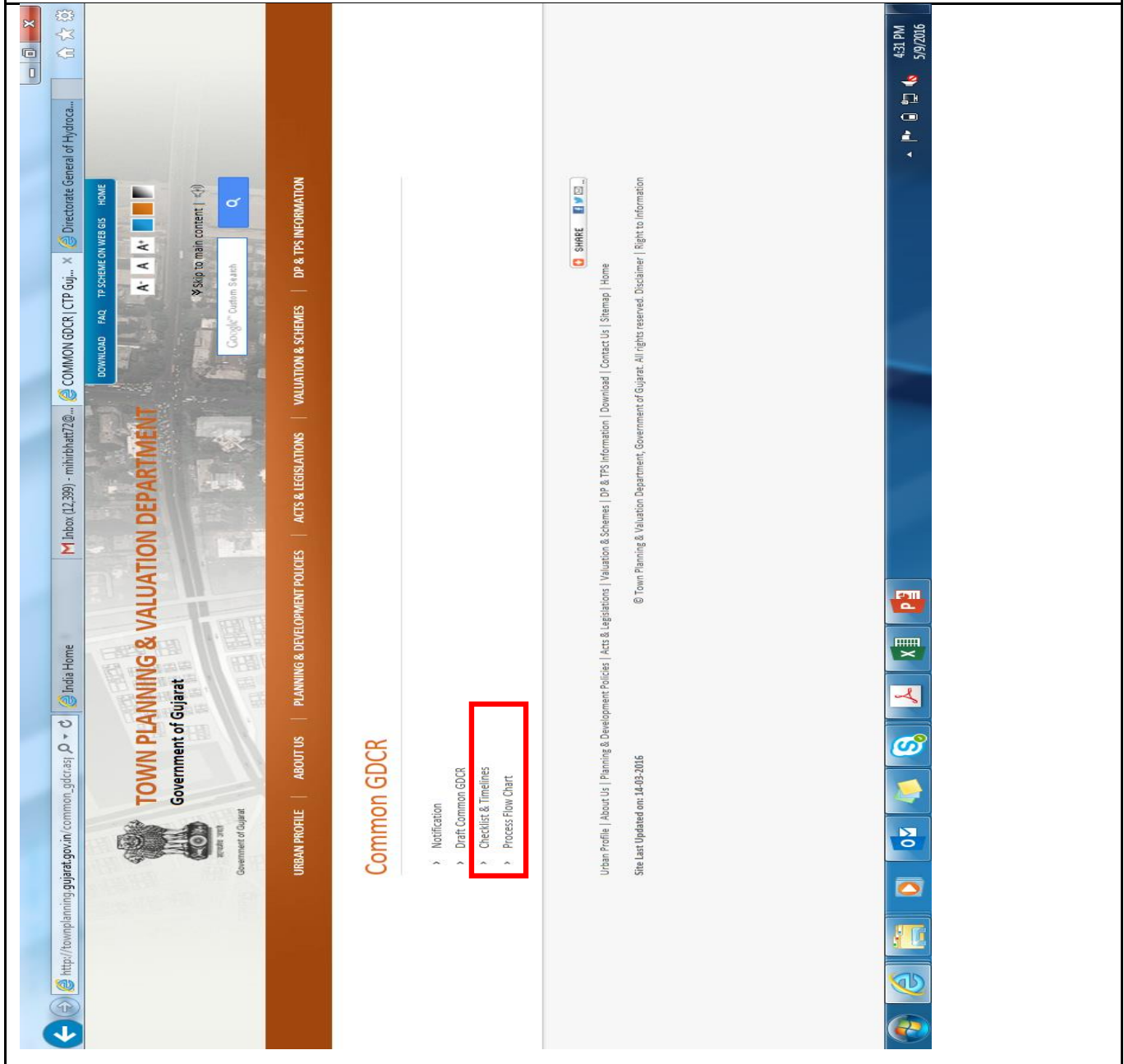


Sr. No.	Recommendation	Response (Yes/No/NA)	Supporting Materials
76	Ensure information on the procedure and a comprehensive list of all documents that need to be provided are available on the web site	Yes	URL of the website highlight the checklist and procedure

URL: <http://townplanning.gujarat.gov.in/>

[http://townplanning.gujarat.gov.in/common\\_gdcr.aspx](http://townplanning.gujarat.gov.in/common_gdcr.aspx)



The screenshot shows the website for the Town Planning & Valuation Department of Gujarat. The main heading is "Common GDCR". Below it, there is a navigation menu with the following items: Notification, Draft Common GDCR, Checklist & Timelines, and Process Flow Chart. The "Checklist & Timelines" and "Process Flow Chart" items are highlighted with a red rectangular box. The website also features a search bar, a "SHARE" button, and a footer with contact information and a copyright notice: "© Town Planning & Valuation Department, Government of Gujarat. All rights reserved. Disclaimer | Right to information".

**Checklist:****A. APPLICATION FOR BUILDING PLAN APPROVAL****Checklist**

The Owner / Developer shall submit to the Competent Authority the following documents, drawings and specifications along with application for obtaining and revising a Development Permission.

**A. COPIES OF DOCUMENTS, DRAWINGS AND SPECIFICATIONS**

1. 5 copies of all plans and statements shall be made available along with the notice. Soft copy of the drawings in cad format shall also be submitted.
2. All documents, drawings and specifications to be submitted along with the notice shall be duly signed by the Owner and the appropriate Person on Record and shall indicate their names, contact information and Registration number.
3. Every drawing, document and report shall be signed by the Owner and the Architect on Record or Engineer on Record, the Structural Engineer on Record and the Clerk of Works on Record as the case may be and in accordance with the Development Regulations.

**B. LIST OF DOCUMENTS**

1. Satisfactory documentary legal evidence of the Right to Develop or Build on the Building- unit, including original copies of the relevant extract from the Property Register for City Survey Lands or Record of Rights for Revenue Lands as applicable.
2. Certified copy of approved sub-divisions or layout of the final plot from the concerned Authority as the case may be showing:
  - a. City Survey No. or Revenue No.
  - b. Area and Measurements of the Building-unit: Authority may dispense with this requirement in the cases where it is satisfied regarding the ownership of land on the basis of any documentary evidence or proof produced by the applicant.
3. Copy of Sanctioned Layout including date of sanction and Reference No.;
4. Soil Test Report for buildings with more than 3 floors or frame structures;
5. Certified part plan and Zoning Certificate from the Authority;(D.P. Part Plan,T.P. Part Plan,F-Form)
6. Form No 5/8: Application for Obtaining/Revising a Development Permission;
7. Form No. 2/2A: Certificate of Undertaking by the Architect on Record or Engineer on Record as applicable;
8. Form No. 2B: Certificate of Undertaking by the Structural Engineer on Record;
9. Form No. 2C: Certificate of Undertaking by the Clerk of Works on Record;
10. Form No. 2E: Certificate of Undertaking by the FPCOR, if applicable;
11. Form No. 6A: Area Statement for Buildings; Form No. 2D: Certificate undertaking for Hazard Safety
12. NOC from Appropriate Authority as per Regulations as applicable;
13. Calculation statement for payment of all relevant Development Permission Fees or any other charges;
14. Photographic Identity Proof of Owner or Developer and person on records;
15. Photograph of Building-unit

16. Certificate, NOC, opinions as may be required by competent authority.

**C. LIST OF DRAWINGS**

**1. Key Plan**

A key plan shall be drawn to scale of minimum 1:8000 and shall explain the boundary and location of the site with respect to neighborhood landmarks.

**2. Site Plan**

The site plan shall be drawn to scale of minimum 1:500 for plots less than 10 hectares and to scale minimum 1:1000 for plots more than 10 hectares and shall show the following details:

- a. Boundaries of the plot and of any contiguous plots belonging to the Owner
- b. Position of the plot in relation to the neighbouring streets and street names;
- c. Direction of north point relative to the plan of buildings;
- d. Building-Unit Level in relation to the neighboring street level;
- e. Building number or Plot No. of the plot on which the building is intended to be erected;
- f. All existing buildings standing on, over or under the plot;
- g. Any existing natural or manmade physical features, such as wells, drains, trees, high tension line, gas pipeline, railway line, etc.
- h. Proposed use of every building
- i. The position of building(s) and construction which the applicant intends to erect in relation to:
  - i. The boundaries of the plot and in case where the plot has been partitioned, the boundaries of the portion owned by the applicant and also of the portions owned by others;
  - ii. All buildings (with number of stories and height) and premises adjacent to the plot and of the contiguous land, if any, referred to in (a); and;
  - iii. Any street prescribed under the Act and passing through the Building-unit/s clearly
  - iv. indicating the regular line of streets;
  - v. The area within the regular line of the street not to be built upon but to be added to the street, hatched in green together with its measurements;
  - vi. Building lines and margins of streets
- j. The width and level of the street in front, and of the street, if any, at the side or rear of building clearly indicating the regular line of streets;
- k. The means of access from the street to the site and all existing and proposed buildings;
- l. Open space to be left around the building to secure free circulation of air, admission of light and access;
- m. Open space to be provided under these Development Regulations;

16. Certificate, NOC, opinions as may be required by competent authority.

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  - vi. Building lines and margins of streets
- j. The width and level of the street in front, and of the street, if any, at the side or rear of building clearly indicating the regular line of streets;
- k. The means of access from the street to the site and all existing and proposed buildings;
- l. Open space to be left around the building to secure free circulation of air, admission of light and access;
- m. Open space to be provided under these Development Regulations;



- n. The area of the whole plot and the break-up of Total built-up area on each floor;
- o. Area classified for exemption of built-up area calculations;
- p. Dimensions and areas of common plot, as required under these regulations,
- q. Parking layout, indicating the parking spaces, access lane, driveway or ramp;
- r. Layout and details of rain water harvesting required under the Development Regulations, if any;
- s. The position of every water closet, privy, urinal, bathrooms, cess pool, well or cistern in connection with the building other than those shown in the building plan.
- t. The lines of drainage of the building, the size, depth and inclination of every drain and the means to be provided for the ventilation of the drains;
- u. The position and level of the outfall of the drain, any existing facilities regarding water supply, sewerage etc, diameter and gradient of water supply line, drainage lines for the disposal of storm water as well as for sewerage.

#### 2A. Detail Drawings

Detailed Drawings shall be submitted showing the boundary walls and gates.

#### 3. Landscape Plan

The landscape plan shall be drawn to scale of minimum 1:100 for plots less than 500 sq. m. and to scale minimum 1:500 for plots more than 500 sq. m. and shall show the following details:

- a. the space for circulation and parking;
- b. Paved pathways;
- c. existing trees;
- d. proposed tree plantation;
- e. green areas;
- f. Unpaved areas.

#### 4. Building Plan

The plans, elevations and sections of the proposed building shall be drawn to a scale of 1:100 showing the following details, wherever applicable:

- a. all floor plans together with the covered area, size and spacing of framing members, size of rooms and the position and width of staircases, ramps and other exit ways, lift wells, lift machine room and lift pit details;
- b. Built-up area of each dwelling unit, or shop or office space at every floor level;
- c. the use or occupancy of all parts of the building;
- d. exact location of essential services, like W.C., sink, bathroom, kitchen, cesspool, water tank, cistern, etc.
- e. Section drawings showing clearly the size of the footings, thickness of basement wall, wall construction, sizes and spacing of structural members, floor slabs and roof slabs with their materials. The section shall indicate the heights of building

and rooms and also the height of the parapet, and the drainage and the slope of the roof. At least one section should be taken through the staircase. Access to the various parts of the building and its appurtenances also should be shown in one section.

- f. Levels of the site and all floors in relation to the datum or crown level of the access street;
- g. all elevations;
- h. details of service privy, if any;
- i. dimensions of the projected portions beyond the permissible building line;
- j. terrace plan including cabin structure;
- k. parking spaces provided and the parking layout;
- l. direction of north point relative to the plan of buildings;
- m. such other particulars as may be required to explain the proposed building clearly.

#### 5. Additional Fire Prevention and Safety Provisions

Additional fire prevention and safety provisions to be provided in buildings eligible for a Development Permission are specified in Schedule 23 according to different uses and the height of the building. Details of these shall be indicated in the drawings as required.

#### 6. Specifications

General specifications of the proposed building giving type and grade of material shall be signed by the Architect on Record and the Structural Engineer on Record.

#### D. DEVELOPMENT PERMISSION FEES

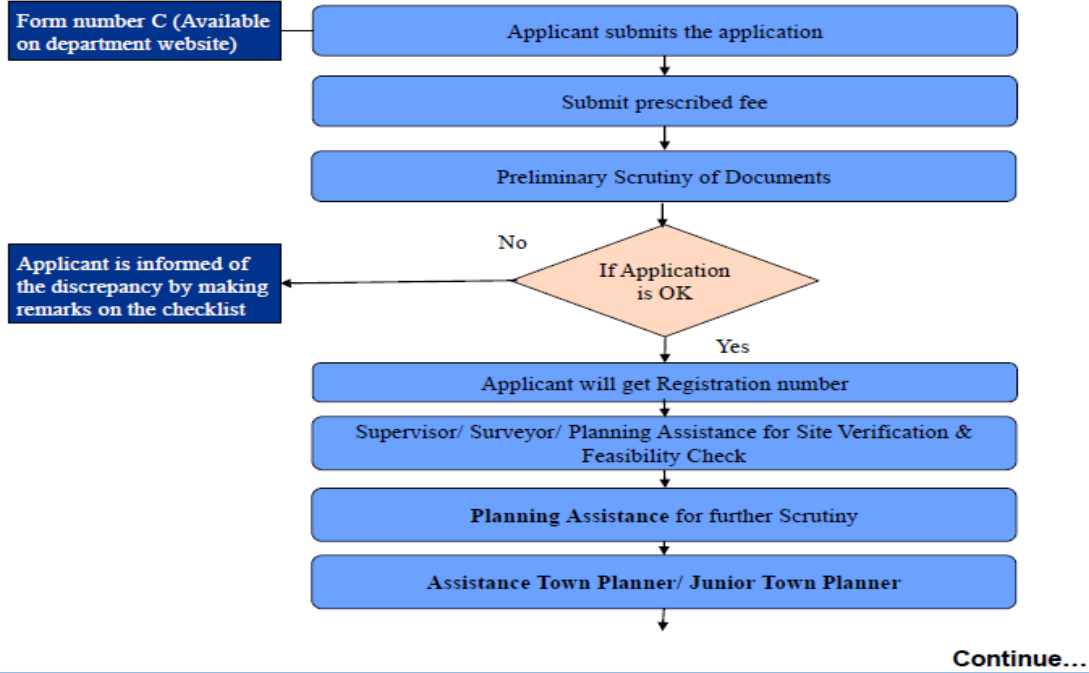
Receipt of Development Permission Scrutiny Fees paid as per Schedule 3 and of other charges leviable on the Building-unit shall be attached with the application.

#### *Timeline*

Ideal time for processing allotment application is 90 days

**Procedure:**

### Process of Building Plan Approval (1/2)



### Process of Building Plan Approval (2/2)

