

PROCEDURE FOR LAYOUT APPLICATION

Name of the Applicant :

Survey Numbers :

Name of the Village :

Extent of site :

PARTICULARS FURNISHED :

I)	Application form	Furnished	Not furnished
	a) Applicants/ society name, address and details with Survey number, village name, ward and town and extent of site.		
II)	Documents		
	a) Attested copies of Title deed along with 10(1) pattadar pass book, VA No.3 duly incorporated the applicant's name issued by M.R.O. and site Ownership statement.		
	b) M.R.O. Certificate to the effect that the lands proposed does not come under Govt. land or 'D' patta lands.		
	c) U.L.C. Clearance from the competent authority and Spl. Officer, ULC, VSP for Corporation, Municipal area OR Agricultural land ceiling certificate issued by R.D.O. in case of Gram Panchayat area if the site is above 1500 sqm.		
III)	Plans:		
	a) Layout plan – four copies signed by the applicant and licensed Surveyor.		
	b) Attested copies of the F.M.B. Sketches issued by M.R.O. duly showing the proposed site.		
	c) Topo detail plan duly signed by the applicant and Licensed Surveyor/ Engineer/ Architect.		
	d) Contour plan with Spot levels at an intervals of 15 mtrs.		
	e) Drainage disposal system with space for purification tank		
	f) Approach road shall be minimum of 40' width (Should have ownership of the approach road if it is		

	Govt. land then permission from Revenue Authority shall be furnished)		
	g) Whether proposal conforms to Master Plan Land-use or not?		
	h) Thus the proposals fallen in CRZ area.		
IV)	Certificates to be furnished:		
	a) Land owner-ship/ title deed verification shall be done to the satisfaction of the local authority		
	b) Encumbrance certificate		
V)	Charges/ fees to be paid		
	a) Paper notification Fee Rs. 2500/-		
	b) Processing fee of Rs. 2/- per sqm. For the entire layout area.		
	c) Development charges Rs. 5/- per sqm. For Panchayat area and Rs. /- per sqm. In Municipal area. (the amounts payable to VUDA shall be sent through Demand Draft drawn in favour of the Vice-Chairman, VUDA payable at Visakhapatnam.		

Note: Building applications, Layout applications, Change of Land-use applications shall be submitted through Local Body.

The applicant has furnished all the above particulars. Hence, the Layout application is forwarded to the concerned Technical Staff for further scrutiny within the stipulated period of 45 days.