

CHECK LIST FOR CHANGE OF LAND USE (CLU)

Sl. No.	Document details		
1	CLU Application signed by the Owner & Licenced Technical Personnel.		
2	Site Plans 5 Ammonia Prints [with CD soft copy] drawn to a suitable scale preferably 1:200 duly showing		
	a	North Point	
	b	Site Boundary Measurements	
	c	Schedule of Boundaries (Indicate Sy.Nos and Names)	
	d	Indicate type of road giving access to the site (i.e. National Highway/ State Highway/ M.D.R/ Z.P/ G.P/ Village etc.)	
	e	Existing width of access road / roads.	
	f	Proposed width of the access roads as per Master Plan.	
	g	Affected portion with dimensions and area.	
	h	Area Statement like Total Area, Road Affected Area & Net Area.	
	i	HT/ LT/ Electric Lines if passing through the site.	
	j	Existing Drainage and Sewarage etc.,	
	k	Signed by Owner & Licenced Technical Personnel.	
3	Topo Plan 5 Ammonia Prints [with CD soft copy] to be drawn to a suitable scale preferably 1:800 duly showing,		
	a	Existing physical features with in the raidus of 500m from the centre of site duly showing the Land Use in colours as given below:	
		Site Boundary-Red	Existing roads-Yellow
		Proposed-Red	Residential use-Orange
		Commercial-Blue	Industrial-Violet
		Parks & Playgrounds-Green	Water Bodies-Sky Blue
		Drains-Brown	Affected Portion-Hatched with Red
	b	Distance from FTL of the Water Body/ Revenue boundary to the site	
	c	Boundary and Extent of such Water Bodies shall also be indicated	
	d	Distance from Railway Boundary/ Property shall be clearly indicated	
	e	Distance from Heritage/ Religious premises shall be clearly indicated	
	f	Distance from Reserve Forest Boundary shall be clearly indicated	
	g	Distance from Defence area, if any	
	h	Distance from Oil/ Gas Pipeline	
	i	Distance from Wet lands	
4	Ownership Documents (a or b) (Attested by Gazetted Officer)		
	a	Copy of Registered Sale Deed	
	b	Pattadar Pass Book / Title deed issued by Revenue Authorities	
	c	Pahanies issued by Tahasildar	
	d	Development Agreement of Sale cum General Power of Attorney	
	e	Clearance from Competent Authority in case surplus land.	
5	Link documents (Attested by Gazetted Officer)		
6	Latest Encumbrance Certificate issued by Registration Department		
7	Latest Photographs (4) showing four sides of the site (compulsory)		
8	F.M.B.Sketch / Tounch map duly showing the site U/r duly signed by the Town Surveyor / Tahasildar		
9	Extract of Master Plan / Village map duly showing the site under reference		
10	Previous Sanctioned Plan Copy (if the existing building was sanctioned)		
11	Approved Layout copy if the site falls in Approved Layout.		
12	Whether any CLU was approved by the Govt. in the above survey numbers or adjoining survey numbers. If so copy of G.O., issued to be enclosed.		
13	a	NOC from Irrigation Department, if there are water bodies within / adjacent to the site duly certifying skech plan showing the respective distance from the FTL Boundrary.	
	b	NOC from Revenue Department, if there are water bodies within / adjacent to the site duly certifying skech plan showing the respective distance from the FTL Boundrary.	
14	NOC from Railway Authorities if the site is falling within 30m from the Railway Boundary / Property.		
15	NOC from Oil/ Gas Pipeline company, in case of the site is located in the vicinity of Oil/ Gas Pipeline.		
16	NOC from the Defence institutions, in case the site is located within 500 mts of Military /Defence institutions.		
17	Extract of Google Map duly showing the site under reference.		
18	Licence copy of the Technical Personnel issued by Concerned Authority.		

