

PROCEDURE FOR CHANGE OF LAND USE APPLICATION

Name of the Applicant :

Survey Numbers :

Name of the Village :

Extent of site :

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: conversion of use sought for		
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.		
	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 from the R.D.O. in Gram Panchayat areas shall be furnished.		
III)	Plans:		
	a) Attested copies of the F.M.B. sketches issued by M.R.O. duly showing the proposed site.		
	b) Site plan in quadruplicate drawn to a scale of not less than 1:1000 showing the Topo details of the land and within a distance of 100 Mtrs. Around the site and existing roads, buildings, natural water course etc. duly signed by the applicant and Licensed Surveyor/ Engineer/ Architect.		
	c) The detailed plan of site under reference drawn to a scale of not less than 1:500 drawn in triplicate signed by the licensed architect Engineer/ Surveyor and owner of the site.		
	d) 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)		
IV)	Site owner-ship statement (prescribed format enclosed)		
V)	Charges/ fees to be paid		
	a) Processing fee of Rs. 2.000/- for the 1 st acre and Rs. 1000/- for every additional area of part thereof.		
	b) Conversion charges @ Rs. 5/- per sqm. In Gram Panchayat areas and Rs.10/- per sqm. In Municipal corporation & Municipal areas for Agricultural use to residential use (for other areas and uses please see the development charges chart)		
	e) Paper Notification charges Rs. 2,500/-		
	The above 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 Change of land use application is forwarded to the concerned Technical Staff for further scrutiny within the stipulated period of 45 days.