

## PROCEDURE FOR REGULARISATION OF LAYOUT / SITE APPLICATION

Name of the Applicant:

Survey Numbers :

Name of the Village :

Extent of Layout / site : Acs.

### Particulars furnished

1	Attested copies of title deed / Regd.GPA/Pattadar pass books / title deed books	Furnished	Not furnished
2	Attested copies of FMB sketch issued by MRO showing the proposed site with measurements	Furnished	Not furnished
3	Topo plans signed by Applicant and Licensed Surveyor along with a copy of Gramapanchayat approved layout plan and it's Resolution No:	Furnished	Not furnished
4	Attested copies of the individual documents of the plot owners	Furnished	Not furnished
5	Site ownership statement (Prescribed format)	Furnished	Not furnished
6	Land ownership / title deeds verification should be done to the satisfaction of the local authority	Furnished	Not furnished
7	Certificate from M.R.O. to the effect that the lands proposed do not come under Government land or D. Patta lands.	Furnished	Not furnished
8	Urban land Clearance from the competent authority and Spl. Officer, ULC, Visakhapatnam/ Agricultural Land Ceiling Certificate from Revenue Divisional Officer to be produced.	Furnished	Not furnished
9	Approach road should be of minimum 40' width (should have ownership the approach road/ if Govt. land permission from Revenue Authority should be furnished)	Furnished	Not furnished
10	Processing fee @Rs.2/- per Sq.mt. for the	Paid	Not paid

	entire layout area		
11	Development charges @Rs.5/- per Sq.mt. for Panchayat area and Rs.10/- per sq.mt. in Municipal area	Paid	Not paid
12	Conversion charges as per G.O. Ms.No. 489 MA, dated 07-08-1996 shall be paid if the site not falls in residential use.	Paid	Not paid
13	Processing fee of Rs. 2000 for the 1 <sup>st</sup> AC and Rs. 1000/- for every additional acre or part thereof.	Paid	Not paid
14	Conversion charges @ 5/- per Sq. mt. in Gram Panchayat areas and Rs. 10/- per sq.mt. in Municipal area for agricultural use to residential use (For other areas and uses please see the development charges chart)	Paid	Not paid
15	Paper notification charges of Rs.2,500/-	Paid	Not paid
16	Gram Panchayat fees @Rs.1/- per Sq.mt.	Paid	Not paid
17	Specific remarks of the Municipal Corporation/ Municipality/ Grampanchayat on the proposed layout.	Yes	No

**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 regularization of layout application is forwarded to the concerned Technical Staff for further scrutiny within the stipulated period of 30 days.