

Chapter-6 (Manual-5)

Statement of categories of documents
that are held by it or under its control

Sr. No.	Category of the document	Name of the document and its introduction	Procedure to obtain the document	Held by /under control of
1	Survey Remarks & road line demarcation plan.	<p>Survey remarks as per True Extract of sanctioned Revised Development plan of the C.S./F.P. holding property showing the following :</p> <ol style="list-style-type: none"> 1. The provisions regarding zoning of the land and its reservation / designation/alloc ations for area under its jurisdiction excluding area under special planning authorities. 2. Set back due to widening of road for which R.L. was prescribed by Survey Department. 3. Non-tallying portions, if any. compared with Survey sheet editions prior to 1962. 	<p>The Owner/ Architect has to submit application alongwith 2 copies of ammonia print showing the following details</p> <ol style="list-style-type: none"> 1) Location plan as per SRDP sheet to Scale 1:4000. 2) Block plan to the Scale 1:500 or 1"-40'-0" tallying with City Survey plan issued by Revenue Department. 3) Detailed existing structures floorwise plans to the Scale 1:100 or 1"-8'-0" <p>On acceptance of payment of fees of Rs.3930/- per C.T.S. holding 1 copy of plan alongwith remarks is duly returned to the applicant.</p>	A.E.(Survey)City of respective Ward.
2	Development Plan Sheets	<p>Development Plan sheet shows part area of Mumbai under planning authority's jurisdiction showing zoning of the area and land reserved/ designated/ allocated for various public purpose in the Revised Development plan sanctioned by the Government in the year 1990-94.</p>	<p>The copy of the Development plan sheet can be purchased by any public from the office of the Dy.Ch.Eng.(B.P.) City's Survey Dept. situated at New Municipal Building, Bhagwan Walmiki Chowk, Vidyalankar Marg, Opp. Hanuman Mandir, Antop hill, Wadala (East),Mumbai – 400 037, for City Wards i.e. to 'A'</p>	S.E.(Survey) City of Building Proposal Section.

Sr. No.	Category of the document	Name of the document and its introduction	Procedure to obtain the document	Held by /under control of
			to 'G' Wards on payment of Rs1260/- per D.P. sheet	
3	Notice under Section 337 of M.M.C. Act	Notice under section 337 of M.M.C.Act is an application by the owner giving notice to the Corporation that he is going to develop the property, which he intends to develop under the supervision of registered site supervisor. Also to submit the Completion Certificate after the work is completed as per approved plan.	The copy of Notice can be purchased from the office of Dy.Ch.Eng.(B.P.) City between 11.00 A.M. to 1.30 P.M. by paying the charges Rs.110/- + Taxes.	Revenue Clerk office of Dy.Ch.Eng.(B.P.) City .
4.	Notice under Section 342 of M.M.C. Act	To make an Additions, alterations, change of user, change of activity and work of miscellaneous natures in the existing premises / Building under the supervision of Registered Site Supervisor and to inform the Completion of work.	The copy of Notice can be purchased from the office of Dy.Ch.Eng.(B.P.) City between 11.00 A.M. to 1.30 P.M. by paying the charges Rs.110/- + Taxes.	Revenue Clerk office of Dy.Ch.Eng.(B.P.) City .
5	Notice under Section 44/69 of M.R.& T.P. Act.	This is an application made by the owner in the prescribed form Appendix-X along with Annexure-I to erect the building under Section 337 of M.M.C. Act or to make Additions & alterations under section 342 of M.M.C.Act with the declaration by the Licenced Surveyor / Engineer / Structural Engineer / Supervisor / Architect.	The copy of Notice can be purchased from the office of Dy.Ch.Eng.(B.P.) City between 11.00 A.M. to 1.30 P.M. by paying the charges Rs.110/- + Taxes.	Revenue Clerk office of Dy.Ch.Eng.(B.P.) City .

Sr. No.	Category of the document	Name of the document and its introduction	Procedure to obtain the document	Held by /under control of
6	Approved Plans and documents.	<p>Plans: Approved plans issued at the time of I.O.D., Amended Plans, Occupation, & Building completion Plan, etc. available as per records of this office.</p> <p>Documents: Copy of Intimation of disapproval (I.O.D.), Copy of Commencement Certificate, Copy of amended plan approval letter, Copy of Occupation Certificate, Copy of Building Completion Certificate etc.</p>	<p>Owner/Architect / neighbour/tenants has to submit an application to Asst. Eng.(B.P.) City mentioning CS/ CTS no. of the plot alongwith Division on which property is situated or particular file no. for which information is desired or any individual can apply under Central Right to Information Act, 2005. The copies are made available on payment of necessary charges as detailed below :-</p> <ol style="list-style-type: none"> 1. Issue of certified copies of I.O.D. /commencement Certificate /Occupation Certificate/B.C.C.–Rs.25/- per page. 2. Issue of certified copies of Plans- Rs.60/- per copy of plan. <p>* The applicant has to pay additional charges towards photocopying.</p>	Asst.Eng.(B.P.) City-
7	Inspection of I.O.D. /Approved plans and Commencement Certificate.	Any individual can apply for Inspection of documents such as I.O.D. /approved plans/commencement certificate etc.	<p>Owner/Architect / neighbour/tenants has to submit an application to Asst. Eng.(B.P.) City mentioning CS/ CTS no. of the plot alongwith Division on which property is situated or particular file no. for which information is</p>	Executive Engineer (B.P.) City

Sr. No.	Category of the document	Name of the document and its introduction	Procedure to obtain the document	Held by /under control of
			desired or any individual can apply under Central Right to Information Act, 2005. The documents will be made available for inspection on payment of Rs.150 per file. The inspection will be given in the presence of Ex.Eng.(B.P.)City	

Preliminary :

Building Proposal Department entertains the proposals of development or redevelopment of the area within the jurisdiction of planning and authority i.e. M.C.G.M. Limits to City area) excluding the area under special planning authorities. The Building Proposal City Department entertains the proposal for development in Residential, Commercial \ Industrial in no development Zone incorporating public amenities such as School, Colleges, open spaces Medical facilities, Hospitals, Markets, Welfare Centers, Cemeteries and lands reserved for public Housing, High density Housing. Building Proposal Department follows the guidelines laid down by the Development plan so as to improvise transport and communication, such as existing and proposed road network / railways.

Building Proposal City department covers the area in 9 wards viz. A, B, C, D, E, F/s, F/N, G/S, G/N. The City area covers the Town Planning Schemes for the 'A' Division those are as follows :

- i) Mumbai City No. I - Mandavi Elphinstone Area
- ii) Mumbai City No. II - Mahim Area
- iii) Mumbai City No. III - Mahim Area
- iv) Mumbai City No. IV- Mahim Area

The sanctioned revised D.P. Plan for the City is covered under different D.P. Sheets to the scale of 1:4000. There are total 34 Numbers of D.P. Sheets in City area.

The Particulars of facilities available to the citizens for obtaining the above information is detailed in following Chapters.

No Library and reading room facilities are maintained in the office of Dy.Ch.Eng.(B.P.) City.

SURVEY REMARKS

A. PROCEDURE FOR APPLICATION

1. Any individual, company, Trust or organization can apply for survey remarks.
2. The application is to be submitted in the office of
Dy. Chief Engineer (B.P.) City,
New Municipal Building, Bhagwan Walmiki Chowk,
Vidyalankar Marg, Opp. Hanuman Mandir, Antop hill,
Wadala (East), Mumbai – 400 037
3. The Application is to be submitted in Ex. Eng.(B.P.) City's office specifying therein C.S. No. and Division in case of city area of Greater Mumbai. Application for Survey remarks can be made for more than one C.S. (if they are contiguous) at a time in one application.
4. The application signed by the applicant and accompanied along with requisite information as detailed in para below is to be submitted in Dy.Ch.Eng.(B.P.) City office between 10.30 A.M. to 4.00 P.M. on all working days.

B. REQUIREMENT WITH APPLICATION

The following documents/details are to be submitted with survey remarks application.

1. Two ammonia prints duly signed by the applicant showing 'BLOCK PLAN' (Scale 1:500) in city and 'Location Plan' (Scale 1:4000) of the plot which survey remarks is required.
2. Certified copy of C.S. Plan for the plot of which survey remarks are required.
3. Details floor-wise certified existing plans of the building (Scale 1:100) in two ammonia prints.
4. Payment of fees for survey remarks at the rate of Rs. 3930/- per C.S.

The procedure for payment of fees is as under :-

- To certify from the concerned Sub Engineer Survey the amount of fees to be paid depending on the total number of C.S. for which remarks are required.
- Payment to be made of cash counter of C.F.C. of any Ward.
- Timings for Challan between 11.00 A.m. to 4.30 P.M. on all working days except Sundays, ^{2nd} and ^{4th} Saturdays and public holidays.

C. INFORMATION FURNISHED IN SURVEY REMARKS

The following information is provided in survey remark with respect to the plot which remarks are sought. The provisions of D.P. and road widening are marked on the plan and a letters accompanying the remarks with following details as D.P. and survey sheets are issued.

1. Reservations /Designations as per Development Plan.
2. Reservations /Designations abutting the plot.
3. Whether affected by existing or proposed roads or accessibility as per D.P. Sheets.
4. Zone of Land.
5. Realignment of roads /relocation of reservations, if any.
6. Remarks about Coaster Regulation Zone (C.R.Z.), Heritage structure / precinct, high tension line, buffer Zones of railway or Highway if affecting the plot as per D.P. sheet.
7. Whether additional remarks are required from Ex.Eng. (S.W.D.), Ex. Eng. (Traffic & Planning), Ex.Eng. (T.P.), Ex.Eng.(D.P.), Mono Rail, Metro Rail, Airport Authority, Highway Authority, P.W.D. , B.P.T., Railway, Heritage provisions as per D.P. Sheets etc.
8. The remarks are issued without any site inspection. The remarks do not indicate ownership rights in any way.
9. The block plan submitted is compared with survey sheet prior to 1962 and accordingly non tallying portion, if any marked on detail plans.

D. ISSUE OF SURVEY REMARKS

The provisions of Development plan and road widening are marked by Draftsman of concerned ward on the plans submitted alongwith the application. The marked plan and printed format of survey remarks are checked by the concerned Sub. Engineer and signed for issue.

The survey remarks are issued in the Dispatch Section to the applicant during working hours if not collected.

E. The time limit for the issue of Survey remarks from the date of payment of charges is not more than fifteen (15) days, provided there are no mistakes (C.S. No., Division, Location Plan, Block Plan) in the documents submitted by the applicant.

Notice under Section 337 of M.M.C. Act

(A) Procedure for the application :

- 1a) Any individual / company /Trust or Organization can visit this office and demand Notice under Section 337 of M.M.C.Act.

- 1b) The Notices are available in the office of
Dy. Chief Engineer (B.P.) City,
New Municipal Building, Bhagwan Walmiki Chowk,
Vidyalankar Marg, Opp. Hanuman Mandir, Antop hill,
Wadala (East), Mumbai – 400 037
- 1c) Timing for sale of Notices :
11.00 A.M. to 1.30 P.M. on all working days (except Public Holidays,
2nd & 4th Saturdays and Sundays).
- 1d) The cost of Notice is Rs.110/- + Taxes.
- 2a) The Notice is to be filled up and is to be submitted in the office of
Dy.Ch.Eng.(B.P.) City specifying therein, C.S. Number and Division of
the plot.
- 2b) The Notice duly filled & signed by applicant/owner and Site Supervisor
alongwith the requisite information as per Notice 44/69 of the M.R.&
T.P. is to be submitted online through Architect / Licensed Surveyor
as per EODB.

(B) Requirements with Applications :

Following documents details are to be submitted with the Notice under
Section 337 of M.M.C.Act.

- 1) Notice u/s. 337 of M.M.C. Act. 1888 in prescribed format and
application U/s. 44/69 of M.R. & T.P. Act, 1966, alongwith complete
set of plans as prescribed in Reg.10 of DCPR-2034 indicating therein
the prominent roads, landmarks in the location plan as well as block
plan.
- 2) Form of supervision by Architect / licensed Surveyor in prescribed
proforma.
- 3) P.R. Cards (stating therein area in words) issued not earlier than one
year from the date of submission along with city survey plan/True
extract. Triangulation calculation for plot area and other documents
for area of the plot, Owner's Affidavit and Architects certificate for
area of the plot as prescribed in Annexure 3 & 4 of DCPR-2034.
- 4) N.O.C. From a special Planning Authority, MMRDA, MIDC etc. If
applicable.
- 5) NOC from Mumbai Housing and Area Development Board for
development of cessed properties in Island city.
- 6) Attested copy for payment of tax up to date paid to assessment dept.
- 7) Copy of Development permission issued by D.P.Section along with
plan in case of development of land under reservation.
- 8) Copy of change of user permission from I2 to R/C1 along with copy of
plan issued by D.P.Dept., wherever applicable.
- 9) Title clearance certificate from Solicitor and PAN Card.

- 10) N.O.C from Railways, wherever applicable.
- 11) NOC from M.H.A.D.A. for DCR 33(5) proposals.
- 12) In case of Govt./M.C.G.M. land, N.O.C. from Collector / concerned authority of the Govt./Estate Dept. of M.C.G.M.
- 13) Copy of D.P./T.P. remarks issued not earlier than 1 year.
- 14) The documents showing the authenticity of the structures proposed to be retained/where an extension to the structure either vertical or horizontal is proposed, to ascertain that the structure which is proposed to be retained is not unauthorized.
- 15) In case a plot is to be developed by deriving a "right of way" a Registered agreement from the concerned owner.
- 16) N.O.C. from Highway Authorities wherever applicable.
- 17) Copy of approved layout/ Subdivision / Amalgamation alongwith terms & conditions.
- 18) NOC from Charity Commissioner in case of properties owned by trust.

Timing for accepting fees

11.00 A.M. to 1.30 P.M. on all working days (except Public Holidays, 2nd & 4th Saturdays and Sundays).

(C) FURTHER PROCEDURE :

Further the survey remarks are obtained from the Survey Section and the proposal is scrutinized on the merits of documents. If no concessions are involved the permission for development can be given at Executive Engineer (B.P.) City's level otherwise the proposal is processed and put up to higher authorities for the concession of approvable nature.

(D) Once the proposal is approved the Intimation of Disapproval (I.O.D.) is granted. I.O.D. is valid for the one year. On compliance of conditions of I.O.D. the commencement Certificate under Section 44/69 of M.R.& T.P. Act may be granted.

(E) Time Period :

Time period for the approval is **two months** on submission of requisite documents and if no concessions are required.

(F) Additional copies can be supplied on making the payments of requisite charges as per Table.

Notice under Section 342 of M.M.C. Act

(A) Procedure for the application :

- 1a) Any individual / company /Trust or Organization can visit this office and demand Notice under Section 342 of M.M.C.Act.
- 1b) The Notices are available in the office of
Dy. Chief Engineer (B.P.) City,
New Municipal Building, Bhagwan Walmiki Chowk,
Vidyalankar Marg, Opp. Hanuman Mandir, Antop hill,
Wadala (East),Mumbai – 400 037
- 1c) Timing for sale of Notices :
11.00 A.M. to 1.30 P.M. on all working days (except Public Holidays,
2nd & 4th Saturdays and Sundays).
- 1d) The cost of Notice is Rs. 30/- + Taxes.
- 2) The Notice duly filled signed by applicant/owner and Site Supervisor alongwith the requisite information as per Notice 44/69 of the M.R.& T.P. Act is to be submitted online through Architect / Licensed Surveyor as per EODB.

(B) Requirements with Applications :

The following documents details are to be submitted with the Notice under Section 342 of M.M.C. Act, 1888.

- 1) Notice u/s. 342 of M.M.C. Act, 1888 in prescribed format alongwith complete set of plans as prescribed in Reg.10 of DCPR-2034 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 in prescribed proforma.
- 3) P.R. Cards (stating therein area in words) issued not earlier than one year from the date of submission along with city survey plan/True extract. Triangulation calculation for plot area and other documents for area of the plot, Owner's Affidavit and architects certificate for area of the plot as prescribed in Annexure 3 & 4 of DCPR-2034.
- 4) N.O.C. From a special Planning Authority, MMRDA, MIDC etc. If applicable.
- 5) NOC from Bombay Housing and Area Development Board for development of cessed properties in Island city.
- 6) Attested copy for payment of tax up to date paid to assessment dept.
- 7) Copy of Development permission issued by D.P. section along with plan in case of development of land under reservation.

- 8) Copy of change of user permission from I2 to R/C1 along with copy of plan issued by D.P.Dept., wherever applicable.
- 9) Title clearance certificate from Solicitor and PAN Card.
- 10) N.O.C from Railways, wherever applicable.
- 11) NOC from M.H.A.D.A. for DCR 33(5) proposals.
- 12) In case of Govt./M.C.G.M. land, N.O.C. from Collector / concerned authority of the Govt./Estate Dept. of M.C.G.M.
- 13) Copy of D.P./T.P. remarks issued not earlier than 1 year.
- 14) The documents showing the authenticity of the structures proposed to be retained/where an extension to the structure either vertical or horizontal is proposed, to ascertain that the structure which is proposed to be retained is not unauthorized. Where the structures are unauthorized and proposed to be retained. Layout / subdivision/amalgamation shall not be issued.
- 15) In case a plot is to be developed by deriving a "right of way" a Registered agreement from the concerned owner.
- 16) N.O.C. from Highway Authorities wherever applicable.
- 17) Prima-facie F.S.I calculations showing that no imbalance of F.S.I. is created due to proposed sub division (In case existing structures are proposed to be retained).
- 18) NOC from Charity Commissioner in case of properties owned by trust.

Notice under Section 302 of M.M.C. Act

(A) Procedure for Applications :

- 1a) Every person who shall intend to prepare any layout subdivision or amalgamation are plots can apply to the Corporation under section 302 of M.M.C. Act 1888.

(B) Requirements with Applications :

The following documents details are to be submitted with the Notice under Section 302 of M.M.C. Act.

- 1) Notice u/s. 302 of M.M.C. Act. 1888 in prescribed format alongwith complete set of plans as prescribed in Regulation 10 & 26 of DCPR-2034 indicating therein the prominent roads, landmarks in the location plan as well as block plan.
- 2) Form of supervision by Architect / licensed Surveyor in prescribed proforma.
- 3) P.R. Cards (stating therein area in words) issued not earlier than one year from the date of submission along with city survey plan/True extract. Triangulation calculation for plot area and other documents for area of the plot, Owner's Affidavit and architects

certificate for area of the plot as prescribed in Annexure 3 & 4 of DCPR-2034.

4. N.O.C. From a special Planning Authority, MMRDA, MIDC etc. If applicable.
5. NOC from Bombay Housing and Area Development Board for development of cessed properties in Island city.
6. Attested copy for payment of tax up to date paid to assessment dept.
7. Copy of Development permission issued by D.P. section along with plan in case of development of land under reservation.
8. Copy of change of user permission from I2 to R/C1 along with copy of plan issued by D.P. Dept., wherever applicable.
9. Title clearance certificate from Solicitor and PAN Card.
10. N.O.C from Railways, wherever applicable.
11. NOC from M.H.A.D.A. for DCR 33(5) proposals.
12. In case of Govt./M.C.G.M. land, N.O.C. from Collector / concerned authority of the Govt./Estate Dept. of M.C.G.M.
13. Copy of D.P./T.P. remarks issued not earlier than 1 year.
14. The documents showing the authenticity of the structures proposed to be retained/where an extension to the structure either vertical or horizontal is proposed, to ascertain that the structure which is proposed to be retained is not unauthorized.
15. In case a plot is to be developed by deriving a "right of way" a Registered agreement from the concerned owner.
16. N.O.C. from Highway Authorities wherever applicable.
17. Copy of approved layout/ Subdivision / Amalgamation alongwith terms & conditions.
18. NOC from Charity Commissioner in case of properties owned by trust.

Timing for accepting fees : 11.00 A.M. to 1.30 P.M. on all working days (except Public Holidays, 2nd & 4th Saturdays and Sundays).

(C) FURTHER PROCEDURE :

Further the survey remarks are obtained from the Survey Section and the proposal is scrutinized on the merits of documents. If no concessions are involved the permission for development can be given at Executive Engineer (B.P.) / Dy.Ch.Eng.(B.P.) duties level, otherwise the proposal is processed and put up to higher authorities for the concession of approvable nature.

(D) Once the proposal is approved the draft terms and conditions for getting registered with registration office are issued alongwith plans. After submitting the registered terms & conditions to EEBPS's office the approval can be is issued with copy of registered terms & condition along with approved layout plans.

(E) Time Period :

Time period for the approval is one month on submission of requisite documents and no concessions are required.

(F) Additional copies can be supplied on making the payments of requisite charges as per Table.

Notice under Section 44/69 of M.R.& T.P. Act

(A) Procedure for application.

1a) Any individual who intend to carry out any development on any land shall submit notice under section 44/69 of MRTP Act alongwith the requisite documents.

1b) The Notices are available in the office of

Dy. Chief Engineer (B.P.) City,
New Municipal Building, Bhagwan Walmiki Chowk,
Vidyalankar Marg, Opp. Hanuman Mandir, Antop hill,
Wadala (East),Mumbai – 400 037

1c) Timing for sale of Notices :

11.00 A.M. to 1.30 P.M. on all working days (except Public Holidays, 2nd & 4th Saturdays and Sundays).

1d) The cost of Notice is Rs. 30/- + Taxes.

2) The Notice duly filled signed by applicant/owner and Site Supervisor alongwith the requisite information as per Notice 44/69 of the M.R.& T.P. is to be submitted online through Architect / L.S. as per EODB.

(B) Requirements with Application :-

The following particulars and documents shall be submitted alongwith the application namely:

1. Key Plan
2. Site Plan
3. Sub Division Layout Plan
4. Building Plan
5. Particulars of development in the form of Annexure-I.
6. Ownership Title

The above particulars shall be submitted and shall be signed by Architect / Licensed Surveyor alongwith applicant.

Further following documents are also needful to be attached with the application.

7. Attested copy of receipt for payment of building permit fee.
8. Clearance Certificate of Municipal Tax Arrears.
9. N.O.C. from various departments
10. Appointment letter in favour of Licensed Technical person /Architect
11. Supervision Memo sanction of Licensed Technical personal or Architect.
12. Property Register Card, C.S. Plan for plot in original signed by Competent City Survey Authority, Owners Affidavit regarding area of plot, Architect Certificate for plot area alongwith area calculation by triangulation method.
13. Technical Scrutiny report.

(C) FURTHER PROCEDURE

Further the survey remarks are obtained from the Survey Section and the proposal is scrutinized on the merits of documents. If no concessions are involved the permission for development can be given at Executive Engineer (B.P.) City's level otherwise the proposal is processed and put up to higher authorities for the concession of approvable nature.

(D) Once the proposal is approved the Intimation of Disapproval (I.O.D.) is granted. I.O.D. is valid for the one year. On compliance of conditions of I.O.D. the commencement Certificate under Section 44/69 of M.R.& T.P. Act may be granted.

(E) Time Period :

Time period for the approval is one month on submission of requisite documents and no concessions are required.

(F) Additional copies can be supplied on making the payments of requisite charges as per Table.

Approved plans and documents :

Any individual /owner/appointed Architect /neighbour/tenant etc., can apply for the true copies of Approved Plans, Amended Plans, Amended approval letter, Occupation Plan, Occupation Certificate, B.C.C., Acceptance Certificate and B.C.C. Plans.

(A) Procedure for Application :

1. Any individual, Company, Trust or Organization can apply for certified copies of approved plans/documents on and plain papers and application shall be made to the office of -

Dy. Chief Engineer (B.P.) City,
New Municipal Building, Bhagwan Walmiki Chowk,
Vidyalankar Marg, Opp. Hanuman Mandir, Antop hill,
Wadala (East), Mumbai – 400 037

2. Application shall be submitted on any working days between 11.00 A.M. to 4.30 P.M. on all working days (Except Lunch Break) excluding National Holidays, Sundays, 2nd & 4th Saturdays).

Time Limit : The time limit for issue of certified copies of above document is 30 days from receipt of application provided there are no mistakes like C.S.No., Division, File number etc. in the documents submitted to applicant.

Additional Copy : Additional certified copies of documents and plans will be made available on payment of requisite fees.

(B) Requirement with application

- i. Application can be submitted in the office of Dy. Ch.Eng.(B.P.) City specifying there in C.S. No. and Division and file number etc.
- ii. Applicant shall furnish the documentary proof such as Ration Card, Assessment bill, Water bill, Telephone bill, Electricity bill, voters List, Election I.D. Card, Ownership of adjoining plot etc.

(C) Information furnished :

As per the request of the applicant the necessary certified copies of I.O.D. plans, commencement certificate, Amended plans, Amended plan approval, letter, occupation plan, occupation letter, B.C.C. acceptance letter and B.C.C. plans are made available on payment of requisite fees.

(D) Issue of copies :

The certified copies of above documents are issued on receipt of payments as per the statement below :

Owner/Architect /neighbour/tenants has to submit an application to be Asstt.Eng.(B.P.) City alongwith the documents such as Assessment Bill / Electricity Bill /Water Bill /ration Card etc. or any individual can apply under Central Right to Information Act, 2005. The copies are made available on payment of necessary charges as detailed below.

* The applicant has to pay additional charges towards photocopying-

1. Issue of certified copies of I.O.D. /commencement Certificate /Occupation Certificate/B.C.C. – Rs. 25 per page.
2. Issue of certified copies of Plans.- Rs.60/- per copy of plan.

(E) Time Limit :

The time Limit for giving the inspection of file 30 days from receipt application provided there are no mistakes like C.S.No., Division, File number etc. in the documents submitted to applicant.

(F) Additional Inspection :

Inspection of individual file can be given after recovery amount of Rs. 160/-

INSPECTION OF FILES

The record of Building Proposal Department is a 'A' class Record, which is required to be preserved for life time.

Therefore any individual /owner/appointed Architect /neighbour/tenant etc., can apply for inspection of files.

(A) Procedure for Application :

1. Any individual, Company, Trust or Organization can apply for certified copies of approved plans/documents on and plain papers and application shall be made to the office of -

Dy. Chief Engineer (B.P.) City,
New Municipal Building, Bhagwan Walmiki Chowk,
Vidyalankar Marg, Opp. Hanuman Mandir, Antop hill,
Wadala (East), Mumbai – 400 037

2. Application shall be submitted on any working days between 11.00 A.M. to 4.30 P.M. on all working days (Except Lunch Break) excluding National Holidays, Sundays, 2nd & 4th Saturdays).

(B) Requirement with application

- i. Application can be submitted in the office of Dy. Ch.Eng.(B.P.) City specifying there in C.S. No. and Division and file number etc.
- ii. Applicant shall furnish the documentary proof such as Ration Card, Assessment bill, Water bill, Telephone bill, Electricity bill, voters List, Election I.D. Card, Ownership of adjoining plot etc.

(C) Information furnished :

As per the request of the applicant the necessary certified copies of I.O.D. plans, commencement certificate, Amended plans, Amended plan approval, letter, occupation plan, occupation letter, B.C.C. acceptance letter and B.C.C. plans are made available on payment of requisite fees.

(D) Inspection of individual file can be given after recovery amount of Rs. 150/-.

(E) Time Limit :

The time Limit for giving the inspection of file 30 days from receipt application provided there are no mistakes like C.S.No., Division, File number etc. in the documents submitted to applicant.

(F) Additional Inspection :

Inspection of individual file can be given after recovery amount of Rs. 160/-,

MUNICIPAL CORPORATION OF GREATER MUMBAI

Office of Dy.ChE.(B.P.) City, Valmiki Chowk, Off SM Road, Opp. Hanuman mandir,
Vidyalankar marg, Antop Hill, Wadala (E), Mumbai 400 037.

No. **EEBP/** /Survey/City dtd.
SURVEY REMARKS (CITY)

To,

Sub : Survey Remarks, as per Sanctioned Development Plan 2034 and Road Line for the land bearing F.P / C.S. No. _____ of _____ Div.

Ref : Your Application u/no _____ dtd. _____ and payment of Survey Remarks charges made under Report no. SAP DOC No. _____ dtd. _____

Sir / Madam,

Survey Remarks, as per Sanctioned Development Plan 2034 for the land shown bounded Black.

Description of Land	DP - 2034
Sanctioned Development Plan referred to DP Sheet No.	
Reservation, affecting the land (as shown plan)	
Reservation, abutting the land (as shown plan)	
Existing facilities & amenities, affecting the land under reference (as shown plan)	
Existing facilities & amenities, abutting the land under reference (as shown plan)	
Proposed Road, affecting the land (as shown plan)	
Road Widening, affecting the land (as shown plan)	
Existing road affecting the land (The width of proposed DP/Existing DP road are mentioned in SRDP 1991, whereas the same road are shown existing in DP 2034 without mentioning the width of road) (as shown on plan)	

Other Existing Roads (as shown on plan)		
Zone		
Change in user (if any)		To be obtained from Dy.Ch.E(B.P.) City

Detail Survey Remarks are as under:

1)	Details of Property	
	i)	C.S. No / F.P. No. : Division : Survey Sheet No. :
	ii)	Layout Subdivision / Amalgamation / MHADA Layout / Sanction submitted u/No. _____ dtd. _____
	iii)	Gaothan shall be ascertained from City Survey Office.
2)	All plans shall be drawn with North upward	
	BLOCK PLAN: (Details are as under)	
	i)	Boundaries as shown in black Yes/No
	ii)	Plot Boundaries tally with
		a) Approved /Subdivision /layout amalgamation Yes/ No
		b) Original / Certified True Extract/MR Plan submitted By applicant Yes/ No
	iii)	Remarks are offered without verifying the status of Structures shown in block plan. Yes
	iv)	The original City Survey plan duly certified for the property under reference should be submitted & verified with block plans. Yes
	v)	The plots under reference falls in TPS _____ of _____ DIV to the Scale of '1:80' and/or certified TP Plan. Demarcation Plan Showing Plot dimension shall be submitted to verify plot boundaries. Yes/ No
	vi)	Plot falls in Private Layout/ MHADA layout/ Government layout/ Municipal Layout. Yes/ No
	vii)	If the Layout is sanctioned then same should be verified & checked with terms & conditions. Yes
	viii)	The portion marked _____ to _____ is not tallying with the above said Survey sheet / True Extract of Survey Sheet No. _____ as per the existing floor plans certified and submitted by the
3)		Specific remarks regarding acquisition/possession of reservation/Existing Facilities & Amenities plot shall be obtained from EEDP Yes/ No
4)	i)	Means of access to the plot is from

Side	Description of Road	Width of Road					
		Proposed DP	DP Road Wi	RL	TP	Existing	Layout
North							
South							
East							
West							

	ii)	a) Is the property landlocked? :	Yes/ No
		b) The status of existing roads affecting/abutting the plot u/r shall be obtained/ ascertained on site from AE(Maint.)_____Ward.	Yes/ No
5)	The proposal is affected by -		
	i)	Sanctioned _____ m (_____ ft) wide RL of _____ _____ by EE(Tr. Planning)City / AE(Survey)City	
		Proposed _____ m (_____ ft) wide RL of _____ _____ EE(Tr. Planning)City / AE(Survey)City	
	ii)	_____ m wide DP / TP / Layout Road	Yes/ No
	iii)	A) Setback Shown on the Plan	Yes/ No
		B) Whether the set back advantage is previously taken or not taken should be verified.	Yes
	iv)	RL /DP/TP/Estate layout Road / Mhada layout road etc shall be got demarcated at site before commencement of development.	Yes/No
	v)	If the road shown as Existing road in DP 2034 which was earlier shown as proposed D.P. road in SRDP 1991, then the alignment and width mentioned in SRDP 1991 (till correction/overcome of discrepancy of width of such road to be made in DP 2034) shall be got demarcated at site before commencement of development.	Yes
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// Zone.	Yes/ No
	c.	If the plot is affected by “High Voltage Line & Buffer for High Voltage Line”, hence, specific remarks from concerned authority shall be obtained.	Yes
	d.	The plot is affected by “CRZ & CRZ Buffer” hence; specific remarks shall be obtained from MCZMA or appropriate authority.	Yes/ No

7)	The property on the Plot under reference-		
	i)	Is it a heritage structure:	Yes/ No
		If yes, Sr. No. and Grade	
	ii)	Falls within 100 Mtrs of prohibited area of _____ _____precinct / Heritage structure. of Sr. No _____ _____included in the list of preservation of documents as per government Resolution No. DCR _____	Yes/ No To be obtained from online / confirmed from Dy.M.A. (Heritage) or appropriate authority.
8)		If plot in T.P. Scheme, "B" Form shall be submitted	Yes
9)		If plot affected by "Water Trunk Main/Aqueduct", then specific remarks / NOC from AEWW or appropriate authority shall be obtained.	Yes To be obtained online from MCGM portal/ competent authority.
10)		If plot affected by "Nalla & Nalla Buffer", then specific remarks / NOC from EE SWD (Planning) or appropriate authority shall be obtained.	Yes To be obtained online from MCGM portal/ competent authority.
11)		Layout / Sub division/ amalgamation & its sanctions are necessary if building proposed is attracted by Reg. 26 of DCPR 2034.	Yes
12)		If Proposal is on the Land belonging to MHADA / Government / MMRDA / AirPort Authority / Collector, then NOC of the concerned Authority Shall be obtained.	Yes
13)		The plot boundary fall within 45 mtrs. from the edge of Highway/Freeway (Subject to demarcation on site). Hence N.O.C. from concerned Authority is necessary.	Yes/ No
14)		The plot falls within "Railway/ Railway Buffer" that is 30.00 mtrs from Railway Boundary NOC from Railway Authority shall be obtained before commencement of development.	Yes/ No
15)		If plot affected by influence zone of proposed alignment of Monorail/ Metro rail then NOC from MMRDA or appropriate authority shall be obtained.	Yes
16)		If the plot is affected by Koyna/Tata transmission line, then NOC from competent authority shall be obtained.	Yes To be obtained online from MCGM portal/ competent authority.
17)	i)	The Civil Aviation remarks regarding permissible top elevation, site elevation &WGS-84 co-ordinates, etc w.r.t. A.M.S.L. etc shall be obtained from AAI/MIAL/Authorized Consultants approved by AAI, as per prevailing policy/circular issued time to time by competent authority. Please refer website AAI. i.e. http://www.aai.aero(nocas2) for guidelines, procedure etc	Yes
	ii)	If the land u/r is situated in FUNNEL LINE or within the Aerodrome zone, then NOC from appropriate authority shall be obtained.	Yes
18)		Whether proposal falls within 2 kilometer from Lagoon.	Yes / No / NA
19)		Previous Proposal/file Nos. Prior to submission of online proposal :	

20)		If plot is affected by safety clearance zone from Army/Naval depot, Specific remarks shall be obtained from Competent Authority.	Yes
21)		NOC from Geologist.	Yes
22)		Other Remarks	
		<p>a) The Block plan is not Correct as per True Extract of the Survey sheet No -</p> <p>b) Plot boundaries may be got checked from A.C. (Estate)/ E.E.T.P.'s office/DILR or as applicable.</p> <p>c) The status of structure as proposed / listed heritage structure/precinct shall be ascertained from D.P. Department or appropriate authority. NOC from Heritage Conservation Committee is necessary.</p> <p>d) That the remarks are given on the basis of documents submitted by the Architect/ party and if any time, is found fake/fraudulent, then the remarks shall be treated as revoked/ cancelled.</p> <p>e) If the road width abutting/affecting the plot u/r is less than 9.00 mtr, then the cognizance of Clause 19:Note (1) of DCPR 2034, 'MCGM shall convert all roads of width less than 9m to 9m & above as per site condition through MR&TP Act or MMC Act' shall be taken before any approval.</p> <p>f) The conditions mentioned in DP 2034 remarks shall be complied with.</p> <p>g) The conditions mentioned in TP remarks shall be complied with.</p> <p>h) Specific remarks/ demarcation from E.E. (T&C)/A.E. (Survey)) for R.L., are necessary.</p> <p>i) If the land u/r is the part of Amalgamation /sub-division/layout, then development thereof shall be as per the terms and conditions of the approved Amalgamation /sub-division/layout.</p> <p>j) Ownership of the plot is not scrutinized by this office.</p> <p>k) These remarks are offered as per Sanctioned DP – 2034 sheet of Excluded Part and Substantial Modification uploaded on 27.07.2018 and 14.09.2018 respectively and same are available online on MCGM portal.</p> <p>l) If the plot falls in EP or Modification, then cognizance/remarks for the same shall be obtained from competent authority.</p> <p>m) Architect has not submitted floorwise plan of existing structures to the scale 1:100. Hence, the remarks regarding non tallying portion, if any, are not offered.</p> <p>n) The plot u/r falls in Estate scheme - _____ Hence, NOC shall be obtained from A.C.(Estate).</p> <p>o) Fresh P.R.C. shall be obtained.</p> <p>p) By direction, specific CRZ remarks as per approved CZMP-2011 shall be obtained from A.E.(D.P)City _____ Ward please.</p> <p>q) If plot under reference situated at the intersection/junction of any roads, demarcation of Curvature/fanning shall be obtained by A.E.(Survey)City before approval of plans.</p>	

Remarks from other Departments / Offices:

Sanctioned modification affecting / abutting the Land:

Excluded portion affecting / abutting the Land :

Demarcation:

1. Joint Demarcation of RL shall be obtained before commencement of development.
2. Joint Demarcation of Proposed road / Road widening & demarcation of affecting / abutting the Existing Facilities & Amenities / Reservation / Zonal boundary shall be obtained before commencement of development.

Note:

- Remarks offered 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 records made available to this office. However, the boundaries shown in the records of City Survey Office shall supersede those shown in this Remark Plan.
- The remarks offered are for Location earmarked on Block/location plan submitted by Architect/LS.
- This Remark will remain valid for the entire project period subject to provision of DCPR 2034.

Acc - plan

Draftsman (Survey)City

S.E.(Survey)City

A.E.(Survey)City

D.P. Sheets :

(A) The sanctioned Revised Development Plan for Greater Mumbai is covered under different D.P. Sheets in City (Scale 1:4000)

The total number of D.P. Sheets are 34 Nos.

As per Revenue records of the State Government.

The City area in Greater Mumbai is divided into divisions.

(B) The Ward wise details of the D.P. Sheets showing the division covered in City as under :

CITY WARDS	D.P.SHEETS	DIVISIONS
A Ward	IC-01 to IC-08 IC-10 & IC-11	Colaba, Fort
B Ward	IC-11 & IC-14	Mandvi
C Ward	IC-10 & IC-13	Bhuleshwar
D Ward	IC-09, IC-10 IC-12, IC-13, IC-15, IC-16	Girgaon, Malabar Hill, Tardeo

CITY WARDS	D.P.SHEETS	DIVISIONA
E Ward	IC-13, IC-14 IC-16, IC-17, IC-18, IC-19	Mazgaon, Byculla
F/South ward	IC-19, IC-21 IC-22, IC-24, IC-25	Parel Sewri, Dadar Naigaon
F/North Ward	IC-25, IC-27 IC-22, IC-24, IC-28, IC-29 IC-30, IC-32	Matunga, Sion, Salt Pan, Dadar Naigaon
G/South Ward	IC-18, IC-20 IC-21, IC-23, IC-24, IC-26	Lower Parel, Worli, Mahim
G/North	IC-23, IC-24 IC-26, IC-27, IC-29, IC-31 IC-32	Mahim, Dharavi

A) The above D.P. Sheets are available for sale at Rs. 430/- plus Taxes for each D.P. Sheets (at present the total cost for each D.P. Sheet with 15.30% S.T. i.e. Rs.452/-.

The D..P. Sheets are available in following offices for City area

Office of -

Dy. Chief Engineer (B.P.) City,
New Municipal Building, Bhagwan Walmiki Chowk, Vidyalankar Marg, Opp. Hanuman Mandir, Antop hill, Wadala (East), Mumbai – 400 037

The payment of D.P. Sheets is to be made in the respective offices mentioned above between 11.00 A.M. to 1.00 P.M.

Requirement with application :

- i. Application can be submitted in the office of Dy. Ch.Eng.(B.P.) City specifying there in C.S. No. and Division and file number etc.
- ii Applicant shall furnish the documentary proof such as Ration Card, Assessment bill, Water bill, Telephone bill, Electricity bill, voters List, Election I.D. Card, Ownership of adjoining plot etc.

(C) Information furnished :

As per the request of the applicant the necessary certified copies of I.O.D. plans, commencement certificate, Amended plans, Amended plan approval, letter, occupation plan, occupation letter, B.C.C. acceptance letter and B.C.C. plans are made available on payment of requisite fees.

(D) Issue of copies :

The certified copies of above documents are issued on receipt of payments as per the statement below :

Owner/Architect /neighbour/tenants has to submit an application to be Asstt.Eng.(B.P.) City alongwith the documents such as Assessment Bill /Electricity Bill /Water Bill /ration Card etc. or any individual can apply under Maharashtra Right of Information Rule 2002. The copies are made available on payment of necessary charges as detailed below.

* The applicant has to pay additional charges towards photocopying- Issue of certified copies of I.O.D. /commencement Certificate /Occupation Certificate/B.C.C. – Rs. 25 per page.

Issue of certified copies of Plans.- Rs.60/- per copy of plan.