

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

Sr. No.	Description	Applicant Remarks Document Attached (Yes / No)	
1.	Prescribed Form CLU-I	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	Address, Email	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	Scrutiny fees @ 10 per square meters on the gross area of the site	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	Survey plan of the land on a scale of 1" to forty feet showing the existing means of access to the said land.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5.	Copy of the deed showing the title of the applicant to the land	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6.	Revenue Documents:- a. Jamabandi b. Mutation c. Aks Shajra Plan issued by Halka Patwari	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7.	Total estimated cost of the project and project report	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8.	Paid up capital in case of company and in case of individual, total means of finance available for implementing the project	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9.	Memorandum and article of association in case of company	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10.	Access permission from NHAI, if site is situated on National Highway and from XEN PWD(B&R) in case of site abutting schedule roads	<input type="checkbox"/> YES	<input type="checkbox"/> NO

11.	Copy of PAN in case applicant is Individual	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12.	Authorization of signatory through Board resolution (in case applicant is a company / trust / firm / Partnership firm etc.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
13.	Affidavit/GPA/SPA in case of individual (OPTIONAL)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
14.	Affidavit of KARTA in case of Hindu Undivided Family	<input type="checkbox"/> YES	<input type="checkbox"/> NO
15.	Land schedule (to be uploaded in excel sheet)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
16.	<p>In case of Industrial use following documents are required:</p> <p>a. registration as SSI/medium/large scale industries with the Industries Department</p> <p>b. NOC from Pollution Control Board in case of polluting units which have not been included in the list of white, green and orange category of industries, circulated by Haryana State Pollution Control Board</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
17.	<p>In case of institutional use following documents are required:</p> <p>a. Genuineness certificate issued by the concerned Deputy Commissioner</p> <p>b. Technical capacity to run the institution</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
18.	<p>In case of Fuel Filling Station following documents are required:</p> <p>a. Letter of intent issued by Oil</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO

	company b. Copy of approved site plan approved by PWD(B&R), if it is applicable	
19.	Indemnity Bond	<input type="checkbox"/> YES <input type="checkbox"/> NO

**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:

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