
2. Click on **Apply for Approvals** as shown below.
3. Enter SDP User ID and Password.

4. Click on ‘Proceed’ link
5. Select “Approval for Change of Land Use” in the table

<table>
<thead>
<tr>
<th>S.No</th>
<th>Clearance Name</th>
<th>Application Filling Date</th>
<th>Court/Revised Date by the Dept</th>
<th>Approval/Rejected Date</th>
<th>Status</th>
<th>File ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Section of Estimation for 1 1/2 KVA or 33 KVA Power Supply</td>
<td>24-MAY-2018</td>
<td>-</td>
<td>-</td>
<td>Yet to Apply</td>
<td>AutoOCR file details</td>
</tr>
<tr>
<td>2</td>
<td>Factory Plan Approval</td>
<td>24-MAY-2018</td>
<td>-</td>
<td>-</td>
<td>Yet to Apply</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Building Site Permission Approval from Municipal</td>
<td>24-MAY-2018</td>
<td>-</td>
<td>-</td>
<td>Yet to Apply</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Remission to dig new wells</td>
<td>24-MAY-2018</td>
<td>-</td>
<td>-</td>
<td>Yet to Apply</td>
<td></td>
</tr>
</tbody>
</table>

List of Pre-establishment clearances requiring Department specific application along with Common Application Form (CAF-1):
Click on the affidavit to download the Common Application Form

<table>
<thead>
<tr>
<th>S.No</th>
<th>Clearance Name</th>
<th>Application Filling Date</th>
<th>Court/Revised Date by the Dept</th>
<th>Approval/Rejected Date</th>
<th>Status</th>
<th>File ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Fire-No Objection Certificate</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Yet to Apply</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Registration for VAT, CST</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Yet to Apply</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Consent for Establishment/Change Category</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Yet to Apply</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Approval for Change of Land Use</td>
<td>24-MAY-2018</td>
<td>-</td>
<td>-</td>
<td>Yet to Apply</td>
<td></td>
</tr>
</tbody>
</table>

6. Application will open, and applicant must fill the required details for CLU
**MASTER PLAN (UPLS) DETAILS**

- Site/sector reference falls in the Master Plan of
  - Town

- Scope of Master Plan
  - Sanctioned
    - GOM/No.
    - Date
  - Draft (Formally Approved)
    - GOM/No.
    - Date

- Land use as per Draft/Approved Master Plan
  - Choose File
    - No file chosen

- Extract of Master Plan enclosed
  - Yes
  - No

- Land use Proposal for change by the applicant
  - Yes
  - No

- Purpose or Change of Land (the requested size & type of the proposed Building)

- Whether the use and type of the building is permissible as per the ZBR in the proposed Land as requested by the applicant
  - Yes
  - No

**ACCESS ON MS**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Direction</th>
<th>Min. Required Road Width</th>
<th>Existing Road Width</th>
<th>Proposed Road Width as per MNH/AM/MLAB/2009/3989</th>
<th>Affected Road Widening</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>North</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>South</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>East</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>West</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Road Widening Portion**

- Site gets affected in the proposed road widening as per
  - Yes
  - No

- Affected land already handed over free of cost
  - Yes
  - No

- Affected land not yet handed over
  - Yes
  - No

- Applicant is willing to hand over the affected land free of cost, if CLU is Considered
  - Yes
  - No

**GROUND POSITION**

- Site falls in
  - Approved Layout
  - Registered Layout/Plot
  - Unapproved Layout
  - Others (Specify)

- Site falls in
  - Congested Area/Abadi
  - Developed Area
  - To be developed area
  - Others (Specify)

- Site Condition
  - Plain Land
  - Undeveloped
  - Elevated from Road Level
  - Below the Road Level
  - Others (Specify)

- Site enclosed with
  - Fence
  - Compound Wall
  - No Compound Wall
  - Boundary Stone
  - Others (Specify)

- Site surrounded by (Physical Features) (Photograph shall be enclosed)

- North
  - Choose File
    - No file chosen

Note: Please upload the relevant document (32 MB)
7. After submitting an Application form, **Online Enclosures page will open**, and Applicant must upload Enclosures for approval of CLU clearance.
8. **STEPSTOUPLOAD ENCLOSURESFORAPPROVALFORCHANGEOFLANDUSECLEARANCE**

   **Step - 1:** Select an Enclosure Name from Select column.

   **Step - 2:** Select Choose File option.

   **Step - 3:** Select Upload option.

9. Repeat the above steps to ALL ENCLOSURE NAMES i.e., (Select an Enclosure Name, Select Choose File option and Upload the document)
10. After Uploading all the Enclosures document, Click on **Sent to Department** option.

11. Pop – up will appear and File information sent to Municipality will be shown.