

DARJEELING MUNICIPALITY
APPLICATION FOR APPROVAL OF A SITE FOR A BUILDING

FROM :

Address :

.....

.....

To,
The Chairman-in-Council
Darjeeling Municipality

Sir,

We / hereby give you notice the Premises No. / Holding No.

In Street

Ward / Circle will be used in future as Residential / Commercial/

Industrial/ Public Building /.....

(Other specify) and I forward herewith :

A site Plan in triplicate of the land for your approvals (along with the determined by the Municipality) as prescribed in rule 6 of the Building Rules under the West Bengal Municipal Act 1993 (West Bengal Act xxii of 1993)

I request that the site may be approved.

Yours faithfully,

(Signature of Owner / Owners)

Signature of Architect / Engineer

Dated : / / 200

ANNEXURE

[Statement of particulars and specification]

1. Name in full (in block letters) of the owner :
Present Address
P.S. Mouza J. L.
C.S. Rehab/Plot No. of the site Ward No.
2. The purpose (Residence, Office, Godown, Restaurant, Hotel, Dharamshala, School, College, Hostel, Institution, Cinema, Shop, Factory etc.) for which it is intended to be used.
[a] Basement
[b] Ground floor
[c] 1st floor
[d] 2nd floor
[e] 3rd floor
3. [a] Total area of the site (in square metres)
[b] Total plinth areas of the building proposed to be erected / re-erected etc. (in square metres)
[c] Site Plan sanction No. with date
4. [a] Number of floors
[b] Height of the building over ground level
5. The materials to be used in an specification of the construction :
[a] Foundation
[b] Floors
[c] Walls
[d] Roofs
[e] Fire Place/Chimnies
6. [a] Approximate number of inhabitants propped to be accommodated :
.....
.....
[b] The number, size, and specification of the Latrines, Urinals, Kitchen, Bath to be provided.
.....
.....
7. Probable cost of construction of the proposed structures
[and such other information as required by the rules]

Signature of the Licenced Architect/Engineer, L.B.S.

Licence No. Date :

Full Postal Address

8. Signature Name
- Address of the owner.....
.....

DARJEELING MUNICIPALITY

FORM B
[See rule 13 (2)]

OFFICE USE
Application No. RB/CB/IB/PB
.....
Date

APPLICATION for PERMISSION to CONSTRUCT or RECONSTRUCT/ADDITION or ALTERATION of Masonry Building

From : _____
(Name in full Block Letters)

Address : _____

Purpose of construction : Residential / Commercial / Industrial / Public Building (other specify)

To
The Chairman-in-Council,
Darjeeling Municipality.

Sir,

I/We hereby give you notice that I/We intend to construct or reconstruct a masonry building or make alteration in or addition premises No./Holding No. in

Street Ward/Circle and in accordance with provision of Building Plan (Residential) Rules/Regulation / Building Plan (Commercial & Industrial) Rules / Regulations and the provision of the Act. I forward herewith :

- (a) Approved site plan in triplicate of the land ;
- (b) A plan in triplicate showing elevations and sections of the proposed building together with a specification of the work (in case of a building under the Salt Lake Township the provisions of rule 91 (a) has to be followed) ;
- (c) Statement of Particulars (Annexure) ;
- (d) Receipt for deposition of application fee specified in rule 14 (9) ;
- (e) Water Supply and sewage and disposal plans ;
- (f) Copy of the Possession Certificate ;
- (g) Five copies of sewage and water connection plan as per rule 91 (b).

This portion is required for Salt Lake Township.

I request that the plan may be approved and that permission may be accorded to execute the work. Please note that I am also enclosing herewith the documents as desired by you as per instruction.

Countersign :

Yours faithfully

Architect/Engineer

Date : _____

Signature Owner / Owners

I/We hereby declare that I/We am/are the owner/owners of the property to be built upon and the copy of registered deed of land or other documents in support of ownership/ownerships of land are submitted herewith. That the aforesaid plot of land is the only plot of vacant land hold by me/us in any of the urban agglomerations covered under the Urban land (Ceiling and regulation) Act. 1976. and that the extent of that plot is within the ceiling limit on vacant land imposed by the said Act.

That I do not hold any other vacant land or any other land with building with a dwelling unit therein any of the urban agglomerations referred to in the said Act.

That in the event of the aforesaid plot of land being declared as excess by the competent authority under the Urban Land (Ceiling and Regulation) Act, 1976, I shall abide by the decision of the competent authority under the Act.

Name : _____
Signature of Owner/Owners

Date : _____

Full Postal Address : _____

* This declaration is not necessary for the Salt Lake Township.