

**CHECKLIST OF DOCUMENTS REQUIRED TO BE ATTACHED ALONG WITH
THE APPLICATION FOR LICENCE**

Sr. No.	Description	Applicant Remarks Document Attached (Yes / No)	
1.	Application on prescribed form LC-I (each page of LC-I to be signed by land owners & developer and notarized). It should be signed by qualified Civil Engineer.	☐ YES	☐ NO
2.	Land schedule of applied land signed by landowners & developer and notarized/attested.	☐ YES	☐ NO
3.	Complete scanned file in form of CD. (In case application is not submitted online)	☐ YES	☐ NO
4.	Scrutiny fee @ Rs. 10/- per sq.m. X FAR (i.e. 1.5, 1.75 etc.) in case of Group Housing, Commercial and IT Colonies. In case of plotted colony scrutiny fees @ Rs 10/- per sq.m. for the gross area of the colony.	☐ YES	☐ NO
5.	25% of total licence Fee as per notification dated 02.02.2015 (not applicable in case of application for Affordable Group Housing colony).	☐ YES	☐ NO
6.	Ownership documents i.e. latest copy of jamabandi, mutation, sale deed and Aks shajra plan authenticated by Revenue Halqa Patwari (One set in original and two sets in photocopies, duly attested).	☐ YES	☐ NO
7.	Documents regarding details of experience as colonizer to develop the colony/project along with profile of technical staff.	☐ YES	☐ NO
8.	The documents showing the financial capacity of the colonizer to execute the project (Form PAS-3 & the certificate from the Chartered Accountant showing the paid up capital of the company to execute the project in case of Pvt. Ltd./Ltd. company and the paid up capital should be as per office order dated 02.04.2012). However, in case of individuals,	☐ YES	☐ NO

	the net worth certificate issued by the Chartered Accountant & the other supporting documents showing the financial capacity is required to be submitted.		
9.	Copy of shazra plan duly showing the khasra nos. of the applicant's site and the width of approach road to the applied site should be clearly indicated.	☐ YES	☐ NO
10.	Guide map showing the location of the colony in relation to surrounding area and to enable the identification of the land.	☐ YES	☐ NO
11.	Survey plan of the land of the proposed colony showing the details as per Rule 3(e) (IV) of Rules 1975.	☐ YES	☐ NO
12.	Layout plan of the a colony showing the details as per Rule 3(e)(V) as per Rules 1975 (not applicable for Group Housing, Commercial & IT colony).	☐ YES	☐ NO
13.	An explanatory note explaining the salient feature of the colony as per Rule 3(e)(vi) of Rules 1975.	☐ YES	☐ NO
14.	Plans & specifications as per Rule-3(e) (vii to xii) of Rules 1976 (not applicable for Group Housing, commercial & IT colony) or to submit application of exemption – submit after grant of Licence).	☐ YES	☐ NO
15.	Copy of irrevocable registered collaboration/joint venture agreement with fully paying the stamp duty, duly indicated the detail of applied land and the purpose of the collaboration agreement with the parties, date of execution of collaboration agreement and it expiry date, including detail of land / khasra no. / purpose.	☐ YES	☐ NO
16.	Registered General Power of Attorney/Special Power of Attorney from land owners in favour of collaborator.	☐ YES	☐ NO
17.	Memorandum and Article of Association of the landowning companies/ developer company duly mentioning the clause for use of real	☐ YES	☐ NO

	estate business/development of colony.		
18.	Board of resolutions passed by the Directors of the land owning company in favour of authorized signatory (in case of company)	☐ YES	☐ NO
19.	Memorandum of Understanding in favour of developer company.	☐ YES	☐ NO
20.	Non-encumbrance certificate (free from Rehan, Gair Marusi, etc.) along with undertaking that site land does not violate the provisions of land sealing act.	☐ YES	☐ NO
21.	Memorandum of Article of Association of all land owner companies / applicant company / LLP company.	☐ YES	☐ NO
22.	Copy of PAN in case applicant is Individual	☐ YES	☐ NO
23.	Affidavit / GPA/SPA in case of individual (OPTIONAL)	☐ YES	☐ NO
24.	Affidavit of KARTA in case of Hindu Undivided Family	☐ YES	☐ NO
25.	Details of Engineer along with copy of the Degree	☐ YES	☐ NO
26.	Details of Architect along with copy of the certificate issues of Association of Architects	☐ YES	☐ NO
27.	Company Registration Certificate	☐ YES	☐ NO
28.	Status of Litigation, if any	☐ YES	☐ NO
29.	Status of lease/patta, if any	☐ YES	☐ NO
30.	Indemnity Bond	☐ YES	☐ NO