



DRAINAGE DIVISION - C.M.C.
CHECK LIST FOR CLEARANCE APPLICATION
(Survey Plan/Amalgamations/Subdivision)

Ref. No. :- ME/PB.....

No. of sets submitted:.....Nos.

		Yes	No	N/A	Remarks
1	Clearance Application duly filled and signed by owner/s				
2	Original survey plan and 5 Nos. of true hard copies drawn to the scale 1:1000 or one chain to an inch				
3	Scale of the site plan is in order				
4	If the application sign by the power of attorney holder *Certified true copy of the power of attorney *Affidavits				
5	If the land owner is a company *Certified copy of the certificate of incorporation as detail in form power of attorney *power of attorney				
6	A Confirmation letter for the assessment number from the Municipal Assessor's Department of CMC - if necessary. (If the assessment number is given in Survey plan does not tally with the number given in Building Plan, a letter from the Municipal Assessor's Department, issued within 06 Months to be submitted, confirming the assessment number of the property.)				

Receiving Officer's Comments :

Name of Receiving Officer :

Date :

.....
Receiving Officer's Signature

Date :

.....
Applicant's Signature



DRAINAGE DIVISION - C.M.C.
CHECK LIST FOR CLEARANCE APPLICATION
(Building Plan < 4 Stories)

Ref. No. :- ME/PB..... No. of sets submitted:.....Nos.

		Yes	No	N/A	Remarks
1	Clearance Application duly filled and signed by owner/s				
2	06 copies of Building Plans signed by the owner.				
3	Scale of the site plan is in order (1:1000)				
4	Photo copy (Original size) of the survey plan of the property.				
5	A Confirmation letter for the assessment number from the Municipal Assessor's Department of CMC - if necessary.				
6	Letter of indemnity with copies of the NIC of owner/ power of Attorney holder/02 witnesses				
7	If the application sign by the power of attorney holder * Certified true copy of the power of attorney * Affidavits				
8	If the land owner is a company * Certified copy of the certificate of incorporation as detail in form power of attorney * power of attorney				

Receiving Officer's Comments :

Name of Receiving Officer :

Date :

.....
 Receiving Officer's Signature

Date :

.....
 Applicant's Signature



DRAINAGE DIVISION - C.M.C.
CHECK LIST FOR CLEARANCE APPLICATION
(Building Plan > 4 Stories)

Ref. No. :- ME/PB..... No. of sets submitted:.....Nos.
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		Yes	No	N/A	Remarks
1	Clearance Application duly filled and signed by owner/s				
2	07 Copies of Building Plans signed by the owner.				
3	Scale of the site plan is in order (1:1000)				
4	Photo copy (Original size) of the survey plan of the property.				
5	A Confirmation letter for the assessment number from the Municipal Assessor's Department of CMC - if necessary. (If the assessment number is given in Survey plan does not tally with the number given in Building Plan, a letter from the Municipal Assessor's Department, issued within 06 Months to be submitted, confirming the assessment number of the property.)				
6	Letter of indemnity with copies of the NIC of owner/power of Attorney holder/ 02 witnesses				
7	If the application sign by the power of attorney holder * Certified true copy of the power of attorney * Affidavits				
8	If the land owner is a company * Certified copy of the certificate of incorporation as detail in form power of attorney * power of attorney				
9	Storm Water / Waste Water demand Assesment report signed by Building service Engineer				
10	Sewerage / Storm Water proposal Assesment report signed by Engineer				
11	Treatment plant details (if necessary)				
12	Rain Water harvesting system details Assesment report signed by Technical Officer/Draughtman (If Necessary)				

Receiving Officer's Comments :

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Name of Receiving Officer :

Date :

.....
 Receiving Officer's Signature

Date :

.....
 Applicant's Signature