

NAGPUR METROPOLITAN REGION DEVELOPMENT AUTHORITY

Nagpur Improvement Trust Cultural Hall Complex,
3rd Floor, Opp. NIT's Swimming Pool, North Ambazari Road, Nagpur-440 010

APPENDIX-A-2

Form for application of Subdivision of Land as Plotted Layout / Group Housing Development under section 18/44/46/58 of Maharashtra Regional and town planning Act 1966.

From,
(Name of owner)
Address,
.....
.....
Mob. No.
E-mail Id.

To,

The Metropolitan Commissioner
Nagpur Metropolitan Region Development Authority,
Nagpur

Sir,

I/we intend to carry out development in the site on Kh. No. _____, P. H. No. _____ Mouza _____, Tah. _____. Sheet No. _____, CTS No. _____ Situated at _____ Road in accordance with section 18/44/46/58 of Maharashtra Regional and town planning Act 1966.

I/we forward here with the following plans and statement as below wherever applicable, in 4 (four) copies signed by (Name in block letters)

_____ and the Architect /Licensed Engineer-I/ Structural Engineer / Supervisor-I/II, the License No. _____ and is competent as specified in Appendix 'C' of DCR, who has prepared the plans, designs and a copy of the other statements / documents as applicable as below:

1. Key Plan / Location plan showing road network alongwith major roads & prominent structures etc. in scale of not less than 1:10000.
2. Site Plan (in quadruplicate) showing the surrounding land and existing access to the land included in the layout.
3. Sub-Division Plan/ Layout Plan (4 Copies) of the area proposed to be developed. (Sealed, Signed by Architect & Land owner) in scale 1:500 for layout having area upto 4.0 Ha. & 1:1000 for area of layout above 4.0 Ha. Showing :-
 - (i) Scale used and north point
 - (ii) The location of all proposed and existing roads with their existing / proposed widths within the land.
 - (iii) Dimension of plots.

- (iv) The location of drains, sewers, public facilities and services, electrical lines, natural water courses, water bodies and streams .
 - (v) Table indicating size, area and use of all plots in the sub-division/layout plan .
 - (vi) The statement indicating the total area of the site, area utilized under roads, recreational open spaces, play ground, recreation spaces and development plan reservation / roads, schools, shopping and other public places along with their percentage with reference to the total area of the site proposed to be sub-divided / laid out.
 - (vii) In case of plots which are sub-divided in built-up areas, in addition to the above, the means of access to the sub-division from existing streets.
 - (viii) Contour plan showing levels.
 - (ix) In case of land abutting, adjacent to National Highway, State Highway, Major District Road, Other District Road and Village Road, Control line and Building line shall be shown.
 - (x) In case of land abutting / adjacent National Highway , State Highway, Major District Road, Ring Road and Express Highway a 12.00mt. wide service Road should be shown.
 - (xi) In case of land abutting / adjacent to Canal / River/ Nalla /Water bodies /Dam Building line and Buffer Zone shall be shown.
 - (xii) In case of land affected by High Tension Electric Line clear distance Corridor should be shown.
 - (xiii) In case of polluting Industry 12.0 m. wide Green Belt should be shown on all sides of land.
 - (xiv) In case of land adjoining to Railway line, Building line should be shown.
4. Ownership Title i.e. Attested copy of Registered Sale deed, Lease deed/Power of Attorney (Registered),
 5. Original 7/12 extracts of a date not more than six months prior to the date of application. An extract of record of rights property register card (any other document showing ownership of land to be specified) alongwith consent of co-owners where third party interest is created.
 6. Original copy of 'B' Prat/ 'K' Prat.
 7. Attested copy of N.A. order in case of layout sanctioned from Collector, Nagpur/Competent Authority.(If applicable)
 8. Attested copy of ULC order or Affidavit on Rs. 300/- Stamp Paper stating that land is not affected under Urban Land ceiling Act, 1976.(Pro-forma enclosed)
 9. Attested copy of finally sanctioned NATP Layout from Collector, Nagpur / N.I.T./Nagpur Metropolitan Region Development Authority. (If applicable)
 10. Declaration Indemnity Bond for Class-I land on stamp paper of Rs. 100/-. (Pro-forma enclosed)
 11. Part Plan of R.P. and Draft D.P. of NMA showing land use.
 12. Certificate from Architect /L.S. regarding land area and user permissible on proposed land. (Format Enclosed)
 13. Copy of Registration of Architect with council of Architect, License Engineer-I, Structural Engineer, Supervisor-I/II registered with NIT/NMRDA.
 14. Indemnity Bond for no legal dispute about land on Stamp Paper of Rs. 100/- . (Pro-forma enclosed)

15. Consent of adjoining land owner in case of non availability of direct access from existing road with original 7/12 extract of adjoining land owner on Stamp Paper of Rs. 100/- . (Pro-forma enclosed)
16. Consent of adjoining land owner in case of unconfirmed boundary of land. With original 7/12 extract of adjoining land owner on Stamp Paper of Rs. 100/- . (Pro-forma enclosed)
17. Affidavit regarding plots in the layout are not sold to decide third party interest. (If applicable Pro-forma enclosed)
18. Original Revenue map showing location of land.
19. Attested copy of receipt of payment of scrutiny charges.

20. Additional documents to be furnished. (Wherever Applicable)

- a) For Educational Purpose.
 - Registration of Charitable Trust from Charity Commissioner.
 - Category of Educational Institution (Pre-Primary/ Primary/ Secondary/Higher Secondary/Colleges).
- b) For Industrial Purpose.
 - Registration of D.I.C. / Ministry of Micro, Small and Medium Enterprises (MSME) .
 - Project Report.
 - Certificate of M.P.C.B. to decide category of (Polluting/Non Polluting) Industry.
- c) For Petrol Pump/L.P.G. Pump/C.N.G. Pump.
 - Letter of Intent from Petroleum Company.
 - NOC of Explosive Department before issuance of approval letter.
- d) For Saw Mill.
 - Letter for permitting Saw Mill from forest Department.

21. No Objection Certificate (wherever applicable) .

- (a) If the scheme is sanctioned under ULC act 1976 then NOC from Competent Authority ULC.
- (b) N.O.C. from Defence Authority if land is adjoining to Defence land.
- (c) NOC from forest department if land is adjoining to forest land.
- (d) NOC from Airport Authority in case land in vicinity of Aerodrome.

I request that the proposed layout may be approved and permission be accorded to me to execute the work.

(1) Signature of owner / POA _____

Name of owner _____

Address of owner _____

Tel. No. :- _____

Mobile No. :- _____

E-mail I.D. :- _____

(2) Seal & Signature of Architect/

Licensed Engineer-I,

Structural Engineer, Supervision-I/II

Qualification:-

B. Arch/M. Arch/ M.Tech / B.E./

Dated : / /

Diploma /Drafts Man

APPENDIX-B

(Regulation No. 6.2.9)
FORM FOR SUPERVISION

To,

The Metropolitan Commissioner (N.M.R.D.A.),
Nagpur Metropolitan Region Development Authority,
Nagpur

Sir,

I hereby certify that the development on Kh. No. P.H. No.
..... Mouza Tah..... in Layout and Sheet
No..... C.T.S. No..... Situated at Road / street
..... shall be carried out under my supervision and I certify that all the materials
(type and grade) and the workmanship of the work shall- be generally in accordance with the
general specification submitted along with, and that the work shall be carried out according to the
sanctioned plans. I shall solely responsible for the execution of the work in all respect: failing
which I shall be Liable for the cancellation of registration in case of Structural Engineer, License
Engineer / Supervisor-I/II/ Structural Engineer and in case of Architects registered with council of
Architecture debarring from Practice in N.M.R.D.A. with intimation to the Council of Architect.
As per Appendix “C” of DCR, I certify that I have qualification competence to submit the plans
and I know my duties and responsibilities for Supervision.

Seal & Signature of the Architect or Licensed Engineer-I/
Structural Engineer/
Supervisor-I/II

Name of Architect or Licensed Engineer-I /
Structural Engineer /
Supervisor-I/II
(in block letters)

Address of architect or Licensed Engineer-I /
Structural Engineer /
Supervisor-I/II

Educational qualification of Architect /
License Engineer-I/ Structural Engineer/
Supervisor-I/II/
B Arch / M Arch / BE Civil / M Tech / Diploma in
Civil / Draftsman.
Experience _____ in years.
Mobile No.
E-mail – ID

**FORM GIVING PARTICULARS OF
DEVELOPMENT (PART OF
APPENDIX 1.....ITEM 6)**

1.	(a) (i) Full Name of Applicant	
	(ii) Address of applicant	
	(iii) e-mail ID	
	(iv) Mobile No.	
	(b) Name and address of Architect/ licensed Engineer employed.	
	(c) No. and date of issue of License	
2.	Is the land affected by any reservations or road lines? If yes, are these correctly and clearly marked on the block plan ?	
3.	*(a) What is the total area of the land according to the document?	
	*(b) Does it tally with the Revenue (7/12) /CTS Record	
	*(c) What is the actual area available on site measured by Architect/licensed Engineer.	
	(d) Is there any deduction in original area of the land on account of road lines or reservation. Please state the total area of such deductions?	
	(e) If so, what is the net area?	
4.	* The permission shall be based on the area whichever is minimum	
5.	(a) Is the land of a city Triangulation Survey Number, Revenue Survey Number or Hissa Number of a Survey Number or a Final Plot Number of a Town Planning Scheme?	
	(b) Whether the certified measurement plan of the land issued by the Land Records Department is submitted with the proposal?	
6.	In what zone does the land fall?	
7.	What is the average	
	(i) prescribed width of access road?	
	(ii) existing width of the street?	
8.	Whether the internal roads proposed in the layout conform to the Regulation No.12.	
9.	How much recreational open space is proposed?	
10.	Whether amenity space required is as per regulation? If so, how much is proposed?	
11.	Does the proposal fall in any of the restricted zones?	

	12. Does any natural water source pass through the land under development?	
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I hereby declare that I am the owner / lessee in possession of the plot on which the work is proposed and that the statements made in this form are true and correct to the best of my knowledge.

Date :
Applicant. Address : -----
E-mail ID : -----
Mobile No. : -----

Signature of the

Architect's Plot Area Certificate

Date: _____

I/We _____ of Nagpur, Indian Inhabitant, practicing as Shri./Smt., Architect/ L.S., under _____, having my office at _____ say as under:

I/We hereby submit plans for the proposed layout on behalf of my client M/s / Shri./Smt _____ on property bearing Kh. No. _____ PH. No. _____ Mouza _____ Tah. _____, Dist. Nagpur Sheet No. _____ C.T.S. No. _____

The area of the land according to the 7/12 Records, "K/'B" Prat is ___ Ha.R. _____.(_____ Square meters).

In order to verify the area, I have also carried out survey of the said land as shown to us by the land owner/representatives of the land owners to ascertain the correctness of the land area. My staff under my supervision has carried out the said survey and its area is Ha. R. _____ (_____ Square meters).

I hereby certify the area of the land is as per the boundaries shown by the land owner/representative of land owner and any calculation error shall be solely my responsibility.

Architect's/L.S. Signature & Stamp

प्रतिज्ञापत्र

लिहून देणार:-

रा.....

मी/आम्ही लिहून देणार माझा/आमचा मालकीचा लेआउट.....मौजा.....
सर्व्हे न..... प.ह.न.....तह..... असून माझा/आमचा लेआउट लगत श्री.....
.....मौजा.....सर्व्हे..... प.ह.न.आराजी..... हा अभिन्यास नागपूर महानगर
प्रदेश विकास प्राधिकरण याचा कडेवापरार्थ अभिन्यास मंजूरीकरिता दिनांक रोजी सादर केला
असुन मला/आम्हाला सर्व्हे न..... मधुन सर्व्हे मधील येण्याजाण्या करिता रस्त्याची आवश्यकता असल्यामुळे
मी/आम्ही सर्व्हे न..... मधुन पोच रस्त्यासाठी परवानगी देत आहे.

या करिता मी/आम्ही भविष्यात कोणत्याही प्रकारचा वाद निर्माण करणार नाही असे दिनांक.....रोजी
लिहून देत आहे.

साक्षदार

१) श्री.....

रा.....

नाव.....

स्वाक्षरी.....

२) श्री.....

रा.....

नाव.....

लिहून देणार

श्री.....

स्वाक्षरी.....

प्रतिज्ञापत्र

लिहून देणार:—

रा.....

मी/आम्ही लिहून देणार माझा/आमचा मालकीचा लेआउट.....मौजा.....
सर्व्हे न..... प.ह.न.....तह..... असून माझा/आमचा लेआउट लगत श्री.....
.....मौजा.....सर्व्हे..... प.ह.न.आराजी..... हा अभिन्यास नागपूर महानगर
प्रदेश विकास प्राधिकरण याचा कडेवापरार्थ अभिन्यास मंजूरीकरिता दिनांक रोजी सादर केला
असून सदर प्रकरण तालुका निरिक्षक भुमी अभिलेख तह..... यांचा कार्यालयाचे मोजणी दिनांक मोजणी मामला
क्रमांक..... दिनांक हे मला मान्य असून मोजणी 'क'प्रत नूसार श्री.....व माझा जमीनीची वहिवाट
मला मान्य आहे व आपल्या विभागात सुरु असलेले—अभिन्यास मंजुरीचा प्रकरणात दिलेल्या सीमेबाबत मला
कोणत्याही प्रकारची हरकत नाही.

तसेच या सिमेबाबत / हद्दीबाबत भविष्यात कोणत्याही प्रकारचा उजर किंवा आक्षेप असणार नाही असे
दिनांक..... रोजी लिहून देत आहे.

साक्षदार

१) श्री.....

रा.....

नाव.....

स्वाक्षरी.....

२) श्री.....

रा.....

नाव.....

लिहून देणार

श्री.....

स्वाक्षरी.....

अभिन्यास नकाशा मंजूरी करीता बंधपत्र

मी/आम्ही खालील सही करणार श्री./श्रीमती वय
वर्ष धंदा — खाजगी, राहणार (पत्ता पिनकोड/भ्रमणध्वनी क्रमांकसह)

आज दिनांक :- / / २०१६ रोजी लिहून देतो की, माझा/आमचा खसरा क्रमांक
..... मौजा, तह., जिल्हा नागपूर या जागेवर अभिन्यास
नकाशा मंजूरीकरीता प्रादेशिक नगर रचना अधिनियम १९६६ च्या तरतुदीनुसार मालकी हक्क
दर्शविणान्या कागदपत्रासह नागपूर महानगर प्रदेश विकास प्राधिकरणाकडे अर्ज सादर केलेला आहे.
संलग्न केलेल्या ७/१२ उतारानुसार सदरहुं जमीनीचा धारणाधिकार भोगवटादार वर्ग—१ मध्ये आहे.
महाराष्ट्र शासन निर्णय क्र. एनएपी—२०१६/प्र.क्र.७/टी—१, दिनांक २२ जानेवारी २०१६ च्या
परिच्छेद १.४ तरतुदीनुसार बंधपत्र सादर करीत आहे.

ह्या बंधपत्राद्वारे मी/आम्ही लिहून देतो की, सदरहुं जमीन ही भोगवटादार वर्ग—१ मध्ये असून
भविष्यात सदरहुं जमीन ही भोगवटादार वर्ग—१ ऐवजी भोगवटादार वर्ग—२ चा धारणाधिकाराची
असल्याने निष्पन्न झाल्यास त्यासाठी प्रचलित तरतुदी विचारात घेतल्यानंतर शासनाकडे नियमानुसार देय
असणारी नजराण्याची अथवा शासनास देय असलेली अन्य रक्कम शासनास जमा करण्याची
जबाबदारी माझी / आमची राहिल व ती रक्कम मला /आम्हाला मान्य राहिल.

करीता आज दिनांक / / २०१६ रोजी मी/आम्ही बंधपत्र स्वखुशीने संपुर्ण शुध्दीवर
असतांना दोन साक्षीदारांसमक्ष लिहून देत असून मला/आम्हाला स्वतःला तसेच माझ्या वारसांना
प्रतिनिधींना लागू राहिल असे लिहून देत आहे.

साक्षीदार :

१) नांव

पत्ता (पत्ता पिनकोड/भ्रमणध्वनी क्रमांकसह)

.....

२) नांव

पत्ता (पत्ता पिनकोड/भ्रमणध्वनी क्रमांकसह)

.....

लिहून देणार

स्वाक्षरी :-

शपथपत्र व बंधपत्र
(कृपया लागू नसेल ते खोडावे)

(रू. ३००/- च्या स्टॅम्पपेपरवर)

मी/आम्ही/ज.मु.....
....., वय वर्ष, धंदा, राहणार,
..... सत्य प्रतिज्ञेवर कथन करतो की,

खसरा क्र., मौजा, प.ह.नं., क्षेत्र चौ. मी./हे. आर ही मिळकत माझ्या/आमच्या मालकी हक्काची असून सदरचे क्षेत्र पूर्वी लागू असलेल्या नागरी जमीन कमाल धारणा अधिनियम १९७६ नुसार नागरी समुहात येत असल्याने मी/आम्ही नागरी जमीन (कमाल धारणा व विनियमन) अधिनियमांतर्गत कलम ६(१) अन्वये विवरण पत्र सक्षम प्राधिकारी यांचेकडेस दाखल केलेले होते/नव्हते.

नागरी जमिन (कमाल धारणा व विनियमन) अधिनियमांतर्गत दाखल विवरणपत्रावर कलम ८(४) नुसार निर्णय होवून चौ. मी. क्षेत्र अनुज्ञेय व चौ. मी. क्षेत्र अतिरिक्त घोषित केलेले आहे/सदर जागेवर कोणतेही अतिरिक्त क्षेत्र नाजकधा अधिनियमांतर्गत घोषित केले नाही.

प्रस्तुतचे क्षेत्र आता आम्हास विक्री करावयाचे/विकसीत करावयाचे असून सदरचे क्षेत्र नागरी जमीन (कमाल धारणा व विनियमन) अधिनियम १९७६ अंतर्गत अनुज्ञेय/अतिरिक्त घोषित क्षेत्रापैकी आहे. या अनुषंगाने मी खालीलप्रमाणे वस्तुस्थिती शपथेवर जाहीर करित आहे.

- १) प्रस्तुत अतिरिक्त घोषित क्षेत्रावर ना.ज.क.धा. कलम २०/२१ अन्वये योजना मंजूर आहे/नाही.
- २) प्रस्तुत अतिरिक्त घोषित क्षेत्राबाबत ना.ज.क.धा. अधिनियम १९७६ अन्वये कलम १०(३) व १०(५) खालील कार्यवाही झाली नाही.
- ३) प्रस्तुत जमीनीबाबत कलम ३४ अन्वये शासनाने कोणतेही आदेश पारित केले नाहीत./पारित केलेल्या आदेशानुसार दंडाची रक्कम भरली असून त्याअनुषंगाने कोणताही गुन्हा प्रलंबित नाही.

या शपथपत्र व बंधपत्र मजकूर हा खरा व बरोबर असून तो खोटा निघाल्यास अथवा भविष्यात कोणताही वाद निर्माण झाल्यास सदर जागेचे केलेले खरेदी विक्री व्यवहार/विकसन परवानगी रद्द करण्यास पात्र राहतील. मी/आम्ही भा. दं. वि. संहिता १८६० च्या तरतुदीनुसार होणाऱ्या शिक्षेस पात्र राहिल/राहू. सदर गुन्हा हा फौजदारी स्वरूपाचा आहे याची मला/आम्हाला जाणीव आहे. तसेच दिवाणी प्रक्रिया संहिता १९०८ व अन्य प्रचलित कायद्यातील तरतुदीनुसार शासनाच्या होणाऱ्या नूकसानाची भरपाई करण्यास मी व्यक्तीशः जबाबदार राहिल. याची हमी या शपथपत्र व बंधपत्राद्वारे देत आहे.

हे शपथपत्र व बंधपत्र आज दिनांक रोजी लिहून दिले आहे.

(शपथपत्र व बंधपत्र करून देणार)

प्रतिज्ञापत्र

लिहून देणार:-

रा.....

मी/आम्ही लिहून देणार शपथेवर जाहीर करतो की, ते येणे प्रमाणे,

१) मी/आम्ही उपरोक्त पत्यावर राहत असून महाराष्ट्र राज्याचे कायमचे रहीवासी आहे.

२) आज दिनांक रोजी हया प्रतिज्ञापत्रा व्दारे लिहून देतो की, मौजा मधील खसरा क्रमांक प.ह.न. एकूण आराजी हे.आर. असून या जमीनीचा लेआउट नकाशा नागपूर सुधार प्रन्यास (मेट्रो)/नागपूर महानगर प्रदेश विकास प्राधिकरण यांनी दिनांक ला मंजूर केलेला आहे. आणि नागपूर सुधार प्रन्यास (मेट्रो)/नागपूर महानगर प्रदेश विकास प्राधिकरण सोबत वरील जमीनीचा विकास करारनामा दिनांक रोजी अर्जदारा सोबत झालेला आहे.

३) मी/आम्ही लिहून देतो की खसरा क्रामंक मधील जमीनीतील लेआउट मध्ये एकही भूखंड विकलेला नाही.

सबब प्रतिज्ञापत्र सादर.

स्थळ :

दिनांक :

प्रतिज्ञार्थी

स्वाक्षरी.....

नाव.....

क्षतीपुर्ती बंध

मी, खालील सही करणार,

श्री.

राहाणार :

नागपूर-४४००

भुखंड/जागा.....एकर, खसरा क्र.

मौजा-(.....)

ता. अभिन्यासात आहे. ह्या अभिन्यासाला महाराष्ट्र प्रादेशिक व नगर रचना अधिनियम १९६६ च्या तरतुदीनुसार मी, नागपूर महानगर प्रदेश विकास प्राधिकरणाला माझे मालकी हक्क दर्शविणाऱ्या कागदपत्रासह अर्ज सादर केलेला आहे.

ज्याअर्थी उपरोक्त जागा मी/आम्ही पंजीबद्ध विक्रीपत्राद्वारे घेतली आहे. त्याअर्थी जागेचे मालकी हक्क माझ्याकडे /आमच्याकडे आहेत व त्यांच्या अभिन्यास मंजूरीसाठी दि. रोजी नागपूर महानगर प्रदेश विकास प्राधिकरणाकडे अर्ज केलेला आहे. या संबंधाने कोणताही दावा नागपूर महानगर प्रदेश विकास प्राधिकरणा विरुद्ध मी/आम्ही भविष्यात करणार नाही. असे वचन देतो. तसेच जर भविष्यात ह्या भुखंडाच्या/जमीनीच्या कायदेशीर मालकी बाबत, ताब्याबाबत अभिन्यास मंजूरीबाबत कोणत्याही व्यक्तीने/संस्थेने/त्रयस्थ पक्षाने फौजदारी/दिवाणी अथवा कोणत्याही प्रकारचा वाद, दावा, हक्क, अधिकार इत्यादी उपस्थित केल्यास अथवा न्यायालयात फौजदारी /दिवाणी प्रकरण दाखल केल्यास त्यास मी, सर्वस्वी जबाबदार राहिल व नागपूर सुधार प्रन्यासवर कोणत्याही प्रकारची जबाबदारी, खर्च, नुकसान भरपाई, बंधन इ. येवू देणार नाही. तसेच जर कोणी या भुखंडाबाबत न्यायालयात वाद, आपसी मतभेद, दावे, प्रतिदावे अथवा तत्सम प्रकारचा कोणताही दावा दाखल केल्यास तो निस्तरणार्थ नागपूर महानगर प्रदेश विकास प्राधिकरणा लागणाऱ्या खर्चाची भरपाई करून देण्यास मी, नागपूर महानगर प्रदेश विकास प्राधिकरणाला बांधील राहिल.

भविष्यात संबंधीत न्यायालयाचा जो काही निकाल असेल ते आम्हाला/संस्थेला मान्य असेल.

करिता आज दिनांक, रोजी मी/आम्ही क्षतीपुर्ती बंध शुध्दीवर असतांना दोन साक्षीदारासमक्ष लिहून देत असून हा मला/आम्हाला/आमच्या/प्रतिनिधीना लागू राहिल असे लिहून देत आहे.

साक्षीदार

नाव :-

पत्ता :-

दुरध्वनी क्र.

लिहून देणार

नाव :-

पत्ता :-

दुरध्वनी क्र.

List of Documents to be submitted for Sanction of Layout Plans in Nagpur

Metropolitan Development Authority Area

1. Key Plan / Location plan showing road network alongwith major roads & prominent structures etc. in scale of not less than 1:10000.
2. Site Plan (in quadruplicate) showing the surrounding land and existing access to the land included in the layout.
3. Sub-Division Plan/ Layout Plan (4 Copies) of the area proposed to be developed. (Sealed, Signed by Architect & Land owner) in scale 1:500 for layout having area upto 4.0 Ha. & 1:1000 for area of layout above 4.0 Ha. Showing :-
 - (i) Scale used and north point
 - (ii) The location of all proposed and existing roads with their existing / proposed widths within the land.
 - (iii) Dimension of plots.
 - (iv) The location of drains, sewers, public facilities and services, electrical lines, natural water courses, water bodies and streams .
 - (v) Table indicating size, area and use of all plots in the sub-division/layout plan .
 - (vi) The statement indicating the total area of the site, area utilized under roads, recreational open spaces, play ground, recreation spaces and development plan reservation / roads, schools, shopping and other public places along with their percentage with reference to the total area of the site proposed to be sub-divided / laid out.
 - (vii) In case of plots which are sub-divided in built-up areas, in addition to the above, the means of access to the sub-division from existing streets.
 - (viii) Contour plan showing levels.
 - (ix) In case of land abutting, adjacent to National Highway, State Highway, Major District Road, Other District Road and Village Road, Control line and Building line shall be shown.
 - (x) In case of land abutting / adjacent National Highway , State Highway, Major District Road, Ring Road and Express Highway a 12.00mt. wide service Road should be shown.
 - (xi) In case of land abutting / adjacent to Canal / River/ Nalla /Water bodies /Dam Building line and Buffer Zone shall be shown.
 - (xii) In case of land affected by High Tension Electric Line clear distance Corridor should be shown.
 - (xiii) In case of polluting Industry 12.0 m. wide Green Belt should be shown on all sides of land.
 - (xiv) In case of land adjoining to Railway line, Building line should be shown.
4. Ownership Title i.e. Attested copy of Registered Sale deed, Lease deed/Power of Attorney (Registered),
5. Original 7/12 extracts of a date not more than six months prior to the date of application. An extract of record of rights property register card (any other document showing ownership of land to be specified) alongwith consent of co-owners where third party interest is created.
6. Original copy of 'B' Prat/ 'K' Prat.
7. Attested copy of N.A. order in case of layout sanctioned from Collector, Nagpur/Competent Authority.(If applicable)

8. Attested copy of ULC order or Affidavit on Rs. 300/- Stamp Paper stating that land is not affected under Urban Land ceiling Act, 1976.(Pro-forma enclosed)
9. Attested copy of finally sanctioned NATP Layout from Collector, Nagpur / N.I.T./Nagpur Metropolitan Region Development Authority. (If applicable)
10. Declaration Indemnity Bond for Class-I land on stamp paper of Rs. 100/-. (Pro-forma enclosed)
11. Part Plan of R.P. and Draft D.P. of NMA showing land use.
12. Certificate from Architect /L.S. regarding land area and user permissible on proposed land. (Format Enclosed)
13. Copy of Registration of Architect with council of Architect, License Engineer-I, Structural Engineer, Supervisor-I/II registered with NIT/NMRDA.
14. Indemnity Bond for no legal dispute about land on Stamp Paper of Rs. 100/- . (Pro-forma enclosed)
15. Consent of adjoining land owner in case of non availability of direct access from existing road with original 7/12 extract of adjoining land owner on Stamp Paper of Rs. 100/- . (Pro-forma enclosed)
16. Consent of adjoining land owner in case of unconfirmed boundary of land. With original 7/12 extract of adjoining land owner on Stamp Paper of Rs. 100/-. (Pro-forma enclosed)
17. Affidavit regarding plots in the layout are not sold to decide third party interest. (If applicable Pro-forma enclosed)
18. Original Revenue map showing location of land.
19. Attested copy of receipt of payment of scrutiny charges.

20. Additional documents to be furnished. (Wherever Applicable)

- a) For Educational Purpose.
 - Registration of Charitable Trust from Charity Commissioner.
 - Category of Educational Institution (Pre-Primary/ Primary/ Secondary/Higher Secondary/Colleges).
- b) For Industrial Purpose.
 - Registration of D.I.C. / Ministry of Micro, Small and Medium Enterprises (MSME) .
 - Project Report.
 - Certificate of M.P.C.B. to decide category of (Polluting/Non Polluting) Industry.
- c) For Petrol Pump/L.P.G. Pump/C.N.G. Pump.
 - Letter of Intent from Petroleum Company.
 - NOC of Explosive Department before issuance of approval letter.
- d) For Saw Mill.
 - Letter for permitting Saw Mill from forest Department.

21. No Objection Certificate (wherever applicable) .

- (a) If the scheme is sanctioned under ULC act 1976 then NOC from Competent Authority ULC.
- (b) N.O.C. from Defence Authority if land is adjoining to Defence land.
- (c) NOC from forest department if land is adjoining to forest land.
- (d) NOC from Airport Authority in case land in vicinity of Aerodrome.

