

**CHECK LIST OF DOCUMENTS REQUIRED TO BE ATTACHED ALONG WITH APPLICATION FOR GRANT OF PERMISSION FOR CHANGE OF LAND USE**

Sr. No.	Description	Documents Attached (Yes / No)
<b>Mandatory Documents</b>		
1.	Property ID and email address	To be filled in the online proforma
2.	Prescribed Form CLU-I	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	Aadhaar Card in case of applicant is Individual	<input type="checkbox"/> YES <input type="checkbox"/> NO
4.	Scrutiny fees @ Rs. 10/- per square meters on the gross area of the site	To be deposited online on portal
5.	Survey plan of the land on a scale of 1" to forty feet showing the existing means of access to the applied land.	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.	Copy of the deed showing the title of the applicant to the land and Revenue Documents: -	
	a. Jamabandi	<input type="checkbox"/> YES <input type="checkbox"/> NO
	b. Mutation	<input type="checkbox"/> YES <input type="checkbox"/> NO
	c. Aks Shajra Plan issued by Halka Patwari	<input type="checkbox"/> YES <input type="checkbox"/> NO
	d. Indemnity Bond	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Additional Documents</b>		
7.	Access permission from NHAI, if site is situated on National Highway, from PWD (B&R) in case of site abutting schedule roads and from the Metropolitan Development Authorities in case of development plan roads.	<input type="checkbox"/> YES <input type="checkbox"/> NO
8.	Project Report (In case of Industrial and Educational Institute only).	<input type="checkbox"/> YES <input type="checkbox"/> NO
9.	Registration as SSI/medium/large scale industries with the Industries Department (in case of Industrial use)	<input type="checkbox"/> YES <input type="checkbox"/> NO
10.	a. Memorandum and article of association in case of Company b. Authorization of signatory through Board Resolution (in case of applicant company/ trust/ firm/ partnership firm etc.) c. Affidavit/GPA/SPA in case of individual (OPTIONAL)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO
11.	In case of Fuel Filling Station following documents are required: a. Letter of intent issued by Oil Company. b. Standard design issued by the Oil Company.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO

379-ULB

HP  
26/8/2025

## **CHECKLIST OF DOCUMENTS TO BE ATTACHED ALONG WITH REQUEST FOR EXTENSION IN CHANGE OF LANDUSE**

The permission granted under Rule 26-E shall remain valid for a period of two years from the date of order during which period works for putting the said land to the permitted use shall be completed. If the owner failed to complete the construction (after approval of building plans) within prescribed time period of two years, then he may submit an application in writing for further renewal of the change of land use permissions for a further period of two years where building plans for multi-storied buildings (more than four storied or fifteen meters in height as the case may be) are approved and for permission granted other than multi-storied buildings for a period of one year.

The detail of documents needs to be submitted by an applicant, who wants extension of CLU permission:

<b>Sr. No.</b>	<b>Description</b>	<b>Applicant Remarks Document Attached (Yes / No)</b>	
<b>1.</b>	Application giving the detail of CLU permission.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>2.</b>	Reasons for delay in execution of the project and justification to grant extension.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>3.</b>	Photocopy of BR-III, building plans showing the status of construction at site.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>4.</b>	Photographs of building under construction.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>5.</b>	Receipt of application if any submitted for taking occupation certificate.	<input type="checkbox"/> YES	<input type="checkbox"/> NO