

**FORM-11**  
**(See rule 16(1))**

**FORM OF APPLICATION FOR PERMISSION UNDER SUB-SECTION (2) OF SECTION 15-A OR CLAUSE (a) OF SECTION 16 OR SUB-SECTION (1) OF SECTION 30 OR SECTION 30-A (BEYOND THE LIMITS AS SPECIFIED UNDER SECTION 30-A) OF THE HIMACHAL PRADESH TOWN AND COUNTRY PLANNING ACT, 1977 (ACT NO. 12 OF 1977) FOR SUB-DIVISION /DEVELOPMENT OF LAND**

To  
The Director,  
Town and Country Planning Department,  
Himachal Pradesh, Shimla.

Affix latest  
stamp size  
photograph  
duly

Sir,

I/We hereby apply for permission to undertake/carry out the sub-division / development of land under Khasra No. [ ] Hadbast No. [ ] measuring [ ] square Metre, over which I/we possess the necessary ownership rights, situated at Street/ Road/ Ward No. [ ] Block No. [ ] Plot No. [ ] of Scheme, [ ] (Name of the Scheme, if any) Village [ ] Post Office [ ] Tehsil [ ] District [ ] Himachal Pradesh.

I/We hereby submit the following documents:-

- (i) a copy of title/ownership documents i.e. latest jamabandi in original.
- (ii) a copy of latest original tatima showing Khasra number(s), description and area of land in question, abutting path with its width as well as adjoining Khasra number(s) falling on all the outer limits/ boundaries of the land in question. The land applied for is shown in red, in the tatima.
- (iii) three sets of Location Plan in the scale of 1:1000 showing North direction, indicating the land in question, showing main approach road(s), name of road(s) on which the property and boundaries abuts, important public buildings like hospital, school, cinema, petrol pump, existing land uses / building uses surrounding the land.
- (iv) three sets of Site Plan in the scale of 1:200 showing North direction and all the boundaries of land in question, abutting path with its width, natural features like nullahs, ponds, tress, slopes, contours at an interval of 5.00 Metres if the land is undulated, high tension lines passing through or adjoining the land, existing roads, highways showing the right of way, railway lines, airports with their specification(s) and boundaries, showing details of utilities and services like water supply, drainage, sullage, sewage, sewerage alongwith disposal of drainage, sullage, sewage, position of septic tank, soak pit, rain harvesting tank, electric and telephone poles, showing manner and site for muck disposal and all such other matters which need to be co-ordinated with the adjoining area.
- (v) for sub-division of land into plots, three sets of Drawings in the scale of 1:100 showing North direction, dimensions and area of plots, internal roads, setbacks, parks and open spaces, community buildings such as schools, dispensary, post office, bank etc. and all development proposals including a general report and mode so as to make scheme self-explanatory.
- (vi) a note indicating the type of development proposed i.e. land use or building use, namely residential or commercial or industrial or public and semi-public etc.

Certified that the plans have been prepared, designed and signed by

Sh./Smt./M/s.  (Name and address of the registered  
Town Planner/ Architect/ Engineer/ Draughtsman/ Surveyor) having Registration  
No.  dated

I/We have deposited a fee of Rs.  only  
(Rupees  only) in accordance with the scale as specified under sub-rule (2) of  
Rule 16 of the Himachal Pradesh Town and Country Planning Rules, 2014.

Yours faithfully,  
(Signature of the Applicant(s))

Address

  

Phone No.

# Check list for sub-division of land cases

1. Application on Form -11 of H.P. Town & Country Planning Act 1977.
2. Latest revenue documents i.e. Tatima and Jamabandi (not more than 6 months old).
3. Location plan showing the surrounding features in details, approach road/path.
4. Site plan showing proposed plots, access to each plot, drainage electricity lines, open space/parks and plans must be signed by the professional as well as owner.
5. Four sets of proposed sub-division of land.
6. Affidavit for surrender of land for path/road and open/green area.
7. Fee shall be deposited after completing all the formalities.
8. Photographs of site.
9. Demarcation report.
10. NOC from HPSEB for HT/LT line, if required.
11. NOC from the Forest department, if required.