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2015

**1) Procedure for amalgamation of Municipal Leasehold Plots**

**Proposal for Amalgamation**

**Documents to be submitted by Applicant**

1) Approved Plan 2) Ownership of plot details

**A.E. (Imp.)**

**A.O. (Lease)**

Checking of proposal  
Approved plans  
Property Card in the same name. - 3 days

Preparation of PRS (Plot record sheet)  
form, checking of documents, Leasehold  
rights and dues if any 3 days.

Calculation of breaches and lease rent  
etc. - 3 days

Preparation of draft proposal for  
administrative sanction alongwith D.L.  
- 7 days

Proposal to be sent to Dy.C.A. (Rev-  
III) for scrutiny/pre-audit - 7 days

Submission of proposal for approval of  
D.L. by DMC/AMC/MC - 7 days

D.L. to M.S.  
To Imp/Corpn. - 7 days

**Total 34 days.**

Permission after sanction from  
Impt.Comm /Corpn.

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**Total 34 days.**

Permission after sanction from  
Impt.Comm /Corpn.

**APPLICATION FOR AMALGAMATION OF LEASE HOLD PLOTS**

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. : Amalgamation of Plot \_\_\_\_\_, \_\_\_\_\_ in \_\_\_\_\_ Estates  
scheme.

Sir,

I / We the undersigned is / are Lessee,/ Lessees of the Plot No. \_\_\_\_\_,  
\_\_\_\_\_, in the Estate scheme \_\_\_\_\_. wants to amalgamate the said plots. I / We  
are enclosing following documents.

1. Lease Agreement.
2. Lease plan / Licence plan of the plots.
3. Copy of ownership details of the plot such as name of lessee area of  
the plot, lease rent etc.
4. Proposed plan of amalgamation.

I / We the undersigned is / are willing to pay the prescribed scrutiny fees  
for the same.

Kindly process our application of amalgamation at the earliest and oblige.

Yours faithfully,  
Name of Lessee.

**\* Schedule of Scrutiny Fees :**

Area of the plot :

- |                          |               |
|--------------------------|---------------|
| a) upto 2000 sq.mtr.     | = Rs.12,100/- |
| b) 2001 to 4000 sq.mtr.  | = Rs.30,250/- |
| c) More than 4000 sq.mtr | = Rs.60,500/- |

The above fees is subject to change on 1<sup>st</sup> December of every year or as  
decided by MCGM from time to time

**2) Procedure of granting Formal NOC for redevelopment of  
Municipal Lease property under DCR 33(7) / 32**

**Documents required :**

- i) Application from lessee/developer/Architect
- ii) Copy of Lease Deed
- iii) License/Lease Plan if any
- iv) Remarks from A.O. (Lease) whether lessee has paid all the dues.
- v) Earlier development file if any.
- vi) Registered undertaking regarding 30 yrs, 2% lease rent, 10% transfer premium of proposed Society as per prevailing policy.

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

**Expected time period**

Site visit for computing breaches if any &  
Preparation of proposal.

**07days**

Proposal is forwarded to Dy.CA (Rev.III) for  
Audit and scrutiny of Audit Dept.

**03 days**

On receipt from Dy.C.A. (Rev.) Approval from  
A.C. (Estates)

**03 days**

Issue Demand Letter for payment of  
breach amount.

**02 days**

Issue Formal NOC under signature of  
A.E. (Imp.) after payment.

**02 days**

**Total : 17 working days.**

**Application for obtaining Formal NOC for redevelopment of  
Municipal Lease property under DCR 33(7)**

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 / or Society having POA Development Right of the Municipal lease hold Plot No. \_\_\_\_\_, \_\_\_\_\_, in the Estate Scheme No. \_\_\_\_\_. wants to develop / redevelop the said plot. I / We are enclosing following documents.

1. Lease Agreement / Lease Deed.
2. Lease plan / Licence plan of the plots.
3. Registered Power of Attorney and /or registered Development Agreement.
4. Proposed plan of development or redevelopment duly signed by Architect.
4. Registered undertaking for 30 years tenure 2% lease rent, 10% transfer premium etc. (as per policy).

I / We the undersigned is / are willing to pay the prescribed scrutiny fees\* for the same.

Kindly process our application of above subject formal NOC at the earliest and oblige.

Yours faithfully,

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

\* Schedule of Scrutiny Fees :

Area of the plot :

- |                          |               |
|--------------------------|---------------|
| a) upto 2000 sq.mtr.     | = Rs.12,100/- |
| b) 2001 to 4000 sq.mtr.  | = Rs.30,250/- |
| c) More than 4000 sq.mtr | = Rs.60,500/- |

**The above fees is subject to change on 1<sup>st</sup> December of every year or as decided by MCGM from time to time.**

**Procedure of granting NOC to CC for redevelopment of  
Municipal Lease property under DCR 33(7)**

**Documents required :**

- i) Application from lessee/developer/Architect in prescribed Proforma.
- ii) Copy of Lease Deed. (If not submitted earlier)
- iii) License/Lease Plan if any. (If not submitted earlier)
- iv) Remarks from A.O. (Lease) whether lessee has paid all the dues.
- v) Earlier development file if any.
- vi) Approved plans from BP Dept. alongwith 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.
- vii) Superimposed plan of DP, CTS & Lease Plan.
- viii) Registered undertaking regarding 30 yrs.,tenure 2% lease rent and 10% transfer premium of proposed Society. (as per policy)

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

**Expected time period**

Site visit for computing breaches if any & preparation of proposal

10 days

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

03

days

Dy.C.A. (Rev.III) scrutinizes proposal and submits

Approval from DMC (Imp.)

03  
days

Issue Demand Letter for payment of breach amount,  
one time premium, transfer premium if any.

03  
day  
s

03 days

Issue NOC to CC under signature of A.C. (Estates)  
after payment of requisite charges.

**Total 25 working days**

**4) Procedure of granting amended NOC to CC for redevelopment of Municipal Lease property under DCR 33(7)**

**A) If there is no change in the FSI or user, no NOC will be required henceforth:**

**B) If there is change in FSI or user:**

**Documents required :**

- i) Earlier development file if any.
- ii) Approved plans from BP Dept. alongwith 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.
- iii) Registered undertaking regarding 30 yrs.tenure 2% lease rent and 10% transfer premium of proposed Society. (as per policy if not taken earlier.)

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

**Expected time period**

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) scrutinizes proposal and submits for approval of DMC (Imp.)

**03 days**

Approval from DMC (Imp.)



03 days

Issue Demand Letter for payment of breach amount, one time premium, transfer premium if any.

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Issue NOC to CC under signature of A.C. (Estates) after payment of requisite charges.

03 days

**Total 20 working days**

**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.**