

**FOR PROJECT REGISTRATION**  
**CHECK LIST for Town Country Planning Section**


SI No	LIST OF DOCUMENTS REQUIRED
1	<b>For Plotted Developments</b> <ol style="list-style-type: none"><li>1. Approved layout plan.</li><li>2. Plan approval Letter/Work Order</li><li>3. If the proposed area of development more than 10 acre NOC from KSPCB</li><li>4. If the proposed area of development is more than 50 Acre then NOC from SEIAA.</li><li>5. CA, Park etc relinquishment Order</li><li>6. If the time limit specified under the plan approval condition lapses, then plan renewal letter or permission of the approval Authority should be submitted.</li><li>7. For Phase wise development phase demarcation drawing certified by the project Architect.</li></ol>
2	<b>For Residential/Group Housing project.</b> <ol style="list-style-type: none"><li>1. Approved Building Plan, Site Plan and Typical Floor Plans.</li><li>2. Building License.</li><li>3. If 2 year from the plan approval is completed then Commencement Certificated should be submitted</li><li>4. If the time limit specified under the plan approval condition lapses, then plan renewal letter or permission of the approval Authority should be submitted.</li><li>5. For Phase wise development phase demarcation drawing certified by the project Architect.</li><li>6. If the built-up area more than 20,000 sqmt, NOC/Environmental Clearance from KSPCB.</li></ol>

upload

  
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**FOR PROJECT REGISTRATION  
CHECK LIST FOR – ACCOUNT SECTION**

SL. NO	RERA SECTION	RULE	REQUIREMENTS	REQUIRED DOCUMENTS	REMARKS
1	SEC 3(1)		Booking/Advertisement of any plot/flat	Declaration form 3(1)	
2	SEC 4(1)		Fee collection	Khajane II confirmation	
3	SEC 4(2)(a)(b)		Details of the promoter( Ind / firm/ company)	Local Address, Registration certificate & photographs, Project Head details, Previous project in past five years (completion/pending/ongoing)	
4	SEC 4(2)(I)(D)		Designated bank account (70%)	Bank details, local Branch Name, IFSC code, Account number.	
5	Sec 4(2)	Rule 3(a)(b)	Additional information	Self attested Pan card copy of the promoter, Annual report including Audited P&L Account, balance sheet(Chartered Accountant UDIN Number is mandatory in Financial statement) cashflow statement, Directors report and auditor report of 3 previous year (2016-17,2017-18,2018-19)	
6				for Individual, New promoter (first project) if there is no financial statements furnish your income tax return for 3 previous year	
7	SEC 4(1)	Rule 3(3)	Details of registration fee	<b>RESIDENTIAL OR GROUP HOUSING</b> 1) BELOW 1000 SQ METER RS 5 PER SQ METER 2) ABOVE 1000 SQ METER RS 10 PER SQ METER BUT MAXIMUM 500000 RULE 3(3)(a)	
				<b>MIXED DEVELOPMENT ( RESIDENTIAL AND COMMERCIAL)</b> 1) BELOW 1000 SQ METER RS 10 PER SQ METER 2) ABOVE 1000 SQ METER RS 15 PER SQ METER MAXIMUM LIMIT RS 700000 RULE 3(3)(b)	
				<b>COMMERCIAL</b> 1) BELOW 1000 SQ METER RS 20 PER SQ METER 2) ABOVE 1000 SQ METER RS 25 PER SQ METER MAXIMUM LIMIT RS 1000000 RULE 3(3)	
				<b>PLOT ( SITE) RS 5 PER SQ METER MAX 200000 ) RULE 3 (3) (d)</b>	

  
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**CHECK LIST for ENGINEERING SECTION**

SL. NO	FIELD / SUB-HEAD	DOCUMENTS REQUIRED						
1	Promoter Details	Local office address within Karnataka state to be mentioned.						
2	Project Details	<div><div>1. Area of proposed project and detail areas</div><div>2. Cost details – Cost of land, cost of construction, total project cost</div><div>3. Latitude and Longitude in prescribed form</div><div>4. Development details (mandatory)<div><div>a) Total no of flats/plots</div><div>b) Different types of flats/plots (in case of residential details of 2BHK or 3BHK with carpet area to be mentioned in case of plotted development plot dimension with no of plots.)</div></div></div><div>5. Associated Vendor details<div><div>a) Project Architect, Project Structural Engineer details for residential/group housing</div><div>b) Contractor details for plotted development.</div></div></div></div>						
3	Uploaded Documents	<div><div>1. For new project of residential flats/group housing project<div><div>i. Building License letter</div><div>ii. Approved building site plan, sanctioned floor plans, elevation and section plan.</div><div>iii. For phase wise project the proposed area demarcation to be marked in site plan drawing duly certified by the project Architect.</div><div>iv. If the validity of the plan has lapsed, plan renewal details or permission of approval authority along with commencement certificate.</div><div>v. Project specification</div><div>vi. Affidavit under Section 3(1) of the RERA Act to be executed on non judicial paper in the prescribed proforma.</div></div></div><div>2. For plotted development<div><div>i. Technical Sanction letter.</div><div>ii. Approved layout plan.</div><div>iii. CA site, Park, Road and Drain handing over letter (Relinquishment Deed)</div></div></div><div>3. No objection Certificates for Group Housing / Residential Flats<table><tr><td>i. For buildings less than 15 meter height and number of units is 20 or more than 2000 sqmt buildup area.</td><td>NOC issued by BWSSB and KSPCB to be uploaded.</td></tr><tr><td>ii. For Building more than 15 meter height of the building</td><td>In addition to above NOC's issued by Fire Force department. Airport Authority of India (If the project is within the Airport vicinity) NOC issued by respective ESIOMS.</td></tr><tr><td>iii. Above 20,000 sqmt of buildup area</td><td>In additional to above NOC issued by SEIAA.</td></tr></table></div><div>For plotted Development<div>Less than 10 acres of area project NOC's issued by local bodies of water supply and respective ESCOMS</div><div>For Extend of more than 10 acres plotted development NOC's mentioned above and NOC issued from KSPCB to be uploaded.</div></div></div>	i. For buildings less than 15 meter height and number of units is 20 or more than 2000 sqmt buildup area.	NOC issued by BWSSB and KSPCB to be uploaded.	ii. For Building more than 15 meter height of the building	In addition to above NOC's issued by Fire Force department. Airport Authority of India (If the project is within the Airport vicinity) NOC issued by respective ESIOMS.	iii. Above 20,000 sqmt of buildup area	In additional to above NOC issued by SEIAA.
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**CHECK LIST FOR – REVENUE SECTION**

<b>I. COMPANY:</b>		
Sl. No.	REQUIRED DOCUMENTS	REMARKS
1	R T C –As on Conversion Date	
2	Sale deed / Title deed	
3	Conversion Order	
4	Khatha from Local Authority	
5	E C Certified 15 Years(prior to date of your application)	
6	Joint Development Agreement(Registered)	
7	Form-B (Notarized Non Judicial Stamp Paper Rs.20/-)	
8	Joint Affidavit cum Declaration (Notarized Non Judicial Stamp Paper Rs.20/-)	

<b>II PARTNERSHIP FIRM</b>		
Sl. No.	REQUIRED DOCUMENTS	REMARKS
1	R T C – As on Conversion Date	
2	Sale deed / Title deed	
3	Conversion Order	
4	Khatha from Local Authority	
5	E C Certified 15 Years(prior to date of your application)	
6	Partnership deed (Registered)	
7	Form-B (Notarized Non Judicial Stamp Paper Rs.20/-)	
8	M.O.U between Promoters or Registered G.P.A.	

<b>III INDIVIDUAL :-</b>		
Sl. No.	REQUIRED DOCUMENTS	REMARKS
1	R T C – As on Conversion Date	
2	Sale deed / Title deed	
3	Conversion Order	
4	Khatha from Local Authority	
5	E C Certified 15 Years(prior to date of your application)	
6	Form-B (Notarized Non Judicial Stamp Paper Rs.20/-)	

  
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