

**Points to be considered while submitting the application for permission**

**(LUCC/Building Plan)**

1. Readable scanned copies of document need to be uploaded. LBS are suggested to use scanner or scanning app than mobile so that the image is visible.
2. L.R Khatian is to be submitted. In case L.R khatian is not available for some justified reason, R.S. Khatian with chain deed, Information slip, mutation certificate needs to be uploaded.
3. In case of site plan, corrected PreDCR DWG file needs to be plotted in PDF format (minimum A0 size) & to be uploaded.
4. If a passage is less than 2.5m, Architect/LBS needs to show surrounding plots in the key plan of site plan whether the passage used for only access to any of the surrounding plots or not it is used by the applicant or not. If the passage is for only access to other plots, then widening provisions needs to be shown.
5. During hearing/documents verification original copy of form- I/schedule –II and readable copy of site plan needs to be submitted.
6. Up-to-date Architect/LBS License, up to date khajna Rashid of BL&LRO is to be uploaded.
7. An affidavit needs to be uploaded for plot boundary clarification if plot boundary of site plan differs from plot boundary of deed.
8. RS mouza map needs to be drawn in place of or in addition to LR mouza map in site plan.
9. Email Address of applicant must be entered. If not available, the same needs to be created and to be entered. In any case email/mobile number of Architect/LBS or any office employee/agent in place of land owners mobile/email in online form must not be entered.
10. Amalgamation deed executed from Executive/Judicial Magistrate needs to be submitted if two or more applicants have individual deeds.

11. Minimum area of plot for obtaining LUCC outside Municipal area is 100 sqm. except for Govt. allotted plot.
12. Architect/LBS needs to verify before submission whether plot area as per application is matching with the area as per drawing.
13. If applicant proposes a development on a plot of above 1000 sq.m., water supply system, sewerage and solid waste management, electricity substation needs to be mentioned and location of the facilities are to be shown in site plan leaving regulatory open spaces for over ground facilities.
14. A separate area for earmarking of housing units for EWS/LIG needs to be demarcated in the site plan at least 25% of the total number of units having a plot area exceeding 5000 Sq.m.as per notification vide no 1448/T&CP/C-2/3A-2/2011 dated-20.07.2011.
15. A separate space for segregation, storage, decentralized processing of solid waste needs to be demarcated in the development plan at least 5% of the total non-residential complex exceeding 200 dwelling or having a plot area exceeding 5000 sq. m as per memo no 822(23)-T&CP/C-2/IR-06/2016 dated-31.03.2017.
16. For difference of ROW in deed and site plan, proper clarification is required.
17. If the ROW is between 2.5m to 4.3m, 3.35m from centre line of the road needs to be maintained as front open space.
18. In case of land adjacent to the land acquired by the Government for any project details of acquisition for the plot and details of compensation if any received by the plot owner is to be submitted.
19. Widening provision of road to at least 5 m from the centre line of the Nabin Sen Road is to be provided.
20. Widening provision of road to at least 6 m from the centre line of the road connector road of 4th & 5th Mahananda Bridge is to be provided as per decision of SJDA. Land procured by SJDA for widening of road in this case is to be deducted from the land area.

21. Widening provision of road to at least 10 m from the centre line of the road of Kawakhali Main Road (North Bengal Medical College & Hospital to New Township portion) is to be provided as per decision of SJDA. Land procured by SJDA for widening of road in this case is to be deducted from the land area.
22. Widening provision of road to at least 7.5m from the centre line of the road (Eastern bye-pass connector) is to be provided as per decision of SJDA in 125<sup>th</sup> Board Meeting.
23. As per regulation 12 (5) of SJDA ZSR, no building shall be constructed in all areas falling within 15 m. on either side from the centre of Eastern Bye- Pass originating from its intersection with NH-31 and Sevoke road upto intersection with Sahudangi Road.
24. Copy of PDF site plan must be readable, LBS needs to check himself before submitting whether it is readable or not.
25. In case of Residential / Commercial use, plot - sub use needs to be selected as Residential / Commercial. Declaration with use table is required in the plan.
26. FAR calculation needs to be checked before submission.
27. In case of proposed case other than residential, plot use and sub-use in the software required to be selected properly with major or principle use as plot use and others used in plot sub-use. Declaration with use table specifying type of Commercial/other use and area earmarked for those use.
28. Commercial Declaration:
  - a. I do here by declare that I shall maintain 2.50 Mt. Front open space at ground floor.
  - b. I shall not construct even a step in that open space.

**Use Table (for other than residential use)**

SI No	Floor Name	Commercial (Sqm)	Parking (Sqm)	Stair+L (Sqm)	Total (Sqm)	Remarks
Total						

29. In applicant information section, name of the person assigned as POA (Power of Attorney) that person needs to be included, whenever applicable. POA's name is to be specified if it is different from applicant. Otherwise it should be typed as 'NA'.

30. In case of N.H. as abutting road, chainage needs to be shown in site plan. Declaration is required in site plan

**N. H. Declaration:**

I/we hereby undertake that in the event of widening of National highway by the concern authorities, I/ we shall give away my land and/ or remove my structure if any falls within the said alignment on my own and for that I/we shall not held SJDA/ other Govt. authority responsible.

31. In case of common wall agreement for semi-detached building LBS/Architect needs to select common wall agreement/Semi detached building in the portal.

Common Application Form Document Drawing Plot Details Land Details Building Details

Building Details

\* Number Of Buildings :

Sr. No.	Name	Use	Sub Use	Type	No of Beds/Seating Capacity	Height	No. Of Floor	Building Structure	Details
1	BUILDING	Residential	Residential Bldg	Single Semi Detached House	4	7.00	2	Bldg upto 11 mt	

- Single Detached House
- Single Semi Detached House
- Low Cost LIG EWS Hsg
- Chawl
- Tower and Podium Type Building
- Stepped Type or Pyramidal Type Building
- Cluster Housing
- U Type Commercial uilding
- Group Development Scheme
- Multiplex complex
- High rise Hospital Buildings above 30m height
- NA

32. Architect/LBS should resubmit application with correction within 21 days from date of rejection by CEO, SJDA.

33. In case of application for revision of LUCC, Architect/LBS need to select revision category.

Common Application Form		Document	Drawing	Plot Details	Land Details	Building Details
General Information		Applicant Information		Other Information		
^ Project Information						
* Application Type	General Proposal		* Project Type	LUCC		
* Case Type	Revision		* File No.	0428/SIG/PLNG/SJDA/2C		
* LUDCP Area	Siliguri		* Incremental FSI	0		
* District	Darjeeling		* Mouza	Siliguri Municipal Town		
* Police Station	Siliguri		088(Siliguri Municipal Town)			
			* Road Street	NA		
^ Site Address						
House No.			Village			
Location			* Project Plot No.(R.S)	8002 & 8003(R.S.)		
* Sheet No.(R.S)	12		* Project Plot No. (L.R)	3844(LR)		
* Sheet No.(L.R)	00		Holding No.			
* Ward No.	06					

34. If any revision in online form like change of name of the land owner after submission is required, Architect/LBS needs to submit an application addressed to CEO in SJDA office.
35. Resubmission by Architect or LBS after rejection of the authority is considered as fresh submission and time line is to be considered accordingly.