accordingly. Thereafter, completion certificate to that effect shall be submitted.
  5. The remarks from Superintendent of Garden shall be obtained and conditions mentioned therein shall be complied
  6. That the payment of difference of prorated charges for the construction of setback portion of 18.30 mt wide road u/r amounting to RS.\_\_\_\_ shall be paid as per prevailing difference of prorated cost of C.C. pavement and asphalt pavement for the said area of land @2400/- per smt. And receipt of the payment shall be submitted before requesting for completion certificate. If the prorated charges are increased / revised , then the difference in prorated charges shall be paid as per the prevailing rate of that time of payment .
  7. That the setback area affected by setback portion of \_\_\_\_mtr wide road is considered as \_\_\_\_ smt as per the plan approved u/no. \_\_\_\_dtd \_\_\_\_ if the affected area increases then additional prorated cost/difference shall be paid to the MCGM accordingly. It is presumed that the setback is not merged in the MCGM road.
  8. The existing structures / encroachment if any coming in the alignment shall be removed before starting of work.
  9. These remarks are issued for construction of the setback portion of \_\_\_\_ mt road under reference without prejudice to the ownership of land as per your request.

You may carry out construction of road as per the said Road design subject to the following conditions.

1. That, the work of construction of \_\_\_\_\_ Road shall be completed upto Stage-I (i.e. upto WMM level) as per the design obtained from \_\_\_\_\_ along with provisions of SWD and part completion certificate of this office shall be obtained.
2. That, on obtaining part completion certificate from this office, the work of laying Wearing Course shall be carried out as per the Road design and Municipal Specifications.
3. That, the provision of ducts shall be made for providing cables for street lights as per the remarks of Ex. Eng. (Traffic and Co-ordinations) E.S.

4. The demarcation points \_\_\_\_\_ wide D.P. Road obtained shall be preserved permanently on site.
5. Site shall be properly barricade and all precautionary measures shall be taken to see that no utilities are damaged during execution of work .

Street light shall be provided as per:

1. The street light on the \_\_\_\_\_ wide & \_\_\_\_\_ wide D.P. roads marked in the blue dots will be provided by the Municipal Corporation after the said road is handed over to \_\_\_\_\_ Ward /D.P. Acquisition.
2. The street light on the internal roads/ Access roads / Right of way /..... Nos.) marked in green dots will be provided by developers as per the following specifications.
  - a) All street lights poles should be steel and fixtures and fitting to be permanent nature.
  - b) Street lights should be provided as per standard cross section available with the office of Electric Supply Companies i .e. BEST / Reliance Energy Ltd.
  - c) No overhead wires between the poles shall be allowed. A regular street light underground cable of required diameter should be laid .
  - d) The work shall be carried out as per I.S.I. Code No. 1944.
  - e) The work shall be got done through licensed Electrician.
  - f) The certification from licensed Electrical contractors should be submitted for the completion of the work to be standard.
  - g) The notarized undertaking in the name of Municipal Commissioner, M.C.G.M. from owner / society shall be submitted for maintenance of street light.
  - h) Completion Certificate shall be obtained from this office after verifying the internal street light, work by joint site inspection along with Architect .

**3. Prorata Capital cost per 25 meters or part thereof per lamp .**

- i. Charges of **Rs. 11,400.00** for up to **9.15mt.(30'-0")** road per lamp as marked in red dots (80WHPMA)
- ii. Charges of **Rs.16,600.00** for above **9.15mt. (30'-0")** and upto **13.40mt. (44'-0")** road per lamp as marked in black dots (125 WHPMV). X 4(Four Nos).
- iii. Charges of **Rs.16,300.00** for above **13.40mt. (44'-0")** and upto **18.30mt.(60'-0")** road per lamp as marked in yellow dots (150WHPSV).
- iv. Charges of **Rs. 18,100.00** for above **18.30mt. (60'-0")** and less than **36.60mt. (120' -0")** road charges for per lamp as marked in sky blue dots (250 WHPSV).X 2 (Two Nos).



- v. Charges of **Rs. 27,200.00** for above **36.60mt. (120' -0")** road charges for per lamp as marked in blue dots (250 WHPSV) .
4. The street light on \_\_\_\_\_ **wide &** \_\_\_\_\_ **wide D.P. roads** except for one taken as access, shall be provided only after adjoining plot are developed and D.P. roads are handed over to \_\_\_\_\_ Ward / D.P. Acquisition after paying necessary street light deposits.
5. The total amount to be paid by you as pro-rata capital cost for \_\_\_\_\_ Nos. of lamp is worked out to **Rs.** \_\_\_\_\_
6. After making the payment the Xerox copy of receipt duly certified by the architect may be forwarded to this office for information.
7. In token of approval, a copy of plan duly signed by the undersigned is attached here.
8. You are requested to approach M/s. M.T.N.L. for the necessary estimate for carrying out the following works:-
- a) Shifting of pillar box \_\_\_\_\_
- b) Telephone pole \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) A copy of plan showing setback portion of 18.30 mt. out of the property u/r road shown in burnt sienna color and marked as \_\_\_\_ is returned herewith .

Yours faithfully ,

Ex. Eng. (Roads )Plg-ES/WS/City

Acc: Plan

c.c. to E.E. (B.P / S.R.A.)

Forwarded for information with reference to the plan approved u/no. \_\_\_\_\_  
dtd \_\_\_\_\_ Please

**3A. APPLICATION FOR PART COMPLETION CERTIFICATE FOR  
CONSTRUCTED SETBACK/DP ROAD**

**The Executive Engineer (Roads )**

Planning E.S./W.S./City

Transport Garage Bldg.

5th Floor behind Bus Depot,

Ghatkopar (E), Mumbai

Sub: Part completion Certificate for construction of setback/D.P. Road affected by \_\_\_ mt. wide D.P. Road for proposed development on plot bearing CTS No. \_\_\_\_\_, village \_\_\_\_, Mumbai \_\_\_ in ward for \_\_\_

Ref: Road Remarks issued u/no.dtd. \_\_\_\_\_  
Design acceptance issued u/no. \_\_\_\_\_

Sir,

As per the road remarks issued by the EE (Road Planning) u/no. \_\_\_\_\_ and the design approval u/no. \_\_\_\_\_, Please find herewith following documents for the grant of Part completion Certificate

1. Part Completion certificate obtained from Design Consultant M/S. \_\_\_\_\_
2. Part completion issued by EE (SWD)
3. The block plan to scale of 1:500 & location plan to scale 1:4000 in triplicate as per the latest amended approved plan duly signed by Architect showing setback portion u/r.

You are requested to inspect the site and issue us part completion certificate at the earliest

Thanking you ,

Your Faithfully

Name of Applicant

**3B. APPLICATION FOR FULL COMPLETION CERTIFICATE FOR  
CONSTRUCTED SETBACK/DP ROAD**

**The Executive Engineer (Roads )**

Planning E.S./W.S./City  
Transport Garage Bldg.  
5th Floor behind Bus Depot,  
Ghatkopar (E), Mumbai

Sub: Full completion Certificate for construction of setback/D.P.  
Road affected by \_\_\_ mt. wide D.P. Road for proposed development  
on plot bearing CTS No. \_\_\_\_\_ , village \_\_\_\_, Mumbai \_\_\_ in  
ward for

Ref: Road Remarks issued u/no.dtd. \_\_\_\_\_  
Design acceptance issued u/no. \_\_\_\_\_  
Part Completion Certificate issued u/no. \_\_\_\_\_

Sir,

Reference is requested to the road remarks issued by the EE (Road) Planning  
u/no. \_\_\_\_\_ and the part completion certificate issued u/no. \_\_\_\_\_.  
Accordingly , the work is carried out at site and completed in all respect . You  
are now requested to issue us full completion certificate for which the following  
documents are submitted from design consultants M/S. \_\_\_\_\_

1. Full Completion certificate obtained from Design Consultant M/S. \_\_\_\_\_
2. Receipt of difference in prorated charges paid against the setback portion  
of the road .
3. The block plan to scale of 1:500 & location plan to scale 1:4000 in  
triplicate as per the latest amended approved plan duly signed by  
Architect showing setback portion u/r.
4. Notarized undertaking from the owner / Developer on Rs. 200/- Stamp  
paper, stating that owner / Developer shall maintain the setback portion  
u/r. in good condition till it is physically handed over to MCGM.

You are requested to inspect the site and issue us full completion certificate at  
the earliest

Thanking you,

Your Faithfully

Name of Applicant

**4A.PART COMPLETION CERTIFICATE FOR CONSTRUCTED SETBACK/DP  
ROAD**

**MUNICIPAL CORPORATION OF GREATER MUMBAI.**

**No. Dy. Ch. Eng./        / Rds./P.C. dtd.**

Office of the :  
Dy. Chief Engineer Roads  
(E.S)  
Pant Nagar Garage Bldg.,  
5<sup>th</sup>floor , Behind BEST Depot  
Ghatkopar(East),  
Tel : 25129337/5121103  
Fax : 25129337

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub : Part completion certificate for construction of setback  
portion of 18.30 mt.  
wide road of land bearing CTS No. \_\_\_\_\_ of village \_\_\_\_\_

Ref : 1. Your letter dated \_\_\_\_\_  
2. Remarks u/No. Dy.Ch.Eng./\_\_\_\_\_/Rds./Plg.  
Dt. \_\_\_\_\_  
3. Design approval u/No. Dy. Ch. Eng.  
/\_\_\_\_\_/Rds./Plg. Dt \_\_\_\_\_

Gentlemen,

Reference to your mentioned letter, the part completion certificate obtained from M/s. (Name of design Consultant), submitted by you for Const. of setback portion of 18.30 mt. wide road of land bearing CTS No. \_\_\_\_\_ of village \_\_\_\_\_ up to WMM stage is hereby accepted subject to following conditions:

1. That, it is presumed that, the above referred setback portion of 18.30 mt. wide road is constructed as per demarcation obtained from Competent Authority.
2. That, the necessary wearing course shall be provided over WMM as per the Road Design obtained from the Road Consultant and as per Municipal specifications.
3. That, on completion of wearing courses as explained at Sr. No. 2 , necessary completion certificate will be obtained from concerned road design consultant and submitted to this office for obtaining road completion certificate .
4. That, necessary street light arrangement shall be made as per the remarks of E.E. ( T&C) \_\_\_/Asst. Comm. “ \_\_\_ ” ward.
5. That, the necessary SWD completion certificate from Ex. Engr. (SWD)\_\_\_ shall be obtained for the road side SWD arrangement and shall be submitted to this office before requesting form completion certificate.
6. Notarized undertaking on Rs. 200/- stamp paper from the Owner/Developer shall be submitted to this office stating that the setback portion under reference shall be maintained in good condition till it is physically handed over to MCGM before requesting for completion certificate.
7. All the conditions mentioned in Road Remarks and Design acceptance issued u/no. \_\_\_\_\_dt.\_\_\_\_ and u/no. \_\_\_\_\_ dtd.\_\_\_\_\_ respectively shall be complied with.

The copy of the plan showing setback portion of 18.30 mt. wide road of land under reference in burnt sienna colour and marked as \_\_\_\_\_ to be constructed is returned herewith.

Yours faithfully,

**Executive Engineer (Roads) Planning**

C.C to: E.E.(B.P)\_\_\_\_/E.E.(S.R.A)\_\_\_\_\_

For information with reference to the amended plans u/no \_\_\_\_\_ dt. \_\_\_\_\_  
please.

**Executive Engineer (Roads) Planning**

**4B. FULL COMPLETION CERTIFICATE FOR CONSTRUCTED  
SETBACK/DP ROAD**

**MUNICIPAL CORPORATION OF GREATER MUMBAI.**

**No. Dy. Ch. Eng./        / Rds./P.C. dtd.**

Office of the :  
Dy. Chief Engineer Roads  
(E.S)  
Pant Nagar Garage Bldg.,  
5<sup>th</sup> floor , Behind BEST Depot  
Ghatkopar(East),  
Tel : 25129337/5121103  
Fax : 25129337

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub :Part/Full completion for construction of setback  
portion of \_\_\_\_\_m wide D.P road of the property bearing CTS No.\_\_\_\_ of  
village \_\_\_\_\_

Ref : 1. Your letter u/No. \_\_\_\_\_ dt. \_\_\_\_\_

Gentlemen,

Reference to your mentioned letter, your request to issue the part/full  
completion certificate for construction of setback portion of \_\_\_\_\_mt. wide  
D.P road of the property bearing CTS No. \_\_\_\_\_of village\_\_\_\_ at \_\_\_\_\_ is  
hereby accepted subject to following conditions:

1. That,\_\_\_\_\_ mt. wide D.P road/setback portion of \_\_\_\_m. wide road ,  
out of property under reference is constructed as per the approved layout  
u/No. \_\_\_\_\_dt. \_\_\_\_\_and as per demarcation obtained  
from competent authority.

2. That, the roads shall be maintained in good condition & free of encroachment.
3. That, the condition mentioned in SWD Part/Full completion has been complied with and SWD shall be maintained in good condition.
4. That, the necessary street light arrangement shall be maintained as per these remarks.
5. The conditions laid down in remarks obtained from Supdt. Of Garden shall be complied with.

The copy of the plan showing constructed setback portion of \_\_\_\_mt. wide road of land under reference in burnt sienna colour and marked as \_\_\_\_ is returned herewith.

Yours faithfully,

**Executive Engineer (Roads) Planning**

C.C to: E.E.(B.P)\_\_\_\_/E.E.(S.R.A)\_\_\_\_\_

For information with reference to the amended plans u/no \_\_\_\_\_ dt. \_\_\_\_\_ please.

**Executive Engineer (Roads) Planning**



**5. APPLICATION FOR ROAD REMARKS IN CASE OF NOT CLAIMING 25% FSI  
BENEFIT**

**To,  
The Executive Engineer (Roads )**

Planning E.S./W.S./City

Mumbai

Sub: Road remarks for construction of setback/D.P. Road affected by \_\_\_ mt. wide D.P. Road for proposed development on plot bearing CTS No. \_\_\_\_\_ , village \_\_\_\_, Mumbai \_\_\_ in ward for \_\_\_\_\_

Ref: The building plans approved under \_\_\_\_\_ dtd. \_\_\_\_\_

Sir,

The building proposal department / Slum Rehabilitation Authority of MCGM has approved the layout plan/Building plan for the above referred site vide above reference number Your attention is invited to condition no. \_\_\_\_\_, for which , we are submitting herewith following documents for grant of Road Remarks for setback/D.P. Road portion.

1. Copy of IOD along with copies of last approved plans issued by Competent Authority for the property u/r duly signed by Architect .
2. Demarcation plan issued by A.E Survey
3. Copy of Survey Remarks from A.E. B.P. (Survey )
4. Block plan at 1:500 scale and Location plan at 1:4000 scale duly signed by Architect showing setback/D.P. Road portion under reference
5. Notarized undertaking from Owner / Developer on Rs.200 stamp paper , stating that the owner / Developer shall not at any point of time claim additional 25% FSI in lieu of setback portion under reference and copy of the same is submitted to this office.

You are requested to kindly give us the Road Remarks for the setback /D.P. Road Portion

Thanking you ,

Your Faithfully

Name of Applicant

**6. REMARKS IN CASE OF NOT CLAIMING 25% FSI BENEFIT**

**MUNICIPAL CORPORATION OF GREATER MUMBAI.**

**No. Dy. Ch. Eng./ / Rds./P.C. dtd.**

Office of the :  
Dy. Chief Engineer Roads

To,

\_\_\_\_\_

Sub : Road remarks for construction of setback portion affected by \_\_\_mt.wide D.P road affecting the plot bearing CTS No.\_\_\_\_ of village \_\_\_\_\_ at \_\_\_\_\_

Ref : 1. Your letter u/No. \_\_\_\_\_ dt. \_\_\_\_\_ submitted to this office on \_\_\_\_\_

2. The notarized undertaking from Owner dated \_\_\_\_\_ for not claiming 25% additional FSI in lieu of setback portion under reference in future.

3. Plans approved by E.E.  
(\_\_\_\_)\_\_\_ u/No. \_\_\_\_\_ dt. \_\_\_\_\_

Gentlemen,

Please refer to your above said letter along with the notarized Undertaking from the owner wherein, you have requested to offer remarks in respect of not claiming 25% additional FSI in lieu of construction of setback portion affected by \_\_\_ mt. wide D.P Road affecting the plot bearing CTS Nos. \_\_\_\_\_ of village \_\_\_\_\_ at \_\_\_\_\_ in this regard, this office remarks are as under:-

The site under reference inspected by this office staff with your representative on 19-06-2014, when it is observed that, area of the setback portion out of

property under reference is not merged with the \_\_\_\_mt. wide D.P Road. The first plans are approved and I.O.D was issued on \_\_\_\_which is after the sanction of modified regulation No. 33 (1) of DCR 1991 on 17-06-2010.

As per the provision in the policy guidelines for grant of 25% additional FSI under provision of Regulation 33(1) u/No.Ch.E./337/DPBPWS dtd. 22-06-2011 as approved by the then Hon'ble M.C., it is specified that,

“ No pro-rata charges will be insisted in cases, if owner(including lessee)/developer surrenders the set back/D.P. Road area for road widening or new road construction without claiming any compensation in lieu thereof and hands over the same to the Corporation free of encumbrances and after the owner or lessee has leveled the land to the surrounding ground level and after he has constructed a 1.5 mtr. High compound wall leaving the set back area (or at a height stipulated by the Commissioner) with a gate at the cost of the owner, and to the satisfaction of the Commissioner, will handover said land to respective ward. The ward Office shall protect the land till the road is constructed by M.C.G.M”.

In view of above and as per the provision of regulation 33(1) as mentioned in the policy guidelines vide reference no(5) and circular of this department vide reference No. (6) cited above, you are informed to comply with the following conditions:-

1. The payment towards the pro-rata charges for the setback portion under reference not applicable and hence not required to be insisted upon from the Owner/Developer
2. The existing structures, if any, on the setback portion under reference shall be removed by the owner/developer and handed over the free of encumbrances setback land to the “\_\_\_\_” ward office, after leveling the land to the surrounding ground level and after constructing a 1.5 mtr.

High compound wall leaving the set back area (or at a height stipulated by the Commissioner in consultation with Asstt. Commissioner"\_\_\_\_" ward or as may be directed by E.E.B.P (\_\_\_\_\_)).

3. The Owner is not eligible to claim 25% additional FSI even if the land affected by road is formally handed over to MCGM by the Owner at a later date in lieu of FSI benefit.
4. A Undertaking shall be submitted to E.E(B.P) E.S , stating that the Owner/Developer shall not at any point of time claim additional 25% additional FSI in lieu of setback portion under reference and copy of the same is submitted to this office.
5. These remarks are issued only for setback portion affected by \_\_\_\_mt. wide D.P Road out of the property under reference without prejudice to the ownership of the land and as per plan submitted by you.
6. If the plot under reference forms part of approved layout then the terms & conditions of the approved layout shall be complied with.

A copy of the plan showing setback portion affected by \_\_\_\_mt. wide D.P. Road in burnt sienna colour and marked as \_\_\_\_\_out of the property under reference is returned herewith

Yours faithfully

**Executive Engineer (Roads) Planning**

ACC:-Plan

C.C to : 1) Executive Engineer (B.P)\_\_\_\_\_

Forwarded for information with reference to \_\_\_\_\_dtd.\_\_\_\_\_ and necessary action please and not to grant additional 25% FSI in lieu of setback portion under reference

**II-D**

**HE/Water Works**

**II-D (i)**

**No Dues and Labour Drinking**

**1. APPLICATION FOR NO DUES CERTIFICATE BY OWNER**

To,  
Assistant Engineer  
Water Works  
\_\_\_\_\_ Ward

Sub : Application for No Dues Certificate.

Sir,

I / we wish to develop/redevelop property described below for which I/we hereby apply for 'No Dues Certificate'.

Copy of the I.O.D. / Approval has been issued by the Planning Authority under number \_\_\_\_\_ on dated \_\_\_\_\_ copy of the same certified by the Licensed Architect / Surveyor appointed by me/us for the said proposed work is attached herewith.

Property Details as per Approval : \_\_\_\_\_

Postal Address : \_\_\_\_\_

There are/were following water connections feeding to the structures in said property.

Sr. No.	Size of water connection (in case of metered connection, it is mentioned on the Water Charges Bill)	Connection Code Number (CCN) and MRB/ Folio Number in case of metered water connections. (They are mentioned on the Water	Status of Water Connection at present Live/Cut Off
---------	---	---	--

		Charges Bill)	

I/we have paid all the dues w.r.t. the above mentioned all the water connections and according to my knowledge there are no dues pending against them at present.

Water to be used for construction:(strike out whichever is not required)

1. I/we will not be using municipal water for the proposed construction work. I am/we are therefore ready to pay Extra Sewerage Charges as applicable as per prevailing Water Charges Rules.

OR

2. I/we wish to use municipal water for the proposed construction work. I am/we are therefore ready to pay Extra Water Charges and Extra Sewerage Charges as applicable as per prevailing Water Charges Rules.

Date :

**Owner / C.A. to Owner**



**2. SCRUTINY FORM FOR APPLICATION FOR NO DUES & UNMETERED  
WATER CONNECTION**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**(H.E.'s dept.)**

**Sub:** Application for No Dues & unmetered water connection for Labour  
Drinking purpose

Party's Application No-\_\_\_\_\_ date \_\_\_\_\_ ( Pg \_\_\_\_\_)

Owner: \_\_\_\_\_

Above referred application is received from the developers of the above mentioned property for availing \_\_\_ mm dia unmetered water connection for Labour Drinking purpose for proposed Bldg. through License plumber \_\_\_\_\_ (L.P. \_\_\_\_\_) (pg. \_\_\_\_\_).

The Party has submitted the following documents.

- 1) I.O.D. With Plan No. \_\_\_\_\_
- 2) Description of building: \_\_\_\_\_
- 3) Details of existing connections: As per M.S. III remark of (pg. \_\_\_\_)
- 4) Date of site inspection = \_\_\_\_\_.

**Details of EWC/ESC :**

- 5) Latest amended plan approved under no \_\_\_\_\_

Total Built up area :

Total basement area :

**Total area :**

Details of EWC/ESC :

Sr.No	Approved plan u/no & date	B.U.A./ Basement area	Rate	Amount of EWC	Amount of ESC	Details of EWC / ESC paid or to be paid
1	IOD - CHE/A- _____ /BP(WS)/AP Dated	m <sup>2</sup>				Rs /- to be paid

Remarks : IOD U/No. CHE /A- \_\_\_\_\_ /BP(WS)/AP Dated \_\_\_\_\_ (pg ).

i.e. after 16.06.2012 hence ESC is to be recovered, as per new water charges rule effective from 16.06.2012.

**Pro rata Charges :**

Road abutting the property is D.P. road ? No, **Existing ... mm dia water main marked at plan pg**

There exist water main on D.P. road? = N.A.

Prorata charges are required to be recovered? = N.A.

Prorata rate for the year 2012 – 13 = N.A.

Prorata charges = length of D.P. road abutting the plot x Rate / R. meter x 25% = N.A.

As per new water charges rules no 2.7 effective from 16<sup>th</sup> June 2012 The party wants to avail 15 mm dia connection for Labour Drinking purpose .

Site inspection Report : site has been inspected on \_\_\_\_\_ observed that existing structure \_\_\_\_\_ and existing connections is\_\_\_\_\_.

**In view of the above /overleaf following proposal is put up for approval.**

- 1) To take \_\_\_ mm dia x \_\_\_ mm dia unmetered water connection for labour Drinking purposes under section 92 of M.M.C. Act Party's cost on construction site

2) To pay the Rs \_\_\_\_\_ as Security Deposit for L.D water connection size of \_\_\_\_

mmdia

3) To pay Extra sewerages charges Rs- \_\_\_\_\_/- as per approved plan dated

\_\_\_\_\_before availing Labour Drinking connection.

4) To pay cutting off connection charges of size \_\_\_\_mm dia connection in advance.

5) To cut off existing connection & pay all outstanding dues

A)CCN \_\_\_\_\_

B)CCN \_\_\_\_\_

6) Comply the condition of H. E. (NOC)

7) To submit stamped undertaking

8) Usual terms and conditions.

JEWW\_\_\_\_\_

SEWW\_\_\_\_\_

AEWW\_\_

EEWW \_

### **3. INTERNAL REPORT FOR NO DUES**

#### **MUNICIPAL CORPORATION OF GREATER MUMBAI** **(H.E.'s dept.)**

**Sub:** No Dues & unmetered water connection for Labour Drinking purpose

\_\_\_\_\_

\_\_\_\_\_

Party's Application No-\_\_\_\_\_ date \_\_\_\_\_ ( Pg \_\_\_\_\_)

Owner: \_\_\_\_\_

\_\_\_\_\_

Above referred letter CHE/\_\_\_\_\_ dated \_\_\_\_\_ is received from the AE Building Proposal for the above mentioned property for availing \_\_\_\_\_ mm dia unmetered water connection for Labour Drinking purpose for proposed Bldg. along with Report of License Plumber / Consultant (pg. \_\_\_\_\_).

Following documents are submitted

- 1) BMC File No. \_\_\_\_\_
- 2) Description of proposed building/s : \_\_\_\_\_
- 3) Details of existing connections: As per M.S. III remark of (pg. \_\_\_\_\_)
- 6) Date of site inspection = \_\_\_\_\_.

**Details of EWC/ESC :**

- 7) Latest amended plan approved under no \_\_\_\_\_

Total Built up area :

Total basement area :

**Total area :**

Details of EWC/ESC: As per proposed Plans to be recalculated after approval

<b>Sr.No</b>	<b>B.U.A./ Basement area</b>	<b>Rate</b>	<b>Amount of EWC</b>	<b>Amount of ESC</b>	<b>Details of EWC / ESC paid or to be paid</b>
--------------	--------------------------------------	-------------	--------------------------	--------------------------	--

<b>1</b>	m <sup>2</sup>				Rs	/- to be paid

**Pro rata Charges :**

Road abutting the property is D.P. road ?No,**Existing ... mm dia water r**  
**marked at plan pg**

There exist water main on D.P. road? = N.A.

Prorata charges are required to be recovered? = N.A.

Prorata rate for the year 2012 – 13 = N.A.

Prorata charges = length of D.P. road abutting the plot x Rate / R. meter x 25%  
= N.A.

Only for D.P.Road proposal not for regular proposal
--

As per new water charges rules no 2.7 effective from 16<sup>th</sup> June 2012 The party wants to avail 15 mm dia connection for Labour Drinking purpose .

Site inspection Report : site has been inspected on \_\_\_\_\_ observed that existing structure \_\_\_\_\_ and existing connections is\_\_\_\_\_.

**In view of the above /overleaf following proposal is put up for approval.**

- 1) To take \_\_\_ mm dia x \_\_\_ mm dia unmetered water connection for labour Drinking purposes under section 92 of M.M.C. Act Party's cost on construction site
- 2) To pay the Rs \_\_\_\_\_ as Security Deposit for L.D water connection size of \_\_\_ mmdia

3) To pay Extra sewerages charges Rs- \_\_\_\_\_/- as per approved plan dated

\_\_\_\_\_before availing Labour Drinking connection.

4) To pay cutting off connection charges of size \_\_\_mm dia connection in advance.

5) To cut off existing connection & pay all outstanding dues

A)CCN \_\_\_\_\_

B)CCN \_\_\_\_\_

6) Comply the condition of H. E. (NOC)

7) To submit stamped undertaking

8) Usual terms and conditions.

JEWW\_\_\_\_\_

SEWW\_\_\_\_\_

AEWW\_\_EWW \_\_\_\_\_

#### **4. ISSUE LETTER OF NO DUES**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**  
(Hydraulic Engineer Department)

Office of the  
Assistant Engineer Water  
Works, Mumbai –

To,

**AE BP** \_\_\_\_\_

\_\_\_\_\_ ,

**Sub:** No dues pending Certificate Proposed \_\_\_\_\_

**Ref:** 1) \_\_\_\_\_

2) CHE/\_\_\_\_\_/BP(WS)/A \_\_\_\_\_

Sir,

1.	Pro-Rata Charges for laying suitable size of water main in the D.P. road	
2.	Outstanding dues of existing connections or cut off connections in the premises under reference	
3.	Existing connections feeding to present structures will be cut off as soon as commencement is granted and structures are demolished.	
4.	Any other Remark.	

As far as this Department is concerned, No Outstanding Dues are pending at present

Assistant Engineer

Water Works -

\_\_\_\_\_Ward

Copy To

Applicant \_\_\_\_\_

**II-D (ii)**  
**HE NOC**



## **1. APPLICATION FOR P-FORM FOR LABOUR DRINKING**

To,

AE Water Works

\_\_\_\_\_ward,

MCGM,Mumbai.

**Sub:** Application for P-Form for L D/permanent water connection for proposed development on plot bearing CTS no. \_\_\_\_\_ of \_\_\_\_\_ Divn. \_\_\_\_ in ward .

**Ref:** \_\_\_\_\_

Sir,

With reference to above, we hereby submit following documents for the subject work.

- 1) Standard Application
- 2) Copy approved plan/full CC set/OC set
- 3) Copy of License Plumber
- 4) Copy of Appointment letter.
- 5) Copy of Consultant's Report of Total requirement

You are requested to issue P-Form at the earliest.

Kindly do the needful & oblige.

Thanking you.

**Yours faithfully,**

**L. P. No.**

Nº 046966

ब.म.मु.-६८६३-२०१०-५०,००० प्रती. हडब्ल्यू-३

**बृहन्मुंबई महानगरपालिका**  
**जल अभियंता विभाग**

१०.१.२०१५

(अ) बांधकामासाठी, (अ) नवीन बांधलेल्या इमारतीस घरगुती वापरासाठी पाणी पुरवठा करण्याचा अर्ज :  
(अर्जदाराने भरावयाचा व विभाग कार्यालयात द्यावयाचा)

मी/आम्ही दिलेल्या तपशिलानुसार बांधकामासाठी/घरगुती वापरासाठी आवश्यक असलेला पाणी पुरवठा करण्यासाठी महापालिकेकडे अर्ज करतो, मी/आम्ही जल जोडणीसाठी तसेच पाणी पुरवठ्यासाठी महानगरपालिका वेळोवेळी आकारेल, लागू करेल किंवा गोळा करेल त्यानुसार कर, आकार शुल्क, अधिमूल्य इ. भरावयास तयार आहे/आहोत. त्याप्रमाणे मी/आम्ही महानगरपालिका अधिनियम तसेच वेळोवेळी अंमलात असणाऱ्या सर्व नियमावली उपविधी विनियम मान्य करतो.

(२) बांधकाम पूर्ण झाल्यानंतर तात्पुरत्या स्वरूपाची जलजोडणी महानगरपालिकेने ती तशीच ठेवण्यास परवानगी दिली नाही तर कापू देण्यास मी/आम्ही तयार आहोत.

(३) मी/आम्ही असेही जाहीर करतो की, हल केलेला पाणी पुरवठा फक्त घरगुती वापरासाठी वापरला जाईल आणि पुरवठा केलेल्या पाण्याच्या वापरात कोणताही बदल केल्यास महापालिकेला कळविण्याची लेखी हमी देतो आणि महापालिकेच्या लेखी आदेश किंवा संमतीशिवाय जलजोडणी कामामध्ये कोणताही बदल किंवा फेरफाराची कामे पार न पाडण्याची किंवा पार पाडण्यास परवानगी न देण्याची लेखी हमी देतो.

मी/आम्ही या आराखड्याची मंजूरी प्राप्त प्रत जोडत आहे.

**तपशील**

- (१) विभाग ..... (२) विभाग क्रमांक ..... (३) रस्ता/प्लॉट क्रमांक .....
- (४) रस्त्याचे/मोठ्या रस्त्याचे नांव ..... (५) अर्जदाराचे नाव .....
- (६) मालकाचे नाव ..... (७) वास्तूशास्त्रज्ञ/अभियंत्याचे नाव .....
- (८) परवानाधारक नळकारागिराचे नाव .....
- (९) मंजूरीप्राप्त आराखड्याचा क्रमांक आणि दिनांक .....
- (१०) मजलानिहाय मालमत्तेचे वर्णन .....
- (११) आवश्यक जलजोडणीचा आकार .....
- (१२) एकूण किती पाणी साठविण्याची इच्छा आहे. ....
- (१३) आवारामध्ये विहीर आहे काय ? .....
- (१४) विहिरीच्या पाण्याचा उपयोग/बांधकाम/जलधोतासाठी करता येईल काय ? .....
- (१५) **आवश्यक जोडण्या**

मजला	देय नळ				अधोगामी नळ				अधोगामी शाखा				हात धुण्याचे बेसीन	मोरी	शांबर	आषोळी वा टब	गिझर
	खोल्या	धुण्याची जागा	खोल्या	स्नानगृह	धुण्याच्या जागा	जलधौत फधती		दाब नळ (पूश टॅब)									
						संडास	मुतारी	संडास	मुतारी								
पहिला ...																	
दुसरा ...																	
तिसरा ...																	
चौथा ...																	
पाचवा ...																	
सहावा ...																	
सातवा ...																	
आठवा ...																	
नववा ...																	
दहावा ...																	
अकरावा ...																	

अतिरिक्त मजल्यासाठी वेगळी चिठ्ठी लावावी.

(१६) विद्यमान जलजोडण्या

(१७) प्रस्ताविलेला पाण्याचा साठा-

घरगुती

जलधौत

ओढण्यासाठी

विद्युत उदंचनाची क्षमता गॅलन/ तास

आणि उचलण्याची उंची

(१८) बांधकामासाठी वापरण्यात आलेल्या पाण्यासाठी जादा आकाराची भरणा केलेली रक्कम/ भरलेली अनामत रक्कम.

रुपये

देयक क्रमांक

आणि दिनांक

(१९) अर्जदार जर मालक नसल्यास त्याचे ओळखपत्र

अर्जदार मालक नसल्यास मालकाचे संमतीपत्र.

अर्जदाराची सही

दिनांक

अर्जदाराचा पत्ता

परवानाधारक नळकारागिराची सही

दिनांक

\* नको असलेला भाग खोडावा

\*\* अर्जदार जर मालक नसेल तर त्याचे मालकाशी काय नाते आहे ते लिहा.

वि. सू. : बांधकामासाठी पाण्याचा वापर करावयाचा असल्यास रकाने क्रमांक १ ते १४ भरावेत आणि नविन बांधलेल्या इमारतीला घरगुती वापरासाठी पाण्याचा वापर करावयाचा असल्यास सर्व रकाने भरावेत.

#### फक्त कार्यालयीन वापरासाठी

कार्यकारी अभियंता (जलकामे)

सहाय्यक अभियंता (जलकामे)

संपूर्ण इमारतीला लिटर

गॅलन पाण्याची गरज आहे. (माहिती तक्ता पहा.)

जलजोडणीद्वारे साठवण टाकी/ उंचावरील साठवण टाकीला थेट पाणी पुरवठा केला जाईल.

पाणी पुरवठ्याचे तास

पाण्याचा सरासरी दाब

टाकीची उंची

टाकीची ऊंची

जलजोडणीची लांबी

गणना करण्यासाठी सरासरी पाणी पुरवठ्याचे तास

आणि सरासरी पाण्याचा दाब

धरला आहे आणि म्हणून अनुज्ञेय जल जोडणी

महापालिका/ खाजगी मापकासह/ शिवाय

अंतर्गत

नलिकासह असून कृपया मंजूर करावी.

टीप : बांधकामाकरिता दिलेली जोडणी तोडावयाची

अनामत रक्कम वसूल करावयाची

दिनांक

रोजी मालमत्तेची तपासणी

यांनी केली.

असल्यास, इतर अधिप्राय :

दुय्यम अभियंता/ सहाय्यक अभियंता,  
जलकामे विभाग.

## **2.APPLICATION BY THE L.S. / ARCHITECT / LP**

**To**

**1. Executive Engineer**

Water Works (Planning and Research)

**2. Executive Engineer**

Building Proposal,  
\_\_\_\_ward,

Sub : Application for Remarksfor proposed layout/building on plot  
bearing CTS No. \_\_\_\_\_ village \_\_\_\_\_ at \_\_\_\_ ward \_\_\_\_\_  
Mumbai.

Ref: No. \_\_\_\_\_ on (date)

With reference to above subject matter we on behalf of our clients  
M/s.\_\_\_\_\_, submit herewith the proposal for HE Remarks along with the  
following documents.

1. Appointment letter to Licensed Plumber by Owners .
2. Report/Certificate along with design & calculation for water requirement  
per day for the total Occupancy of the layout/building as certified by  
Architect as per full consumption.
3. Statement from Architect regarding number of Buildings and Occupancy  
load in each building considering full development .
4. Copy of Layout Approval vide no. \_\_\_\_ dated \_\_\_\_ (if issued)
5. Copy of IOD vide no. \_\_\_\_ dated \_\_\_\_ (if issued)
6. Copy of complete set of building plans including location and cross  
section of UG and OH water storage tank, Location plan, block plan,  
Performa 'A' and cross sectional plans

My client is ready to pay necessary scrutiny fee & charges, if any.  
You are requested to issue us NOC/Remarks/Approval

Thanking you,

**Yours faithfully,  
Licensed Plumber**

**Encl: as above**

### **3. CONSULTANT'S REPORT**

1. Description of Property :
2. Name of Developer :
3. Name of Architect :
4. File No. :

This is to certify that the said plot is abutting to -----m wide internal Road / DP road / existing MCGM road / ----- M private road.

The net plot area is----- Sq.M. There exist / does not exists \_\_\_\_ MM dia. Water main along the said Internal Road/ MCGM Road / \_\_\_\_M wide D P Road..

Statement as per Architect regarding number of Buildings and Occupancy load in each building considering full development are as below :

Building No.	File No.	Built Up Area	User	Occupancy

The detail calculation & design of the water requirement per day is annexed hereto.

#### **A) Residential User :-**

1. Total no of flats/tenements : \_\_\_\_\_ Nos.
2. Total Population (5 person per flat/tenement) : \_\_\_\_\_ No of flats X 5 person  
= \_\_\_\_\_ Nos.
3. Water requirement @ 135 lit/day/person : \_\_\_\_\_ Total Population X 135  
lit/person  
= \_\_\_\_\_ Litres/day

#### **B) Commercial User :-**

4. Total Area of proposed building : \_\_\_\_\_ SqM

5.Total population ( ie. 10 person per 100 Sqm) : Area / 10 = \_\_\_\_\_ No.of person

6. Water requirement @ 45 lit/day/person : \_\_\_\_\_ Total Population X 45 lit/person  
= \_\_\_\_\_ Litres/day

**C) Other User:-**

7.Total no of Gents Toilet : \_\_\_\_\_ Nos.

8.Totalno.of Ladies Toilet : \_\_\_\_\_ Nos.

9.Executive toilet + Handicapped toilet : \_\_\_\_\_Nos.

10.Total Population : (No.of Gents Toilet X 25) + (No of Ladies Toilet X 15) + (No of toilets for Executive &+ Handicapped X10) = \_\_\_\_\_Nos.

11.Water requirement @ 45 lit/day/person : \_\_\_\_\_Nos.X45 Lit/day/person  
= \_\_\_\_\_ Lit/day

**Total requirement : = \_\_\_\_\_ Lit/day**

**Type of Distribution System** : Hydro-pneumatic/ Down take distribution system as per details attached .

Auxiliary Suction Tank and

Pumping Arrangement: The plot is situated at higher elevation hence auxiliary suction tank of \_\_\_\_\_ ltrs. is proposed .

Internal Water main : The depth of the plot is more than 90 mtrs/ There are more than 1 buildings in the layout hence Internal Water mains of size \_\_\_\_ mm dia is proposed

**Encl :** Drawings showing Internal Water main , U. Tanks , Overhead Water Tanks , Auxiliary Water Tank etc. with section

Consultant's Signature

## 4. HE REMARKS

**बृहन्मुंबई महानगरपालिका**  
जल अभियंता विभाग

कार्यकारी अभियंता इमारत प्रभाव शहर  
सी / विभाग

**विषय :-** नगर भूषण क. ४/१९३, मलबार कॉलाज हिल डिक्रीशन, 'सी' वॉर्ड, नॅवियन सी रोड,  
फ्लॅट - २६ या भूखण्डावरील परतवित्त इच्छा  
**संदर्भ :-** १) डब्ल्यू/१९९२/डी/ए दि. ७/१०/२०१६,  
२) एअर सी शुल्क नं. १२००/- पावती क. १००९२७३३३ दि. २२/११/२०१६  
**मालकाचे नाव :-** श्री. पुनीत अण्णाबाल आणि अण्णा. कॅ. अण्णाबाल

जल अभियंता यांच्या आदेशावरून, गी अण्णाबाल नगद काढले की, संदर्भित इमारतीस खालील अटीच्या मानकां  
ह्या विषयाबाबतही इच्छा नाही.

१. मलबार कॉलाज / अनिवासी इमारतीसाठी पाणीपुरवठा, पर्यायित नियमानुसार गावा प्रशासनात राहता येण्यात येता. जादवर्.
२. मलबार कॉलाज / वलानुकूल तसेच तसेच वंशजसाठी पाणीपुरवठा फेला जाणार नाही. त्यासाठी बांधण्यात येणा  
पाणी पुरवठापात्राविकेच्या पाण्यात विच्छेद हेतू नये, तसेच त्यासाठी स्वतः साठवण टाकी व वेगळ्या रंगाने रंगवलेल्या स्वतः  
जलवाटिका वापरण्यात येऊ.
३. शोषण टाकी इमारतीच्या मळपत्रात प्रदर्शित केलेली अंदाजामुळे त्यातील कमीरीनयुक्त पाण्याच्या मूलतः स्फूर्तित वेगळ  
इमारतीच्या भागांनी संयोजना आणि वापर करताना पुढील काळात व्यती. तसेच त्यातील महानगरपालिकेकडे पुरवठेची  
पाणी दूषित होणार नाही हाती पुढील काळात घ्यावे आणि टाकीतून मलबळग्याच्या पाण्याचा निचरा करण्याची पूर्णतः  
व्यवस्था करावी. संदर्भित इमारतीसाठी महानगर पालिकेच्या जनजांडणीसाठी जमीन पातळीवर साठवणक शोषण टाकीची  
व्यवस्था करावी व सहाय्यक शोषण टाकीमधून मलबळग्याचे पाणी तळ पराधीन भूमिगत शोषण टाकीमध्ये साठवण्याची  
व्यवस्था करावी.
४. शहर इमारतीच्या घरागती वापरसाठी व फ्लॅटसाठी स्वतःच भूमिगत शोषण टाकीची उदरचन वेगळ्या व्यवस्था करावी. जमीन  
या भूमिगत शोषण टाकी किंवा टाकीची जमीन जगाच्या जमिनीच्या पातळीपासून साधारणपणे ६० सेंमी. उंचावर उभारणे,  
जेणेकरून बाहेरचे पाणी शोषण टाकीमध्ये जाणार नाही. शोषण टाकी व ड्रेनेज वेनर्स जमळ नसावे व त्यामध्ये रुबोला/डी  
१:५० ची उतर असावे.
५. इमारतीच्या छतवरील पाण्याच्या टाकीचा तळ मळ्याच्या जमीन पातळीपासून कमीतकमी १.२० मी. उंचीवर असावा.
६. परतवित्त इमारतीमधील शीतलपत्र मलबांग साठी फक्त हनुमण फ्लॉ व्हेन्चर / डब्ल्यू वलबांग विपदने  
(अच. एच. आच. मार्केट/अपलेले) किंवा मॅन्युअली कंट्रोल कॉन्ट्र. वापरण्यात येऊ.
७. शहर मूळझागध्ये विटेंड साध्या इमारतीवर खणू नये. तसेच अस्तित्वात असलेल्या विटेंडची वा कुपयल्लेजी नवीनीकरण  
नये व त्याची कोणत्याही प्रकारची दुसऱ्या कोणत्याही कोणत्याही साठवणक अभियंता मलकाचे ह्याची परवानगी घ्यावी.
८. शहर इमारतीचे काम पूर्ण करण्याची परवानगी मिळाल्यानंतर मालकाचे / विकसकाचे इमारतीतील अस्तित्वात पाणीपुरवठा  
कारणसाठीच्या व्यवस्थेचा प्रभाव शहर करून त्यास ह्या कार्यालयकडून मॅन्युरी पात्र करणे आवश्यक आहे.
९. शहर ना हातकत पात्राणपत्र दि. ७/१०/२०१६ च्या क. डब्ल्यू/१९९२/डी/ए अन्वये मॅन्यु. झालेला पूर्ण पात्रवटा प्रशासनाच्या  
साधेश देण्यात येत आहे.
१०. संदर्भित इमारतीस ह्याआधी, क. जलविभाग/१२०५/का.अ.न.का.(नि.व.सं.)/ना.ह.प्र. दि. २१/०४/२०१० अंती देण्यात  
आलेले नातकत प्रमाणपत्र रद्द करण्यात येत आहे.
११. शहरचे नातकत प्रमाणपत्र सी. अच. एच. नारीपत्र (जनसंख्येकडून घेतलेल्या) यांच्या पत्र क. डी/१०००/२०१६  
दि. १५/०२/२०१६ च्या मानक देण्यात येत आहे.

कार्यकारी अभियंता/जलका. (निधीकरण २०१६/२०१७)



## **5.CONSULTANT'S REPORT FOR DOWN TAKE DISTRIBUTION SYSTEM**

Details of Proposal: Proposed Building on plot bearing CTS No. \_\_\_\_\_  
village \_\_\_\_\_ at \_\_\_ ward \_\_\_\_\_ Mumbai.

The DownTake system proposed for the building under reference is as follows:

1. Domestic loop on terrace : \_\_\_ mm
2. Flushing loop on terrace : \_\_\_\_\_ mm
3. Telescopic downtake from domestic and flushing terrace loop :

Sr.no.	Floor	Diameter of pipes

### **General Conditions**

1. All material used such as valves, pipes etc. shall be of ISI mark make.
2. All pipes and fittings for terrace loops and down take shall be of UPVC /CPVC/GI .
3. Dual Flush Tank/ Dual Flush valve to be provided in all W.C.s
4. Pressure reducing valves on Down take shall be of MCGM approved make.
5. Ablution taps to be connected domestic down take system.
6. The said down take system has been designed for Full Consumption of FSI as certified by the Architect and for a total static head of \_\_\_\_\_ mtr.
7. The water connection shall be taken into underground suction tank and a \_\_\_\_\_ mm dia branch with stop cock and ball arrangement shall be provided into the under groundfire fighting tank .
8. Similarly a \_\_\_\_\_ mm dia branch from flushing pump delivery main shall be provided into overhead firefighting tank with stop cock and ball arrangement.
9. Water from firefighting tanks shall not be mixed with domestic and flushing storages any stage .

Consultant's Signature

**6. CONSULTANT'S REPORT FOR HYDRO-PNEUMATIC SYSTEM  
DISTRIBUTION SYSTEM**

Details of Proposal : Proposed Building on plot bearing CTS No.  
\_\_\_\_\_ village \_\_\_\_\_ at \_\_\_ ward \_\_\_\_\_ Mumbai.

The proposed hydro-pneumatic water distribution system for the proposed building under reference shall be as under:

A) Hydro-pneumatic system for Domestic purposes :

- 1) Provide Hydro-pneumatic system with pumps, bus bar, etc for domestic purposes, detailed as under with necessary accessories such as air compressor, pressure vessel of adequate capacity.

2)

Discharging Capacity (IN LPM)	Head (IN MTRS)	Pumps	Size of delivery from pump (IN MM)	Size of Bus Bar

2) The domestic uptakes shall be as under:

Floor	Size / Dia of pipes in mm

- 3) The Domestic downtakes shall be as under shall be as under:  
\_\_\_\_\_ mm dia. with PRV at Gr floor ceiling level to control excessive pressures.

B) Hydro-pneumatic system for Flushing purposes

Provide Hydro-pneumatic system with pumps, bus bar, etc. for flushing purposes, detailed as under with necessary accessories such as air compressor, pressure vessel of adequate capacity.

Discharging Capacity (IN LPM)	Head (IN MTRS)	Pumps	Size of delivery from pump (IN MM)	Size of Bus Bar

Provide Hydro pneumatic system with pumps, bus bar, etc. for flushing purposes, (at basement floor level) detailed as under with necessary accessories such as air compressor, pressure vessel of adequate capacity.

The domestic uptakes shall be as under:

Floor	Size

3) The flushing downtakes shall be as under shall be as under:  
 \_\_\_mm dia with PRV at Gr floor ceiling level to control excessive pressures.

### **General Conditions**

10. All material used such as valves, pipes etc. shall be of ISI mark make.
11. All pipes and fittings for terrace loops and down take shall be of UPVC /CPVC/GI .
12. Dual Flush Tank/ Dual Flush valve to be provided in all W.C.s
13. Pressure reducing valves on Down take shall be of MCGM approved make.
14. Ablution taps to be connected domestic down take system.
15. The said down take system has been designed for Full Consumption of FSI as certified by the Architect and for a total static head of \_\_\_ mtr.
16. The water connection shall be taken into underground suction tank and a \_\_\_ mm dia branch with stop cock and ball arrangement shall be provided into the under groundfire fighting tank .

17. Similarly a \_\_\_\_ mm dia branch from flushing pump delivery main shall be provided into overhead firefighting tank with stop cock and ball arrangement.
18. Water from firefighting tanks shall not be mixed with domestic and flushing storages any stage .

Consultant Signature

**II-D (iii)**

**IWM**

**1 APPLICATION BY LP FOR TESTING/CHLORINATION OF IWM TO  
CONSULTANT**

To,  
Empanelled Consultant

Sub : Hydraulic testing & chlorination of \_\_\_\_mm x \_\_\_\_mm dia  
internal water main laid in layout of proposed development on Plot  
bearing C.T.S. No. \_\_\_\_\_ of \_\_\_\_\_ Div. \_\_\_\_\_ ward.

Ref : Letter U/No. \_\_\_\_/\_\_\_\_/\_\_\_\_ dtd. \_\_\_\_\_.

Sir,

The work of laying internal water main for proposed development on  
abovementioned plot is completed as per approval & MCGM specifications.

You are requested to arrange for hydraulic testing & chlorination of the same.

We are ready to pay necessary charges for the same.

Thanking you,

**Yours faithfully,**

**Licensed Plumber**

## 2. TEST REPORT

Sub ; Hydraulic testing of \_\_\_\_\_ mm dia Internal Water Main situated on the plot bearing C.T.S. No. \_\_\_\_\_ at \_\_\_\_\_ road, in \_\_\_\_\_ Ward.

Agency: M/s. \_\_\_\_\_

Ref : 1) AE/WW/\_\_\_\_\_/\_\_\_ dated \_\_\_\_\_

ii) Testing Receipt No. \_\_\_\_\_ dated \_\_\_\_\_

iii) Testing Charges Rs. \_\_\_\_\_

The above said water main is tested hydraulically at the pressure of 7 kg./cm<sup>2</sup> On \_\_\_\_\_. The water main consist of:-

<b>Sr. No.</b>	<b>Size of Water Main</b>	<b>Length of water main (Approx.)</b>	<b>No. of Sluice Valve</b>	<b>No. of Hydrant</b>	<b>No. of Air Valve</b>	<b>No. of End Cap</b>
1	__ mm dia	_____Mtrs.	___No.	NIL	NIL	NIL
2	__ mm dia	_____Mtrs.	___ No.	NIL	NIL	___ Nos.

The hydraulic test is carried out in presence of Licensed Plumber and representative of the contractor. The water main is found fit for charging , if any defect occurs after the commissioning / charging of the above said water main , same will be repaired by M/s. \_\_\_\_\_

Empanelled Consultant

### **3. CERTIFICATION FROM EE (MAINT.) METER WORKS**

To,

1. Executive Engineer
2. Licensed Plumber

Sub : Hydraulic testing and Chlorination of \_\_\_\_\_mm x \_\_\_\_\_mm dia water main laid in layout of proposed development on Plot bearing C.T.S. No. \_\_\_\_\_ of \_\_\_\_\_ Div. \_\_\_\_\_ Ward.

Ref : Letter U/No. \_\_\_\_\_/\_\_\_\_\_/\_\_\_ dtd. \_\_\_\_\_.  
ii) P-Form No. \_\_\_\_\_

The details of testing of water mains are as follows:-

#### **Hydraulic testing**

<b>Sr. No.</b>	<b>Location &amp; details</b>	<b>Diameter</b>	<b>Length</b>
1	Hydraulic testing of _____mm dia water main laid in layout of proposed development on Plot bearing C.T.S. No. _____ of _____ Div. _____ ward	_____ mm dia	_____ mtrs. (approx.)

The work of hydraulic testing of above said D.I./M.S./ MDDE/CI Water mains were arranged by M/s. \_\_\_\_\_ on \_\_/\_\_/ , when the contractor's representative were also present.

The water mains were pressurized and hydraulic tested at 90 PSI and the leakage observed of permissible limit. As such , the results of water main was found satisfactory at the time of testing

If any defect occurred after commissioning/charging of the water main, same shall be rectified by M/s. \_\_\_\_\_ within the defect liability period as may be prescribed in tender conditions.

#### **Chlorination**



<b>Sr. No.</b>	<b>Location &amp; details</b>	<b>Diameter</b>	<b>Length</b>
1	Chlorination of internal water main for the proposed development of Plot bearing C.T.S ._____of_____ div._____ward	_____ mm dia	_____mtrs( Approx.)

The said main was chlorinated and flushed by this department on \_\_\_/\_\_\_/20\_\_\_\_during supply hours./ Water quality after chlorination was tested and found to be 2.0 P.P.M. Chlorine contentsat the time of testing.

Empanelled Consultant

**Copy to :**

**Architect / Owner .**

**II-D (iv)**

**Water Works Connection**

**1. COMPLETION CERTIFICATE FROM CONSULTANT**

**(On letter head of Empanelled Consultant)**

**To,**

Executive Engineer

Building Proposal,

\_\_\_\_\_Ward,

Sub: Completion Certificate for Internal Water Main for Proposed Residential / Commercial / Industrial Building on plot bearing CTS Nos.-----of village -----Mumbai.

**Sir,**

With referenceto above subject matter we / we hereby certify that the work for Internal Water mains is completed as per our design and specifications .

Thanking you,

**Yours faithfully,**

**For M/s.**\_\_\_\_\_

Empanelled Consultant

**2. APPLICATION FOR ROAD OPENING PERMISSION FOR CROSS CONNECTION OF IWM/ STREET CONNECTION BY LICENSED PLUMBER/ CONSULTANT.**

To,  
Assistant Engineer,  
(Maintenance),  
\_\_\_\_\_ward, MCGM,  
Mumbai.

Sub: Permission for road opening permission for cross connection for internal water main/ Street Connection on MCGM water main on road for proposed development on plot bearing C.T.S. No. \_\_\_\_\_ of Village \_\_\_\_\_

Ref : P form no. \_\_\_\_\_ dated \_\_\_\_\_

Sir,

With reference to above, we have completed the work of internal water works of Layout/ Building as per consultant's approval & municipal specifications/bye laws.

We are ready to pay necessary charges for road opening.

You are requested to grant road opening permission for cross connection at the earliest.

Thanking You,  
Yours faithfully,  
M/s. \_\_\_\_\_

Licensed Plumber/Consultant.

### **3. DEMAND NOTE FOR ROAD OPENING CHARGES**

MUNICIPAL CORPORATION OF GREATER MUMBAI

#### **DEMAND NOTE**

No. at

To,

Owner

Sub : Excavation for Trench.

Ref : 1) Circular No. MGC/F/1835 dated 17-11-2007

2) Your letter under No. \_\_\_ dt. \_\_

With reference to your above referred letter the site was visited and your request to take trench has been accepted in principal, subject to payment of Rs. \_\_\_\_\_ as follows

(A)P On Carriageway

Particulars	Reliance Guarantee Period	Length in Mt.	Width in Mt.	Area in Sq. Mt.	Rate in Rs.	Per	Multiplying factor	AMOUNT IN RS. (3*6*8)
1	2	3	4	5	6	7	8	9
Asphalt 60/70								0.00
Asphalt 30/40								0.00
Mastic								0.00

Asphalt								
Paver Block 100mm								0.00
Crossing Duct								0.00
Paver Block 80mm								0.00
Cement Concrete /Other								0.00
	Total (A)	0	0					0.00
	Deposit as % of (A)							0.00

(B) On footpath/Passages

Particulars	Balance Guarantee Period	Area in Sq. Mt.	Rate in Rs.	Per	Multiplying factor	Amount Rs. (3*4*6)
1	2	3	4	5	6	7
Paver Block	Excavation Beyond guarantee					
Colour Paver Block						
Shahbadi tiles						

Chequered tiles						
Others	Excavation Beyond guarantee					
	Total (B)					
	Deposit as % of (B)					0.00

(A) + (BV) = Rs. 14,993.10/-

You shall make payment to the officer of Asst. Commissioner CS Ward M.C.G.M by separate cheque/D.D for reinstatement charges and deposit in favour of Municipal Corporation of Greater Mumbai On payment you shall present the copy of the receipt so that necessary permission can be granted. You shall make payment within seven days from receipt of this demand note failing which this demand note becomes invalid.

Further it is to mention that payment of reinstatement charges do not guarantee the grant of permission.

Yours faithfully.

Asst.. Engineer (Maint)\_\_\_\_\_ Ward.

#### **4. ROAD OPENING PERMISSION FOR NEW WATER CONNECTION**

#### **MUNICIPAL CORPORATION OF GREATER MUMBAI**

#### **PERMIT**

No. \_\_\_\_\_ dt. \_\_\_\_\_

To,  
Owner

Sub : Road opening permission for new water connection\_\_\_\_\_.

Ref: 1) Circular No. MGC/F/1835 dated 17-11-2007  
2) Your application No. \_\_\_\_\_ dt. \_\_\_\_\_  
3) Demand Note under No., \_\_\_\_\_

Sir,

With reference to your request the following trench is permitted:-

- |                                    |   |                 |
|------------------------------------|---|-----------------|
| 1) Name of the Road                | : |                 |
| 2) Starting Point                  | : | water main line |
| 3) End Point                       | : | Compound wall   |
| 4) Length /Area of Trench          | : |                 |
| a) Length of trench on Carriageway | : |                 |
| b) Area of Trench on Footpath      | : | Sq. Mtrs.       |
| 5) Date of Start                   | : |                 |
| 6) Date of completion              | : |                 |

Subject to the following conditions:-

1. On receipt of permission, you shall immediately start the excavation.
2. Above mentioned date of start and completion, length of Trench, start and end point of Trench shall not be changed under any circumstances.
3. Before starting the excavation, area shall be barricaded as per Annexure -II
4. Utility shall display the board at the start and end of Trench and if the Trench is more than 100 mtr. It shall also be displayed in between and at the junction. Board must display information such as (A) Name of Agency (B) Date of starting (C) Date of completion (D) Name of site Engineer



(ER) Contact No. (Mobile). (F) With a note that “Inconvenience caused is regretted”.

5. Sufficient security guards and traffic wardens should be provided.
6. Water entrances and chambers having opening shall be properly covered to avoid entry of excavated earth in it .
7. Your Site in-charge shall submit the daily report to M.C.G.M Engineer in a format as per Annexure -12.
8. Where ever required steel plate shall be provided on the Trench for crossing of vehicular and pedestrian traffic.
9. Reflector signs shall be provided all along the Trench.
10. If Trench is more than 100 Mtr. In length, you shall only undertake 100 Mtr. Trench at once, lay your services and clear the site for reinstatement and movement of traffic and then only further excavation shall be undertaken.
11. It is likely that in the same T4renchm, number of agencies/utilities may layt their services. Under such circumstances, you shall have absolute co-ordination and co-operation with each other.
12. All the excavated earth shall be transported at the same time to the identified sites approved by Ward Engineer.
13. In case of taking Trench across the carriageway at least 2 number of 300 mm dia N.P II class Hume Pipe or equivalent with encasing of 1:2:4 concrete shall be laid for any future service. Also you shall lay your services through duct.
14. Simultaneously, work order for reinstatement is issued to Ward Contractor and he will take up the work on the date of completion of your work mentioned in this permit or in phases as per clause No. 10 above.
15. The Site Engineer shall be available at all the time during progress of work.
16. On receipt of permit, you shall immediately contact all other utility intimating that you will be taking Trench along the particular stretch an

also arrange all the resources required by you for expeditious completion of your work.

17. You shall note that penalty of Rs. 5000/- per day for delay up to 2 days then Rs. 10,000/- per day for more than 2 days and up to 5 days thereafter for more than 5 days Rs. 15,000/- per day will be levied for carrying your work beyond permitted date of completion. Similarly Rs. 1000/- per meter will be levied for extending your work beyond the permitted length, and change in start and end point. The penalty will also be levied separately for violation of various other conditions mentioned in this permit.
18. By virtue of any circumstances, you are unable to undertake excavation as per this permit: you shall immediately communicate to the undersigned. Under the circumstances you shall note that same permit will not be granted in future.
19. You shall not take Trench in Cement Concrete/Mastic finish surfaces.
20. Wherever the existing finish is with Paver Block or lacquered colour Paver Block you shall not break /damage these blocks while excavation & shall see that almost 100% of the blocks are removed intact and handed over to Municipal Engineer/ Ward VWC.

Asst. Engineer (Maint) \_\_\_\_\_ Ward

**5. APPLICATION FOR CROSS CONNECTION OF IWM TO WATER MAIN TO CONSTRUCTION DEPARTMENT WATER WORKS .**

To,

AE(Const)

WW  
\_\_\_\_\_

Sub : Internal water main for proposed development on plot bearing C.T.S. No. \_\_\_\_\_ of \_\_\_\_\_ Div. \_\_\_\_\_ ward.

Ref : "P" form No. \_\_\_\_\_

We have completed the works of the internal water main as per the empanelled consultant's design . Copy of completion certificate is enclosed herewith .

We request you to connect the said water main to \_\_\_\_\_ mm water main of \_\_\_\_\_ .

We are ready to pay the necessary cross-connection charges as may be applicable.

Thanking you,

Yours faithfully,

Licensed Plumber

**6. CROSS CONNECTION FOR INTERNAL W.M. FOR PROPOSED DEVELOPMENT**

**MUNICIPAL CORPORATION OF BRIHAMMUMBAI  
(HYDRAULIC ENGINEERS DEPARTMENT)**

Office of the  
Executive Engineer (Maint)  
Meter Workshop,  
566, N.M. Joshi Marg,  
Byculla(W), Mumbai

To,

M/s. \_\_\_\_\_

Sub : Making \_\_\_\_mm x \_\_\_\_\_mm Cross Connection for Internal W.M. for proposed development

Ref :P form No. \_\_\_\_\_ dated \_\_\_\_\_

Sir/Madam

With reference to above,. The necessary sanction was obtained from Dy. H.E(Const) for making cross connection of \_\_\_\_x \_\_\_\_\_ mm dia . Water main for proposed development on plot bearing C.T.S. No. \_\_\_\_\_ of \_\_\_\_\_ division, \_\_\_\_\_ in \_\_\_\_\_ Ward.

You are now requested to remit necessary cross connection charges Rs. \_\_\_\_\_ to A.O \_\_\_\_\_ at \_\_\_\_\_ office and submit the acknowledgement payment to this office for further cross connection through Zonal contractor.

Also submit the copy of Road Opening permission to this office.

Yours sincerely

E.E.W.W(Const.) City/ES/WS

**7. COMPLETION FOR CROSS CONNECTION OF IWM BY LICENSED  
PLUMBER/ CONSULTANT.**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**  
**AE (Maintenance)/** \_\_\_\_\_ **/** \_\_\_\_\_ **dated** \_\_\_\_\_

To,

Licensed Plumber

\_\_\_\_\_

Sub : Completion Certificate for cross connection of internal water main for proposed layout on plot/s bearing of C.T.S. No.s \_\_\_\_\_ of village \_\_\_\_\_

Ref: Your Letter No. \_\_\_\_\_ dated \_\_\_\_\_

Sir,

With reference to the above, the site has been jointly inspected by this office staff along with consultant /representative of owner/architect on \_\_\_\_\_, and it was observed that the cross connection of the Internal Water main with the MCGM water main as shown on the plan has been constructed by the owner/ developer as per remarks issued under No. this office.

This completion certificate is issued subject to following conditions.

- 1) Any damage to the Water Main while development of the property under reference shall be got rectified at the risk and cost of the developer.
- 2) The developer shall maintain these connections in good working condition.

I have to state that the works mentioned therein No. \_\_\_\_\_ of \_\_\_\_\_ have been carried out/complied with.

Yours faithfully,

Assistant Engineer  
Maintenance

Copy to :

The Executive Engineer,  
Bldg. Proposals , \_\_\_\_\_ Ward .

**8. APPLICATION FOR STREET CONNECTION TO WATER MAIN TO LOCAL  
WARD OFFICE**

To,

AE(Maint.)

WW  
\_\_\_\_\_

Sub : Street Connection for Permanent Water Connection  
for proposed development on plot bearing C.T.S. No.  
\_\_\_\_\_ of \_\_\_\_\_ Div. \_\_\_\_\_ ward.

Ref : "P" form No. \_\_\_\_\_

We have completed the internal water works as per the empanelled consultant's design . Copy of completion certificate is enclosed herewith .

We request you to connect the said water line to \_\_\_\_\_ mm water main of \_\_\_\_\_ .

We have paid the necessary connection charges as prescribed in the P Form attached herewith. The receipt of the payment is enclosed.

Thanking you,

Yours faithfully,

**Licensed Plumber**



**10.APPLICATION FOR CERTIFICATE UNDER 270 -A OF MMC ACT**

To,

AE Water Works

\_\_\_\_\_ward,

MCGM,

Mumbai.

**Sub:** Application for Certificate under 270-A of MMC Act for proposed development on plot bearing CTS no.\_\_\_\_\_ of \_\_\_\_\_Divn.\_\_\_\_in ward .

**Ref:** Connection

Sir,

With reference to above, we hereby submit following documents for the subject work.

- 1) Copy of P Form u.no. \_\_\_ dated \_\_\_
- 2) Copy latest Water Bill.

You are requested to issue Certificate under 270-A of MMC Act at the earliest.

Kindly do the needful & oblige.

Thanking you.

**Yours faithfully,**



**11. 270-A**

**MUNICIPAL CORPORATION OF GREATER MUMBAI  
Hydraulic Engineer's Department  
No. \_\_\_ dated \_\_\_**

**Certificate for the provision of adequate water supply on newly constructed premises before issue of Building Completion Certificate as required under section 270-A of Mumbai Municipal Corporation Act .**

Certified that adequate water supply has been provided at the following premises within the limit of Greater Mumbai .as required under the Mumbai Municipal Corporation Act.

Ward :  
Ward No.  
Account :  
Street No.:

Name of Owner :

Description of Premises :  
Nature of Occupancy :  
Remarks: Occupation Granted vide no. \_\_\_\_\_

Size of Connection :

Size of Tanks:  
1. Overhead Domestic Tank  
2. Overhead Flushing Tank  
3. Underground suction tank

**EEBP \_\_\_\_\_ Ward**

Copy to

Owner

Licensed Plumber

**AE Water Works**

\_\_\_\_\_ **Ward**

## 12. UNDERTAKING FOR WATER CONNECTION

To,  
The Municipal Commissioner,  
MCGM  
Mumbai.

Sub: Permanent Water Connection to \_\_\_\_\_ Limited for the  
building on plot bearing C.T.S. / C.S.Nos. \_\_\_\_\_ of \_\_\_\_\_  
Division, ' \_\_\_\_\_ ' Ward, situated at \_\_\_\_\_ Marg, Mumbai.

Ref: P form no \_\_\_\_\_ dated \_\_\_\_\_

Sir,

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

I do hereby agree and undertake as under :

In consideration of you agreeing to our request to allow \_\_\_\_\_ mm dia  
water connection with \_\_\_\_\_ mm dia internal line with \_\_\_\_\_ mm dia 'B' Class  
pvt.Meter for \_\_\_\_\_ purpose for the permanent water connection under  
Section 169 of M.M.C. Act at the cost of owner.

- To pay on demand excess over and above the deposits paid, if any.
  
- Also we undertake to remove the pipes and fitting when called upon by  
BMC.

This undertaking is binding on us our representatives, executors, administrators, Housing Society or Associates or person/persons who will take over the said building from us under any right whatsoever.

Place : Mumbai

Date : **For Ltd.**

**Authorised Signatory**

**II-E SWD**

# **EXTERNAL SWD**

**1. APPLICATION FOR EXTERNAL STORM WATER  
CONNECTION/REMARKS BY ARCHITECT /LS**

Date :

The Executive Engineer,  
S.W.D./\_\_\_\_ -Ward,  
Municipal Corporation of Gr. Mumbai,  
\_\_\_\_\_,  
Mumbai.

Sub.:- External S.W.D. Remark for property bearing C.T.S. No.\_\_\_\_ of  
Village \_\_\_\_\_, \_\_\_\_\_, For \_\_\_\_\_

Ref.:

Sir,

With reference to above, we are enclosing herewith the following.

1. Four copies of Block plan & Location plan.
2. Copy of A.E. Survey Remarks.
3. DD/P.O. in favor of MCGM amounting to Rs \_\_\_\_\_ towards  
Scrutiny fees.

In view of above, we kindly request you to issue the External SWD /Nallah  
remarksat the earliest.

Thanking you,

Yours faithfully,

For \_\_\_\_\_

Architect/Licensed Surveyor /Owner  
(Name : \_\_\_\_\_ )

**2A.EXTERNAL STORM WATER DRAIN /NALLA REMARKS**  
**(FOR ES/WS Area)**

**MUNICIPAL CORPORATION OF GREATER MUMBAI.**

Office of the  
Ex.Engr.(Storm Water Drain)

\_\_\_\_\_  
\_\_\_\_\_

To,  
Applicant

Sub: External Storm Water Drain /Nalla remarks for plot bearing C./T.S  
No. \_\_\_\_\_ of Village \_\_\_\_\_

Ref : Your letter U/No. \_\_\_\_\_ dated \_\_\_\_\_

Sir/Madam

The remarks for the above mentioned property for External storm water  
drain/nalla are as under:-

**(A) Nalla Remarks**

1. Whether any natural water course/nalla is passing through the  
property - Yes/No
2. Whether specific remarks for nalla is obtained from  
E.E.(SWD)Planning Cell(\_\_\_\_) – Yes/No  
Major nalla remarks issued U/No. \_\_\_\_\_
3. The party shall construct the nalla as per Municipal specifications
4. The party will have to bear full cost of training and construction of  
water course in the property in case the Corporation takes up the  
work in hand.
5. The party shall submit stability certificate from Lic. Structural  
Engineer for R.C.C Slab, retaining walls, etc.

6. The party shall submit a registered Undertaking for allowing the Municipal Corporation to enter in his property along with vehicles and machinery to clean the nalla.

**(B) Storm Water Drain remarks for existing Municipal Rds./D.P Rds./Internal Rds.**

1. The S.W.D shall be constructed as per Municipal specifications with both side walls of 20 cm th. In M20 grade CC. along with bed concrete of 15 cm th. In M10 grade C.C. haunch of 8 cm th. In M20 grade etc. with smooth internal surface and same shall be covered with R.C.C. slab in M20 grade CC. along with heavy duty M.H frame & cover (with locking arrangement) of size 0.91 m x 0.61m at 6 m distance.
2. The regular water entrances of size 500 mm x 600 mm with heavy duty M.S. grating shall be provided at 6m distance to collect the storm water from road surface to S.W Drain .
3. The gradient of the S.W.D shall be given such as to create velocity of 1.2m /sec. In case of steep localities where velocity is likely to exceed 2.40 m/ Sec. intermediate drop in the invert shall be provided
4. The top of the S.W.D wall shall be kept min. 10 cm above the formation level of the road.
5. The waterway shall be measured 0.15 m before the formation level of road & minimum waterway depth in any drain shall not be less than 0.30 m and minimum width not less than 0.45m
6. All drains crossing roads shall be 1.50 times the size of drains proposed.
7. R.C.C. slab designed for "AA" class loading along with heavy duty frame and cover with locking arrangement on S.W.D. shall be provided at every entrance of the premises.
8. To fully encase the R.C. pipe drain of NP-2 class with M 15 grade C.C. and provide M.H. chamber with heavy duty frame and cover/grating at 6 m distance.



9. To intimate the date of starting of the construction of S.W.D / nalla in advance
10. To submit 'As Built' drawing showing across sections of S.W.D / nalla constructed as per remarks
11. Compound wall shall not be constructed on S.W.D. wall and adequate number of weep holes/openings should be provided in the compound wall wherever necessary.
12. Necessary permission for the development of holding shall be obtained from the concerned authorities before starting the works.
13. These remarks shall not be accounted as ownership documents.
14. That the above storm water drains shall be constructed as per the design of Lic. Structural Engineer and stability Certificate from Lic. Structural Engineer shall be submitted before requesting for completion Certificate.

**15. Additional remarks:**

<b>External Storm water Drain remarks</b>		
<b>Sr. No.</b>	<b>Notations</b>	<b>Descriptions of SWD Works</b>
<b>Major Nalla Remarks</b>		
	To comply, all the conditions of Revised Major Nalla remarks issued U/No.____	
<b>River remarks</b>		

**E.E.(S.W.D.) \_\_\_\_\_**

Copy to:

**Dy. Ch. E (SWD) Planning Cell.**

**2B. EXTERNAL STORM WATER DRAIN SURFACE REMARKS IF PLOT AREA  
IS MORE THAN 500 SQM.( CITY AREA)**

**Surface Remarks if plot area is more than 500 Sqm.( City Area)**

**MUNICIPAL CORPORATION OF GREATER MUMBAI.**

**No. Dy. Ch. Eng./SWD/ /P.C. dtd.**

Office of the :  
Sy. Ch. Eng. (Storm Water  
Drains)P.C.  
Engineering Hub Bldg.  
Dr. E. Moses Road  
AcharyaAtreChowk, Worli  
Naka,  
Sorli, Mumbai : 400 018  
Tel No. 022-  
24955059/24955229  
Fax No. 022-24980097

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub : Storm Water Drain Remarks for

\_\_\_\_\_

Ref : 1) Licensed Plumber's letter under No. \_\_\_\_\_  
dtd. \_\_\_\_\_

2) EB/\_\_\_\_\_/\_\_\_\_\_/A dtd. \_\_\_\_\_.

Gentlemen,

Reference to the above, you are requested to carry out the work of Storm Water Drain as per accompanying plan, subject to the following conditions:-

1. The minimum formation / ground level of plot under reference shall be at least 28.04 M (92.00) THD or 15 cm. (5") above the formation level of proposed footpath, if any, raised footpath/ existing access , abutting /proposed road, whichever is higher.
2. The Storm Water Drain suggested in the accompanying plan shall be laid as per Municipal Specifications using R.C.C. pipes NP2 class below 450 mm dia and NP3 class pipe for 450 mm dia and above pipes, (I.S.I. Mark only) duly encased with 15 cm. thick M-15 cement concrete all around along with provision of water entrances having minimum size of 450mm. x 450mm covered with M.S/ C.I grating. The built up drain shall be covered with pre stressed R.C.C. / C. I. grating for entire length . The velocity of flow shall be maintained at 1.2 M / Sec. (4'/Sec.) while the drain is running full.
3. The access/internal layout roads/D.P. Roads shall be provided with closed Storm Water Drain as shown in accompanying plan with regular water entrances at 15M., (50') and manholes at 15 M (50') c/c at developer's cost.
4. \_\_\_\_\_ catch pit chambers shall be provided at point/ points \_\_\_\_\_ which shall be 60 cm(2') below the invert of pipes, as shown in the accompanying plan. The internal S.W Drain arrangement shall be provided as follows:-
  - a) 300 mm. dia R.C.C. pipes ( slope 1:150) fkom points :\_\_\_\_\_
  - b) 300 mm .wide built up drain shall be in cement concrete of Grade M-20 having minimum thickness of walls of 20 cm. which shall be covered with gratings from points \_\_\_\_\_ with minimum depth of 300 mm. at starting point @ slope 1:400.
  - c) The down take pipes of 100 mm. dia . from podium /terrace level up to ground level shall be provided which shall be connected to the water entrance on ground level within Property . The slope to the surface of podium/terrace shall be given in such a way that all the storm water from podium /terrace will flow towards down take pipes without stagnation.
5. The side / marginal open spaces shall be leveled , consolidated and paved with cement concrete with proper slope in such a way to discharge the storm water into proposed storm water entrances.
6. Before starting of the work, invert levels of manhole on Municipal storm Water drain to which internal S.W. Drain , is to be connected shall be confirmed on site with respect to invert level of last catch pit chamber.
7. You shall carry out the entire S>W>D work through the Licensed Plumber and under supervision of Licensed Supervisor. Their names,

address ( office and residential) Tel No. License No., etc. shall be intimated to this office in advance before carrying out the work.

8. REGARDING STREET CONNECTION:

- a) You shall make \_\_\_\_ connections of \_\_\_\_MM. dia R.C. Pipe NP2 class (I.S.I. Mark only) from point \_\_\_\_ to \_\_\_\_ duly encased with 15 cm. Thick M-15 grade cement concrete all around from last catch pit chamber to Municipal S.W Manhole, along with shifting of any utilities if necessary, at Developer's risk and cost. The connection shall be made only after the necessary permission for road opening is obtained from A.E. (Maint) of \_\_\_\_Ward.
- b) The work of providing S.W Drain from last catch pit chamber to Municipal S. W. Drain shall be carried out under the supervision and as per suggestions of A.E. (Env.) of \_\_\_\_ward .
- c) In case, if it is not possible to connect internal S.W Drain to existing manhole on Municipal Storm Water Drain due to site conditions / difficulties or if the existing manhole is far way from the plot, then the internal S.W Drain shall be connected to Municipal S. W. Drain by constructing additional manhole on Municipal S.W Drain at developer's cost.

REGARDING COMPLETION CERTIFICATE

9. You shall approach to this office for Completion Certificate after actual street connection is done along with following papers:-

- a) Certificate along with Completion plan of S. W. Drains as carried out on site as per Municipal specifications duly signed by you and also by the Licensed Plumber on their own letter head.
  - b) Remarks and sketch from office of the concerned ward about actual street connection from last catch pit chamber to Municipal S. W. Drain.
10. The Completion Certificate shall be obtained on completion of the work of internal Storm Water Drain as per Municipal specifications and as per accompanying plan, from this office.

11. Other Conditions.

- a) As regards road and footpath work in setback portion, you are requested to obtain remarks from E.E. ( Road) city./E.E. (T & C) City/A.E.(Survey) City.
- b) In set back portion , after construction of foot path water entrance should be shifted from point \_\_\_\_ to point\_\_\_\_by extending existing lateral b y 300 mm. dia R.C.C. pipe (NP2 class) as per municipal specifications and drawings in consultation with Executive Engineer (Storm Water Drains) Planning Cell and under supervision of A.E.

(Environment)\_\_\_ Ward at developer's risk and cost. Before executing the work of the proposed shifting of the water entrance, you are requested to obtain remarks from E.E. (Roads) City, so that the position of the proposed water entrance can be fixed. Please note that if shifting of water entrance will not be possible by extending the existing pipes then you will have to provide new water entrances at suitable place at your cost.

- c) The necessary arrangement shall be provided in basement in accordance with I.S. 12251-1987 ( Re-affirmed) for proper collection and disposal of storm water. The arrangement shall also be made to pump out/ drain out the water of the basement to the nearest water entrance within the property by providing sump well.
  - d) An Indemnity Bond on stamp paper of Rs. 200/- shall be submitted to the Ex.Eng. (S.W.D) Planning Cell Indemnifying M.C.G.M against any losses, damages, etc. if occurred, due to flooding in the basement under reference and stating that the same will be binding on Owner/Developer and their legal heirs/ successors or whosoever deriving title through them.
12. These remarks are given from the point of view of disposal of storm water only, without prejudice to the boundaries of the plot shown , ownership of plot, status of existing structures on it, if any, and use of the land under reference.
  13. That during the execution work of the proposed building , if any Storm Water Drain, other than shown on accompanying plan, is found existing within the plot, the work of proposed building shall be stopped and the same shall be brought to the notice of this office immediately . No further work shall be commenced unless the remarks regarding the same are obtained from this office.
  14. These remarks are offered without taking into consideration the system of Rain Water Harvesting , as the same is not shown by the Architect. If the Rain Water Harvesting system is proposed in future , then revised SWD remarks shall be obtained.

Thanking you

Yours faithfully,

Executive Engineer

( Storm Water Drains)Planning Cell (City)

Dy. Ch.E(SWD)/\_\_\_\_\_ /PL. Cell dtd Planning Cell

Copy to : E.E. B.P(City)

Ref:

dtd.

Copy forwarded for information.

Acc : Plan

Dy. Ch.E(SWD)/ /PL. Cell dtd Planning Cell

Copy to : A.E(Environment)      Ward

Copy for information please

Acc: Plan

E.E.(S.PlanningCell (City)

Dy. Ch. E(SWD) Planning Cell

Chief Engineer  
(Storm Water Drain)

Encl : a/a



water entrance on the abutting Municipal Road, as shown in the accompanying plan.

2. The minimum formation / ground level of plot under reference shall be at least 28.04 M (i.e 92.') THD or 15 cm. (i.e 6") above the formation level of existing/proposed footpath/existing access/ abutting road, whichever is higher.
3. The necessary arrangement in accordance with the I.S 12251 – 1987 shall be provided in the basement for proper collection and disposal of storm water. The arrangement shall also lbe made to pump out/drain out water from the basement, by providing sump well, to the nearest water entrance.
4. An Indemnity Bond on stamp paper of Rs. 200/- shall be submitted by the owner of land to the Executive Engineer (S.W.D) Planning Cell indemnifying the M.C.G.M against any losses, damages, etc. if occurred due to flooding in the basement under reference and stating that the same will be binding on owner/developer or their legal heirs/ successors or whosoever deriving title through owner of land.
5. Down take pipes of 100 mm dia. From podium level up to ground level shall be provided. The slope to the surface of podium shall be given in such a way that all the storm water from podium will flow towards down take pipes without stagnation.
6. As regards road and foot path work in set back portion, you are requested to obtain remarks from E.E. (Roads) City.
7. In setback portion, after construction of footpath the water entrances if any should be shifted up to the kerb stone of the proposed footpath from point\_\_\_ to point\_\_\_ with 300mm. dia R.C.C. pipe (NP2 Class) lateral connecting to existing Municipal manhole as per Municipal specifications and drawings, along with shifting of any utilities if necessary, in consultation with Executive Engineer ( Storm Water Drains) Planning Cell and under supervision of A.E. ( Environment)\_\_\_\_\_ Ward at developer's risk and cost. Before executing the work of the proposed shifting of the water entrances , you are requested to obtain remarks from E.E. ( Roads) City so that the position of the proposed water entrance can be fixed.
8. You shall approach to this office for Completion Certificate along with Completion Certificate and Completion plan of S. W. Drains as carried out on site as per Municipal specifications duly signed by you and also by the appointed site Licensed Plumber on their own letter head.



9. The Completion Certificate shall be obtained on completion of the work of internal Storm Water Drain as per Municipal specifications and as per accompanying plan from this office.
10. These remarks are valid for one year from the date of issue of this letter, within which period the Completion Certificate should be obtained failing with, the remarks will attract revalidation. The prevailing fees will be charged for each revalidation/revision.
11. These remarks are given from the point of view of disposal of storm water only, without prejudice to the boundaries of the plot shown, status of the existing structure thereon, ownership of land and use of land under reference.
12. That during the execution of work of the proposed buildings, if any Storm Water Drain, other than shown on accompanying plan, is found existing within the plot, the work of proposed building shall be stopped and the same shall be brought to the notice of this office immediately. No further work shall be commenced unless the remarks regarding the same are obtained from this office.

Thanking you

Yours faithfully,

Acc: Plan

Executive Engineer

( Storm Water Drains)Planning Cell (City)

Copy to : E.E. B.P(City)

Ref.dtd.

Copy forwarded for information . The occupation certificate shall not be granted unless completion certificate for arrangement of disposal of storm water is granted by this office.

Dy. Ch.E(SWD)/\_\_\_\_\_ /PL. Cell dtd Planning Cell

Copy to : E.E. B.P(City0

Ref:

dtd.

Copy forwarded for information. The Occupation |Certificate shall not b e granted unless Completion Certificate for arrangement of disposal of Storm Water is granted by this office

Acc : Plan  
(City)

E.E.(S.W.D.) Planning Cell

**3. STANDARD APPLICATION FOR REQUESTING TO ISSUE  
COMPLETION CERTIFICATE IN RESPECT OF EXTERNAL SWD  
/NALLA WORK .**

To,  
The Executive Engineer,  
BP

\_\_\_\_\_  
\_\_\_\_\_

Sub : Completion Certificate for External SWD in respect of plot bearing CTS  
No. \_\_\_\_\_ Of village \_\_\_\_\_ at \_\_\_\_\_.

Sir,

Please find enclosed herewith the copies of the following documents:-

1. Completion Certificate from Consultant.
2. As built drawings ( Four sets).

We request you to kindly forward our application to the Executive Engineer  
SWD \_\_\_\_Ward for issuing completion certificate at the earliest please.

Thanking you

Yours faithfully,  
Architect /LS

Encl : a/a

**4.COMPLETION CERTIFICATE FOR S.W.D**

**(will be issued on submission of Completion Certificate by the Consultants and subsequent visit of the Department staff )**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

No. EX.E.//SWD./

Office of the  
ExEngineer (SWD)  
Mumbai

To,  
Executive Engineer  
Building Proposal ,

Sub.: Completion Certificate for S.W.D in respect of property bearing C.T.S.  
/C.S. No. of village /Div\_\_\_ Mumbai

Ref.:- Your letter u.no.      dtd.

With reference to the above, the site has been jointly inspected by this office staff along with consultant /representative of owner/architect on \_\_\_\_\_ , and it was observed that the SWD

Storm water drain network is carried out as shown in the remarks issued by the consultant dtd. \_\_\_\_\_and completion certificate as submitted by the Consultant for the internal storm water drain network for the plot under reference and as shown on the plan under reference and as shown on the plan at pg. \_\_\_\_ is hereby accepted .

This completion certificate is accepted subject to following conditions.

- 1) Any damage to the Storm Water Drain while development of the property under reference shall be got rectified at the risk and cost of the developer.
- 2) The developer shall maintain these SWD in good working condition.

Yours faithfully,

Ex. Eng. (Storm Water Drains)

c.c.:- Owner/Architect

**5. APPLICATION FOR STREET CONNECTION FOR SWD BY LICENSED  
PLUMBER/ARCHITECT/CONSULTANT.**

To,  
Assistant Engineer,  
(Environment/Maintenance),  
\_\_\_\_\_ward, MCGM,  
Mumbai.

Sub: Permission for street connection for internal storm water work for Residential/Commercial /Industrial building of C.T.S. No.\_\_\_\_\_ofVillage  
\_\_\_\_\_

Ref : Remarks by consultant

SWD remarks No.\_\_\_\_\_dated\_\_\_\_\_.

Sir,

With reference to above, we have completed internal storm water work as per remarks by Consultant & municipal specifications/bye laws.

We are ready to pay necessary charges for road opening.

You are requested to grant permission for street connection at the earliest.

Thanking You,

Yours faithfully,

M/s.\_\_\_\_\_

**Licensed Plumber/Architect/Consultant.**

Encl. as above

**6.PAYMENT OF ROAD OPENING CHARGES / SUPERVISION CHARGES**

To,

Assistant Engineer,

(Maintenance),

\_\_\_\_\_ward,

MCGM, Mumbai.

Sub :Payment of road opening charges/supervision charges towards drainage street connection for proposed Residential/Commercial /Industrial Building of C.T.S No \_\_\_\_\_of village\_\_\_\_\_.

Ref :Your letter No.\_\_\_\_\_dated \_\_\_\_\_.

Sir,

We are submitting herewith pay order No.\_\_\_\_\_dated\_\_\_\_\_ amounting to Rs. \_\_\_\_\_/- towards road opening charges/supervision charges for drainage street connection at above mentioned proposed building .

Kindly acknowledge the same.

Thanking you,

**Yours faithfully,**

## **7.PERMISSION FOR STREET CONNECTION FOR SWD**

From: Assistant Engineer  
(Maint.)\_\_\_\_ward,

To,

\_\_\_\_\_  
Licensed Plumber /Consultant.

Sub: Permission for Street connection for Internal Storm Water of Proposed Residential/Commercial/Industrial building on plot bearing CTS No. \_\_\_\_\_ofVillage\_\_\_\_\_Mumbai.

Ref : 1)

Gentleman,

With reference to above mentioned proposal as far as this office is concerned there is "NO Objection" for above said work subject to following conditions.

1. N.O.,C for carrying out the said work shall be obtained from the landlord of the said property before starting the work.
2. The road opening permission shall be obtained before starting the work by paying requisite charges.
3. In case of any damage to the sewer line or any other utility services during the progress of work same will have to got repaired or shifted by the applicant at their own cost.
4. The date of starting and date of completion of work shall be intimated to this office.
5. The storm water must be connected as per remarks and the slope shall be maintained.
6. A SWD completion certificate by the Licensed Plumber will be submitted to this office.
7. The applicant will take care of cleaning of debris daily from the site.
8. A scrutiny fee of Rs. \_\_\_\_\_/- will be paid to this office.
9. A supervision charges of Rs. \_\_\_\_\_/-(Rs. \_\_\_\_\_ only) will be paid to this office.

Yours faithfully,  
Asstt. Engineer (Env.)  
\_\_\_\_\_ Ward.

**INTERNAL SWD**



**1. CONSULTANTS REPORT/CERTIFICATE FOR INTERNAL STORM WATER DRAIN**

(On Letterhead of Consultant.)

**Sub : Storm Water Drain Remark for the proposed \_\_\_\_\_ building on plot bearing C.T.S. / C.S. No. \_\_\_\_\_ of \_\_\_\_\_ Division, \_\_\_\_\_ Road in \_\_\_\_\_ Ward for M/s. \_\_\_\_\_ Ltd.**

This is to certify that the said plot is a part of separate layout / individual plot abutting to -----m wide internal Road / DP road / existing MCGM road / ----- M private road.

The net plot area is----- SqM.

There exist / does not exists Storm Water Drain system along the said Internal Road/ MCGM Road / \_\_\_\_\_M wide D P Road.

The detail calculation & design of the SWD inside the plot as annexed hereto.

**Sample Calculation:**

1. Catchment Area : \_\_\_\_\_ SqM
2. Rainfall Intensity : 0.014mm/sec (50 mm/hr )
3. Velocity : 1.2 m/sec
4. Run Off Co-efficient : 1
5. Calculations of Discharge and CrossSectional Area requirement

i.  $Q = A \times I \times R$

Where , Q = Discharge in cu.mt./sec.

A = Area of the plot in sq.mt.

I = Intensity of Rainfall in mm/sec(0.014mm/sec)

R = Co-efficient of Surface Run off

ii.  $Q = A \times I \times R$

Where, Q = Discharge in cu.mt./sec.

A = Cross sectional Area required for internal storm water drain network

V = Velocity of Storm Water (to be taken as 1.2m/sec.)

iii. Min. 300 mm dia Stormwater Pipe network or 0.45 M (width)  
x 0.30 M (depth) for open drain in R.G. Area .

6. Area of Rectangular Drain : Area X.055/3600 X RC / V  
7. Size of Rectangular Drain : \_\_\_\_ M X \_\_\_\_M  
8. SWD size proposed : \_\_\_\_ M X \_\_\_\_M

(As marked on annexed plan )

### General Observations

1. Whether any natural water course is :  
passing through the property.
2. Size of existing natural water course. :
3. Size to which the existing natural water :  
course should be widened.
4. Nature of land (whether the R.L. is above : To be maintained  
28.04 THD or not) as per Item No.5  
below
5. Minimum formation level of the plot : 92 feet. above  
required. T.H.D. or 15cm.  
above the formation  
level of the raised  
footpath or the  
existing access  
road whichever is  
higher.
6. Space from side of the nalla is to be left : 5.00 mtrs  
out.

7. Adequate storm water drains has been designed in the property including provision for admitting storm water coming from the surrounding locality if required in future.
8. While constructing the S.W. Drain invert level of the drain has been designed such as to admit the storm water coming from the adjoining areas.

**Additional remarks if any :**

**A. For Suburbs**

1. The access / internal roads of the layout has been provided with pucca open S.W. Drains on each/one side having an area of \_\_\_\_\_Sq.m. (as indicated in the accompanying plan). The remarks are offered considering the CTS boundaries as shown in the proposed plans by the Architect/LS..
2. The road side drains, if any, should be constructed on final R.L. obtained from Competent Authority.
3. Side open spaces have been proposed to be leveled consolidated and paved with proper slope to drain in such a way to dispose off the storm water into the S.W. Drains as proposed and/into the existing drains along Municipal Roads.
4. The storm water drains as per these remarks are proposed to be constructed as per M.C.G.M. specifications and the walls shall be of c.c. M-20 of minimum thickness 0.20 m. over a bed concrete of M-15(1:2:4) c.c. 15 cm. thick and M-20 c.c. haunches of 8 cm. thick with cement plaster in cm. (1:2) 12 mm thick for haunches.
5. The gradient of the drains are proposed in such way to create velocity of 1.22 m. / \_\_\_\_\_ sec.  
In case of steep localities where velocity is likely to exceed 2.40m. / Sec. intermediate drop in invert have been provided.
6. All cross drains are proposed to be 1.5 times the size of the main drains proposed.
7. Existing covered/open SWD on \_\_\_\_\_ wide \_\_\_\_\_ Road shall be cleaned, repaired & maintained.

8. Side open spaces are proposed to be leveled consolidated and paved with proper slope to drain in such a way to dispose off the storm water into the S.W.Drains as proposed and/into the existing drains along Municipal Roads.
9. Water entrances of size 0.45 m x 0.45 m clear opening with G.I. grating at top and silt trap section at bottom and connect same to S.W.D through 300 mm dia laterals at 4.50 m c/c distance near road side compound wall along \_\_\_\_\_ and \_\_\_\_\_ as per municipal specifications inside the plot, shall be provided.
10. Carriage entrance of AA Class loading slab at every gate with opening of size 0.60mx0.90m at center along with heavy duty frame and cover and locking arrangement shall be provided.
11. Proper arrangement to dispose of storm water from paved/unpaved open spaces R.G., ramp, approaches & internal road has been proposed to avoid flooding during monsoon season.
12. The invert of the S.W.D on upstream side is proposed to be higher than the invert on downstream side drain.
13. The compound wall shall not be constructed on S.W.D wall/nalla wall.
14. Adequate no.s of weep holes (150mm dia ) shall be provided in the compound wall wherever necessary.
15. All above S.W.D/Carriage entrance Work shall be constructed as per design of Lic. Structural engineer and stability & completion certificate from lic. structural Engineer shall be submitted before asking completion certificate from us .

B. For City

B1. For Plot Area below 500 sq.mts .

B2. For Plot Area above 500 sq.mts

15. The minimum formation / ground level of plot under reference has been provided at minimum of 28.04 M (92.00) THD or 15 cm. (5") above the formation level of proposed footpath or raised footpath/ existing access , abutting /proposed road, whichever is higher.

16. The Storm Water Drain suggested in the accompanying plan has been proposed to be laid as per Municipal Specifications using R.C.C. pipes NP2 class below 450 mm dia and NP3 class pipe for 450 mm dia and above pipes, (I.S.I. Mark only) duly encased with 15 cm. thick M-15 cement concrete all around along with provision of water entrances having minimum size of 450mm. x 450mm covered with M.S/ C.I grating. The built up drain has been proposed to be covered with prestressed R.C.C. / C. I. grating for entire length. The velocity of flow has been proposed to be maintained at 1.2 M / Sec. (4'/Sec.) while the drain is running full.
17. The access/internal layout roads/D.P. Roads has been proposed with closed Storm Water Drain as shown in accompanying plan with regular water entrances at 15M., (50') and manholes at 15 M (50') c/c .
18. \_\_\_\_\_ no.s of catch pit chambers have been proposed to be provided at point/ points \_\_\_\_\_ which are 60 cm(2') below the invert of pipes, as shown in the accompanying plan.
19. The internal S.W Drain arrangement has been proposed as follows:-
- d) 300 mm. dia R.C.C. pipes ( slope 1:150) from points :\_\_\_\_\_
  - e) 300 mm .wide built up drain has been proposed in cement concrete of Grade M-20 having minimum thickness of walls of 20 cm. which shall be covered with gratings from points \_\_\_\_\_ with minimum depth of 300 mm. at starting point @ slope 1:400.
  - f) The down take pipes of 100 mm. dia . from podium /terrace level up to ground level have been proposed which are proposed to be connected to the water entrance on ground level within Property .
  - g) The slope to the surface of podium/terrace has been proposed in such a way that all the storm water from podium /terrace will flow towards down take pipes without stagnation.
20. The side / marginal open spaces have been proposed to be leveled , consolidated and paved with cement concrete with proper slope in such a way to discharge the storm water into proposed storm water entrances.

21. Before starting of the work, invert levels of manhole on Municipal storm Water drain to which internal S.W. Drain , is to be connected shall be confirmed on site with respect to invert level of last catch pit chamber

**NOTE** :-

The remarks are offered without prejudice to the ownership of land and status of the land and structures thereon.

**Consultant's Signature**

**2. APPLICATION BY THE OWNER / ARCHITECT FOR SUBMISSION  
OF INTERNAL SWD**

To

1. Executive Engineer  
Building Proposal,  
\_\_\_\_ward,
  
2. Executive Engineer  
SWD,  
\_\_\_\_ward,

Sub : Submission of SWD Remarks obtained from Consultant for residential/commercial/industrial building of C.S. /CTS No. \_\_\_\_ of village/Div. \_\_\_\_, Mumbai.

Dear Sir,

With reference to above subject matter we on behalf of our clients M/s.\_\_\_\_\_, submit herewith the remarks for SWD along with the following documents.

1. Appointment letter of consultant by the Owners.
2. Consultant's Report and Certificate along with design & SWD layout
3. Construction details and drawing of SWD

This is for your information please .

Thanking you,

Yours faithfully,

Consultant/Architect/LS

Encl : as above

**3. COMPLETION CERTIFICATE FROM CONSULTANT**

To,

1. Executive Engineer  
Building Proposal,  
\_\_\_\_ward,
  
2. Executive Engineer  
SWD,  
\_\_\_\_ward,

Sub:SWD Completion Certificate for Proposed Residential / Commercial / Industrial Building on plot bearing CTS Nos.-----of village -----, Mumbai.

**Sir,**

With reference to above subject matter I/ we on behalf of our clients M./s.-----  
-----have completed the work of Storm water drain as per the Remarks bearing number \_\_\_\_\_ dated \_\_\_\_\_ by us .

We are submitting herewith the Completion Certificate as per MCGM format Appendix II as detailed below:

**APPENDIX II**

**STORM WATER DRAINAGE COMPLETION CERTIFICATE**

**Certified** that, I/We have completed the Storm Water Drainage Work for the premises as detailed below

**Details of work:** Proposed Residential/Commercial/Industrial Building on plot bearing CTS Nos. -----of village , Mumbai

**Layout Approval No. and Date:**-----

**IOD No. and Date:**-----

**Name of the Owner** :M/s.-----

**Name of Architect** :M/s.-----

**Name of Developer** :M/s. -----



The Storm Water Drainage work as mentioned for is carried out as per the remarks issued by me dtd.\_\_\_\_\_ and as per site conditions to my/our satisfaction, that the workmanship and whole of the materials used are good and that no provision of Act and / or Bye-laws and no requisitions made condition prescribed or order issued under have been transgressed in the course of the work.

**Consultant: M/s.-----**

**Licensed Plumber: M/s.-----**

-

Signature

Signature

Name: -----

Name -----

Office Address:

Office Address:

## **II-F Sewerage**

# **External Sewerage**

**1. APPLICATION FOR DRAINAGE STREET CONNECTION BY LICENSED  
PLUMBER/ARCHITECT/CONSULTANT.**

To,  
Assistant Engineer,  
(Environment/Maintenance),  
\_\_\_\_\_ward, MCGM,  
Mumbai.

Sub: Permission for Drainage street connection for internal drainage work for Residential/Commercial /Industrial building of C.T.S. No.\_\_\_\_\_Of Village \_\_\_\_\_

Ref : Drainage remarks by consultant

External Sewrage remarks No.\_\_\_\_\_dated\_\_\_\_\_.

Sir,

With reference to above, we have completed internal drainage work as per remarks by Consultant & municipal specifications/bye laws.

We are ready to pay necessary charges for road opening.

You are requested to grant permission for street connection at the earliest.

Thanking You,

Yours faithfully,

M/s.\_\_\_\_\_

Licensed Plumber/Architect/Consultant.

Encl. as above

## **2. PERMISSION FOR DRAINAGE STREET CONNECTION**

From: Assistant  
Engineer(Env.)\_\_\_\_ward,

\_\_\_\_\_  
Mumbai \_\_\_\_\_

To,

\_\_\_\_\_  
Licensed Plumber/Architect/Consultant.

Sub: Permission for Drainage Street connection for Proposed Residential/Commercial/Industrial building on plot bearing CTS No. \_\_\_\_\_ of Village \_\_\_\_\_ Mumbai.

Ref : 1)Your letter u.no.  
2)

Gentleman,

With reference to above mentioned proposal as far as this office is concerned there is "NO Objection" for above said work subject to following conditions.

1. The road opening permission shall be obtained before starting the work by paying requisite charges.
2. In case of any damage to the sewer line or any other utility services during the progress of work same will have to get repaired or shifted by the applicant at their own cost.
3. The date of starting and date of completion of work shall be intimated to this office.
4. The sewer line must be laid on the 1:3:6 C.C. bedding and encased with 1:2:4 C.C. The slope of 1:80 should be maintained.
5. A drainage completion certificate by the Licensed Plumber will be submitted to this office.
6. The applicant will take care of cleaning of debris daily from the site.
7. A scrutiny fee of Rs. \_\_\_\_\_/- will be paid to this office.
8. A supervision charges of Rs. \_\_\_\_\_/-(Rs. \_\_\_\_\_ only) will be paid to this office.

Yours faithfully,

Asstt. Engineer (Env.)  
\_\_\_\_\_  
Ward.

### **3. PAYMENT OF ROAD OPENING CHARGES / SUPERVISION CHARGES**

To,

Assistant Engineer,

(Maintenance),

\_\_\_\_\_ward,

MCGM, Mumbai.

Sub :Payment of road opening charges/supervision charges towards drainage street connection for proposed Residential/Commercial /Industrial Building of C.T.S No \_\_\_\_\_ of village \_\_\_\_\_.

Ref :Your letter No. \_\_\_\_\_ dated \_\_\_\_\_.

Sir,

We are submitting herewith pay order No. \_\_\_\_\_ dated \_\_\_\_\_ amounting to Rs. \_\_\_\_\_/- towards road opening charges/supervision charges for drainage street connection at above mentioned proposed building .

Kindly acknowledge the same.

Thanking you,

**Yours faithfully,**

**Signature of Owner/Developer**

**4. COMPLETION CERTIFICATE FOR DRAINAGE STREET CONNECTION**  
**FROM WARD.**

From: Assistant  
Engineer(Env.)\_\_\_\_ward,

\_\_\_\_\_  
\_\_\_\_\_  
Mumbai

To,\_\_\_\_\_

Sub : Permission for Drainage Street connection for Proposed Residential /Commercial /Industrial building on plot bearing CTS No. \_\_\_\_\_of Village\_\_\_\_\_Mumbai.

Ref : 1)  
2)

Gentleman,

This is to inform you that, the work of drainage street connection for proposed Building bearing C.T.S Nos \_\_\_\_\_ situated at\_\_\_\_\_ has been found completed satisfactorily.

Yours faithfully,

Asstt. Engineer (Env.)  
\_\_\_\_\_Ward.

**5. INTERNAL REPORT FOR COMPLETION OF DRAINAGE.**

**EESPP&D (City/ES/WS),**

Sub: Completion Certificate for connection of internal house drainage to external Sewerage for Residential/Commercial

/Industrial building of C.T.S. No. \_\_\_\_\_ of Village \_\_\_\_\_

Ref: EEBP(City/ES/WS)'s note u.no. \_\_\_\_\_ dated \_\_\_\_\_

With reference to above subject, the site was jointly inspected by this office staff along with representative of Consultant. The internal house drainage arrangement provided on site is as marked on the remark plan u/no. \_\_\_\_\_ dated \_\_\_\_\_ is completed/partly completed as per remarks & MCGM guidelines & specifications.

EESP P&D(City/ES/WS)'s approval is requested to grant approval to issue completion certificate for the same.

Submitted for approval, please

**SE (SPP&D)**  
**City/ES/WS**

**AE (SPP&D)**  
**City/ES/WS**

**EE (SPP&D)**  
**City/ES/WS**



**6. COMPLETION BY SPP&D**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**No. \_\_\_\_\_ dated \_\_\_\_\_**

From: Office of the Dy. Chief Engineer,  
(Sewerage Project)P&D,(City/ES/WS)  
\_\_\_\_\_Ward,  
Municipal Corporation of Greater Mumbai  
\_\_\_\_\_, Mumbai.

**EEBP, \_\_\_\_\_ Ward**

Sub : Drainage Completion Certificate for Connection of Internal Drainage  
Layout for proposed Residential/Commercial/Industrial/ building of C.T.S  
No. \_\_\_\_\_ of Village \_\_\_\_\_, Mumbai

Ref : Your office note under N o. \_\_\_\_\_ dated \_\_\_\_\_

With reference to above mentioned note wherein you have requested to issue  
completion certificate ,Drainage Completion Certificate submitted by Licensed  
Plumber/Consultant M/s, \_\_\_\_\_ for internal drainage layout of  
proposed building on above mentioned plot and its connection to the external  
Sewer is hereby accepted.

Yours faithfully

Executive Engineer,  
(Sewerage Project)P&D  
(City/ES/WS)

Cc to LS/Architect /Owner/L.P.

**7.UNDERTAKING FOR CONNECTION OF DRAIN LINE TO SEWER**

To,  
The Municipal Commissioner,  
Municipal Corporation of Greater Mumbai,  
MahapalikaMarg,  
Mumbai - 400 001.

**Sub. :** -Proposed building on plot bearing C.T.S. No. \_\_\_\_\_,of village \_\_\_\_\_, at, Mumbai - \_\_\_\_\_ .

**Ref. : - CE /**

Sir,

I / We, as owner / s of above property, hereby solemnly affirm and give undertaking to Municipal Corporation of Greater Mumbai, that in consideration of having agreed to sanction the Drainage plans submitted my / our Licensed Plumber under Ref. No. \_\_\_\_\_ (Building Proposal File. No.), If any nuisance is caused in future because of the said Drainage arrangement, I/We will rectify the same at my / our cost.

I / We further undertake that as soon as the underground Sewerage is laid by the Corporation, I/We will immediately connect the drainage line to the same at my / our cost.

I / We are depositing Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) as security deposit towards the dewatering and de-sludging the septic tank in case of complaints.

We also agree that the security deposit will be returned to me / us after street connection to sewer line is made after deducting all charges and outstanding.

This undertaking is binding on me / us, on my heirs administrators, assignees or whomsoever deriving title through or under me / us.

# Internal Sewerage

## **1. APPLICATION AND REMARKS BY THE LICENSED PLUMBER**

On letterhead of Licensed Plumber

To,

1. Executive Engineer  
Building Proposal,  
\_\_\_\_ward,  
MCGM,  
,Mumbai.

1. Executive Engineer  
Sewerage ,  
\_\_\_\_ward,  
MCGM  
,Mumbai.

**Sub :** Internal Drainage Layout for proposed residential/commercial  
/industrial building of CTS No. \_\_\_\_ of village \_\_\_\_, Mumbai.

**Ref :** Approval u/No. \_\_\_\_\_ dated \_\_\_\_\_.

Dear Sir,

With reference to above subject matter we on behalf of our clients  
M/s. \_\_\_\_\_, submit herewith the proposal and remarks for internal drainage  
layout along with the following documents.

1. Proposed Drawing set.
2. Appointment letter by the Owners.
3. Proposed drainage layout drawing along with calculations.
4. Remark from CHE SPP&D for existing sewernetwork.

This is for your information and record please .

Thanking you,

Yours faithfully,

Licensed Plumber

Encl : as above

**2. COMPLETION CERTIFICATE/SELF CERTIFICATION FROM  
CONSULTANT**

(On letter head of Consultant /Architect/ LP)

**To,**

Executive Engineer

Building Proposal,

\_\_\_\_\_Ward,

Sub: Drainage Completion Certificate for Proposed Residential /  
Commercial / Industrial Building on plot bearing CTS Nos.-----  
---of village -----, Mumbai.

**Sir,**

**With reference to** above subject matter we / we on behalf of our clients M./s.-  
-----have completed the work of sanitary plumbing work and/or house  
drainage work as per our remarks dated \_\_\_\_\_& we are submitting  
Completion Certificate as per MCGM format (Appendix II) as detailed below:

BRIHAN MUMBAI MAHANAGARPALIKA

**APPENDIX II**

DRAINAGE COMPLETION CERTIFICATE

(Vide Bye-law No.49)

(See section 259A,Sub Section 3)

Ref No.: \_\_\_\_\_

Certificate that I/ We have completed the sanitary plumbing work and/ or  
house drainage work and for the premises as detailed below :

Ward No : \_\_\_\_\_ ward

Plot No. :C.T.S. /**C. S.Nos.**\_\_\_\_\_ **of** \_\_\_\_\_ **Divn.**

Street No. : \_\_\_\_\_ marg.

Locality : \_\_\_\_\_ Mumbai.

Sanction No. : \_\_\_\_\_

Detail of work : \_\_\_\_\_

The work is carried out to my/ our satisfaction, that the workmanship and the whole of the materials used are good, and that no provision of the Act or the Bye-laws and no requisition made condition prescribed or order issued there under has been transgressed in the course of the work.

\_\_\_\_\_  
Signature of the Owner  
**M/s.** \_\_\_\_\_  
Name of the owner

\_\_\_\_\_  
Signature of Licensed Plumber  
**M/S.** \_\_\_\_\_  
Name of the Licensed Plumber (LP  
NO.\_\_\_\_)

Address: \_\_\_\_\_,

Address : \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

**II-G STP**

## **1. LETTER TO CONSULTANT FOR STP**

Date:

To  
The Consultant

Sub: - Proposal for S.T.P. for residential/commercial/industrial building of  
C.T.S. No. of Village\_\_\_\_\_, Mumbai.

Dear Madam/ Sir,

With reference to above subject matter we on behalf of our clients \_\_\_\_\_, request your proposal for Sewage Treatment Plant. Following documents are enclosed herewith for your information and further working .

1. Appointment letter by the Owners.
2. Copy of Proposed Building Plans
3. Remark from CHE (SO) for invert level/non-existence of Sewer line.
4. Copy of remark from storm water drain dept/Consultant
5. Copy of drainage layout by Licensed Plumber .
6. Copy of EIA documents if applicable

You are requested to offer remarks along with Design Basis Report and Drawings of STP.

Thanking you,

Yours faithfully,

Architect/LS

Encl. : As above.



**2. LP'S LETTER TO E.E SP (P&D ) TO RECOVER THE PRO-RATA  
CHARGES**

To

Executive Engineer,  
(Sewerage Project) P & D/\_\_\_\_ -Ward,  
Municipal Corporation of Gr. Mumbai,  
\_\_\_\_\_, Mumbai.

Sub: - Proposal for S.T.P. for residential/commercial/industrial building of  
C.T.S. No. of Village\_\_\_\_\_, Mumbai.

Ref: CHE/        dated

Sir,

We are submitting herewith the proposal for Sewerage Treatment Plant on the above said plot considering the proposed capacity & design parameters submitted by the Architects/Licensed Surveyors vide their letter dated \_\_\_\_\_ M/s.\_\_\_\_\_, as per specification & guidelines issued by the MCGM in this regard.

You are now requested inform the pro-rata charges payable by the owner/applicant.

Yours faithfully,

LP

### **3. REMARKS FOR STP BY CONSULTANT**

(On letter hear of Consultant)

Ref. No.

Date:

To

Mr. \_\_\_\_\_

Architect/LS/LP

Sub: Remarks for Sewerage Treatment Plant for proposed  
Building on plot bearing C.S.No./CTS No. \_\_\_\_\_ of  
Division/Village \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_ Ward.

Ref: Your letter dated \_\_\_\_\_

Gentlemen,

With reference to above, we have to inform you that you shall construct Sewage Treatment Plant for Waste generated from the above mentioned premises having capacity of \_\_\_\_\_ Cu.M. per day as per our design enclosed herewith subject to following conditions.

1. The internal sewer line to be laid as per municipal specification and as per drainage By-laws.
2. To provide the vent shaft at the head chamber and sewer trap chamber as per drainage By-laws.

3. To submit the application for Completion Certificate for STP along with the completion plan after the work is completed.
4. The internal house drain should be laid as per drainage layout prepared by the licensed plumber as per guidelines issued by MCGM and copy of same shall be submitted to us at the time of applying for D.C.C.
5. The location of Sewage Treatment Plant should be got approved in the plans from E.E.B.P.
6. STP shall be well ventilated with force ventilation system and shall be maintained throughout the working of STP.
7. Proper precaution to be taken to avoid any leakage from STP to ensure that there is no contamination with drinking water.

The feasibility report, design & drawings of STP are enclosed herewith .

However, the house drains for the building on the above mentioned plot are to be laid as per drainage layout prepared by the licensed plumber.

Yours faithfully

Consultants

**4. APPLICATION FOR STP COMPLETION TO CONSULTANT BY  
ARCHITECT/LS**

Date:

To  
Consultants

Sub: -Completion certificate for STP for residential/commercial/industrial building of C.S. No. /C.T.S. No. of Division/Village\_\_\_\_\_, Mumbai.

Ref: Your remarks vide letter No. \_\_\_\_\_dt. \_\_\_\_\_

Dear Sir,

With reference to above subject matter, we have to state that our clients have completed the work of sewage treatment plant for the above said building, as per your remarks issued vide letter under No. \_\_\_dated \_\_\_\_\_ and the design/drawings of STP and as per location approved by EEBP Now we enclose herewith followings documents for your ready reference,

7. IOD/ CC along with the approved plans of the proposed building showing STP.
8. Copy of Structural Stability certificate from the Structural Consultant
9. Copy of completion certificate from storm water drain consultant.
10. Copy of drainage completion certificate by Plumbing Consultant.
11. Copy of EIA documents (if applicable).

You are requested to please issue STP completion certificate at the earliest.

Thanking you,

Yours faithfully,

Architect/LS

Encl.: As above.

## **5. STP COMPLETION BY CONSULTANT**

(On letter head of Consultant)

Ref. No.

Date:

To

Architect/LS

Sub: Completion Certificate for Sewerage Treatment Plant for Proposed building on plot bearing C.S.No./CTS No. \_\_\_\_\_ of Division/Village \_\_\_\_\_ at \_\_\_\_\_

Ref: i) Your letter dated \_\_\_\_\_  
ii) IOD under No. \_\_\_\_\_ dt. \_\_\_\_\_

Gentlemen,

With reference to above, the Completion Certificate for Sewage Treatment Plant for the building on the above mentioned plot, is hereby issued, subject to the following conditions.

- a) The STP comprises of screening and biological aeration, dual media, pressure sand filtration was found constructed. The treated water will be used for gardening and flushing, as per the feasibility report.
- b) The STP as proposed and constructed appears to be in order.
- c) Test Results of the treated effluent shall be obtained periodically from the date of commissioning of S.T.P.
- d) Reuse of the treated water shall be as per the MPCB's norms only. If required, necessary arrangement shall be provided to bring down the parameters of treated water as per the MPCB's norms.

Yours faithfully

For M/s. \_\_\_\_\_ Consultants

Cc: Owner/Developer to comply with the above conditions.

**6. DRAINAGE COMPLETION CERTIFICATE**  
**MUNICIPAL CORPORATION OF GREATER MUMBAI**  
**EEBP/City/\_\_\_\_\_dated\_\_\_\_\_**

From :Office of the Executive  
Engineer,Building Proposals,  
City/ES/WS\_\_\_\_Ward,  
Municipal Corporation of  
Greater Mumbai \_\_\_\_\_,  
Mumbai.

To,

\_\_\_\_\_  
\_\_\_\_\_

Licensed Plumber No.

Sub : Drainage Completion Certificate for house drainage work for  
Residential/

Commercial /Industrial building of C.T.S. No.\_\_\_\_\_ of Village \_\_\_\_\_

Sir/Madam,

With reference to your letter dated \_\_\_\_\_regarding the drainage of  
premises no.\_\_\_\_\_ belonging to

\_\_\_\_\_.

I have to state that the works mentioned therein No.\_\_\_\_\_of  
\_\_\_\_\_ have been carried out/complied with.

Yours faithfully,

Assistant Engineer,  
(Bldg.Proposal) City /ES/WS  
\_\_\_\_\_ Ward

No.EB/\_\_\_\_\_/\_\_\_\_\_/ A

Copy forwarded to \_\_\_\_\_for information with  
reference to\_\_\_\_\_letter  
\_\_\_\_\_dated\_\_\_\_\_.

Assistant Engineer,  
(Bldg.Proposal) City /ES/WS  
\_\_\_\_\_ Ward

**II-H M& E**

**1. APPLICATION ARCHITECT TO CONSULTANT**

Ref.

Date

To

(Consultant)

Sub : Proposed Mechanical Ventilation / HVAC Installation on Building on plot bearing .....

Sir,

With reference to above mentioned subject, please find enclosed herewith one set of drawings for proposed building. Request you to suggest Mechanical Ventilation / HVAC Installation systems above mentioned building and forward the same to EE (BP)

Thanking you,

Yours faithfully,

Architect / LS

Encl : Drawings

Cc : EE (BP)



## **2. COVER PAGE OF CONSULTANT'S REPORT**

### **REPORT FROM HVAC CONSULTANT – FOR M & E NOC**

1.	Description / Subject of Property as per IOD	
2.	File no :	
3.	Name of Developer	
4.	Name of Architect	
5.	Remarks requested for	HVAC system / Ventilation system / Air conditioning system
6.	Details of building proposed as per latest approved plans by B.P. i.e. No. of basements, floors with I.O.D. no. under which the plans are submitted.	
7.	In case amendment is proposed for building, then details of building proposed i.e. No. of basements, floors.	
8.	Name of empanelled HVAC consultant	

**3. TECHNICAL DATA / DETAILS FOR HEATING, VENTILATION, AIR  
CONDITIONING (HVAC)**

The detailed description / summary statement of Air conditioning system proposed. The description of Air conditioning system shall include following points.

- i) The details such as Temperature, Relative Humidity, Occupancy, Air changes and equipment load considered.
- ii) The type of air conditioning system proposed and details of equipment's.
- iii) The details of air distribution system.

	Area to be Air conditioned	Area 1	Area 2	Area 3	Area 4
1.	Area in Sq. ft. or Sq.m				
2.	Height in Feet or Meter				
3.	Volume in Cu. Ft or Cu. Mtr				
4.	No. of Air Changes per Hour (ACPH)				
5.	Fresh air quantity				
6.	Lighting load				
7.	Heat load in TR as per heat load calculations (Separate heat load calculation sheet for areas to be air conditioned should be attached)				
8.	AHU capacity				
9.	AHU: floor mounted / Ceiling suspended				
10.	AHU: overall dimensions				
11.	AHU : Room size in meters				
12.	Static head of proposed Fan				
13.	Whether spare motor proposed, if yes provide details				
14.	Fan speed				

15.	Coil capacity / no of cooling coil rows				
16.	Fresh air quantity in CFM or CMH				
17.	Return Air quantity in CFM or CMH				
18.	Duct material				
19.	Duct sheet gauge				
20.	Duct velocity				
21.	Fire damper details				
22.	Fresh air louvers				
23.	Duct insulation material and thickness				
24.	Pipe insulation material and thickness				
	<b>In case of Water cooled Air Conditioning system</b>				
25.	Total Air Conditioning load				
26.	Plant capacity in TR				
27.	Size of plant in meters (Width x Breadth)				
28.	Size of plant room in meters (Width x Breadth)				
29.	Location of AC plant & Cooling towers				
30.	Air conditioning load				
31.	Capacity of Fan Coil Units (FCU)				

<b>In case of Air cooled Air Conditioning system</b>					
32.	Total Air Conditioning load				
33.	Plant capacity in TR				
34.	Size of plant in meters (Width x Breadth)				
35.	Size of plant room in meters (Width x Breadth)				
36.	Location of AC plant				
37.	Air conditioning load				
38.	Capacity of Fan Coil Units (FUC)				
<b>In case of VRF / VRV AC system</b>					
39.	Total Outdoor unit capacity				
40.	Size of ODU in meters (Width x Breadth)				
41.	Location of ODU				
42.	Air conditioning load				
43.	Capacity of IDU in TR & CFM				
44.	IDU type details				
45.	Location of IDU				
<b>In case of Air cooled Ductable Split / Packaged AC system</b>					
46.	Total Air conditioning load				
47.	Capacity of ODU in TR & CFM				
48.	Size of ODU in meters (Width x Breadth)				
49.	Location of ODU				

50.	Size of IDU				
51.	Size of IDU				
52.	Location of IDU				
	<b>In case of Water cooled Packaged AC system</b>				
53.	Total Air conditioning load				
54.	Capacity of ODU in TR & CFM				
55.	Size of ODU in meters (Width x Breadth)				
56.	Location of ODU				
57.	IDU type details				
58.	Size of IDU				
59.	Location of IDU				
	<b>In case of Multi Split AC system</b>				
60.	Air conditioning load				
61.	Capacity of ODU in TR & CFM				
62.	Size of ODU in meters (Width x Breadth)				
63.	IDU type details				
64.	Size of IDU				
65.	Location of IDU				

**Note:- Separate heat load calculation sheet for areas to be air conditioned should be attached.**

**4. TECHNICAL DATA / DETAILS FOR MECHANICAL VENTILATION**

**Mechanical ventilation system :** The Consultants Mechanical ventilation system report shall include detailed description / summary statement of Ventilation system proposed, it shall include following points.

- i) The areas such as Basements, Utility areas, Ventilation shafts, Toilet shafts where by ventilation system is proposed.
- ii) The details of ventilation system proposed and details of equipments, ducting proposed.
- iii) The details of fans.

	Area to be Air conditioned	Area 1	Area 2	Area 3	Area 4
1.	Area in Sq. ft. or Sq.m				
2.	Height in Feet or Meter				
3.	Volume in Cu. Ft or Cu. Mtr				
4.	No. of Air Changes per Hour (ACPH_				
5.	Exhaust Air quantity in CFM or CMH				
6.	No. of Exhaust fans proposed				
7.	Type of proposed fan				
8.	Fan: Floor mounted / Ceiling suspended				
9.	Fan speed				
10.	Fresh air quantity in CFM or CMH				
11.	No. of Fresh air fans proposed				
12.	Type of proposed fan				
13.	Fan: Floor mounted / Ceiling suspended				
14.	Fan speed				

15.	Duct material				
16.	Duct sheet gauge				
17.	Duct velocity				
18.	Fire damper details				
19.	Fresh air louvers				
20.	Details of Smoke extraction proposed				
21.	Details of smoke extraction proposed				

As per above data at A) the case specific details of HVAC system to be installed is as follows :

i) In case on water cooled AC system

Area to be Air Conditioned	A/C Load (TR)	Plant capacity (TR)	Size of plant (Mtrs.) W x B	Size of plant room (Mtrs) W x B	Location of AC Plant room / Cooling Tower	Remarks

Area details	Air Conditioned Area (Sq.m)	A/c Load (TR)	Capacity of AHU (CFM)	Qty (No.)	Size of AHU Room (Mtrs)	Proposed Floor Mounted AHU Size & wall mounted size (L x W x H (in Mtrs)	Capacity of FCU	Remarks

ii) In case on Air cooled AC system

Area to be Air Conditioned	A/C Load (TR)	Plant capacity (TR)	Size of plant (Mtrs.) W x B	Size of plant room (Mtrs) W x B	Location of AC Plant room	Remarks

Area details	Air Conditioned Area (Sq.m)	A/c Load (TR)	Capacity of AHU (CFM)	Qty (No.)	AHU Room (Mtrs)	Size of floor mounted & ceiling suspended indoor unit size (Mtrs)	Capacity of ODU	Remarks

iii) In case on VRF / VRV AC system

Area to be Air Conditioned	A/C Load (TR)	Outdoor unit capacity	Size of ODU (Mtrs.) W x B	Location ODU	Remarks

Area details	Air Conditioned area (Sq.Mtr)	A / Load (TR)	Capacity of IDU in TR & CFM	IDU type details	Location of IDU	Remarks

iv) In case of Ductable Split / Packaged AC system

Area details	Air Conditioned Area (Sq.m)	A/c Load (TR)	Capacity of ODU in TR & CFM	IDU type details	Size of floor mounted & ceiling suspended indoor unit Size	Location of IDU	Size of outdoor unit	Remarks



					(Mtrs)			

v) In case of Water cooled Packaged Ac system

Area details	Air Conditioned Area (Sq.m)	A/c Load (TR)	Capacity of ODU in TR & CFM	IDU type details	Size of floor mounted & ceiling suspended indoor unit Size (Mtrs)	Location of IDU	Size of outdoor unit	Remarks

vi) In case of Ductable Split AC system

Area to be Air conditioned	A/C Load (TR)	Outdoor unit capacity	Size of ODU (Mtrs) W x B	Location ODU	IDU type details	Remarks

As per above data at B), the details of mechanical ventilation system to be installed is as follows.

Sr. No.	Area Description	Area	Height	Volume	Air Change per Hrs.	Exhaust Air Qty.	Exhaust Air Unit Details			Remarks
							Fan type	M3/hr (CMH)	Nos	
		Sq. M	Mtrs	Cu.Mtrs	Nos	M3/hr (CMH)				

The work of Mechanical ventilation / Air conditioning will be carried out as per above design details by complying the following conditions.

- The installation of HVAC equipment shall be done as per the drawing.
- The installation of water cooled / air cooled chiller units, air handling units/ fan coil units, chilled water pumps, condenser water pumps, cooling towers, mechanical ventilation arrangement etc. shall be done as per the drawings furnished only.
- The area earmarked as AC plant room / AHU room shall be strictly used for installation of A.H.U/A.C. plants and equipment's only.

- d) The structural stability of the slabs / walls / structural member shall be checked, verified & certified by the Structural Engineer to withstand static and dynamic loads of the air conditioning and ventilation system to be provided. The concerned Building Proposal Ward staff shall verify the structural stability of the structural members to withstand the additional load of the air conditioning and ventilation system before granting the “permission”.
- e) Provision of RCC ducts for exhaust & fresh air as shown in HVAC consultants drawing and their approval by the competent authority.
- f) The air conditioning and ventilation system shall be installed in such a manner that it should not give noise nuisance to the surroundings & occupants of the buildings. Suitable Acoustic treatment / sound dampers shall be installed to reduce the noise.
- g) The water proofing of AHU rooms shall be carried out to prevent damage to the floor below.
- h) Proper drainage arrangement for the condensate from air handling units/fan coil units shall be done to prevent damage to the floor below.
- i) The air conditioning duct work shall be as per SMACNA standards.
- j) It should be possible to isolate AHU room in case of fire. The door shall be fire resistant.
- k) Care shall be taken to avoid the spillage of water to neighboring buildings due to cooling towers.
- l) Registered undertaking for not using Municipal potable water for air conditioning equipment's shall be submitted.
- m) The exposed roof slab shall be provided with under deck insulation to reduce cooling load.
- n) The plant and machinery shall be placed on R.C.C foundation and provided with anti-vibratory support.
- o) The exhaust fans shall be provided with anti-vibratory pads support.
- p) The ventilation system shall be tested & balanced to have proper fresh air & exhausting of air.
- q) The air conditioning and ventilation system shall be serviced & maintained regularly.
- r) The system shall be provided with adequate protection and safety devices such as fire dampers etc. as per latest revision of National Building Code and Fire protection act 2008.
- s) The exhaust fan motors shall be fire resistant and shall have fire ratings of 2 hours.
- t) The lighting of the building shall be as per latest revision of NBC, B.I.S. and E.C.B.C.
- u) The installation of car lift shall be in conformity with lift acts & rules and shall be approved by lift inspector, PWD Maharashtra.
- v) Approval of the AHU rooms area on individual floors by competent authority in respect of the directives for AHU area U/no. Ch.E./1910/DPC/GEN of 22.03.2006
- w) DG set shall be CPCB compliant and shall be approved by Chief Engineer (Elect), PWD Maharashtra.

Enclosed:-

- i) Layout drawings in 1 set duly certified by Architect

- ii) Proposal layout of HVAC drawings in 1 set
- iii) Equipment literature

**Consultant**

**Signature & seal of Empanelled**

**CC To: i) Architect / Licensed surveyor  
ii) Building Proposal Department**

**5. CONSULTANT’S COMPLETION CERTIFICATE**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Mechanical installations as per report submitted vide no. .... dated ..... for Mechanical Ventilation / HVAC installation of Building on plot bearing ..... are installed, checked and found in order. The installation of the H.V.A.C. system is carried out in accordance with applicable codes , standards, rules and regulations in the M.R.T.P. Act , Development Control Rule (D.C.R.), National Building Code (E.C.B.C./B.I.S./ Fire Protection Act etc. in force .The responsibility and accountability for the correctness and compliances in regard to various applicable codes , standards, Rules and Regulations would be on the part of me /us.

For M/s. ....	
(Consultant)	Owner

**II-I SWM**

## **II-I SWM DEBRIS**

**1.(SELF-DECLARATION FORM IN RESPECT OF CONSTRUCTION & DEMOLITION DEBRIS MANAGEMENT PLAN TO BE SUBMITTED BY BUILDER / DEVELOPER)**

Construction and Demolition Debris Management Plan for project site

\_\_\_\_\_

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With reference to above, I the undersigned Shri\_\_\_\_\_ the proprietor / Manager of M/s. \_\_\_\_\_ the firm having office at \_\_\_\_\_ and the builder / developer of project named under \_\_\_\_\_ situated at CTS No. \_\_\_\_\_ having site address \_\_\_\_\_ in \_\_\_\_\_ ward, declare here on solemn oath for the management of C and D waste generated from the above stated construction site, as follows.

**I state that**

1. The brief description of the project is \_\_\_\_\_  
\_\_\_\_\_
2. The estimated project completion period is \_\_\_\_\_ months.
3. I shall start project work at location stated above on \_\_\_\_\_
4. The Proforma 'A' in respect of checklist for "debris management plan" and Proforma 'B' for "work plan for excavated earth / debris management and estimated generation of debris" duly signed by Architect is attached herewith.

5. At the construction site the estimated demolition debris generated is \_\_\_\_\_ Cu.Mtr/Brass/M.T. and estimated excavated debris is \_\_\_\_\_ Cu.Mtr./Brass/M.T.
6. I have obtained / will obtain the excavation permission from the office of Collector under no. \_\_\_\_\_ , the copy of the same is attached / will be submitted before starting the excavation work for reference.
7. I will follow the terms and conditions stated in the excavation permissions issued by Collector and all related rules and regulations while performing excavation work at project site.
8. Out of the above stated demolition / excavated waste \_\_\_\_\_ Cu.Mtr./Brass/M.T. quantity of C and D waste will be consumed / utilized within the project site as refilling, for which necessary NOCs / permissions are / will be obtained from the required authorities.
9. I shall dispose off \_\_\_\_\_ Cu. Mtr./Brass/M.T of Debris / excavated earth waste generated at project site, outside at location having address \_\_\_\_\_ in \_\_\_\_\_ ward \_\_\_\_\_ district, owned by \_\_\_\_\_
10. I have confirmed that the designated disposal site for C and D waste selected / given by me / my firm does not fall under CRZ / no development zone / reservation land / forest declared land.
11. I have obtained the NOC from the owner of the site selected by me / my firm for disposal of above stated estimated \_\_\_\_\_ Cu. Mtr/Brass/M.T C and D waste thereat for the period from \_\_\_\_\_ to \_\_\_\_\_, and all other requisite NOCs from requisite authorities from environment point of view for the said disposal site. The copies of the same are attached herewith.
12. The quantity of daily debris / excavated waste generated at site will be \_\_\_\_\_ Cu. Mtr/Brass/M.T. and \_\_\_\_\_ Cu. Mtr./Brass/M.T.



quantity will be transported for disposal at designated site at above stated address.

13. The debris / excavated waste generated from the said project site will be transported during the day time i.e. from 7.00 am to 7.00 pm only for its disposal at designated site for the period from \_\_\_\_\_ to \_\_\_\_\_/ as per the period granted for excavation by Collector.
14. I have sufficient temporary storage available within site for holding undisposed debris generated thereat.
15. The list of vehicles utilized for appointed transport contractor for transportation of excavated earth / debris is attached herewith.
16. M/s. \_\_\_\_\_, the transporter firm appointed by me/my firm to transport the Debris / excavated waste generated from the project site to the disposal site stated above for its disposal by following transport route as planned by my firm / transport firm. The copy of the same is attached herewith and strictly adhered.
17. I /my firm and appointed transport contractor will follow/abide all guidelines of C and D disposal management plan and other conditions stipulated by authorities and will be solely responsible for the disposal of debris / excavated waste generated at above project site, failing which me, my firm and transport contractor is liable for the action deemed fit as per rules and regulations framed under MMC Act, MMCs Bye Laws, MSW 2000 and Govt. Authorities under various act / sections.
18. I have attached herewith the letter of consent / agreement executed with the transporter firm M/s. \_\_\_\_\_ along with the list of vehicles RTO registration numbers and their load carrying capacities engaged for transportation of debris / excavated waste from the project site.
19. I shall maintain Debris transportation Register at site & duly record each trip stating Vehicle Registration numbers, timings of entry and exit and approx quantities transported in each trip.

20. In the event of any changes in the dates, quantities and route, an intimation for the same will be submitted in advance.
21. All documents mentioned above shall be available for scrutiny to MCGM SWM Deptt. Officers at site during progress of the work.
22. I shall provide for barricading and enclosure at construction site to avoid spreading of fugitive dust into the atmosphere as well as avoid its deposits spreading on the streets/footpaths/drains etc.
23. I shall adhere to pollution norms and the noise level norms during all the activity at site.
24. The vehicles used for transportation of debris shall not create any nuisance, spillage of slurry / waste on road while transportation. The body, wheels, the chassis etc. shall be therefore washed and cleaned thoroughly to avoid spreading of waste on the road.
25. Each of the vehicle deployed shall be properly covered with tarpaulin or any other suitable material firmly fixed on the vehicle to avoid any escape and falling of waste on road.
26. Each of the vehicle deployed under this declaration shall carry a copy of this declaration and required Challan issued by the project site mentioning all details like challannos, name of the project site, transporter firm, disposal site and time of leaving the project site, failure of which the transportation shall be considered illegal as per Brihanmumbai Cleanliness and Sanitation Bye-laws, 2006.
27. The surrounding and vicinity of loading and disposal site shall be maintained clean by me.

I/we hereby declare that the above information are true and correct to the best of my / our knowledge and belief. I / we will abide by guidelines issued under C and D waste disposal management plan, MMC Act, Cleanliness and Sanitation bye laws 2006, MSW 2000 and any other conditions stipulated by Govt. Authorities / environmental rules and regulations. I / we fully understand that any letter of approval granted to me / my firm for development of stated site on the basis of statement

furnished herein is liable to cancellation or any other action that may be taken having regard to the circumstances of the case if it is found that any of the statement or facts therein are incorrect or false.

I am attaching self-attested copies of the following documents along with this declaration.

- a) Proposed Plan for Development by Architect .
- b) Copy of documents showing title of the disposal site like 7/12 extract, PR Card etc.
- c) NOC for disposal of C&D at the disposal site by the owner of the land.
- d) NOC by SWD Deptt. If the disposal site is within Mumbai.
- e) NOC by the Asstt.Commissioner of the concerned ward where the disposal site is located.
- f) NOC of the Local Development Authority / Planning Authority / Office of the Land Revenue Deptt. In case the disposal site is located outside Mumbai.
- g) Proforma 'A' and 'B' duly signed.
- h) Excavation permission from Collector, Mumbai / Suburban District.
- i) Appointment letter of transport contractor along with the acceptance letter.

Signature of the applicant

Name \_\_\_\_\_

Contact No. \_\_\_\_\_

Designation \_\_\_\_\_

M/s. \_\_\_\_\_

Add. \_\_\_\_\_

\_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

**PROFORMA 'A'**

**Check list for Debris Management Plan**

Name & Address of Developer / Builder

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Name & Address of Architect

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Approval Reference No.

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No.	Description	Details
1	Brief project description, location details, type of building - residential / commercial etc.	
2	Project completion period (Months)	
3	Project commencement date	
4	Demolition debris in cu. m. Excavation earth / debris in cu. m.	

5	Total quantity.	
6	Expected debris to be utilized within the subject site.	
7	Expected debris to be disposed at outside site with location & address Quantity of daily disposal Total period till when to be disposed off :	
8	In home temporary storage facility within the subject site (Locations be marked on two sets of site plans to be submitted) Period till when will be consumed within the site with Activity / Bar Chart.	
9	Permission / Authorization to dump the debris at outside site from the owner / authority	
10	Debris transportation agency Name & Address	
11	Tentative vehicle numbers by which the debris will be transported	

Signature of Owner / Developer

Signature of Architect

Stamp

(Except for S.No. 10 to 11)

**PROFORMA 'B'**

**Work Plan For Excavated Earth / Debris Management**

Name & Address of Developer / Builder : \_\_\_\_\_

Name & Address of Architect \_\_\_\_\_

Sr. No.	Location / Site of the work & completion period	Total estimated generation of excavated earth/debris approx, size L x W x depth	The quantity and quantity of daily disposal at own /outside disposal site with location & address <b>OR</b> disposal at any other construction site with location & address*  No. of vehicles per day.	Period of work till when it will be sent to own/ outside disposal site or any other construction site	Expected quantity of utilization within the site under subject with location on plan	Period of work till when utilized within the site under subject and stacking method	Name of the transport contractor if debris sent to own / outside disposal site or any other construction on site	Tentative vehicle registration nos. provided by the transport contractors	Name and designation of authorized signatory who will sign the challan when debris sent outside.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

N.O.C. from owner of any other construction site be enclosed.

Signature of Owner / Developer

Signature of Architect with stamp

## **II-I SWM VERMICULTURE**



**1. (SELF-DECLARATION FORM IN RESPECT OF INSTALLING  
COMPOSTING PIT /COMPOSTING MACHINE/BIO-METHANISATION  
SYSTEM FOR PROCESSING OF WET WASTE GENERATED AT SITE )  
( TO BE SUBMITTED BY BUILDER / DEVELOPER)**

SUB: Installation of COMPOSTING PIT /COMPOSTING MACHINE/BIO-METHANISATION SYSTEM/ any scientific method for wet waste processing at project site .

With reference to above subject , I the undersigned  
Shri. \_\_\_\_\_, the \_\_\_\_\_ of M/s. \_\_\_\_\_

The firm having office at \_\_\_\_\_ and the builder/developer / Owner / Society of project named under \_\_\_\_\_ having site address \_\_\_\_\_ in \_\_\_\_\_ Ward , declare hereon solemn oath for installation of Composting Pit /Composting Machine/Bio-Methanisation System/ any scientific method which converts wet organic compost for processing as wet waste generated at the above stated project site now as well as after it is occupied.

I state that –

1. The brief description of the project is : \_\_\_\_\_
  
2. The details of the building constructed at site are as follows:
  - a. Address with C.T.S. No. :
  - b. No. of Buildings constructed on site :
  - c. No. of Flats (Households):
  - d. No. of Commercial establishments :

- e. Total plot area :
3. As per the conditions stated in the IOD under section C , General Conditions to be complied before OC , about the wet waste processing system, I/We hereby undertake to construct / install and operate forever vermin composting, bio gas processing (Bio-Methanisation) organic waste converter or any scientific treatment method which converts wet organic waste generated by the occupier/successor into organic compost .
  4. The space / plot admeasuring \_\_\_\_sq.m. is reserved for wet waste processing system at above project site.
  5. The space /plot allotted for construction / installation of wet waste processing system by us is marked on the approved plan.
  6. I/we have constructed/installed the wet waste processing system at the project as per details below:
    - a. Compost pit :                      Size \_\_\_\_\_
    - b. Compost machine :                Make: \_\_\_\_\_  
Capacity :\_\_\_\_\_
    - c. Bio gas processing :              Make: \_\_\_\_\_  
Capacity :\_\_\_\_\_
    - d. Any other scientific treatment method Which converts wet organic waste into compost :
    - e. Name of agency with address & Contact person appointed for Operation and Maintenance :
  7. I/We /our successor will abide to maintain wet waste processing system installed at project site by us in future .
  8. i/We undertake to incorporate the conditions about source segregation under the compliance of byelaws no. 5 , segregation , storage, delivery &collection of municipal solid waste generated by occupier / successor

as defined under “Greater Mumbai Cleanliness and Sanitation Bye laws 2006” and maintaining the wet processing system installed at project site by occupier/successor in agreement to be executed with our successors / flat owners /society and will abide by them for its operation.

9. I am attaching herewith self-attested copies of the following along with this declaration :
- a. Details of wet waste processing system installed at project site
  - b. Self-attested copy of IOD and approved plans
  - c. Photograph of wet waste processing system installed at project site

I/We /our successors shall be bound to maintain wet waste processing unit installed i.e. Composting Pit/ Composting Machines/ Bio-Methanisation system any scientific treatment method/system at project site by us in future, failure to which I/We/our successors can be held responsible as per the guidelines issued under Cleanliness and Sanitation Bye laws 2006, MMC Act , MSW 2000 and any other condition stipulated by Govt. Authorities/Environmental rule and Regulations . I/we undertake to include this clause in the sale deed we intend to make for any transfer of this property .

I/We fully understand that any other action that may be taken having regard to the circumstances of the case if it is found that any of the statement or facts therein is incorrect or false.

Signature & Stamp of Owner

Name :

Contact No.

Date

Place

**II-J**

**PCO**

**1. APPLICATION FOR PERMISSION FOR BORE WELL**  
**(RETAIN AND/OR DIG)**

Date:  
Ref No.

To:  
Pest Control Officer, \_\_\_\_ Ward  
MCGM,

Sub: Permission for \_\_ no. (\_\_\_\_) of Bore-well(s) on C.T.S. No. Mumbai in  
\_\_\_\_Ward.

Ref: B.P. File No. CHE/

Dear Sir,

With reference to above subject, you are requested to please grant your permission for \_\_ no. of Bore-well's to be retained and/or \_\_\_\_ no. of Bore well to be dug at above site.

Along with this application we are also submitting following documents.

1. Copy of P. R. Card
2. Copy of Assessment Bill
3. Copy of IOD
4. Plan showing existing /proposed Location of Bore-well.
5. undertaking in prescribe Format.

You are hereby requested to grant the permission for \_\_ no. of Bore-well to be retained and/or \_\_\_\_ no. of Bore well to be dug at above site, at earliest.

Thanking you,  
Yours faithfully,

## **2. BORE WELL PERMISSION U/T**

**On Rs 200/- paper**

### **UNDERTAKING**

To

The Insecticide Officer, R/C

M.C.G.M.,

Mumbai.

Sub: Proposed building on plot bearing C.T.S. No. \_\_\_\_\_,  
\_\_\_\_\_ Ward, Mumbai

Ref: B.P. File No.:

With reference to above, I agree to abide by the condition mentioned herein below

- [1] The mouth of the bore well will be kept and maintained in mosquito proof condition.
- [2] The notice board will be displayed and affixed at a conspicuous point indicating that "WATER NOT FOR DRINKING PURPOSE"
- [3] The independent pipe line will be laid down painted in a conspicuous colour (RED) for carrying water from the tube well to the place where it is needed.
- 4] The water of bore well will not be used for potable purpose such as drinking, cooking etc.
- [5] Adequate arrangements will be made to dispose off waste water and spillage by connecting it to municipal sewer and water will not be allowed to accumulate.
- [6] The municipal water supply and water of bore well will not be intermixed at any point and will be stored in a separate standard pattern mosquito proof tank TOTALLY ISOLATED FROM EACH OTHER and also be provided with safe, easy and permanent access.

- [7] The water pumped out or drawn from the Bore well should not be tapped or used for any other purpose other than feeding a standard pattern mosquito-proof tank meant for non-potable purpose.
- [8] The bore well will be closed sunk into ground until final fittings are provided with properly fitting plug during the period when boring operations are not actually going on.
- [9] All the pits, dug will be filled-in, in this connection with good earth after the boring operations are complete.
- [10] The responsibility of maintenance of bore well should also be transferred to new owner/society with the intimation to this office in case of transfer of the property.
- [11] The B.M.C., their officers and servants will be held harmless and indemnified from and against all losses, suits, damages, costs, charges, claims and demands whatsoever including claim under the Workmen's Compensation Act 1923, which the B.M.C., 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 said well water and well or occurred through any accident or adverse effect.
- [12] The permission to use water of the tube well shall be revoked at any time on infringement of any of the conditions mentioned hereinabove after giving three days' notice.

The above items will be binding on me, my administrators and assignees. I shall also comply with any other conditions of the other departments of Brihanmumbai Mahanagarpalika.

Solemnly affirmed at Mumbai, this      day of

Yours truly,

### **3.MEMO OF CONDITIONS**

To,  
The Insecticide Officer  
Municipal Corporation of Greater Mumbai.

I agree to abide by the condition mentioned herein below: -

- A. FOR RECHARGING OF NEW BORE WELL at plot bearing \_\_\_\_\_
1. The bore well will be recharged with appropriate quantity of clean roof top rain water through a system of collection pipes laid above ground, with first flush and filter arrangement.
  2. The rain water shall not be exposed to ground prior to recharge structure.
  3. Recharge unit and typical first flush arrangement will be maintained as per the schematic drawing of (typical) recharge structure provided by Municipal Corporation of Greater Mumbai (M.C.G.M.)
  4. The filter media shall be cleaned regularly to avoid clogging and mosquito breeding.
  5. The structure shall be mosquito proof as per guidelines issued by Pest Control Officer / Health Department.
  6. The responsibility of Maintenance of tube well should also be transferred to new owner society with the intimation to this office in case of transfer of the property.
  7. The BMC, their officers and servants will be held harmless and indemnified from and against all losses, suits, damages, costs, charges, claims and demands whatsoever including claim under the Workmen's Compensation Act 1923, which the BMC, their officers and servants sustain or incur or become liable to pay be 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 said tube well water and tube well or occasioned through any accident or adverse effect.



8. The permission to use water of the tube well shall be revoked at any time on infringement of any of the conditions mentioned hereinabove, thereby giving three days' notice.

**B. FOR RING WELLS**

1. The ring well will be covered with RCC slab and provided with standard pattern mosquito – proof cover/s to make the ring well mosquito –proof and will continue to maintain it in mosquito-proof condition at all times.
2. The independent pipe line will be laid down, painted in a conspicuous colour (RED) for carrying water from the ring well to the place where it is needed.
3. The notice board will be displayed and affixed at conspicuous point indicating that “WATER NOT FOR DRINKING PURPOSE”.
4. The municipal water supply and the water of the ring well will not be intermixed at any point and will be provided with a separate standard pattern mosquito-proof tank TOTALLY ISOLATED FROM EACH OTHER, for storing water and also provided with safe, easy and permanent access.
5. The water pumped out or drawn from the ring well should not be tapped or used for any other purpose other than feeding a standard pattern mosquito-proof tank meant for non-potable purpose.
6. The water of the ring well will not be used for the purpose other than permitted.
7. Adequate arrangements will be taken to dispose off waste water and spillage by connecting it to municipal sewer and will not be allowed to accumulate.
8. The pump and all other accessories will be removed after the completion of work without disturbing the mosquito-proof arrangement of the ring well.
9. The BMC, their officers and servants will be held harmless and indemnified from and against all losses, suits, damages, costs, charges, claims and demands whatsoever including claim under the Workmen's

Compensation Act 1923, which the BMC, their officers and servants sustain or incur or become liable to pay be 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 said ring well water and ring well or occasioned through any accident or adverse effect.

10. The Ring Well will be dug and all works completed within 3 months from granting of provisional permission.
11. The responsibility will be transferred whenever ownership is transferred or changed and shall be binding on the new owner / owners.

**C. FOR EXISTING OPEN WELL / HCC WELL**

1. The well will be covered with RCC slab and be provided with standard pattern mosquito-proof cover/s to make the well mosquito-proof and will continue to maintain it in mosquito-proof condition at all times.
2. The notice board will be displayed and affixed in conspicuous point indicating that “WATER NOT FOR DRINKING PURPOSE”.
3. The independent pipe line will be laid down painted in a conspicuous colour (RED) for carrying water from the well to the place where it is needed.
4. The water of the well will not be used for the purpose other than permitted.
5. Adequate arrangements will be taken to dispose of waste water and spillage by connecting it to municipal sewer and will not be allowed the water to accumulate.
6. The municipal water supply and the water of the well will not be intermixed at any point and will be provided with a separate standard pattern mosquito-proof tank TOTALLY ISOLATED FROM EACH OTHER, for storing water and also provided with safe, easy and permanent access.

7. The water pumped out or drawn from the well should not be tapped or used for any other purpose other than feeding a standard pattern mosquito-proof tank meant for non-portable purpose.
8. The pump and all other accessories will be removed after the completion of work without disturbing the mosquito-proof arrangement of the well. \
9. The responsibility of maintenance of well should also be transferred to new owner society with the intimation to this office in case of transfer of the property.
10. The BMC, their officers and servants will be held harmless and indemnified from and against all losses, suits, damages, costs, charges, claims and demands whatsoever including claim under the Workmen's Compensation Act 1923, which the BMC, their officers and servants sustain or incur or become liable to pay be 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 said well water and well or occasioned through any accident or adverse effect.
11. The permission to use water of the well shall be revoked at any time on infringement of any of the conditions mentioned hereinabove, thereby giving three days' notice.

The above items will be binding on me / us, our administrators and assignees. I/We also comply with any other conditions of the other departments of BrihanmumbaiMahanagarPalika.

Free technical guidance if required for providing Rain Water Harvesting (RWH) recharge unit would be availed from Ex. Engineer (RWH & Wat. Cons.) Cell, whose office is situated at 3<sup>rd</sup> Floor, Annex Building, Municipal Head Office, MahapalikaMarg, Fort, Mumbai – 400 001.

Yours faithfully,

#### **4. INDEMNITY BOND FOR USE OF WELL WATER**

To,

The Municipal Commissioner  
Municipal Corporation of Greater Mumbai  
Mumbai –

Sub: Permission to use well water for gardening, flushing & transportation

- 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 Municipal Corporation of Greater Mumbai**, a Corporation constituted by the Mumbai Municipal Corporation Act, 1888 hereinafter referred to as ‘The Corporation ‘ (in which expression are included unless such inclusion is inconsistent with the context, its successor or successors and assigns) of the Second Part and Shri \_\_\_\_\_

Municipal Commissioner for Greater Mumbai hereinafter referred to as ‘the **Municipal Commissioner**’ (in which expression are included unless such inclusion is inconsistent with the context, his successor or successors for the time being holding the office of the Municipal the Municipal Commissioner) of the Third Part.

- 2) AND WHEREAS The Municipal Corporation will be granting permission to bore wells situated at \_\_\_\_\_
- 3) And whereas this permission will be granted on the basis of documents submitted by the obligor in support of an application.
- 4) And whereas for issue of the permission, the Obligor has given undertakes in the prescribed format to M.C.G.M. to abide with 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 Corporation and with the Commissioner hereinafter save harmless and indemnify the Corporation and the Municipal Commissioner or either of them and against all actions, claims, damages, demand of any nature of kind whatsoever which may be instituted, prepared, claimed or made against the Corporation and the Commissioner or either of them.

The Obligors further undertake to the Corporation to abide by the terms and conditions of the said Permission as well as to perform and act according to the term and conditions of the Permission of the Mumbai Municipal Corporation Act, 1888 and if there is any complaint, dispute in respect of the same, the obligors save and keep harmless and indemnify the Corporation 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 the Corporation and the Commissioner or either of them.

IN WITNESS WHERE OF the Obligors 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 :

**5. PERMISSION TO RETAIN OR DIG BORE WELL**  
**MUNICIPAL CORPORATION OFF GREATER MUMBAI**  
**PUBLIC HEALTH DEPARTMENT**  
**INSECTICIDE BRANCH**

No.PCO/10/RC/SR

Date : 2.5.2015

To,  
\_\_\_\_\_

Sub : Permission to dig & retain a Bore well's and the use of water for Construction for Flushing & Gardening purpose at above address.

Ref: An Undertaking submitted by you and sanction Vide No. I.O. / \_\_\_\_/SR Dt. \_\_\_\_

Sir,

Permission to dig \_\_\_\_ no of Bore well's and to retain \_\_\_\_ no. of Bore well's and the use of water from the said bore well's Construction and after completion of construction for Flushing & Gardening purpose at above place is hereby granted to you subject to the compliance with the condition mentioned in memo of condition duly signed by you. A board prohibiting the use of the bore well water for drinking, bathing, cooking purpose shall be exhibited at a conspicuous place.

The permission is liable to be summarily revoked if any of the conditions in the memo of conditions is not found to have been complied with or breached, in that case you will be liable to legal action as provided under Mumbai Municipal Corporation Act.

**Pest Control Officer**

\_\_\_\_\_ **Ward**

**6. APPLICATION TO BE SUBMITTED TO PCO BY OWNER FOR  
CONSTRUCTION AND STORAGE**

Date: \_\_\_\_\_

To,

**Pest Control Officer,**

\_\_\_\_\_ ward, MCGM,

Mumbai.

**Sub: Application for the permission of Proposed Development/Redevelopment/Reconstruction of property bearing C.S.No. \_\_\_\_\_ of \_\_\_\_\_ Division situated at \_\_\_\_\_ Road, \_\_\_\_\_ Ward, Mumbai and for the permission of HDPE/masonry water storage tanks (Capacity \_\_\_\_\_ lit.)**

**Sir,**

With reference to above, we are submitting following documents for the subject development.

1. Certified true copy of IOD.
2. Copy of Water bill.
3. Copy of assessment bill.

We intend to use tanker water for the construction purpose or take construction water connection from MCGM.

You are therefore requested to grant N.O.C. for installation of HDPE / masonry water tank/s ( \_\_\_ nos.) at the earliest.

Thanking you,

Yours faithfully,

**For M/s.** \_\_\_\_\_.

**Authorized Signatory.**

**7. ADVANCE CHARGES FOR INSECTICIDE TREATMENT**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**(INSECTICIDE DEPARTMENT)**

Ward -  
Receipt No.:-

Date:-

**ADVANCE CHARGES FOR INSECTICIDE TREATMENT**

1. Purpose – ADVANCE CHARGES FOR INSECTICIDE TREATMENT
2. Name of the applicant :- \_\_\_\_\_
3. Address of the applicant :- \_\_\_\_\_ - \_\_\_\_\_
4. Name of the Builder/Owner/Developer/Contractor :-
5. Address :- \_\_\_\_\_
6. I.O.D.CHE No. :- \_\_\_\_\_ Register Folio No. – \_\_\_\_\_
7. Built Up Area Proposed :- \_\_\_\_\_
8. Amount :- /- (In words)  
(Onetime Payment valid for \_\_\_\_ years )
9. D.D./Pay Order/Cheque/Cash :- \_\_\_\_\_
10. Date of D.D./ Pay Order/Cheque:- \_\_\_\_\_
11. Name of Bank:- \_\_\_\_\_
12. Notice No.:- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
13. Remarks :- \_\_\_\_\_

Building Construction

Budget 'A' – Divn. I,II,III  
31- Public Health Department  
B – Miscellaneous  
02- Miscellaneous  
F - Minor fees  
G – Cost of insecticide treatment

**Pest Control Officer**  
\_\_\_\_\_ **Ward**



## **8. UNDERTAKING FOR UTILIZING TANKER WATER**

To,

The Insecticide Officer  
Municipal Corporation Greater Mumbai.

Sir,

I/ We the undersigned, hereby given undertaking in writing and declare as follow.

1. I / We will use tankers having RTO registration Nos. 1) \_\_\_\_\_ 2) \_\_\_\_\_  
to transport the said well water.
2. I / We have obtained the permission from Municipal Corporation of Greater Mumbai under section 394 of MMC act 1988 for carrying water from the well to the plan where it is needed. 1) License No. \_\_\_\_\_ for tanker No. \_\_\_\_\_ 2) License No. \_\_\_\_\_ for tanker No. \_\_\_\_\_ 3) License No. \_\_\_\_\_ for tanker no. \_\_\_\_\_
3. I / We will be fill the tankers inside the premises.
4. I / We will not unload said well water in drinking water underground water tank at any point or whenever supply the well water.

This undertaking given in respect of well situated at \_\_\_\_\_

The above items will be binding on me / us, our administrators and assignees. I /We also comply with the any other conditions of the other department of Municipal Corporation of Greater Mumbai.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ year 2015

Yours faithfully,

## 9. INDEMNITY BOND FOR WATER STORAGE

To,

The Pest Control Officer

‘ \_\_\_\_\_ ’ Ward M.C.G.M.

Sub :- Proposed Building on Plot bearing C.T.S, No.

\_\_\_\_\_

Ref:- IOD No. CE/ \_\_\_\_\_ / BP\_\_\_\_/\_\_\_\_      DATE:-\_\_\_\_\_

Sir,

I the undersign \_\_\_\_\_ the owner of the above referred property

Submit the following undertaking cum Indemnity Bond stating that

1. We shall provide safe, easy and permanent means of access to every water storage and system in the building on bearing C.T.S. No. \_\_\_\_\_ or associating with the same as per relevant requisition on insecticide branch of public health department.
2. We shall 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.
3. If we fail to comply above condition No. 2 we shall be liable for penal action as per process of law.

Thanking you.

Dated this \_\_\_\_\_

Yours faithfully

Owner

**10. ACKNOWLEDGMENT RECEIPT**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

Public Health Department

Insecticide Branch

PCO/\_\_\_/\_\_\_

**ACKNOWLEDGMENT RECEIPT**

To,

\_\_\_\_\_

**Ref: Your application received on \_\_\_\_\_ u.no. \_\_\_\_\_**

Received Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) advance towards insecticide treatment for a built up area of \_\_\_\_\_ smt. \_\_\_\_\_ vide Demand Draft/Pay Order No. \_\_\_\_\_ Dated \_\_\_\_\_ drawn on \_\_\_\_\_ for you proposed building construction/Repairs vide IOD No. \_\_\_\_\_ of \_\_\_\_\_ Ward, Mumbai

This advance is valid for a block of \_\_\_\_\_ years from the date of this receipt or till the completion of the project whichever is earlier for the said built up area.

You shall pay further advance if the built up area changes during the course of your construction

**Pest Control Officer**  
\_\_\_\_\_ **Ward**

## **II K-Highrise**

## **1. APPLICATION SUMMARY OF INFORMATION**

### **Summary of Information**

(To be submitted by the HRB-Developer after referring to the attached 'information Sheet')

**Table 1: Information on Project Developer & Consultants:**

Project Name & Site Address:	
Name of the Developer:	
B.M.C Reference Number:	
Name of Contact person Designation & mailing address	
Contact Telephone numbers, Mobile numbers & E-mail IDS	
Name of the Architect:	
Name of the structural consultant	
Name of the Environmental Consultant	

**Table 2: EIA Related Information**

<b>Sr. No.</b>	<b>Question</b>	<b>Answer</b>
1	Have you submitted the EIA Report? Which form did you use? Who did you submit to? Give the date of submission and attach the EIA Report.	
2	Have you conducted public hearing? If yes- when and where give the date of hearing and summery of the comments made by the community.	
3	Have you defended your report? If yes-when and where? Give the date of defence and summary of comments made by the committee. Also attach the power point presentation made to the committee (if available	
4	Have you obtained EIA clearance? Have they stipulated any conditions? If yes then attach the clearance letter	

**Table 3: Statistical comparison of present and future scenarios:**

Sr. No.	Statistics & info on Existing Scenario Before Development	Statistics & info on Existing Scenario After Development		
1	Type of structure and use	High Rise Residential Buildings		
2	Storeys & Height	<b>Building</b>	<b>Storeys</b>	<b>Height (M)</b>
3	Residential units			
4	Commercial units			
5	Built up Area	Residential: m <sup>2</sup>		
		GCP: m <sup>2</sup>		
6	Persons (Residential)	Residential + Servants		
		Guests		
		Drivers		
		Society work force		
		<b>Total</b>		
		<b>GCP</b>		
		<b>Grand Total</b>		
7	Persons (Commercial)			
8	Water Consumption (Give source wise data)			
9	Solid waste generation			
10	Electrical power consumption			
11	Parking provision expressed in no. of vehicles	Residential parking		
		GCP Parking		
		<b>Total parking</b>		

**Table 4: Technical Information on Environmental and safety Issues:**

Sr. No.	Issues	Present Situation	Situation After proposed Development	
1	Trees & vegetation			
2	Water system			
3	Waste water system			
4	Solid waste management			
5	Rain water harvesting			
6	Storm water			
7	Fire safety			
8	Disaster management plan (onsite plan)			
9	Disaster management plan (offsite plan)			
10	Energy systems (electric power,D.G.sets, Solar panels,etc.			
11	Refuge areas		Building	Refuge floors
12	Other green building provisions			



13	Construction phase work and safety		
14	Traffic & Env Implications		
15	Any other information you may like to submit		

**Architect**

**Owner**

**2. SITE SUMMARY REPORT TO BE MADE AVAILABLE AT THE TIME OF SITE VISIT BY TECHNICAL COMMITTEE FOR HIGH RISE BUILDING.**

**Date of Visit :-/-/2014**

**Proposal No. : HRB -**

**Project :**

**Total Height -- .**

Project Proponent / Developer	:	
Architect / L.S.	:	
Structural Consultant	:	
Geotechnical Consultants	:	
Environment Consultant	:	
MEP Consultant	:	
Total Height of Building Proposed	:	
Total height of building Constructed so far	:	
No. of basement Proposed	:	
No. of Proposed Podium / Parking Floors	:	
No. of Floors Proposed	:	
Total No. of parking required as per rules	:	
No. of parking proposed	:	
Whether additional parking for bicycles and two wheelers proposed	:	
Whether any 33 (24) component of parking is there	:	
Area of plot	:	
Whether 33(7) provisions apply	:	
Total Built up area proposed	:	

Total F.S.I. consumed on plot under reference	:	
Built up area as per F.S.I. Calculations	:	
Area per Floor	:	
Width of access roads available	:	
Clear Open Space available from edge of basement:	:	
North	:	
East	:	
West	:	
South	:	
Clear Open space available Beyond the edge of podium / Parking Floor	:	
North	:	
East	:	
West	:	
South	:	
Permanent Open space available Building Line Above Podium / Parking Floor :	:	
North	:	
East	:	
West	:	
South	:	
Width of Ramp Proposed	:	
One Way / Two Way	:	
First Refuge Floor Proposed	:	

Subsequent Refuge Floors Proposed	:	
No. of Staircases Proposed	:	
Width of the staircases flight	:	
Whether stretcher lift proposed	:	
Whether dedicated fire lift proposed	:	
Whether C.F.O.'s N.O.C. for full height of the building obtained	:	
Length of cantilever projection proposed	:	
Whether glass façade proposed	:	
Type of foundation proposal	:	
S.B.C. to be considered for design	:	
Shoring Arrangement Made / Proposed	:	
Whether Rock Anchors Used	:	
Location of the swimming Pool	:	
Location of the STP	:	
Whether Green Building Certification Proposed	:	
Percentage of Plot Area under Green Cover proposed	:	
Whether M.O.E.F. N.O.C. obtained	:	
Grade of concrete of foundations	:	
Grade of concrete for superstructure	:	
Traffic Studies	:	

Project Proponent  
(Stamp & Signature)

Architect / L.S.  
(Stamp & Signature)

### **3. REPORT FOR HIGHRISE**

#### **MUNICIPAL CORPORATION OF GREATER MUMBAI**

No: CHE/ \_\_\_\_ /\_\_\_\_\_/\_\_\_\_ dated

**Sub:** Proposed High Rise Building on Plot bearing  
C.S.No. \_\_\_\_\_.

Architect/L.S. : \_\_\_\_\_

Structural Consultant: \_\_\_\_\_

Environmental Consultant:

Developer: \_\_\_\_\_

License Surveyor \_\_\_\_\_ has submitted a High Rise Building Proposal on the land under reference to the Technical Committee for High Rise Buildings as constituted by the State Govt. in Urban Development Department vide Govt. Resolution U/No. \_\_\_\_\_ dated \_\_\_\_\_ for scrutiny of High Rise proposals beyond 70 Mtrs. height.

License Surveyor has paid the requisite scrutiny fee of Rs. \_\_\_\_\_ vide receipt no. \_\_\_\_\_ -dtd. \_\_\_\_\_.

The reports and drawing submitted by the Architect were lastly forwarded to respective Technical Member for scrutiny on \_\_\_\_\_, \_\_\_\_\_ & \_\_\_\_\_.

#### **Proposal :**

The proposal envisages construction of proposed high rise residential building having \_\_\_\_\_ no.s of basement + ground + \_\_\_\_\_ parking floor + stilts+ \_\_\_\_\_ upper floors with total height of \_\_\_\_\_ mt .from general ground level upto top of terrace level.

**Scrutiny of the Technical Committee for High Rise Buildings :**

**a) Site Visit :**

The site was visited by \_\_\_ Technical Members of the Technical Committee for High Rise Building on \_\_\_\_\_.

During site visit, certain suggestions were made by the members of the Technical Committee for High Rise Buildings and accordingly the changes were incorporated.

**b) Meeting with project Consultants:**

The meeting was held by the Committee Members along with the Project Consultants on \_\_\_\_\_ to discuss in detail the submissions made by the Architect, Structural Consultant, Soil Investigation Consultant and Environment Consultant of this project.

The plans are approved in principle for height of 125.90 m and deficiencies in open spaces required are already concluded by Hon'ble M.C U/.No. MCP / Dt. \_\_\_\_\_

**Remarks from Building Proposal Department:**

Dy.Ch.Eng.(B.P.) has vide his note U/No. \_\_\_\_\_ has stated that this is the proposal under D.C.R. \_\_\_\_\_.

As regards parking spaces Dy.Ch.Eng.(B.P.) City has stated that as per the approval, required parking spaces are \_\_\_ and proposed parking spaces are \_\_\_. Hence, there is no deficiency in parking spaces .

**Remarks from C.F.O.**

C.F.O. vide his NOC U/No \_\_\_\_\_ dtd \_\_\_\_\_ has informed that as far as his Department is concerned there would be no objection from fire risk point of view to allow the party to construct the proposed

high rise residential building having groundon \_\_\_\_\_floors with total height of\_\_\_mt.from general ground level upto terrace level,as per the details shown on enclosed plan therewith,signed in token ofapproval,subject to satisfactory compliance of themodified & additional requirements mentioned therein.

ThereafterArchitect had submitted amended plan of High Rise Residential Building and proposed to construct basement below the ground level. Hence, C.F.O. vide NOC \_\_\_\_\_ dtd\_\_\_\_\_has informed that as far as his Department isconcerned there is no objection to allow the party to construct basement below the ground level as shown in plan,which is already been constructed at site ,subject to satisfactory compliance of the requirements mentioned therein.

C.F.O.has further stated that,all the requirements stipulated earlier vide NOC U/No.\_\_\_\_\_dtd.\_\_\_\_\_.shall be strictly adhered to with the additional & modified requirements mentioned in the revised NOC issued by \_\_\_\_\_.

Accordingly,a necessary condition is incorporated in Annexure - \_\_\_\_ (Condition No.\_\_\_\_ of Mandatory Conditions)

**Clearance of Technical Committee for High Rise Building in the meeting held on \_\_\_\_\_.**

The proposal was discussed in the meeting of Technical Committee for High Rise Buildings held on \_\_\_\_\_.

The relevant extract from the Minutes of the meeting the Technical Committee for High Rise Buildings held on \_\_\_\_\_- is reproduced as follows:-

**HRB Proposal No \_\_\_\_\_:** Proposed High Rise buildings on plot bearing C.T.S. / C.S.No.\_\_\_\_\_.

**Architect :** \_\_\_\_\_

**Str.Con.:** \_\_\_\_\_

Observation and Comments:**Approval:**

As afore stated,the Technical Committee for High Rise Buildings has accepted the proposal under reference from high rise point of view only.The mandatory conditions and recommendatory conditions are incorporated in Annexure –\_\_\_\_ ,cognizance of the same will be taken by concerned Building Proposal Dept.as per the policies in force & D.C.R.1991,while processing the regular building proposal.

As the Technical Committee for High Rise Buildings has accepted the proposal & recommended for clearance as per the \_\_\_\_\_approval is requested for processing the proposal further.

On receipt of approval,the letter will be issued under the signature of Ch.Eng.(D.P) as Member Secretary of Technical Committee for High Rise Buildings.

Submitted please.

**DY.CH.ENG.(DP)II**

**CH.ENH.(D.P)**

**Hon.M.C.**

Sir,



**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**ANNEXURE -I**

**MANDATORY CONDITIONS:**

1. Accessroads to the site and roads on the site that will be required as per plan permanently should be minimum water bound macadam road and constructed before construction activities commence.This will help in reducing local dust emissions to a great extent.The road can be converted to a black top road once the construction activities are completed.
2. As the site is located in a developed urban area,it is essential to enclose the site using barriers,to reduce the noise and dust impacts on surrounding building and sites.
3. Jack hammers and other construction equipments tend to generate a lot of noise,it is therefore essential that noise protective equipments like ear muffs & ear plugs be provided to the operator of the machine.To reduce the noise from the equipment,silencer/dampers should be attached to the equipment.
4. All Stationary machinery that creates noise should be installed at points away from sensitive receptor area.
5. Noise prone activities should be restricted to the extent possible during night time particularly during the period 6 .00 p.m. to 6.00 a. m.
6. During excavation and transportation over un-metalled roads near the project site,there is a scope for local dust emissions.Frequent water sprinkling in the vicinity of the construction activity should be done and it should be continued even after the completion of the excavation till construction is complete.
7. Excavation should be carried out in such a manner that it will not reduce slope stability.As much of the top soil and waste materials as

possible should be used for landscaping and leveling activities in the surrounding area. As far as possible store the excavated soil (the amount that would be required later for leveling and landscaping) on site, so that the soil can be reused during landscaping.

8. A basic surface drainage system for the site should be worked out to avoid water runoff on to the surrounding properties and roads, especially during the monsoon months.
9. If during excavation, water accumulates in the excavated areas, then it should be pumped out and disposed off either in the municipal storm water drain or into recharged soak pits or bore wells.
10. Load and unload trucks with construction material on site and not on surrounding roadside.
11. The responsibility to carry out the work as per submissions made to the Committee solely rests with the project proponents.
12. If the project attracts the provisions of the MOEF Notification under SO No. \_\_\_\_\_ Dt - \_\_\_\_\_ and recent Notification dt \_\_\_\_\_ and Notification dtd. \_\_\_\_\_ & revised EIA Notification dtd. \_\_\_\_\_, the clearance in this respect shall be obtained and all the conditions mentioned therein shall be complied with.
13. The sanction from appropriate authority shall be obtained for proposed work wherever concessions are required for features beyond the stipulated limits in D.C. Regn. 1991, for deficiency in open spaces, etc. before approval of plans.
14. The conditions as stated in the NOC from CFO \_\_\_\_\_ shall be complied with. If the plans cleared by Committee, differ from the plans of CFO NOC, revised CFO NOC shall be submitted to the concerned Zonal Building Proposal Office.
15. That the NOC from Civil Aviation Authority for the height of the building under reference shall be obtained, if applicable, and all the conditions thereof shall be complied with.

16. The acceptance of proposal by High Rise Committee is not indicative of admissibility/approval of the proposal regarding D.C.Regulations 1991 other statutory compliances& the necessary building proposal shall be submitted to concerned Ex.Eng.(Bldg.Proposal)for requisite approval.The aspect such as permissible FSI applicable DCRules & policies in force shall be verified by the concerned Executive Engineer(Building Proposal)before approval of plans.
17. The technical Committee for High Rise Buildings, however,reserves right to alter /modify/augment fire safety related provisions as well as disaster management related provisions,on the basis of decision to be taken in the upcoming meetings.
18. That the permission is granted based on the documents submitted by the Architect; and if at any time are found fake/fraudulent, than the permission issued shall be treated as revoked /cancelled without further notice.
19. After the clearance given by HRC for a proposed building,no further increase in the height of the building shall be effected without permission of HRC(Technical Committee for High Rise Buildings)If any increase in the height isproposed or constructed of the building without obtaining clearance from HRC,earlier clearance given by the HRC shall be valid only up to the height approved and any construction beyond approved height shall be treated as unauthorized.
20. The necessary other permissions from various other Department,Committees/Authorities shall be obtained as per requirements.

### **Recommendatory Condition**

1. At the time of the site clearance, care must be taken to minimize the need for cutting of trees and damage to the native vegetation.
2. Clearing of site area may involve removal/transplantation of trees, underbrush, vines, fences, shades, etc. All the unwanted vegetation then becomes solid waste that needs to be disposed off site. As this is organic matter, instead of disposing it offsite, the matter should be composted on site.
3. Phase out the site clearing process to only areas that need excavation initially this will reduce the dust emission from currently unused areas. If site has been cleared, vegetate the area by the growing temporary groundcover plants or flower beds in the area. Alternatively cover the ground with a sheet, this sheet can be made out of empty cement bags, and the area then used to store materials, this will help reduce the dust emissions from these areas and provide a clean surface to store material on.
4. To reduce dust emissions and erosions from slopes on the site, apply non toxic chemical soil stabilizers (Geotextiles) to the area.
5. The short term traffic management plan should be worked out to prevent unnecessary traffic problems. One measure to be incorporated is to avoid trucks during the morning and evening rush hours i.e. before 10 a.m. and after 5.00 p.m.
6. In cases where the construction of paved access or Water bound macadam road is not possible, frequent water sprinkling required to reduce local dust emissions.
7. Traffic speeds on unpaved roads should be reduced to 15 Km/hr or less, and all the vehicles should have reverse horns.
8. On windy days avoid excavation activities to reduce dust emissions.

9. Prevent the excavated soil from spilling out of the site boundaries onto adjoining roads and properties.
10. Prevent other garbage waste such as construction debris, plastic material from mixing with the excavated soil that is being transported out of the site for dumping off site. This soil will be used for land filling and mixing of garbage with it can lead to soil contamination.
11. Water the site at least twice a day to reduce the dust emissions. Once during mid morning and once in the evening.
12. Soil stockpiled for more than two days shall be covered, kept moist or treated with soil binders to prevent dust generation (A good cover sheet can be formed by stitching empty cement bags silt open to form a sheet.)
13. Since, there is likelihood of fugitive dust from the construction activity, material handling and from the truck movement in the vicinity of the project site, project proponents should go for tree plantation programme along the approach roads and the construction campus.
14. Re-vegetate disturbed areas as early as possible.
15. As soon as construction is over, the surplus earth should be utilized to fill up low lying areas. The rubbish should be cleared and all unbuilt surfaces reinstated.
16. Construct appropriate temporary housing structures for the labourers on the site with due approval from the competent authority. Houses should be provided with proper light and ventilation, and should be located at a safe location on the site.
17. Provisions should be made for providing them with portable drinking water.
18. The construction site should be provided with sufficient and suitable toilet facilities for workers to allow proper standards of hygiene. These facilities would be connected to septic tank and maintained properly to ensure minimum environmental affect. Care should be taken not to

- route the sanitary effluents to the river or any other natural water body.
19. To prevent unauthorized falling of trees in the nearby undeveloped areas by construction workers for their fuel needs, it should be ensured that the contractor provides fuel to the construction workers.
  20. Arrangements should be made for daycare and education to construction workers children. Certain NGO's working in this area can be associated with or alternatively one female worker can be paid to oversee the younger children and to prevent them from coming in harm way.
  21. Solid waste generated from the labour camp as well as the construction site should be disposed off properly. Organic waste can be composted, and inorganic waste should be disposed in nearest municipal bins.
  22. To sweep and clean adjacent roads of the site that get soiled due to the frequent movement of trucks to and fro from the site, at least once a day.
  23. All outdoor lighting, including any contrition related lighting should be designed, installed and operated in a manner that ensures that all direct rays from project lighting are contained within construction site and that residences are protected from spillover light and glare.
  24. Parking for construction site workers should be provided on site to prevent clogging of surrounding roads.
  25. Tea stalls if established for the site should be given spaces on site and not on access roads. This will prevent the gathering of labourers on the roads and obstruction of traffic.
  26. Rotary pilling method can be adopted for construction of bored cast in site /bored pre-cast piles. Preferably, M.S. liner can be provided upto hard stratum.

27. Preferable minimum grade concrete in sub structure foundation can be M- 40 grade and use of anti corrosive treatment can be considered for M.S. reinforcements.
28. Ground Water in Mumbai is likely to be saline and further there is a possibility of sewage contaminated in well water,as such,municipal water be used for construction.
29. Withdrawal of ground water should be restricted as it may cause sudden draw-down and subsidence of surrounding land /buildings.
30. The electric meters and substation in the buildings be located on higher level to prevent power failure during floods.

**4. ISSUE LETTER HIGH RISE**

MUNICIPAL CORPORATION OF GREATER MUMBAI

No. CHE/HRB-\_\_\_/DP\_\_\_ OF dt. \_\_\_\_\_

OFFICE OF THE:  
Chief Engineer (DP)  
Brihanmumbai Mahanagrpalika,  
Municipal Head Office, 5<sup>th</sup> Floor,  
Annex Building, MahapalikaMarg,  
Fort, Mumbai – 400 001

To,  
M/s \_\_\_\_\_ Arch./LS

Sub: Proposed building on plot bearing CS/CTS no. \_\_\_\_\_ of  
division/village \_\_\_\_\_ Mumbai.

Architect/LS: \_\_\_\_\_

Structural Consultant: \_\_\_\_\_

Owners/Developers: \_\_\_\_\_

Ref: Your letter dt. \_\_\_\_\_

Gentlemen,

With reference to your above referred representations regarding subject matter, I have by directions to inform you that the High Rise Committee as constituted by the Govt. in UD dept. as per G.R. U/No. TPB-4303/49/CR-4/03/UD-11 dt. 3.9.2010 has accepted your proposal for proposed building on plot bearing CS/CTS no. \_\_\_\_\_ of division/village \_\_\_\_\_ at \_\_\_\_\_ Mumbai. (For Developers \_\_\_\_\_), subject to the terms & conditions as mentioned below:-



The proposal envisages construction of proposed High Rise Building comprising of \_\_\_\_\_ + \_\_\_\_\_+ \_\_\_\_\_+ \_\_\_\_\_ with total height of \_\_\_\_\_ mt. from the general ground level to terrace level.

**MANDATORY CONDITIONS:**

21. Access roads to the site and roads on the site that will be required as per plan permanently should be minimum water bound macadam road and constructed before construction activities commence. This will help in reducing local dust emissions to a great extent. The road can be converted to a black top road once the construction activities are completed.
22. As the site is located in a developed urban area, it is essential to enclose the site using barriers, to reduce the noise and dust impacts on surrounding building and sites.
23. Jack hammers and other construction equipments tend to generate a lot of noise, it is therefore essential that noise protective equipments like ear muffs & ear plugs be provided to the operator of the machine. To reduce the noise from the equipment, silencer/dampers should be attached to the equipment.
24. All Stationary machinery that creates noise should be installed at points away from sensitive receptor area.
25. Noise prone activities should be restricted to the extent possible during night time particularly during the period 6 .00 p.m. to 6.00 a. m.
26. During excavation and transportation over un-metalled roads near the project site, there is a scope for local dust emissions. Frequent water sprinkling in the vicinity of the construction activity should be done and it should be continued even after the completion of the excavation till construction is complete.
27. Excavation should be carried out in such a manner that it will not reduce slope stability. As much of the top soil and waste materials as possible should be used for landscaping and leveling activities in the surrounding area. As far as possible store the excavated soil (the amount that would be required later for leveling and landscaping) onsite, so that the soil can be reused during landscaping.

28. A basic surface drainage system for the site should be worked out to avoid water runoff on to the surrounding properties and roads, especially during the monsoon months.
29. If during excavation, water accumulates in the excavated areas, then it should be pumped out and disposed off either in the municipal storm water drain or into recharged soak pits or bore wells.
30. Load and unload trucks with construction material on site and not on surrounding roadside.
31. The responsibility to carry out the work as per submissions made to the Committee solely rests with the project proponents.
32. If the project attracts the provisions of the MOEF Notification under SO No. \_\_\_\_\_ Dt - \_\_\_\_\_ and recent Notification dt \_\_\_\_\_ and Notification dtd. \_\_\_\_\_ & revised EIA Notification dtd. \_\_\_\_\_, the clearance in this respect shall be obtained and all the conditions mentioned therein shall be complied with.
33. The sanction from appropriate authority shall be obtained for proposed work wherever concessions are required for features beyond the stipulated limits in D.C. Regn. 1991, for deficiency in open spaces, etc. before approval of plans.
34. The conditions as stated in the NOC from CFO \_\_\_\_\_ shall be complied with. If the plans cleared by Committee, differ from the plans of CFO NOC, revised CFO NOC shall be submitted to the concerned Zonal Building Proposal Office.
35. That the NOC from Civil Aviation Authority for the height of the building under reference shall be obtained, if applicable, and all the conditions thereof shall be complied with.
36. The acceptance of proposal by High Rise Committee is not indicative of admissibility/approval of the proposal regarding D.C. Regulations 1991 other statutory compliances & the necessary building proposal shall be submitted to concerned Ex. Eng. (Bldg. Proposal) for requisite approval. The aspect such as permissible FSI applicable DCRules & policies in force shall be verified by the concerned Executive Engineer (Building Proposal) before approval of plans.
37. The technical Committee for High Rise Buildings, however, reserves right to alter /modify/augment fire safety related provisions as well as disaster management related provisions, on the basis of decision to be taken in the upcoming meetings.
38. That the permission is granted based on the documents submitted by the Architect; and if at any time are found fake/fraudulent, then the

- permission issued shall be treated as revoked /cancelled without further notice.
39. After the clearance given by HRC for a proposed building, no further increase in the height of the building shall be effected without permission of HRC(Technical Committee for High Rise Buildings)If any increase in the height isproposed or constructed of the building without obtaining clearance from HRC,earlier clearance given by the HRC shall be valid only upto the height approved and any construction beyond approved height shall be treated as unauthorized.
  40. The necessary other permissions from various other Department, Committees/Authorities shall be obtained as per requirements.

## **RECOMMENDATORY CONDITION**

31. At the time of the site clearance, care must be taken to minimize the need for cutting of trees and damage to the native vegetation.
32. Clearing of site area may involve removal/transplantation of trees, underbrush, vines, fences, shades, etc. All the unwanted vegetation then becomes solid waste that needs to be disposed off site. As this is organic matter, instead of disposing it offsite, the matter should be composted on site.
33. Phase out the site clearing process to only areas that need excavation initially this will reduce the dust emission from currently unused areas. If site has been cleared, vegetate the area by the growing temporary groundcover plants or flower beds in the area. Alternatively cover the ground with a sheet, this sheet can be made out of empty cement bags, and the area then used to store materials, this will help reduce the dust emissions from these areas and provide a clean surface to store material on.
34. To reduce dust emissions and erosions from slopes on the site, apply non-toxic chemical soil stabilizers (Geotextiles) to the area.
35. The short term traffic management plan should be worked out to prevent unnecessary traffic problems. One measure to be incorporated is to avoid trucks during the morning and evening rush hours i.e. before 10 a.m. and after 5.00 p.m.
36. In cases where the construction of paved access or Water bound macadam road is not possible, frequent water sprinkling required to reduce local dust emissions.
37. Traffic speeds on unpaved roads should be reduced to 15 Km/hr or less, and all the vehicles should have reverse horns.
38. On windy days avoid excavation activities to reduce dust emissions.
39. Prevent the excavated soil from spilling out of the site boundaries onto adjoining roads and properties.
40. Prevent other garbage waste such as construction debris, plastic material from mixing with the excavated soil that is being transported out of the site for dumping off site. This soil will be used for land filling and mixing of garbage with it can lead to soil contamination.
41. Water the site at least twice a day to reduce the dust emissions. Once during mid morning and once in the evening.
42. Soil stockpiled for more than two days shall be covered, kept moist or treated with soil binders to prevent dust generation (A good cover sheet

- can be formed by stitching empty cement bags silt open to form a sheet.)
43. Since, there is likelihood of fugitive dust form the construction activity,material handling and form the truck movement in the vicinity of the project site,project proponents should go for tree plantation programme along the approach roads and the construction campus.
  44. Re-vegetable disturbed areas as early as possible.
  45. As soon as construction is over,the surplus earth should be utilized to fill up low lying areas.The rubbish should be cleared and all unbuilt surfaces reinstated.
  46. Construct appropriate temporary housing structures for the labourers on the site with due approval from the competent authority.Houses should be provided with proper light and ventilation,and should be located at a safe location on the site.
  47. Provisions should be made for providing them with portabledrinking water.
  48. The construction site should be provided with sufficient and suitable toilet facilities for workers to allow proper standards of hygiene.These facilities would be connected to septic tank and maintained properly to ensure minimum environmental affect. Care should be taken not to route the sanitary effluents to the river or any other natural water body.
  49. To prevent unauthorized falling of trees in the nearby undeveloped areas by construction workers for their fuel needs,it should be ensured that the contractor provides fuel to the construction workers.
  50. Arrangements should be made for daycare and education to construction workers children.Certain NGO's working in this area can be associated with or alternatively one female worker can be paid to oversee the younger children and to prevent them from coming in harm way.
  51. Solid waste generated from the labour camp as well as the construction site should be disposed offproperly.Organic waste can be composted,and inorganic waste should be disposedin nearest municipal bins.
  52. To sweep and clean adjacent roads of the site that get soiled due to the frequent movement of trucks to and fro from the site,at least once a day.
  53. All outdoor lighting, including any contrition related lighting should be designed, installed and operated in a manner that ensures that all

- direct rays from project lighting are contained within construction site and that residences are protected from spillover light and glare.
54. Parking for construction site workers should be provided on site to prevent clogging of surrounding roads.
  55. Tea stalls if established for the site should be given spaces on site and not on access roads. This will prevent the gathering of labourers on the roads and obstruction of traffic.
  56. Rotary piling method can be adopted for construction of bored cast in site /bored pre-cast piles. Preferably, M.S. liner can be provided upto hard stratum.
  57. Preferable minimum grade concrete in sub structure foundation can be M- 40 grade and use of anti corrosive treatment can be considered for M.S. reinforcements.
  58. Ground Water in Mumbai is likely to be saline and further there is a possibility of sewage contaminated in well water, as such, municipal water be used for construction.
  59. Withdrawal of ground water should be restricted as it may cause sudden draw-down and subsidence of surrounding land /buildings.
  60. The electric meters and substation in the buildings be located on higher level to prevent power failure during floods.

If your client is agreeable to the aforesaid terms and conditions, you may approach to the DY. CH. ENG. (B.P.) \_\_\_\_\_, who is being informed separately regarding subject matter.

Yours faithfully,

Acc: A set of Plans

Chief Engineer  
(Development Plan)  
Member Secretary,

Technical Committee for  
High Rise Buildings

## **IIL-Tree Authority**

**1. FORMAT FOR SELF CERTIFICATION WHERE NO TREE ARE REQUIRE  
TO BE CUT**

Date: \_\_\_\_\_.

To,

The Executive Engineer,  
Building Proposal,  
Municipal Corporation of Greater Mumbai  
MUMBAI.

Sub: Self Certification for Existing Trees not affected by footprint of the  
Proposed development / redevelopment of Residential / Commercial /  
Industrial Building on Plot bearing C.T.S. / C.S./F.P. No. \_\_\_\_\_ of  
Village/Division \_\_\_\_\_ at  
\_\_\_\_\_, Mumbai.

Sir,

This is to inform you that the said project site is inspected jointly by us on  
\_\_\_\_\_ and we the undersigned certify that the status of trees at said site is  
as under.

No tree/trees are affected by footprint of the construction area of the proposed  
building/s as shown in enclosed plan .

Thanking you,

**Yours faithfully,  
CA to Owner**

**Architect / LS**

**Encl** :i. Layout / Survey Plan showing location of trees

ii. Inventory of Existing Trees

Copy to Dy . S.G. for information .



## 2. TREE INVENTORY

Tree Inventory for the proposed development / redevelopment of Residential / Commercial / I. T. Building on Plot bearing” CTS No \_\_\_\_\_, Village \_\_\_\_\_, at \_\_\_\_\_, Mumbai,

<b>Sr. No.</b>	<b>Tree No</b>	<b>Variety Name</b>	<b>Girth</b>	<b>Height</b>	<b>Remark / Reason</b>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					

CONSULTANT

**3. FORWARDING LETTER FROM ARCHITECT/LS TO DY. SG**

To  
Dy. Sptd. Of Garden  
\_\_\_\_Zone  
Ward Office

Date: \_\_\_\_\_.

Sub: Proposed development / redevelopment of Residential / Commercial /  
Industrial Building on Plot bearing C.T.S. No. \_\_\_\_ of Village  
\_\_\_\_\_ at \_\_\_\_\_,  
Mumbai.

Ref.:

With reference to aforementioned proposal, we are submitting the plans along  
with Self Certification letter stating that No tree/s are affected by foot print of  
the construction area of the proposed building/s.

Encl: 1. Layout Plan  
2. Inventory of trees

Architect /LS

#### **4. INSPECTION REPORT FROM JTO**

#### **MUNICIPAL CORPORATION OF GREATER MUMBAI**

Sub: Proposed development / redevelopment of Residential / Commercial / Industrial Building on Plot bearing C.T.S. / C.S./F.P. No. \_\_\_\_\_ of Village/Division \_\_\_\_\_ at \_\_\_\_\_, Mumbai.

Ref: CE/ \_\_\_\_\_

The above mentioned Site was inspected jointly on \_\_\_\_\_ by all the undersigned.

The trees as shown on the layout plan are confirmed to be outside the footprint of construction area proposed.

Architect/L.S.

Owner

SEBP

Dy. S.G.

Forwarded for information please

SEBP

## **5. APPLICATION FOR TREE CUTTING/TREE TRANSPLANTATION**

### **Application as per Form "C" under Section 8(2) of Maharashtra (Urban Areas) Protection and Preservation of Trees Act of 1975**

To,  
Tree Authority

Sub: Permission for cutting /transplanting the trees coming in the work of proposed\_\_\_\_\_

I, the undersigned apply for cutting of the trees . The details are given below .

- 1) Name of Applicant :
- 2) City Survey No./Survey No.:

Ward No.	Sr. No.	Existing No. Of Trees	Proposed Number of trees to be cut down/Transplanted	Balance number of trees to be retained	Reasons for cutting of trees
(1)	(2)	(3)	(4)	(5)	(6)

I enclose herewith plan showing the position of trees . I undertake to plant/transplant and maintain \_\_\_\_\_ trees as per authority's direction and also within stipulated time. I am ready to pay the required security deposit for the same to the Tree Authority.

Yours faithfully ,

**(Owner/ Occupier)**

## **6. CHECKLIST FOR APPLICATION FOR TREE NOC**

### **Checklist**

1. Application by Owner /Occupier
2. Property Ownership of land
3. Layout plan showing trees to be retained / cut / transplanted.
4. Photographs of trees with numbers.
5. Undertaking under Section 11(2)

Architect

JTO/HATA

**7. INTERNAL REPORT OF TREE AUTHORITY**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**TREE AUTHORITY**

**Supdt. Of Garden**

1. Proposal for remarks : before approval of layout
2. Name of Proposed \_\_\_\_\_  
Work with site location: \_\_\_\_\_  
\_\_\_\_\_
3. Date of Inspection: \_\_\_\_\_
4. Observation:
  - I.Total No of trees existing on plot / Site: \_\_\_\_\_
  - II.Nos of trees affected by footprint of proposed work: \_\_\_\_\_
    - a) Nos of Trees proposed to be cut: \_\_\_\_\_
    - b) Nos of trees proposed to be transplant: \_\_\_\_\_
    - c) Nos of trees proposed to be retained: \_\_\_\_\_
    - d) Nos of Fresh/New trees proposed to be planted :
      - i. u/s 8(5)
      - ii. u/s 11(1)
      - iii. u/s19(b)
    - e) Amount of Security Deposit / BG : \_\_\_\_\_

The detail inventory as per serial number and status of trees for each of the above a) to d) category is annexed herewith .

---

Consultant                      Hort.Asst.T.A.    A.S.G.(T.A.)

Dy.S.G.(T.A.)

SG

**8. COMPREHENSIVE UNDERTAKING IN CASE OF TREE CUTTING AND  
TRANSPLANTING**

**UNDERTAKING**

To,  
The Supdt.of Gardens /Tree Officer  
Municipal Corporation of Greater Mumbai  
Mumbai.

Sub.: Commitment for proposed plantation of trees in lieu of cutting as per norms, transplanting of trees coming in the proposed development \_\_\_\_\_ on plot bearing CTS No. \_\_\_\_\_ of Village \_\_\_\_\_ at \_\_\_\_\_ ),Mumbai.

Sir,  
I, Shri \_\_\_\_\_ of M/s. \_\_\_\_\_ Pvt.Ltd. C.A. to owner/Owner of the property, having office at \_\_\_\_\_ Mumbai- 400 0\_\_do hereby solemnly state as under:

1. The above referred plot is admeasuring \_\_\_\_\_ Sq. Mts.
2. There are \_\_\_ total nos. of trees existing on the plot.
3. The total R.G. area proposed is \_\_\_\_\_ sqmts, The total nos. of trees to be transplanted are \_\_\_ Nos.
4. The total nos. of trees to be cut are \_\_\_ Nos.
5. Trees to be planted in lieu of cutting are \_\_\_\_\_ Nos.
6. \_\_\_\_\_ Nos. of trees are required to be planted as per norms
7. \_\_\_\_\_ sq. mts. 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 gardens (S.G.) and Tree Officer (T.O.) for compensatory plantation at \_\_\_\_\_.

8. 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
9. I will 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)**.
10. 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
11. I also undertake to furnish 6 monthly report for the first 3 years from the date of plantation / transplantation .
12. 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.
13. I hereby agree to pay requisite process fee for processing the proposal and necessary deposit
14. I undertake to comply with all such requirement, existing and future with regard to and in connection with the Bye-laws, Rules and Regulations framed by Tree Authority (T.A.) from time to time.
15. I undertake to shall 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 Gardens (S.G.) from time to time.



16. I shall permit Tree Authority or any other authority appointed by it for inspection, access to all side as well as approved plans & other documents as may be required therefore.
17. I shall abide by the Bye-laws introduced / modified from time to time with / without prior notice.
18. 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.
19. I am aware that the failure to comply with the Section A /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 .

The above said undertaking will be binding upon me, my legal heirs, executors, administrators and assignees.

Signature of Owner /Developer

\_\_\_\_\_  
Place : Mumbai

Date :

## Schedule -I

### Section 7(h)

Norms for number of trees to be planted along road side and under various users etc.

Location	Minimum Number of Trees
Along road	
Width of road 24 mt and above	One tree at 10 mtr interval and suitable hedge on both sides of the median if possible
Width of Road 12 meters to 24 meters	One tree at 10 mtr interval on both sides
Width of Road 6 meters to 12 meters	One tree at 20 mtr interval
Parks , Sea shores Hill Slopes , Flowing Greens, Green Belts , Riverside, Banks of Water body	One tree every 10 sq.m. area
Gardens	One tree every 20 sq.m. area
Layout Open spaces	One tree every 50 sq.m. area
Stadium , Mini Stadium , Playgrounds , Tot Lots , Development Plan Open Spaces	One tree every 100 sq.m. area of such amenity
Central / State Govt. / Semi-Govt. /Corporate office / Institutions	One tree every 100 sq.m. of plot area

- 1) While planting the adequate number of trees as per the above norms , care shall be taken to select the species available to the local soil strata , the climate and the space available .
- 2) Water if can be made available by taking bores in public spaces like garden etc., the same shall be done on priority . Recharging of such

bores or existing bores by appropriate Rain Water Harvesting system shall be provided for in the interest of proper maintenance and up-keep of such spaces .

- 3) As regards road side tree plantation , plants having deep roots shall be preferred to sustain the natural calamity.
- 4) Though flexibility in the design of landscape is anticipated, required number of trees as per the norms shall be strictly adhered to .

**9. DRAFT OF REMARKS TO BE ISSUED FOR CUTTING AND  
TRANSPLANTING**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**TREE AUTHORITY**

**Case No.( \_\_\_/14-15)  
Office of the Supdt. Of Gardens  
VeermataJijabaiBhosaleUdyan,  
Dr. Ambedkar Road Byculla  
Mumbai-400 027.  
No.  
Date:**

**To,  
M/s. \_\_\_\_\_ Ltd.**

Sub: Permission for cutting /transplanting of trees coming in the work of proposed development\_\_\_\_\_, on plot bearing CTS/C.S. No.\_\_\_\_\_, Village/Div. \_\_\_\_\_ at \_\_\_\_\_, Mumbai.

Sir / Madam,

With reference to above it is to inform that your request for permission for removal of trees affected by the work of proposed development \_\_\_\_\_, on plot bearing CTS/C.S. No.\_\_\_\_\_, Village/Div. \_\_\_\_\_, at \_\_\_\_\_ Mumbai, has been considered by the Tree Authority under section 8(3) of the Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975, as modified upto 3<sup>rd</sup> November, 2006.

The permission of cutting \_\_\_\_\_ **trees & transplanting** \_\_\_\_\_ **trees ( )as per detailed list annexed herewith** is granted by the Tree Authority vide its Resolution No.\_\_\_\_ dt.\_\_\_\_\_.

You are directed to plant \_\_\_\_\_ trees in the said property in accordance with the provisions under section 8(5) of the said Act and intimate to the Tree Officer about the action taken thereto

As per the provision under section 8(3) (a) of the said Act, you are hereby directed that no tree shall be cut/transplanted until fifteen days (15) after the permission is given by the Tree Authority. And also you are requested to inform the Jr. Tree Officer of your ward about the date and time of cutting & transplanting of trees as per permission, so that the representative of this office will remain present to ensure the work carried out properly.

Further in accordance with the provision under section 11(1) of the said Act, you are hereby directed to plant requisite number of trees as per the norms of the Tree Authority i.e. in open space two (2) trees per 100 sq.mtr. and in R.G.Area Five (5) trees per 100 sq.mtr. and care should be taken so that tree grows properly.

As per provision under section 19(b), you are directed to plant trees in open spaces as well as in R.G. Area as per the norms of Tree Authority before getting occupation/completion certificate of the newly constructed building.

Your attention is kindly drawn to the provisions under section of 21 of The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975, as modified on 3<sup>rd</sup> November 2006.

Whoever fells any tree or causes any tree to be felled in contraventions of the provisions of the Act or without reasonable excuse fails to comply with any order issued or condition imposed by the Tree Officer or the Tree Authority or voluntarily obstructs any member of the Tree Authority or the Tree Officer or any Officers and Servants subordinate to him in the discharge of their functions under this Act, shall, on conviction, be punished with the fine of not less than one thousand rupees which may extend upto five thousand rupees for every offence and also with imprisonment for a term of not less than one week, which may extent upto one year.

The felling or causing of felling of each tree without the permission of the Tree Authority shall constitute a separate offence.

As per direction of the Tree Authority, you are hereby directed 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.

As per the Tree Authority's Resolution No.\_\_\_\_, dt.\_\_\_\_, you are also requested to plant indigenous variety of trees having circumference of 6" and above and height of 5' and above. The list of indigenous variety of trees is enclosed herewith for your ready reference and compliance.

You are requested to contact Jr. Tree Officer \_\_\_\_Ward to monitor the technical aspects for transplantation and plantation of trees whose contact No. is \_\_\_\_\_

Thanking you,

Yours faithfully,

**Supdt. Of Gardens & Tree Officer**

**10 A.DEMAND LETTER FOR BANK GUARANTEE/SECURITY DEPOSIT**  
**FROM TREE AUTHORITY**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**  
**TREE AUTHORITY**

Office of the Dy. Supdt.of Garden (Z     ) )  
\_\_\_\_\_  
\_\_\_\_\_

No. : DySG/

Date :

To,

Sub : Payment of Process Fee and Deposit towards granting  
permission for cutting / transplanting of trees coming in the  
proposed construction of residential building on plot bearing  
CTS No.                      F.P. No.Village of                      at  
Mumbai.

Please refer to your letter No.\_\_\_\_\_ dated \_\_\_\_\_ for granting  
permission to cut \_\_\_\_\_ No.s trees and transplant \_\_\_\_\_ Nos. Trees which  
is coming in the construction of building proposed residential building. It is to  
inform you that your proposal has been considered by the Tree Authority in its  
meeting held on \_\_\_\_\_ vide Resolution No. \_\_\_\_\_.

You are hereby requested to pay Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_  
\_\_\_\_\_ only) "Process Fee". Further, you are hereby requested to pay  
the "**Deposit**" amount of Rs.6000/- (Rupees Six Thousand only) for cutting of  
trees and Rs. 10000/- per tree for transplanting of trees for faithful  
compliance of Terms & Conditions of permission to be granted for cutting /  
transplanting of trees.

The deposit to the extent of 50% will be refunded to you on your completion of the work of planting of new trees in lieu of trees allowed to cut and transplanting of trees as the case may be. In case of plantation of new trees, the balance 50% amount will be refunded to you after a period of 3 to 4 years from the date of planting of the trees, if the trees are grown up properly, as regards transplantation of trees, six months from the day of transplantation of the trees if the trees survive. If, however, after the requisite period, the trees do not survive, the balance amount of deposit will be forfeited.

You are therefore, requested to pay **“Process Fee”** amount of Rs. \_\_\_\_/- and **“Deposit”** of (Rupees \_\_\_\_\_ only) separately in form of Pay order / Demand Draft. The Pay order / Demand Draft should be drawn in favour of **“BrihanmumbaiMahanagarPalika”** and payment should be made during usual office hours on any working day at **“NagriSuvidha Kendra” (C.F.C)** of any Ward between 11.00 am to 1.00p.m. on any working day and submit 2 (Two) zerox copies of the receipt in the office of Dy.Suptd. of Gardens Zone \_\_\_\_ for office record at the earliest to enable us to issue the necessary permission. After payment of process fee and deposit, necessary permission will be granted to you, which may please be noted.

You are hereby, further directed not to cut/transplant any tree without the requisite permission of the Tree Authority.

**Thanking you,**

**Yours faithfully,**

**Astt.Suptd. Of Garden (    Ward)**

**10 B. DEMAND NOTE FOR PAYMENT OF NECESSARY CHARGES**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**TREE AUTHORITY**

No. DySG/

Date :

To,

In Charge

\_\_\_\_\_ Ward

Citizen Facility Centre

Please accept the Stationary and Legal charges amount from the bearer of this challan :

Details are as under.

1	Name of the Department	:	Tree Authority Budget
2	Fund Code	:	50
3	Fund Center / Cost Center Code	:	2002410000
4	Functional Area	:	66400000000
5	G. L. Code	a)	2002
		b)	:
6	Tax Code	a)	:
		b)	:
7	a) Amount of Deposit	:	Rs.____/- (videD.D./P.ONo.____ Towards deposit) A/C Head Code:340800500
	b) Amount of Fee	:	Rs.____/- (videD.D./P.O. No. ____ Prorata charges (Towards



			other Income) A/C Head Code : 180000000
8	Vendor Registration No.	:	
9	Name of the Party	:	
10	Address	:	
11	Type of Deposit	:	Temporary
12	Reason of Deposit A/C	:	Security towards cutting/transplanting of trees.
13	Remarks	:	

You are requested to communicate Receipt No./ Document No. to this office.

**Asst. Supdt. of Gardens(      Ward)**

**11A.APPLICATION FOR NOC FOR OCC**

To

The Supdt. Of Gardens  
Veer mata Jijabai Bhosale Udyan,  
Dr. Ambedkar Road Byculla  
Mumbai-400 027.

Sub : Application for Clearance for OC/BCC of .....for  
proposed development / redevelopment on Plot bearing C.T.S./C.S. No.  
\_\_\_\_\_ of Village/Div. \_\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_\_, Mumbai.

Dear Sir,

With reference to above , we have received Tree Remarks vide letter no.  
..... dated .....

We have cut..... Nos. of trees ,transplanted..... Nos. of  
trees and retained ..... nos. of trees.

Also ..... no. of new trees are planted as per the remarks.

Detailed report and plan showing trees is annexed herewith.

In view of above you are requested to grant clearance for OCC/BCC.

Thanking you,

Yours faithfully,

For M/s. ....

Owner/Architect /L.S.

Encl :

1. Remarks
2. Layout Plan
3. CD of Transplantation carried out
4. Inventory of new trees with photographs .

**11B. COMPLIANCE REPORT TO BE SUBMITTED BY OWNER/ OCCUPIER  
AS REQUIRED UNDER SEC 8/9/10**

Date of Order of Tree Officer u/s Sec 9	No. Of Trees required as per specifications as stipulated in Sec 7(c) and Sec 10(1) and in the Order under Sec 9(1)	Number of Existing Trees	Number of trees required to be planted	Place of Plantation	Compliance by Owner	Date of Compliance	Remarks
(1)	(2)	(3)	(4)	(5)		(10)	(11)

I hereby take the responsibility to maintain these trees till they are formally established .

The trees planted as above are being well maintained

Name & Signature of the Owner/ Occupier

Plot No. \_\_\_\_\_

Location \_\_\_\_\_

Ward No. \_\_\_\_\_

**12. INTERNAL REPORT OF TREE AUTHORITY FOR COMPLETION**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**TREE AUTHORITY**

**Supdt. Of Garden**

5. Proposal for remarks : For compliance of Remarks

6. Name of Proposed \_\_\_\_\_  
Work with site location: \_\_\_\_\_

7. Date of Completion of shortfalls: \_\_\_\_\_

8. Date of Inspection: \_\_\_\_\_

9. Observation

III.Total No of trees existing on plot / Site: \_\_\_\_\_

IV.Nos of trees coming in proposed work: \_\_\_\_\_

f) Nos of Trees

a. sanctioned to be cut: \_\_\_\_\_

b. Actually cut on site : \_\_\_\_\_

g) Nos of trees

a. sanctioned to be transplant: \_\_\_\_\_

b. Actually transplanted: \_\_\_\_\_

h) Nos of trees

a. sanctioned to be retained: \_\_\_\_\_

b. Actually retained: \_\_\_\_\_

i) Nos of Fresh/New trees

a. sanctioned to be planted : \_\_\_\_\_

i. u/s 8(5)

ii. u/s 11(1)

iii. u/s19(b)

- b. Actuallyplanted: \_\_\_\_\_
- i. u/s 8(5)
  - ii. u/s 11(1)
  - iii. u/s19(b)

The detail inventory as per serial number and status of trees for each of the above a) to d) category is annexed herewith.

The Security Deposit of Rs \_\_\_\_\_ or the BG of Rs\_\_\_\_\_ shall be processed to be refunded after completion of statutory period from the date of issue of completion certificate.

Owner /Horticulturist

Hort.Asst.T.A.

A.S.G.(T.A.)

Dy.S.G.(T.A.)

Approved as proposed

SG

**13.TREE NOC FOR OCC**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**TREE AUTHORITY**

**Case No.(\_\_\_/)**

**Office of the Supdt. Of Gardens  
VeermataJijabaiBhosaleUdyan,  
Dr. Ambedkar Road Byculla  
Mumbai-400 027.**

**No.**

**Date:**

**To,  
M/s. \_\_\_\_\_**

Sub: Completion Certificate for the plantation of trees for getting Occupation Certificate /BCC of proposed development\_\_\_\_\_, on plot bearing CTS/C.S No.\_\_\_\_\_, Village/Div. \_\_\_\_\_ at \_\_\_\_\_, Mumbai.

Sir/Madam,

Please refer to your letter\_\_\_\_\_ dt\_\_\_\_\_ ontheabove cited subject

It istocertify that\_\_\_ nos. of trees havebeenplantedasperthe norms inthe said property.

It is further certified that the total number of trees on the site are \_\_\_\_\_

Further in accordance with theprovisionundersection 11(1)oftheMaharashtra (Urban Areas) Protection &Preservation ofTreesAct 1975.

Youarehereby directed totake utmost care ofthe newly planted trees, so that these trees grow properly along with \_\_\_ nos. of existing old trees and you arefurtherdirectedthat,while handing overthesaid property toowner/societyor authorized person, all the trees as mentioned above existing on the site also should be handed over to them with tree inventory &proper record with due acknowledgment from them.

Yoursfaithfully,

**Supdt. Of Gardens & Tree Officer**

**14. INTIMATION OF FALLEN TREES**

Date: \_\_\_\_\_.

To,  
Junior Tree Officer (\_\_\_ Ward),  
M.C.G.M.,  
Mumbai.

Sub.: Intimation about fallen tree on Plot bearing C.T.S./C.S No.  
\_\_\_\_\_ of Village/Div. \_\_\_\_\_ at  
\_\_\_\_\_,  
Mumbai.

Ref.: \_\_\_\_\_.

**Dear Sir,**

With reference to the above, we would like to inform you that due to the Heavy Rain Fall / during the excavation/\_\_\_\_. Tree numbered \_\_\_\_\_ shown in the layout plan has fallen at site. Please take a note in your record, accordingly.

Copy of the photograph is enclosed herewith for your reference.

Kindly give your permission to remove the same.

Thanking you,

**Yours faithfully,**

For \_\_\_\_\_

**OWNER / ARCHITECT**

**15.PERMISSION FOR TREE TRIMMING**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

No. A.C. \_\_\_\_\_/A.E. (M) '\_\_\_' dtd. \_\_\_\_\_

Office of  
**DySG ,**  
**Zone \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
Mumbai –

To,  
Shri. / Smt. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Sub.: Permission for \_\_\_\_\_

Ref.: Your letter dated \_\_\_\_\_.

Sir / Madam,

The Permission for trimming the trees / branches of the trees is granted on the following conditions,

- (1) No. of Trees to be trimmed : \_\_\_ no.s
- (2) \_\_\_ Branches of \_\_\_ trees is to be cut.
- (3) In no case, the trunk of the tree should be damaged while cutting the branches.
- (4) Any breach of condition if found, permission will be revoked and necessary action against you will be initiated.
- (5) The work is to be carried out at your risk and cost.

Yours faithfully,  
**Dy. SG**  
**Zone \_\_\_\_\_**



**16. NOTICE FOR SHORT PLANTATION OF TREES TO OWNER**

**As per Form "F" under Section 9 (1) , 9(2) of Maharashtra (Urban Areas)  
Protection and Preservation of Trees Act of 1975**

To,  
Owner/ Developer

Sub: Plantation of Trees under Sec 7(c) of Maharashtra (Urban Areas) Protection and Preservation of Trees Act, 1975

Ref: (1) Inspection of Tree Officer dated  
(2) Your application dated

The area of your plot being \_\_\_\_\_ sq.m. , you are supposed to plant trees at the rate of 1 tree per \_\_\_\_\_ sq.m. However during inspection \_\_\_\_\_ trees are seen to be existing .

In view of this, you are required and therefore informed to plant \_\_\_\_\_ additional trees within your plot at location of \_\_\_\_\_ within 90 days from the date of this order.

You are also informed to give compliance report of this order forthwith. You are also requested to furnish undertaking specifying that the trees planted under these orders will be maintained properly.

Noncompliance of the said order shall attract the penalty of Rs 5,000/- per tree, which may be please noted. Further, on failure of the same, necessary legal action would be initiated as per the provisions of the said Act.

Yours Faithfully,

Tree Officer

**II-M**

**Assessment**

**1. SELF CERTIFICATION BY OWNER**

To,  
The Executive Engineer,  
Building Proposal,  
Mumbai Municipal Corporation,  
MUMBAI.

Subject : Payment of Property Taxes of the property bearing  
C.T.S.No./ \_\_\_\_\_ of Village at \_\_\_\_ (East/West ) Mumbai

Dear Sir,

I/We, Shri/Smt./M/s. \_\_\_\_\_

\_\_\_\_\_, Owners of the above referred property, hereby state as  
under :

As referred in the Records of the Assessment department of Mumbai  
Municipal Corporation, the above referred property is assessed under the  
assessment Ward No. \_\_\_\_\_ Street Nos. \_\_\_\_\_ situated  
at \_\_\_\_\_.

We have attached herewith the latest paid up bills/receipts of the  
assessment department according paid up-to-date taxes as under:

(i) Property Taxes paid up to \_\_\_\_\_

The Xerox (certified) copies, in duplicate, of the aforesaid paid up  
bills/receipts are enclosed herewith for your ready reference.

In case of any arrears , we agree to pay the requisite amount as per records.

Thanking you,

Yours faithfully,

Owners/Developers .

## **2. APPLICATION FOR TAX CLEARANCE CERTIFICATE FOR OCCUPATION .**

To,  
The Asst. Assessor & Collector,  
\_\_\_\_\_ Ward,  
Mumbai

Sub: Tax Clearance Certificate for the property bearing C.T.S.No./  
\_\_\_\_\_ of Village at \_\_\_\_\_ (East/West ) Mumbai

Ref: CE  
A/c No.:

Dear Sir,

With reference to the above mentioned subject you are requested to issue Tax Clearance Certificate for the said proposal and oblige.

The Xerox (certified) copies, in duplicate, of the aforesaid paid up bills/receipts are enclosed herewith for your ready reference.

Thanking You,

Yours Faithfully,

Applicant

Encl: As Above.

**3. TAX CLEARANCE CERTIFICATE**  
**MUNICIPAL CORPORATION OF MUMBAI**

**No. AA&C/ Ward / /**

To ,  
Applicant ,

Sub: Tax Clearance Certificate for the property bearing C.T.S.  
No./ \_\_\_\_\_ of Village at \_\_\_\_ (East/West ) Mumbai

Ref: Your application dated \_\_\_\_\_  
A/c No.:

Sir,

With reference to the above subject, this is to inform you that all taxes  
in respect of abovementioned property are paid up to \_\_\_\_\_ and  
there are no dues pending.

Yours faithfully  
Assistant Assessor & Collector  
(\_\_\_\_\_Ward)