

UTTARPARA - KOTRUNG MUNICIPALITY

Miscellaneous Receipt No.

Sl. No. **1201**

Date -

Date of Issue -

APPLICATION FORM OF SANCTION OF BUILDING PLAN

(Valid upto sixty days from the date of issue of this Form)

Issued to -

For premises No. -

Date of submission with Registration No.

Ref. of approval of site plan -

FOR OFFICE USE ONLY

Petition No. -

Ward No. -

Examined by _____

Ref. of previous sanction of plan (for Addition &

Alteration of the Building)

Date of Sanction of Building Plan :

FINAL ORDER

FORM B
See rule 13 (2)

OFFICE USE
Application No. RB/CB/IB/PB
Date _____

Application for Permission to Construct or Reconstruct / Addition or
Alteration of Masonry Building

From _____ (Name in full in Block letters)
_____ (Address)

Purpose of construction : Residential / Commercial / Public Building / Others (Specify)
in terms of the West Bengal Municipal Building Rules 1996

To
The Chairman-in-Council, P.W.D.
Uttarpara-Kotrung Municipality
Sir,

I / We hereby give you notice that I / We intend to construct or reconstruct a masonry building or make alteration in or additions to premises No./Holding No. _____ in _____ Street / Road _____ Ward _____ and in accordance with provisions of building plan (Residential) Rules / Regulations _____ / Building Plan (Commercial & Industrial) Rules / Regulation and the provisions of the Act. I / We forward herewith.

- a) Approved site plan in triplicate of the land;
- b) A plan in triplicate, showing elevations and sections of the proposed building together with a specification of the work;
- c) Statement of Particulars (Annexure) : ★ See page - 3
- d) Receipt for deposition of application fee (specified in rule 14(9))

I request that the plan may be approved and that permission may be accorded to execute the work. Please note that I am also enclosing herewith the documents as desired by you as per instruction. The works in question will be supervised by an architect or Engineer Sri. Mrs. _____ in terms of Rule 16.

Countersigned
Architect / Engineer

Yours faithfully

Dated _____

Signature of Owner / Owners _____

*I/We hereby declare that I/We am/are the owner/owners of the property to be built upon and the copy of registered deed of land or other documents in support of ownership of land are submitted herewith. That the aforesaid plot of land is the only plot of vacant land held by me/us in any of the urban agglomerations covered under the Urban Land (Ceiling and Regulation) Act 1976, and that the extent of that plot is within the ceiling limit on vacant land imposed by the said Act.

That I do not hold any other vacant land or any other land with building with dwelling unit therein in any of the urban agglomerations referred to in the said Act.

That in the event of the aforesaid plot of land being declared as excess by the competent authority under the Urban Land (Ceiling and Regulation) Act, 1976, I shall abide by the decision of the competent authority under that Act.

Name _____

Signature of Owner/Owners _____

Date _____

Full Postal Address _____

In terms of Rule -15. Specification and other information to accompany the application with building plan, may be furnished as below :

1. The materials and method of construction to be used for external walls, partition walls, foundations, roofs, floors, stairs, fire place and chimneys.
2. The manner in which roof and house drainage and surface drainage of the site will be disposed of.
3. The manner, if any, in which it is proposed to have the court-yard and open spaces in the building or premises and the scope to which the surface is to be made in each case.
4. The means of access that will be available for removal or nuisance.
5. The proposed occupancy or use of the building for ensuring conformity with the provisions of chapter XIV of the Act.
6. The area of Plot, area of plinth of the proposed and existing buildings, if any, and the area of open space left.
7. The number of area of each tenement, the area put to different occupancy of use group in all the floors of the proposed building including the same for existing building, if any.
8. Safety measures proposed to be taken during the construction of the building.
9. For building other than residential and educational buildings, the means of ingress and egress of vehicles shall be indicated.
10. The position of water tanks with size which shall have to be constructed below the ground or just above.
11. The area of garage (if any)
12. Number of flats proposed to be built in each floor and total number of flats (if any)
13. Calculation of F.A.R.
14. Such other particulars as may be determined by the Municipality.

Particulars of the proposed building
at permises no. _____

1. Total area of the land :-
2. Covered area of the proposed building :-
3. Carpet area of the proposed building :-
4. Area of open space left :-
5. Cubical Volume of the building :-
6. Width of Road (s) adjoining the land - i) Front _____
ii) _____ iii) Sides _____
7. Provision made for
 - i) Water Supply :-
(Please give details)
 - ii) Sanitation arrangement and drainage system
(Please give details)
 - iii) Garbage disposal :-
(Please give details)
 - iv) Fire Fighting arrangement :-
(Applicable for Comercial buildings, storage building & hazardous
building only)
(Please give details)
8. Clear back space left
9. Clear front space left
10. Clear side space left i) _____ ii) _____

Particulars of the Land and Land Owners

1. Name of the owner of the Land :-
2. Present Address :-
3. Permanent Address :-
4. Occupation :-
5. Father's / Husband's Name :-
6. Age :-
7. Khatian No. of the land :-
8. Name of Mouza :-
9. J. L. No. of the land :-
10. Dag No. of the land :-
11. Total area of the land :-
12. Whether mutation is completed or not :-
13. Present rate of municipal tax :-
14. Whether tax paid is upto date :-
15. Whether the land for the proposed building was agriculture land, Tank / pond
Virgin land, Bastu Vita, Low land Filled up land, Ditch or otherwise. *and the
land, has been filled up with good earth / silver sand / garbage / rubbish / ash or
other materials please use teak (✓) in appropriate word, which is applicable to
you and it is done in the year _____.
16. Proposed building is for the purpose of
 - i) Owners residential purpose
 - ii) To sale out as ownership basis for residential purpose
 - iii) For commercial / business purpose / hazardous building
 - iv) For any other purposePlease specify properly and clearly.

Declaration of the owner of the proposed building

I hereby declare that all statements made, in this application form are true, complete and correct to the best of my knowledge. I understand that if at any time it is found that any information given in this application is false / incorrect, I shall be liable to be punished. I also declare that I shall construct the structure, building as per the sanctioned plan and design specification and I shall abide by all rules and regulations of the Municipality. I am fully aware that the municipal authority has every right to declare my building as unauthorised construction if I deviate the sanctioned plan & specification of my building and may take any action as per rules.

Witness

Name -

Address -

Signature

Full Signature of the owner
of the proposed building.

Date -

Place -

Encloser check list

(Put (✓) if attached)

- | | |
|---|-----------|
| 1.sets of drawing | Yes / Not |
| 2. True copies of legal deed | Yes / Not |
| 3. Current Municipal Tax Receipt | Yes / Not |
| 4. Mutation Certificate | Yes / Not |
| 5. Declaration of the owner of the proposed building | Yes / Not |
| 6. Declaration / Certificate from the Design Engineer | Yes / Not |
| 7. Declaration of the construction Supervisor | Yes / Not |
| 8. Three copies of approved site plan | Yes / Not |
| 9. | Yes / Not |

N.B. - Please See

Declaration of the Design Engineer

I hereby declare that after careful consideration of the site condition & bearing capacity of the soil, the design of the proposed building at holding / premises no. _____ of Shri / Smt. _____ of _____ has been done by me in accordance with the specification of IS 456 and other related IS codes / standards.

I also do hereby certify that structure and the building is safe in all respects.

Signature of the Design Engineer

Place -

Full name in block letter _____

Date -

Address _____

Designation / Qualification _____

(With Seal)

Declaration of the Construction Consultant / Supervisor

I hereby declare that the construction works of the proposed building in the premises at _____ of Shri / Smt. _____ of _____ will be supervised by me and I also execute the work as per the sanctioned plan and design & specification. I also declare that I am aware of the rules and regulation of the municipality regarding this construction and I shall be liable to be punished for and deviation of sanctioned plan & specification of the building and failure of the structure.

Signature of the
Construction Consultant / Supervisor

Place -

Full name in block letter _____

Date -

Address _____

Designation / Qualification _____

(With Seal)

Counter Signature of the
Owner of the Building

F O R M

[Application for Permission for development under section 46 of the West Bengal Town and Country (Planning and Development) Act, 1979]

From

.....

(Name of owner of land)

Address.....

.....

To

The.....Planning Authority / Development Authority,

Sir,

I intend to carry out the undermentioned development in the site of plot of land, Town and Revenue Survey No.on..... Street or Road named in the.....ward of Division in accordance with the provisions of section 46 of the West Bengal Town and Country (Planning and Development) Act, 1979 and rule 8 of the outline Development plan and the detailed development plan Rules 1980.

(State particulars of proposed development)

2. I forward herewith -

a) Site plan (in quadruplicate) of the area proposed to be developed.

a) (In the case of layout) a site plan (in quadruplicate) showing the surrounding land and existing access to the land included in the layout ;]

b) A detailed plan (in quadruplicate) showing the plan sanction and elevations of the Proposed developed works.

b) (In case of layout) a plan (in quadruplicate) showing

i) Sub-divisions of the land or plot with dimensions and area of such of the proposed sub-divisions and its use according to prescribed regulations ;

ii) Width of the proposed streets ; and

iii) Dimensions and area of open spaces provided in the layout for the purpose of

c) And extract of record or rights property registered card (any other documents showing ownership of land to be specified)

3. I request that the proposed development may be approved and that permission be accorded to carry out the development.

Signature of the Licensed Surveyor.

(With Seal)

.....
Signature of the owner of the land

FORM - 1

(Application for Assessment of Development Charge)
(See Rule - 5)

To

The Chairman-in-Council, P.W.D.
Uttarpara-Kotrung Municipality

Sir,

I intend to develop / institute / charge the use of land / buildings as per details furnished in the statement below for which permission is required under this Act I hereby request that you will be pleased to declare the liability of land and / or building for the levy of development charge and to determine the development charges payable and communicate the same to me.

Yours faithfully

1. a) Name of the owner occupier
- b) Full Address
- c) Name of Applicant
- d) Date of Application for permission.
2. Description of land of building for which development has to be assessed.
3. LAND :
 - i) Total area or land in square meter
 - ii) Present use : Residential / Industrial / Commercial / Agriculture
- BUILDING :
 - i) Plinth area of building and cubic metre of the content of such building of work
 - ii) Present use : Residential / Industrial / Commercial
 - iii) Use proposed : Residential / Industrial / Commercial
4. Any other Particulars supporting the application.

Date :

Signature of the applicant

Place :

FORM - L

[See rule 15 (n)]

FORM OF INDEMNITY BOND

(To be submitted on non-judicial stamp paper of Rs. 10)

This Indemnity Bond is executed by Shri _____
and Shri _____ son/sons of Shri _____
_____ residence of _____ owners of premises No. _____
in (Name of the street and Nos. _____ of Ward _____)
under Uttarpara-Kotrung Municipality.

Whereas I/We am/are submitting to the Municipality (hereinafter referred to as the said Municipality) building plans with provisions for deep foundations works, piling works, construction of basement and underground constructions.

And Whereas I/We am/are representing to the said Municipality that if sanction is granted for the construction of the aforesaid works, I/We shall indemnify the said Municipality for any loss or damage at the time of execution of the said works or thereafter.

And Whereas I/We undertake that all precautionary measures shall be undertaken by me/us and no excavation shall be carried out beyond the boundaries of the plot and damage occurring during the execution of the works or due to excavation made at site to the municipal / public utility services or properties shall be made good by me/us.

And whereas I/We further undertake and agree to indemnify the said Municipality to the full extent of any claim put up against the said Municipality either by pay of damage, compensation or in any other way in case the said Municipality is required to pay any amount to any person or owner or owners of the adjoining properties.

And whereas I/We further undertake and agree to indemnify the said Municipality of all costs and expenses the said Municipality may require to defend any action in this regard to any court of law.

Now Therefore, in consideration of the above matter, undertaking and indemnity given by the said owners Municipality in this behalf, grant the sanction in the said basement to the said owners.

In Witness Hereof, the owners above mentioned put their hands and seal to the said Indemnity Bond of this _____ day of _____

Witness

_____ (1) _____

_____ (2) _____

(Executants)

For Office use only.

For Building Department