



FORM-I
(Permission for Development under Section 16 of the ODA Act)
COMMON APPLICATION FORM

For Office Use:

1. File No. _____

2. Date _____

3. Details of Payment:
Amount _____ Challan No. _____ Date _____

4. Signature of the Receiving Officer _____

To be filled by the applicant:

Date of application _____

Address of the Project:

1. Revenue Village _____

2. Tehsil/ULB Name _____

Location of the Project: 1. Latitude _____ 2. Longitude _____

PART I: GENERAL INFORMATION

1.1 Details of the Applicant

- 1. Name _____
- 2. Postal Address _____

- 3. Mobile No. _____
- 4. E-Mail Id _____
- 5. Registration Number / License Number along with date of issue _____
- 6. Valid up to _____

1.2 Details of the Land Owner

1. Name of the land Owner(s) _____
2. Relationship with Recorded Tenants (Khatadars) _____
3. Postal Address _____
4. Mobile No _____
5. E-Mail Id _____

1.3 Details of Recorded Tenants (as per RoR)

1. Name of the Recorded Tenant _____
2. Postal Address _____
3. Mobile No _____
4. E-Mail Id _____

If the recorded tenant is not alive then details of legal heirs to be mentioned below:

1. Name of Legal Heir(s) _____
2. Postal Address _____
3. Mobile No _____
4. E-Mail Id _____

1.4 Details of General Power of Attorney (GPA) holders, if any

1. Name of the GPA Holder _____
2. Relationship with the land owner(s) _____
3. Details of Power of Attorney
 No. _____ Date _____
 Valid up to(date) _____
4. Postal Address _____

- 5. Mobile No _____
- 6. E-Mail Id _____

1.5 Details of Technical Persons including Architects, structural engineers etc

1.5.1 Architects

- 1. Name _____
- 2. Postal Address _____

- 3. Mobile No. _____
- 4. E-Mail Id _____
- 5. Details of the Registering / Licensing Authority _____
- 6. No. and Date of Registration / License _____
- 7. Valid up to _____

1.5.2 Structural Engineer

- 1. Name _____
- 2. Postal Address _____

- 3. Mobile No. _____
- 4. E-Mail Id _____
- 5. Details of the Registering / Licensing Authority _____
- 6. No. and Date of Registration / License _____
- 7. Valid up to _____

1.5.3 Electrical Engineer

- 1. Name _____
- 2. Postal Address _____

3. Mobile No.

4. E-Mail Id

5. Details of the Registering /
Licensing Authority

6. No. and Date of Registration /
License

7. Valid up to

1.5.4 PH Engineer

1. Name

2. Postal Address

3. Mobile No.

4. E-Mail Id

5. Details of the Registering /
Licensing Authority

6. No. and Date of Registration /
License

7. Valid up to

1.5.5 Site Supervisor

1. Name

2. Postal Address

3. Mobile No.

4. E-Mail Id

5. Details of the Registering /
Licensing Authority

6. No. and Date of Registration /
License

7. Valid up to _____

1.5.6 Any other, specify _____

1. Name _____

2. Postal Address _____

3. Mobile No. _____

4. E-Mail Id _____

5. Details of the Registering /
Licensing Authority _____

6. No. and Date of Registration /
License _____

7. Valid up to _____

PART II –BASIC DETAILS OF THE PROJECT

2.1 Project type	<i>For Office Use Only</i>
<i>Please tick mark in the relevant checkbox below:</i> <input type="checkbox"/> New Development (Building) <input type="checkbox"/> New Development (Site Layout/ Subdivision Layout) <input type="checkbox"/> Addition / Alteration <input type="checkbox"/> Renewal <input type="checkbox"/> Revalidation	
2.2 Project Category	<i>For Office Use Only</i>
<i>Please tick mark in the relevant checkbox below:</i> <input type="checkbox"/> G to G+3 <input type="checkbox"/> Apartment <input type="checkbox"/> G+4 and above <input type="checkbox"/> Group housing <input type="checkbox"/> Multi-storeyed residential <input type="checkbox"/> Commercial <input type="checkbox"/> Institutional <input type="checkbox"/> Industrial <input type="checkbox"/> Public-semi-public <input type="checkbox"/> Others _____ <i>(Please specify)</i>	

2.3 Project Component	<i>For Office Use Only</i>
Please tick mark in the relevant checkbox below: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Institutional <input type="checkbox"/> Industrial <input type="checkbox"/> Public-semi-public <input type="checkbox"/> Others _____ (Please specify)	
2.4 Total Area covered in all floors _____ (in sq. meters)	<i>For Office Use Only</i>
2.5 No. of Floors _____	<i>For Office Use Only</i>
2.6 No. of dwelling units _____	<i>For Office Use Only</i>

PART III – LAND DETAILS

3.1 Land Details	<i>For Office Use Only</i>
1. Name of Mauza/ Revenue Village _____	
2. Khata No _____	
3. Plot No _____	
4. Area (in acres / sqm) _____	
5. Kisam _____	
6. If mutation not done, then details of sale deed	Sale Deed No. _____ Date _____
Area under Possession (in sq. meters) _____	
3.2 Whether the plot/site is part of an approved layout/Town Planning scheme / Development Schemes	<i>For Office Use Only</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, details thereof:	

	(i) Date of Approval / Permission _____	
	(ii) Approval / Permission No. _____	
	(iii) Whether map enclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3.3	Site Plan (to be given on revenue plan along with the layer of Development Plan) provided or not? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3.4	Indicate Tenancy of land <input type="checkbox"/> Leasehold <input type="checkbox"/> Freehold <input type="checkbox"/> Others _____ (Please specify)	
3.5	If on lease, share details of lease (i) Name of the lessor _____ (ii) Purpose of lease _____ (iii) Duration of lease _____ (iv) Any other, please specify _____	

PART IV – PLANNING DETAILS

SI No.	Parameters	Description	For Office Use Only
4.1	Land use, applied for		
4.2	Land use, as per Development Plan		
4.3	Land use, as per Layout / Town Planning Scheme / Development Scheme		For Office Use Only
4.4	Permissibility of the Land use applied	<input type="checkbox"/> Permissible <input type="checkbox"/> Permissible on special conditions <input type="checkbox"/> Not Permissible	

4.5	Dwelling Units per Acre (for projects having residential components)		
4.6	Whether, plot affected by development plan (Development plans roads and drains)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>a. If yes, whether affected portions have been surrendered to Government or Authority or Local Authority by way of gift deed? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. If yes, give details:</p> <p>(i) Name and Details of Agency to whom the land has been surrendered- _____ _____ _____</p> <p>(ii) Deed Number _____</p> <p>(iii) Date of execution of Deed _____</p> <p>(iv) Description _____ _____</p>			

PART V – BUILDING PARAMETERS

S no.	Category	As per Norms	Proposal	As per Approved Plan	<i>For Official Use Only</i>
5.1	Basement Area, if any				
5.2	Stilt/ Ground Floor Area				
5.3	1 st Floor Area				
5.4	2 nd Floor Area				
5.5	3 rd Floor Area				
5.6	4 th Floor Area				
5.7	Multi-storeyed (No. of Storeys)				

5.8	Society Room				
5.9	Set Backs				
	Front Setback				
	Rear Setback				
	Side 1 Setback				
	Side 2 Setback				
5.10	FAR				
5.11	Parking (in sqmt)				
5.12	Height (in mt)				
5.13	No of staircases				
5.14	Distance from farthest point of corridor to staircase				
5.15	Minimum height of floors				
5.16	Light and Ventilation shaft				
5.17	Courtyard size and area (in sq. meter)				
5.18	Approach gradient to basement/stilt				
5.19	Minimum opening area of window, door and ventilator for lighting/ventilation (in sq. meter)				
5.20	No. of lifts				
5.21	No. of Recharging pits/Size of pits				
5.22	No. of Gates and size				

PART VI – OTHER PLANS RELATED TO BUILDING PLAN

Sl. No.	Parameters	Whether given in the Building Plan or not?	<i>For Official Use Only</i>
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6.1	All floor plans	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6.2	Elevations	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6.3	Area Statement	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6.4	Structural Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6.5	Foundation Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6.6	Septic Tank and Soak pit location	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6.7	Ground water recharging point	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6.8	Drain Section	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6.9	Water Safety Provisions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6.10	Fire Safety Provision Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6.11	Plumbing plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6.12	Electric Supply Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6.13	Schedule of Doors, windows and Openings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6.14	Minimum distance between blocks / buildings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6.15	Any other provisions, specify	<hr/> <hr/>		

PART VII – UTILITIES

7.1 Roads/pathway		<i>For Official Use Only</i>	
7.1.1 Width of internal roads proposed / category/hierarchy (<i>in metre</i>)			
7.1.2 Internal roads	Length		
	Area		
7.1.3 Internal pathways (<i>in metres</i>)	Length		
	Width		
	Area		
7.3 Water supply		<i>For Official Use Only</i>	
7.3.1 Water consumption demand per day requirement @ 135 LPCD			

7.3.2 Drinking Water facility (whether Municipal/public water supply is available)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7.3.3 Ground water extraction to be done on site	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7.2 Drainage		<i>For Official Use Only</i>
7.2.1 Width of internal drains (<i>in metre</i>)		
7.2.2 Length of internal drains (<i>in metres</i>)		
7.2.3 Location of drain system and drain outfall (<i>please show in site plan drawing</i>)		
7.4 Sewerage		<i>For Official Use Only</i>
7.4.1 Total quantity of waste water generated (<i>in MLD</i>)		
7.4.2 On-site treatment (Septic tank/soak-pit)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, Size of septic tank/soak pit (length X breadth, Area in sq. meter)		
7.4.3 STP provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, Capacity of STP (<i>in MLD</i>)		
7.4.5 Treated Sewerage disposal outfall point (show in drawing-site plan)		
7.5 Electricity		<i>For Official Use Only</i>
7.5.1 Total electricity consumption proposed (in KV)		
7.6 Solid Waste Management		<i>For Official Use Only</i>
7.6.1 Total solid waste generation (in Quintals/day)		
7.6.2 Solid waste disposal location (show in drawing-site plan)		
7.6.3 Provision for Composting	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7.7 Proposed Open Spaces Area (In sq mts)		<i>For Official Use Only</i>

PART VIII – EXTERNAL INFRASTRUCTURE PROVISIONS

8.1 Connecting Road		To be filled in by the applicant	For Official Use Only
8.1.1 Present Status			
(a) Whether connectivity to the site is through an existing road?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
(b) If yes, Width of access road to site (<i>in feet</i>)		Minimum	
		Maximum	
(c) Whether connected to existing CDP Road		<input type="checkbox"/> Yes <input type="checkbox"/> No	
(d) Nature of existing road		<input type="checkbox"/> Kutcha <input type="checkbox"/> Murrom	
		<input type="checkbox"/> Metalled <input type="checkbox"/> Blacktop	
		<input type="checkbox"/> Concrete	
(e) Status of existing approach road		<input type="checkbox"/> Public <input type="checkbox"/> Private	
		<input type="checkbox"/> Others, Please Specify _____	
8.1.2 Proposed Improvements			
(a) Widening of the Road			
(b) Upgradation of the nature of the road			
(c) Enclosed detailed drawings for proposed improvements		<input type="checkbox"/> Yes <input type="checkbox"/> No	
8.1.3 Whether site located at or near road junction?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, distance from junction (<i>in meters</i>)			
8.2 Drainage			For Official Use Only
8.2.1 Present Status Major drainage channel if any (<i>show location on map</i>)			
(a) Whether, road side public drain exists?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
(b) If yes, give details	Width and depth of the drain (<i>in meters</i>)	Width	
		Depth	

	Nature of the drain	<input type="checkbox"/> Earthen <input type="checkbox"/> Masonry <input type="checkbox"/> Concrete <input type="checkbox"/> Any other <i>Please mention _____</i>	
	Whether, connected to any public drainage network for outfall?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Whether, map indicating the road side drain and its alignment and connection with public drain network submitted or not?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(c) If no, give details	Distance from nearest drain, which is connected to public drainage network for outfall (<i>in meters</i>)		
	Feasibility to connect	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8.2.2 Proposed Drainage Plan			
(a) Improvement of the existing drains	Widening and Deepening of the drain	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Upgradation of nature of the drain (<i>indicate the type of upgradation</i>)		
(b) Construction of New Drain for connection	Length (<i>in meters</i>)		
	Width (<i>in meters</i>)		
	Depth (<i>in meters</i>)		
	Nature	<input type="checkbox"/> Earthen <input type="checkbox"/> Masonry <input type="checkbox"/> Concrete <input type="checkbox"/> Any other <i>Please mention _____</i>	
8.3 Water supply			<i>For Official Use Only</i>
8.3.1 Whether source of public water supply available at site or not?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
8.3.2 If yes, provide details	Type	<input type="checkbox"/> Municipal <input type="checkbox"/> Rural	
	Revenue Village		
	Accessible distance from site		

8.3.3 If no, plans for water supply at site	<input type="checkbox"/> Ground Water <input type="checkbox"/> New supply line from distant public source	
8.3.4 In case of new pipe line or ground water coverage, estimates, drawings and layout plans submitted as a part of building plan or not?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

8.4 Sewerage			<i>For Official Use Only</i>
8.4.1 Whether, site connected to public Sewerage network		<input type="checkbox"/> Yes <input type="checkbox"/> No	
8.4.2 if yes, provide details of the accessible sewerage drain	Type of Drain	<input type="checkbox"/> Earthen <input type="checkbox"/> Masonry <input type="checkbox"/> Concrete <input type="checkbox"/> Any other <i>Please mention _____</i>	
	Size of Drain (Width X Depth) in meters		
	Accessible distance from site		
8.4.3 If no, describe method of disposal of sewerage waste.			
8.4.4 Whether, drawing and layout plans depicting the sewerage disposal methodology has been provided or not?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
8.5 Electricity			<i>For Official Use Only</i>
8.5.1 Presence of grid station / electricity distribution line for drawing electricity to the site		<input type="checkbox"/> Yes <input type="checkbox"/> No	
8.5.2if yes, location and type of grid station (<i>show location on map</i>) and distance (<i>in Kms</i>)	Location		
	Capacity (<i>in KV</i>)		
	Accessible Distance from site (<i>in meters</i>)		

8.5.3 if no, what is the plan for drawing electricity to site?		
8.5.4 In case of requirement of new electric supply line or grid station; whether estimates, drawings and layout plans submitted as a part of building plan or not?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8.6 Solid Waste Management		<i>For Official Use Only</i>
8.6.1 Whether primary transfer station for solid waste available in vicinity to site or not?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8.6.2 If yes, provide details Location of primary transfer station <i>(show location on map/distance in metres)</i>	Location	
	Distance (in meters)	
8.6.3 If no, what is the plan for solid waste management?		
8.6.4 In case of requirement of new primary transfer station; whether estimates, drawings and layout plans submitted as a part of building plan or not?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

PART IX – SPECIAL PROVISIONS

9.1 Rainwater harvesting		
9.1.1 Whether, the plot area is 300 square meters or above?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9.1.2 if yes, whether provision for rain water harvesting has been provided in the building plan or not?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9.1.3 If yes, please provide the details below		
(a) No of recharge pits /recharge wells /surface reservoirs on site		
(b) Size of recharge pits/recharge wells /surface reservoirs on site		
(c) Quantity of water percolation		
(d) Detailed Schematic plan and drawing provided in building plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9.2 Green Building certification (provide details of certification and rating)		
9.2.1 Whether Green Building certification being proposed or not	<input type="checkbox"/> Yes <input type="checkbox"/> No	

9.2.2 if yes, give details		
a. Protocol being proposed (GRIHA / LEED / IGBC / Any other, please specify)	<input type="checkbox"/> GRIHA <input type="checkbox"/> LEED <input type="checkbox"/> IGBC <input type="checkbox"/> Other Please Specify _____	
b. Rating being proposed under the above protocol		
c. Details of the consultant engaged for the purpose		
9.3 Solar Water heating system		
9.3.1 Whether, the plinth area of proposed building having 200 square meter or more	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9.3.2 If yes, provide details		
a. Roof area covered by solar panels (in sq meter)		
b. No of panels provided		
c. Capacity (<i>in litres per day</i>)		
9.4 Off Grid / Grid connected Solar Roof top System		
9.4.1 Whether, the plinth area of proposed building is more than 300 square meter	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9.3.2 If yes, provide details		
a. Roof area covered by solar panels (in sq meter)		
b. No of panels provided		
c. Amount of electricity production per day in KW		
9.5 Affordable Housing Provisions – To be filled up in cases of residential projects on plot sizes of more than 2000 sq. meters		
9.5.1 Total Built up area of the project in square meters		
9.5.2 EWS Housing		
a. Mandatory provisions of reservation for EWS @ 10% of Built up Area		
b. No. of EWS Units Proposed		
c. Built up area under EWS (in sq meter)		
d. Built up area under EWS (in percentage)		
9.5.2 LIG Housing		
a. No. of LIG Units Proposed		
b. Built up area under LIG (in sq meter)		

c. Built up area under LIG (in percentage)		
I hereby declare that the above mandatory EWS and LIG housing is proposed within the site premises and part of the building structure submitted for approval to the authority. (Tick the box for undertaking.)	<input type="checkbox"/>	
9.6 Any other (provide details)		

PART X – SPECIAL CLEARANCES

10.1 Security Clearance				
10.1.1	Whether the Project is within 200 meters of notified Strategic Building	<input type="checkbox"/> Yes <input type="checkbox"/> No		
10.1.2	If yes, (a) Name of the Strategic Building			
	(b) Distance from the Strategic Building (in meters)			
10.2 Archaeological Survey of India (ASI) Clearance				
10.2.1	Whether the project is located within 300meter of National Protected Monument	<input type="checkbox"/> Yes <input type="checkbox"/> No		
10.2.2	If yes, (a) Name of the Monument			
	(b) Distance in meters			
10.3 National Highway Authority (NHA) Clearance				
10.3.1	Whether the project requires direct access from NH maintained by NHA	<input type="checkbox"/> Yes <input type="checkbox"/> No		
10.3.2	If yes, name and no. of the National Highway			
10.4 Airport Authority of India Clearance				
10.4.1	Whether height of the proposed building is 30 meter and above	<input type="checkbox"/> Yes <input type="checkbox"/> No		
10.4.2	If Yes, Give height of the building in meters from Mean Sea Level (MSL)			
10.5 Environmental Clearance				
10.5.1	Whether the Project requires Environmental Clearance as per detailed Notification of MoE&F, Government of India	<input type="checkbox"/> Yes <input type="checkbox"/> No		
10.5.2	If yes, (a) Parameter for Clearance			
	(b) Total built up area			

PART XI - CHECKLIST OF DOCUMENTS TO BE ATTACHED

Description of the Documents		
11.1 Application form duly filled in and signed	<input type="checkbox"/>	Submitted
11.2 Scrutiny fee challan copy	<input type="checkbox"/>	Submitted
11.3 Self-signed Xerox copies of ownership documents	<input type="checkbox"/>	Submitted
11.4 Copy of certificate of registration of Architect/Engineers/Builder-Developer	<input type="checkbox"/>	Submitted
11.5 Four copies of plan giving details as prescribed in the application form	<input type="checkbox"/>	Submitted
11.6 Affidavit in original in prescribed format	<input type="checkbox"/>	Submitted
11.7 Two photographs of the site	<input type="checkbox"/>	Submitted
11.8 Any other enclosure as per specific requirement of the case	<input type="checkbox"/>	Submitted

Part XII –Declaration				
<input type="checkbox"/>	I hereby acknowledge and declare that the above information is true to the best of my knowledge and submitted in accordance with the Development Plan and Building Control Regulations related with Central and State Government and its subsequent amendments. (Tick in the box on the left column)			
	Name & Designation	Signature/Digital	Date	Place
Owners				
Authorised Person				

PART XIII –FOR OFFICIAL USE ONLY					
Details of the Authorised Officers	Name	Designation	Signature	Date	Remarks, if any
Application Receiving Officer					
Land Details and Documentation Verification Officer					
Engineering Officer					
Planning Officer					
Approving Officer					