

SRINAGAR DEVELOPMENT AUTHORITY

PROCEDURE FOR BUILDING PLAN APPROVAL WITHIN LOCAL AREA OF SRINAGAR MASTER PLAN 2021 EXCLUDING SRINAGAR MUNICIPAL CORPORATION (SMC) LIMITS.

Documents Checklist

- Application Form (Form "A" available on website)
- 3 copies of building proposal on A-3 size paper signed and stamped by a registered Architect/Draftsman.
- Revenue papers of land (Fard Intikab, Tatima, copy of Deed duly registered in the Court and copy of Mutation).

Application Processing Steps:

1. Applicant submits the application to Vice Chairman, SDA seeking approval of the Building Plan along with requisite aforementioned enclosures at Bemina, Srinagar.
2. Application marked by the Vice Chairman, SDA goes to Senior Town Planner SDA on same or next working day.
3. Senior Town Planner sends the application on the date of receipt to Assistant Town Planner for preliminary examination of the case.
4. After preliminary examination of the Building proposal and Revenue Papers, the application is entered into the Computer system and an on-line Submit Number and date is given to file/case by the Town Planning Section.
5. Case file is sent to Computer Section for scanning and uploading of documents and other details. The file is forwarded electronically to following departments for providing their respective 'NOC' online to SDA.
 - a) Assistant Commissioner Revenue- For NOC stating the type of land and ownership verification.
 - b) Assistant Commissioner Nazool- For NOC stating that the land in question is not 'Nazool' land.
 - c) Power Development Department (Inspection Division)- For NOC stating that no HT/LT Power Transmission line is crossing over the said land.

- d) PHE Division/Master Plan Limits- For NOC stating that no PHE infrastructure is passing through the said land.
 - e) UEED- For NOC stating that no UEED infrastructure is passing through the said land.
 - f) Director Land Management, Srinagar Development Authority- For NOC stating that the land in question is not 'SDA' land.
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6. At this stage, the case file is also referred electronically to the Assistant Town Planner for site visit and furnishing of Inspection Report at Level-I.
 7. NOCs from aforementioned departments are received online.
 8. After receiving all NOCs and positive site report from Inspection Level-I, Building Permission case is prepared and Placed in Building Operations Controlling Authority (BOCA) meeting.
 9. In case is approved in BOCA, Inspection Level-II (DTP) Level-III (STP) Level-IV (VC) are cleared online on the same day of approval at step-8.
 10. Fee challan is generated in the Computer Section and handed over to the applicant for making payment.
 11. Fee is paid by the applicant and payment challan submitted to Financial Advisor/CAO SDA.
 12. Final Sanction Order is generated in Computer Section and issued by the Senior Town Planner, SDA.