

User Manuals Process

Zero FSI IOA

For

Licensed Architect /LS

**Maharashtra Housing Area and
Development Authority
MHADA.**

1. Introduction

This is User Manual Document for online submission of Zero FSI IOA proposal. please refer below Steps and notes to create Zero FSI IOA proposal.

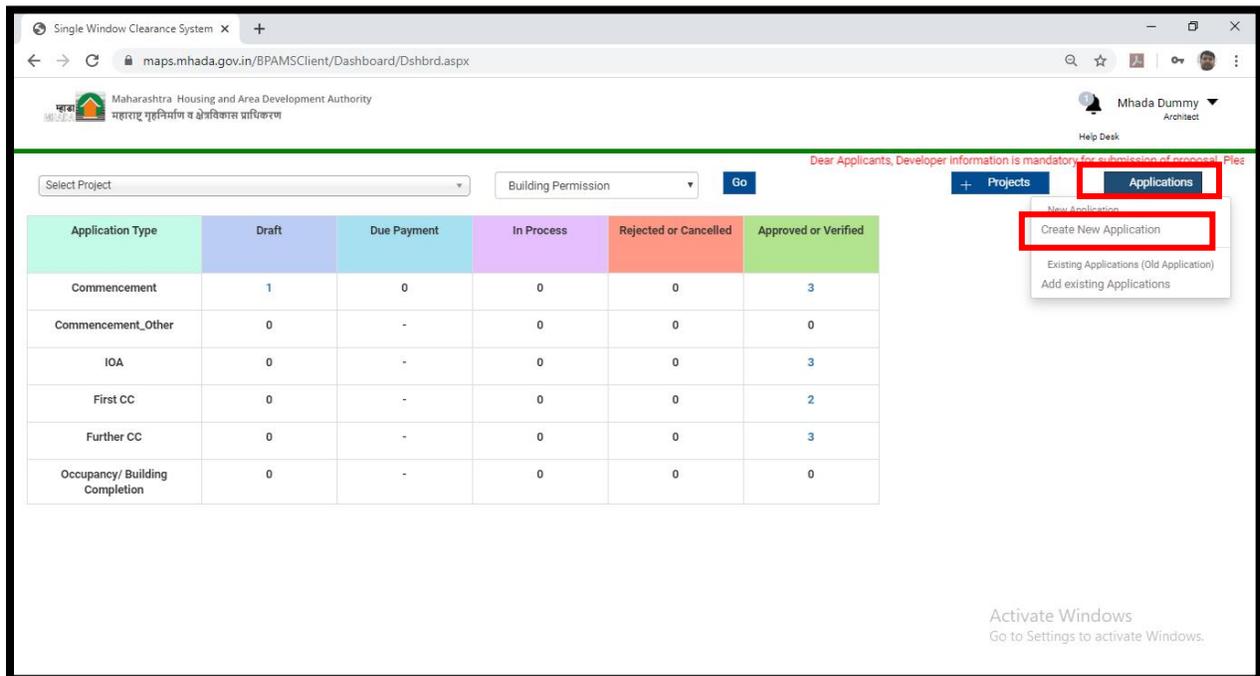
2. Prerequisites

- First you have to create New Project from dashboard Click on "Project" → "Add New Project" option (if already created , ignore it).

3. Create Application

Step 1: Create Application

On Dashboard Click on "Applications" Button and click on "Create New Application"



Following screen will be seen.

- Select "Who is planning authority for the project?" as "MHADA(BPC)"
- Select "Department" as "Building Permission"
- Select required Project from the list
- Select Permission Type as "Plan Approval"
- Select "Proposal Submission for" as "IOA (Zero FSI/Without Concession"
- Select "Type of Application, Application Sub Type, Project Group Type, Project type, Application Type" as per Project
- Click on "Create Application"

User Manual for Zero FSI IOA Application

Single Window Clearance System

Maharashtra Housing and Area Development Authority

Dashboard

Permission Type
Select the type of permission you want to apply for

Plan Approval
 First CC
 Further CC
 Common Completion Request
 Occupancy/ Building Completion

Proposal Submission For -
 Plan Approval only
 IOA (Zero FSI/ Without Concession)
 Other

Type of Application: Select
Application Sub Type: Select
Project Group Type: Select
Project type: Select

Application Type: Select

Create Application Cancel

This will create Draft Application for IOA and it can be seen by click on Draft Application Count in from of IOA

Step 2: Application Summary

User can view his Application summary on this page

Single Window Clearance System

Maharashtra Housing and Area Development Authority

Dashboard → Project → Building Permission → IOA

IOA Application
MH/EE/(BP)/GM/MHADA-95/0686/FRESH/1/Amend

Your application is in In-Process
Started on 07/05/2020

Application Summary

Proposal Summary

Application Summary

Application Details

Proposal Submission For: Major Use Of Plot: Type Of Notice: Fresh proposal Application Type: New Proposed Application: Building Permission

Application Progress

Step 3: Project details tab

User can view Project details from Project details tab

User Manual for Zero FSI IOA Application

The screenshot displays the 'Project Info' tab of the IOA Application. The left sidebar contains a navigation menu with 'Project Details' highlighted. The main content area shows the following information:

- Proposal is as per DCR:** DCR 1991 (selected) / DCPR 2034
- Planning Authority for the project:** MHADA(BPC) (selected) / Other
- Developed By:** MHADA (selected) / Society / Private Owners / Developers
- Title:** Proposed redevelopment IOA of building No. 15 known as Khernagar "DeepLaxmi" CHSL
- Property Address:** Proposed redevelopment of existing building No. 15 known as Khernagar "DeepLaxmi" CHSL
- Pincode:** 400051
- Landmark:** Kher Nagar, Bandra (E)

A red box highlights the 'Project Info' tab and the 'Project Details' menu item. A red note states: "Note: This is used for enabling construction permit application. Outside MHADA vicinity plot will not have option of building permission department."

Step 4: MRTP Form tab

Here User have enter required information related to project on completion of entry click on save for Part 1 as well Part 2

The screenshot displays the 'MRTP Part1' tab of the MRTP Form. The left sidebar contains a navigation menu with 'MRTP Forms' highlighted. The main content area shows the following information:

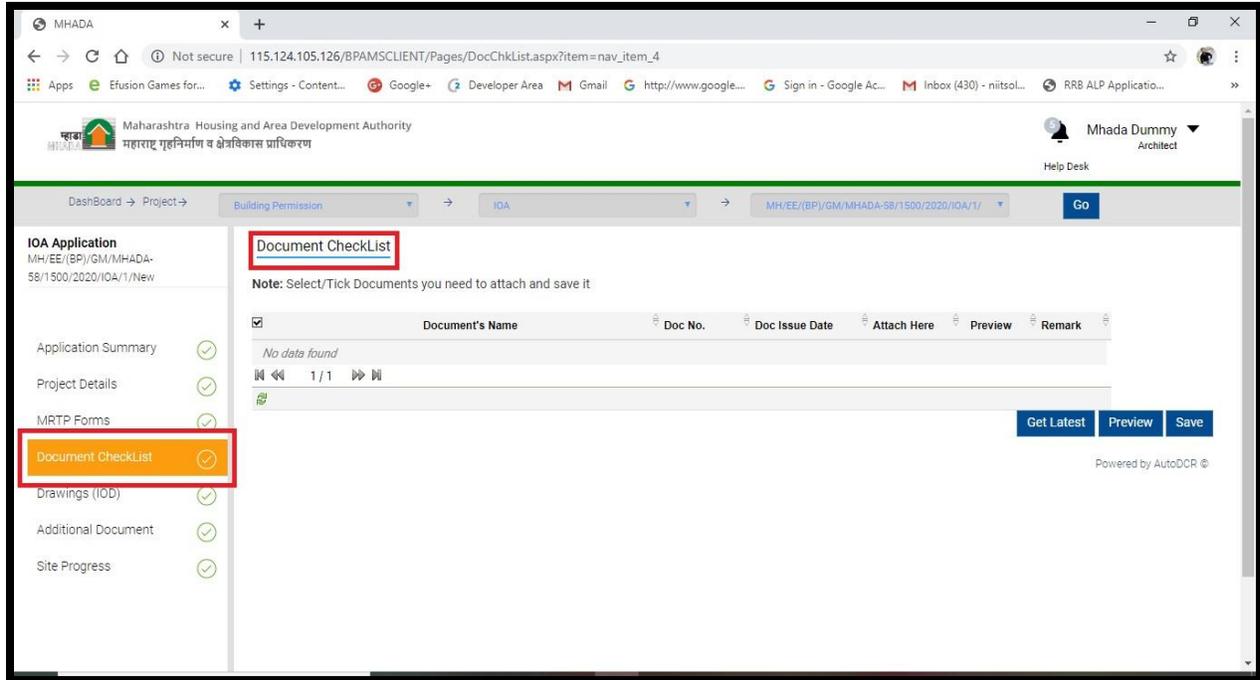
- OTs Number:** 607
- 1. Applicant Details:**
 - i. Full name of applicant:** Chandresh D. Mehta
 - ii. Address of the applicant:** 702, Natraj, M.V. Road junction, Western Express Highway, Andheri (E), I
- b. Architect / Surveyor:** Architect (selected) / Surveyor
- Architect:** Madhuri Prakash Adhyapak

A red box highlights the 'MRTP Part1' and 'MRTP Part2' tabs. A red note states: "All fields are mandatory unless mentioned otherwise".

Step 5: Document Check List

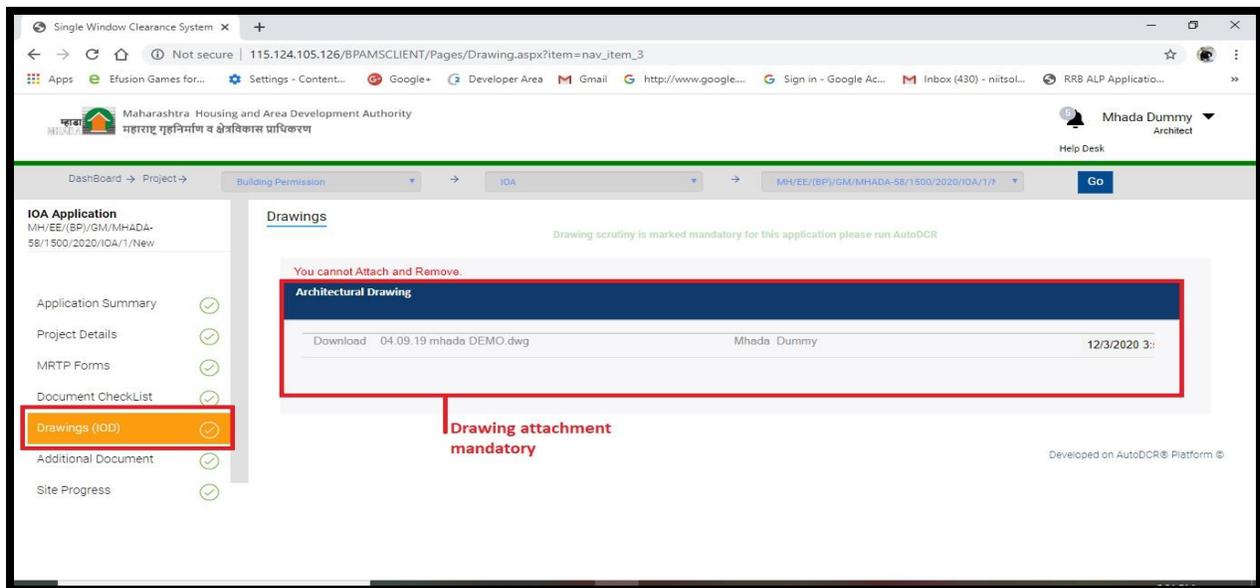
Here user can attach the required documents for application

User Manual for Zero FSI IOA Application



Step 6: Drawing(IOA)

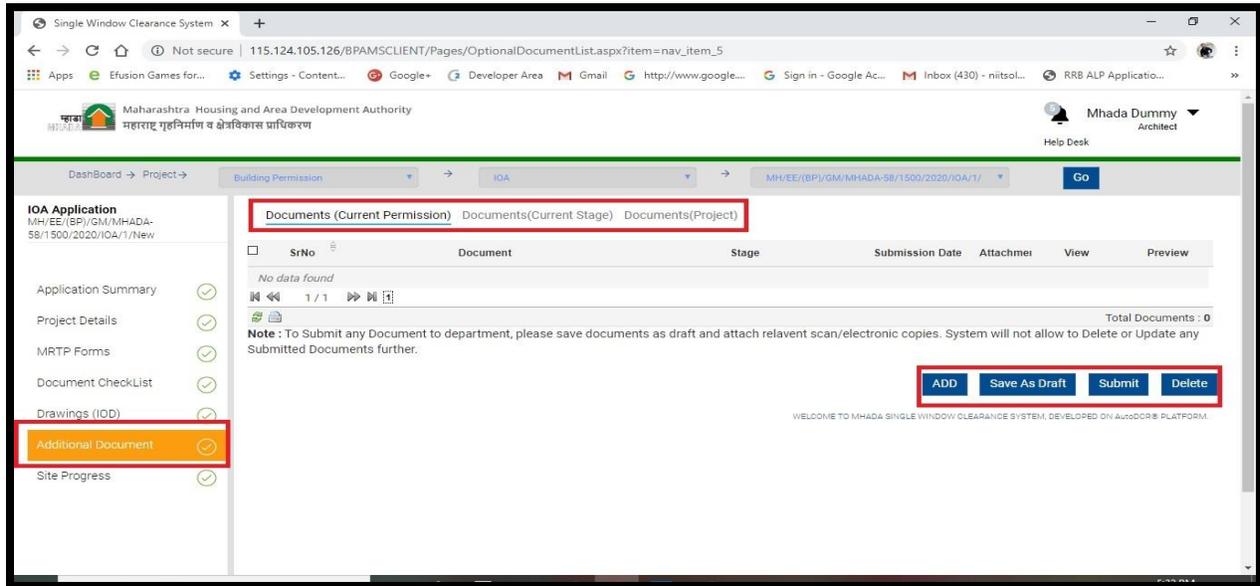
In this tab user have to attach drawing file of Zero FSI IOA.



Step 7: Additional document

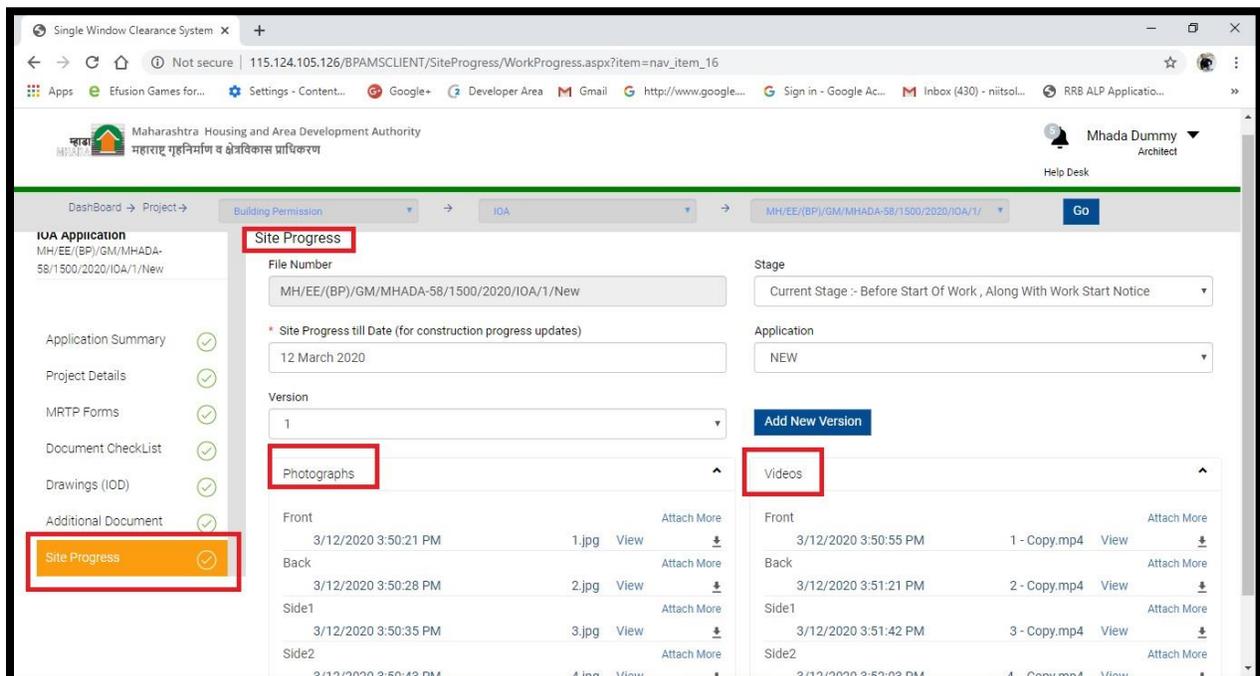
- Here user can attach any other document which is required for this application
- Click on Add Button Type the Name of Document and select Stage as "IOA" then click on Save as Draft
- Then Attach the document in pdf format by clicking attach document icon

Once you finish the attachment of all additional document select the checkbox in front of all document and click on Submit Button (Note: - once clicked on submit button you cannot update the attachment or name of document)



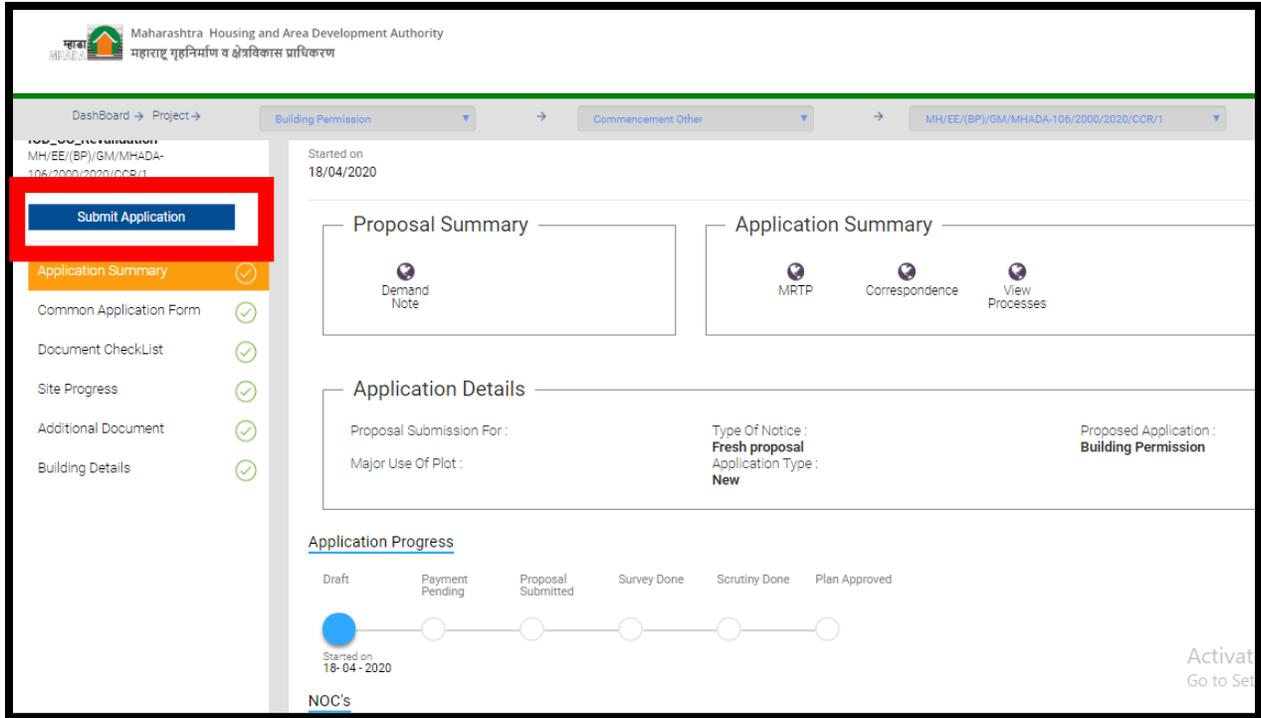
Step 8: Site Progress

Site Progress report are mandatory for proposal submit, Please attach for four photos and videos, and click on submit button.



Step 9: Submit application

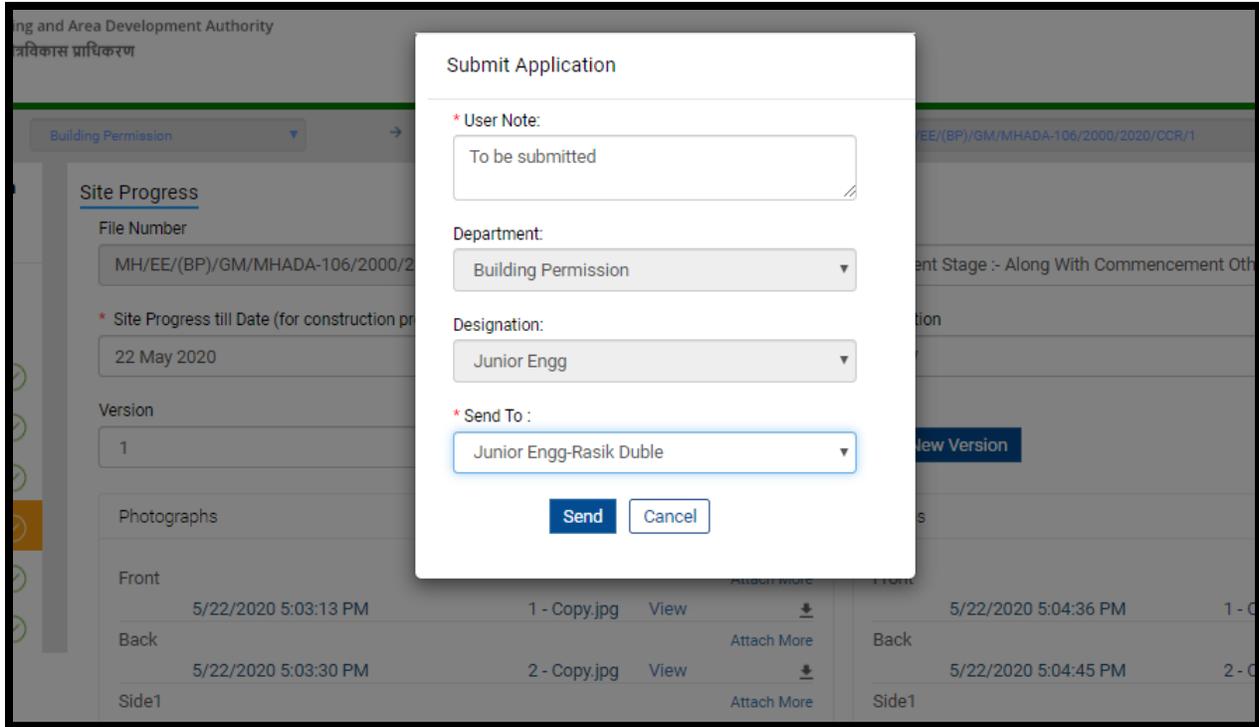
Click on Submit Application button to submit application to MHADA BPC



This will open following window

Step 10: Final Submit

Select the Name of First level scrutiny officer i.e. JE/SE/AE in the send To dropdown and click on send Button



You application for Zero FSI IOA is submitted to respective officer

- Note: 1. the file can be seen in "In-progress" column and IOA row on dashboard
2. You can track the status of Application form application summary

End of the Document