

Form of Application to Village Panchayat for Construction Licence

Date: _____

From:- _____
(Name and address of Owner)

To,
The Sarpanch,
Village Panchayat of _____
_____, Goa.

Sir/Madam,

I/We hereby give notice that I/We intend to erect/re-erect/add to /alter/execute the following works in the site or plot of land bearing Survey No. _____ /Sub-divided Plot No. _____ of _____ Village _____ on _____ road, in _____ ward.

Description of construction:- _____

I/We forward herewith the following:- *strike out which is not applicable.

1. Drawings duly approved/technically cleared by PDA/TCPD:

- | | | |
|----------------------------------------------|----------|-----|
| (a) Site Plan | 3 copies | () |
| (b) Detailed plans, Elevations & Sections | 3 Sets | () |
| (c) Location Plan | 3 copies | () |
| (d) *Parking Layout Plan | 3 copies | () |
| (e) *Contour Plans in case of sloping sites. | 1 copies | () |

2. Documents duly authenticated/signed as prescribed:

- | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|
| a) Questionnaire duly authenticated by PDA/TCPD | 2 copies | () |
| b) *Survey plan | 1 copy | () |
| c) Copy of Index of Land (Form-III/I & XIV/Form-B/D) | 1 copy | () |
| d) Document showing ownership of land | 1 copy | () |
| e) Certificate from the Architect/Engineer/ who has planned the project & has signed the drawings | 1 copy | () |
| f) Structural Liability Certificate from the Engineer Responsible for the Structural Design of the Project | 1 copy | () |
| g) Affidavit from the Owner in prescribed format | 1 copy | () |
| h) *Power of Attorney (if applicable) | 1 copy | () |
| i) Conversion Sanad | 1 copy | () |
| j) Valuation certificate from Concerned Architect/ Engineer (Govt. Approved) | 1 copy | () |
| k) Plan showing typical design of Septic tank with soak pit duly approved by concerned Health Officer | 3 copies | () |
| l) *NOC from other agencies,(i.e. Electricity dept./ P.W.D./CRZ/Goa State Pollution Control Board/ Chief Fire Officer/Chief controller of explosives/ Chief Inspector of Factories) if applicable:- | 1 copy | () |

I/We hereby declare that I/We am/are the owner/owners/authorized agent of the property to be built upon.

Yours faithfully,

Name & Signature of Owner

Signature of the Architect/Engineer/Town
planner/Landscape Architect/ Urban Designer
(Seal with Name, Address, Reg.No.)

