

Specimen Format

Application

To

The Commissioner/ Executive Officer/ Committee.

Municipal Corporation/Council/Committees _____

Sir,

Subject: Regularization/Conversion of Plot from residential to commercial use;

I/We owner (s) of the plot no. _____ of _____ Scheme _____, situated at _____ street / road, apply for permission to convert residential use of the plot specified in the Scheme in to commercial purpose / regularize prevailing commercial activity in the plot specified as residential in the scheme as per policy parameters of the Department. I wish to compound offense made by illegally converting residential use to commercial.

2. I/We attach a copy of following documents:

Regularization	Fresh Conversion
A. Proof of ownership	A. Proof of ownership
B. Building plans of the existing building showing: <ul style="list-style-type: none">• Area proposed for regularization as commercial area.• Details of covered area, setback parking space, etc.• Fire safety measures/ equipments provided in the building.• Structural safety certificate from a qualified structural engineer.	B. Site plans duly signed by Architect & Owner C. Fire safety measures/ equipments provided in the building. D. Structural safety certificate from a qualified structural engineer. E. NOC from immediate neighbours.
C. NOC from immediate neighbours.	

Enclosures:

Signature of applicant

Specimen proforma of Neighbor's Consent

Dated

From:

.....
.....
.....

To,

The Commissioner/Executive Officer/Secretary

.....
.....

Sir,

I/We the undersigned are immediate neighbors of the premises bearing nolocated
at.....

.....we have no objection if municipality gives permission for
commercial conversion/regularization of the plot of the applicant
namely..... for carrying out
..... activity.

Sr. No.	Full name and address of the immediate neighbor	Signature
1.		
2.		
3.		
4.		