

II) CHECK LIST REQUIRED DOCUMENTS WHILE SUBMISSION OF CHANGE OF LAND USE PROPOSALS

1. **Site plan :** Site plan duly showing the boundary measurements along with existing road width and neighbouring survey numbers in true scale signed by Owner and Architect.
2. **Minimum approach road :**
 - a) 12.00 mts. BT road as per rule 4 (a) of Table-II (B2) for non High Rise buildings as per G.O.Ms.No.168 MA, dt.07.04.2012.
 - b) 9.00 mts BT road for solar power generation units as per G.O.Ms.No.5 MA, dt:07-01-2017.
3. **Location plan :** If the site is a part of survey number, the applicant has to show the site location in the Survey Numbers plan which is to be certified by the inhouse surveyor who are deputation to the HMDA.
4. **NOC from Irrigation & Revenue Dept. (in case of water body) :** If the site is 100 mts. distance from the water body and 50 mts. from the Nala, it requires NOC from Irrigation Dept. (not below the rank of E.E.) and Revenue Dept. (Collector / Joint Collector).
5. **OWNERSHIP DOCUMENTS:-** Mandatory ownership is to be established
 - I. **If land is purchased:** 1. Copy of registered sale deed.
 - II. **If land is inherited** -
 1. Copy of pattadar pass book and title deed
 2. Copy of mutation proceedings or extract of mutation register in case the land is transferred.
 3. Extract of latest pahani.
 - III. **If the land allotted by Governments (ceiling surplus lands etc)** - copy of allotment order / G.O. issued by the Government and subsequently proceedings issued by Revenue Department as indicated in the allotment order / G.O. & NOC from Dist. Collector as per G.O.Ms.No.474, dt. 23-08-2013.
6. Processing charges shall be paid along with CLU application as given below:

i.	Up to 1 Acre	-	Rs. 20,000/-
ii.	Above 1 Acre to 5 Acres	-	Rs. 50,000/-
iii.	Above 5 Acres and up to 10 Acres	-	Rs. 1,00,000/-
iv.	Above 10 Acres and up to 25 Acres	-	Rs. 2,00,000/-
v.	Above 25 Acres	-	Rs. 5,00,000/-
vi.	Above 50 Acres	-	Rs. 10,00,000/-

Along with application the applicant has to pay 50% of above charges and balance 50% charges shall be paid along with DC charges and Rs.2,00,000/- for publication charges in case of CLU only.