

## Department of Municipal Engineering

Sub No.	Service Provided	Documents to be Submitted	Official Concerned Directly and Contact Number	Other Officials and contact Number	Minimum time taken to Complete task	The Application fee
01.	Approval of building plans	<p>01. Duly completed application form should be submitted according to the Regulations of Urban development Authority .</p> <p>02. Three copies of building plans which are certified by qualified person. (This is depended in the nature of the construction and you can collect the information from the council web site or from office).</p> <p>03. A copy of the approved survey plan Which is relevant to the construction.</p> <p>04. Certificates should be submitted which are issued by the relevant authorities according to the nature of the construction.</p>	Front office Officers 0112644447	Chief Managemet service officer 0112645251 0112 647012 Extension-249	Only 02 weeks	Residential Rs.1,000/- Commercial Rs.2,000/- Advance fees vary by category.

		<p>05. A land which is situated in a tax paying area, The property should be registered by the land owners name, when the applicant is not the land owner, his consent should be given to the application.</p> <p>06. Accurate sketch of a land situated area should be given for the purpose of easy access.</p> <p>07. Assessment tax should be paid for the relevant quarter or year.</p>				
02.	Approval of land subdivision and consolidation development plans.	<p>01. Duly completed application form should be submitted according to the Regulations of Urban development Authority</p> <p>02. Three copies of building plan which are certified by qualified person. (This is depended on the nature of the construction and you can collect the information from the Council web site or from the office)</p>	<p>Front office Officers 0112644447</p>	<p>Chief Management service officer 0112645251 0112 647012 Extension-249</p>	Only 1 week	<p>Rs. 800/ per application</p> <p>Advance charges vary based on square area.</p>

		<p>03. Certificates issued by the relevant authorities mentioned in the application form depending on the nature of the development</p> <p>04. A copy of the land deed certificated by notary public (if required)</p> <p>05. A rough sketch drawn showing the Surrounding location for easy access to the location to the land.</p> <p>06. Assessment tax should be paid for the relevant quarter or year.</p>				
03.	Extension of validity of a development permit.	<p>01. Duly Completed application</p> <p>02. Original copy of approved development plan.</p> <p>03. Copy of the issued development permit.</p> <p>04. Certified copy of Applicant's National Identity Card</p>	<p>Front office Officers 0112644447</p>	<p>Chief Managemet service officer 0112645251 0112 647012 Extension-249</p>	Within 1 week	Advance for a year Rs. 5,000/-

04.	Issuance of Certificate of compliance	<p>01.Duly filled application issued by the Municipal council.</p> <p>02. Issued development permit and the approved drawing (One copy per each)</p> <p>03.Assessment tax should be paid for the relevant quarter or year.</p>	Front office Officers 0112644447	Chief Managemet service officer 0112645251 0112 647012 Extension-249	Within 2 weeks	Advance charges vary by size
05.	Issuance of street line / Building limit certificates	<p>01.Duly filed application from.</p> <p>02.Survey plan which is relevant to the land.</p> <p>03. Assessment tax should be paid for the relevant quarter or year.</p>	Front office Officers 0112644447	Chief Managemet service officer 0112645251 0112 647012 Extension-249	Within One hour	Advance fee Rs.500/-
06.	Requesting permission to damage roads.	<p>01.A rough sketch showing the Access route to the site to be damaged</p> <p>02.The letter issued by the relevant authorities</p>	Front office Officers 0112644447	Chief Managemet service officer 0112645251 0112 647012 Extension-249	10 minutes (must have paid assessment tax for the current quarter in due course)	<p>Fess for 01 sq meter</p> <p>I. Tarred Road Residential - 1500.00 Commercial -3300.00</p> <p>II. Carpet Road – 4947.00</p> <p>III. Interlocking Block Stones - 2100.00</p> <p>IV. Concrete – 1133.00</p> <p>V. Gravel – 277.00</p>

07.	Removal of dangerous trees.	01.Duly filed application forms.	Front office Officers 0112644447	Chief Managemet service officer 0112645251 0112 647012 Extension-249	Within 28 days from the date of first notification.	Advance fee Rs.1000/-
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