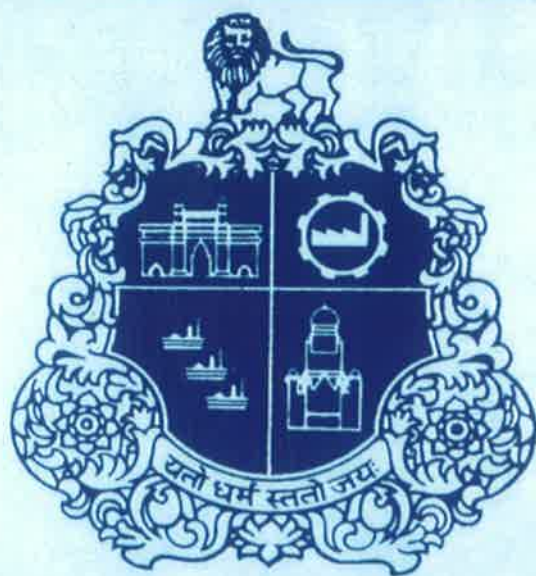


# Brihan Mumbai Mahanager Palika



## Building Proposal Manual

(First Revision - 1997)

Printed by



Practising Engineers Architects and  
Town Planners Association (India)

4 & 5, Nagree Terraces, Sonawala Aglary Marg, Mahim (W) Mumbai - 400 016, INDIA.  
Tel.: 2444 5998 • 2444 2897 • Fax : 2444 2983 • E-mail : peataindia@rediffmail.com  
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## COMMITTEE FOR PREPARATION OF MANUAL, YEAR 1988.

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Shri. S.H. Bhende	Ex. Engr. Productivity.
Shri. J.P. Ranadive	Sub Engr. (B.P.).
Shri. S.B. Dalvi	E.E.(P) to C.E.

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Shri. J.S. Sane	E.E.P to Dir(E.S.& P)
Shri. S.N. Thatte	E.E.(D.P)
Shri. M.Y. Potdar	E.E.(BP) R & R
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Shri. Jayant Vaidya	Jt. Hon. Secretary PEATA.
Shri. Manoj Daisaria	Jt. Hon. Secretary PEATA.
Shri. Ajit Khatri	Hon. Treasurer PEATA.

# Brihan Mumbai Mahanager Palika



## Building Proposal Manual

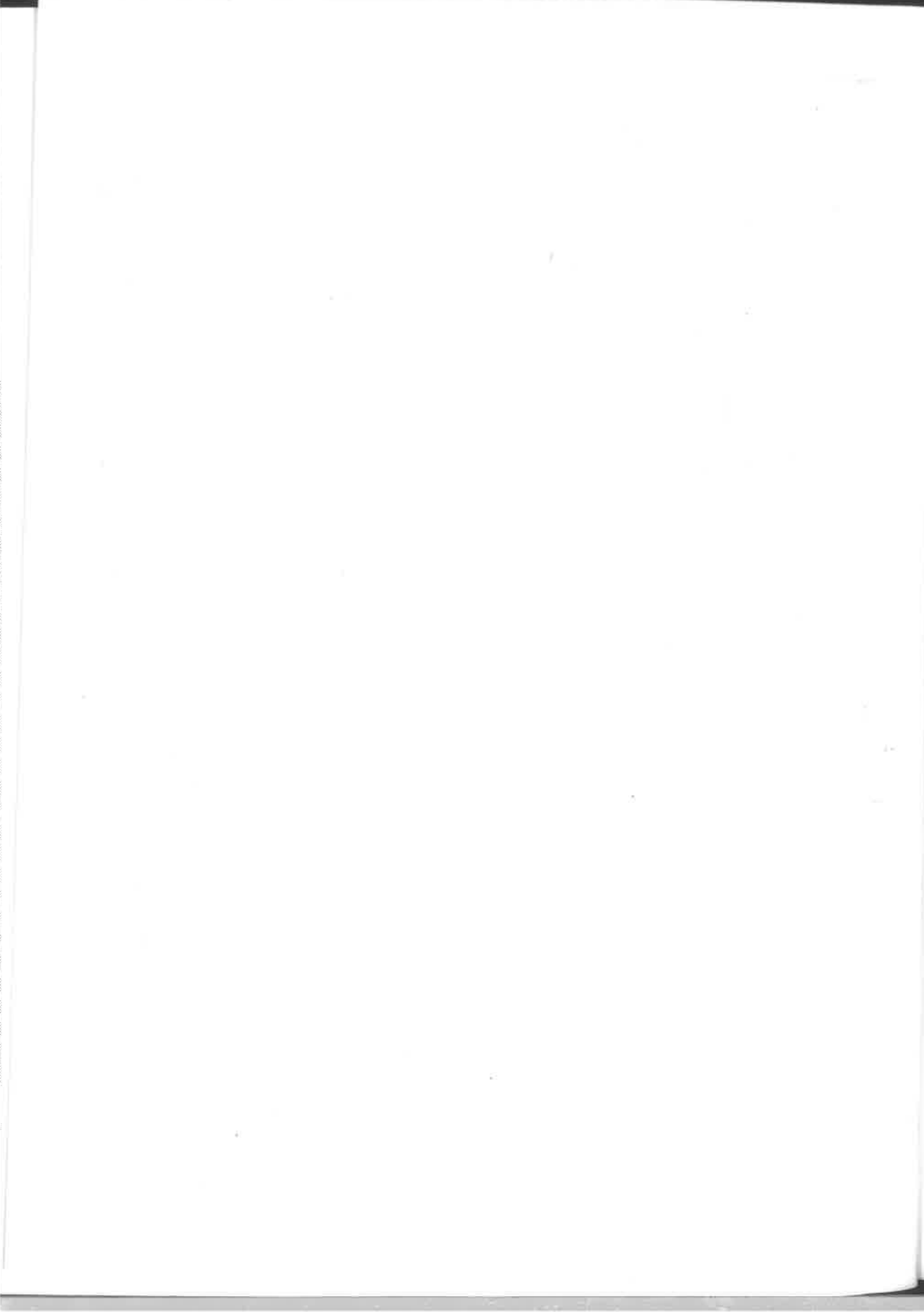
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FOUNDED IN 1965

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Tel: 2444 5998 • 2444 2897 • Fax: 2444 2983 • E-mail: pentaindia@rediffmail.com  
Website: www.pentaindia.org



**GIRISH GOKHALE**  
MUNICIPAL COMMISSIONER



OFFICE OF THE  
MUNICIPAL COMMISSIONER  
MUMBAI  
Tel. : 262 05 25 (P)  
: 262 02 51 EXT. 3109 (O)  
Fax : 91-22-2655927

## **F O R E W O R D**

The First Manual of Building Proposal Department was published in February 1988 in order to cater to the requirement of codification of procedure, policies, levels of delegated powers and allied requirement as a sort of standing order imparting guidance to officers, architects and general public during the terms of erstwhile Commissioner Shri. S.S. Tinaikar.

The need for such documentation is imperative and need be hardly stressed in the era of conflicting interest of different sections of the society to be equitably reconciled by the administration in discharge of their statutory functions.

The approval of building plans is an extremely daunting task to be undertaken by administration which is more than often exposed to the allegations of adhocism, favoritism and misuse of powers. Ever increasing tendency of public to resort to litigations renders it to be a difficult task. Hence the manual as amended will serve a purpose of bringing about transparency, in the function of the department and as guide if followed imparts a prima facie solace and security to those who administer the statutory duty refuting such allegations.

In the present circumstances requiring expeditious disposal of all building proposals due to evolution of various rebuilding and redevelopment programmes of the city undertaken under various schemes declared by the Government of Maharashtra, the Manual will be a handy tool in its fruition.

As prescribed in earlier manual after passing of New D.C. Regulations in 1991 the amendments were due which required considerable changes and codification of interim measures devised by circulars.

It is heartening to know that Representatives of Practising Engineers, Architects and Town Planners Association as well as the officers of the Corporation have jointly worked on the amendment as prescribed. This indicates the role of authority as facilitator and friend rather than an impediment.

I thank the office bearers of P. E. A. T. A. and congratulate my Engineers in producing timely and appropriate amendments with updating the manual in a simple readable manner which will go in a long way to serve the purpose.

MUMBAI.  
27th May 1997.

  
(GIRISH GOKHALE)

MUNICIPAL COMMISSIONER FOR GREATER  
MUMBAI.







## **F O R E W O R D**

The need for modification of administrative procedures, policies which the Building proposals Department of Municipal Corporation of Greater Mumbai has been following, was felt strongly, not only for the benefit of the Officers working in this Department but also for the Architects and Engineers who submitted the building plans for approval. As the land values soar and 'price of built-up accommodation and real estate shoots, there is inevitable conflict between the builders who like to exploit every square meter of land, on the one hand, and, on the other, the public authorities who are required to ensure that the city develops in an orderly manner and buildings provide accommodation with good ventilation and light.

In our City, the land values have soared to a level higher than or at least equal to those which prevail in some of the most advanced Cities of the developed countries. This windfall to the property owners which gave an abnormally high value for every square meter of built-up space, cast on the authorities scrutinizing building proposals extraordinary responsibility to scrutinize carefully the proposal so that no undue benefits are derived by the property owner. The requirements imposed by different laws and different authorities, each sometimes functioning independently of the other, led to a vicious circle resulting in the inevitable delay and mutual suspicion between those who sought building permission and those whose duty it was to impose all the regulations very strictly. This reached a stage where on account of mutual suspicion, the atmosphere was not conducive to a responsive and good civic administration. The working of a Department like Building Proposals Department is comparable to a highly complicated machine or engine, whose internal relationship between several parts, their interdependence, as also mutual exclusiveness, are not known to the outsiders who are interested only in the final quick result on demand.

I therefore, felt that the performance of this machine could be improved if those who are affected by its working, as well as those who are responsible for its operation, make a joint effort to overhaul it, test the several parts by separating them out and by Re-assembling them, after their usefulness in the entire system is proved. The representatives of Architects and Engineers, who have organized themselves in an Association called "Practising Engineers, Architects & town Planners' Association", showed keenness to join the Building Proposals Department of Municipal Corporation in undertaking such an effort in mutual interest and have produced this manual.

This manual presents in a tabular or graphic form the various authorities and their representative functions, clear demarcation of responsibilities between those authorities, the requirements of a building proposal and the processes through which it has to pass, and most important, the time limit within which these processes must be completed by different authorities. A conference or opportunity to discuss with the Architect, in order to get clarification or explanation, on a Pre-determined date, is now provided, in order to remove objections which can be settled across the table, or to eliminate misunderstanding, or, better still, getting clarification on issues which can be understood only by discussion. I have no doubt that this process will eliminate delay, promote better understanding in the minds of the people at large and ensure conformity with regulations that are required to be understood by all.

I thank, the representatives of PEATA and congratulate my Engineers for producing this manual in a simple and readable form.

Sd/-

(S. S. Tinaikar)

26th January, 1988.

MUNICIPAL COMMISSIONER FOR GREATER MUMBAI

---

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

No : CHE/124/BPC/GEN. of 31-5-1997

Office of the  
Chief Engineer  
Development Plan  
4th Floor, Extn. Bldg,  
Mahapalika Marg,  
Fort, Mumbai-400 001.

The President,  
Practising Engineers Architects  
and Town Planners Association,  
306, Vikas, 3rd floor,  
11, Nyayamurty G.N. Vaidya Marg,  
(11, Bank Street), Mumbai-23.

**Sub : Printing of Building Proposal Manual**

Sir,

Please refer to your letter dated 7th April, 1997, addressed to Director (Engineering Services & Projects).

The Municipal Administration is thankful for the kind gestures shown by the P.E.A.T.A. to print the above manual at their cost as a courtesy and forwarded 100 copies of the printed revised manual for Municipal use on complimentary basis. I have by direction to inform you that your proposal is accepted and you may now take further necessary action for getting print the revised Building Proposal Manual. A copy of approved manual is enclosed herewith for doing the needful in the matter.

Yours faithfully,

Sd/-  
**DY. CHIEF ENGINEER**  
(DEVELOPMENT PLAN) (I)



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## CHAPTER - I

### PRELIMINARY

#### 1.1 WHY?

- 1.1.2** The Municipal Corporation of Greater Mumbai is a statutory authority regulating building activity. The scheme envisaged by statutes grant power to the local self government in the interest of public Health & Safety and to ensure planned Development. Freedom of speech is a fundamental right subjected to reasonable restrictions. Similarly right to develop the property is inherent right to every owner/interested person subject to restrictions placed on him in public interest of health, safety & planned development. This primary concept behind exercise of power by building regulatory authority is not properly appreciated or understood resulting in adoption of erroneous approach by almost all section of society.
- 1.1.3** The Scheme envisaged for building regulation and granting necessary permission has become complex as it is to be done in compliance with various statutes. Number of statutes have also multiplied so is the procedure. Under such complex conditions overlapping of power and functions are inevitable. In case of any new statutory changes, whenever envisaged, the entire system based on the concept of prevalent statutes does not function in an efficient manner. The continuity of growth in population resulting in growth of city results in varied interests, tensions, push & pulls. Such conditions are bound to take place in any democratic Society like ours, from which Corporation can not be an exception. This has resulted in the complex procedures particularly for granting building permissions.
- 1.1.4** The concerned Officers of the Corporations at all levels try to perform their functions in the best manner to their capacity within the given constraints. Not aware of complexities of the issues involved in the scrutiny of Building Permissions the general public is unable to understand the time required at various stages'. The Corporation's regulatory functions appear as hindrance to development depriving the Society of the necessary building stock in time. In order to obviate any such possibility and also to adopt result oriented approach to the regulatory functions which would assist and help the development, the need for evaluation of the present procedure for its simplification was felt.
- 1.1.5** Our constitutional frame work provides for three stages of government; Central; State and Local Self Government. In this concept the Municipal Corporation of Greater Mumbai is the lowest form of local self Government, duty bound to follow the directions of the State & Central Govt. This provision has led to still further complications that many States and Central Government Departments give directives to the Corporation to take care of any infringement of their regulations. Such directions often result in the Corporation carrying the burden of enforcement of such regulation without any commensurate statutory power or financial assistance to do so. All that the regulating authority can do is not to

---

exercise its own power without such prior clearances from other statutory authorities functioning at State and Central level.

- 1.1.6** Since the Corporation being lowest in the form of Government it also comes in close contact of public due to the various functions entrusted to it. This results in public asking for expeditious disposals and functioning of Corporation's department on one side and various authorities functioning at different State or Central level holding Corporation responsible for enforcement of their regulations. The reaction of common citizen aggrieved by anything is first to complain to Corporation irrespective of the fact whether it is being CORPORATION'S function or not. This necessitates greater man power at Corporation's own obligatory functions.
- 1.1.7** The statutes and rules, laws & regulations specially building regulations are not properly understood by major portion of the population affected by them. It is also not viewed or interpreted by our Judicial System in a manner that would view it from its original intentions. The building regulations prescribed certain standards which must be adhered to in buildings. Non compliances or non-adherence would tantamount to an offence. The drafting of such regulations is a difficult and complex if it has to be equitable since the variations would be innumerable and such enforcement may lead to injustice in one case and may not be injustice in other case.
- 1.1.8** What was relevant 20 years ago may or may not be relevant today in the changing context. Simultaneously frequent changes in regulations may lead to chaotic conditions and may not serve the purpose. Hence in order to take care, of such situations wide discretionary powers are vested in the regulatory authorities at local self Government in building regulations generally not found in other statutes
- 1.1.9** The exercise of such discretionary powers are often viewed in isolation of above principle. The authority exercising such powers can not be away from the conditions prevalent in the Society. If exercise of such power is viewed suspiciously and stopped, will not cater to the interest of society. Hence the simplification of procedure & guidelines for exercise of powers becomes inevitable.
- 1.1.10** In such a background a committee was constituted under the Chairmanship of Shri Ajit Warty for simplification of procedure for issue of Building Permissions. On perusal of its report the Municipal Commissioner Shri S.S.Tinaikar felt that the request of P.E.A.T.A. for preparation of manual for Building Proposal Department is proper and as such the Committee under the Chairmanship of Shri P.M.Kale, Chief Engineer D.P. was constituted in the year 1988 to undertake such task. The names of committee members who have served is given at page no. 5 of this Manual.



---

## **1.2 Serves What ?**

**1.2.1** The manual is prepared with a view to regulate and guide the functioning of building proposal department and to provide guidance to the staff, practising architects and general public. This will serve in simplification of procedures, will denote the respective sphere of different category of staff and also make general public aware of the functions of department and explain the procedure as to how the building permission is granted. It will also give guidance to the architects specially new entrants or out of the city architects. The parameter of working and procedure will also be conducive of expeditious disposals. With the above in view, the Manual is made as simple as possible so any person can follow the same.

## **1.3 Contains What ?**

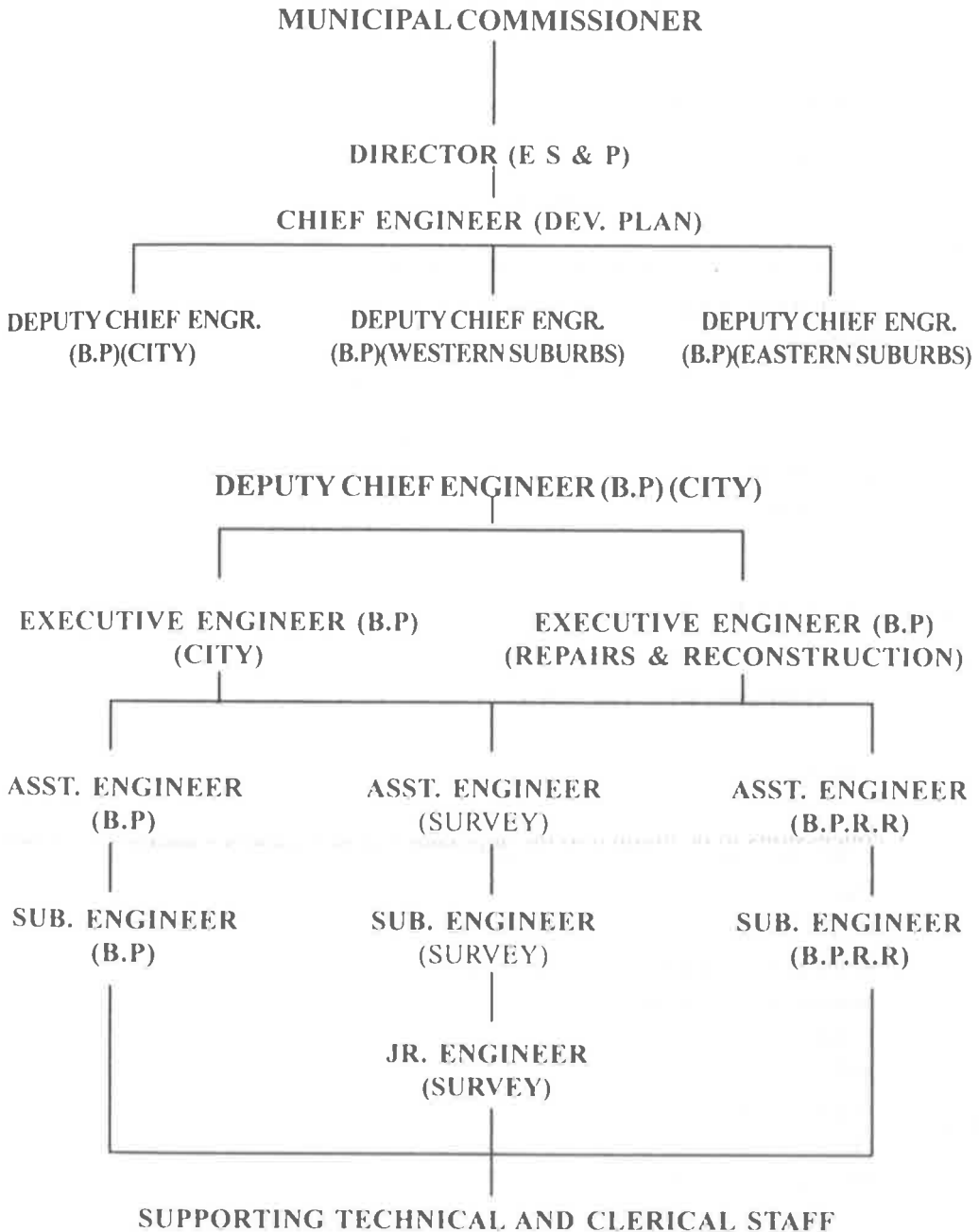
The manual describes the regulatory functions performed by the Corporation, its background alongwith the administrative set up created to sub-serve the purposes. It comprises of the representation of the procedure in graphical form giving guidelines to the general public as well as concerned professionals and the members of the staff in the Building Proposal Department and compiles the relevant comprehensive information at one point in the form of manual which could be referred in the process of granting building permission and would serve as a guidelines to all concerned for the expeditious disposal. The manual strives to incorporate all existing interpretations, describes the different level at which the regulatory functions are being performed, functions & powers between the different category of the Officials and the parameter within which they are expected to function. This will facilitate general public, architects and concerned persons to approach right cadre of officer for particular type of problem to be solved and unnecessary red-tapism can be avoided.

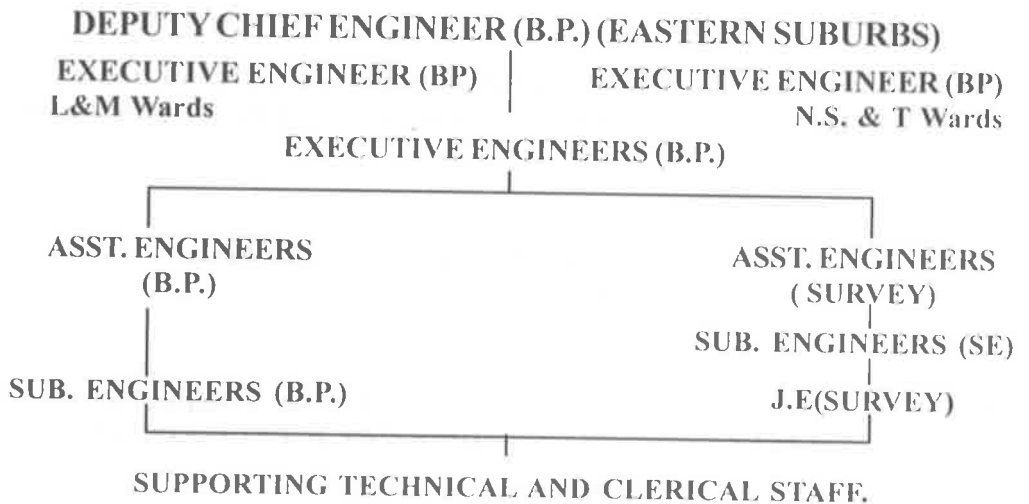
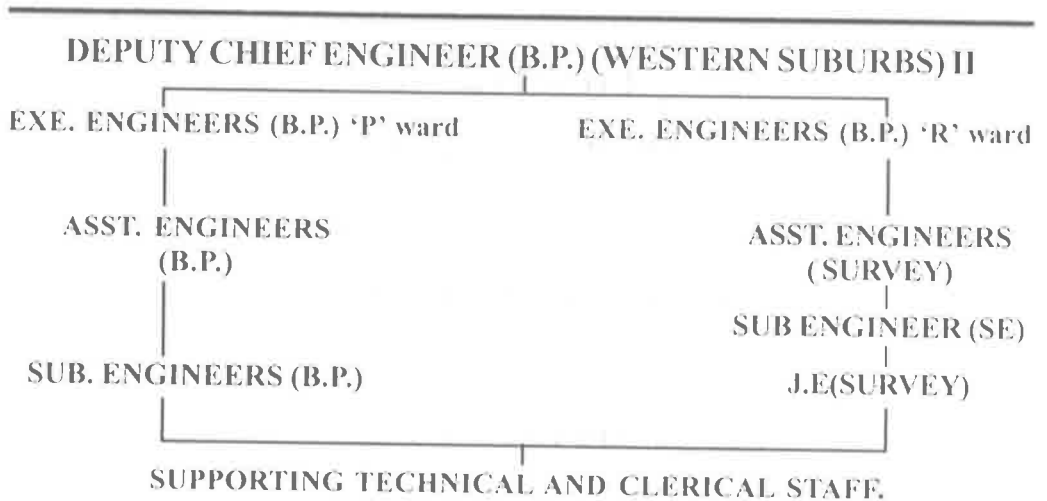
**1.3.2** The manual also strives to incorporate the routine deviation from the rules and concessions to be granted to the applicant by the regulatory authorities which are established in principle since long. This will not only assist the general public but also help to solve problems of the staff in evaluation of the submission of building proposals. It would curtail unnecessary movements of the papers from one designated Officer to another. It provides the parameters and circumstances under which the general policy decisions to deviate from the existing regulations on that type of particular development would not be equitable, inclusive of the compilation of applicable laws, rules and regulations in relevant manner.

## CHAPTER - II

### ADMINISTRATION

#### 2.1 Organizational set-up of Building Proposal Department





**2.1.0 THERE ARE FOUR ZONAL OFFICES OF BLDG. PROPOSAL DEPTS**

1. **CITY - (Located at Byculla) E.E. (B.P.) City I & E.E. (B.P.) City II E Ward Office, Shaikh Hafizuddin Marg, Byculla Mumbai - 400 008.**  
Deputy Chief Engineer ( B.P ) (City ), E.E.(B.P) & E.E.(B.P) R & R and his subordinate staff functions from the above offices. Tel. : 23084195 / 2307 83 55
2. **WESTERN SUBURBS - (Located at : R. K. Patkar Marg, Bandra (W), Mumbai - 400 050.**  
Deputy Chief Engineer (B.P) WS (I), E.E(B.P)( H ward ), E.E(B.P) K Ward and subordinate staff functions from his office. Tel. No. 2642 12 71 / 2642 12 77.
3. **WESTERN SUBURBS-(Located at C wing, 2nd Floor, Nr. St. Lawrence High School, 90 ft. D. P. Road, Sanskriti Complex, Kandivali (E), Mumbai - 400 001) Dy.Ch.E(B.P.)II P & R Wards.**  
Executive Engineer (BP). P/N; P/S; R/N & R/S Ward and his subordinate staff functions from this office. Telephone No. 28453407

---

4. **EASTERN SUBURBS - (Located at : Paper Mill Compound Adj. to Raj Legacy, L. B. S. Road, Vikhroli (W), Mumbai-400 083.)**

Deputy Chief Engineer(B.P) ES ,E.E(B.P)ES,(L,M,) EE.B.P. E.S (N.S & T) and his subordinate staff functions from his office. Telephone No. 25782182

2.1.1. **CHIEF ENGINEER (D.P) - HEAD OFFICE, Mumbai - 400 001.**

Tel No. 2262 00 75.

Chief Engineer visits zonal offices once a week.

2.1.2 **DIRECTOR (E S & P) - HEAD OFFICE, Mumbai - 400 001.**

Tel. No. 2262 13 87.

2.1.3 **MUNICIPAL COMMISSIONER - HEAD OFFICE, Mumbai - 400 001.**

Tel. No.: 2262 05 25

2.2 **FUNCTIONS OF BUILDING PROPOSAL DEPT.**

- 2.2.1 To grant development permissions for Layout, subdivision & amalgamation of land in a manner prescribed under section 302 to 307 of BMC Act 1988 and provision of D.C.Regulations 1991
- 2.2.2 To grant development permission to New building. Addition and/or Alterations u/s. 337 & 342 of the B.M.C. Act.
- 2.2.3 To grant development permission to repairs, reconstructions under DC regulations as per policy in force.
- 2.2.4 To issue development permissions for Miscellaneous proposals as listed in clause (4.10 )
- 2.2.5 To grant permission for Change of users.
- 2.2.6 To regularise the work carried out without permission.
- 2.2.7 To approve drainage layout plans.
- 2.2.8 To inspect sites.
- 2.2.9 To issue drainage completion certificate/Occupation certificate/Building completion certificate
- 2.2.10 To take action against infringement of rules from approval stage to completion stage of works.
- 2.2.11 To issue licenses to surveyors, site supervisors, structural engineers etc.
- 2.2.12 To attend to various matters connected with development permissions.
- 2.2.13 To conduct Zonal Building Proposal Committee meetings.

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## CHAPTER - III

### PROCEDURE FOR DEVELOPMENT PERMISSION

#### 3.1 Who Can Apply?

Any person desirous of undertaking the development can apply & such person may be;

- 3.1.1 Owner of the Land / premises.
- 3.1.2 Constituted Attorney of Owner/ Authorised Signatory.
- 3.1.3 Tenant or member/occupant with the permission of Owner/Society.
- 3.1.4 Association of tenants/NOC Holder under MHADA Act for Repairs / Reconstruction of existing buildings.

#### 3.2 How to apply ?

Persons desirous of making application in case of New building/additions/ Alterations/ change of user/misc. work etc will have to :-

- a) Appoint a Registered Architect / Licenced Surveyor to undertake the work.
- b) Furnish relevant data / documents to the appointed professional.
- c) Appoint Structural Engineer.
- d) Appoint Licenced Supervisor on the work to ensure quality of work executed.
- e) Appoint Licenced Plumber.
- f) Submit all the forms / undertakings / affidavits / plans / duly signed
- g) Submit the building proposal through Registered Architect, Licenced Surveyor
- h) Pay requisite fees to MCGM

#### 3.3 Pre-scrutiny Procedure

- 3.3.1. Application for development permission will be received and scrutinised by the Sub-Engineer designated for the purpose who will ascertain all necessary documents and accompaniments to be submitted along with application. Incomplete proposal will not be accepted and reasons for the same shall be recorded and signed by concerned SEBP on Architect's application. After accepting the application, SE will acknowledge the receipt there of then forward it to A.E (Survey). A.E(Survey) will offer survey/DP remarks in the proforma after site inspection. if required and forward the proposal to concerned SE within Seven Working days.

- 3.3.2. AE(BP) will forward the copies of relevant plans to following departments of Corporation for their remarks/NO OBJECTION CERTIFICATE.

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### LIST OF DEPARTMENTS :-

- (i) E.E. (Development Plan)
- (ii) E.E. (Town Planning) (if plot is in T.P. Scheme)
- (iii) Dy. C.E. (Roads)
- (iv) Dy. C.E. (S P)P&D
- (v) Hydraulic Engineer
- (vi) E.E. (Traffic & Co-ordination)
- (vii) Ward Officer - / Ward Officer (Estates) Dy. Municipal Comm.
- (viii) E.E. (Storm Water Drains)
- (ix) Chief Fire Officer
- (x) Chief Engineer (Mumbai Sewerage Disposal Projects)
- (xi) Superintendent of Garden/Tree Authority
- (xii) Insecticide Officer
- (xiii) SWM

3.3.3. The A.E.B.P. should also request the above departments to communicate their specific remarks/ requirements within 15 days.

3.3.4. If no reply is received in the above stated time limit, the concerned A.E. shall process and expedite the approval of application for development presuming that the concerned departments have no objection for considering the proposal.

### 3.4 PRE-REQUISITES FOR SUBMISSION OF THE PROPOSAL IN GENERAL.

3.4.1 Notice form as per Appendix "X" of Development Control Regulation. 1991. FORM at Pages 52-65.

3.4.2 Form of supervision as per Appendix 11 of DCR'91 or form at Page 81.

3.4.3. Architect's/Licenced Surveyor's Appointment letter, form at Pages 50-51.

3.4.4 Architect Scrutiny form at Pages 82-92

3.4.5 Copy of D. P. Remarks.

3.4.6 Property Register Cards issued not earlier than one year from date of submission along with C.T.S./ C.S plans, Plot area calculation by Triangulation method. Owner's affidavits and architect's certificate as prescribed in DCR No. 5(3) (ii) (c) at the time of initial submission only.

3.4.7 Comprehensive Undertaking/Affidavit/Indemnity bond for applicable aspects. Form at Pages 71-72.

3.4.8. Attested copy of clearance certificate from A A & C.dept. of Corporation for payment of tax upto date with the submission of proposal.

#### 3.4.9 Special Requirements (Wherever applicable)

- a. NOC from Commissioner of police for proposal
- b. NOC from Director of Industries for Industrial Development
- c. NOC from Special Planning Authority such as MMRDA
- d. N.O.C from MH&ADB/MHADDA for development of cessed properties in Island City.
- e. NOC from concerned Electric supply company regarding Substation
- f. Registered document with plan for right of way.
- g. NOC from Highway authority if access is derived from Highway.
- h. Clearance from Heritage Conservation Committee
- i. NOC from Railway Authority

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**3.4.10 Complete set of Plans as prescribed in DCR are to be submitted CATEGORYWISE**

- (i) GENERAL TYPE BLDG.  
Building Plans - 4 No. of Sets  
Location Plans/Block Plans-3 Copies
- (ii) HIGHRISE & SPECIAL TYPE OF BUILDINGS.  
Buildings Plans- 3 No. of sets (For C.F.O'S N.O.C.)
- (iii) PLOTS IN TOWN PLANNING SCHEMES / ESTATE SCHEMES  
Building Plans - 3 No. of sets
- (iv) TREE AUTHORITY  
Ground floor plan, Block plan / location plan - 2 sets, with marking of trees required to be cut / retained.

**3.4.11 ADDITIONAL INFORMATION REQUIRED ON PLANS.**

- a. Location plan of Septic Tanks / Soak pits / Suction tank / Pump House and Electric Sub Station as per norms wherever applicable.
- b. Proposal for clearance of encumbered set back or D.P. Road providing for alternative accommodation for the occupants.
- c. Plans showing all existing structures proposed to be retained / demolished including portion in the reservations, if any.
- d. Detailed Plans showing the position of nalla if trained or untrained if plot abuts/affected by Nalla.
- e. Plan showing all existing trees on site duly numbered.
- f. If the plot on which building is proposed is a part of layout, then copy of approved layout or reference of layout proposal if submitted separately.

**3.4.12** Comprehensive undertaking / Affidavit / Indemnity for applicable aspects.

**3.4.13** Structural stability Certificate along with structural design calculations from Licensed Structural Engineer in case of proposals for additional floors.

**3.4.14** Copy of letter of intent from D.P. Dept. in case Development is permissible (For Buildable Reservation plots.)

**3.4.15** Authentic documents for structures and user proposed to be retained.

**SCRUTINY FEE**

**3.5** As may be prescribed by the concerned authorities from time to time with appropriate approval as per statute.



3.6

## **Pre-Requisites for Submission of the Proposal for Reconstruction / Redevelopment**

3.6.1. N.O.C. from the Maharashtra Housing & Area Development Board for development of cessed properties together with certified list of the existing tenants and copy of the certified plan of the existing structure.

### **3.6.2 Special Requirements :**

- a) N.O.C. from M.H.A.D.A. Board for repairs to cessed properties in Island City (with or without reimbursement) to be insisted as C.C. Condition
- b) N.O.C. from Heritage Conservation Committee Wherever necessary (to be insisted as a C.C. condition).
- c) List of the existing tenants/occupants duly certified by M.H.A.D.A. Board.
- d) Copy of the existing building plan.
- e) Inspection extracts for the last 5 years from the Assessment Department, for Non residential Tenants for the proposals u/s 33(6) only.
- f) N.O.C. from the owner's or authority under section 499 of B.M.C. Act.
- g) Certificate from the Assessment Department in case of non-cessed building.
- h) Coloured Photographs of the building structures giving clear picture of the existing building and existing condition of the building structures.
- i) Category Certificate.
- j) Noc of CFO if bldg is more than 24.00 Mt. height or if it requires condonation in open spaces.
- k) Valuation report in case of plot affected by CRZ
- l) E.E.T & C remarks.
- m) Inspection Extract of 1995-96.

### **Powers of Dy.Ch.E.(B.P)**

3.6.3. To allow repairs to non-tallying portion which forms part of the common amenities such as toilet block, washing places, common passages, staircases etc.

### **Powers of Ch.E.(D.P.)**

3.6.4. To allow the repairs to non-tallying portion. (Which does not form part of the common amenities such as common passages, washing places etc.) If the applicant submits the documentary evidence to prove the existence of the said non-tallying portion prior to 1962/64 as the case may be.

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### 3.6.5. TECHNICAL SCRUTINY REPORT FOR REPAIRS AND RECONSTRUCTION PROPOSALS

Building Proposals (E.E.B.P (R. & R.) Deptt. Ward \_\_\_\_\_

Case No. EEBP/ \_\_\_\_\_ /A

Sub :- Repairs to existing building at \_\_\_\_\_

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- Date of submission of proposal :
  - Name of the Architect/  
Licensed Surveyor
  - Plot NO./C.S. No.
  - Brief description of proposed work.
  - Plans for approval at (Pg. \_\_)
  - Proposal scrutinised as per  
new Repair Policy vide M.C.'s  
Orders No. MCP/8627 of 22-2-96
  - S.E. Survey's remarks at (Pg. \_\_\_\_\_)  
E.E.B.P.'s Remarks at (Pg. \_\_\_\_\_)
- Deposits & Premiums
- a) I.O.D Deposit
  - b) Debris removal.  
Premium In case of 33(6)&(7)
  - a) Deficiency in open space
  - b) Balcony enclosure
  - Description of the existing  
building.

#### A. GENERAL REMARKS

- i) Notice under section B.M.C. Act 337/342,  
(state whether correctly filled in)
- ii) Who are the applicants,  
owners or tenants?
- iii) Scrutiny fees
- vi) Application for C.C.  
u/s 44/69 of MRTP Act
- v) Documentary evidence  
regarding ownership of  
the building.
  - a) Conveyance deed.
  - b) Lease agreement.
  - c) Extracts from P.R.Cards.
  - d) Any other documents.
  - e) Power of attorney/consent from  
co-owners in case all the owners  
have not applied.
  - f) If tenants have applied? Have  
all the owners given their N.O.C.?  
If not, NOC from Authority  
u/s 499 should be insisted before C.C.

- vi) Is building cessed / non-cessed?
- vii) Existing users of the building.
- viii) Present structural condition of the building.

**B. S.E.(SURVEY) / D.P. REMARKS**

- i) Zone
- ii) Whether affected by R.L.?
- iii) If so, is it an Arterial Road ?
- iv) Whether affected by any Reservation?
- v) If so, Whether acquisiton proceedings have been initiated ?
- vi) Or development permission has been obtained ?

**C. BLOCK PLAN**

- i) Is the building tallying with the Block plan of City Survey Sheet?
- ii) Non-tallying portion
- iii) If not, what proofs are produced for non-tallying portions for their existence prior to 1962/64?  
Are they acceptable ?

**D. PROPOSED REPAIRS**

**FLOOR**

**Extent of Repairs**

**NOTE :**

100% repairs are permissible in conventional materials even if it is affected by setback or such reservation for which acquisition proceedings have not been started with required undertaking. However, if the building is affected by setback of Arterial Roads or if a road is already widened on either side of the building, and the building requires extensive repairs such buildings should not be allowed to be repaired. If the building requires limited repairs, such repairs may be granted in conventional materials.

**E.** If it is non-assessed building/  
non-residential building, will  
M.H.A.D.A.'s N.O.C. necessary?

**F.** Are 100% repairs required by  
the building?  
In that case what is the amount  
of premium to be charged?

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**NOTE :** If building condition is such that it requires repairs exceeding 75%, premium for deficiency in open spaces should be charged treating it as a case of reconstruction. It requires approval of Ch.E.(D.P.)/  
Director (E.S.& P.)

**ROOF REPAIRS :**

- G** Is the A.C.Sheet/M.T. Roof proposed to be changed to R.S.J. Ladi-coba-ladi Roof? If so, is it in conformity with Circular No. Ch.E./5745/DP/BP of 17.11.90.

**H) N.O.Cs.**

- a) E.E.D.P./A.E.(Acqn.)  
(In case building falls in reservation)
- b) W.O (Estate)  
(In case it is municipal land.)
- c) A.A. & C. (Tax Clearance).
- d) W.O./A.E.(M) for No Action pending.
- e) M.M.R.D.A.
- f) N.O.C. from M.H.A.D.A. Board.

S.E. A.E.R.B.I/R.B.II/SRC. E.E.B.P.(R&R).

**GENERAL NOTES :**

Copy of every I.O.D. with plan should be sent to A.A. & C. for necessary action enhancing the Ratable Value on completion of repairs.



### 3.6.6. MUNICIPAL CORPORATION OF GREATER MUMBAI

(Survey Remarks)

#### SURVEY SECTION (CITY)

- 1 S.E.B.P. \_\_\_\_\_ WARD Block Plan at pg No. \_\_\_\_\_
- 2 S.E.B.P. \_\_\_\_\_ WARD Detailed plan at pg No. \_\_\_\_\_
- 3 Architect \_\_\_\_\_
- 4 Survey sheet No. \_\_\_\_\_  
C.S.No. \_\_\_\_\_ Division \_\_\_\_\_  
Final Plot No. \_\_\_\_\_ Street \_\_\_\_\_  
Scheme \_\_\_\_\_ House No. \_\_\_\_\_  
Proposal is in T.P. Scheme \_\_\_\_\_ of \_\_\_\_\_  
a) A.E.T.P.'s remarks are necessary.  
b) T.P. Scheme is final/under variation.
- 5 Proposal affected by -  
a) Sanctioned R.L.  
b) Proposed R.L.  
c) Development Plan Road.
- 6 Remarks of A.E. Traffic Planning may be obtained  
for further set-back, if any. Yes/No
- 7 C.S.No./Plot No. \_\_\_\_\_ of  
\_\_\_\_\_ Division/Estate  
is reserved/not reserved for \_\_\_\_\_  
\_\_\_\_\_ as per sanctioned D.P. Yes/No  
Part \_\_\_\_\_ of \_\_\_\_\_  
Ward and falls in \_\_\_\_\_ Zone.
- 8 Plot on the border of \_\_\_\_\_  
hence E.E.D.P.'s remarks are necessary. Yes/No
- 9 The proposal is on the land belonging to  
W.O.(Estates)/B.P.T./C.P.W.D./M.B.R. & R. Board  
P.W.D./P.M.G.P./B.B.R.SCHEME. Yes/No
- 10 The proposal falls in hilly area, hence remarks  
of geologist are necessary. Yes/No
- 11 Sanction of Dy.Ch.E.B.P. (City) for amalgamation  
and/or sub-division/private layout is necessary Yes/No
- 12 Joint demarcation of road and zonal boundary  
reservation alongwith E.E.D.P. is necessary. Yes/No

- 
- 13 Plot falls in 22.5m./52.5m. zonal segregation line hence E.E.D.P.'s remarks are necessary. Yes/No
- 14 Area of the plot is more than 1000 sq.mt. hence layout is necessary for Residential/ Commercial/Industrial Plot. Yes/No
- 15 The proposal falls near VI<sup>th</sup> corridor Rly. Hence N.O.C. is necessary from Metropolitan Project Authority, Churchgate Stn,Bldg., Bombay. Yes/No
- 16 The plots falls within 30m from the Central Western Railway, hence remarks from the Railway Authority is necessary. Yes/No
- 17 The proposal falls within 60m from the edge of the free way hence N.O.C. from the Supdt., Road Development Design Circle is necessary. Yes/No
- 18 The Plot is affected and on the border of Koyana Tata Transmission Lines. Yes/No
- 19 The height of the structures shall be as per Table 13 of D.C.R.1991, in the vicinity of Aerodromes Yes/No
- 20 Old case No.
- i) iv)
- ii) v)
- iii) vi)
- 21 Block plan is \_\_\_\_\_ CORRECT/NOT CORRECT  
as per Survey Sheet No. \_\_\_\_\_  
Edition \_\_\_\_\_
- a) Plot boundaries do not tally
- b) No. of storeys do not tally
- c) No. of storeys are not stated
- d) Proposed structures are not shown with their storeyes.
- e) Sub-division/Amalgamation is not approved by Dy.Ch.Eng.B.P.(City).
- f) The structures which are to be demolished are not shown.

- 22 Means of access for the plot should be ascertained on site. Yes/No
- 23 Other remarks -
- i) Plot boundaries may be got checked from Ward Officer (Estates)/E.E.T.P.'s Office,
  - ii) Remarks from Dy.Ch.E.(D.P.) are necessary.
  - iii) Architect may be asked to submit the true extract plan from City Survey and Land Records Office.
- 24 Remarks from E.E.(S.W.D.)are necessary. Yes/No.
- 25 Plot falls in coastal regulation zone area Yes/No
- 26 Joint demarcation of road set-back due to R.L., along with A.E.Traffic Planning is necessary. Yes/No
- 27 Other remarks -
- i) The block plan is not shown properly and correctly, hence remarks are not offered.
  - ii) The portions marked. \_\_\_\_\_ to \_\_\_\_\_ are not tallying with above Survey Sheet.
  - iii) The property comes within 500 M from sea water @ maximum high tide.
  - iv) Location plan to the scale of 1:2500 is not submitted.
  - v) The property comes in the S.No. \_\_\_\_\_ of Heritage Conservation List/within precinct. The N.O.C. from Heritage conservation Committee is required.
  - vi) Plot boundary is not shown in thick black.

Draftsman J.E.(Survey) (City) S.E.(Survey) (City) A.E. (Survey) (City).



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3.6.7.

**WHAT HAPPENS TO APPLICATION  
GRAPHIC REPRESENTATION**

Proposal submitted with pre-requisites along with scrutiny fees. Presubmission scrutiny by SE and forward the same to plan clerk

Plan clerk to register the proposal. Fee clerk to accept the fees. Plan clerk to separate the plans for NOC dept and then prepare file and send it to survey dept. The plans with requisite letters attached to be forwarded to AEBP for further disposal - 2 working days

SE/AE survey remarks - 4 working days

A.E.(BP) to forward requisite plans to different depts of Corporation from whom No objection is required within 7 days

If plans are approvable :  
- S.E.B.P. to put up I.O.D. on receipt of N.O.C. from Dept. of Corporations or after the expiry of 15 days from the date of application of N.O.C.s whichever is earlier.  
If the proposal is approvable EE (BP) to issue IOD within 30 days.

In those cases where IOD is not issued within 30 days, the proposal shall be placed before Building proposal committee with the reasons for deciding the merits of the case thereafter within next seven days. If the concessions are of routine nature recommend the case to higher authority. Otherwise Arch/ Owner shall be informed of the decision taken by the committee along with the refusal of CC within 60 days from the receipt of the proposal and proposal shall be recorded after 30 days thereafter.(Proposal received from Semi Govt.,Govt., BEST etc shall not be recorded) and may be reopened within a year from the date of its recording and on submission of all requisitions for which it was recorded, with the approval of Dy. Ch.E.B.P.

I.O.D. to be issued

- Indicating objections/requirements to be complied with before issue of C.C. separately.
- Indicating objections/requirements to be complied with during progress of work.
- Issue of I.O.D. on payment of Deposits etc.

Payment of IOD  
deposits etc.

Compliance of objections/requirements necessary before issue of C.C., C.C. shall be issued for plinth/stilt in stages by AEBP within 60 working days from the date of issue of IOD. Otherwise the proposal shall be placed before Building Proposal Committee with reason for deciding the merits of the case. Further CC to full height as the case may be shall be issued by A.E.(BP)

Payment of premium,  
deposits and Development  
charges etc

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Notice for starting of work or Appendix XV of DCR, 1991 as per form No. \_\_\_\_\_ at Page

Plinth Checking Certificate in 7 working days from application as per D.C.R. 6(4) Appendix XVII as per form No. \_\_\_\_\_ at Page

Further C.C. within 15 days after Plinth Checking Certificate if all compliances are made

Progress of Work, Submission of report of progress of work & certificates by Architect for every four months.

Amended plans if any, shall be considered for following cases

1. Where FSI is restricted and to be released subsequently.
2. Proposal for claiming stair case & lift, lobby etc.
3. Proposal for utilisation of additional FSI in accordance with DCR'91
4. Proposal involving development in phase manner. However in any case amended plans after grant of full C.C. shall be considered only once except cases enlisted above. In case of any further amendment, full scrutiny fees shall be charged for every further amendment
5. Internal changes of minor nature shall however be incorporated in final building completion plans by charging scrutiny fees for amended plans.

Revalidation of C.C. every year for 3  
Revalidations as per D.C.R. 5(6).

Payment of requisite fees

During progress of work actions if any for  
infringement of conditions/requirements of the  
approval

Submission of D.C.C.  
Inspection within 15 days

Submission of B.C.C.  
Inspection within 7 days

Grant or refusal of B.C.C. in 21 days

Compliance of condition, if any, of B.C.C.  
refusal.

Grant of Occupation/acceptance of B.C.C.

Refund of I.O.D. & other refundable  
deposits only after B.C.C. acceptance  
within six years from the date of IOD

File to be sent to AE (Survey) for  
noting

File recorded

**Note :** Scrutiny of proposal is to ensure the compliance of Building Regulation & Development Control Regulations and not to investigate the title or tenure to property.

## CHAPTER - IV

### PROCEDURE FOR OBTAINING DEVELOPMENT PERMISSION IN DETAIL

#### 4.1. Submission - Scrutiny and Approval of Building Proposals (I.O.D. / C.C. / O.C. / B.C.C.)

##### SUBMISSION OF PROPOSAL

- (i) As per the present practice, a new building proposal will be received and scrutinised by the S.E. designated for the work who will verify all the necessary documents and accompaniments to be submitted along with the proposal before accepting the same. The S.E. concerned will acknowledge the receipt of such building proposal. -S.E.B.P. will check that the following documents are enclosed by the applicant / architect.
- (a) Notice form as per Appendix-X of D.C. Regulations along with complete set of plans (8 sets) as prescribed in the D.C. Regulation No.5(2).
  - (b) Form of Supervision by architect / licensed surveyor in prescribed proforma in Appendix-XI (Regulation 5(3) (ix)).
  - (c) A scrutiny form in proforma in Appendix - X (ANNEXURE I) ( Regulation No. 5(3) (ii))
  - (d) P.R.Cards issued not earlier than one year from the date of submission along with city survey plan in original, plot area calculation by Triangulation method and other documents for area of the plot. Owners' Affidavit and architects' certificate for area of the plot as prescribed in D.C.Regulation No.5 (3)(ii)(c).
  - (e) U.L.C. clearance wherever necessary as per the guidelines issued by the Government.
  - (f) N.O.C. from Director of Industries wherever the proposal is for industrial development.
  - (g) N.O.C. from a special planning authority, (MMRDA etc.), if applicable.
  - (h) N.O.C. from Mumbai Housing & Area Development Board for development of cessed properties in island city.
  - (i) Attested copy of clearance certificate from the Assessment Department of the Corporation for payment of tax up to date of submission of the proposal.
- (ii) The proposals received zone-wise in the office of zonal E.E.B.P. will be attended by the designated S.E. for this purpose. S.E. will give appointment to the architect on submission of the proposal. At the time of submission of the proposal, S.E. will ensure the submission of the documents, as mentioned above, and see that the proposal is adequate and there is no need for asking any further particulars. If there is a need for any further particulars or some information which is essential, the proposal shall not be accepted. It is expected that the S.E. will have a discussion with the architect in 15 to 30 minutes to have preliminary scrutiny of the proposal and only thereafter the proposal shall be received. This will do away with the need of giving notice<sup>4</sup> of requisition under Section 340

and 343 of B.M.C. Act and writing to the Architect for submission of Final proposal and waiting for the same.

- (iii) On completion of the above scrutiny, the application would be accepted or not accepted and reasons for the same shall be recorded and signed by SEBP on architect's application. Wherever the application is accepted, S.E. concerned shall put his remarks at appropriate place, that the application is acceptable and architect would be directed to pay the scrutiny fee. On payment of the scrutiny fee, a copy of the receipt of application acknowledgement is issued to the party. On receipt of this application, every day a statement of receipt of such proposals shall be prepared by the S.E. and sent to the E.E. concerned. In no case proposal be referred back or reference made asking for further particulars. Asking for further particulars shall be dispensed with. The concerned S.E. will forward the proposal to A.E.(Survey) for his remarks who will offer the same in the prescribed proforma after site inspection if required and return the papers to the concerned S.E. **seven (7) working days** without fail.
- (iv) On receipt of this statement, the E.E. will arrange the site inspection of the said proposals by the A.E.B.P. concerned. This site inspection by the A.E. will be completed **within four (4) working days** of receipt of the proposal from A.E. (Survey). After the site inspection is completed, the A.E. concerned will forward copies of the requisite plans to different departments of Corporation from whom no objection is required as per para (vi) below. The concerned departments would communicate their no objection or remarks, as the case may be, to the E.E. concerned **within fifteen (15) days**.
- (v) In this procedure, E.E. would allot specific number of cases to his A.E. received in a particular week and the A.E. will follow up these cases with the different departments of the Corporation to secure their no objections or remarks in time. This will be the responsibility of the A.E. to get these remarks from the different departments promptly. The architect submitting the plans need not to visit or meet the officers of the different departments from whom N.O.C. is required.
- (vi) For plots less than 2500.00 sq.mts no remarks from H.E.Dept., SWD, E.E. (T & C) shall be called for and the same shall be followed as per the guidelines Roads issued by the respective Dept.
- (vii) As regards External Infrastructure, Architect shall pay prorata charges as per the guidelines issued by respective departments with respect to E.E. (SWD), E.E. (Roads) & E.E. (T & C) etc and no remarks or completion certificate will be called for. (as per Circular CHE/1280/DA/GEN 23/10/08.)
- (vi) The set of plans to be forwarded to different departments for plot area more than 2500 sq.ft.of M.C.G.M. shall be as mentioned below :
- a) H.E.- One complete set of building plans.
  - b) E.E. (S.W.D.) - A copy of city survey plan and location plan.

- c) **E.E.(T & C)** - A copy of city survey plan and location plan.
  - d) **Dy.Ch.E.(S.P.) (P&D)** - A copy of city survey plan and location plan.
  - e) **C.F.O.** - A complete set of plans in case of proposal for high rise building, special type of building and industrial building.
  - f) **Supdt of Gardens / Tree Authority** - A copy of location plan and city survey plan with marking of trees to be cut / retained.(Only in case trees are to be cut for proposed Development).
  - g) **E.E.D.P. / E.E.T.P.** - A copy of location plan and city survey plan.
  - h) **CH.E. (Mumbai Sewerage Disposal)**: Location plan showing site under reference and its **distance** from out fall point.
  - i) **E.E. (SWD), P & D (C.C.)** for major Nalla Remarks
- (vii) The **concerned** department of the **Corporation** as **above** will **be requested** to **communicate their specific objection/ requirements**, if **any**, within two **week's** time **From** receipt of such proposal in **respective departments**.

If no reply is received from the department within the above stipulated time period from the date of dispatch of such proposals, it will be presumed that the concerned department has no objection for considering the proposal and there are no other requirements pertaining to that department.

#### 4.2. **SCRUTINY OF PROPOSAL, APPROVAL AND ISSUE OF DEVELOPMENT PERMISSION, I.O.D./C.C. :-**

- i) The proposal will be scrutinised by the concerned S.E. as per the proforma of the scrutiny report & as per the present practice, pending remarks from the other departments and submit the papers along with the scrutiny report to the concerned A.E.B.P. The A.E.B.P. will go through the report of S.E.B.P. and scrutinise the report and submit the proposal to E.E.B.P.
- ii) All these proposals for which the remarks from the **concerned** departments are received, or not received would be taken into consideration by the E.E.B.P. **concerned** and he would take a decision whether to issue I.O.D. in a particular case or otherwise. In those cases where I.O.D. is not issued within 30 days of the receipt of that proposal such cases with the reasons for delay and remarks of the E.E.B.P. would be placed before the Appellate Authority i.e. Dy. ch E. (B.P.) for their consideration.
- iii) **Before** issue of the I.O.D., the architect will have to submit the following documents which could be procured by him before the proposal is approved.
  - a) Clearance letter from **Heritage Conservation Committee** for the building listed as heritage structure if the **plot** is situated in precincts.
  - b) The documents showing the **authenticity** of the **structure** proposed to be retained in case where the **extension** to the **structure** either vertical or horizontal is proposed. This should be with a view to ascertain that the



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structure which is retained is not unauthorised. When the structures are unauthorised and proposed to be retained, I.O.D., shall not be issued, unless regularisation of the same is proposed.

- iv) The Appellate Authority i.e Dy. Ch.E. (B.P.) will conclude the decision on the proposals placed before him within three days either granting the I.O.D. or rejecting the same.
- v) All such cases where the objection by the other department of Corporation are not sorted out or settled in the Committee, such cases be submitted by the Dy.Ch.E.(B.P) to Ch.E.(D.P) / Dir.(E.S.& P.) / M.C. for suitable orders.
- vi) E.E.B.P. will identify and categorise the I.O.D. conditions which are required to be complied with at various stages, viz. before grant of C.C. up to plinth level, before grant of further C.C. above plinth level, before grant of Occupation permission /B.C.C. Latest proforma of I.O.D.conditions is accompanied herewith in form C-10 of this manual.
- vii) As soon as the architect complies with the I.O.D.conditions to be complied with before issue of Commencement Certificate, the concerned E.E.B.P shall verify the same and issue C.C

**4.2.1. The following procedure shall be followed wherein the proposals require concessions/relaxation in D.C. Regulations.**

The proposal will be rejected stating that the proposal does not comply with DCR 1991 and then the Architect will represent his case giving justification for relaxation/concession to Dy.Ch.E. B.P./ Appellate Authority who will in turn obtain the report from S.E./A.E/E.E. within 21 days from the date of application listing the number of concessions/relaxation required and recommend the concessions considering the present policy, practice and the cases decided in the past and within period of seven days, the Dy.Ch.E. will forward the report to Ch.E.D.P./ Dir. (E.S. & P)/M.C. for obtaining competent authorities sanction. If the approval is not granted by the competent Authority the same will be rejected

**4.2.2. Site Inspection**

The site shall be inspected atleast once in a month by the concerned S.E. of the Building Proposal section, and once in three months by the A.E.B.P. and once in a six months by the E.E.B.P. The concerned official will make his observations in writing on the sheet of inspection report attached to the building proposal at page 1, as per the present practice.

**4.2.3. Occupation Certificate**

On receipt of Building Completion Certificate from the Architect for grant of occupation/permission along with the letter stating therein that all the IOD conditions have been complied with the concerned S.E. will inspect the site and check all the compliances of the departments which have given remarks and testify the completion and submit the compliance report to the A.E. The A.E. shall submit the report to E.E. (EEBP)/Dy.Ch.E.B.P. concerned for granting the

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Occupation Permission and in case it is found that the work is not as per the sanctioned plan, or all the IOD conditions are not complied with, the explanation of the Architect shall be called for submitting the Completion Certificate without fulfilling all the requirements of IOD and not completing the work in all respects. Wherever the BCC is submitted by the Architect, BCC will be approved by E.E.B.P. Occupation Certificate will be issued after the approval to the same is granted by the Dy.Ch.E. The Dy.Ch.E may consider the case where for good reasons the part occupation needs to be granted.

#### **4.2.4. Important Points for Guidance**

Following important points shall be noted by all the staff of the Building Proposal section:-

##### **A. Open Spaces and Parking Spaces**

a. Any concessions in open spaces shall not be considered in the proposal of new buildings for plot potential in any virgin plots. If the deficiency in open spaces is required to be condoned as a very rare and exceptional case involving demonstrable hardship, the same may be considered by the Director (E.S.& P)/M.C.

b. The proposals involving rehabilitation of existing tenants (except under D.C. Reg. No. 33(6), 33(7), 33(8), 33(9) shall be treated at par with the building proposal on open plots and no concession in open space shall be considered where the concession area granted in proposal falling under the D.C. Reg. No. 33(6), 33(7), 33(8), 33(9) the premium shall be charged in prescribed manner and at pre-determined rate.

c. In cases of proposals involving clearing of built-up setbacks. Concessions as per policy no HE/DP/31 of 2005-06 shall be considered and deficiency in open space shall be condoned by charging premium.

d. In cases of proposal of horizontal extension to the existing building, the open spaces for the proposed extension shall be proposed as per D.C. Regulations. In the event of existing building is with deficient open spaces the same shall be condoned by charging premium with reduction factor as per the earlier policy.

e. In case of proposal for additional floors over existing building (vertical extension) either for consumption of balance potential or use of TDR set back at upper level shall be allowed for providing required open spaces, however no external columns will be permitted wherein it requires concessions under 64(b). As per the provision, if it is not possible to provide the required set-back for the proposed additional floors due to structural reasons, the deficiency in open shall be condoned by charging premium by applying reduction factor as per the earlier policy. In case of proposal for additional floors over the exiting building (vertical extension) or building under construction, for utilization TDR the plan of which

have been approved after the D.C. Regulation, 1991 came into force on 25/3/91 the deficiency in open space if any shall be considered by charging premium of the area of all the floors involved in the concessions.

- f. The proposal on the plot encumbered with hutments/structures along the boundary of the same encroaching from the adjoining plot to a small extent, the same shall be considered subject to construction of compound wall leaving 1.5 mtr wide passage for the hutment dwellers and suitable means of access from the existing public road. Open spaces for the proposed building of such building shall be insisted as per the D.C. Regulation considering the present policy.
- g. In case of proposals on industrially zoned lands, where the user of the same is allowed to be changed to residential or commercial (C-1) as per the provision of DC. Regulations nos. 56 & 57, the segregation distance as required as per the D.C. Reg. Nos. 29, Table 10(c) shall be insisted. Any deficiency in segregation distance shall be permitted by charging premium.
- h. The proposal for change of user of major nature viz. bank, restaurants, hospitals, nursing homes etc. in existing building. In part or full where adequate parking spaces are not available, the same shall not be considered. In such cases, where adequate parking spaces are available and other minor cases of change of user, deficiency in open spaces may be condoned by charging premium as per the present policy.
- i. The proposals for institutional building i.e educational and medical institutions where additional FSI is available as per D.C. Reg. no. 33(5), the deficiency in open spaces, if any, shall be condoned by charging premium as per the present policy.
- j. The proposals on plot of MHADA for H.I.G. & M.I.G. where higher FSI has been allowed as per the provisions of D.C. Reg. no 33(5) the deficiency in open spaces, if any shall be condoned by charging premium as per the present policy.
- k. The proposal for redevelopment of building covered under D.C. Reg. no. 33(6), 33(7), 33(8), 33(9) shall be dealt with as per the provisions of D.C. Regulations, 1991 as amended from time to time.
- l. The proposal for development of accommodation reservation under DC. Reg. no 9 involving concessions in open spaces, the deficiency, if any shall be condoned by charging premium as per the present policy.
- m. Open spaces shall be measured from the building perpendicular to the plot boundary. Averaging of open spaces which was being allowed upto plus or

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minus 20% shall be allowed on either side subject to provision of minimum open spaces of 3.60 mt or one fifth of the height of the building whichever is more.

- n. The requirement of parking spaces shall be insisted as per the provision of D.C. Regulations for new building.

**B. Proposals in layout**

a. The R.G. in the layout of land as per the requirement of D.C. Reg no 23 shall be provided at open place as far as possible at the rate of 15%, 20% and 25% depending on the area of the plot.

b. In case of proposals of partially developed layouts, approved prior to D.C. Reg. 1991, (RG beyond 15%) due to building constructed in the layout, shall be condoned by charging premium at 25% of ready reckoner rate

c. The proposals where width of internal layout road is not in conformity with the D.C. Regulations, if it is not possible to widen the same due to existing developing in the layout, the deficiency in width of access shall be condoned on merits by charging premium for deficient area (deficient width x length of road) of means of access at 25% of ready reckoner rate, Same policy shall apply to the proposals in the plots having inadequate width of means of access.

**C. Development of Infrastructure in layouts**

It is observed that in case of large layouts, developed under one ownership, it is not possible to provide all the infrastructure at a time and hence it would be necessary to divide the large layouts into small sectors of less than 2 hectares. In such phase wise developments, the development of such phases would be permitted as per the present policy viz.

- (1) Construction of roads upto water bound macadam before the grant of commencement certificate and
- (2) Provisions of S.W.D., Sewer line, streetlights, water mains and asphaltting before grant of occupation.

**D. Miscellaneous:**

- a. Height of stilts/basement upto 4.2 mts will be permitted at Executive Engineer level. The height more than 4.2 mts will be recommended for approval of Competent Authority. Height of the stilts shall be included in the height of the building.
- b. Architectural projection/elevation treatment as per DCR shall be permitted at E.E.B.P.'s level.
- c. Provisions of car lift for multi-storied basement where provisions of ramp is not feasible shall be allowed
- d. Multi-storied car parking wherever necessary may be permitted.
- e. Basement shall be permitted below 15%, 20%, 25% of R.G. and also flush with ground, whenever there are parking spaces/drive way etc.

E. **Application of this policy:**

- a. In case of submission of new proposals, concerned Sub-Engineer will only scrutinize and check the accompaniments of the proposals as per the checklist and accept the same. In the event of shortcoming in the documents, if any, the refusal to accept the proposal shall be communicated by the concerned Sub-engineer in writing under his signature.
- b. Lands under nalla and watercourse generally are Govt/Municipal Lands, such lands are not marked with any CTS nos and shown as nalla on CTS plan. FSI of such nalla/watercourse is not admissible. In case where area and city survey number on P.R. Car includes area of land under nalla/water course FSI of such lands shall be allowed to the land owners subject to compliances of the requirements of S.W. Dept.
- c. Proposals for structural repairs to the cessed or un-cessed buildings affected due to road widening shall not be considered. Applicants shall be motivated to formulate the proposals for reconstruction of the buildings as per the provisions of D.C. Reg. No.33(6), No. 33(7) so as to clear the set-back in Island City area. However, essential tenantable repairs such as replacement of decayed wooden members with the same material, replacement of flooring, plastering of walls etc shall be allowed so as to enhance the life of the building by 10-15 years.

F. **Exercise of delegated Authority by sub-ordinate staff:**

- a. E.E. (B.P) concern may if necessary arrange meeting with Architect or developer by previous appointment either in his office or at site. A record of minutes of such meeting shall be kept in each case.
- b. All the works where C.C. has been issued shall be visited either by S.E. or by A.E. for inspection at least once in every fortnight as per programme drawn by the E.E.B.P. concern. Inspection report of these periodical visits shall be maintained in prescribed proforma.
- c. To bring in accountability to the staff working in M.C.G.M., if it is found that there is deliberate delay on the part of the staff then mention of the same shall be made in confidential record of that year and if there are 3 such entries, the staff shall be immediately transferred to some other department. This will be monitored scrupulously. Such transfer shall be effected after obtaining the approval of Municipal Commissioner.
- d. It was felt necessary that training is required whenever staff is posted to Building Proposal section especially the Sub-Engineer required training before actually they start the work. As such once S.E.'s are posted in Building proposal they will be sent to Central Training Institute for training in this respect to be given by Senior Officer of Building Proposal / development Plan Dept. for 10 such training sessions (i.e 20 hrs) and staff will be allotted the work only after satisfactory training certificate is submitted from CTIRC / Building proposal / Development Plan dept.

Similarly the A.Es who are posted in Building Proposal will also take similar training, so that they are well versed with the working of the Dept. but certification from Senior Officers of Building Proposal / Development Plan for A.E. s is not necessary.

### TIME LIMIT FOR APPROVALS

It is necessary to establish a time limit for each activity given below:-

1. Survey remark with plot level
 

-	4 days
(i) Scrutiny and process by S.E.	- 15 days
(ii) Approval by Dy.Ch.E. (B.P.)	- 30 days
  
2. Approval of new proposal:
 

(i) Survey remark with plot level	- 4 days
(ii) Scrutiny and process by SE.	- 15 days
(iii) Approval by E.E (B.P.)	- 30 days
  
3. Issue of C.C.;
 

(i) Scrutiny and process by S.E.	- 6 days
(ii) Approval by A.E. /E.E.	- 6 days
  
4. Completion of plinth:
  - (i.) Once the Architect requests to issue further C.C. after submitting the completion of Structural Engineer, Site Supervisor and Plinth drawing plan as per the site condition, after receipt of letter S.E./A.E. to submit report - 4 days  
And approval by EE (BP) - 7 days
  - (ii) In case any changes in plan/ as per site condition which are of approvable nature the Architect will be requested to submit the Revised Plan showing all such changes along with the request letter of C.C. However, amended plan is not required to be approved while processing the C.C.
  - (iii) If there are major change, in that case, first the amended plan will be approved and then process for further C.C. as per above procedure.
  - (iv) Any request received for further C.C. will be disposed as per above procedure - 7 days (max).
  
5. Submission of amended plan/amended plan for utiising TDR / amended plan after concession etc.
 

i) Scrutiny and process by S.E.	- 10 days
ii) Approval by A.E. /E.E.	- 15 days
  
6. Submission of plan needing concession
  - i) The report to be prepared by S.E. for approval of Higher Officers -15 days and approval by the Dy.Ch.E. (B.P.) - 21 days max
  - ii) TDR Utilization report

After submitting the plans and copies of agreement and utilization form as required,

the report should be prepared and processed by S.E.  
 for approval of E.E.B.P. - 3 days  
 and dispatched from zonal office - 7 days

7. Submission of Occupation Certificate

- i) After submitting all required papers for O.C.  
 S.E. to visit the site within a period of - 10 days  
 And submit his report within a period of - 5 days
- ii) Thereafter approval by A.E./E.E./Dy.Ch.E - 6 days
- iii) Total time period - 21 days

8. Approval of sub-station/society office/Temporary shed etc  
 (All miscellaneous proposals)

Approval of S.E./A.E./E.E. - 15 days

**4.3 CHANGE OF ARCHITECT / LICENSED SURVEYOR / STRUCTURAL ENGINEER**

In case owner desires to change Architect / Structural Engineer/ Site Supervisor etc. NOC from previously employed professional should be insisted and he should be asked to certify the work carried out under his supervision. In the event of absence of such NOC or dispute or difficulty for change of professional concerned, the E.E.B.P. concerned, on application of owner, shall issue a notice to concerned professional, to record objections if any by giving 14 days time.

In the event of objections if any or dispute or refusal to issue N.O.C. by concerned professional, Dy. Chief Engineer (BP) shall ascertain the following after E.E.B.P. has given the notice.

- a. Whether the site work was suspended simultaneously on issuance of notice of termination of services of concerned professional.
- b. Whether the concerned professional has informed the Corporation immediately on receipt of such notice.
- c. Is there any agreement in writing between professional and owner, if so what are the conditions.
- d. If the parties involved are ready and willing to refer the dispute to arbitrator / P.E.A.T.A.

In the event of disagreement between owner and professional concerned in terms of (d), the concerned Dy.Ch.E.(BP) may offer hearing to parties and decide the issue, by recording the reasons there of. The Dy.Ch.E.(B,P)'s decision shall be final & binding on the concerned parties.



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## CHAPTER - V

### 5. AUTHORITIES & DISCRETIONARY POWERS

(In addition to/without prejudice to powers delegated under relevant sections of Mumbai Municipal Corporation Act 1888 / M.R.T.P.Act from time to time)

- 5.1. A.E.B.P.
- (1) To issue stop work notice under section 354 of MMC Act.
  - (2) To issue notice under section 353 A of MMC Act for unauthorized occupation.
  - (3) Routine Correspondence with Architect / public.
  - (4) To approve drainage layout.
  - (5) To accept D.C.C.
  - (6) To issue I.O.D./ B.C.C./ O.C. as approved by EEBP/Dy.Ch.Eng.(BP).
  - (7) recommend C.C. up to Plinth/Stilt slab & thereafter intimate to E.E.B.P.
  - (8) To issue further C.C.
  - (9) To revalidate C.C. for total period of not exceeding 4 years from the date of issuing of C.C.
  - (10) Weeding out of files & feeding data to computer.
  - (11) To attend Zonal meetings with DMC.
  - (12) To grant Permission for Temporary structures except transit accommodation.
  - (13) To issue warning letter to licensed plumber.
  - (14) To guide Subordinates in interpretation for D.C. Regulations and policy circulars from time to time.
  - (15) To allow site office and godown (temporary).
  - (16) To recommend Occupation Permission to Dy.Ch.E. (B.P.)
  - (17) To allow inspections of plans.CC/IOD/OC / BCC and certify true copies, and issue the same on payment of prescribed fees.



- (1) All authorities of AE BP
- (2) To approve Notice of refusal.
- (3) To approve draft I.O.D. & Building Plans under section 337/342 of MMC Act, including change of user.
- (4) To approve Layout, Amalgamations and Sub-division upto 5000 sq.mts. of plot area and to grant 10% Deposit for Infrastructure.
- (5) To refuse a proposal.
- (6) To approve transit accommodation to existing tenants.
- (7) To issue warning letter to Architects / Licenced Surveyors / Structural Engineers as approved by Dy.Ch.E.(B.P.).
- (8) To accept B.C.C. with condition for 270 A only.
- (9) Important correspondence.
- (10) To refund I.O.D. and other refundable deposits if due.
- (11) To allow W.Cs./Toilet blocks contravening section 251-A of BMC Act in deserving cases but in any case not over kitchens.
- (12) To approve Miscellaneous Proposals.
- (13) To allow averaging of required open spaces restricting the variation upto 20% based on site conditions & planning constraints.
- (14) To allow smaller size of shop when existing shops are to be rehoused. User to be in conformity with the Zone.
- (15) To allow part / pocket terraces on account of shops, podium.
- (16) To allow permissible lock-up garages.
- (17) To withdraw the stop work notice on compliance of reasons of stop work.
- (18) To maintain ephemeral roll of Licensed Surveyors/Registered Architects/Structural Engineers/Licenced Site Supervisors & staff.
- (19) To consider Change of Architect / Licensed Surveyor/Structural Engineer with Indemnity Bond after following the procedure as per clause no.4.9 of the manual.

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- (20) To allow odd shape physical R.G. in plots less than 5000 Sq.m due to planning constraints
  - (21) To allow substandard width of staircase in case of vertical extensions to Existing Buildings.
  - (22) To allow one part terrace / pocket terrace, with sloping roof.
  - (23) To approve temporary permission for transit camp for shifting of existing tenants.
  - (24) To revalidate IOD for period exceeding 4 years from the date of issue of C.C. in case of genuine Hardship.
  - (25) To approve phase programme for Layouts / Sub-division upto 5000 Sq. Mtrs of plot area.
  - (26) To grant routine concessions within his powers.
  - (27) To consider and recommend other concessions required to be granted not within his power by putting up report to higher authorities.
  - (28) To exercise authorities and powers as delegated / granted by the M.C.
  - (29) To propose regular line for roads upto 30'-0" width, after obtaining sanction from the Competent Authority.

### 5.3. Dy.Ch.E.(BP.)

- (1) All authorities of E.E.B.P.
- (2) To approve Amalgamation / Layout Sub-division proposals beyond 5000 Sq. Mtrs. plot area.
- (3) To regularize Unauthorized Sub-division made by Collector's office.
- (4) To approve and grant part/full occupation permission / BCC without conditions or with suitable conditions in case of:

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- a) Phase Programme.
  - b) Re-accommodation of existing tenants.
  - c) U.L.C. restrictions.
  - d) Educational, Charitable, Public or Industrial building when there is a financial difficulty to complete the building.
  - e) Wing wise occupation.
- (5) To approve warning letter to Architects/ Licenced Surveyors R.C.C. Consultants, etc.
  - (6) To regularize the work carried out beyond C.C. or beyond approved plan but approvable with penalty as per policy.
  - (7) To approve phase programme for building works/layout infrastructure development with 10% layout deposit beyond 5000 sq.m.
  - (8) To allow inevitable part/pocket terraces free of FSI, or to consume full FSI in future.
  - (9) To allow part terrace in case of existing building at existing terrace level and last floor.
  - (10) To permit Sub station within open space even touching compound wall (total height of the structure above ground level: not more than 14 feet).
  - (11) To permit non conforming users for rehabilitation in consonance with provisions of D.C. Regulations.
  - (12) To grant concessions in parking spaces upto 20% and part thereof.
  - (13) To assess quarterly performance of all concerned zonal staff and conduct committee meetings.
  - (14) To allow more height of Stilt with cross beams / double slab except in High rise Buildings
  - (15) To recommend proposals to Higher authorities for relaxations not within his power

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#### 5.4. Ch.E.(D.P)

- (1) All the authorities of the Dy. Ch.E. (B.P).
- (2) Concession in parking spaces more than 20%.
- (3) Application of old D.C.Rules / Revalidation of proposals under process.
- (4) To allow smaller set backs for upper floors as specified in DCR' 29(c) by charging premium for deficiency in open space.
- (5) To allow more height of stilts without cross beams or double slabs except in high rise buildings/special Buildings.
- (6) To allow inevitable part terraces in case of buildings having number of terraces at different level.
- (7) To interpret the provisions of DCR with a view to issue policy circulars
- (8) To regularize work done totally without approval but approvable.
- (9) To attend Zonal offices for joint discussion and disposal of proposals.
- (10) To tolerate deficiency in front open space for existing building due to subsequent set back or proposed D.P.Road/Proposed Road without charging premium.

#### 5.5 Director (E.S.& P)

- (1) All authorities of Ch.E.(D.P)
- (2) To Exercise powers under D.C. Regulations 64 & 65.
- (3) To grant other concessions at his discretion including reduction in premium, penalty, deposits.
- (4) To consider all cases requiring special written permission of the Commissioner.
- (5) To consider Regularisation of approvable works with certain concessions.
- (6) To decide new policies, changes, alter or amend existing policies.

## CHAPTER - VI

### DUTIES OF STAFF

#### 6.0 ZONAL OFFICE (BUILDING PROPOSAL DEPT.)

##### 6.1 Plan Clerk

- a) To receive proposals & correspondence from Architects/Public.
- b) To check up the contents of fresh proposal as per prerequisites stated in clause no. 3.4
- c) In case of New Proposals, Check :
  - i) If owner has signed the forms & plans
  - ii) His address is given.
  - iii) Architect or L.S. has signed forms & plans
- d) To check that the enclosures are there as mentioned in forwarding letter.
- e) To enter the proposal in register & give it a number and mark the file to SE (B. P.) designated for further movement to S.E.(Survey).
- f) To compare the typed I.O.D. - C.C. & other Correspondence.
- g) To record the file or process refund of Deposit,
- h) To process refund of Deposit/s as per directives.

##### 6.2 Record Assistant

- a) To be in charge of files & to maintain register for the same,
- b) To issue file as & when required by the staff".
- c) To issue file as per movement memo, and maintain its record.
- d) To forward the file on receipt from survey section to SEBP concerned within 24 hrs after taking due note in central register.

##### 6.3 SUB-ENGINEER (B.P.)

- a) To check that Architect / L.S. has signed Plot Area Certificate.
- b) To check that the scrutiny fee paid is adequate.
- c) To check that the Architect/L.S./Site Engineer/Supervisor is on register
- d) To check that Architect holds valid registration from Council of Architecture & xerox copy is attached.
- e) To visit site & fill up progress report form.
- f) To check the Technical Scrutiny report submitted by Architect / Licenced Surveyor,
- g) To check the plans, FSI statement, open spaces, users etc.
- h) To forward the file to A.E. along with draft of IOD.

- i) To attend joint discussion with Architect / L.S. on appointed day.
- j) To visit site before issue of C.C. for plinth /stilt slab and put up compliance report. To attend legal department.
- k) To prepare C.C. report within 7 days if conditions for issuance of C.C are complied with.
- l) On receipt of Notice of Commencement of work to visit the site on expiry of 7 days & put up letter to architect / L.S. that work has commenced/not commenced and notice is accepted/ rejected.
- m) To check plinth /stilt after receipt of plinth completion certificate and prepare and submit report for further C.C. to A.E.(B.P.) on compliance of relevant IOD conditions.
- n) To visit the site of proposal under development periodically.
- o) To visit the site in case of complaints & give factual report to A.E.(B.P.) However reply to be prepared by A.E.(B.P.)
- p) To visit the site for checking compliance of IOD conditions, for OC or B.C.C. and prepare and submit report there of to A.E.(B.P.), E.E.B.P.
- q) To attend court matters as and when required
- r) To maintain IOD register, TDR register, Post correspondence / Register and Record of various actions taken.

#### **6.4 ASSISTANT ENGINEER (B.P.)**

- a) To attend any correspondence during the progress of approval & prepare all necessary drafts for the same.
- b) To issue letters as and when required depending on exigencies either under his signature or E.E.B.P's. signature.
- c) To prepare factual report for consideration of E.E.B.P. or higher authorities in case of concessions routine/or otherwise.
- d) To visit the site periodically for the proposal involving development whenever required.
- e) To visit 5% of the site at random unaccompanied by S.E.(B.P.) for monitoring his work.
- l) To attend Ward Councillors meetings.
- g) To approve drainage layout.
- h) To accept D.C.C.
- i) To issue stop work Notice U/S 354 - A, U/S 353 - A, for unauthorized occupation and to take necessary actions under these sections.

- j) To guide subordinate staff in "interpretation of D.C. Regulations & Policy circulars.
- k) To maintain register for Accommodation Reservations.
- l) To co-ordinate issuance of I.O.D./O.C./B.C.C. as per the instructions of E.E.B.P.
- m) To recommend issue of C.C. and further C.C. to E.E.B.P.

### 6.5 EXECUTIVE ENGINEER (B.P.)

- a) To conduct joint meeting with Architect / Licenced Surveyor.
- b) To take decisions as to the status of proposal - approvable /non-approvable.
- c) To visit the sites periodically for proposals involving more than 5000 sq.mts.
- d) To do random checking of 5% of building proposals sites and to monitor the working of the subordinate staff
- e) To attend meetings with higher authorities, Mayor, MHADA as and when required.
- f) To approve cc/further c.c

### SURVEY DEPARTMENT

#### 6.6 Clerk :-

- a) To receive applications for demarcation, of Roads, Certificate of site elevation for Civil Aviation purpose on payment of fees and forward the same to AE (Survey)
- b) To maintain the register for Accommodation Reservations, T.D.R. and permissions granted under section 56(3) (c) and 57(4) (c) of D.C. Regulations.

#### 6.7 Record Assistant ( Survey)

- a) To maintain the dispatch section
- b) To maintain Civil Aviation register.

#### 6.8 Tracer

- a) To trace the block plan from proposed file and forward papers to J.E.Survey.
- b) To incorporate changes to update the survey sheet under guidance of JE/SE. and marking of regular lines of Roads on Survey sheets.
- c) Marking of reservations on Building Proposals.
- d) Marking of R.L. below 60'-0".
- e) Colouring out Blue Prints
- f) Tracing of layout received from Architects on Bldg. Proposals.

- 
- g) Tracing of R.L. received from E.E. Traffic Dept.
  - h) Marking setback on building proposals.
  - i) I.O.D. no and date notings on survey sheets.
  - j) Maintenance of Layout Register.
  - k) Preparing drawings of setback land.
  - l) Colouring set back drawings.
  - m) Marking B.C.C. noting and completed buildings after OC/BCC on Survey sheets.
  - n) Maintenance of Survey sheets.
  - o) Going to D.I.L.R/City Survey's office for purchasing Survey sheets, Village maps etc.
  - p) Tracing to be brought from Collector's office.
  - q) Collecting information from Collector's office.
  - r) Preparing drawings of demarcated area of the respective wards.
  - s) Maintaining Register of change of Street names received from H.O. after Corporation sanction.
  - t) Going to Mun. Printing Press for mounting Survey sheets,
  - u) Bringing information regarding housing from Maharashtra Housing and Area Development Board.

#### **6.9 Draftsman**

- a) Scrutinising building and layout proposals in respect of Development Plan and Survey Record.
- b) Maintaining sanctioned layout record, sanctioned Regular Line etc.
- c) Certifying locations of building sites required for Civil Aviation Authorities.
- d) General maintenance of Survey record, stationery in charge.
- e) Getting work done i.e. tracing prepared through tracers.
- f) Supplying informations to the Architects regarding Development Plan.
- g) Giving remarks of watermains along the roads.
- h) Giving remarks regarding Maharashtra Housing Board Acquisition and of certain areas for rehousing slum dwellers,
- i) To mark RL on Plan.



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### 6.10 Junior Engineer (Survey) :

- a) Demarcation of the alignment of proposed D.P. roads with staff of Dev. Plan Department.
- b) Joint demarcation of Municipal reservations, like Garden, Play-ground, Park, School, Markets with staff of Acquisition and DP Deptt.
- c) Mark site elevation with reference to Bench Mark / Levels of SWD
- d) Joint measurements with D.I.L.R. for taking over the lands from Govt. for Municipal development.
- e) Demarcation and joint measurements for Municipal reservation with the staff of Acquisition and concern Ward.
- f) Demarcation of Zonal lines (Building Control lines) and Reservations with the staff of development Deptt. as per sanctioned Development Plan.
- g) Site inspection and site measurements for prescribing regular lines of 30' & 44' Roads.
- h) Site inspection with Licence Deptt. for licence purpose (Structures falling in Municipal land, encroachments etc.)
- i) Joint meeting with D.I.L.R. and Acqn./Estates Deptt. for taking over and handing over of the Municipal lands.
- j) Regular line demarcation for the building proposals with Traffic Deptt. and Architect (60' and above).

### 6.11 Sub Engineer Survey (Survey) :

- a) To check the remarks offered by J.E. and endorse the same with or without change and forward the same to A.E.(Survey).
- b) To demarcate proposed/sanctioned Regular line of streets upto 60'-0"width with S.E.D.P. and S.E.T.C. and to issue certificate thereof.
- c) To maintain & update proper survey records.
- d) To check that the Architect/L.S./Site Engineer/Supervisor is on register.
- e) To check that Architect holds valid registration from Council of Architecture & xerox copy is attached.

### 6.12 Asst. Engineer (Survey) :

- a) To check and endorse the remarks submitted by JE/SE (Survey) and forward the same to relevant person / B.P. staff.
- b) To demarcate & issue certificate thereof for the proposed/ sanctioned regular line of streets and junctions or roads having width more than 60'- 0".
- c) To co-ordinate and supervise the work in Survey Section.
- d) To attend discussions with E.E.(B.P) / Dy. Ch.E.(B.P.).
- e) To offer remarks on Building proposal files.

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## CHAPTER - VII

### 7.0 POLICY DECISIONS

#### 7.1 When to be made ?

- a. The number of proposals having similar conditions requiring instructions to subordinate staff in the form of policy decision.
- b. Difficulties in interpretation.
- c. Different interpretation of the same rule observed, to bring uniformity of interpretation and implementation.
- d. Considering practical difficulties.
- e. Principle evolved while considering specific cases.
- f. On specific representation from any person indicating difficulties experienced in practice/implementation of the D.C.R'91 etc.
- g. On receipt of request from certain statutory authorities / utility services.
- h. Arising out of any special requirements of the various departments of the Corporation.
- i. Arising out of certain directions/decisions of Corporation, State and Central Governments.
- j. Arising out of Court's decision on matters related to building Bye-Law and Development Control Rules / Regulations and policies.

#### 7.2 By Whom ?

Policy decisions can be taken by the Chief Engineer (D.P), Director (E. & S.P), Municipal Commissioner/Corporation, as the case may be.

#### 7.3 Procedure

7.3.1 Representatives of the PEATA may be consulted whenever necessary.

7.3.2 Issue to be discussed in the meeting of concerned staff of Building proposals. Development plan with the Ch.E.(D.P) and representatives of PEATA whenever necessary. No circular on any subject shall be issued without taking into account previous circulars issued and fresh circular should indicate clearly the supersession of earlier circulars by No.& date of issue. Decision to be taken by Ch.E.(D.P)/ Dir.(E.& S.P)/ M.C. as the case may be.

7.3.3 Policy decisions shall apply prospectively & shall have no retrospective effect.

7.3.4 Circulars : If they are for internal circulation the same will be circulated to the building proposal staff only.

#### 7.4 How to circulate ?

7.4.1 In all other cases a circular will be circulated to all the Departments of the Corporation and PEATA. One copy of such circulars shall be exhibited on the Notice Board of Zonal offices.

7.4.2 Circulars will be issued by the staff of Ch.E.(D.P) and Master File of such circulars will be maintained by Ch.E.(D.P)'s office and by Administrative officer (D.P).

7.4.3 The copy of every circular will be kept with the manual to up-date the same as and when prescribed.

#### 7.5 Review of Manual

7.5.1 Manual shall be reviewed and revised every 5 years and updated to incorporate the latest information / policies / procedures.

7.5.2 However, whenever D.C. regulations are revised by the State Govt. the manual shall be reviewed.

7.5.3 The procedure for the review/revision of the manual to be followed will be the same as followed for preparation of this manual. 27-06-09

**LETTER OF APPOINTMENT OF ARCHITECT/LICENSED SURVEYOR.**

To,

\_\_\_\_\_

\_\_\_\_\_

From : Name of Owner

Address \_\_\_\_\_

Date \_\_\_\_\_

SUB: Appointment of Architect/Licensed Surveyor for proposed Building/Additions & Alterations to existing Building on property bearing C.S./C.T.S.No. \_\_\_\_\_  
Village \_\_\_\_\_ at \_\_\_\_\_

Dear Sir,

I/We hereby engage/appoint you as my/our Architect/Licensed Surveyor for the above mentioned work on following terms and conditions. :-

- 1) **Scope of work** :- Preparation of preliminary/architectural designs and Municipal Drawings, to obtain Municipal approval on my / our behalf by liaisoning with authorities for approval, to recommend appointment of structural consultants, plumber and site supervisor/clerk of work in consultation with us at our separate cost, periodical inspection and report of the progress of work at your discretion as per exigencies, issuing the completion certificate based on the certificates of site supervisor, structural consultants and plumber and submitting the same to authorities, and to obtain Occupation Permission/ Building Completion Certificate from authorities. Your services do not include constant supervision.
- 2) For day to day supervision I/We shall appoint qualified licensed site supervisor during execution of entire work.
- 3) I/We agree to abide by all the conditions subject to which the approval is granted. You will not be held responsible for any infringement of the same. On noticing any infringement of conditions or regulation you shall have right to stop the work to which we shall abide forthwith.
- 4) If I/We do any work departmentally by our supply and purchase of the materials, I/ We shall be solely responsible for use of proper materials and workmanship and you shall have all the rights given to an architect under the building contract, on the work.
- 5) A separate letter is issued to you stating the Professional Fees payable, Mode of payment shall be in accordance with the norms of PEATA/ Council of Architecture.

- 
- 6) The fees do not include obtaining any N.O.C./s from other departments or authorities, preparing perspective, models etc.
  - 7) You will not have right to alter / amend the design / drawings without our approval in writing which entails any financial implications, save and except those required for statutory compliance.
  - 8) A thirty days clear notice in writing is required by either of the parties to terminate the agreement, during the pendency of which your services shall be continued to be rendered. However, on termination of the agreement the fees shall be paid to the extent of service rendered as per stage of work/payment.
  - 9) I/We may terminate this agreement by giving one month's notice in writing and further, I/We can appoint any other Architect/Licensed Surveyor only on obtaining your N.O.C. We will not carry out any further work till the New Architect/Licensed Surveyor is appointed and is accepted by the Authorities. In this event, your N.O.C. will not be withheld unreasonably and will be deemed to be issued on our paying your dues, or in the event of dispute, on the matter being referred to the arbitration.
  - 10) In event of any dispute the matter shall be referred to arbitration before the Arbitrators to be appointed by P.E.A.T.A. / both of us.

Approved and Confirmed

Yours Faithfully

(Signature of Architect/Licenced Surveyor)

OWNER/C.A. TO THE OWNER/DEVELOPER

C.C. to The Executive Engineer (B.P.)  
Zone \_\_\_\_\_  
for Information and Record please.

**NOTICE FORM****APPENDIX X**

[Regulation 5(I),5(3)(iii),(iv)]

Form of notice and first application for development under section 44, 45, 58, 69 of M.R. & T.P. Act 1966 and to erect a building under section 337/342 of BMC act, 1988

To,  
E.E.B.P.  
The Municipal Corporation  
of Greater Mumbai,

Sir,

I intend to carry out development in the site / to erect / to reerect/ to make material alteration in the building \_\_\_\_\_ on/In plot No / CS.No. C.T.S.No. \_\_\_\_\_ of division/Village/ Town Planning Scheme No. \_\_\_\_\_ situated at Road/Street \_\_\_\_\_ Ward \_\_\_\_\_ and in accordance with section 44, 45, 58, 69 of the Maharashtra Regional and Town planning Act, 1966/ section 337,342 of the Bombay Municipal Corporation Act, 1888 and the Maharashtra Development Plan Rules, 1970.

I enclose the following plans and statements (items 1 to 6) wherever applicable in quadruplicate, signed by (Name in Block letters) \_\_\_\_\_ licensed surveyor/engineer/ structural engineer/ supervisor, license No. \_\_\_\_\_ or architect who has prepared the plan and designs on my behalf and a copies of other statements/ documents as applicable (item 7 to 12)

1. Key Plan (Location plan)
2. Site Plan.
3. Sub-division/layout plan.
4. Building Plan.
5. Particulars of development in the form of Annexure-I.
6. Ownership Title.
7. Attested copy of receipt for payment of building permit fee.
8. Clearance certificate of Municipal tax arrears.
9. No objection certificate/s where required.
10. Appointment letter in favour of licensed technical person or Architect.
11. Supervision memorandum of licensed technical personnel or Architect.
12. Property register card, and city survey plan for plot in original signed by the Competent City Survey Authority, Owner's affidavit regarding area of plot and Architect's certificate for plot area alongwith area calculation by triangulation method.
13. Technical Scrutiny Report.

Please approve the proposed development/construction and permit me to execute the work.

Yours faithfully,

Date \_\_\_\_\_ Signature of the Owner \_\_\_\_\_  
Name of the Owner \_\_\_\_\_  
In Block Letters  
Address of Owner \_\_\_\_\_

PARTICULARS OF DEVELOPMENT

ANNEXURE I

(Part of Appendix X -Item 5)

- 1. (a) (i) Applicant's Full Name :  
(In block Letters)
- (ii) Applicant's Address :
- (b) Name and Address of Architect :  
Licensed Surveyor/Engineer/  
Structural Engineer or site Supervisor  
Employed.
- (c) No. and date of issue of licence :  
valid upto. :
- 2. Is the plot affected by any reservation :  
or road lines? If so, are these  
correctly and clearly marked  
on the block plan.?
- 3. (a) What is the total area of the :  
plot according to the document?
- (b) Does it tally with the :  
Collector's Record? :
- (c) What is the actual area available :  
on site measured by Licenced  
surveyor/architect/engineer  
structural engineer/supervisor  
or architect.
- (d) If there is any deduction in the :  
original area of the plot on  
account of road lines or reservation?  
Please state the total area  
of such deductions.
- (e) If so what is the net area? :
- (f) Is the clearance under Urban :  
Land (Ceiling and Regulation)  
Act, 1976 obtained, If so, what is  
the area allowed for development?
- (g) Permission will be based on the :  
minimum of areas in (a), (c) or (f) above.
- (Note : Indicate details on the Site / Building plan as in Form I)
- 4. Are all plans as required under Regulation :  
5(3) enclosed?

- 
5. (a) Is the plot a part of a City Triangulation Survey number (C.T.S.) or Revenue Survey number or Hissa number or a Final Plot number of a Town Planning Scheme or a part of an approved layout ? :
- (b) Please state sanction number and date of sub-division/layout. :
6. (a) In what zone does the plot fall? :
- (b) What is the permissible Floor Space Index of the Zone? :
- (c) What is the Number of Tenements per net hectare permissible in the zone ? :
7. (a) Is the use of every room in the proposed work marked on the plan? :
- (b) Is it in accordance with the regulations? :
- (c) Does the building fall in the category of :- :
- (i) Special building as defined in Regulation 2(3) (11) (m)? :
- (ii) Multi-storeyed building or high rise building as defined in regulation 2(3) (11) (i)? :
8. If the work is in connection with an industry.
- (a) Please briefly describe the main and accessory process. :
- (b) Please state the maximum number of workmen and the total KW likely to be employed per shift in the factory. :
- (c) Under what Industrial classification does it fall? (Reference to relevant Regulation should be given) :
- (d) Is the proposal for relocation of an existing industry? If so give the name and address of the existing industry. :

Note : The permission will be based on the area which is minimum



- (e) If the proposal is for the establishment of a new industry or for the expansion of an existing industry. Is a copy of the No Objection certificate from the Department of Industries enclosed [see Regulation No. 16(m)] wherever applicable:
  - (f) Will the building be away from the boundary of a residential or commercial zone or as per Table 10(c) in regulation 29(5)?
  - (g) Is the proposal for a service industrial estate on a plot reserved for service industries or in General or Special Industrial zone?
  - (h) Nature and quantum of industrial waste/effluents and methods of disposal be stated.
- 9.
- (a) What is the average?
    - (i) Prescribed width ? and
    - (ii) Existing width of the street/s? (information for all streets should be given).
  - (b) What is the height of the building ?
    - (i) above the center of the street
    - (ii) above the average ground level of the plot
  - (c) Does it comply with regulation 31?
- 10.
- (a) If there are existing structures on the plot :
    - (i) Are they correctly marked and numbered on site plan?
    - (ii) Are those proposed to be demolished immediately, and coloured yellow?
    - (iii) What is the plinth area and total floor area of all Existing structures to be retained ? (Please indicate in the appended Statement 'A' with details)

- (iv) What is the number of existing tenements in the structure(s) to be retained. :
- (b) What is the plinth area and total floor area of the Proposed work or building? :  
(Please indicate in the appended Statement 'B' with details).
- (c) What is the number of tenements proposed? :

Note: **INDICATE DETAILS OF THE BUILDING PLAN AS IN FORM-1**

- 11. (a) Please state the plinth area and total floor area of Existing and Proposed (i.e total of items 10(a) (iii) and 10(b) :
- (b) Please state the Development Rights if any proposed to be used and the floor space index credit available thereunder. :
- (c) Please state the overall Floor Space Index (item 11 (a) divided by item 3 (e) plus the floor space index available due to development rights. :
- (d) Does the work consume the full Floor Space Index of the plot as given in item 6(b) If not, why not? :
- (e) Is the building proposed with Set-backs on upper floors? :
- (f) What is the total number of tenements (item 10(a) (iv) plus item 10(c) :

Note: **INDICATE DETAILS OF THE BUILDING PLAN AS IN FORM-1**

- 12. (a) What is the width of the front open space? If the building abuts two or more streets does the front open space comply with Regulation 28(a)? :
- (b) Please state which of the sub-regulation of Regulation :

29 and or any other regulation is applicable for the open space? Does the front open space comply with the regulation?

13. What is the distance from the center line of the street? Does it comply with table 10(B) to Regulation 29(5)
14. (a) What is :  
(i) the width of side open space.(s) ?  
(ii) the width of rear open space(s) ?  
(iii) the distance between buildings?
- (b) Do they comply with Regulation 29(1) (a) Regulation 29(1) (b) Regulation 29(6)
- (c) Are there two or more wings to the buildings? If so, are the open spaces separate or distinct for each wing as required by regulation 28(b)?
15. If the plot is narrow, which clause under Regulation 29(7) (a) or regulation 29(7) (b) do you propose to take advantage of (whatever applicable).
- (a) What are the dimensions of the inner or outer chowk?
- (b) (i) Does any room depend for the light and ventilation on the chowk? If so are the dimensions as required for each wing of the buildings?  
(ii) If not, is the area is at least equal to square of one fifth of the height as per Regulation 29(9).?

17. If the height of the building is greater than 16 m above the average ground level, is provision for lift(s) made? If so give the following details of the lift(s).

(a) Detail of lift(s)

Type	Passenger Capacity	No of lifts	Type of doors

b) Detail of fire lift.

Type	Passenger Capacity	No of lifts	Type of doors

18. (a) Does the building fall under the :  
purview of clause (i) or (m) of  
sub regulation (2) Regulation 3 ?
- (b) If so, do the proposed fire protection :  
requirements conform to  
those in Appendix VIII.
- (c) If not so give reasons :
19. (a) (i) What is the requirement of :  
parking spaces under Regula-  
tion 36(2) and (3).
- (ii) How many are proposed? :
- (iii) How many lock-up garages are :  
proposed ?
- (b) (i) Are parking spaces for transport :  
vehicles provided (Regulation 36(4)?
- (ii) If so, what is the requirement ? :
- (iii) How many are proposed ? :

Note: INDICATE DETAILS OF THE BUILDING PLAN AS IN FORM-1

20. (a) (i) What are the maximum width of :  
Balconies?
- (ii) Will they reduce the required :  
open space to less than the  
provisions of the Regulation ?

- (iii) Do they serve as a passage to any part of the building?
- (iv) What is their total area.?
- (b) What is the maximum width of weather frames, sun shades (chajja) sun breakers, cornices eaves, or other projections? :
- (c) (i) Are any Porches/Canopies proposed?
- (ii) Do they comply with requirements of regulation 30? :
- 21. (a) What is the width of Means of Access ? :
- (b) What are their height ? :
- (c) Will it be paved, drained and kept free of encroachment.?
- 22. Is the Recreational or Amenity open space provided as required under Regulation 23(1), 23(2) ? :
- 23. (a) Are any Accessory Buildings proposed? If so, for what purpose ? :
- (b) What are their heights? :
- (c) Are they 7.5 mtrs away from the street or front boundary and if located within the open spaces, are 1.5 meters from any other boundary? :
- (d) Is their area calculated in Floor Space Index ? :
- 24. (a) What is the proposed height of the Compound wall? Is it at a junction? :
- (b) Does it comply with Regulation 38(27)? :
- 25. (a) Is the proposal in the Airport Zone? :
- (b) Is a 'No Objection certificate' for the height and character of smoke from chimneys obtained from Civil Aviation Authorities(Attach Copy) :
- (c) Does the proposal fall in the category of Tower Like Structure vide regulation 2(2) (93) and 29 (1)(e)? If so, does it comply with requirements thereof? :

26. Indicate provision for common conventional antenna for receipt of television transmission in residential building with more than ten tenements (Regulation 30) :

27. Does the proposal fall in any of the areas/zones such as those of the Mumbai Metropolitan Region Development Authority/Maharashtra Housing and Area Development Authority/Railway/Highway/Slum Authorities/Power Transmission line/Coastal Area/No Development Zone/Tourism Development Zone/Communication Authorities etc? :

28. (a) Does any Natural Water Course pass through the land under development? :

(b) Is the necessary set-back provided according to Regulation 16(b)? :

29. (a) Is the Plinth level proposed to be above the level of surrounding ground level? :

(b) Will the proposed Plinth level be above 27.55 mtrs Town Hall Datum? :

(c) Is the plot proposed to be filled upto the level of the abutting road or reduced level (R.L.) 27.55 mtrs. Town Hall Datum Whichever is more? :

30. The details of the materials to be used in construction with specifications are as follows :-

Roofs \_\_\_\_\_

Floors \_\_\_\_\_

Walls \_\_\_\_\_

Columns \_\_\_\_\_

Beams \_\_\_\_\_

Any other material \_\_\_\_\_

31. The number of water closets, urinals, kitchens, baths to be provided are as follows:

Water closets	Baths	Urinals	Kitchens
Existing			
Proposed			

32. Details of the source of water to be :  
used in the construction
33. Distance from the sewer :
34. How much Municipal Land, if any will :  
be used for stacking building material?
35. Please explain, in detail, in what :  
respect the proposal does not comply  
with these regulations and the reasons  
therefore, attaching separate sheets  
for this information, if necessary.

I am the owner-lessee/mortgagee in possession/. \_\_\_\_\_  
of the plot on which the work is proposed and that the statements made in this Form are  
true and correct.

Signature of the applicant

Date :

Address :

Form of certificate be signed by the Licensed Surveyor/Engineer/ Structural  
Engineer/ Supervisor or Architect employed by the Applicant.

I (Name) \_\_\_\_\_ have been  
employed by the applicant as his Licensed Surveyor/Engineer/Supervisor or Architect. I  
have carefully perused his covenant or conveyance in respect of this plot and have  
examined the boundaries and the area of the plot and I certify that I have personally  
**verified** all the **statements** made by the applicant who is the owner/lessee/mortgagee in  
**possession** of the **plot** as in the above Form and the attached statements A and B and  
**found** them to be **correct**.

Date :

Address:

Signature of Licensed Surveyor/  
Engineer/Structural Engineer/Supervisor  
or Architect

NOTE : INDICATE DETAILS OF BUILDING PLAN AS IN FORM II.

**STATEMENT 'A'**

[Sr.No.IO(a)(iii) in ANNEXURE 'A']

**Existing Building to be Retained**

Existing Building. 1	Floor No. 2	Plinth Area 3	Total floor area of the existing Bldg 4	Use of Occupancy of Floors 5

**STATEMENT 'B'**

(Sr.No.IO(b) (iii) In ANNEXURE 'A')

**Proposed Work/Building.**

Building No. 1	Floor No. 2	Area 3	Total floor area of proposed work 4	User of Occupancy of floors 5

ANNEXURE -1 ..... Continue



**(PROFORMA-A)**

(Sr. No. 2, 9,10,11,19 in Annexure "A")

*(At right top corner of site/building plan at Ground Floor Level)*

<b>A.</b>	<b>Area Statement</b>						<b>Square Metres</b>
1.	Area of plot .. .. .	..	..	..	..	..	
2.	Deductions for .. .. .	..	..	..	..	..	
	(a) Road set-back area						
	(b) Proposed road .. .. .	..	..	..	..	..	
	(c) Any reservation .. .. .	..	..	..	..	..	
				Total (a+b+c)	..	_____	
3.	Balance area of plot (1 minus 2)	..	..	..	..	_____	
4.	Deduction for recreational ground (if deductible)						
5.	Net area of plot (3 minus 4) .. .. .	..	..	..	..	..	
6.	Additions for floor space index 2(a)100% 2(b)100%						
7.	Total Area (5 plus 6).. .. .	..	..	..	..	_____	
8.	Floor Space Index permissible .. .. .	..	..	..	..	_____	
9.	Floor Space Index credit available by Development Rights (Restricted to 40% of the balance area vide item 3 above).						
10.	Permissible Floor Area (7 plus 8) plus 9 above .. .. .	..	..	..	..	..	
11.	Existing floor area.. .. .	..	..	..	..	..	
12.	Proposed area .. .. .	..	..	..	..	..	
13.	Excess balcony area taken in floor space index (as per B(iii) below).						
14.	Total built-up area proposed (11+12+13) .. .. .	..	..	..	..	_____	
<b>B.</b>	<b>Balcony Area Statement</b>					_____	
	(i) Permissible balcony area per floor .. .. .	..	..	..	..	..	
	(ii) Proposed balcony area per floor .. .. .	..	..	..	..	..	

A. Area Statement	Square Metres
(iii) Excess balcony area per floor .. .. .	_____
(iv) Total excess balcony area for all floors .. .. .	_____
<b>C. Tenement Statement</b>	
(i) Proposed area (Item A, 12 above) .. .. .	_____
(ii) Less deduction of non-residential area (Shop, etc.) .. .. .	_____
(iii) Area available for tenements (i) minus (ii).] .. .. .	_____
(iv) Tenements permissible (Density of tenements/hectare)	
(v) Tenements proposed .. .. .	_____
(vi) Tenements existing .. .. .	_____
Total Tenements on the Plot .. .. .	_____
<b>D. Parking Statement</b>	
(i) Parking required by Regulations for :-	
• Car .. .. .	_____
• Scooter/Motor cycle .. .. .	_____
• Outsiders (Visitors) .. .. .	_____
(ii) Covered garages permissible .. .. .	_____
(iii) Covered garages proposed /	
• Car .. .. .	_____
• Scooter/Motor cycle .. .. .	_____
• Outsiders (Visitors) .. .. .	_____
(iv) Total parking provided .. .. .	_____
<b>E. Transport Vehicles Parking</b>	
(i) Spaces for transport vehicles parking required by Regulations	_____
(ii) Total No. of transport Vehicles Parking spaces provided :	_____

ANNEXURE -1..... Continue

**(PROFORMA-B)**  
**(At right bottom corner of plans/below Form I)**

Content of sheet

Stamp of date of receipt of plans

Stamp of approval of plans

Revision	Description	Date	Signature
----------	-------------	------	-----------

*Certificate of Area*

Certified that I have surveyed the plot under reference on \_\_\_\_\_ and that the dimensions of the sides, etc. of plot stated on the plan are as measured on site and the area so worked out is\* \_\_\_\_\_ square metres and tallies with/ is more than/the area stated in the document of ownership/Town Planning Scheme records.

Signature of Licensed Surveyor/Architect/Engineer/Structural Engineer/Supervisor

Description of proposal and property

Name of owner

Job No.	DRG. No.	Scale	Checked by	Drawn by
---------	----------	-------	------------	----------

North Line



\* Area to be stated in figures and also in words.

Signature, Name (in block letter) and Address of Licensed Surveyor / Architect / Engineer / Structural Engineer / Supervisor

## LETTER OF APPOINTMENT OF STRUCTURAL ENGINEER

To,

Name of Owner \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

SUB: Appointment of Structural Engineer for proposed Building/  
 Additions & Alterations to existing Building on Property  
 Bearing C.S./C.T.S. No. \_\_\_\_\_  
 Village \_\_\_\_\_ at \_\_\_\_\_

Dear Sir,

I/We hereby engage/appoint you as my/our Consulting Structural Engineer for the above mentioned work on following terms and conditions :-

- 1) **Scope of work :-** Preparation of preliminary/Final Structural designs and Municipal Drawings, and typical RCC calculations for submission to Municipal Authorities based on Drawings and details supplied to you by my/our Architect/Licensed Surveyor on my/our behalf, assist me/us in appointment of speciality foundation and or structural consultants, wherever required and agreed to by me/us and in consultation with us at our separate cost, inspection as identified stages of work for inspection of and guidance on my/our completing preparatory work for structural execution and report of the same, issuing the Structural Completion Certificate based on the certificates of site supervisor, submitting the same to authorities through my/our Architect/Licensed Surveyor. Your services do not include constant supervision.
2. For day to day supervision I/We will appoint qualified licensed site supervisor during execution of entire work.
3. I/We agree to carry out the Structural work strictly in accordance with the design, details and specifications for structural work provided by you. On noticing any deviation from or infringement of the same or your instructions on site, you shall have right to stop the work to which we shall abide forthwith.
4. If I/We do any work departmentally by our supply and purchase of the materials, I/We shall be solely responsible for use of proper materials and workmanship and you shall have all the rights given to an architect under the building contract, on the work, in as far as Structural works are concerned.
- 5) A separate letter is issued to you stating the Professional Fees payable, Mode of payment shall be in accordance with the norms of PEATA / Institution of Engineers (India).

- 6) The fees do not include costs of any speciality or advisory consultation, if required by us, in matters of Structural Design including Computer and Modal Analysis, Soil Investigation, Destructive/Non-destructive testing of Structures or parts thereof, Load Tests on completed Structures or parts of Structural etc. etc. Also preparation of Bar-bending Schedules and fabrication drawings do not form scope of your work.
- 7) You will not have right to alter / amend the design / drawings without our approval in writing which entails any financial load save and except those required for incorporating structural provision due to changes in design/drawings by Architect/ Licensed Surveyor.
- 8) A thirty days clear notice in writing is required by either of the parties to terminate the agreement during the pendency of which your services shall be continued to be rendered. However, on termination of the agreement the fees shall be paid to the extent of service rendered as per stage of work/payment.
- 9) I/We may terminate this agreement by giving one month's notice in writing and further, I/ We can appoint any other Consulting Structural Engineer only on obtaining your N.O.C. We will not carry out any further work till the New Consulting Structural Engineer is appointed and is accepted by the Authorities. In this event your N.O.C. will not be withheld unreasonably and will be deemed to be issued on our paying your dues, or in the event of dispute, on the matter being referred to the arbitration.
- 10) In event of any dispute the matter shall be referred to arbitration before the Arbitrators to be appointed by P.E.A.T.A. / both of us.

Approved and Confirmed

Yours Faithfully

Signature of Structural Engineer) OWNER/C.A. TO THE OWNER/DEVELOPER

D.C. to The Executive Engineer (B.P.)  
Zone \_\_\_\_\_  
for Information and Record please.

## LETTER OF APPOINTMENT OF SITE SUPERVISOR

From: \_\_\_\_\_ Date \_\_\_\_\_

Name of the Owner/Developer \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
(Name of the Architect)

To,  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Name of the Structural Engineer)

SUB: Appointment of Site Supervisor for Proposed Construction /  
Development on plot bearing C.S. No./CTS No. \_\_\_\_\_  
Village \_\_\_\_\_ at \_\_\_\_\_

Dear Sir,

As discussed and approved by our Architect, \_\_\_\_\_

\_\_\_\_\_ We hereby appoint you as  
Site Supervisor for carrying out constant day-to-day supervision work  
for the above work. A letter stating the compensation, as agreed by us,  
is being issued to you separately.

### Scope of Services :-

1. You will be responsible for Co-ordination between Architect, Consulting Structural Engineer, Contractor and ourselves.
2. You will be responsible for checking quality of materials used in the construction subject to the final decision given by the Architects / Consulting Structural Engineer.
3. You will observe and report the quality of workmanship, progress of the work, materials used, materials required, checking of the Bills, taking joint measurements, if any, etc.
4. You will ensure that copies of the approved plans to be available at Site and draw the attention of the concerned Superiors and authority of any infringement of the conditions of the approvals, infringement of regulations etc, as may be directed by Architects.
5. You will personally remain present during casting / erection & Installation of any Structural Member/s starting from foundation upto the completion of all structural work. You will also ensure that any Structural work as executed is not disturbed by cutting holes, chases, niches etc unless specifically approved by structural Engineer.
6. You will maintain Log Book, Site Records, as may be advised/directed by the Architect / Structural Engineer.

7. You are holding the Licence No. \_\_\_\_\_ of Site Supervision - Grade. and shall renew the same from time to time till the construction work is completed.

Subject to the above, we have appointed you as Site Supervisor and you have countersigned this letter in token of your approval and confirmation.  
Thanking you.

Approved and Confirmed

Yours Faithfully

(Signature of the Site Supervisor)

Owner / C.A. to Owner/Developer)

Name \_\_\_\_\_

Licence No. \_\_\_\_\_

Copy forwarded to :-

1. Shri \_\_\_\_\_  
(Architect)
2. Shri \_\_\_\_\_  
(Structural Engineer)
3. The Executive Engineer  
Building Proposals Zone  
for Information and Record please.

Form A-5

**Form A-5 LETTER OF APPOINTMENT OF LICENSED PLUMBER**

Date: \_\_\_\_\_

To,  
The Assistant Engineer (Building Proposal)  
\_\_\_\_\_ Ward,  
Municipal Corporation of Greater Mumbai  
Mumbai-400 001.

Sub : \_\_\_\_\_

Sir,

Ref : \_\_\_\_\_

With reference to above, we have to inform you that we have appointed Shri \_\_\_\_\_ as Licensed Plumber for the above said work.

This is for your information and record please.

Thanking you,

Yours faithfully

(Signature, Name and Address of the owner)

Notice U/s 302 of BMC Act & Section 44 of Maharashtra Regional Town  
Planning Act  
(Layout / Subdivision / Amalgamation )

Date : \_\_\_\_\_

To,  
Executive Engineer (B.P.)

**Sub: Proposed Layout /Subdivision /Amalgamation of property bearing**

I/We intend to carry out the following development at the above mentioned land owned by me/us LAYOUT / SUBDIVISION /AMALGAMATION and I/We therefore apply as required u/s 44 of M.R. & T.P Act, for the permission for carrying out the development on our land.

I/We am/are engaging Shri \_\_\_\_\_  
as our Architect/Licensed Surveyor who has agreed to supervise the work.

I/We have to state that I/We do not own any land contiguous to the above mentioned plot.

(Signature of owner) Applicant Name & Address \_\_\_\_\_

**FORM OF NOTICE FOR START OF WORK  
APPENDIX - XV**

(Regulation 6(2) and Section 347(i)(a) of the Bombay Municipal Corporation Act 1888.)

To,  
The Executive Engineer.,  
Building Proposals, \_\_\_\_\_ Ward  
Sir,

The development work / erection / re-erection / demolition or material alteration in/of a Building No. \_\_\_\_\_ on/in plot No.C.S.No./C.T.S.No. \_\_\_\_\_ of Division/ Village/ Town Planning/Scheme No. \_\_\_\_\_ situated at \_\_\_\_\_ Road/Street \_\_\_\_\_ Ward \_\_\_\_\_ will start on \_\_\_\_\_ in accordance with your permission No. \_\_\_\_\_ date \_\_\_\_\_ under the supervision of \_\_\_\_\_ Architect / Licensed Surveyor/Engineer/Structural Engineer/ Supervisor and in accordance with the plans sanctioned.

Signature of the Owner \_\_\_\_\_

Name of the Owner \_\_\_\_\_

In Block Letters

Date \_\_\_\_\_

Address of Owner \_\_\_\_\_



**FORMAT OF COMPREHENSIVE UNDERTAKING BY OWNER****(To be typed on stamp Paper of Requisite value)**

FROM :

To :  
The Commissioner  
Municipal Corporation of Gr. Mumbai,  
Mumbai - 400 001.

SUB : Proposed Building/Additions & Alterations to the existing Building on  
plot bearing C.S./C.S.T. No. \_\_\_\_\_ of  
Village \_\_\_\_\_ Plot No. \_\_\_\_\_  
at \_\_\_\_\_

REF: CE/ \_\_\_\_\_ BP(ES) (WS) / A /

Sir,

I/We \_\_\_\_\_  
Owner/C.A. to Owner of the above referred property hereby undertake, as under :-

**A. SET-BACK/D.P. ROAD/F.S.I. ADVANTAGE**

That I/We hereby agree and undertake to hand over land in set-back/D.P. Road in respect to the above referred property to the Municipal Corporation of Gr. Mumbai, free of cost, and without claiming any compensation thereof in lieu of the F.S.I. claimed in the proposed development.

**B. DEMOLITION OF STRUCTURE/S.**

That I/We will demolish existing structures proposed to be demolished as per terms & conditions of the approved plans.

**C. EDUCATIONAL/WELFARE PROGRAMME.**

That I/We will conduct Educational/Welfare Programme for the workers at site as per DCR No. 5 (XIV)

**D. FOR NO - NUISANCE.**

That :

1. Waterproofing layer of existing terrace shall not be removed until the upper floor/ floors are completed and walls are plastered externally.
2. In case, it is necessary to remove a small portion of waterproofing layer for structural reasons, the disturbed portion will be grouted with cement mortar immediately and made leakproof.
3. Covering over the staircase wall shall not be removed unless adequate precautions are taken to prevent any likely hardship by its removal to the lower floor tenants.

4. Works under item No. 1,2 & 3 above shall not be carried out from 15th June to 15th October.
5. Independent storage tanks with pumping arrangement shall be provided for the construction work so that workers will not be inclined to draw water from the existing overhead tanks.
6. Materials for construction work and debris shall be neatly stacked on site so that no inconvenience is caused to the existing occupants.
7. Proper screening arrangement shall be made to prevent nuisance of dust etc. to occupants of lower floors.
8. The existing drainage and water supply shall be maintained in perfect order.
9. The Occupants on all floors shall be informed in writing well in advance before starting the work with a copy to Municipal Corporation about such intimation.
10. If any materials are to be transported by trucks where no carriage entrance is existing, prior permission of ward officer shall be obtained for temporary access and stipulated deposit shall be paid.
11. Before Building Completion Certificate or applications for occupation is submitted, all debris all materials for construction purpose shall be removed from site which are likely to cause nuisance to old and new occupants.

**E. TEMPORARY STRUCTURE/SHED/GODOWN/SITE OFFICE.**

1. That I have submitted the proposal for Temporary site-office-cum-godown-cum-Alternate accommodation for the proposed development on the said plot under reference.
2. That I will not use the said Temporary Shed-site office-cum-Godown for any other use except for which it is intended to use.
3. That I will pay necessary deposit of Rs. \_\_\_\_\_/- for faithful compliance for the conditions mentioned in the approval of the Temporary Site office-cum-Godown.
4. That I further agree to revalidate the permission of temporary site office-cum; Godown yearly or as per the prevailing policy from time to time. I will demolish the Temporary site office-cum-Godown before asking O.C./B.C.C.

This undertaking is binding on me/my heirs, executors, assignees and whomsoever deriving title through me or under me/us.

SIGNATURE OF OWNER/  
CA TO OWNER.

NOTE :

Delete whichever is not applicable.

Address :

Note : To be submitted in original duly Notarised.

**OWNERS AFFIDAVIT FOR AREA**  
(To be typed on stamp Paper of Requisite value)

To  
The Commissioner  
Municipal Corporation of Greater Mumbai,

Sub : \_\_\_\_\_

Ref : \_\_\_\_\_

I, \_\_\_\_\_ of Mumbai, Indian Inhabitant,  
possessing the right of development by virtue of Conveyance/Lease/ Agreement/Power  
of Attorney dated \_\_\_\_\_ for the property bearing C.T.S. No. \_\_\_\_\_ of  
Village: \_\_\_\_\_ Taluka: \_\_\_\_\_ and having my residence/office at  
\_\_\_\_\_

solemnly affirm and say as under :-

I have submitted plans through my Registered Architect / Licensed Surveyor  
Shri \_\_\_\_\_ of \_\_\_\_\_  
for development of the aforesaid property.

In order to verify the area, I have also carried out survey of the said plot through  
my Reg. Architect / Licenced Surveyor to ascertain the correctness of the area

I say that my Reg. Architect / Licensed Surveyor has certified the said area on the basis  
of the property register card duly certified by the Superintendent of Land Records and/  
or on the basis of survey carried out as per the boundaries of the property shown by me/  
us.

The said area works out to \_\_\_\_\_ Sq. Mtrs. (In words, \_\_\_\_\_  
\_\_\_\_\_) and Floor Space Index has been claimed on the basis of the  
lessor of the area at this stage.

SOLEMNLY AFFIRMED AT MUMBAI,

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

SIGNATURE OF OWNER, \_\_\_\_\_ BEFORE ME.

Address :

Note : To be submitted in original duly Notarised.

**OWNER'S AFFIDAVIT FOR GARAGE.**  
(To be typed on stamp Paper of Requisite value)

To :  
The Municipal Commissioner,  
Municipal Corporation of Greater Mumbai,  
Mumbai - 400 001.

DATE :

Sub: Open Garage / Close Garage on property bearing \_\_\_\_\_

Ref: \_\_\_\_\_

Sir,

I, Shri/Smt. \_\_\_\_\_ residing at \_\_\_\_\_  
do hereby solemnly affirm declare as under :-

1. I say that I am owning a car bearing No. \_\_\_\_\_
2. I say that I am residing at \_\_\_\_\_
3. I further say that I do not possess any enclosed garage in the building where I am residing for parking my own car.
4. I declare that the permission bearing No. \_\_\_\_\_ dated \_\_\_\_\_ for parking place is acceptable to me, on the following terms and conditions :-
  - a) I declare that the permission granted to me for enclosing my parking place may be revoked by the Municipal Commissioner without any reference.
  - b) I also declare that after revocation the Municipal Commissioner is entitled to demolish the enclosure of my Garage and recover the Expenses thereof from me.
  - c) I also declare that I shall not use the said garage except for the purpose of parking my own car.
  - d) I declare that I shall not allow anyone else to use the said garage.
  - e) I declare that I shall not hand over the possession of the garage given to me to anyone else without permission of the Municipal Commissioner.
  - f) I declare that I have agreed to deposit Rs. \_\_\_\_\_ in the office of the Municipal Corporation of Greater Mumbai, I also declare that the Municipal Commissioner is entitled to forfeit the same, if I fail and neglect to observe the terms and conditions herein above which I have agreed.

Dated This \_\_\_\_\_ day of. \_\_\_\_\_

BEFORE ME :

( \_\_\_\_\_  
OWNER

Note : To be submitted in original duly Notarised,

Address :

**INDEMNITY BOND FOR PART OCCUPANCY CERTIFICATE**  
(To be typed on stamp Paper of Requisite value)

**APPENDIX - XXIII**  
(Regulation 6(8))

To,  
The Commissioner  
Municipal Corporation of Gr. Mumbai,  
Mumbai - 400 001.

Sub : \_\_\_\_\_

Ref : \_\_\_\_\_

Sir.

While thanking you for letting me occupy a portion of the above building \_\_\_\_\_ before acceptance of the Completion Certificate of the whole building for the plans approved in communication No. \_\_\_\_\_ dated \_\_\_\_\_ I indemnify the Municipal Corporation of Greater Mumbai against any risk, damages and danger which may occur to occupants and users of the said portion of the building and also undertake to take necessary security measures of their safety. This undertaking will be binding on me/us our heirs administrators and our assignees.

Yours faithfully

Signature of the Owner \_\_\_\_\_

Name of the Owner \_\_\_\_\_

In Block Letters

WITNESS

(signature & name in block letters)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BEFORE ME**

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Note : To be submitted in original duly Notarised.

**OWNER'S UNDERTAKING FOR ISSUE OF I.O.D.**

(On requisite value of stamp paper)

To,  
The Municipal Commissioner  
Municipal Corporation of Greater Mumbai,  
Mumbai - 400 001.

Sub : Proposed Building/Additions & Alterations on property bearing  
C.S./C.T.S. No. \_\_\_\_\_ of \_\_\_\_\_ Division/  
Village \_\_\_\_\_

Ref.: \_\_\_\_\_

Sir,

I, \_\_\_\_\_ residing  
at \_\_\_\_\_  
do hereby solemnly affirm and say as under :-

1. That I am the owner/lessee of the plot of land admeasuring \_\_\_\_\_ sq.mtrs bearing Survey No. C.S./C.T.S. No. \_\_\_\_\_ situated at \_\_\_\_\_ That as per the deed of conveyance/lease dated \_\_\_\_\_ I am entitled to develop the above plot in my own right.
2. That I intend to develop the said plot by putting up a building as per the plans submitted to the Corporation along with my application dated \_\_\_\_\_
3. That I undertake to abide by all conditions imposed by you in the letter dated \_\_\_\_\_ permitting me to proceed with the work of construction subject to the conditions enumerated in the same letter.
4. That a sum of Rs. \_\_\_\_\_ has been deposited without carrying any interest with the Corporation for the due fulfillment and performance to proceed with the work of construction is granted to me vide your letter dated \_\_\_\_\_.
5. I further agree that in default of my compliance with any of the conditions of the said letter, the said amount shall be forfeited to the Corporation partly or wholly, as may be decided by the Municipal Commissioner, whose decision shall be final. I declare that the said permissions granted to me only on my undertaking to comply with all the conditions subject to which the said permission is granted to me.
6. I say that this undertaking will be binding on me, my heirs, executors, administrators and assignees.

SOLEMNLY AFFIRMED AT MUMBAI,

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

\_\_\_\_\_  
OWNER

Note : To be submitted in original.

Address :

**INDEMNITY BOND FOR NO NUISANCE  
(FOR ADDITIONS ALTERATIONS PROPOSALS)  
(To be typed on stamp Paper of Requisite value)**

To,  
The Commissioner  
Municipal Corporation of Gr. Mumbai,  
Mumbai -400001.

Sub : \_\_\_\_\_

Ref : CE/ \_\_\_\_\_

Sir,

I/We, \_\_\_\_\_

the Owner's of the property mentioned above, hereby undertake and indemnify the Municipal Corporation of Greater Mumbai against any risk, damage, accident occurring to the building and the occupants of the building while additions and extension of the building work is in progress for which I/We shall not claim any damage from the Mumbai Municipal Corporation of Greater Mumbai and I/We shall keep Municipal Corporation indemnified to that effect. This undertaking will be binding on me/us, my/our heirs, executors, administrators, assigns and assignees or whomsoever deriving title through or under me/us.

SOLEMNLY AFFIRMED AT MUMBAI.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

BEFORE ME

Owner  
(Signature, Name & Address)

Note : To be submitted in original duly Notarised.

**FORM FOR PAYMENT OF SCRUTINY FEES, DEPOSITS,  
CHARGES ETC.**

To,  
The Receipt Clerk (H.C. Revenue)

Sir,

Sub :- Proposed building / Additions & Alteration / layout subdivision of property  
bearing CTS Nos. \_\_\_\_\_ Village \_\_\_\_\_ in Ward.

Ref:- File No. \_\_\_\_\_ /New Proposal

Please accept cash/D.D. for the following purpose:

1.	Remarks of _____	Rs.
2.	For Building Proposal/layout/sub-division,	
a.	Scrutiny fee = Proposed area x Rate	Rs.
	_____ x _____	
b.	Deposit = Proposed area x Rate	Rs.
	_____ x _____	
c.	Revalidation =	
	fee from _____	
	to _____ = Residential x Non-resi.	Rs.
	_____ x _____	
d.	Carriage entrance = No. x Rate	Rs.
	_____ x _____	
e.	Other Charges As per xerox copy of demand letter	Rs.
	_____	Rs.
	_____	Rs.
	_____	Rs.
Total		Rs. _____

Separate D.D. is sent for each payment. You may certify the payment separately and forward this letter to SEBP \_\_\_\_\_ Ward for record.

Signature of Architect/Licensed Surveyor

Note : Strike out items which are not applicable. To be handed over with due certification to SEBP/AEBP and his signature be taken in Receipt Register.



**APPENDIX - XI**  
 (Regulation 5(3) (ix))  
**FORM FOR SUPERVISION**

To,  
 The Commissioner.,  
 Municipal Corporation of Greater Mumbai

Sir,

The development/erection/re-erection/demolition or material alteration of the building on Plot No. \_\_\_\_\_ /C.S. No. \_\_\_\_\_ /C.T.S. No. \_\_\_\_\_ of Division / Village/Town Planning /Scheme No. \_\_\_\_\_ situated on Road/Street \_\_\_\_\_ Ward. \_\_\_\_\_ will be carried out under my supervision. All the materials (type and grade) and the workmanship of the work will generally tally with the general specifications submitted along with the plans and the work will be carried out according to the sanctioned plan. I shall be responsible for the execution of the work in all respects.

Your faithfully,

Signature of Licenced Surveyor \_\_\_\_\_  
 Engineer/Structural Engineer /  
 Supervisor or Architect.

Name \_\_\_\_\_

(In Block Letters)

Licence No : \_\_\_\_\_

Address : \_\_\_\_\_

Date : \_\_\_\_\_

Note : To be typed on Architect/Licensed Surveyor's Letter Head.

**ARCHITECTS' / LICENSED SURVEYORS' SCRUTINY REPORT**

Building Proposal E.E.B.P. / (W.S.) Ward. \_\_\_\_\_  
 Case No. \_\_\_\_\_

Sub: Proposed building No. \_\_\_\_\_ on plot bearing  
 C.T.S. No.: \_\_\_\_\_ of village  
 \_\_\_\_\_ F.P. \_\_\_\_\_  
 TPS \_\_\_\_\_

Date of Submission of Proposal :  
 Brief description of prop, work :  
 Name of the Licensed Surveyor/Architect :  
 Name of the Owner/Developer :  
 Name of the Firm :  
 Name of the Licensed Structural :  
 Engineer :  
 Name of the Registered Site :  
 Supervisor :  
 Plot No./C.T.S. No. :  
 Plans for approval at : Page

**DATA**

SR.NO.	ITEM	REMARKS	OFFICE REMARKS
1.	Notice under section 337/342 of B.M.C. Act 1888	at pg. _____	_____
2.	Scrutiny Fees	Paid Rs. _____	_____
3.	Application for C.C. u/s.44/69 MRTP Act.	Submitted at pg. _____	_____
4.	<b><u>OWNERSHIP</u></b>		
	Documentary evidence regarding ownership of the plot.		
	(a) Conveyance Deed	at Pg. _____	
	(b) Lease Agreement	at Pg. _____	
	(c) Extracts from P.R. Cards	at Pg. _____	
	(d) Any other documents	at Pg. _____	
	(e) Power of Attorney/ Consent from co-owners	at Pg. _____	

SR.NO.	ITEM	REMARKS	OFFICE REMARKS
	(f)	Does ownership tally with documents?	
	(g)	Estate plot/T.P.Scheme plot	
	(h)	Whether the owner's name shown in P.R. Cards, Conveyance, U.L.C., N.O.C., etc. are same ?	
	(i)	Whether the Notice & C.C. Applications are signed by C.A./Lessee/ Owner & whether plans are submitted in that name ?	
5.	<b><u>PLOT AREA</u></b>		
		Documentary evidence regarding area of the holding/plot.	
	(a)	As per Conveyance Deed	_____ Sq.mts.at pg. _____
	(b)	As per P.R.Cards signed by S.L.R.	_____ Sq.mts.at pg. _____
	(c)	As per U.L.(C & R) Authority	_____ Sq.mts.at pg. _____
	(d)	As per Affidavit	_____ Sq.mts.at pg. _____
	(e)	As per L.S's certificate & triangulation Calculation with plot dimensions.	_____ Sq.mts.at pg. _____
	(f)	As per Lease Agreement/Power of Attorney.	_____ Sq.mts.at pg. _____
	(g)	As per N.O.C.W.O. (Estates)/A.E.T.P.	_____ Sq.mts.at pg. _____
	(h)	Area Certified in 'B' Form By Arbitrator,	_____ Sq.mts.at pg. _____
	(i)	The area accepted	_____ Sq.mts.at pg. _____
6.		Is the entire contiguous holding of the owner declared and shown on the plan.	
7.		Layout/sub-division/ Amalgamation (D.C. Regulation No.21)	Submitted / Approved / Not applicable
8.		Existing Structures/trees/wells.	
	(a)	Whether all are shown on the plan.?	
	(b)	Whether are proposed to be demolished/cut/filled in?	
	(c)	Whether required details are shown ?	

SR.NO.	ITEM	REMARKS	OFFICE REMARKS
	(d) Authentic proof submitted :		
	(i) CTS plan	at pg. _____	
	(ii) Old Assessment bill	at pg. _____	
	(iii) Any other proof Whether consent letter/ regular agreement along with plan showing exist- ing structure & proposed tenement in new building showing area is submitted ?	at pg. _____	
9	N.O.C. FROM C.A.U.L.C.		
	i) u/s 6 (i)	at pg. _____	
	ii) Order u/s 8 (4)	at pg. _____	
	iii) Statement u/s 09	at pg. _____	
	iv) u/s 20	at pg. _____	
	v) u/s 21	at pg. _____	
	vi) u/s 22	at pg. _____	
	vii) u/s 34	at pg. _____	
	Valid upto Conditions	_____ _____	
10.	R.L. of street Sanctioned/Proposed	_____	
11.	<b><u>SET BACK LAND</u></b>	sq.mts. _____	
	(a) Handed over & transferred/ conveyed in the name of M.C.G.B.	_____	
	(b) Undertaking for handing over setback	at pg. _____	
12.	<b><u>MEANS OF ACCESS</u></b>		
	(D.C.Regulation No: 17 & 22)		
	(a) Existing width of road/ required width of road/access.		
	(b) Status of road		
	(c) Condition of road		
	(d) Right of Way documents	at pg. _____	
	(e) Plan showing the width of road from the existing Municipal road upto the plot.	at pg. _____	

SR.NO.	ITEM	REMARKS	OFFICE REMARKS
	(f) Certificate from W.O./ A.E.(M)	at pg. _____	
	(g) Whether separate P.R. Card submitted?	at pg. _____	
	(h) Access to Existing Building/R.G. as per Rules.		
13.	<b><u>NO OBJECTION CERTIFICATES</u></b>		
	(a) E.E.D.P.		
	(b) W.O. (Estate)		
	(c) E.E. (S.W.D.)		
	(d) E.E. (Sewerage) (P & D)		
	(e) A.A.& C.		
	(f) H.E. (Hydraulic Engineer)		
	(g) C.F.O. (Chief Fire Officer)		
	(h) Railway (minimum 30 m/60 m.)		
	(i) Civil Aviation		
	(j) Commissioner of Police		
	(k) E.E.T. & C. (Traffic & Lighting)		
	(l) Director of Industries		
	(m) W.O./A.E.(M) for no compensation paid & set back handed over.		
	(n) E.E.T.P. (Town Planning)		
	(o) N.O.C. from the owner of the Original plot.		
	(p) Consent letter from co-owners,		
	(q) Dy.C.E. (Environment & Sanitary Facility)		
	(r) Tree Authority		
	(s) Any other department		
	(t) Air Pollution Preventions,		
	(u) Health Officer.		
	(v) Electric Supply - BEST/BSES LTD./MSEB. Government's N.O.C.		
	(w) N.O.C.from Tata Hydro Electric Company		
	(x) A.E.(Acqn.) for Handing over D.P. Road.		
	(y) Water Pollution Prevention Board		

SR.NO.	ITEM	REMARKS	OFFICE REMARKS
	(a) A.I.R.		
	(b) Chief Inspector of Factories		
	(c) B.P.T.		
	(d) M.H. & A.D. BOARD.		
	(e) M.M.R.D.A.		
	(f) A.E.T.P.		
	(g) Dy. Collector (Removal of Encroachment)		
	(h) Lift Inspector		
	(i) Metropolitan Railway		
	(j) Highway Authorities		
14.	<b><u>RESERVATIONS</u></b>		
	(D.C.Regulation No.9)		
	(1) As per Sanctioned D.P.		
	(2) As per Revised Sanctioned D.P.		
	(3) _____		
15.	<b><u>ZONE</u></b>		
	(a) As per sanctioned D.P.		
	(b) As per revised sanctioned D.P.		
	(c) Whether affected by any Reservations ?		
	(d) Whether existing users proposed to be retained/area in conformity ?		
	(e) Whether within Beach/Coastal zone ?		
	(f) Whether Zone is changed U/s 37 (e) of M.R.T.P. Act.		
	(g) Zone & User as per T.P. Scheme		
16.	<b><u>USER</u></b>		
	(D.C.Regulation 51 to 57, 60,61)		
	Proposed as per D.C.R.No:		
	(a) Is the proposal is in conformity with its zone.		
17.	<b><u>F.S.I. PERMISSIBLE UNDER D.C. REGULATION.</u></b>		
	(a) 32		
	(b) 33		

SR.NO.	ITEM	REMARKS	OFFICE REMARKS
	(c) 34		
	(d) 35		
	Restricted to		
18.	Height of the building		
19.	<b><u>TYPE OF BUILDING</u></b>		
	Industrial/Commercial/Residential		
	Multi storyed/Special Type		
20.	<b>T.D.R.</b>		
21.	Plans for full consumption of F.S.I.(D.C.R.28-C)	Yes/No at pg. ___	
22.	Distance from the boundary of I-1 or I-2 zone (D.C.Reg.No:29(5), (Table 10-C)		
23.	<b><u>SPECIAL TYPE OF BUILDINGS</u></b>		
	(D.C.Regulation No.29)		
	(a) Whether E.E.T.C.'s remarks regarding parking layout beyond compulsory open space/ Basement are obtained ?	at pg. _____	
	(b) C.F.O's N.O.C.	at pg. _____	
	(c) Civil Aviation N.O.C.	at pg. _____	
	(d) Drainage approval from E.E.S. Planning	at pg. _____	
	(e) N.O.C.from E.E. S.W.D.	at pg. _____	
	(f) Whether the proposed development is within the inner or outer funnel or vision of Pherojshah Mehta Garden ?		
	(g) Freight/Fire Lift provided		
	(h) Refuge chute provided		
	(i) Whether the proposed development is in the vicinity of Nehru Centre ? (If restricted to 60').		
24.	(a) Is the plinth level proposed above the surrounding ground level ?		
	(b) Plinth level w.r.t. Town Hall datum	mts. _____	
	(c) Level or road w.r.t. Town hall datum	mts. _____	

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## SCRUTINY

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SR. NO.	ITEM	REQD AS PER- D.C. REG.	PROPOSED	DEFICIENCY	REMARK TO BE FILLED UP BY S.E.
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1. LIFT REQUIREMENTS.

(D.C.Reg.No.38 [19])

- (a) Height less than 16 mts.
- (b) Height less than 24 mts.
- (c) Height above 24 mts.

(staircase width required  
as per table No.20 & 21)

2. HEIGHT PERMISSIBLE :

As per D.C.Reg.No.31

3. Distance from center line  
of street

As per D.C.Reg.29 [5] Table 10-B

4. OPEN SPACES

(D.C.Reg.No:29)

- i) Front
- ii) Side
- iii) Side
- iv) Rear

5. NARROW PLOT

Is the plot narrow in  
depth/width ?

- (a) Whether Open spaces for narrow  
plots are proposed as per D.C.  
Reg.No.29(7) Table 11 and 12 ?

- i) Front
- ii) Side
- iii) Side
- iv) Rear

5A. SET BACK FROM NATURAL  
WATER COURSE

Whether Compliance of Conditions  
are proposed as per D.C. Reg. No. 16 (b) ?



SR. NO.	ITEM	REQD AS PER- D.C. REG.	PROPOSED	DEFICIENCY	REMARK TO BE FILLED UP BY S.E.
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6. R.G.AMENITY / OPEN SPACE

(D.C.Reg.No.23)

- i) 10%
- ii) 15%
- iii) 20%
- iv) 25%

7. CHOWKS

- (a) Inner Chowk  
(D.C.Reg.No.29(-9) (a)  
Width, Depth & area.
- (b) Outer Chowk  
(D.C.Reg.No.29(-9) (b)  
Width & Depth

8. PROJECTIONS

- (a) Balcony  
(D.C.Reg.No.30(-d)38(22)
- (b) Reva Projection  
(D.C.Reg.No.38(23)
- (c) Porches  
(D.C.Reg.No.38(20)
- (d) Canopy  
(D.C.Reg.No.38(21)

9. TENEMENTS

(D.C.Reg.No.32 table 14)

- (a) Min.required 200 T/S Ha                      nos.  
for net plot greater than 1 Ha
- (b) Min.required 325 T/S/Ha                      nos.  
For PH/HDH Plots
- (c) Maximum permissible 450                      nos.  
T/S/Ha
- (d) No. of existing T/S Proposed                      nos.  
to be retained

SR. NO.	ITEM	REQD AS PER- D.C. REG.	PROPOSED	DEFICIENCY	REMARK TO BE FILLED UP BY S.E.
	(e) No.of T/S Proposed		nos.		
	(f) Total no. of T/S.		nos.		
	(g) No.of T/S required For PH/HD Plots				
	(h) No.of T/S proposed				
	(i) No.of T/S to be handed over to the MCGM's nominees				
10.	<u>PARKING SPACES</u> (D.C.Reg.No.36 Table 15)				
	(a) Cars				
	(b) Scooters/Cycles				
	(c) Transport vehicles D.C.Reg.No.36 (4)				
	(d) Private garages D.C.Reg.No.36 (5)				
11.	<u>SUBSTATION</u> As per D.C. Reg.No.26.				
12.	<u>NON-CONFORMITY USES</u> D.C.Reg.No.13- (a) (b) (c)				
13.	<u>SANITARY ACCOMMODATION</u> For shops, Market Industries, etc.				
	(a) For existing structures to be retained.				
	(b) For proposed work.				
	(c) Whether section 251 A(a) of the BMC Act is contravened ?				
14.	<u>TERMS AND CONDITIONS OF LAYOUT/SUB-DIVISION</u>				
	i) Whether complied with ?				
	ii) Whether separate P.R. Cards for R.G./Access/Sub divided plots etc., are obtained ?				

SR. NO.	ITEM	REQD AS PER- D.C. REG.	PROPOSED	DEFICIENCY	REMARK TO BE FILLED UP BY S.E.
---------	------	------------------------------	----------	------------	--------------------------------------

15. FREE OF F.S.I.

[D.C.Reg.No.35 (2) and 23 (9)]

- (a) Basement (50% area),  
direct entry, deposit/u/t etc.
- (b) Stilt/Part/Full
- (c) Society's office
  - i) 12 Sq.mt. upto 20 tenants
  - ii) 20 Sq.mt. for more than  
20 tenants.
- (d) Pocket Terraces
- (e) Part terraces
- (f) Servant's toilet  
(2.2 sq.mts.)
- (g) Watchman's cabin  
(3.00 sq.mts.)
- (h) Sub-station  
Whether open space of 1.5 mt.  
all round is proposed ?
- (i) Meter room as per rules
- (j) Swimming pool

16. SPECIAL PERMISSIONS

Following items require special  
Permission of the Director (E.S.&P.)/M.C.

- (a)
- (b)
- (c)

DATE \_\_\_\_\_ SIGNATURE & NAME OF THE ARCHITECT / LICENSED  
SURVEYOR

- Continue

**No Objection Certificate**

Write "N.A." if not applicable

From	Application date	Remark if received with date	Remarks
------	------------------	------------------------------	---------

## A. Municipal Authorities

- a. C.F.O.
- b. W.O.Estate (for estate plots)
- c. Dy.C.E(APP)
- d. E.E.(S.W.D)
- e. H.E.
- f. A.A.& C.
- g. Tree Authority
- h. AEM ( handing over of setback)
- i H.O.(for eating houses)

## B. Other Authorities

- a. U.L.C.
- b. Railway
- c Civil Aviation
- d. Commissioner of Police
- e. Koyna / Tata Transmission Line
- f. Water pollution prevention Board
- g. B.P.T.(BPT plots)
- h. M.H.& A.D. Board (for cessed properties)
- i. MMRDA office user in city as special planning authority)
- j. O.S.D. Slums (for slums)
- k. N.A. permission (before C.C.)
- l. Road Dev. Authority. (for link roads)
- m. Director of Industries

This is to certify that the information filled is true and correct to the best of my knowledge.

ARCHITECT/LICENSED SURVEYOR

A.E.(B.P.)

The information above is checked and deficiencies are indicated in remarks column.

S.E.(B.P.)

**FORM FOR INTIMATION OF COMPLETION OF WORK  
UPTO PLINTH LEVEL**

**APPENDIX - XVI  
(Regulation 6(4))**

To,  
The Executive Engineer.,  
Building Proposals,  
\_\_\_\_\_ Ward,  
Municipal Corporation of Greater Mumbai.

Sir,

The construction upto plinth / column upto plinth level / upto stilt slab level has been completed of Building No. \_\_\_\_\_ on plot No. \_\_\_\_\_ C.S.No. \_\_\_\_\_ C.T.S.Nd. \_\_\_\_\_ of Division/Village/Town Planning/Scheme No. \_\_\_\_\_ Road/Street \_\_\_\_\_ Ward \_\_\_\_\_ In accordance with your permission No. \_\_\_\_\_ dated \_\_\_\_\_ under my supervision and in accordance with the sanctioned plan.

Please check the completed work and permit me to proceed with the rest of the work.

Yours faithfully,

Signature of Licensed Surveyor \_\_\_\_\_  
Engineer/Structural Engineer/ \_\_\_\_\_  
Supervisor or Architect.

Name \_\_\_\_\_

In Block Letters

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date :

Note : On the Letter Head of Architect/Licensed Surveyor.

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**FORM FOR DEVELOPMENT COMPLETION CERTIFICATE.**
**APPENDIX - XVIII**

(Regulation 6 (7))

To,  
 The Executive Engineer.,  
 Building Proposals,  
 \_\_\_\_\_ Ward,  
 Municipal Corporation of Greater Mumbai.

Sir,

I certify that the erection/re-erection or part/full development work in/on building/  
 part building No. \_\_\_\_\_ on/in Plot No. C.S.No./C.T.S.No. \_\_\_\_\_ of  
 Division/Village/Town Planning/Scheme No. \_\_\_\_\_ Ward \_\_\_\_\_ situated at  
 \_\_\_\_\_ Road/Street has been supervised by me and has been completed on \_\_\_\_\_  
 according to the plans sanctioned under your office communication No. \_\_\_\_\_  
 dated \_\_\_\_\_. The work has been completed to my best satisfaction and the  
 workmanship and all the materials (type and grade) have been used strictly in accordance  
 with general and detailed specifications. No provisions of the Act or Development Control  
 Regulations, No Requisitions made, Conditions prescribed or Orders issued thereunder  
 have been transgressed in the course of the work. I am enclosing three copies of the  
 completion plans one of which is cloth mounted. The building is fit for occupancy for  
 which it has been erected/re-erected or altered/ constructed and enlarged.

I have to request you to arrange for the inspection and give permission for the  
 occupation of the building.

Thanking you,

Yours faithfully,

Signature of Licensed Surveyor  
 Engineer/Structural Engineer/  
 Supervisor or Architect.

Name \_\_\_\_\_

In Block Letters

Address \_\_\_\_\_

Licence No. \_\_\_\_\_

Date : \_\_\_\_\_

Note : On the Letter Head of Architect/Licensed Surveyor.

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**DRAINAGE COMPLETION CERTIFICATE**

**APPENDIX- XIX**

(Regulation 6 (6))

See Sub-Section (3) of Section 259-A of the  
Bombay Municipal Corporation Act, 1888)

To,  
The Executive Engineer,  
Building Proposals,  
\_\_\_\_\_

Sir,

The following building work \_\_\_\_\_  
(Insert full particulars of the work) has been completed to my satisfaction and the  
workmanship and the whole of the materials used are good and no provision of Act or  
Development Control Regulations or building Bye-laws and no Requisitions made,  
Conditions prescribed or Order issued thereunder has been transgressed in the course of  
the work.

Yours faithfully,

Signature of Licensed Plumber \_\_\_\_\_

Name \_\_\_\_\_

In Block Letters

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date : \_\_\_\_\_

Licence No. \_\_\_\_\_

Note : On the Letter Head of Licenced Plumber.

**BUILDING COMPLETION CERTIFICATE**

**APPENDIX - XX**  
(Regulation 6(6))

See Sub-Section (1) of Section 353-A of the  
Bombay Municipal Corporation Act, 1888)

To,  
The Executive Engineer,  
Building Proposals,  
\_\_\_\_\_

Sir,

The following building work (Insert full particulars of the work) has been supervised by me and has been completed to my satisfaction and the workmanship and the whole of the materials used are good and no provision of Act or Development Control Regulations or building Bye-laws and no requisitions made conditions prescribed or order issued thereunder has been transgressed in the course of the work.

Name

Yours faithfully,

Signature of Licensed Surveyor \_\_\_\_\_  
Engineer/Structural Engineer/ \_\_\_\_\_  
Supervisor or Architect.

Name \_\_\_\_\_

In Block Letters

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date : \_\_\_\_\_

Registration / Licence No. \_\_\_\_\_

Note : On the Letter Head of Architect / Licensed Surveyor.



**SUPERVISION MEMO OF STRUCTURAL ENGINEER.  
(PROFORMA "B")**

DATE \_\_\_\_\_ 19

To,  
The Executive Engineer (Building proposals),  
Municipal Corporation of Greater Mumbai,  
Sir,

Subject : \_\_\_\_\_

With reference to the letter No. \_\_\_\_\_ dated \_\_\_\_\_

Addressed to you by Shri. \_\_\_\_\_

I hereby now confirm that I have agreed to act as the Consulting Structural Engineer for the above proposal.

Thanking you,

Yours Faithfully

C.C. to : 1. Owner.

2. Architect / Licensed Surveyor (Consulting Structural Engineer)

Note : On the Letter Head of Structural Engineer. Registration No. \_\_\_\_\_

FORM B-9

**STRUCTURAL STABILITY CERTIFICATE  
(“PROFORMA “C”)**

To,  
The Executive Engineer  
Building Proposals \_\_\_\_\_  
Municipal Corporation of Greater Mumbai,  
:Sir,

Sub : Proposed additions & alterations to  
existing Building on plot bearing \_\_\_\_\_With reference to the letter under No. \_\_\_\_\_ dt. \_\_\_\_\_  
addresses to you by Shri. \_\_\_\_\_

I hereby confirm that it is possible to carry out work as shown in the plans accompanying the above letter with suitable structural changes/without making structural changes/by taking independent columns &amp; lift shaft.

Thanking you,

Yours Faithfully

C.C. to : 1. Owner.

2. Architect / Licensed Surveyor (Consulting Structural Engineer)

Note : On the Letter Head of Structural Engineer. Registration No. \_\_\_\_\_

**COMPLETION CERTIFICATE OF STABILITY OF STRUCTURE.**

**(PROFORMA "D")**

Date \_\_\_\_\_

To,  
The Executive Engineer  
Building Proposals

- 1. Proposal : \_\_\_\_\_
- 2. Ref. No. : \_\_\_\_\_
- 3. Name and address of  
Licensed Surveyor/Architect : \_\_\_\_\_

I hereby certify that the Structural work of the above Building has been carried out as per my Structural design and details and that the said structure is safe and stable for the purpose for which it is intended. Two sets of completion plans of the structural work are enclosed herewith.

Consulting Structural Engineer.  
Registration No. STR -

Note :- On the Letter Head of Structural Engineer

Form B-11

**SUPERVISION MEMO OF SITE SUPERVISOR**

FROM \_\_\_\_\_

DATE \_\_\_\_\_

To,  
The Executive Engineer,  
Building Proposals,

SUB : \_\_\_\_\_  
REF : \_\_\_\_\_

Dear Sir,

This has a reference to the letter from Owner/Developer Shri \_\_\_\_\_ conveying my appointment as site supervisor for the above job. I hereby agree to supervise the above development. This letter be treated as my supervision Memo please.

Thanking you.  
Yours Faithfully,

( \_\_\_\_\_ )

NAME  
Registration No./  
Licence No. \_\_\_\_\_

**ARCHITECT/LICENSED SURVEYOR'S SUPERVISION MEMO.**  
**(On the letter Head of Architect / Licensed Surveyor )**  
**(FOR LAYOUT/SUBDIVISION/AMALGAMATIONS).**

Date \_\_\_\_\_

The Executive Engineer (B.P.)  
Municipal Corporation of Greater Mumbai,

Dear Sir,

SUB : Proposed Layout/Sub-division/Amalgamation of property bearing  
C.S. /C.T.S. No. \_\_\_\_\_ Village \_\_\_\_\_ at  
Mumbai.

REF : Notice U/s. 302 of B.M.C. Act, submitted  
by Shri/ M/s. \_\_\_\_\_

I have to inform you that I have agreed to supervise the work of aforesaid development including demarcation of plot boundaries, construction of internal roads, etc. on behalf of the Owners. I have advised my clients not to dispose off any of the subdivided plots unless and until all the roads are constructed and their completion certificate is accepted by the Municipal Corporation of Greater Mumbai.

I have to state that the information supplied-by the Owners in the enclosed Notice under section 302 of B.M.C. Act 1888 is correct to the best of my knowledge.

Thanking you.

Yours Faithfully,

( \_\_\_\_\_ )  
NAME OF ARCHITECT/LICENSED  
SURVEYOR.

REGISTRATION NO./LICENCE NO. \_\_\_\_\_

**PLOT AREA CERTIFICATE**  
(On the letter Head of Architect/Licensed Surveyor)

Date \_\_\_\_\_

To,  
The Executive Engineer,  
Building Proposals, \_\_\_\_\_ Ward,  
Municipal Corporation of Greater Mumbai,  
\_\_\_\_\_ MUMBAI - 400 0

SUB : Proposed Building / Additions & Alterations on  
plot bearing C.S. /C.T.S. No. \_\_\_\_\_  
Village \_\_\_\_\_ at \_\_\_\_\_  
Mumbai for Shri/ M/s. \_\_\_\_\_

REF : \_\_\_\_\_

Sir,

I have submitted a proposal on behalf of my/our client  
Shri/ M/s. \_\_\_\_\_ for the proposed  
development on the above referred property. The area of the property is \_\_\_\_\_ Sq.Mtrs.  
as per P.R.Cards obtained from City Survey office by my aforesaid client. In order to  
verify the area, I/We have carried out survey of the said plot through our staff to ascertain  
the correctness of the area mentioned in the Property Register Card. The said survey  
has been carried out on the basis of the boundaries of the property shown by the Owner/  
client.

The said area as per survey now works out to \_\_\_\_\_ Sq.Mtrs.  
However F.S.I, is claimed for the plot area \_\_\_\_\_ Sq.Mtrs.

Thanking you,

Yours Faithfully

( Architect / Licensed Surveyor )

REGISTRATION No.

**APPLICATION FOR REVALIDATION OF PROPOSALS**

Date \_\_\_\_\_

To,  
The Sub-Engineer (B.P.)

Dear Sir,

1. File No.: \_\_\_\_\_
2. Details of Proposal : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Date of I.O.D. : \_\_\_\_\_
4. Date of C.C. : \_\_\_\_\_
5. Progress : Work not commenced/commenced and completed upto \_\_\_\_\_  
 work at stand still due to : \_\_\_\_\_
6. Date of expiry of I.O.D./C.C./last revalidation : \_\_\_\_\_
7. Revalidation fee details :
  - a) Paid before/after due date on : \_\_\_\_\_
  - b) Amount due Rs. \_\_\_\_\_
    - i. Revalidation fee Rs. \_\_\_\_\_
    - ii. Penalty for late payment if any: Rs. \_\_\_\_\_
    - iii. Total amount paid Rs. \_\_\_\_\_
  - c) Receipt No.: \_\_\_\_\_ Date : \_\_\_\_\_

The above details are verified by me and are correct.

(SIGNATURE OF ARCHITECT / LICENSED SURVEYOR)

End : (i) Certified xerox copy of receipt  
for payment paid.

Note : On the Letter head of Architect / Licensed Surveyor

**APPLICATION FOR NOC FROM WARD OFFICER (ESTATES)**  
(On the letter Head of Architect / Licensed Surveyor)

Date \_\_\_\_\_

To,  
The Ward Officer (Estates),  
Municipal Corporation of Gr. Mumbai,  
Shri Chhatrapati Shivaji Maharaj  
Market Building, 2nd Floor,  
Mata Ramabai Ambedkar Marg,  
Mumbai-400 001.

Sub : Plot No. \_\_\_\_\_ Scheme No. \_\_\_\_\_ Estates. Proposal  
for \_\_\_\_\_

On behalf of \_\_\_\_\_  
(Client's Name/Lessee's Name).

Sir,

I am Submitting herewith a proposal for the above mentioned work, particulars of which are as under :-

**Part "A" Present position of the plot**

1. Name of the Lessee :
2. Name of the Client (if  
proposal is not submitted  
on behalf of lessee) :
3. Area of the plot :
4. User of the plot :
5. Sanctioned User of the Plot :
6. Whether Consent letter  
from Lessee obtained : Yes / No.
7. Details of existing  
structures on site along-  
with their area :
8. Whether all the structures  
are authorised ?  
If not, state what action  
has been taken for removing  
the unauthorised works ? :
9. Period upto which ground  
rent has been paid :

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### Part "B" Particulars of Proposal

- |  |   |
|--|---|
| 1. Nature of the proposals<br>(Give brief description of details of proposals) | i) Additional Floor<br>ii) Motor Garage.<br>iii) Suction Tank & Pump Room<br>iv) Change of user.<br>v) Addition & Alterations |
| 2. Proposed Built-up area<br>of the different works                            | i) _____<br>ii) _____<br>iii) _____<br>iv) _____  |
| 3. User of the proposed work<br>in details.                                    | _____   |

### PART "C"

I hereby declare that the above information is as per the details furnished by the Lessee/ Clients and I have verified the same. I further declare that there are other breaches other than stated, in item No. '8' of Part "A" which are required to be rectified by the Lessee/Client.

I have enclosed an authorisation letter from my client Shri/Smt. \_\_\_\_\_  
\_\_\_\_\_ to carry out the proposed work. My clients will abide by the conditions of the approval and pay the necessary charges if any, as may be directed.

I am herewith on behalf of my Client depositing Rs. 500/- as Deposit towards scrutiny of the proposal which may be adjusted with the proposal fees or forfeited if the proposal is dropped.

You are requested to grant your No Objection Certificate to the proposal.

Thanking you,

Yours Faithfully

(NAME OF THE ARCHITECT/  
LICENSED SURVEYOR)

Note : Delete whichever is not applicable.

## N.O.C.S. / CLEARANCES AND LIST OF ENCLOSURES

(AUTHORITY)	(ENCLOSURES)
<p><b>1. CHIEF FIRE OFFICER</b>            (Refer DCR 5(5)(ii) For Multi storeyed, High rise and Special buildings as defined in DCR 2(i) and 2(m)</p>	<p>Key plan, Block plan, Building plans, sections.            Capitation fee.</p>
<p><b>2. WARD OFFICER (ESTATE)</b>            For Building Proposals on Municipal/Improvement Trust plots and sub-division thereof</p>	<p>Application in Form No. B-15 with Location plan, Block plan Building plans sections/subdivision plan (Proposal to be submitted to EEBP and W.O. (Estate) if the sanction of Improvement Committee is involved.</p>
<p><b>3. EXECUTIVE ENGINEER (S.&amp;P.)</b>            For Layouts &amp; Sub-divisions only.</p>	<p>Three sets of Layout/Sub-division plans.</p>
<p><b>4. DY.CE (APP)</b>            For Industrial buildings in case of Chimney, Generators &amp; Boilers.</p>	<p>Complete set of plans alongwith Machinery Layout indicating boilers, chimneys &amp; generators etc.</p>
<p><b>5. EXECUTIVE ENGINEER (SWD)</b>            For Building Proposals on plots more than 1000 Sq.M. or where natural water course is abutting or affecting the plot, or for proposal of Layout or Subdivision of plots more than 1000 Sq.M in area</p>	<p>Key plan and Block plan, general slopes within site and in the surrounding areas, water courses and direction of flow.            Three sets of Layout Sub-division plans</p>
<p><b>6. E.E.ROAD CONSTRUCTION.</b>            For Completion Certificate of Roads.</p>	<p>Completion certificate for road work completed alongwith Location plan and block plan showing completed road work, in triplicate.</p>



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**7. H.E. (HYDRAULIC ENGINEER)**

For Building proposals having more than 1500 sq. m built up area and equivalent commercial/ industrial proposals :

i) where water main exists.

ii) for all proposals

where water main does not exist

For Layout/Sub-division proposals

Complete set of plans with statement of number of tenements and area proposed thereof.

Three sets of Layout/Sub-division plans.

**8. A.A.&C. (ASSESSMENT DEPT.)**

For cessed & non-cessed properties.

Copy of Last paid bill/copy of agreement.

**9. D.P. (ACQUISITION)**

For Land in D.P. Road if proposed to be handed over to M.C.G.M.

Title Certificate from solicitor, alongwith Key plan Block plan showing area of Land in D.P. Road, and copies of Ownership documents.

**10. TREE AUTHORITY**

For tree cutting only.

Block plan and Key plan indicating position of trees Proposed to cut affecting the development/ trees to be retained.

**11. WARD OFFICER / A.E. (MAINTENANCE)**

For handing over land in set back.

Application for handing over Land in Setback to Ward Officer and copy to SE (Survey) for demarcation. Block plan and key plan, showing Land in set back and its area.

**FORMAT FOR SURVEY REMARKS FOR SUBURBS  
MUNICIPAL CORPORATION OF GREATER MUMBAI.  
NO.CE/\_\_\_\_WS/ES/A**

A.E.B.P.(W.S.)/(E.S). \_\_\_\_\_ Ward.

Survey remarks are as under :- Please refer plan at P. \_\_\_\_\_

1.
  - i) C.T.S.No. \_\_\_\_\_ Village \_\_\_\_\_
  - ii) Layout/Subdivision/Amalgamation,  
sanction and approval No. \_\_\_\_\_ dated \_\_\_\_\_
  - iii) T.P.Scheme \_\_\_\_\_ Final/Under verification Yes/No.  
F.P. No. \_\_\_\_\_
  - iv) Block plan boundaries of the plot tally/do not tally with :
    - a) Survey Sheet No. \_\_\_\_\_ /W/E \_\_\_\_\_ Yes/No.
    - b) Sanctioned/approvable layout/sub-division/amalgamation Yes/No.
    - c) Original CTS plan submitted by the  
Architect at Page \_\_\_\_\_ Yes/No.
  
2.
  - i) Means of access to the plot is from \_\_\_\_\_  
which should be ascertained on site. Yes/No.
  - ii) Plot is away from the street. Yes/No.
  - iii) Status of existing road shall be obtained  
from Ward Officer Yes/No.
  
3. The proposal is affected by :
  - i) Proposed/sanctioned \_\_\_\_\_ R.L. of street. Yes/No.
  - ii) Development plan Road \_\_\_\_\_ Yes/No.
  - iii) Town Planning Road \_\_\_\_\_ Yes/No.
  - iv) Layout Road \_\_\_\_\_ Yes/No.
  - v) Setback shown on block plan. Yes/No.
  - vi) Before commencement of the work, the R.L./  
D. P. Road etc. should be got demarcated/  
checked on site. Yes/No.
  
4.
  - i) The proposal is in \_\_\_\_\_ Zone
  - ii) The plot is reserved for \_\_\_\_\_
  - iii) The plot is abutting \_\_\_\_\_
  - iv) The plot is under acquisition of M.C.G.B. Yes/No.
  
5.
  - i) The plot falls within 30.50 M.of existing/  
proposed cemetery. Yes/No.
  - ii) The plot falls within \_\_\_\_\_ Mtrs. Zonal  
separation line of R/I zone Yes/No.
  - iii) The property falls within \_\_\_\_\_ mtrs from  
Sea / Creek Yes/No.
  - iv) It is in the Coastal Regulation Zone \_\_\_\_\_  
as per Draft Coastal Zone Management Plan Yes/No.

- 
- |     |   |        |
|-----|---|--------|
| 6.  | The property / plot under reference is included in the list of Preservation of Monument as per Govt. resolution no. DCR / 1090 / 3197/ RDP/UD-11 dated 20.2.91.           | Yes/No |
| 7.  | E.E.D.P.'s remarks are necessary for the user of the plot (Reservation, D.P.Road etc.)  | Yes/No |
| 8.  | Joint demarcation of Road/Reservation and Zonal boundary alongwith S.E.D.P., E.E.T.C., S.E.T.P. and S.E.Survey is necessary.  | Yes/No |
| 9.  | A.E.T.P.'s remarks are necessary for plot boundaries, area, ownership, user and road line.  | Yes/No |
| 10. | A.E.W.W.'s remarks should be obtained regarding water mains.  | Yes/No |
| 11. | E.E.(Planning)'s remarks are necessary if water course (Nallah) passes nearby affecting the plot (which should be ascertained on site).                                   | Yes/No |
| 12. | The area of the plot is more than 1000 sq.mtrs hence, layout is necessary for residential/ Commercial/Industrial plot.  | Yes/No |
| 13. | Sanction for sub-division/amalgamation is necessary.  | Yes/No |
| 14. | Documentary evidence is necessary for the boundaries, ownership and means of access.  | Yes/No |
| 15. | The proposal is on the land belonging to/ proposed to be acquired by the M.H.and A.D. Board/MHADA/MHB/Air Port Authority/MMRDA NOC from competent authority is necessary. | Yes/No |
| 16. | The plot is affected by Bandra Kurla Railway.   | Yes/No |
| 17. | The plot is within the _____ mtrs. from the General Line of W.E.Highway, N.O.C. and demarcation from National Highway Authority required.                                 | Yes/No |
| 18. | The plot falls within 30.50 Mtrs. from Railway Track Boundary. N.O.C. from Railway Authority is necessary.  | Yes/No |
| 19. | The plot is affected by Koyna/Tata transmission line (which should be ascertained on site).   | Yes/No |

- 
20. The plot falls within the distance of \_\_\_\_\_ Mtrs. from Juhu Wireless Station. Construction upto \_\_\_\_\_ height is permissible without N.O.C. from Signal Office.
21. a) The plot falls between \_\_\_\_\_ Mtrs. and \_\_\_\_\_ Mtrs. from Santacruz Airport Reference Point.
- b) The permissible height of the structure is \_\_\_\_\_ Mtrs. A.M.S.L. except with the concurrence of Civil Aviation Authority.
22. a) The plot falls between \_\_\_\_\_ Mtrs. and \_\_\_\_\_ Mtrs. from Juhu Airport Reference Point.
- b) The permissible height of the structure is \_\_\_\_\_ Mtrs. A.M.S.L. except with the concurrence of Civil Aviation Authority.
23. The Architect shall be asked to submit 3 copies of location plan in 1:4000 scale and block plan 1:500 to E.E.T.&C./E.E.D.P./E.E.T.P. for marking the R.L. of 9.15 Mtrs. 12.20 Mtrs./13.40 Mtrs./18.30 Mtrs./27.45 mtrs./36.00 mtrs./45.72 mtrs. roads and reservations to be demarcated on site. Yes/No
24. The upto date renewal of the Architect's reg. with COA / Surveyor's Licence shall be insisted before approval of plans. Yes/No
25. The Architect shall be asked to submit original City Survey Plan. Yes/No
26. Previous proposal Nos.
27. Other remarks :

Jr.Eng.(Survey)

Sub-Eng. (Survey)

A.E.(Survey) WS / ES.

Draftsman (Survey)

FORMAT OF DEMAND NOTE FOR NOC / REMARKS FROM VARIOUS DEPARTMENTS

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

No. CE / / WS / ES / CITY of

Office of the  
Executive Engineer  
Building Proposal  
WS/ES/CITY

1. Dy.Ch.E(SP) P&D W.S ( Office at Chhatrapati Shivaji Market)
2. E.E.(DP) WS (Head Office)
3. E.E.(TP) (Head Office)
4. E.E.(T&C) W.S. (Head Office)
5. E.E.W.W.(Planning & Research) Babula Tank "B" ward Office
6. Supdt. of Gardens Jijamata Udyan
7. C.F.O 'E'ward Office
8. E.E.(SWD Planning)
9. E.E.(Rds) ward office
10. W.O. \_\_\_\_\_ ward / estate
11. A.E.(Survey)
12. Ch.E(BSDP) (Reclamation)

Sub : Remarks in respect of property bearing \_\_\_\_\_  
CTS No./ plot no. \_\_\_\_\_ of Village situated at \_\_\_\_\_

A proposal is received in this office for development etc on above refered plot.

Three sets of plans showing block plan location plan and other required details of the building are enclosed herewith for offering remarks / requirements/ objections if any from your department, as far as above proposal is concerned.

As per the circular issued vide no. ChE / 2010/ DPC of 31.8.95 it is necessary to get these remarks from concerned department within seven days from date of dispatch of this intimation.

It is, therefore, requested that if no communication is received from your department within seven days from the date of dispatch of this intimation, it will be presumed that there is no objection from your department to process the proposal.

For early compliance please

Assist.Engr.(BP) WS / ES / City / ward

FORMAT OF REMARKS FROM E.E.(D.P.)  
MUNICIPAL CORPORATION OF GREATER MUMBAI.

No. CHE/\_\_\_/DP\_\_\_ of

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub:- Land comprised in C.T.S. No. \_\_\_\_\_  
of Village \_\_\_\_\_ at \_\_\_\_\_

Under the revised Development plan of \_\_\_\_\_ Ward, sanctioned by the State Govt., the above land shown bounded black on the accompanying plan, returned herewith is not reserved for the public purpose except for widening of existing road, if any. The above land is situated in a \_\_\_\_\_ Zone.

The widening if any, of the existing road will be as per the regular line prescribed by the Executive Engineer (Building Proposal) \_\_\_\_\_ Wards, whose office is situated at \_\_\_\_\_ and Executive Engineer (Traffic and Co-Ordination.)

Incidentally, it may be mentioned that as per the Government Resolution No. DCR/1090/ 3197/RDP/UD-II dt.20-2-1991. the State Govt. in the Urban Development Department have published amendment to the Development Control Regulations for Gr.Bombay 1991, thereby proposing to add draft D.C. Regulation No.67 in respect of the preservation of historical monumental precincts, etc. and have also published a list of buildings conservation areas etc. alongwith the aforesaid notification. The buildings / plot under reference have been included in the said list of conservation purposes.

The land under reference falls in the Coastal Regulation Zone of the Govt.of India, vide notification under SO.No.114(E) of 19-2-1991.

The remarks are offered only from the Zoning point of view without carrying out actual site inspection and without any prejudice to the status of the structures, if any, on the land in question etc.

Executive Engineer.  
(Development Plan).

(Ace: 3 Plans.)

FORMAT OF REMARKS BY EETP /  
MUNICIPAL CORPORATION OF GREATER MUMBAI.

No. CHE/\_\_\_\_\_/DP \_\_\_ of

From : E.E.(T.P)

Case No AE(S)/CCII/ \_\_\_\_\_ of \_\_\_\_\_

Architect :-

Original Plot No. \_\_\_\_\_ Final Plot No. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**T.P.S.** \_\_\_\_\_ Principal) ( \_\_\_\_\_ Variation) (Final),  
which came in force to take effect from \_\_\_\_\_

- 1) Name of the Owner : \_\_\_\_\_
- 2) Area of the plot as per T.P.S.Record  
 O.P. \_\_\_\_\_ Sq.Yrds./Sq. mts.  
 \_\_\_\_\_ Sq.Yrds./Sq. mts.  
 F.P.No. \_\_\_\_\_ Sq.Yrds./Sq. mts.  
 \_\_\_\_\_ Sq.Yrds./Sq. mts.
- 3) User of F.P. No. \_\_\_\_\_ permitted as per T.P.  
 Scheme is \_\_\_\_\_ However,  
 no shopping is permitted as the scheme under reference is under \_\_\_\_\_ variation  
 for incorporating D.C. Regulations and provisions of sanctioned Revised  
 Development plan of \_\_\_\_\_ Ward.
- 4) O.P. is affected/not affected by T.P. Road widening line. However, it is affected  
 by the future road widening line of \_\_\_\_\_ Road as shown in dotted black line  
 on the plan, which is to be acquired under B.M.C. Act outside T.P.Scheme
- 5) The boundaries of O.P. and F.P. as shown in the plan submitted by the Architect  
 tally/ do not tally with the T.P.Scheme Record as such Architect may be asked to  
 submit the fresh plan as per T.P.S. Record, to deal further in the matter.
- 6) The configuration and area of the original plot is affected/not affected under the  
 T.P.Scheme Records.
- 7) The Development of the plot will be covered by the sanctioned Town Planning  
 Scheme building regulations and it is also governed by the building bylaws and  
 prevailing D.C. Regulations provided these are not conflicting with T.P.S. building  
 regulations for which details remarks will be offered to E.E.B.P. Wards / Ward on  
 receipt of proposal for scrutiny before approval of plan.
- 8) Further detailed remarks will be offered to E.E.B.P. \_\_\_\_\_ Wards on receipt of  
 Building Proposal for scrutiny. Please note that the Scheme under reference is  
 under variation for incorporating D.C.Regulations and provisions of sanctioned revised  
 Development plan of \_\_\_\_\_ Ward.

Executive Engineer,  
(Town Planning).

(Acc: Plans in triplicate)

FORMAT OF ASSESSMENT N.O.C.  
MUNICIPAL CORPORATION OF GREATER MUMBAI.  
No. A.A.&C./ /NOC/ of

To

\_\_\_\_\_

Sub:- Property \_\_\_\_\_ Ward No. \_\_\_\_\_  
at.S.No./C.T.S.No. \_\_\_\_\_ Village/Division \_\_\_\_\_  
Ref.:- Your letter dated. \_\_\_\_\_

Sir.

- 1.) This is to certify that bills for property taxes upto the half year ending \_\_\_\_\_ in respect of the above mentioned property are paid.
- 2.) Water charges are paid upto \_\_\_\_\_.
- 3.) The property is not assessed so far.

Yours faithfully,

Asstt. Assessor & Collector  
\_\_\_\_\_ Ward.

Form C-6

FORMAT OF SWD NOC / REMARKS  
MUNICIPAL CORPORATION OF GREATER MUMBAI.  
NO.CE/U \_\_\_\_\_ /SWD of \_\_\_\_\_

E.E..B.P. \_\_\_\_\_

Dy.Ch.Eng/ \_\_\_\_\_ Roads

Remarks regarding S.W.Drains/Nallas etc. for the  
proposed building on plot \_\_\_\_\_ bearing  
CS/CTS No. \_\_\_\_\_ Division/Village \_\_\_\_\_  
Name of the Architect. \_\_\_\_\_

The remarks for the above mentioned property from the point of Storm Water Drain or natural water course passing through abutting to it are as under :

1. Whether any natural water course is passing through / abutting the property ?
2. Size of existing natural water course. (Roughly)



3. Size to which the existing natural water course should be widened.
4. Nature of land (whether the R.L.is above 90 T.H.D.or not)
5. Minimum formation level of the plot required. (90.50 T.H.D.or 6" above the formation level of the raised footpath/existing access road whichever is higher)
6. Whether 25' or 50' space from either side of the nalla is to be left out.
- 7.(i) Adequate storm water drains shall be provided on the property inclusive of provision for storm water coming from the surrounding locality, if required in future.
- (ii) While constructing the drain the invert level of the drain shall be kept such as to admit the storm water coming from the adjoining area.
8. A condition may please be included in the terms and conditions that the party will have either to bear full cost of training and constructing natural water course in the property if the Corporation takes the work in hand or the party shall construct the same as per Municipal Specifications,
9. The access/internal roads of the layout should be provided with pucca open S.W.drains on each/one side having an area of \_\_\_ sq.m.(as indicated in the accompanying plan)
10. Side open spaces shall be levelled consolidated with proper slope & drained in such a way so as to dispose of the storm water naturally, partly into S.W.Drains as proposed and/or partly into the existing drains along with Municipal Road.
11. Any other conditions :
  1. The storm water drains as suggested shall be constructed as per Municipal specifications with URC walls 0.45 m thick and bed concrete of 1:3:6 of 0.15 m thickness, sloping plaster etc,
  2. The gradient of the drains shall be given such as to create a velocity of 4 ft/ H/Sec.
  3. All cross drains shall be 1.5 times the size of the drains proposed.
  4. Adequate number of openings should be provided in the compound wall wherever necessary,
  5. Party should constructs a pucca open S.W.Drain of \_\_s.ft, as marked on the attached block plan.

FORMAT OF REMARKS FROM SEWERAGE PROJECT  
MUNICIPAL CORPORATION OF GREATER MUMBAI.  
No. DYChE/SP/\_\_\_\_\_/P&D

E.E.(B...P.)/A.E.(Survey)

Sub:- Remarks regarding sewers.

Case No. A.E.(S)/WS/C.C-II. \_\_\_\_\_ of \_\_\_\_\_

C.S./C.T.S.No./Plot No. \_\_\_\_\_

Div./Village/Scheme. \_\_\_\_\_

As per this office records, the invert level of the Municipal sewer at the manhole marked 'X' nearest to the property referred to above is as shown on the accompanying plan with respect to Town Hall Datum. The direction of the flow is marked by an arrow on the plan.

It will be seen from the plan enclosed herewith that the existing \_\_\_\_\_ mm.dia. Sewer line is passing along the property under reference.

The invert level of the sewer nearest to the property referred to above is not available in this office.

If D.P. Road is passing through/abutting the property referred above, the Architect /L.P. may be asked to contact this office for the prorata charge for laying sewers along the D.P.Road. I.O.D./ C.C. should not be granted till prorata cost is paid.

The Architect/Licensed Plumbers should be asked to submit the plans showing the proposed drainage layout for the above mentioned property to check the internal layout and feasibility of the connection at site and get the same approved from this office before commencement certificate is issued for the development of above mentioned property.

As there are no existing sewers in the vicinity of the above mentioned property, the Architect/Licensed Plumbers should be asked to contact this office for the alternative method for disposal of sewage that will be generated at the above mentioned property and get the same approved from this office.

Assistant Engineer  
(Sewerage Project)  
Planning Design.

FORMAT OF REMARKS / N.O.C. FROM H.E.  
**MUNICIPAL CORPORATION OF GREATER MUMBAI.**  
 Hydraulic Engineer's Department

Executive Engineer  
 Bldg. Proposals

Date \_\_\_\_\_

Sub:- Proposed building on plot bearing C.S./C.T.S.No. \_\_\_\_\_  
 \_\_\_\_\_ of Village/Division \_\_\_\_\_

Ref.:- Architect's letter dated. \_\_\_\_\_  
 Name of the Architect \_\_\_\_\_

By directions of the Hydraulic Engineer, I have to state that, there is no objection to the building reference, as far as this department is concerned. It may be noted that :

1. The domestic water supply will not be made available prior to \_\_\_\_\_.
2. The entire supply for the proposed building shall be downtake supply only from the O.H. tanks to be provided on the terrace of the proposed building.
3. The layout of internal water mains in the access and internal roads shall be submitted, got approved and laid at owner's cost, prior to issue of Occupation Certificate.
4. The layout of distribution system including the terrace loop for water supply inside the building shall be submitted and got approved from Hydraulic Engineer prior to laying the same.
5. Water charges at enhanced rates as provided for in the water charges rules will have to be paid, if applicable.
6. The suction tank shall be located within 100'-0" of Municipal main/internal main.
7. Suction tank, O.H. tanks and pumping arrangement etc, shall be provided for the building under reference.
8. C.F.O.'s requirements, if any, shall be complied with.

These remarks pertain only to supply of Municipal water. If the water supply is not availed of (within two years from the specified date, fresh N.O.C. will have to be obtained.

E.E.W.W. (Planning & Research)

**SCRUTINY REPORT BY SEBP/AEBP****Case No. CE/ /WS/ES/CITY of**

Name of the Owner:

Name of the S.E.B.P.:

Name of the Architect :

Inspected the site on

Brief description of work:

New Bldg./Additions/Alterations

Basis of scrutiny :

As per D.C. Regulations 1991:

<b>Sr. No.</b>	<b>Items</b>	<b>Required/ Proposed Permissible/ submitted.</b>	<b>Deficiency Excess.</b>	<b>Remarks on Page No.</b>
1.	Scrutiny fees.			
2.	Notice under section 337/342 of B.M.C. Act			
3.	Application for C.C. u/s.44/69 of MRTP.Act.			
4.	Layout/sub-division D:C. Rule No. 21.			
5.	Is the proposal is in conformity with its Zone.?			
6.	Reservation/s. Remarks of E.E.(D.P)			
7.	Distance from the i) Boundary of I <sub>1</sub> /I <sub>2</sub> /I <sub>3</sub> (D.C.Reg.No.29/Table 10-A). ii) Western Express Highway. iii) Water courses/Nallah.			
8.	User (Quote D.C. Rule No. permitting the said user).			
9.	Height. (D.C.Reg.No.31)Plinth of Bldg.			
10.	C/L.Distance. D.C. Regulation 29 Table B.			
11.	Is the plot narrow in depth/ breadth.? If so, open space are as per Table 11 & 12 of Regulation No. 29 ?			

Sr. No.	Items	Required/ Proposed Permissible/ submitted.	Deficiency Excess.	Remarks on Page No.
1.	2.	3.	4.	5.
12.	Open Spaces requirements as per : North D.C.Regulation No.28 : South and 29 & Front : East Open Space as per : West, table 10			
13.	No.of tenements as per Table No. 14 vide D.C. Regulation No.32			
14.	Balcony provision D.C. Reg. 38/22, projection 42/6			
15.	Parking Spaces: a) No. of tenements. 1. Less than 35 sq.Mtr. 2. Between 35 Sq.M. to 45 Sq.M. 3. Between 45 Sq.M. to 70 Sq.M. 4. More than 70 Sq.M.			
16.	Loading/unloading spaces/ scooter parking, other parking spaces as per Table 15.			
17.	Lift Provision.			
18.	Means of access. A) Nature i) B.M.C. Road. ii) Prop./DP/TP Rd. iii) 63-K Road, iv) Right of Way. v) Layout Road  B) Width.  C) Status-Municipal/Pvt.			
19.	R.L.of street, if any, setback, If any, setback W.O. cft. at P. Transfer of ownership of setback land in BMC's name at pg.			

Sr. No.	Items	Required/ Proposed Permissible/ submitted.	Deficiency Excess.	Remarks on Page No.
1.	2.	3.	4.	5.
20.	Documentary evidence. Area as per :			
	a) PRC, extract 7/12 Utara at pg.			
	b) Conveyance Deed at pg.			
	c) E.E.T.P.'s remarks at pg.			
	d) Triangulation calculation at pg.			
	e) Arch's cft. for area at pg.			
	f) Owner's Affidavit at pg.			
	g) Power of Attorney at pg.			
	h) U.L.C. order at pg.			
	i) Lease documents at pg.			
	j) M.I.D.C. Possession receipt at pg.			
	k) M.I.D.C. N.O.C. at pg.			
21.	A) Is the entire holding of the owner shown on the plan and site. B) The area accepted.			
22.	F.S.I. calculations :			
	a) The area of the site.			
	b) Deduction for			
	i) Setback/D.P.Road.			
	ii) Reservations.			
	iii) Garden (15% or Amenity open space 10%)			
	iv) Access.			
	c) Net plot area			
	d) Additions for FSI area due to setback (subject to 40% of net plot).			
	e) Permissible built up area.			
	f) Existing built up area.			

Sr. No.	Items	Required/ Proposed Permissible/ submitted.	Deficiency Excess.	Remarks on Page No.
1.	2.	3.	4.	5.
	g) Proposed built up area.			
	h) Total built up area.			
	j) FSI consumed on (e) above.			
23.	Plans for full consumption of F.S.I, at pg.			
24.	a) No. of existing structures, b) No. of existing structures proposed to be demolished. c) i) No. of existing structures proposed to be retained. ii) Its nature. iii) Does it require repairs. iv) Is their plinth above G.L.			
25.	Chowks. Inner Chowk D.C.Reg.29/9/a. Outer Chowk D.C.Reg.29/9/b.			
26.	Revas Proj D.C.Reg. 38/23.			
27.	N.O.C. for Confirming Industry			
28.	M.C. 's specific sanction.			
29.	Building specific sanction, i) 36,37 ii) 48,49 iii) 5(a) (b) iv) 25I(A) (a) of B.M.C. Act.			
30.	No Objection Certificates i) U.L (C.&R) Act 1976 at pg. a) Section No. b) Exempted area			

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**A. CONDITIONS TO BE COMPLIED WITH BEFORE STARTING THE WORK / BEFORE PLINTH / STILT SLAB C.C.**

1. That the commencement certificate under section 44/69 (1)(a) of the M.R. T.P. Act will not be obtained before starting the proposed work.
2. That the compound wall is not constructed on all sides of the plot clear of the road widening line with foundation below level of bottom of road side drain without obstructing the flow of rain water from the adjoining holding to prove possession of holding before starting the work as per D.C. Regulation no. 38(2).
3. That the low lying plot will not be filled upto a reduced level of atleast 92 T.H.D. or 6" above adjoining road level whichever is higher with murum, earth, boulders etc. and will not be levelled, rolled and consolidated and sloped towards road side, before starting the work.
4. That the specifications for layout/D.P./or access roads/development of setback land will not be obtained from E.E.R.C.( ) before starting the construction work and the access and setback land will not be developed accordingly including providing street lights and S.W.D. from E.E.R.C./E.E.S.W.D. of before submitting B.C.C.
5. That the structural engineer will not be appointed, as per standard format in the Building Proposal Manual - Form A-3 will not be submitted by him.
6. That the supervision memo from Structural Engineer in Form No. B-8 of B.P. Manual along with structural design and calculations for the proposed work as per amended plans and for existing building showing adequacy thereof to take up the additional load will not be submitted before C.C.
7. That the regular/sanctioned/proposed lines and reservations will not be got demarcated at site through A.E.(Survey) /E.E.(T &C) /E.E.D.P. /D.I.L.R. before applying for C.C.
8. That the sanitary arrangement shall not be carried out as per Municipal specifications and drainage layout will not be submitted before C.C.
9. That the U/T. and additional copy of plans shall not be submitted for agreeing to hand over the setback land free of compensation and that the setback handing over cft. will not be obtained from ward officer before C.C.
10. That the certified copy of agreement with the existing tenant alongwith the plan will not be submitted before C.C.
11. That the consent letter from the existing tenants for the proposed additions/alterations will not be submitted before C.C.



- 
12. That the I.B. indemnifying the Corporation against damages, risks, accidents etc. and also to the occupiers and an undertaking regarding no nuisance will not be submitted before C.C./ starting the work.
  13. That the existing structure proposed to be demolished will not be demolished or necessary phase programme will not be submitted and got approved before C.C.
  14. That the of N.O.C. of Chief Inspector of Factory / CFO / Inspector of Factory / Inspector of Explosive/Dy.CE( Air Pollution Prevention) / Water Pollution Prevention Board and water supply dept of Govt. of Maharashtra /Tata for High Tension wire / Director of Industries / COM / B.S.E.S.Ltd./ Tata Hydro Electric Co./ Andhra Valley power supply Co. will not be obtained and the requisitions if any will not be complied with before occupation cft/B.C.C.
  15. That the basement will not comply with basement rules and regulations and U.T. for not misusing the basement will not be submitted before C.C.
  16. That the certified copy of agreement with the prospective Bank agreeing to occupy the Bank portion will not be submitted before C.C.
  17. That the certified copy of agreement with the prospective Doctors agreeing to occupy the Dispensary portion will not be submitted before C.C.
  18. That the conditions mentioned in the release letter of E.E.D.P. under No. \_\_\_\_\_ dated \_\_\_\_\_ will not be complied with.
  19. That the qualified/registered site supervisor will not be appointed before applying for C.C.
  20. That the extra water and sewerages charges will not be paid to A.E.W.W. \_\_\_\_\_ ward before C.C.
  21. That the true copy of the sanctioned Layout/Sub-division/Amalgamation approved and the terms and conditions there of will not be submitted before C.C. and compliance thereof will not be done before submission of B.C.C.
  22. That the Development Charges as per M.R.T.P. (amendment) act, 1992 will not be paid.
  23. That the N.O.C. from society alongwith extract of General Body resolution for development/ additions and alterations will not be submitted before C.C.
  24. That the N.O.C. from Railway authorities will not be submitted before C.C.
  25. That the betterment charges or lucrative premium will not be paid in respective ward office and cft/receipt will not be submitted before C.C.

- 
26. That the requisite premium as intimated will not be paid before applying for C.C.
  27. That the U.T. shall not be submitted for agreeing to pay the difference in premium paid and calculated as per revised land rates.
  28. That the C.C. shall not be asked unless payment of advance for providing treatment at construction site is made to Insecticide Officer and provision shall not be made as and when required by the Insecticide Officer for inspection of water tanks by providing safe but stable ladder.
  29. That the Phase programme will not be got approved before C.C.

**B. CONDITIONS TO BE COMPLIED WITH BEFORE FURTHER C.C**

1. That the notice in the form of appendix XVII of D.C.R. shall not be submitted on completion of plinth.
2. That N.O.C. from Civil Aviation department will not be obtained for the proposed height of the building.
3. That the requirement of N.O.C. from C.A., U.L.C. & R. Act will not be complied with before starting the work above plinth level.

**C GENERAL CONDITIONS TO BE COMPLIED WITH BEFORE O.C. :-**

1. That the separate vertical drain pipe, soil pipe with a separate gully trap, water main, O.H. tank etc. for Nursing home user will not be provided and that the drainage system for the residential part of the building will not be affected.
2. That some of drains will not be laid internally with C.I. pipes.
3. That the dust bin will not be provided as per C.E.'s circular No.CE/9297/II dated 26.6.1978.
4. That the surface drainage arrangement will not be made in consultation with E.E.(S.W.D.) or as per his remarks and a completion certificate will not be obtained and submitted before applying for occupation certificate / B.C.C..
5. That the existing well will not be covered with R.C.C. slab.
6. That the 10' wide paved pathway upto staircase will not be provided.
7. That the surrounding open spaces, parking spaces and terrace will not be kept open and unbuilt upon; and will not be levelled and developed before requesting to grant permission to occupy the bldg. or submitting the B.C.C. whichever is earlier.

- 
8. That the name plate/board showing plot no., name of the bldg. etc. shall not be displayed at a prominent place before O.C.C./B.C.C.
  9. That the carriage entrance will not be provided before starting the work.
  10. That the parking spaces will not be provided as per D.C.R.No.36.
  11. That B.C.C. will not be obtained and IOD and debris deposit etc. will not be claimed for refund within a period of six years from the date of its payment.
  12. That every part of the building constructed and more particularly overhead water tank will not be provided with the proper access for the staff of Insecticide Officer with a provision of temporary but safe and stable ladder.

**D) CONDITIONS TO BE COMPLIED WITH BEFORE B.C.C.:-**

1. That the cft. u/s.270-A of the B.M.C.Act will not be obtained from H.E.'s department regarding adequacy of water supply.

Executive Engineer  
Building Proposals  
Zone \_\_\_\_\_ Ward.

C.C. for information to:-

- 1) Shri \_\_\_\_\_ Owner
- 2) Shri. \_\_\_\_\_ Architect / Licensed Surveyor

**MUNICIPAL CORPORATION OF GREATER MUMBAI**  
**FORM 'A'**  
**MAHARASHTRA REGIONAL AND TOWN PLANNING ACT. 1966.**  
 NO.CE/\_\_\_\_\_/BP/WS/ES/ of  
**COMMENCEMENT CERTIFICATE**

To,

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Sir,

With reference to your application No. \_\_\_\_\_ dated \_\_\_\_\_ for the Development Permission and grant of Commencement Certificate under section 45 & 69 of the Maharashtra Regional and Town Planning Act 1966, to carry out development and building permission under section 346 of the Bombay Municipal Corporation Act 1888 to erect a building on plot No \_\_\_\_\_, bearing C.S. No \_\_\_\_\_/C.T.S. No \_\_\_\_\_ of \_\_\_\_\_ Division/Village/Town Planning Scheme No \_\_\_\_\_ of \_\_\_\_\_ Division, Situated at \_\_\_\_\_ Road/Street in \_\_\_\_\_ Ward, the Commencement Certificate/Building permit is granted on the following conditions :-

1. The land vacated in consequence of the endorsement of the Setback line/road widening line shall form part of the public street.
2. That no new building or part thereof shall be or allowed to be occupied or used or permitted to be used by any person until occupancy permission has been granted.
3. The Commencement Certificate/Development permission shall remain valid for one year commencing from the date of its issue.
4. This permission does not entitle you to develop land which does not vest in you.
5. This Commencement Certificate is renewable every year but such extended period shall be in no case exceed three years provided further that such lapse shall not bar any subsequent application for fresh permission under section 44 of the Maharashtra Regional & Town Planning Act, 1966.
6. This Certificate is liable to be revoked by the Municipal Commissioner of Greater Mumbai if :-
  - (a) The Development work in respect of which permission is granted under this certificate is not carried out or the use thereof is not in accordance with the sanctioned plans.

- 
- (b) Any of the conditions subject to which the same is **granted** or any of the restrictions imposed by the Municipal Commissioner for Greater Mumbai is contravened or not complied with.
- (c) If the Municipal Commissioner of Greater Mumbai is satisfied that the same is obtained by the applicant through fraud or misrepresentation and the application and every person deriving title through or under him in such an event shall be deemed to have carried out the development work in contravention of section 43 or 45 of the Maharashtra Regional and Town Planning Act, 1966.
7. The conditions of this certificate shall be binding not only on the applicant but on his heirs, executors, administrators and every person deriving title through or under him.
- The Municipal Commissioner has appointed Shri. \_\_\_\_\_ Executive Engineer to exercise his powers and functions of the Planning Authority under section 45 of the said Act.
8. This CC is valid upto \_\_\_\_\_

Sd/-  
and on behalf of Local Authority  
The Municipal Corporation of Greater Mumbai

Executive Engineer, building Proposals  
City, (Western Subs.) /(Eastern Subs)  
FOR  
MUNICIPAL CORPORATION OF GREATER MUMBAI.

**FORM OF SANCTION OF DEVELOPMENT PERMISSION, BUILDING  
PERMISSION AND COMMENCEMENT CERTIFICATE**

**APPENDIX XIII**  
Regulation (5) (5) (i).

To :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sir,

With reference to your application No. \_\_\_\_\_ dated \_\_\_\_\_ for development permission and a grant of Commencement Certificate under Sections 45 & 69 of the Maharashtra Regional and Town Planning Act 1966, to carry out development and building permission under section 346 of the Mumbai Municipal Corporation Act 1888, to erect a building in Building No. \_\_\_\_ on Plot No./C.S.No./C.T.S. No. \_\_\_\_\_ Division Village/Town Planning Scheme No. \_\_\_\_\_ situated at Road/Street \_\_\_\_\_ Ward \_\_\_\_\_ the Commencement Certificate/ Building permit is granted on the following conditions :-

1. The land vacated in consequence of the enforcement of the set-back line/road widening line shall form part of the public street.
2. No new building or part thereof shall be occupied or allowed to be occupied or used or permitted to be used by any person until occupancy permission has been granted.
3. The commencement certificate/development permission shall remain valid for one year commencing from the date of its issue.
4. This permission does not entitle you to develop land which does not vest in you .
5. \_\_\_\_\_
6. \_\_\_\_\_

Yours faithfully

EXECUTIVE ENGINEER,  
(BUILDING PROPOSAL)  
(\_\_\_\_\_ Ward).  
Municipal Corporation of Gr. Mumbai,

Office No. \_\_\_\_\_  
Office Stamp \_\_\_\_\_

Date \_\_\_\_\_

**FORM OF APPROVAL/DISAPPROVAL OF DEVELOPMENT WORK  
UPTO PLINTH LEVEL.**

**APPENDIX - XVII**  
Regulation 6(4)

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir,

Please refer to your intimation No. \_\_\_\_\_ dated \_\_\_\_\_ regarding the completion of construction work upto plinth/columns upto plinth level in Building No. \_\_\_\_\_ on/in Plot No./C.S.No./C.T.S.No. \_\_\_\_\_ Division/ Village/ Town Planning Scheme No. \_\_\_\_\_ situated at \_\_\_\_\_ Road / Street \_\_\_\_\_ Ward \_\_\_\_\_. You may/may not proceed with the further work as per sanctioned plans/as the construction upto plinth level does/ does not conform to the sanctioned plans.

Yours faithfully,

Executive Engineer (Building Proposal)

( \_\_\_\_\_ Ward)

Municipal Corporation of Greater Mumbai

Office No. \_\_\_\_\_

Office Stamp \_\_\_\_\_

Date : \_\_\_\_\_

**FORM OF SCRUTINY REPORT OF I.O.D. CONDITIONS  
COMPLIANCE**

Name of Work:

Name of Architect / Licensed Surveyor:

Name of Owner:

Last approved plans at page. No.: \_\_\_\_\_

I.O.D at page No.: \_\_\_\_\_

C.C upto \_\_\_\_\_ at page No. \_\_\_\_\_

C.C. revalidated upto \_\_\_\_\_ at page No. \_\_\_\_\_

Documentary evidence.

Area as per :

- |    |                                  |    |    |             |
|----|----------------------------------|----|----|-------------|
| a) | PRC, extract 7/12 Utara          | .. | .. | at page no. |
| b) | Conveyance Deed                  | .. | .. | at page no. |
| c) | E.E.T.P.'s remarks               | .. | .. | at page no. |
| d) | Triangulation calculation        | .. | .. | at page no. |
| e) | Architect's Certificate for area | .. | .. | at page no. |
| f) | Owner's Affidavit for area       | .. | .. | at page no. |
| g) | Power of Attorney                | .. | .. | at page no. |
| h) | U.L.C. order                     | .. | .. | at page no. |
| i) | Lease documents                  | .. | .. | at page no. |
| j) | M.I.D.C. Possession receipt      | .. | .. | at page no. |
| k) | M.I.D.C. N.O.C.                  | .. | .. | at page no. |
| i) | Layout                           | .. | .. | at page no. |
|    | Area accepted :                  |    |    | at page no. |

**COMPLIANCE OF IOD CONDITIONS**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.



---

**COMPLIANCE OF AMENDED PLAN CONDITIONS**

- 1.
- 2.
- 3.

B.C.C. submitted on \_\_\_\_\_ vide page No. \_\_\_\_\_

B.C.C. refusal issued on \_\_\_\_\_ vide page No. \_\_\_\_\_

**COMPLIANCE OF B.C.C. Refusal**

- 1.
- 2.
- 3.
- 4.

SEBP

AEBP

---

Form C- 13(b)

**FORM OF SCRUTINY REPORT OF LAYOUT CONDITIONS  
COMPLIANCE**

Sub : Proposed Amalgamation/Lay-out/Subdivision of the land bearing

Plot \_\_\_\_\_ No. \_\_\_\_\_ at

Name of Architect : \_\_\_\_\_

Name of Owner : \_\_\_\_\_

The Compliance of terms and conditions are as under :

- 1.
- 2.
- 3.
- 4.
- 5.

SEBP

AEBP

**FORM OF B.C.C. REFUSAL  
MUNICIPAL CORPORATION OF GREATER MUMBAI**

No. \_\_\_\_\_ of \_\_\_\_\_

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub : \_\_\_\_\_

Ref : \_\_\_\_\_

Sir,

With reference to the completion certificate submitted by you on \_\_\_\_\_  
in regard to above, I have to state that the same cannot be accepted for the following  
reasons:

- 1.
- 2.
- 3.

Until this / these objections is /are obviated, building should not be occupied.

yours faithfully,

Executive Engineer  
Building Proposal \_\_\_\_\_ ward.

No. \_\_\_\_\_ of \_\_\_\_\_

Copy forwarded to Owner Shri \_\_\_\_\_  
for information.

Executive Engineer  
Building Proposal \_\_\_\_\_ ward.

**FORM FOR OCCUPANCY CERTIFICATE**  
**APPENDIX - XXII**  
(Regulation 6(7))

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir,

The part/full development work/erection/re-erection or alteration in/of building/  
part building No \_\_\_\_\_ on/in Plot No. \_\_\_\_\_ Block  
No. \_\_\_\_\_ situated at \_\_\_\_\_ Road/Street \_\_\_\_\_ City  
S.No. \_\_\_\_\_ completed under the supervision of  
\_\_\_\_\_ Licensed Surveyor/Engineer/Structural Engineer/  
Supervisor, Architect/Licence No. \_\_\_\_\_ may be occupied on the  
following conditions :-

- 1.
- 2.
- 3.
- 4.

A set of certified completion plans is returned herewith.

Yours faithfully,

Executive Engineer  
(Building Proposal)  
( \_\_\_\_\_ Ward)  
Municipal Corporation of Greater Mumbai

Office No. \_\_\_\_\_

Office Stamp \_\_\_\_\_

Date : \_\_\_\_\_

**FORM OF ACCEPTANCE OF COMPLETION CERTIFICATE  
MUNICIPAL CORPORATION OF GREATER MUMBAI.**

**APPENDIX- XXI  
(Regulation 6(6) and 6(7))**

To, No. \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir, Sub : \_\_\_\_\_  
Ref : \_\_\_\_\_

The Completion Certificate submitted by you on \_\_\_\_\_ for the above work is hereby accepted.

Yours faithfully,

Executive Engineer/Assistant Engineer  
\_\_\_\_\_ Dn.  
Municipal Corporation of Greater Mumbai  
\_\_\_\_\_ Zones

Date : \_\_\_\_\_  
Office Stamp : \_\_\_\_\_

No.: \_\_\_\_\_ of \_\_\_\_\_

copy forwarded to  
for information

- 1) The Assistant Engineer/
- 2) Executive Engineer,
- 3) Development Plan/
- 4) Chief Engineer,
- 5) Vigilance

Executive Engineer  
Zone \_\_\_\_\_

**MEMO OF REFUND OF DEPOSIT  
MUNICIPAL CORPORATION OF GREATER MUMBAI.**

No. \_\_\_\_\_ of \_\_\_\_\_

Sub: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assist. Accountant :

Deposit of Rs. \_\_\_\_\_ was, accepted vide receipt No. \_\_\_\_\_ dated \_\_\_\_\_ for faithful performance of the terms and conditions laid down while granting occupation/approval vide page \_\_\_\_\_. The necessary details are as per new procedure prescribed by A.A. are as under :

- |   |   |                          |
|---|---|--------------------------|
| 1. Nature of proposal   | : | Residential / Commercial |
| 2. Proposed built up area.  | : | _____                    |
| 3. Approved built up area.  | : | _____                    |
| 4. Scrutiny fee paid.   | : | Rs. _____ (at p _____)   |
| 5. Amended plans fee paid.  | : | Rs. _____ (at p _____)   |
| 6. Premium/Penalty paid   | : | Rs. _____ (at p _____)   |
| 7. Date of I.O.D. and C.C.  | : | _____                    |
| 8. Revalidation fees paid upto                                    | : | _____ (at p _____)       |
| 9. Date of submission of B.C.C.<br>by Architect/Licenced Surveyor | : | _____ (at p _____)       |
| 10. Date of Occupation<br>Certificate granted.                    | : | _____ (at p _____)       |

Hence there is no objection to refund/adjust the above said deposit. Refund memo in duplicate is put up herewith for audit and payment. The V.R. No. and date may be intimated to this office please

A.E.B.P. \_\_\_\_\_ Ward.

E.E.B.P. \_\_\_\_\_ Ward.

Put up by \_\_\_\_\_

D.C. I/II/III

**REFUND INTIMATION**  
**MUNICIPAL CORPORATION OF GREATER MUMBAI.**

No. \_\_\_\_\_ of \_\_\_\_\_

To,

Sub:- Refund of Deposit Rs \_\_\_\_\_

(Name of Owner) Shri./Smt. \_\_\_\_\_

Address \_\_\_\_\_

Sir,

The deposit of Rs. \_\_\_\_\_ paid by you in this office on \_\_\_\_\_ vide receipt No. \_\_\_\_\_ passed for audit and payment by the Assistant Accountant, \_\_\_\_\_ Ward under V.R.No. \_\_\_\_\_ of \_\_\_\_\_

You are therefore requested to collect the cheque from the office of the Chief Accountant, Municipal Offices, 1st floor, Mahapalika Marg, Fort, Mumbai on receiving the claim card from Chief Accountants office.

The cheque must be collected within 3 months from the date of getting intimation. On failure to collect the cheque within 3 months from the date of intimation, the fresh cheque will not be issued for a further period of two years, which please note.

Assistant Engineer  
Building Proposal  
\_\_\_\_\_ Ward.

**FORM OF INTIMATION TO HOUSING DEPT****SCHEDULE II**

Original/Duplicate/Triplicate

GOVERNMENT OF INDIA  
Ministry of Works and Housing  
National Buildings Organization.

Name of the Municipal Corporation,

1. Nature of construction
2. Type of construction code
3. Number of storeys in the building. Total plinth area means the sum total of plinth area of all the floors in case the building has more than one floor.
- 4a 1. (i) dwellings (ii) other residential places  
(2) (a) Industrial (3) commercial (4) institutional.

4b.	No of type of dwelling unit	1 room unit	2 room unit	3 room unit	4 or more room unit

New construction/additions to existing buildings resulting in dwellings:

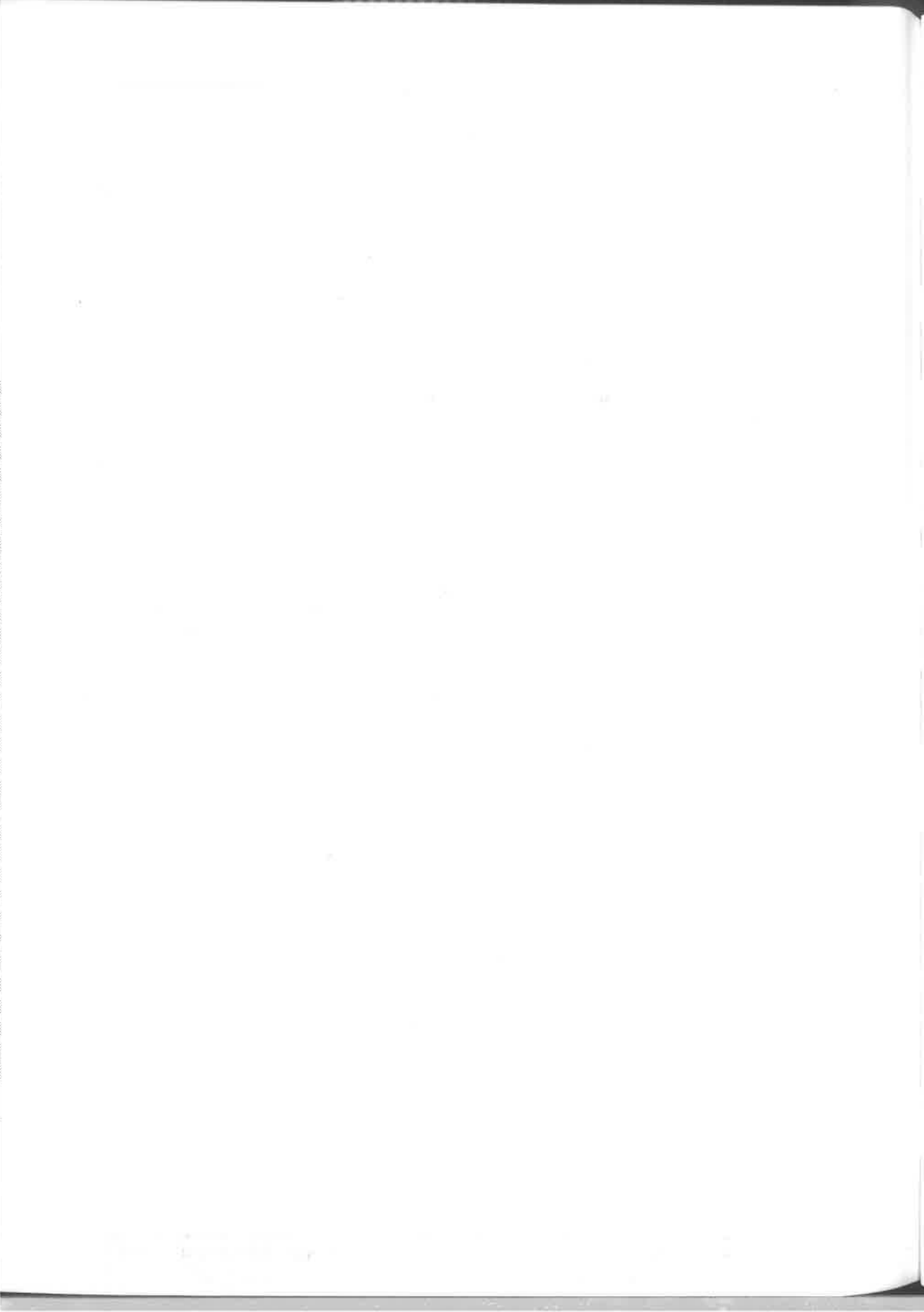
5. Estimated construction cost (if available) Rs.
6. Number and date of issue of authorization certificate.
7. Date of commencement of construction.
8. Date of completion of construction.

**Date :**

Signature of applicant  
Name and address of applicant  
in block letters

Reference Number  
Date of authorization

(For use in office only)  
Number & Date  
of application/occupancy certificate.







बृहन्मुंबई महानगरपालिका

***PUBLISHED BY :***

**Municipal Corporation of Greater Mumbai**

Head Office, Mahapalika Marg,  
Mumbai - 400 001.

and

**Practising Engineers Architects &  
Town Planners Association (India)**

4 Nagree Terrace, Sonawala Agiary Road,  
Mahim (West), Mumbai - 400 016.

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**Note :** Municipal Corporation of Greater Mumbai reserves the rights to amend / revise any of the information / procedure as mentioned in this Hand-book on D.C. Regulations Manual, without giving any prior intimation.

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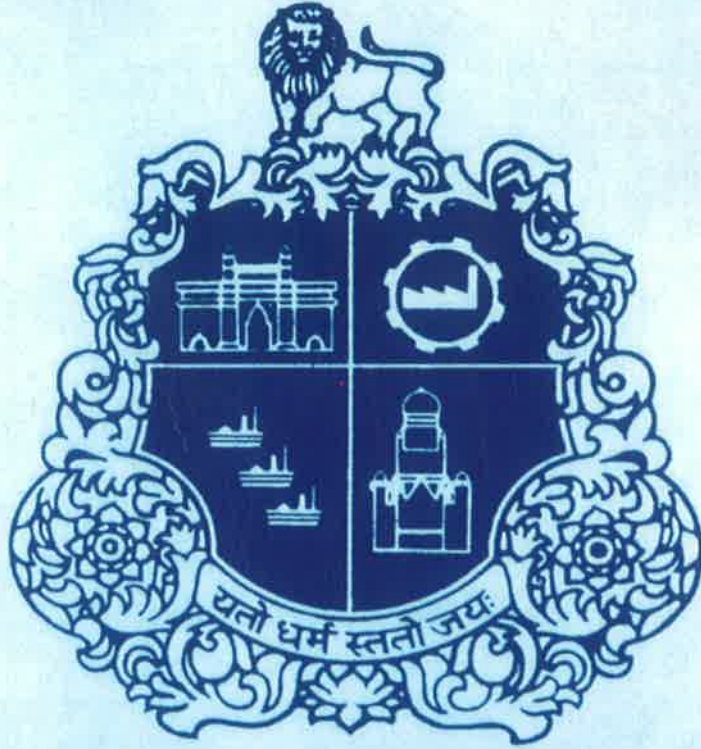
**Practising Engineers Architects &  
Town Planners Association (India)**

4 Nagree Terrace, Sonawala Agiary Road,  
Mahim (West), Mumbai - 400 016.

Tel.: 24445998, 24442897

Email : peataindia@rediffmail.com

Website : www.peataindia.org



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**Practising Engineers Architects and  
Town Planners Association (India)**

4 & 5, Nigree Terrace, Sonewala Aglery Marg, Mahim (W) Mumbai - 400 016, INDIA.  
Tel.: 2444 5028 & 2444 2897 \* Fax: 2444 2883 \* E-mail: pestaindia@rediffmail.com  
Website: www.pestaindia.org



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