



**New Delhi Municipal Council**  
PALIKA KENDRA: NEW DELHI-110001

**Department of Architecture & Environs**  
**Application form for Revalidation**

Scheme No.

Date of Receipt:   
M M / D D / Y Y Y Y

Date of Entry :   
M M / D D / Y Y Y Y

**Section-I**

1. Citizen ID :

2. Citizen Name :

3. Citizen Address :

City :

Pin Code :

4. Citizen Phone No :

5. Citizen Email ID :

**Section-II**

**(TO BE FILLED IN BY THE APPLICANT & ARCHITECT OF THE PROJECT)**

1. Proposal with Address: ADDS. & ALTS. / REVISED / REVALIDATION / NEW SCHEME/ COMPLETION CERTIFICATE & COMPLETION PLANS AT \_\_\_\_\_.
2. Type of Building: COMMERCIAL / RESIDENTIAL / INSTITUTIONAL / RELIGIOUS \_\_\_\_\_.
3. Details of Documents Submitted: \_\_\_\_\_
4. No. of Sets Submitted \_\_\_\_\_ Each Set of \_\_\_\_\_ Drawings
5. SCHEDULE OF AREA:

<u>FLOOR</u>	<u>EXISTING AREA</u>	<u>PROPOSED AREA</u>	<u>TOTAL AREA</u>

6. DEVELOPMENT NORMS: \_\_\_\_\_

- |                          |                                  |
|--------------------------|----------------------------------|
| a. Plot Area _____       | Net Plot Area _____              |
| b. Land Use _____        | Permissible _____ Proposed _____ |
| c. Ground Coverage _____ | Permissible _____ Proposed _____ |
| d. FAR _____             | Permissible _____ Proposed _____ |
| e. Height _____          | Permissible _____ Proposed _____ |
| f. Dwelling Unit _____   | Permissible _____ Proposed _____ |
| g. Parking _____         | Permissible _____ Proposed _____ |
| h. Lifts _____           | Permissible _____ Proposed _____ |

7. a) LAND SCAPE PLAN SUBMITTED / NOT SUBMITTED.
- b) NO OF TREES CUT / PROPOSED TO BE CUT / PLANTED / TRANSPLANTED.

8. We certify that the above details are correct and there is no misrepresentation of facts in the drawings and documents so submitted.

\_\_\_\_\_  
(APPLICANT / OWNER)  
Address

\_\_\_\_\_  
(ARCHITECT)

C.A. No.

Address

**Section-III**

(To be filled in by Scrutinising / Checking Officer)

1. Report Prepared by \_\_\_\_\_
2. Report Checked by \_\_\_\_\_
3. PSF paid Rs. \_\_\_\_\_ (C.R. No. \_\_\_\_\_) Balance Rs. \_\_\_\_\_
4. Betterment Charges Paid Rs. (C.R. No. \_\_\_\_\_)Balance Rs. \_\_\_\_\_

5. Brief History:

6. MASTER / ZONAL PLAN VIOLATIONS:

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_

7. BUILDING BYE-LAWS VIOLATIONS:

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_

8. Unauthorized Construction:

9. Legal Points, if any:

10. Clearance Received From:

- |                   |        |              |
|-------------------|--------|--------------|
| a. L&DO           | NO/YES | Not Required |
| b. CFO            | NO/YES | Not Required |
| c. DUAC           | NO/YES | Not Required |
| d. DDA            | NO/YES | Not Required |
| e. ULCR           | NO/YES | Not Required |
| f. Design Cell    | NO/YES | Not Required |
| g. C.E.(E), NDMC  | NO/YES | Not Required |
| h. Civil Aviation | NO/YES | Not Required |

11. Site inspection Report by Junior Engineer & Asstt. / Dy. Architect:

12. Remarks, if any

\_\_\_\_\_  
(Jr. Engineer / Arch. Asstt.)

\_\_\_\_\_  
(Asstt. / Dy. Architect)

**Section-IV**

1. Comments of the Architect / Dy. Chief Architect

2. Recommendations of the Chief Architect

3. Decision of the B.P. C. / Administrator



मुख्य वास्तुविद,  
नई दिल्ली नगरपालिका परिषद्  
पालिका केन्द्र,  
नई दिल्ली-110001

विषय :-.....

के नकरो का पुन : वैधीकरण

पिय महोदय,

मैं /हम एतदू दारा पाथना करता हूँ/ करते हैं कि पालिका के पसताव सख्यां ..... दिनांक  
..... के अनतगत पलाट संख्या ..... नई दिल्ली के भवन के सवीकुत नवरो जिनकी पहले से दी  
गई सवीकुति दिनांक ..... को समापत हो गई है/ हो जायेगी, उनके एक वर्ष के लिए पुन. वैधीकरण पर कुपया विचार करें ।

निमन लिखित दसतावेज इसके साथ संलगन है :-

1. पननो के भूल सवीकुत नवशों का एक सेट ।

2. पुन : वैधीकरण के लिए नवशों को पसतुत करने के लिए..... रु 0 का शुलक जिसे पालिका खजाने की रसीद  
संर0या..... दिनांक..... के अनतगत जमा कराया गया की फोटौ पतिलिपि

विघमान तलों के अनुसार, पसतावित आैर कुल क्षेत्र का रेखाचित्र जिसे सारिणी बद रूप में दिखाया गया की टंकित पति । क्षेत्र का रेखाचित्र जो  
भूखण्ड का क्षेत्र अौर क्षेत्र की सड़क को षौड़ा करने को, यदि कोई हो, भी दशाता है ।

भवदीय

( र-वामी के हसताक्षर )

नाम.....  
(साफ अक्षरो में)

पता.....  
.....  
.....

दिनांक.....

**CALCULATION FOR PLANS SUBMISSION FEE IN RESPECT OF**

S. No.	FLOOR EXISTING AREA	PROPOSED AREA	AREA IN SQ.M.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

Total covered area is \_\_\_\_\_ sq. m. and plans submission fee @ \_\_\_\_\_ comes to Rs. \_\_\_\_\_

Signature of Owner

Signature of Architect

**(FOR OFFICE USE)  
FOR NEW DELHI MUNICIPAL COUNCIL**

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Plans submission fee for Rs. \_\_\_\_\_ has been checked, if approved application may be sent to Building Clerk for preparation of challan, site will be inspected on \_\_\_\_\_

Jr. Engineer (N) / (S)

Architect (BP) / Bldg. Clerk



### **Section-III**

#### **General Instructions & Guidelines**

1. You require following documents for this service.
  - Drawing Sheets and Coloring of Plans.
  - Notice for commencement of Work.
  - Notice of completion.
    - Copy of the lease deed.
    - Copy of sewer connection permission.
    - Clearance form Chief Fire officer, Delhi.
    - Clearance form Chief Controller of Explosives, Nagpur as required.
    - Clearance form DESU 2 regarding provision of Transformers/Sub-station/ancillary power supply system etc. as required.
    - Structural stability certificate duly signed by the licensed Architect/Engineer.
    - Certificate from the Lift Manufacturer, as required.
    - Certificate from Air Conditioning Engineer, manufacturers, as required.
    - A Certificate by the owner and architect/supervisor/engineer for covering up the underground drain, sanitary and water supply work, under their supervision and in accordance with Building Bye-Laws and sanctioned building plans stipulated in the Appendix B-3 as applicable.
    - In case of large campus/complex, completion of individual block/building will be issued by the local body in accordance with the construction work.
    - The Extension of Time up to the date of applying for completion certificate. In case, if the completion certificate is refused due to deviation, which cannot be compounded, the completion will be rejected and extension of time will be required accordingly.
    - NOC for regular water supply and electricity may be issued only after the completion certificate is obtained.
2. You can also get information about your application status at <http://www.ndmc.gov.in>.
3. In case of delay you can contact\_\_\_\_\_.