



HYDERABAD METROPOLITAN DEVELOPMENT AUTHORITY
APPLICATION FOR CHANGE OF LAND USE UNDER SECTION 15 OF
THE HMDA ACT, 2008
(To be submitted in Duplicate)

To
The Metropolitan Commissioner,
Hyderabad Metropolitan Development Authority
Green Lands Guest House, Begumpet,
Hyderabad – 500 016.

Sir / Madam,

1. I hereby submit an application for change of land use from _____
use to _____ use in the site covered by Sy.Nos./ Pr.Nos. _____
of _____ (V), _____ (M) / District / Hyderabad _____
in accordance with section 15 of the Hyderabad Metropolitan Development Authority
Act, 2008.

2. The total extent of the site requested for change of land use is.

1) Sq.Mtrs _____.

2) Acres _____.

PART – A.

Technical Aspects

Documents submitted

- | | | | |
|---|---|---|---|
| 1. Land Use Certificate issued by HMDA, | <table border="1"><tr><td>Y</td><td>N</td></tr></table> | Y | N |
| Y | N | | |
| 2. In case site is located near any water body, Sketch to be submitted issued by the irrigation department showing the respective distance from the FTL boundary. | <table border="1"><tr><td>Y</td><td>N</td></tr></table> | Y | N |
| Y | N | | |
| 3. Photographs of the site and established BT approach road. | <table border="1"><tr><td>Y</td><td>N</td></tr></table> | Y | N |
| Y | N | | |
| 4. NOC from the Competent Authority, in case site is located in the vicinity of Gas pipe line. | <table border="1"><tr><td>Y</td><td>N</td></tr></table> | Y | N |
| Y | N | | |
| 5. NOC from the Defense Institutions in case the site is located within 500m Defense institution.(Military establishment / Defense Authority). | <table border="1"><tr><td>Y</td><td>N</td></tr></table> | Y | N |
| Y | N | | |
| 6. Locations Plans of site showing Surrounding developments / lands drawn to a metric scales
1:1000 surrounding roads, Electricity HTL / LTL lines, existing, Drainage, sewerage etc with 500 meters radius. | <table border="1"><tr><td>Y</td><td>N</td></tr></table> | Y | N |
| Y | N | | |
| 7. Site plan with detailed measurements of the site showing Topographical features and existing structure if any, on scale 1:100 | <table border="1"><tr><td>Y</td><td>N</td></tr></table> | Y | N |
| Y | N | | |
| 8. Copy of the approved layout plan if any of which the site forms a part. | <table border="1"><tr><td>Y</td><td>N</td></tr></table> | Y | N |
| Y | N | | |

Ownership aspects.

I. Ownership documents (Main in favour of applicant)

- | | | | |
|---|---|---|---|
| (1) Copy of registered sale deed. | <table border="1"><tr><td>Y</td><td>N</td></tr></table> | Y | N |
| Y | N | | |
| (2) Development Agreement of sale cum General Power of Attorney | <table border="1"><tr><td>Y</td><td>N</td></tr></table> | Y | N |
| Y | N | | |
| (3) Pattadar Pass Book / Title deed issued by Revenue authorities | <table border="1"><tr><td>Y</td><td>N</td></tr></table> | Y | N |
| Y | N | | |
| (4) Pahanies issued by Mandal Revenue Officer. | <table border="1"><tr><td>Y</td><td>N</td></tr></table> | Y | N |
| Y | N | | |

II. Link documents (in support of Main documents)

- | | | | |
|---|---|---|---|
| (1) If the sale transaction by way of purchase registered sale deed. | <table border="1"><tr><td>Y</td><td>N</td></tr></table> | Y | N |
| Y | N | | |
| (2) Proceedings of the Tahsildar / RDO concerned in regard to Mutation. | <table border="1"><tr><td>Y</td><td>N</td></tr></table> | Y | N |
| Y | N | | |
| (3) Pattadar pass book / title deed by Revenue Authorities. | <table border="1"><tr><td>Y</td><td>N</td></tr></table> | Y | N |
| Y | N | | |
| (4) Pahanies issued by Mandal Revenue Officer | <table border="1"><tr><td>Y</td><td>N</td></tr></table> | Y | N |
| Y | N | | |

III. Other documents:

- | | | | |
|--|---|---|---|
| (1) Encumbrance certificate last of 13 years. \ (Searching EC, covering all transactions with in last 13 years. | <table border="1"><tr><td>Y</td><td>N</td></tr></table> | Y | N |
| Y | N | | |
| (2) ORC issued by the RDO in case of Inam lands. | <table border="1"><tr><td>Y</td><td>N</td></tr></table> | Y | N |
| Y | N | | |
| (3) NOC issued by the Collector for alienation of land in respect of assignment to freedom fighters / Defence persons. | <table border="1"><tr><td>Y</td><td>N</td></tr></table> | Y | N |
| Y | N | | |
| (4) No objection certificate from MRO / Collector if the land under reference is recorded as Government land as per records available in HMDA. | <table border="1"><tr><td>Y</td><td>N</td></tr></table> | Y | N |
| Y | N | | |

IV. Land Ceiling Aspect:

- | | | | |
|--|---|---|---|
| (1) Notarized affidavit the core / peripheral area duly signed by the applicant. | <table border="1"><tr><td>Y</td><td>N</td></tr></table> | Y | N |
| Y | N | | |
| (2) No objection certificate from SO, ULC if necessary. | <table border="1"><tr><td>Y</td><td>N</td></tr></table> | Y | N |
| Y | N | | |
| (3) No objection certificate from the RDO concerned under AP Agriculture Land Ceiling Act, if the subject land is more than 25-00 acres of agriculture land. | <table border="1"><tr><td>Y</td><td>N</td></tr></table> | Y | N |
| Y | N | | |

All the documents to be attested by the Gazetted Officer:

- I. Prior to this Change of Land Use application, in case Change of Land Use is applied. Please mentioned File.No. _____ dt: _____

Y	N
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- II I will not claim the processing charges paid by me in case the information furnished by me are incomplete and incorrect and application is rejected.

Y	N
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Signature of Owner(S)

Name of Architect _____
Complete Mailing Address _____

Name of Owner(s) & _____
Complete Mailing Address _____

Phone No. _____

Phone No. _____

Notes :-

- Application should filled in complete shape in bold letters.
- The unrelated items to be striked out.
- Incomplete application will be rejected.

Along with Change of Land Use application the applicant has to pay 20% Processing Charges mentioned below, in the IOB, Extension Counter in HMDA premises in case above required documents are enclosed.

- | | | |
|-----------------------------------|------|---------------|
| 1. Upto 1 Acre | | Rs. 2,000/- |
| 2. Above 1 Acre to 5 Acres | | Rs. 5,000/- |
| 3. Above 5 Acres & Upto 10 Acres. | | Rs. 10,000/- |
| 4. Above 10 Acres upto 25 acres | | Rs. 20,000/- |
| 5. Above 25 Acres | | Rs.50,000/- |
| 6. Above 50 Acres | | Rs.1,00,000/- |

**ON RS.20/- NON-JUDICIAL STAMP PAPER DULY NOTARIZED
(AFFIDAVIT – PERIPHERAL AREA)**

I / we _____ S/o. _____

Age _____ Years, Occupation _____

R/o _____

do hereby solemnly affirm and state on oath as follows:

1. I / We hereby affirm / declared that I / We are the Owner / authorised persons of the property / site to be built up / developed.
2. I / We hereby affirm / declared that the site / plot / property boundaries and dimensions mentioned in the site plan / building drawing are correct and true.
3. I / We have not availed any exemption under G.O.Ms.No.733, Revenue Department, Dt.31.10.1988 and G.O.Ms.No.289 MA dt:1-6-1989 in any other site previously within HMDA limits.
4. And that the application for which CLU / Layout / Building Permission is sought for to an extent of _____ Acs / Sq.Mtrs in Sy.Nos / Pr.No. _____ Village _____ Mandal _____ District is within the ULC exemption in terms of G.O.Ms.No.733 Rev.of 1988 and the total land held does not exceed the ceiling limit held by the applicant or spouse and unmarried children.
5. I/We have not sold any other land nor has made any other application for such an exemption under the said G.O.
6. I/We hereby affirm / declare that the site / plot property applied for is not declared surplus under the provisions of U.L.C. Act, 1976.
7. I/We shall pay the necessary fees and charges leviable by HMDA under the HMDA Act, 2008.
8. I/We understand / are aware that condition may be imposed to while considering Change of Land Use under section 15 of Hyderabad Metropolitan Development Authority Act, 2008 and we assure to comply with the same.
9. I/We affirm / declare the we would undertake development / construction activity only after approval of building plan from Competent Authority and shall not violate the same.

Signature of the Deponent

Solemnly affirm and signed

in my presence this _____

Day of _____ 20

Signature of the Notary & Seal with
Register No.& Date