

## COMPREHENSIVE CHECKLIST FOR LAYOUT CTE PROCESS

The following set of documents is to be attached during online application for CTE process along with online payment.

- i) Copy of Ownership documents, Sazara plan and Dimension plan (key plan)
- ii) Download Appendix 1 for online submission of application to erect, re-erect, demolish or to make material alteration in a building.
- iii)
  - (a) Download Appendix 2A for submission of Certificate of Undertaking by person holding Project Management responsibility.
  - (b) Download Appendix 2B for submission of Certificate in prescribed format by the Technical person.
- iv) Download Appendix 5 for submission of self-declaration in the prescribed format.
- v) Download Appendix 14 for online submission of application for development permission for self-use development
- vi) Online payment of development fees through payment gateway.
- vii) Scanned copy of the registration of the licensed technical person as per Annexure 4 duly authenticated with plot No. for which it is submitted.
- viii) Soft copies of Architectural drawings in Pre DCR format (Site Plan, section, Topographic plan and Sazara Plan in one file).

## APPENDIX 1

### **Application Form for erect, re-erect, demolish or to make material alteration in a building**

**To,**

**The CEO**

**State Industrial Development Authority of Uttarakhand (SIDA)**

**Dehradun.**

Sir,

I intend to erect/re-erect/demolish or to make material alteration in the layout on Plot No.....in Estate .....in Sector.....in accordance with the SIDA unified Building Bye-Laws (BBL-2016) Regulations and Directions and I enclose herewith the documents as per checklist annexed to this application.

I request that the construction may be approved and permission accorded to me to execute the work.

Signature of the applicant

Name of applicant (in Block letters).

Address of the applicant:

Dated:-

APPENDIX 2(A)

**CERTIFICATE OF UNDERTAKING BY PERSON HOLDING PROJECT  
MANAGEMENT RESPONSIBILITY**

**To,**

**The CEO**

**State Industrial Development Authority of Uttarakhand (SIDA)**

**Dehra Dun.**

Ref : Proposed work of

.....

(Title of the work)

Plot No..... Sector .....

village .....

Owner: .....

Address: .....

.....

Tele.No.: .....

I hereby certify that the Project Management Responsibility for the above mentioned development is held by me/us.

I shall be responsible for the quality assurance procedure; obtain development permission from Competent Authority; obtain Occupancy Certificate from the Competent authority and in case of any change in his/her status as the Person Holding Project Management Responsibility.

I am fully conversant with the provisions of the Regulations, which are in force and shall fulfill my responsibilities under the same.

Name: ..... Signature:

Address: ..... Date: .....

.....

.....

Tele. No.: .....

APPENDIX 2(B)

**CERTIFICATE OF UNDERTAKING BY ARCHITECT**

**To,**

**The CEO**

**State Industrial Development Authority of Uttarakhand (SIDA)**

**Dehra Dun.**

Ref: Proposed work of .....

(Title of the work)

Plot No..... Sector .....

Village: .....

Owner:- Name- .....

Address: .....

.....

Telephone No.: .....

I hereby certify that I was appointed as the Architect, to prepare the plans and all other drawings for buildings on above plot. These have been prepared and signed by me according to unified Building Bye-Laws (BBL-2016) of SIDA.

Name: ..... Signature:

Address: ..... Reg. No.: .....Dated: .....

..... Tel. No.: .....

Enclosure- Photo-copy of the certificate of Council of Architecture

<p><b>The above undertaking is forwarded to the Competent Authority by:</b></p> <p>Signature: ..... Date: .....</p> <p>Name: .....</p> <p>(PERSON HOLDING PROJECT MANAGEMENT RESPONSIBILITY/OWNER)</p>
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## APPENDIX 5

### Indemnity Bond

In consideration of the State Industrial Development Authority of Uttaranchal, Dehradun, a body constituted under Companies Act (hereinafter referred to as 'the promisee'-which expression shall unless the context does not so admit, include its successors and assigns) having sanctioned issue of completion certificate the construction of the building of the House Building to be constructed on Plot No.....Estate.....in

Sector.....District.....on behalf of  
declaration submitted by Architect/Owner Sh.....S/O  
Sh.....aged.....About years..... R/O  
..... & Architect  
Sh.....S/O Sh.....  
aged.....About years resident of

.....(Hereinafter called the 'promisor') which expression shall unless the context does not so admit include his/her heirs, executors, administrators representative and referred to above the promisor hereby agrees to execute this bond of Indemnity.

#### NOW THEREFORE THIS INDEMNITY BOND WITNESSETH AS FOLLOWS

1. If the promisors commits any act or omission on the demised premises resulting in nuisance/unauthorized construction it shall be lawful for the promisee to ask the promisors to remove the nuisance unauthorized construction within a reasonable period failing which the promisor shall itself get the nuisance/unauthorized construction removed at promisors cost and charge damages form the promise during the period of subsistence of nuisance unauthorized construction.
2. All notices, orders and other documents required under the terms of the lease or under the .....  
Of any rules or regulations made there under shall be deemed to be duly served as provided.....  
.....
3. All powers exercised by the promise under this bond may be exercised by the CEO of the lessor. The promisee may also authorize any of its other officers or any of the powers exercisable by it under this bond.
4. All arrears payable to promisee shall be recoverable as arrears of land revenue.
5. That we have applied and as yet not received No Objection Certificate from Pollution Control with our Project.
6. That we have requested SIDA to approve our Building plan and permit us to start construction with request that we will submit the No Objection Certificate, once it is received.
7. That I/We will not claim against SIDA anything in future due to the loss/cost suffered by us on account of failure to obtain No Objection Certificate from Pollution Control Board. I/ We confirm that SIDA does not owe any responsibility for obtaining the No Objection Certificate by us and it will not incur any liability of any nature as a consequence.

8. That we understand that failure to obtain No Objection Certificate might tantamount to cancellation of the allotment and lease of the land and SIDA owes no responsibility on this count.
9. The CEO or the promisee reserves the right to make such additions and alterations or modifications in these terms and conditions as may be considered just and expedient.
10. In the event of any dispute with regarded to the terms and conditions of the Indemnity bond the same shall be subject to the jurisdiction of District Court at ..... (where the property is situated) or the High Court of judicature at Nainital.
11. In case of any dispute, decision of CEO shall be final.
12. Architect shall in case of completion be responsible for any unauthorized construction up to one month from date of submission of documents. After one month the lessee is fully responsible for any unauthorized construction.
13. In case, the application is incomplete in any respect the same can be rejected by promisee without any prior notice /information.
14. In case. Any additional charges are levied by promise with respect to submission of document for sanction/completion the same shall be payable by promisor.
15. The drawing, documents and building (in case of completion) is as per Unified Building Bye-Laws (BBL-2016).....(all as amended from time to time) and all other requirement stipulated by the promisee from time to time. In case any violation is found necessary action as deemed fit by promise may be taken.

In witness where of the promisor executed this Bond of Indemnity at .....

.....

on.....day of .....

1. Signature applicant

3. Signature witness I

2. Signature architect

4. Signature witness II

APPENDIX 14

**Application for Development permission FOR SELF USE DEVELOPMENT**

To

**CEO/General Manager**

State Industrial Development Authority of Uttaranchal (SIDA) / District Industries Centre

Sir,

I/We hereby apply for permission for development as described in the accompanying drawings and documents.

The Project Management Responsibility is held by me/us:

1. Name:.....  
(Owner/Owners)

OR

2. Name.....  
(Architect/Engineer appointed by the Owner)

The persons appointed by me/us for the preparation of plans, structural design and supervision of the work area are:

1. Name:  
.....  
(Architect/Planner)

2. Name:  
.....  
(Structural Designer)

The proposed development is in conformity with the Building Bye Laws -2016 framed by SIDA. We/I shall fulfil my/our responsibilities in accordance with the provisions of the General Development Control Regulations

.....  
Signature of Owner/Owners

Date:

**Additional Information**

- 1. Owner's Name : .....
  
- 2. Mailing Address : .....
  
- Description of Land, village, : .....
- Revenue Survey Numbers : .....
- Final Plot No. : .....
- 3. What is the present use of land and : .....
- Other buildings if they are to be put : .....
- To more than one kind of use. Give : .....
- Details of each use. : .....
- 4. Please describe in short the : .....
- Development work stating the : .....
- Proposed use of land for the : .....
- Building. : .....
- 5. Is this land included in a layout : .....
- Sanctioned by the appropriate : .....
- Authority? If yes, please give:
  - Date of sanction and : .....
  - Reference No. : .....
- If not, does any other Authority : .....
- Approve it? : .....
- 6. Give the name of such Authority : .....
- With date of sanction and reference : .....
- No. : .....
- 7. For residential use, please state the : .....
- Number of dwelling units and : .....
- Floors. : .....
- 8. Nature and manner of working of : .....
- Industrial/commercial establishment : .....
- in case the proposed use is for : .....
- Industry/Commerce : .....
- 9. What separate arrangements have : .....
- been proposed for loading and : .....
- unloading of goods from the : .....
- industrial or commercial goods : .....
- vehicle? : .....
- 10. What arrangements have been : .....
- Proposed for disposal of industrial : .....
- Waste effluent? : .....

Signature of Owner/Owners : .....

Date: .....



## APPENDIX 15

Details required in Layout/Site Plan for development permission of Industrial Estate. This layout plan/site plan shall be drawn to a scale 1:1. The plan shall show:

1. Boundaries of the plot/s, its sub divisions, position of the plot in relation to the neighboring streets, street names/widths and direction of north point relative to the plan of building
2. Existing building, roads/street and other existing development on site.
3. The positions of the building units immediately adjoining the proposed development.
4. The area within the regular line of street not to be built upon but to be added to the street, hatched in green together with its measurements.
5. Existing physical feature such as trees, wells, drains, pipeline, high-tension line, railway line and others.
6. Location of plot proposed to be constructed with complete dimensions and means of access from the road/street and proposed new roads and streets, their levels and width, buffer zones.
7. Community facilities/utility/service buildings with proposed use.
8. Open space required as per BBL-2016, green buffer around proposed area for development .
9. Parking provisions as per BBL-2016, loading & unloading areas.
10. Land use pattern.
11. Details of existing services-water supply, sewerage and storm water.
12. Details of proposed water supply, sewerage and storm water services.
13. Location of the plot in relation to the nearby public road.
14. Alignment and width of all the existing roads including the road from which the plot has access from the major road. Existing access road and proposed new road should be shown clearly and distinctly.
15. Dimensions and area of common plot, as required under these regulations provided in the layout/sub division of plot.
16. Tree-plantation required as per BBL-2016.
17. Lay out and details of percolating wells required for rain water harvesting.
18. Lay out of borewells / tubewells if any.
19. Details/ layout of proposed Rainwater Harvesting System.
20. Solid waste disposal system.
21. Waste/effluent treatment & disposal system.