GREEN CHANNEL

HYDERABAD METROPOLITAN DEVELOPMENT AUTHORITY

APPLICATION CUM SCRUTINY FORM FOR LAYOUT APPROVAL

(U/S 18, 19 & 20 of the HMDA ACT, 2008)

To
The Metropolitan Commissioner,
Hyderabad Metropolitan Development Authority,
Tarnaka, Hyderabad – 500 007

PART - B

To be filled and certified by Document Auditor

Sir / Madam, **Date: dd.mm.yyyy**

I / We_____ s/o _____ hereby submit the **application cum scrutiny form for approval of Layout to carryout development** i.e., plotted layout development in the Site as per the details given below in accordance with Section 18, 19 & 20 of the Hyderabad Metropolitan Development Authority Act, 2008. The necessary enclosures pertaining to the ownership of the site and layout plans drawn to the scale etc. are submitted herewith. We are aware of the guidelines of the Green Channel and abide by the said provisions and request the HMDA to approve under Green Channel.

[1.Use CAPITAL LETTERS only 2. Fill in relevant information 3. Incomplete application will be rejected]

I	**DETAILS OF APPLICANT**[for correspondence]										
1	Name in full										
2	Whether the Applicant is Land Owner / Developer (Tick the applicable one)	Land Owner									
		Developer									
3	If the Applicant is Developer whether the copy of the Agreement of Land Owner and Developer is enclosed	YES									
		NO									
		NOT APPLICABLE									
4	S/o / W/o										
5	Door No./Flat No.										
6	Road/Street										
7	Village	Mandal									
8	City/ Town		PIN								
9	District										
10	Phone / Mobile No.										
11	e-mail										

II	DETAILS OF DEVELOPER / DOCUMENT AUDITOR / LICENCED ARCHITECT			
Sl. No.	**Name**	**License No.**	**Address with mobile No. & email**	**Signature**
1	Land Owner			
2	Developer			
3	Document Auditor			
4	Licensed Architect			

III	DETAILS OF THE LAND PROPOSED FOR LAYOUT APPROVAL				
1	Site Area	.....Hectares [.....Acs.....guntas]			
		.....Sq. M [.....sq.yds]			
2	Survey Nos.				
3	Village				
4	Mandal				
5	District				
6	Zone				
7	Locality / Nearest Land Mark				
8	Details of Permission (if any) sanctioned earlier **for the site u/r** and status on ground				
9	Details of Permission (if any) sanctioned earlier **neighboring to the site** and status on ground				

IV	OWNERSHIP DOCUMENTS (MAIN IN FAVOUR OF APPLICANT)				
S. No.	Details	Reg. No.	Date	Sy. No.	Extent
1	Copy of Registered Sale Deed				
2	Registered Development Agreement of sale cum General Power of Attorney				
3	Registered General Power of Attorney				
4	Pattedar Pass Book / Title deed issued by Revenue Authorities in favour of Sri……				
5	Pahanies issued by Mandal Revenue Officer Name of the Pattedar Sri……				
	Name of the Occupant Sri……				
6	No Protected Tenant Certificate				
7	Khasra Pahani				

V	LINK DOCUMENTS (in support of Main documents)				
S. No.	Details	Reg. No.	Date	Sy.No.	Extent
1	If the sale transaction by way of purchase registered sale deed in case of inheritance copy of pahani. Pahani for the year…… Name of the pattedar Sri……				
2	Proceedings of the Tahsildar / RDO concerned in regard to Mutation in favour of ……				
3	Pahanies issued by Mandal Revenue Officer Name of the Pattedar Sri……				
	Name of the Occupant Sri……				

VI	OTHER DOCUMENTS				
S. No.	Details	Name	Document No. / Proc. No.& date	Sy. No.	Extent
1	Encumbrance certificate for the last 13 years.				
2	Land Conversion certificate from the authorities concerned				

3	Legal heir certificate issued by the concerned authorities if necessary.				
4	ORC issued by the RDO in case of Inam lands.				
5	Registered will deed / gift deed / family settlement deed /Partition deed etc. mentioned in the main or link document				
6	NOC issued by the Collector for alienation of land in respect of assignment to freedom fighters / Defence persons				
7	No objection certificate from MRO / Collector if the land under reference is recorded as Government land as per records available in HMDA.				
8	Any court orders if necessary OS. No. Name of the pattedar Brief history of the case				

VII	**LAND CEILING ASPECT**		
S. No.	Details	Yes	No
1	Notarized affidavit the core / peripheral area duly singed by the applicant.		
2	If the applicant is GPA holder the affidavit should be filled by the original owner in addition to the applicant.		
3	No objection certificate from SO, ULC if necessary If partly affected, location sketch from Mandal Surveyor with clear demarcation of the site.		
4	No objection certificate from the RDO concerned under AP Agriculture Land Ceiling Act, if the subject land is more than 25 Acres of agriculture land.		

VIII	LAND OWNERSHIP INFORMATION							
	(Based on I to IV, the details are tabulated as follows)(If required submit this in a separate sheet)							
S. No.	Doc. No. & Date	Status	Vendor	Vendee	Sy. No. / Plot No./ H. No.	Extent (in Sq. m)	Schedule of boundaries	
							E	
							S	
							W	
							N	
							E	
							S	
							W	
							N	
							E	
							S	
							W	
							N	
							E	
							S	
							W	
							N	
							E	
							S	
							W	
							N	

IX	FINAL REMARKS OF THE DOCUMENT AUDITOR REGARDING OWNERSHIP (The document auditor shall clearly specify his remarks based on the documents verified duly stating the eligibility to consider the ownership for the approval of the Layout)

X	C E R T I F I C A T E BY DOCUMENT AUDITOR

Certified that the copies of the documents filed by the applicant Sri._____ S/W/o _____ Resident of _____

_____have been verified with reference to the Government Lands Register, U.L.C. Lands Register covered by the lands taken over possession by the Government under Sec. 10(6) of the U.L.C. Act and the aspect of eligibility under A.P.C.O.A.H. Act 1973 and found that the land does not come under any above land classifications.

On scrutiny of the documents submitted by the applicant, it is found that the applicant holds title / valid legal document to take up this Project over an extent .....and it is found correct with reference to the documents submitted. I am aware that I am liable for action in case of any suppression / misrepresentation of facts on ownership aspect and HMDA can cancel my license as 'Document Auditor' and initiate further action.

1	**Name of the Document Auditor**	
	License No. issued by HMDA	
	Address	
	Phone:	
	Signature of the Document Auditor	
2	**Name of the Land Owner**	
	Address	
	Phone	
	Signature of the Land Owner	
3	**Name of the Developer**	
	Address	
	License No. issued by HMDA	
	Phone	
	Signature of the Developer	

XI	**MANDATORY ENCLOSURES** **To be submitted along with the Application cum Scrutiny Form for Layout Approval)**			
Sl. No.	DOCUMENT DETAILS	Required/ Not required	Submitted	Not submitted
1	Application for Layout Approval signed by the Owner, Developer, Document Auditor, Architect.			
2	Ownership Documents			
	Pattadar Pass Book			
	Title Deed issued by Revenue Authority *(Attested by Gazetted Officer)*			
3	Link Documents *(Attested by Gazetted Officer)*			
4	Pahanies issued by the Revenue Authority			
5	Latest Encumbrance Certificate issued by Registration Department covering last 13 years			
6	Registered Development Agreement of Sale cum General Power of Attorney			
7	Membership letter issued by Bar Council			
8	Licence copy of the Document Auditor issued by HMDA			
9	Certificate by the Document Auditor			
	PLANS			
1	Location Plan (scale 1:1000) of the site and surrounding developments / lands showing surrounding roads, electricity lines of HTL/LTL, Existing Drainage, Sewerage etc. within 500m radius of the site.			

2	Proposed Layout Plans (scale 1:600) (1 Ammonia Print) duly signed by Land Owner, Developer, Architect			
3	Revenue Sketch issued by Revenue authority, if the site is part of S. Nos.			
	NOCs			
1	NOC from the Revenue Department under the Andhra Pradesh Agricultural Land (Conversion for Non-Agricultural Purpose) Act, 2006			
2	NOC from Revenue Department in case of lands abut Water bodies, Water courses & nalas with sketch plan with measurements. (wherever required)			