

**HARYANA GOVERNMENT**  
**URBAN LOCAL BODIES DEPARTMENT**

**Notification**

The 30th January, 2007

NO. 373/2007-G.O.—In exercise of the powers conferred by Section 250 of the Haryana Municipal Act, 1973 (Act 24 of 1973) the Governor of Haryana hereby directs for the information of general public, the following policy parameters for conversion of residential houses or vacant land into commercial use within the old municipal towns in the State of Haryana, namely:—

**Policy Parameters**

**Applicability of the Policy**

1. This policy covers conversion of existing houses or vacant land into shops/shopping complexes, professional establishments, private hospitals, nursing homes, creches, clinics, banquet halls, marriage halls, hotels, motels, lodge, guest houses, information technology enabled services and petrol pumps in old municipal towns.

2. The areas already covered under any Town Planning Scheme/any planned scheme developed by Haryana Urban Development Authority, Housing Board, Improvement Trust, Rehabilitation Department and municipality etc shall not be covered under this policy.

**Explanation**

- (a) "Professional establishments" shall include departmental store, local/professional offices, restaurants, banks, transport booking agencies, coaching centres and beauty parlours;
- (b) "Information technology enabled services" shall include call centers, content development or animation, data processing, back office operations, engineering and design, geographic information system services, insurance claim processing, legal data base, medical transcription, pay roll, remote maintenance, revenue accounting, support centers and website services.

Provided that petrol pump, hotel and information technology enabled services fulfil the other required parameters, shall also fall within the scope of this policy.

**Declaration of commercial area along a street**

2. The concerned municipality shall declare the area along a continuous street or part thereof as "Commercial" under bye-law 13 (1) of the Haryana Municipal Building Byelaws, 1982.

**Approach**

3. The site of the proposed commercial building shall be located on a road having minimum width of 20 feet in core areas and 30 feet in other areas.

**Area**

4. The area of shopping complex, professional establishments shall not exceed one thousand square meters. No restriction of area for other commercial activities shall be applicable provided it does not violate the provisions of Haryana Development and Regulation of Urban Areas Act, 1975 (8 of 1975).

**Ground Coverage**

5. The permissible ground coverage and Floor Area Ratio shall be prescribed in the Haryana Municipal Building Bye-laws, 1982, as amended from time to time for plots upto 1000 square meters. For remaining areas, 40% ground coverage and 175 per cent permissible Floor Area Ratio and in case of petrol pumps 40% ground coverage with 100 per cent Floor Area Ratio which includes 40% area of canopy shall be permissible.

## **Basement**

6 (1) A basement not exceeding the maximum permissible coverage on the ground floor (excluding the area under public corridors) and intended to be used only for parking, servicing and storage may be allowed if it satisfies the public health and structural requirement

(2) In case of building with more than 21 meters height twin level basement under the buildable zone may be permitted; provided that the basement outside the building is flush with the ground. The basement shall be used only for the purposes of parking, air conditioning plant, lift room, storage or such other uses as may be required for running and maintenance of the building. The basement shall not be used in any way whatsoever for human habitation, standby generator and electric transformer

(3) No basement shall be allowed for petrol pump sites.

## **Height**

7. Maximum height of the building measured from the centre of the road from which entry is obtained, shall not exceed 21 meters in core areas and 30 meters in the remaining areas

## **Parking**

8. The parking space shall be provided to meet the requirements calculated @ 1 per car unit for every 75 square meters of the area proposed for the commercial activities.

## **Lifts and Ramps**

9. In addition to staircases, provision of lifts (on the basis of occupancy as per National Building Code) shall be compulsory for the buildings with height above 15 meters. For continuous running of lifts 100% standby generators along with automatic switch over shall be essential.

## **Bar on Sub Division of plot**

10. The site shall not be sub divided into two or more plots in any case.

## **Solar Water Heating System**

11. The solar water heating system shall be installed in the building as envisaged in Haryana Government, Urban Development Department, Notification No.22/52/05-SP, dated the 29th July, 2005. The capacity of which shall be decided on the basis of average occupancy of the building.

## **Fire safety**

12. The building shall conform to the provisions of part IV of National Building Code with adequate arrangement to overcome fire hazards to the satisfaction of the Executive Officer of the Municipality

## **Fee and Charges**

The following fee and charges shall be levied.—

- 13 (a) Scrutiny fee of the building plan @ Rs. 5/- per square meter of the proposed floor area for the plot area upto 1000 square meters and for the plot areas exceeding 1000 square meters @ Rs. 10/- per square meter of the proposed floor area;
- (b) The conversion charges at commercial rates notified by Government for each town/municipal area from time to time for change of land use.
- (c) External development charges @ approved by the Government from time to time; and
- (d) Other fees and charges leviable under the Haryana Municipal Act, 1973 and the Haryana Municipal Building Bye-law, 1982.

## **Approval of the Building Plans**

14. The building plans of the buildings to be erected on the site shall have to be got approved from the Director or any other authorized officer for the plot area exceeding 250 square meters and the municipality for the plot size with

less than 250 square meters area. No construction or excavation etc shall be permitted till the plans are approved by the competent authority

**Occupation certificate**

15. Occupation certificate for the building shall have to be obtained from competent authority as mentioned in para 14 in this behalf before occupying the building.

**Structural safety certificate**

16. The application for building plans in this case shall be competent structural engineer regarding safety of the building clearly stating that the structural design has been checked and found to be in conformity with National Building Code guideline and Indian Standard Code including fire safety and structural stability/earthquake resistance.

**Rainwater harvesting**

17. Roof top rainwater harvesting as notified by Haryana Government, Urban Development Department Office Emdat. No. 3/2/2002-R-1, dated the 13th December 2002 shall be mandatory.

P. K. GUPTA,  
Commissioner and Secretary to Government  
Haryana, Urban Local Bodies Department.