

Pune Metropolitan Regional Development Authority

LIST OF DOCUMENTS FOR DEVELOPMENT PERMISSIONS

(For Fresh Proposal / Revised Proposal / Revised with additional area & F.S.I.)

Sr. No.	Documents	Page No.	If not applicable, give reasons
1	2	3	4
1.	<u>APPENDIX A - 1</u> Form for construction of Building Permission or Layout of Building / Group Housing.		
2.	FORM GIVING PARTICULARS OF DEVELOPMENT (PART OF APPENDIX A - 1 ITEM 4)		
3.	Form of Certificate to be signed by the Architect / Licensed Engineer / Structural Engineer / Supervisor employed by the Applicant.		
4.	FORM OF STATEMENT - 1 [Sr. No. 10 (a) (III)] Existing building to be retained		
5.	FORM OF STATEMENT - 2 [Sr. No. 10 (b)] Proposed Building		
6.	<u>APPENDIX A - 2</u> For subdivision of Land as plotted layout		
7.	FORM GIVING PARTICULARS OF DEVELOPMENT (PART OF APPENDIX A - 2)		
8.	<u>APPENDIX B</u> Form of Supervision		
9.	i) Latest 7/12 Extract / Property Register Card / Form No. II (in case of T.P.S.) ii) In case of latest 7/12 extract / property register card / Form No II (in case of TPS) showing amenity space / area under R.P. road handed over to Authority		
10.	Applicant / Developer / Land Owner's affidavit about ownership of land under proposal, it is not under acquisition & not encumbered. (on stamp paper of Rs.200/-)		
11.	Certified Measurement Plan issued by the Department of Land Record.		
12.	Google image showing land under development & its surrounding duly signed by Applicant / Land Owner / Developer.		
13.	Affidavit & Indemnity Bond regarding Urban Land (Ceiling & Regulation) Act, 1976.(on stamp paper of Rs.200/-)		
14.	Regional Plan remarks from office of the ADTP, Pune Branch, Pune.		
15.	Affidavit from Applicant / Developer / Land Owner for appointments of Architect, Structural Engineer & Supervisor. (on stamp paper of Rs.200/-)		
16.	Structural Stability Certificate of licensed structural engineer for additions of floors on existing building.		
17.	Title Search Report (For 30 years)		
18.	In case of Housing Society, NOC of all society members.		
19.	Allotment Letter of Society members		
20.	Certified Registered Power of Attorney (Certified by Sub - Registrar)		
21.	Water Assurance Certificate from Competent Authority / Grampanchayat		
22.	Civil Aviation NOC		
23.	Provisional / Final / Revised Fire NOC from Appropriate		

	Authority		
24.	Lift NOC		
25.	Environment Clearance (E.C.)		
26.	M.P.C.B. NOC		
27.	NOC from Railway Department.		
28.	NOC from Highway Authority		
29.	H.P.C.L. NOC		
30.	G.A.I.L. NOC		
31.	M.I.D.C. NOC		
32.	Explosive NOC		
33.	M.S.E.D.C.L. NOC		
34.	M.T.D.C NOC		
35.	Irrigation Department NOC (About HFL of river / water body)		
36.	NOC from Forest Department		
37.	NOC from Survey of India		
38.	NOC from Archeological Department		
39.	NOC from Defense Department		
40.	Collectors N.A. Order & Copy of sanction plans.		
41.	In case of revised proposal, copy of the demarcated layout from department of Land Record showing amenity spaces, co-ordination of existing adjacent layout roads and R.P/D.P roads.		

All the prescribed forms and information furnished above is duly & correctly filled in all respect.

Signature :

Signature :

Name & Address :
of Architect/Licensed Structural
Engineer / Engineer / Supervisor

Name & Address :
of Applicant /Land owner / Developer

Pune Metropolitan Regional Development Authority

LIST OF DOCUMENTS FOR PLINTH CHECKING

Sr. No.	Documents	Page No.	If not applicable, give reasons
1	2	3	4
1.	APPENDIX F - FORM FOR INTIMATION OF COMPLETION OF WORK UPTO PLINTH LEVEL		
2.	Collector's NA Order		
3.	Copy of the sanctioned plans		
4.	Structural Stability Certificate from Licensed StructuralEngineer.		
5.	F - 1 Certificate regarding Completion of work upto plinth level by the Architect,Licensed Structural engineer / Engineer/Supervisor		
	F - 2 Certificate regarding Completion of work upto plinth level by the Licensed Structural Engineer		
	F - 3 Certificate of Completion of work up to plinth level by the Architect,Licensed Structural Engineer /Engineer / Supervisor.		
6.	Environment Clearance (E.C.)		
7.	N.O.C. of Highway Authority		
8.	N.O.C. of M.S.E.D.C.L.		
9.	N.O.C. of M.P.C.B.		
10.	Photograph of construction		
11	Other required documents mentioned in commencement letter.		

All the prescribed forms and information furnished above is duly & correctly filled in all respect.

Signature :

Signature :

Name &Address :
of Architect /Licensed Structural
Engineer / Engineer / Supervisor.

Name & Address :
of Applicant /Land owner/Developer

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LIST OF DOCUMENTS FOR OCCUPANCY CERTIFICATE

Sr.No.	Documents	Page No.	If not applicable, give reasons
1	2	3	4
1.	APPENDIX H - FORM FOR COMPLETION CERTIFICATE		
2.	Collector's NA Order		
3.	Copy of the sanctioned plans		
4.	Copy of the Plinth Checking Certificate		
5.	Structural Stability Certificate from Licensed Structural Engineer.		
6.	H - 1 Completion Certificate by the Architect, Licensed Structural Engineer / Engineer / Supervisor.		
	H - 2 Completion Certificate by the Licensed Structural Engineer.		
	H - 3 Completion Certificate by the Architect, Licensed Structural Engineer / Engineer / Supervisor.		
7.	Copy of the final demarcated layout showing buildings, internal road, open spaces, amenity spaces, R.P. / D.P. roads etc. from department of Land Record.		
8.	Latest 7/12 Extract / Property Register Card / Form No. II (in case of TPS) showing amenity Space / area under RP road handed over to Authority.		
9.	Final Fire NOC from appropriate authority		
10.	Lift NOC from Competent Authority		
11.	Environment Clearance (E.C.) Certificate from M.P.C.B. a) Consent to operate b) Consent to establish		
12.	Rain Water Harvesting Compliance Certificate		
13.	Solar Energy System Compliance Certificate		
14.	Water Assurance Compliance Certificate from Competent Authority / Grampanchayat		
15.	Sewerage System Compliance Certificate from Licensed Engineer / Licensed Plumber		
16.	Tree plantation compliance certificate from Land Owner / Developer		
17.	Indemnity Bond for part Occupancy Certificate		
18.	Photographs of complete Building/ Buildings		
19.	Other required documents mentioned in commencement letter.		

All the prescribed forms and information furnished above is duly & correctly filled in all respect.

Signature :

Signature :

Name & Address :
of Architect / Licensed Structural
Engineer / Engineer / Supervisor.

Name & Address :
of Applicant / Land owner / Developer

LIST OF DOCUMENTS FOR PLINTH CHECKING

1.	APPENDIX F - FORM FOR INTIMATION OF COMPLETION OF WORK UPTO PLINTH LEVEL
2.	Collector's NA Order
3.	Copy of the sanctioned plans
4.	Structural Stability Certificate from Licensed Structural Engineer.
5.	F - 1 Certificate regarding Completion of work upto plinth level by the Architect,
	F - 2 Certificate regarding Completion of work upto plinth level by the Licensed Structural Engineer
	F - 3 Certificate of Completion of work up to plinth level by the Supervisor.
6.	Environment Clearance (E.C.)
7.	NOC of Highway Authority
8.	NOC of M.S.E.D.C.L.
9.	NOC of M.P.C.B
10.	Photograph of construction
11.	Other required documents mentioned in commencement letter.
12.	Copy of the demarcated layout from department of Land Record Showing amenity spaces, co-ordination of existing adjacent layout roads and R.P/D.P. roads.