

<b>APPLICATION NUMBER:</b>	LRS/.....
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**APPLICATION FOR REGULATION OF UNAPPROVED LAYOUT / PLOT**

-----MUNICIPAL CORPORATION / MUNICIPALITY  
 -----URBAN DEVELOPMENT AUTHORITY

WHETHER APPLYING FOR REGULATION OF INDIVIDUAL PLOT OR TOTAL LAYOUT/PART OF LAYOUT (tick the appropriate item)	INDIVIDUAL PLOT	TOTAL LAYOUT	PART OF LAYOUT
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<b>1</b>	<b>Name of the Applicant</b>	
<b>2</b>	<b>Postal Address</b>	
i	Door No.	
ii	Street	
iii	Locality	
iv	City/Town	
v	Phone No.	
<b>3</b>	<b>Location Details</b>	
i	Name of the Layout/Colony	
ii	Survey No.	
iii	Locality	
iv	Revenue Village	
v	Mandal	
vi	District	
<b>4</b>	<b>Details of the Layout / Plot</b>	
i	Total Extent of Layout (in Acs.)	
ii	Plot area (in Sq. m)	
iii	Layout plan drawn to scale enclosed duly showing the dimensions and boundaries of the plots, roads and open spaces.	YES / NO
iv	Width of Approach Road in meters	

v	Width of Roads proposed in Meters	
vi	Percentage of open space provided	
<b>5</b>	<b>LANDUSE:</b>	
	Land use of the site as per Master Plan,	
<b>6.</b>	Whether the site is falling in prohibited areas, namely, G.O.Ms.No.111 MA, dt. 8.3.1996 relating Osmansagar and Himayath sagar catchment area	YES / NO
	2. Recreational use/Industrial use/Water Body as per notified Master Plan/Zonal development plan	YES / NO
<b>7</b>	Total Penalisation charges paid (as per Self Computation Table duly filled in)	
<b>8</b>	Demand Draft / Pay Order	
<b>i</b>	Amount	
<b>ii</b>	D.D.No.	
<b>iii</b>	Date	
<b>iv</b>	Name of the Bank & Branch	
<b>9</b>	<b>Certificate to be submitted by the Applicant</b>	
<p>I hereby certify that the Site Plan /Layout Plan and the particulars furnished above are true and correct.</p> <p>I declare that the property for which I am applying for regulation is not a public property/ surplus land under Urban Land Ceiling and Regulation Act or Agriculture Land Ceiling Act and I further declare that there are no disputes/complaints/legal impediments.</p> <p>I also declare that my application is not in contravention of the prohibited zones //layout open space as given above in Sl. No.6</p> <p>In the event of the particulars furnished in the application are found to be incorrect, my application may summarily be rejected and I am liable for action by the Competent Authority as per the rules.</p>		
Place		Signature
Date		Name

**10. SELF-COMPUTING TABLES FOR CALCULATION OF PRO-RATA CHARGES, SHORTFALL OF OPEN SPACE CHARGES & OTHER CHARGES PAYABLE**

(Fill up the table applicable)

**TABLE-I**

<b>A</b>				
<b>TABLE SHOWING PRO-RATA CHARGES PAYABLE WHICH ARE INCLUSIVE OF BETTERMENT CHARGES, DEVELOPMENT CHARGES, PENALTY AND OTHER CHARGES</b>				
<b>S.No</b>	<b>Location of Site</b>	<b>Prorata Charges @ Rs. per mt. of plot/plotted area</b>	<b>In case of Layout Application (leviable for total Plotted area) = Total Plotted area x Rate at Col.3 = Rs.</b>	<b>In case of Individual Plot Application (leviable for plot area) = Plot area x Rate at Col.3 = Rs.</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
a	GHMC, GVMC,VMC.	600		
b	Other Municipal Corporations.	400		
c	Municipalities & rest of UDA area	250		
d.	Municipalities & Panchayats falling in master plan limits (other than UDA areas)	200		
<b>T-I</b>	<b>Amount Payable = Rs.....</b>			

**TABLE-II**

<b>B</b>	<b>TABLE SHOWING PRO-RATA CHARGES TO BE PAID TOWARDS SHORTFALL OF OPEN SPACE (If any)</b>	
<b>I</b>	<b>IN CASE OF APPLICATION FILED FOR LAYOUT REGULATION</b>	
a	Total area of the layout (in sq.mts.)	
b	Required as per rules i.e, 10% of total layout area (in sq.mts.)	
c	Area provided as Open Space in Layout (in sq.mts.)	
d	Short fall (in sq. mts. ) i.e, (b) - (c)	
e	Latest land value as per the basic valuation register of the Registration Department (Rs. per sq. mt.)	
f	Amount Payable (d) x (e)	
<b>II</b>	<b>IN CASE OF APPLICATION FILED FOR INDIVIDUAL PLOT REGULATION</b>	
a	Plot area in sq. mts.	
b	Latest land value as per the basic valuation register of the Registration Department (Rs. per sq. mt.)	
c	Amount Payable $0.14 \times (a) \times (b)$	
<b>T-II</b>	<b>Amount Payable = Rs..... [ I(f) or II(c) as the case may be ]</b>	

**TABLE-III**

<b>C</b>	<b>TABLE SHOWING PAYMENT OF CHARGES FOR CHANGE OF LANDUSE</b>	
	Change of Land use charges as per G.O.Ms.No.439 dt.13.06.2007 or G.O.Ms.No.158 dt. 05.02.1996 (G.Os enclosed as Annexures) in case of plots earmarked for other than residential use in notified Master Plans/Zonal Development Plans.	
<b>a.</b>	Total Layout area/Plot applied for regulation	.....Sq.Mtr.
<b>b.</b>	Rate of Change of Landuse from .....to.....use	Rs...../ Sq.Mtr.
<b>T-III</b>	<b>Amount Payable= (a)x(b)</b>	<b>Rs.....</b>

*(Note: In case the Applicant is not in a position to calculate the charges payable as per Table -II and III above, he may submit the application duly paying penalisation charges as per Table-I. In such cases, the Competent Authority will scrutinise the application and inform the applicant to pay the said charges and if the applicant fails to pay the said charges within 30 days the application will be rejected).*

<b>GRAND TOTAL OF PENAL CHARGES PAYABLE = T-1 + T-II + T-III</b>	<b>Rs.....</b>
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**Signature :**

**Name :**

**11. FORMAT OF AFFIDAVIT RELATING TO URBAN LAND CEILING CLEARANCE (wherever applicable)**

I, ..... S/o/D/o .....R/o ..... am the Owner of plot No. ....Land in Sy.No. .... of .....(V) .....Mandal..... District admeasuring ..... Sq. Mts./ ..... Acres, vide sale Deed No. .... of ..... and Affirm that the said plot/and is in within urban land ceiling limits.

I understand that I will be solely responsible for any action taken if the same is declared otherwise under the Urban land Ceiling Act, 1976., and the Competent Authority shall in no way be held responsible in according technical approval for my plot/land under the Andhra Pradesh Regulation of unapproved layout rules, 2007.

**NAME AND SIGNATURE OF OWNER (S)**

.....  
.....

**Witness.....Name..... and Address .....**

**Sworn and signed before me on this ..... day of ..... 200 in presence of above witness.**

**PUBLIC NOTARY**

## 12. INDEMNITY BOND & UNDERTAKING

(On Non – Judicial Stamp paper of Rs.100 & Notarized - to be submitted along with Application Form)

This Indemnity Bond and Undertaking executed on this .....day of ..... 2008  
by Smt/Sri. ....S/o/W/o ..... Age .....  
Occupation .....R/o.....

Herein after called the **FIRST PARTY** which term shall include their legal heirs,  
successors, assignees, agents, representatives and tenants,

### IN FAVOUR OF

The Vice Chairman ..... UDA / Commissioner  
.....Municipal Corporation/Municipality, herein after called the **SECOND  
PARTY**, which term shall include all officials and staff of the ..... UDA/  
UDA/Commissioner.....Municipal Corporation/Municipality Whereas **FIRST  
PARTY** has applied for the regulation of the unapproved layout/unapproved sub-  
division of plots in Sy.No ..... of .....(V) ..... Mandal  
.....District covering an extent of ..... Sq.Mts./Acres.

Whereas the **SECOND PARTY** has agreed to consider regulation of the said  
unapproved layout/Unapproved sub-division of plots in terms of the Andhra Pradesh  
Regulation of unapproved and Illegal layout Rules, 2007 and made it a condition  
that there shall not be any defects / litigations over the said site/land and the same  
shall be free from all claims of Govt. /Banks / and attachments of Courts, and **FIRST  
PARTY** has to indemnify the **SECOND PARTY** to this effect.

Whereas the **FIRST PARTY** having agreed to the aforesaid condition hereby  
indemnifies the **SECOND PARTY** with the above assurance and hereby solemnly  
declare that the above said site/land is the property of the **FIRST PARTY** which is  
possessed by him/her since the date of purchase and the same is free from all  
defects, litigations, claims and attachments from any courts, etc. and in case of any  
disputes / litigations. arises at any time in future the **FIRST PARTY** shall be

responsible for the settlement of the same and the **SECOND PARTY** shall not be a party to any such disputes / litigations.

**Hence this Indemnity Bond.**

I affirm that I shall abide by the conditions imposed by the second party and I hereby undertake to hand over the roads, streets, open spaces/area affected in road widening earmarked in the regulated layout to the local authority free of cost through a registered gift deed.

**SIGNATURE OF THE FIRST PARTY**

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**WITNESSES:**

1..... Name and address

2.....Name and address

Sworn and signed before me on this ..... day of ..... 200 in presence of above witnesses.

**PUBLIC NOTARY**

### 13. LIST OF DOCUMENTS TO BE ENCLOSED ALONG WITH THE APPLICATION

1	Copy of ownership document / Title Deed duly attested by a Gazetted officer
2	Site Location Plan
3	3 sets of detailed layout plan (one original on Tracing Paper / Cloth + 2 ammonia prints) showing plotted area, open space area, area under roads and plot applied for regulation drawn by Licensed Technical Person and signed by applicant and Licensed Technical Person.
4	Urban Land Ceiling Clearance Certificate in case the extent of layout /plot exceeds the ceiling limit.
5	Affidavit as required under Urban Land Ceiling Act in case the total extent of the land held by the applicant does not exceed ceiling limit
6	Indemnity Bond and Undertaking
7	NOC from Defence Authority (where ever applicable)NOC from Airport Authority of India (where ever applicable)
8	NOC from Airport Authority of India (where ever applicable) Demand
9	Demand Draft / Pay Order

**APPLICATION  
NUMBER:**

LRS/.....

**14. CHECKLIST & ACKNOWLEDGEMENT**

(To be submitted in duplicate – one to be retained in file and another to be given to applicant as acknowledgement)

<b>1</b>	<b>Name of the Applicant</b>	
<b>2</b>	<b>Postal Address</b>	
i	Door No.	
ii	Street	
iii	Locality	
iv	City/Town	
v	Phone No.	
<b>3</b>	<b>Plot/Layout Location</b>	
i	T.S. No.	
ii	Plot No.	
iii	Layout / Sub Divn. No.	
iv	Street	
v	Locality	
vi	City/Town	
<b>List of documents enclosed along with the application:</b>		<b>Submitted</b>
1	Application form in the prescribed format	YES/ NO
2	copies of registered sale deed / title deed executed prior to the date of notification of these rules duly attested by a Gazetted Officer	YES/ NO
3	Site Location Plan	YES/ NO
4	Detailed Layout Plan showing plotted area, open space area, area under roads and the plot applied for regulation.	YES/ NO
5	Urban land Ceiling Clearance Certificate in case, the extent of land exceeds the ceiling limit or ULC Regularisation order issued by the Government under G.O.Ms.No.455 & 456 Revenue dt 29-7-2002	YES/ NO
6	An affidavit in case, the extent of land is less than the ceiling limit	YES/ NO
7	Indemnity Bond and undertaking as prescribed in these rules	YES/ NO
8	NOC from Defence Authority (where ever applicable).	YES/ NO
9	NOC from Airport Authority of India (where ever applicable).	YES/ NO
10	Demand Draft / Pay Order	YES/ NO
12		
13		
<b>Total No. of Documents</b>		

**ACKNOWLEDGEMENT**

Received the application and documents as stated above

<b>OFFICE SEAL</b>	<b>Application number for future reference</b>	LRS/.....
	<b>SIGNATURE OF THE RECEIVER</b>	<b>DESIGNATION</b>

**Annexure A - G.O.Ms.No.439 dt.13.06.2007**

**Annexure B - G.O.Ms.No.158 dt. 05.02.1996**