

**Procedure of granting NOC to OC for redevelopment of  
Municipal Lease Property under DCR 33 (7) /32**

**Documents required :**

- i) Application from lessee/developer/Architect.
- ii) Remarks from A.O. (Lease) whether lessee has paid all the dues.
- iii) Earlier development file if any.
- iv) Approved plans from BP Dept.
- v) Registered undertaking regarding 30 yrs. tenure 2% lease rent and 10% transfer premium of proposed Society (as per policy) if not submitted earlier.

**b) Points to be scrutinized/Procedure adopted:**

**Expected time period**

Site visit for checking bldg. as per approved plan from BP Dept & preparation of proposal

**07 days**

Proposal is forwarded to Dy.CA (Rev.III) for Audit by A.C. (Estates)

**03 days**

Dy.C.A. (Rev.III) scrutiny and submits to DMC (Imp.)

**03 days**

Approval from DMC (Imp.)

**03 days**

Issue Demand Letter for payment of balance one time premium, transfer premium if any after payment.

**02 days**

Issue NOC to OC under signature of AC (Estates) after requisite payment

**Total 20 working days**

**Application for obtaining NOC to OC for redevelopment of  
Municipal Lease Property under DCR 33 (7) / 32**

From : Name of Applicant, Address of  
Applicant.

To,

Asstt. Commissioner (Estates)  
4<sup>th</sup> floor, Extension Bldg.  
Mahapalika Marg, Fort,  
Mumbai – 400 001.

Sub. : .Redevelopment of municipal lease hold Plot No.  
\_\_\_\_\_ in \_\_\_\_\_ Estates, Scheme No. \_\_\_\_

Sir,

I / We the undersigned is / are Lessee,/ Lessees / POA/Development Right holder  
/ Architect or Society having POA Development Right of the Municipal lease hold Plot No.  
\_\_\_\_\_, \_\_\_\_\_, in the Estate Scheme No. \_\_\_\_\_. are developing / redeveloping  
the said plot. I / We are enclosing following documents.

1. Approved plan from B.P. deptt. along with the statement showing actual rehab area for tenants, proposed fungible built up area for sale and rehab, area to be surrendered to MHADA/BMC and total proposed built up area.
2. Superimposed plan of DP, CTS and Lease Plan.
3. Registered undertaking regarding 30 years tenure 2% lease rent and 10% transfer premium of proposed society (as per policy.).

Kindly process our application of above subject NOC to O.C. at the earliest and oblige.

Yours faithfully,

**Name of Lessee./POA/Dev. Right Holder / Architect.**