

Change of use and Development Permission for SJDA area under WB T&C(P&D) Act, 1979.

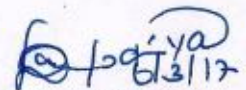
SJDA issues permission of institution of use/change of use and development permission under West Bengal Town and Country (Planning & Development) Act, 1979 and LUDCP of SJDA and realises development charges. Intending applicants through registered licensed building surveyor/architect are required to submit application through SJDA website i.e. www.sjda.org. with necessary drawing and documents as follows.

For Change of use/ institution of use

1. Application in form- I (in the format Vide No. 2354-T&CP/1R-6/80 dt. 02.04.1980).
2. Documents showing ownership right over the property (Deed, L.R. khatian or R.S. khatian with chain deed, mutation, upto date rent receipt).
3. Power of attorney if applicable.
4. Site plan of the area proposal to be developed (not less than scale 1:300) indicating location of the site (Key Plan) and details of area proposed.
5. L.B.S. License card/Architect Registration certificate.
6. Mouza map specific portion with location of site.
7. Drawing in .dwg format converted in specific software
8. Pdf copies of drawing and documents.

For Development Permission (Building Plan)

1. Application in specific form in schedule II of LUDCP (in the format vide no 2352-T&CP/1R-6/80 dt. 02.04.1980).
2. A site plan in quarduplicate (scale not less than 1:300).
3. A Detailed plan in quarduplicate showing the plan, section and elevation of the proposed development work (scale not less than 1:100).
4. An extract of record of right/ property registered (any other documents showing ownership of land to be specified).
5. In the case of layout, a site plan (in quarduplicate) showing the surrounding land and existing access to the land included in the layout.
6. In the case of layout, a plan (in quarduplicate) showing.
 - (i) Sub- division of the land or plot with dimension and area of such of the proposed sub- division and its use according to prescribed.
 - (ii) Width of the proposed streets and,
 - (iii) Dimension and areas of open spaces providing in the lay out for the purpose of garden or recreation or any like purpose.
7. Approved LUCC site plan (not required in SJDA project areas).
8. Approved LUC certificate (not required in SJDA project areas).
9. Drawing in .dwg format converted in specific software
10. Pdf copies of drawing and documents.
11. NOC of Power grid, WBPCB, WBFES, Air force (In particular cases).



Chief Executive Officer,
Siliguri Jalpaiguri Development Authority

