

## **ANNEXURE-A**

### **SCHEDULE APPLICATION FORM FOR DEVELOPMENT PERMISSION FOR (INSTITUTION OF USE/CHANGE OF USE)**

**5. Contact information  
of the applicant:**

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**6. Land Details:**

i) Description of land/land schedule as per R.O.R. for which development charge has to be assessed:

<b>Name of G.P./Municipality</b>	<b>Name of Mouza</b>	<b>JL. No.</b>	<b>L.R. Khatian No.</b>	<b>RS Plot No.</b>	<b>LR Plot No.</b>	<b>Classification of Land</b>

ii) Total area of Land:

Acre: \_\_\_\_\_, Sq. Mt.: \_\_\_\_\_, Sq. ft.: \_\_\_\_\_

iii) Present Use of Land: Residential/Industrial/Commercial/Others(specify): \_\_\_\_\_

iv) Proposed Use of Land: Residential/Industrial/Commercial/Others(specify): \_\_\_\_\_

v) Project Details (if applicable): \_\_\_\_\_

vi) Width of Access Road to the Plot as per deed (in meters): \_\_\_\_\_

vii) Whether existing building/structure situated on plot (Y/N): \_\_\_\_\_

viii) If yes, date of construction: \_\_\_\_\_

ix) Documents submitted in support of claim(viii): \_\_\_\_\_

x) Utility corridor running through or above the plot:  
HT line /LT line/Telephone Line/Gas Line/others(specify)\_\_\_\_\_

#### **Declaration**

I, \_\_\_\_\_, declare that all the documents and information furnished by me in Form '1' along with Annexure 'A' are true to the best of my knowledge and in case of any information given by me is found to be false or a case of misrepresentation of facts, the application may stand cancelled and/or Permission for Development forfeited.

**Date:**

**Place:**

**SIGNATURE OF THE APPLICANT**

**N.B.: In case of change of use, the application should accompany the following Photocopies of documents**

- ROR of the land. [LR Porcha]
- Land Deed with Sketch Map.
- Land Tax Receipt of current Bengali year.
- Document for signature verification (Pan Card/Driving License/others)
- Plot shown in Mouza Map marked in red
- 2 copies of Site Plans showing dimension of plot for which development permission is sought for, abutting plot nos., abutting road width, nearest landmark etc. **[one original & one photocopy]**.
- Sanctioned Building Plan of existing building from the competent authority/other documents in support of the claim (if building already exists).

*All drawings shall have to be drawn, certified and signed by a competent Surveyor.*

*All the pages of the documents have to be **signed in blue ink by the applicant & the signature should be same as in land Deed or PAN Card.***

**All photocopies have to be legible and in good quality.**

**All documents need to be brought in original for verification during submission of form.**

Submitted by : \_\_\_\_\_

Contact No. of person submitting the form : \_\_\_\_\_

Remarks (if any) of receiving Authority: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_