

**COMMON APPLICATION FORM (CAF)****I. COMMON PARTICULARS**

Sl. No.	Description	Drop Box	
1	Project Type	Building / Layout	
2	Application Type	Residential /Commercial/ Institutional	
3	Proposal Type	New / Revision / Extention	
4	Land Use as per Master Plan		

**A ADDRESS OF THE APPLICANT FOR CORESPONDENCE**

1	Name ( In Full)	
2	Door No. /Flat No.	
3	Road / Street	
4	Locality / Mandal	
5	City	
6	PIN	
7	District	
8	Phone / Mobile No.	
9	E-mail ID	

**B LOCATION OF THE PROPOSED SITE**

1	Ward No.		Block No.	
2	Nearest Land Mark			
3	LP No.			
4	Revenue Survey / Town Survey No.			
5	Plot No.			
6	Premises No. / Door No.			
7	Road / Street			
8	Locality			
9	City / Town / Village / Mandal			
10	District			

**C DETAILS OF PROPOSED CONSTRUCTION**

1	Proposed Plot Area (Sq.mtr.)	As per Documents		
		As on Ground		
2	Approach Road Width (Mtrs)			
3	Type of the Approach Road	Kacha / BT / CC		

4	Total Built-up Area (Sq.mtr.)	Existing			
		Proposed			
5	No. of Blocks				
6	Building Name				
7	Use				
8	Sub Use				
9	Type				
10a	Height in Mts excluding stilt				
10b	Height in Mts including stilt				
10c	Height of each floor (in mtrs.)				
11	No. of Floors (Existing)				
12	No. of Floors (Proposed)				
<b>D DETAILS OF ARCHITECT / LICENSED PERSONNEL</b>					
Sl. No.	Name	Address & Mobile No.	COA No. /License No.	Validity	
1					
2					
<b>E DETAILS OF STRUCTURAL ENGINEER</b>					
Sl. No.	Name	Address & Mobile No.	License No.	Validity	
1					
2					
<b>F DETAILS OF BUILDER / DEVELOPER</b>					
Sl. No.	Name	Address & Mobile No.	License No.	Validity	
1					
2					
<b>G AUTO CAD FILE</b>					
1	Auto Cad File				
<b>H APPLICATION CHECKLIST</b>					
No	Description	Yes / No	Remarks		
1	Whether the site falls within 100 M from defined boundary of Water Body?				
2	Whether LT / HT / TOWER lines passing through the site?				
3	Is this a vacant plot				

4	Whether proposed site area greater than 10,000 Sq. mts		
5	Whether the site is falling within the vicinity of Raw water channel/pipe line?		
6	Whether proposed site is located in the vicinity of Oil / Gas pipe line?		
7	Is the property located within the distance up to 30 Mts from listed Heritage Structure?		
8	Is the property located within the distance up to 100 to 200 Mts from the protected Monuments?		
9	Whether proposed site falls within the Air Funnel Zone / Vicinity of Airport?		
10	Whether proposed site falls within (50 Mt) from the defined Nala / Vagu / Canal / River ?		
11	Is any building sanctioned on this plot previously?		
12	Is site part of approved layout?		
13	Is site part of LRS approved?		
14	Whether proposed site is located in the vicinity of Defense Establishment (500 Mt)? and the applicant to follow the applicable rules as prescribed by the Railway Authorities.		
15	Latest Market value issued by sub registrar office concerned duly incorporating the site under reference in the part of survey number / piece of land / unapproved layout?		
16	Contour plan with 4 Mts intervals to be submitted in the list of drawing		
17	Revenue sketch issued by the Tashildar concerned duly incorporating the site under reference in the survey number.		
18	Risk insurance policy as per GOMs.No.168 MA&UD, Dt.07-04-2012 Rule 5(18)		
19	Undertaking as per GOMs.No.168 MA&UD, Dt.07-04-2012 Rule 5(18)		
20	Whether proposed built-up area falls more than 20000 Sq. Mts.?		
21	Are you interested to avail installment for Development charges and capitalization charges?		
22	Whether the payment of City Level Infrastructure Impact fees are as per instalment basis?		
23	Whether the NALA Conversion Proceeding is available with the applicant, if yes submit proceedings issued by RDO concerned.		
24	Declaraton certificate by the Architect		
25	Whether the proposed height of the building is more than 10 Mt.?		
26	Whether proposed site falls within the distance of 1000 M from Military / Airport? and the applicant to follow the applicable rules as prescribed by the Defence Authorities.		
27	Whether proposed site is within the 30 Mts. distance from the Railway propoerty Boundary? and the applicant to follow the applicable rules as prescribed by the Railway Authorities.		

<b>I</b>	<b>DOCUMENT CHECKLIST</b>
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<b>Primary</b>		
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S. No.	Name of the Document	Attachment
1	Location (Topographical) plan	
2	Declaration forms duly signed by the owner and attested by Gazetted officer	
3	License copy of Architect renewed by COA (or) license copy of the Engineer / Surveyor	
4	Ownership documents (Attested by Gazetted officer)	
5	Link documents (Attested by Gazetted officer)	
6	Latest Encumbrance certificate issued by Registration Department	

7	Master plan / Indicative Land Use Map (ILUP) / Village plan extract	
8	Valid ID proof – any one of [Pancard/passport/Aadhaar card/Driving License /DOB certificate/ Voter photo identity card / national bank passbook/Self	

**Additional**

S. No.	Name of the Document	Attachment
1	Copy of LRS Proceedings and Approved layout	
2	If No then, up to date property tax Receipt	

**II. FIRE SERVICE DEPARTMENT**

S. No.	Particulars of Building		Actually available	Deficit
1	Means of Escape :			
	a) Internal Stair cases			
	b) External Stair Case			
	c) Width of Stair Case			
	d) No. of Exits			
	e) Width of each exit in mts.			
2	Open Spaces all around the bldg:			
	North			
	East			
	South			
	West			
3	Level of the Ground			
4	Means of Access to premises			
5	Width of Exit from Premises			
6	Fire Detection System : (Automatic)			
7	Fire Extinguishers			
8	First Aid Hose Reel			
9	Wet Riser			
10	Down Comer			
11	Yard Hydrant			
12	Automatic Sprinkler System			
13	Manually Operated Electronic Fire Alarm System			
14	Automatic Detection and Alarm System			
15	Underground Static Water Storage Tank Combined Capacity for Wet Riser, Yard Hydrant and Sprinklers per Set of Pumps			
16	Terrace Tank over Respective Tower Terrace			
17	Pump Capacity in LPM at the Terrace Tank Level with Minimum Pressure of 3.5 kg/cm <sup>2</sup>			

18	Pump Near Underground Static Water Storage Tank (Fire Pump) with Minimum Pressure of 3.5 kg/cm <sup>2</sup> at Remotest Location (Electrical)			
19	Capacity of Electrical Pump in LPM			
20	Pump Near Underground Static Water Storage Tank (Fire Pump) with Minimum Pressure of 3.5 kg/cm <sup>2</sup> at Remotest Location (Diesel)			
21	Capacity of Diesel Pump in LPM			
22	Pump Near Underground Static Water Storage Tank (Fire Pump) with Minimum Pressure of 3.5 kg/cm <sup>2</sup> at Remotest Location (Electrical/Jockey)			
23	Capacity of Electrical (Jockey) Pump in LPM			

### III. Environmental Clearance (Member Secretary SEIAA Telangana)

1	Nature of Organization	Please Select – PROPERIETORY / PARTNERSHIP /PVT LTD/PUBLIC LTD/CO-OP/OTHERS		
2	For Proprietary Units only. Do you belong to	Please Select - GENERAL / SC / ST / OBC / Women		
3.0	Registration Particulars			
3.1	Category of Registration	Please Select - Prov.Ssi / IEM / EOU / LOI		
3.2	Registration Number and Date			
3.3	Expiry Date NA			
4	Estimated Project Cost for			
	New Unit			
	substantial Expansion			
4.1	Land (in RS)			
4.2	Building (in Rs)			
4.3	Plant and Machinery / Others (in Rs)			
4.4	Total Cost of (4.1 +4.2 + 4.3) (in Rs.)			
5	Probable Employment Potential (in No. of Persons to be Employed)	Male		Female
5.1	Direct (on Unit's Payroll)			
5.2	Indirect (on Factory premises)			
6.0	Details of Existing Approvals of Factories Dept Gram Panchayat / Municipality / Electricity / Water if any	Reference No.		Date
7.0	Power required for the unit			
7.1	Contracted Maximum Demand in KVA			
7.2	Connected Load in KW/HP			
7.3	Aggregate Installed capacity of the transformer to be installed by the entrepreneur in case of H.T (H.T means above 150 H.P)			
7.4	Proposed maximum working hours	per Day		per Month

7.5	Expected Month and Year of Trial Production			
7.6	Probable date of requirement of Power Supply			
8.0	Water Supply from	Please Select - Gp / Municipality / HMWS&SB / TSIIC		
8.1	Water Requirement			
	Drinking Water (in KL / Day)			
	Water of Processing (Industrial Use) (in KL / Day)			
	Total (in KL / Day)			
8.2	Size of Water Supply Connection Applied for	Please Select - 15mm (1/2") / 20mm (3/4") / 25mm (1") 40mm (1 1/2") / 50mm (2")		
8.3	Size of Sewer connection applied for NA	Please Select - 100mm (4") / 1500mm (6") / 20mm (8")		
9.0	Permission to draw Water			
9.1	Agency	Ground Water		Irrigation
9.2	Requirement of Water (in KL / Day)			
<b>IV</b>	<b>HMDA - LANDUSE CERTIFICATE</b>			
<b>A</b>	<b>ADDRESS OF THE APPLICANT</b>			
1	Name ( In Full)			
2	Door No. /Flat No.			
3	Road / Street			
4	Locality / Mandal			
5	City			
6	PIN			
7	District			
8	Phone / Mobile No.			
9	E-mail ID			
<b>B</b>	<b>LOCATION OF THE PROPOSED SITE</b>			
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V. IRRIGATION AND REVENUE						
1	If Site falls near Water Body, within 100M Radius					
a	River					
b	Canal / Nala / Vagu					
c	Kunta / Lake / Tank / Cheruvu					
d	Shikam Lands					
e	Extent of the Tank					
f	Width of the Canal / Nala / Vagu					
g	Width of the Kunta / Lake / Tank / Cheruvu					
h	Distance from the FTL / HFL to the site under reference					
VI. POWER						
1	Contracted maximum demand in KVA	connected load in KW/HP				
2	Aggregate Installed Capacity of the Transformer to be installed by the Builder or Developer					
3	Any other services existing in the same premises					
DECLARATION						
I hereby declare that I am the owner /PAH in possession of the plot on which the work is proposed and that the statement made in this form are true and correct to the best of my knowledge.						
S.No.	SIGNATURE					
1	Signature of the Applicant of Firm.					
2	Signature of the LTP					
3	Seal of Firm (if any)					
4	Place					
5	Date					