

## CHAPTER 6

### **Rules, Regulations, Instructions, Manual and Records, for Discharging Functions [Section 4(1)(b)(v) & (vi)]**

6.1 Please provide list and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions in the following format.

#### **PROCEDURE FOR ISSUING OF LAYOUT/ MASTER PLAN EXTRACT/ ZONAL DEVELOPMENT PLAN EXTRACT**

Name of the Applicant :

Survey Numbers :

Name of the Village :

1	Application form	Furnished	Not furnished
2	Attested copies of Title deed		
3	Purpose of issuing the Plan		

The applicant has furnished all the above particulars. Hence this building application is forwarded to Administrative Officer / concerned Technical staff for further scrutiny within the stipulated period of 5 days.

## PROCEDURE FOR APPROVAL OF BUILDING APPLICATION

Name of the Applicant :

Survey Numbers :

Name of the Village :

### PARTICULARS FURNISHED

1	Application form	Furnished	Not furnished
2	Attested copies of Title deed		
3	Building plans – 4 copies		
	a) Whether signed by the applicant		
	b) Whether signed by the Licensed Surveyor		
4	Extract of approved layout / Regularized layout		
5	Topo plan		
6	Development charges paid		
	a) For built up area @/Rs.10/- per sq.mt.		
	b) For vacant area @Rs.5/- per Sq.mt.		
	c) Panchayat fee @Rs.10/- per Sq.mt. of built up area		
7	Whether confirms to Master Plan land use		
8	Whether falls in C.R.Z. area. If yes, whether buildings are permitted		

9	Whether the proposed site lies in unauthorized by VMRDA before issuing building permission. The applicant has to apply along with at least 50% of plot holders for Regularisation of layout		
10	If the site lie in unapproved layout the site has to be regularized and a certificate from M.R.O. to the effect that the proposed land do not come under Government lands or 'D' Patta lands.		
11	Specific remarks of the Panchayat Secretary regarding drainage disposal and road network.		

**Note:** Building applications, Layout applications, Change of Land-use applications shall be submitted through Local Body.

The applicant has furnished all the above particulars. Hence, the building application is forwarded to the concerned Technical Staff for further scrutiny within the stipulated period of 15 days.

Building Documents	
	<b>Primary Documents</b>
1	Photographs showing access roads.
2	Master plan/ILUP extract indicating the site.
3	Link documents (Attested by Gazetted Officer/Notary)
4	Latest Encumbrance Certificate issued by Registration Department.
5	Self-Attested copies of Ownership Documents-lease-deed/sale deed et c. giving the physical description of the plot/property.
6	A Declaration cum undertaking and Indemnity bond by the Owner/Builder/Developer/LTP in the prescribed Form (Annexure-3).
7	Sign Drawing Plan Pdf And Application Form Of Owner
8	Sign Drawing Plan Pdf And Application Form Of LTP View Files

<b><u>Additional Documents</u></b>	
9	Water connection tax receipt
10	Soil test report issued by Empanelled consultant /licensed by the local authority
11	Structural Stability certificate issued by Licensed Structural Engineer.
12	Comprehensive Insurance Policy for 3 years.
13	Notarized affidavit with SRO stamping or registered mortgage deed handing over 10% of BUA in any approved floor and clearly marking the same in the drawing.
14	An undertaking on a Stamp Paper of Rs.100/-duly signed by the owner and builder specifying that no flat or built-up area shall be given possession to the purchaser/tenant unless they obtain the occupancy certificate from the local authority and provide all regular service connections.
15	Structural designs and drawings prepared duly taking the soil bearing capacity into consideration and certified by qualified Structural Engineer/Consultant Firm empanelled with/licensed by the local authority. View File(s)   Remark
16	Gift deed in favor of road widening portion to corporation free of cost.
17	Extract of Road Development Plan / Junction Improvement Plan, if any (scale 1:100) in drawing.
<b>Occupancy Building Documents</b>	
<b><u>Primary Documents</u></b>	
1	Building completion certificate duly signed by owner, builder, Architect and Structural Engineer
2	Photograph showing Front Setbacks with Road Widening Portion
3	Photograph showing Rear Setbacks
4	Photograph showing Side 1 Setbacks
5	Photographs showing Side 2 Setbacks
6	Photographs showing Rooftop Portion
7	Photographs showing Parking Area (Where Applicable)
8	Present Market Value

## PROCEDURE FOR APARTMENT APPLICATION

Name of the Applicant :

Survey Numbers :

Name of the Village :

Extent of site :

PARTICULARS FURNISHED :

I)	Application form	Furnished	Not furnished
	a) Applicants/ society name, address and details with Survey number, village name, ward and town and extent of site.		
	b) The application shall be signed by the owner of the property, builder if any, the architect and the structural engineer who designed the structure with permanent and present address		
II)	Documents		
	a) Attested copies of Title deed along with 10(1) pattadar pass book, VA No.3duly incorporated the applicant's name issued by M.R.O.		
	b) M.R.O. Certificate to the effect that the lands proposed does not come under Govt. land or 'D' patta lands.		
	c) U.L.C. Clearance from the competent authority and Spl. Officer, ULC, VSP for Corporation, Municipal area OR Agricultural land ceiling certificate issued by R.D.O. in case of Gram Panchayat area if the site is above 1500 sqm.		
III)	Plans:		
	a) Attested copies of the F.M.B. Sketches issued by M.R.O. duly showing the proposed site.		
	b) Building plans signed by the applicant, builder, Architect and Structural Engineer.		

	c) Topo detail plan duly signed by the applicant and Architect		
IV)	Land ownership/ title deed verification shall be done to the satisfaction of the local authority and certify the same in the application form.		
V)	Approach road shall be minimum of 40' width (Should have owner-ship of the approach road if it is Govt. land, then permission from Revenue Authority shall be furnished.		
VI)	Certificates:		
	a) Report of Soil test/ Geo-technical investigation report issued by institution/ consultant empanelled with local authority.		
	b) Structural designs & drawings prepared duly taking soil bearing capacity into consideration and certified by the qualified Structural Engineer/ Consultant firm empanelled with the local authority.		
	c) If the construction is being taken-up by a builder, an attested copy of the registered agreement concluded between the owner of the property and builder shall be submitted. In case of any changes in the agreement at a later date, a copy of the same shall also be submitted to the local authority.		
	d) An undertaking on a non-judicial stamp paper of Rs. 100/- duly signed by the owner and builder specifying that no flat or built-up area shall be given possession to the purchaser/ tenant unless they obtain the occupancy certificate from the local authority and provide all regular service connections.		
	e) Contractors all risks insurance policy for the construction period for which copy to be enclosed.		
VII)	Charges to be paid;		
	a) Processing fee of Rs. 5/- per sqm. on built-up area 10% along with application and 90% on approval of the building permission before release.		
	b) Development charges Rs. 20/- per sqm. in Municipal area Rs. 10/- per sq.m. for built-up area in Panchayat areas.		
	c) Vacant area @ Rs. 10/- per Sqm. of total built-up area in Municipal areas and Rs. 5/- per sqm. in Panchayat areas.		

	d) Security deposit @ Rs. 100/- per sqm. of total built up area in Municipal areas and Rs. 50/- per sqm. in Panchayat areas.		
	e) The amounts payable to VUDA shall be sent through Demand Draft drawn in favour of the Metropolitan Commissioner, VMRDA payable at Visakhapatnam .		
VIII)	Regarding the processing of apartment applications and group housing applications the Panchayat secretary shall scrutinize the application as per G.O.Ms.No. 423 MA dated 31-07-1998 and certificate to be given to that effect that the road, drain connectivity proposed has been satisfied, for the entire block/ locality of the area.		

Note: Building applications, Layout applications, Change of Land-use applications shall be submitted through Local Body.

## PROCEDURE FOR LAYOUT APPLICATION

Name of the Applicant :

Survey Numbers :

Name of the Village :

Extent of site :

PARTICULARS FURNISHED :

I)	Application form	Furnished	Not furnished
	a) Applicants/ society name, address and details with Survey number, village name, ward and town and extent of site.		
II)	Documents		
	a) Attested copies of Title deed along with 10(1) pattadar pass book, VA No.3 duly incorporated the applicant's name issued by M.R.O. and site Ownership statement.		
	b) M.R.O. Certificate to the effect that the lands proposed does not come under Govt. land or 'D' patta lands.		
	c) U.L.C. Clearance from the competent authority and Spl. Officer, ULC, VSP for Corporation, Municipal area OR Agricultural land ceiling certificate issued by R.D.O. in case of Gram Panchayat area if the site is above 1500 sqm.		

III)	Plans:		
	a) Layout plan – four copies signed by the applicant and licensed Surveyor.		
	b) Attested copies of the F.M.B. Sketches issued by M.R.O. duly showing the proposed site.		
	c) Topo detail plan duly signed by the applicant and Licensed Surveyor/ Engineer/ Architect.		
	d) Contour plan with Spot levels at an intervals of 15 mtrs.		
	e) Drainage disposal system with space for purification tank		
	f) Approach road shall be minimum of 40' width (Should have ownership of the approach road if it is Govt. land then permission from Revenue Authority shall be furnished)		
	g) Whether proposal conforms to Master Plan Land-use or not?		
	h) Thus the proposals fallen in CRZ area.		
IV)	Certificates to be furnished:		
	a) Land owner-ship/ title deed verification shall be done to the satisfaction of the local authority		
	b) Encumbrance certificate		
V)	Charges/ fees to be paid		
	a) Paper notification Fee Rs. 2500/-		
	b) Processing fee of Rs. 2/- per sqm. For the entire layout area.		

	c) Development charges Rs. 5/- per sqm. For Panchayat area and Rs. /- per sqm. In Municipal area. (the amounts payable to VUDA shall be sent through Demand Draft drawn in favour of the Metropolitan Commissioner, VMRDA payable at Visakhapatnam .		
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Note: Building applications, Layout applications, Change of Land-use applications shall be submitted through Local Body.

Layout Documents	
	<b><u>Primary Documents</u></b>
1	Photographs of the site of all Four Sides i.e., North, South, East, West and established BT approach road.
2	Self Declaration by the Owner appointing the LTP
3	Copy of registered sale deed.
4	Registered Development Agreement of sale cum General Power of Attorney. Special power of Attorney for obtaining permissions from Local Authority.
5	Pattadar Pass Book/Title deed/Registered will/Gift deed issued by Revenue authorities.
6	Self Declaration by the LTP
7	F.M.B sketch issued by the Tahsildar concerned duly incorporating the site under reference in the survey number
8	Encumbrance Certificate for 13 years issued by Registration Department.
9	Extract of Master Plan/ZDP.
10	Location plan (scale 1:2000) of the site and surrounding developments/lands showing surrounding roads, electricity lines of HTL/LTL, Existing Drainage, Sewerage etc. within 500m radius of the site
11	Detailed Topographical Plan (scale 1:1000) of the proposed site showing all the dimensions of the site and Contours of the land at 5m interval showing Nalas, Drains, Wells, Trees, Roads, Electrical Lines etc.
12	Satellite Imagery for the site and the surrounding developments within 500m radius of the site
13	NOC from the Revenue Department under the Andhra Pradesh Agricultural Land (Conversion for Non- Agricultural Purpose) Act, 2006
14	Draft Mortgage Deed duly indicating the plots proposed for mortgage
15	A copy of Adangal Document
16	A copy Market Value.
17	Revenue Sketch issued by Revenue authority, if the site is part of Survey no.s
18	Infrastructure Plan
19	Design Brief
	Layout Documents
	<b><u>Primary Documents</u></b>
1	Registered Mortgage Deed
2	Latest Ec After Mortgage Registration
3	Site Photos

## PROCEDURE FOR CHANGE OF LAND USE APPLICATION

Name of the Applicant :

Survey Numbers :

Name of the Village :

Extent of site :

I)	Application form	Furnished	Not furnished
	a) Applicants/ society name, address and details with Survey number, village name, ward and town and extent of site: conversion of use sought for		
II)	Documents		
	a) Attested copies of Title deed along with 10(1) pattadar pass book, VA No.3 duly incorporated the applicant's name issued by M.R.O.		
	b) M.R.O. Certificate to the effect that the lands proposed does not come under Govt. land or 'D' patta lands.		
	c) U.L.C. Clearance from the competent authority and Spl. Officer, ULC, VSP for Corporation, Municipal area OR Agricultural land ceiling certificate from the R.D.O. in Gram Panchayat areas shall be furnished.		
III)	Plans:		
	a) Attested copies of the F.M.B. sketches issued by M.R.O. duly showing the proposed site.		
	b) Site plan in quadruplicate drawn to a scale of not less than 1:1000 showing the Topo details of the land and within a distance of 100 Mtrs. Around the site and existing roads, buildings, natural water course etc. duly signed by the applicant and Licensed Surveyor/ Engineer/ Architect.		

	c) The detailed plan of site under reference drawn to a scale of not less than 1:500 drawn in triplicate signed by the licensed architect Engineer/ Surveyor and owner of the site.		
	d) Approach road shall be minimum of 40' width (should have ownership of the approach road if it is govt. land then permission from Revenue authority shall be furnished)		
IV)	Site owner-ship statement (prescribed format enclosed)		
V)	Charges/ fees to be paid		
	a) Processing fee of Rs. 2,000/- for the 1st acre and Rs. 1000/- for every additional area of part		
	b) Conversion charges @ Rs. 5/- per sqm. In Gram Panchayat areas and Rs.10/- per sqm. In Municipal corporation & Municipal areas for Agricultural use to residential use (for other areas and uses please see the development charges		
	e) Paper Notification charges Rs. 2,500/-		
	The above amounts payable to VUDA shall be sent through Demand Draft drawn in favour of the Metropolitan Commissioner, VMRDA payable at Visakhapatnam .		

Note: Building applications, Layout applications, Change of Land-use applications shall be submitted through Local Body.

The following are the mandatory documents to be submitted by the applicant along with CLU application for approval of Change of land use:

1. The [GramPanchayat](#) / GVMC/ Municipality resolution copy and forwarding letter addressed to the Metropolitan Commissioner, VMRDA.
2. Change of Land use Proforma Part-II of the proposed site from the Local body.
3. Change of land use Proforma Part-I of the proposed site filled by the applicant.

4. Attested copies of land property documents along with link documents.
5. Adangal copies and RoR(I-B) obtained through meeseva.
6. Attested copies of NALA proceedings obtained from RDO concerned.
7. Attested copy of Zeroyathi land certificate issued by Tahsildar concerned is classified as Rythuware Dry/Wet lands as per F.C.O.FairAdangal.
8. Copies of the Latest Encumbrance Certificates on Property obtained through Mee-seva.
9. Attested copy of F.M.B duly showing the proposed site.
10. Three copies of the Site plan and Topo Plan duly showing the proposed site duly signed by the both applicant and licensed surveyor along with Soft copy.
11. Three copies of Google Map duly showing the proposed site with Latitude & Longitude points (Geo-coordinates) along with Soft copy.
12. Copy of the Sanctioned Master Plan Extract (color) duly showing the proposed site.
13. Photographs of the proposed site duly showing the 4 cardinal sides.
14. Copy of the Licensed Civil Engineer issued by VUDA.(Now VMRDA)
15. To pay Processing fee along with CLU application form.

## PROCEDURE FOR REGULARISATION OF LAYOUT / SITE APPLICATION

Survey Numbers :

Name of the Village :

Extent of Layout / site : Acs.

Particulars furnished :

1	Attested copies of title deed / Regd.GPA/Pattadar pass books / title deed books	Furnished	Not furnished
2	Attested copies of FMB sketch issued by MRO showing the proposed site with measurements	Furnished	Not furnished
3	Topo plans signed by Applicant and Licensed Surveyor along with a copy of Gramapanchayat approved layout plan and it's Resolution No:	Furnished	Not furnished
4	Attested copies of the individual documents of the plot owners	Furnished	Not furnished
5	Site ownership statement (Prescribed format)	Furnished	Not furnished
6	Land ownership / title deeds verification should be done to the satisfaction of the local authority	Furnished	Not furnished
7	Certificate from M.R.O. to the effect that the lands proposed do not come under Government land or D. Patta lands.	Furnished	Not furnished
8	Urban land Clearance from the competent authority and Spl. Officer, ULC, Visakhapatnam / Agricultural Land Ceiling Certificate from Revenue Divisional Officer to be produced.	Furnished	Not furnished

9	Approach road should be of minimum 40' width (should have ownership the approach road/ if Govt. land permission from Revenue Authority should be furnished)	Furnished	Not furnished
10	Processing fee @Rs.2/- per Sq.mt. for the entire layout area	Paid	Not paid
11	Development charges @Rs.5/- per Sq.mt. for Panchayat area and Rs.10/- per sq.mt. in Municipal area	Paid	Not paid
12	Conversion charges as per G.O. Ms.No. 489 MA, dated 07-08-1996 shall be paid if the site not falls in residential use.	Paid	Not paid
13	Processing fee of Rs. 2000 for the 1st AC and Rs. 1000/- for every additional acre or part thereof.	Paid	Not paid
14	Conversion charges @ 5/- per Sq. mt. in Gram Panchayat areas and Rs. 10/- per sq.mt. in Municipal area for agricultural use to residential use (For other areas and uses please see the development charges chart)	Paid	Not paid
15	Paper notification charges of Rs.2,500/-	Paid	Not paid
16	Gram Panchayat fees @Rs.1/- per Sq.mt.	Paid	Not paid
17	Specific remarks of the Municipal Corporation/ Municipality/ Grampanchayat on the proposed layout.	Yes	No

Note: Building applications, Layout applications, Change of Land-use applications shall be submitted through Local Body.

## Film shootings

Sl. No.	Name of the places	Hire charges for Film shootings per day (8 Hrs) and Lawn Maintenance charges	Hire charges of Low budget, Short, documentary and education films with a budget of Rs. 3.00 crore and below	Security Deposit for Film shooting	Service Tax (GST@ 18%)
1.	VMRDA Park	25,000/-	5,000/-	5,000/-	4,500/-
2.	Kailasagiri	25,000/-	5,000/-	5,000/-	4,500/-
3.	Tenneti Park	25,000/-	5,000/-	5,000/-	4,500/-
4.	Beach Park	25,000/-	5,000/-	5,000/-	4,500/-
5.	Thotlakonda	25,000/-	5,000/-	5,000/-	4,500/-
6.	Kursura Submarine Museum	25,000/-	5,000/-	5,000/-	4,500/-
7.	Health Arena	25,000/-	5,000/-	5,000/-	4,500/-

## **Cost of Plant material.**

Sl.No	Description of bag plant	Cost of bag plant
1	4"X7" size bag plants	Rs.3-00
2	5"X9" size bag plants	Rs.10-00
3	8"X12" size bag plants	Rs.25-00
4	13"X13" size bag plants (Avenue plants)	Rs. 75-00
5	13"X13" size bag plants (Ficus panda, Ficus blackiana & other Palms)	Rs. 125-00
6	12"x18" size bags	Rs. 85-00

### Entry fee of the parks developed by VMRDA

SNo	Venue	Category Name	Rate
<b>NTR-VMRDA PARK</b>			
1	NTR-VMRDA PARK	Adult	₹ 10.00
2	NTR-VMRDA PARK	Child	₹ 5.00
<b>SUBMARINE</b>			
3	SUBMARINE	Child	₹ 20.00
4	SUBMARINE	Adult	₹ 40.00
5	SUBMARINE	School child in Groups	₹ 10.00
6	SUBMARINE	Camera	₹ 50.00
7	SUBMARINE	Video Camera	₹ 200.00
8	KAILASA HILL	2 Wheelers	₹ 20.00
9	KAILASA HILL	4 Wheelers (small)	₹ 50.00
10	KAILASA HILL	Mini Bus	₹ 150.00
11	KAILASA HILL	RTC Tickets	₹ 5.00
12	KAILASA HILL	4 Wheeler(big)	₹ 70.00
13	KAILASA HILL	Big Bus	₹ 300.00
14	KAILASA HILL	Adult(Walkers)	₹ 5.00
15	KAILASA HILL	Child(Walkers)	₹ 5.00
16	KAILASAGIRI ROPEWAY	Adult (Walkers) Child	₹ 5.00
17	THOTLAKONDA	Adult(Walkers)	₹ 5.00

18	THOTLAKONDA	Child(Walkers)	₹ 5.00
19	THOTLAKONDA	2 Wheelers	₹ 20.00
20	THOTLAKONDA	4 Wheelers	₹ 30.00
21	THOTLAKONDA	Mini Bus	₹ 150.00
22	THOTLAKONDA	Big Bus	₹ 300.00
23	CENTRAL PARK	Bike Parking	₹ 20.00
24	CENTRAL PARK	Cycle Rent per Hour	₹ 50.00
25	CENTRAL PARK	Car Parking	₹ 30.00
26	CENTRAL PARK	Child	₹ 15.00
27	CENTRAL PARK	Adult	₹ 30.00
28	CENTRAL PARK	Bus Parking	₹ 300.00
29	TU-142 AIRCRAFT MUSEUM	Child	₹ 40.00
30	TU-142 AIRCRAFT MUSEUM	Adult	₹ 70.00
31	TU-142 AIRCRAFT MUSEUM	School child in Group	₹ 20.00
32	WORLD TELUGU MUSEUM	Venue Entry / Show (Public)	₹ 40.00
33	WORLD TELUGU MUSEUM	Venue Entry / Show (Student)	₹ 20.00
34	WORLD TELUGU MUSEUM	Venue Entry / Non Show	₹ 20.00