

Department of Municipal Engineering

Sub No.	Service Provided	Documents to be Submitted	Official Concerned Directly and Contact Number	Other officials and contact Numbers	Minimum time taken to complete task.	The Applicable fee
1	Approval of building plans	<ol style="list-style-type: none"> 1. A duly completed application form in schedule 1 of the urban development Authority planning and Development orders 2021. 2. 05 copies of the building plan certified by a Qualified person (according to the nature of the Construction, who is the relevant qualified person can be known from the council's website or office) 3. A copy of the approved survey plan of the land on which 	Front office Officer s011264444 7	Chief Management service officer 0112 645251 0112 647012 Extension 249	Only 02 weeks	Residential Rs. 1,000/- Commercial Rs. 1,000/- Advance fees vary by category.

		<p>the building is to be constructed (applicable only to urban development Authority Act)</p> <p>4. Certificates issued by the agencies mentioned in the application form depending on the construction nature of the building.</p> <p>5. In case the applicant is not the owner of the land, the consent of the land owner should be mentioned in the application and signed.</p> <p>6. A rough sketch drawing showing the surrounding location for easy access to the location of the land</p> <p>7. Copy of land deed attested by a Notary public (if required)</p>				
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		8. In the case of land located in an assessable area, the property must be registered and settled in the name of the owner of the land. (Assessment must have been paid for the relevant quarter and year)				
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2	Approval of lands subdivision and consolidation development plans.	<ol style="list-style-type: none"> 1. A duly completed application form in schedule 1 of the urban development Authority planning and Development orders 2021 2. 3 copies of the survey plan relating to land subdivision or amalgated of land certified by a qualified person to the nature of the development the relevant qualified person can be known from the council's website or officer) 3. Certificate issued by 	Front office Officer s011264444 7	Chief Management service officer 0112 645251 0112 647012 Extension 249	Only 1 week	Rs. 800/- per application Advance charges vary based on plot size and area.
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		<p>the agencies mentioned in the application form depending on the nature of the development</p> <p>4. A copy of the land deed certified by a notary public (if required)</p> <p>5. A rough sketch showing the surrounding location for easy access to the location of the land.</p> <p>6. In case of land location in an area where assessment is levied, assessments should be paid for the relevant quarter of year.</p>				
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3	Extension of validity of a development permit.	<ol style="list-style-type: none"> 1. Correctly completed application form 2. Original copy of approved development plan. 	Front office Officer s011264444 7	Chief Management service officer 0112 645251 0112 647012 Extension 249	Within 1 week	Advance for a year Rs. 5,000/-
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		<p>3. Copy of development permit issued.</p> <p>4. Attested copy of both sides of the National Identity card of the applicant.</p>				
4	Issuance of Certificate of clarification	<p>1. In the case of an urban Development area, the duly completed schedule 01 application form of the urban development Authority planning and Development orders 2021 or in the application form obtained from the council for other areas.</p> <p>2. One copy each of issued development and approval plan.</p>	Front office Officer s011264444 7	Chief Management service officer 0112 645251 0112 647012 Extension 249	Within 2 weeks	Advance charges vary by size
5	Issuance of streetline / Building limit certificates	<p>1. Correctly completed application form</p> <p>2. Copy of survey plan pertaining to the land.</p>	Front office Officer s011264444 7	Chief Management service officer 0112 645251 0112 647012 Extension 249	Within One hour	Advance fee Rs. 500/-

6	Requesting permission to damage roads.	<ol style="list-style-type: none"> 1. Correctly completed application form 2. A rough diagram showing the convenient route to reach the designated point on the road intended to be damaged. 3. A copy of the letter issued by the institution providing the relevant service connection. 	Front office Officer s011264444 7	Chief Management service officer 0112 645251 0112 647012 Extension 249	10 minutes (must have paid assessment tax for the current quarter in due course)	<p>1 Square meter of floor Housing Rs. 1,500/- commercial Rs. 3,300/- 1 square meter of carpet Rs. 4,947/- -</p> <p>Interlocking blocks 7 sq. meter Rs. 21,000/- 7 sq. meter of concrete Rs. 1,133.00 Gravel Rs. 277/-</p>
7	Removal of hazardous conditions caused by trees.	1. Correctly completed application form	Front office Officer s011264444 7	Chief Management service officer 0112 645251 0112 647012 Extension 249	Within 28 days from the date of first notification.	Advance fee Rs. 200/-

