



Documents necessary for obtain clearance certificate For Survey Plan

- Recently surveyed original survey plan and 5 nos. of true hard copies drawn to the scale of 1:1000 or one chain to an inch
- Copy of earlier approved sub division/amalgamation plan or all other relevant survey plans referred in the legend (same size as the original)
- Confirmation letter for the assessment number from the Municipal Assessor's Department of Colombo Municipal Council – if necessary
- Letter of indemnity with copies of the NIC of Owner / Power of attorney holder / 02 witnesses (format can be collected from City Planning Division)
- If application sign by the power of attorney holder
 - ❖ Certified True copy of the power of attorney
 - ❖ Affidavit
- If the land owner is a company,
 - ❖ Certified True copies of business registration and list of director board (from 20 & 41).
 - ❖ Certified True extracts of Board of resolution passed by the company (format can be collected from City Planning Division)
 - ❖ Company articles if necessary.

Documents necessary for obtain clearance certificate For Building Plan(< 4 stories)

- Building Plan (minimum of 04 numbers of copies) drawn on maximum of A1 or minimum of A3 size papers
- Recently Approved Survey Plan or Survey Plan with Confirmation letter issued by Colombo Municipal Council for an existing lot or developable lot (The survey plan should be within 10 years)
- A confirmation letter from the Municipal Assessor's Department of Colombo Municipal Council if necessary
- Photocopy of owner's National Identity card
- If the application is submitted by the owner's Representative an Authorized letter from the owner and copies of owner's & representative
- Letter of indemnity with copies of the NIC of Owner / Power of attorney holder / 02 witnesses (format can be collected from City Planning Division)
- If application sign by the power of attorney holder
 - Certified True copy of the power of attorney
 - Affidavit
- Company articles if necessary If owner is a company, signatures of two directors with company seal shall be tallied with those appear in the application
- Details of the Drawings/plans
 - Scale of site plans – 1:1000 (Site plan should clearly indicates access road)
 - Sketches of the premises (Sketches should clearly indicates access road and main road)

Please Note that No other payment made in this regard.

If the property is situated closer to Beria Lake, Kelani River, Sea Shore, Canal Bank and St. Sebastian Canal maintained other agencies, date of issue of the clearance will be upon clarification letter from respective agencies



Documents necessary for obtain Clearance Certificate For Building Plan(> 4 stories)

- Building Plan (minimum of 07 numbers of copies) drawn on maximum of A1 or minimum of A3 size papers
- Recently Approved Survey Plan or Survey Plan with Confirmation letter issued by Colombo Municipal Council for an existing lot or developable lot (The survey plan should be within 10 years)
- A confirmation letter from the Municipal Assessor's Department of Colombo Municipal Council if necessary
- Photocopy of owner's National Identity card
- If the application is submitted by the owner's Representative an Authorized letter from the owner and copies of owner's & representative
- Letter of indemnity with copies of the NIC of Owner / Power of attorney holder / 02 witnesses (format can be collected from City Planning Division)
- If application sign by the power of attorney holder,
 - ❖ Certified True copy of the power of attorney
 - ❖ Affidavit

Company articles if necessary If owner is a company, signatures of two directors with company seal shall be tallied with those appear in the application

Details of the Drawings/plans

- ❖ Scale of site plans – 1:1000 (Site plan should clearly indicates access road)
- ❖ Sketches of the premises (Sketches should clearly indicates access road and main road)

Large Developments projects, (Hotel, Apartment Building> 15 units .) following additional details should also be provided .

- ❖ Waste Water (Black/Gary)demand Assesment report signed by Building service Engineer
- ❖ Storm Water proposal report signed by Engineer
- ❖ Treatment plant details (if necessary) report signed by Engineer
- ❖ Rain Water harvesting system details signed by Engineer

Please Note that No other payment made in this regard.

If the property is situated closer to Beria Lake, Kelani River, Sea Shore, Canal Bank and St. Sebastian Canal maintained by other agencies, date of issue of the clearance will be upon clarification letter from respective agencies