

13/36 Change of land use permission for the sites situated within various controlled areas falling with the municipal limits

Name of the service	Sr. no 36 Change of land use permission for the units situated within various controlled areas of the State within final published Development Plan of the Controlled Area and confirming zone (except competency of the Government)
Designated Officer	Chief Town Planner, ULB
Documents	<ul style="list-style-type: none"> • CLU Form -1 (as per Punjab Schedule Road Act 1963) • ID proof • Ownership documents: Sajra, intakal, jamabandhi, mutation, lease deed etc • House Tax /Property Tax receipt • Site plan & Site report <p>NOC required (as applicable):</p> <ul style="list-style-type: none"> • Access permission: B&R/NHAI etc • Central/State Pollution Control Board • Fire Department • Airport Authority of India • National Monument Authority • Water & Sewerage : PHED/MC • National Conservation Zone • Environment Clearance (as per EIA notification) • HAREDA • Any other NOC required as per the site location and other prevailing • Other as requested by the concerned office depending on the type of case
Fees	Scrutiny @INR 10/- per sq meter Other charges like EDC, IDC, Conversion Charges and composition as per prevailing policies for each case specific
Timeline	60 Days from the date of receipt of complete documents
Procedure	<ol style="list-style-type: none"> 1. The applicant shall submit online application along with required scanned copy of documents and requisite payment on URL: www.clu.ulbharyana.gov.in 2. The online application submitted will go to the login ID of concerned District Town Planner and he/she will prepare the site report and upload on the website and forward the application upon due scrutiny to respective /concerned Municipality. 3. The online application submitted will go to the login ID of concerned Municipality and he/she will prepare the site report and upload on the website and forward the application upon due scrutiny to ULB (HQ).

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| | <ol style="list-style-type: none">4. In the ULB(HQ) office, the file shall be processed by Naib Tehsildar > Head Draftsman > Assistant Town Planner > Deputy Town Planner > Senior Town Planner > Chief Town Planner > Director Urban Local Bodies.5. The applicant will revert to on-hold application and submit the requisite information to the Department.6. Dealing official will check the resubmitted application/documents and assess the application for approval/rejection.7. Upon approval, LOI shall be issued to the applicant for its compliance within 30 days from the issuance of the letter. Any delay in LOI compliance beyond 30 days will make the application null and void leading to rejection.8. Upon successful compliance of LOI, the Change of Land Use Permission letter is issued to the applicant.9. In case of any rejection of CLU application, the hearing date is given by the Department to the applicant. |
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