

**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.	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	Land schedule of applied land signed by landowners & developer and notarized/attested.	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	Complete scanned file in form of CD. (In case application is not submitted online)	<input type="checkbox"/> YES <input type="checkbox"/> 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.	<input type="checkbox"/> YES <input type="checkbox"/> 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).	<input type="checkbox"/> YES <input type="checkbox"/> 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).	<input type="checkbox"/> YES <input type="checkbox"/> NO
7.	Documents regarding details of experience as colonizer to develop the colony/project along with profile of technical staff.	<input type="checkbox"/> YES <input type="checkbox"/> 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,	<input type="checkbox"/> YES <input type="checkbox"/> 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.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10.	Guide map showing the location of the colony in relation to surrounding area and to enable the identification of the land.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11.	Survey plan of the land of the proposed colony showing the details as per Rule 3(e) (IV) of Rules 1975.	<input type="checkbox"/> YES	<input type="checkbox"/> 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).	<input type="checkbox"/> YES	<input type="checkbox"/> NO
13.	An explanatory note explaining the salient feature of the colony as per Rule 3(e)(vi) of Rules 1975.	<input type="checkbox"/> YES	<input type="checkbox"/> 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).	<input type="checkbox"/> YES	<input type="checkbox"/> 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.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
16.	Registered General Power of Attorney/Special Power of Attorney from land owners in favour of collaborator.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
17.	Memorandum and Article of Association of the landowning companies/ developer company duly mentioning the clause for use of real	<input type="checkbox"/> YES	<input type="checkbox"/> 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)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
19.	Memorandum of Understanding in favour of developer company.	<input type="checkbox"/> YES	<input type="checkbox"/> 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.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
21.	Memorandum of Article of Association of all land owner companies / applicant company / LLP company.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
22.	Copy of Aadhar No/ PAN No. in case applicant is Individual	<input type="checkbox"/> YES	<input type="checkbox"/> NO
23.	Affidavit / GPA/SPA in case of individual (OPTIONAL)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
24.	Affidavit of KARTA in case of Hindu Undivided Family	<input type="checkbox"/> YES	<input type="checkbox"/> NO
25.	Details of Engineer along with copy of the Degree	<input type="checkbox"/> YES	<input type="checkbox"/> NO
26.	Details of Architect along with copy of the certificate issues of Association of Architects	<input type="checkbox"/> YES	<input type="checkbox"/> NO
27.	Company Registration Certificate	<input type="checkbox"/> YES	<input type="checkbox"/> NO
28.	Status of Litigation, if any	<input type="checkbox"/> YES	<input type="checkbox"/> NO
29.	Status of lease/patta, if any	<input type="checkbox"/> YES	<input type="checkbox"/> NO