

Check List for Plots/Buildings in Unauthorized Colonies.

1. Application on prescribed Proforma duly signed by the applicant alongwith Mobile Number.
2. Proof of ownership viz. Registered Sale deed/Fard Jamabandi/ Full & Final Payment Agreement to sell on stamp paper, Power of Attorney to sell.
The agreement prepared by pasting revenue stamps will not be considered valid for the purpose of regularization.
3. Location Plan of the site showing detail of surrounding area.
4. (i) **In case of residential building upto 750 sqyd plot area:-**
 - # A fully dimensioned plan of the plot/building showing detail of plot area/constructed area on all floors (in case of building) alongwith service plan of the building duly prepared and signed by the owner alongwith a self certificate of structure safety.
 - # Self certificate that the building is constructed before 01.04.13.
- (ii) **In case of residential building above 750 sqyd plot area and other building:-**
 - # A fully dimensioned plan of the plot/building showing detail of plot area/constructed area on all floors (in case of building) alongwith service plan of the building building duly prepared, and signed by a qualified architect and the owner alongwith a certificate of structure safety duly signed by the owner and architect.
 - # Certificate from the architect that the building is constructed before 01.04.2013.
5. Self certificate by the applicant stating that the site of the plot/building does not violate any of the clauses as mentioned in para 6 of the policy.
6. Undertaking from the owner to pay regularization charges or any other charges levied under the policy.
7. Copy of Collector rates as on 01.04.2013.
8. **Deposit of Regularization/composition fee:-** Minimum 30% of regularization charges to be deposited with the application form of lump sum amount of regularization fee with 5% rebate. Composition fee of building shall be got deposited in lump sum.

***Payment through demand draft in favour of Chief Administrator, J.D.A payable at Jalandhar.**

Check List for Unauthorized Colonies

1. Application on prescribed form duly signed by the applicant.
2. Proof of ownership viz. Registered Sale deed. Full & Final Payment Agreement/agreement to sell on stamp paper, Fard Jamabandi of the time when such a colony was sold/ developed and the present jamabandi.
The agreement prepared by pasting revenue stamps will not be considered valid for the purpose of regularization.
3. Only those unauthorized colonies or construction shall be regularized colonies which have comp up before 01-04-2013.
4. Location Plan of the colony along with Khasra Plan of the area and google image showing the coordinates and existence of colony.
5. Self Certificate by the applicant stating that the site of the colony does not violate any of the clauses as mentioned at para 6 of this policy.
6. Existing fully dimensioned Layout Plan showing detail of plots sold, under agreement to sell, unsold, built up/vacant plots, road circulation with width, space left for parks, public amenities, if any and duly signed by the Applicant.
7. Service Plan of the colony facilities.
8. Details of the development works carried out in the colony.
9. Undertaking by promoter to pay composition fee in case of category A(i), (ii), and (iii) colonies and in case of category a(iv) the promoter shall also undertake to pay CLU, EDC, LF/PF, SIF or any other charges levied under this policy at present rates along with composition fee fixed under this policy.
10. Copy of Collector rates as on 1-04-2013.
11. **Deposit of composition fee:-**Minimum 10% of composition fee shall be deposited along with application and 15% of Composition Fee Shall be paid within a period of three months from the date of application. The rest amount shall be payable as per para A.2(v) (a).

***Payment though demand draft in favour of Distt. Town Planner concerned.**