

Check lists for various specific cases which are required to be attached along with the application form (relevant checklist needs to be attached)

Check list for dealing the cases for residential & commercial uses

Sr. No.	Item	As per rules	As proposed
1.	Plot Area		
2.	Set backs		
	Front		
	Sides		
	Rear		
3.	Coverage		
4.	F.A.R.		
5.	Storeys		
6.	Path		
7.	Involvement of any sector road, arterial road, bye pass etc. proposed by TCP dept, BBNDAs or any other agency. Whether land being surrendered for widening of road where required. Affidavit in support thereof submitted or not.		
8.	Land use		
9.	Surrounding uses upto 200m around the site.		
10.	Ownership aspect		
11.	Any lease or implication of section 118		
12.	Sub-division of land involved, if any		
13.	R.H.W.T.		
14.	Any other significant or uncovered aspect		
15.	Site inspection report		
16.	Sum up of the case with overall recommendation w.r.t. C.L.U. or planning permission viz-a-viz land use & ground realities.		

Check list for dealing with cases for Apartments

Sr. No.	Item	As per rules/regulations	As per proposal
1.	Area	Min. 1000 sqm.	
2.	Land use		
3.	Surrounding land uses upto 200m around the site.		
4.	Population size of scheme		
5.	Access road		
6.	F.A.R.		
7.	Floor height		
8.	Number of storeys		
9.	Set backs		
10.	Area under apartments		
11.	Area under commercial use		
12.	Public/Semi Public		
13.	Traffic and transportation		
14.	Parks & Open spaces		
15.	Area under set backs, pavement, plantation and landscaping		
16.	Parking provision		
17.	Floor height		
18.	Building height		
19.	Structural stability		
20.	Provision of lifts		
21.	Provision of stairs (Min 2 stairs for floor area exceeding 500 sqm.		
22.	Distance from natural drainage		
23.	Distance from roads		
24.	H.T./L.T. line		
25.	Reservation for EWS category		

Case No. _____

Check list for dealing with the cases for industry

PART-A (PRELIMINARY DESCRIPTION)

Name of applicant: _____

Postal address: _____

Contact No. _____
Telephone _____
Mobile _____

Application for _____

Location _____

Kh. No. _____

Mauza/Mohal_ _____

List of documents attached:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

PART- B (TECHNICAL DESCRIPTION)

Sr. No.	Item	As per rules	As proposed
1.	Plot Area	Min. 250 sqm	
2.	Set backs Front Sides Rear		
3.	Coverage		
4.	F.A.R.		
5.	Storeys		
6.	Path/ road	Min. 5.0m Wide	
7.	Involvement of any sector road, arterial road, bye pass etc. proposed by TCP deptt., BBND A or any other agency. Whether land being surrendered for widening of road, where required. Affidavit in support thereof submitted or not		
8.	Land use		

9.	Surrounding uses up to 200m around the site		
10.	Ownership aspect		
11.	Any lease or implication of section 118		
12.	Essentiality certificate		
13.	Registration of Industries Deptt.		
14.	N.O.C. of HPPCB		
15.	Sub-division of land involved, if any		
16.	<input type="text"/> Parking provision		
17.	R.H.W.T.		
18.	Any other significant or uncovered item		

Signatures of applicant

Signatures of Architect/Professional

PART-C (OFFICE REPORT)

1. Case No. _____
2. Diary No. & Date _____
3. Implication of section 118 of H.P. Tenancy & Land Reforms Act for land & approach.
4. Implication of essentiality certificate of Industries Deptt.
5. Registration by Industries Department.

6. Implication of sub-division of land
7. NOC of H.P. Pollution Control Board.
8. Land use as per IDP/DP
9. Detailed site inspection report regarding path/road, H.T./L.T line, trees, floodable area, rich agricultural land & land uses upto about 200m around the site.
10. Special remarks for CLU
11. Implication of sector road, arterial road, bye pass etc.
12. Affidavit in support of surrender of land for widening of road if required_____
13. Fee calculation for CLU
14. Fee calculation for planning permission
15. Fee calculation for composition
16. Any special or other aspect worth mentioning.
17. Sum up of the case with overall recommendation w. r. t. C.L.U. & planning permission.

Signatures of the dealing hand

PART- D (RECOMMENDATION AND APPROVAL OF THE CASE)

Recommended by ATP

Recommended by TCP

Approval by C.E.O.

PART E (ISSUE OF SANCTION)

Description of fee deposited and receipt etc.

Case cleared & issued

ATP

TCP

Despatcher