

APPENDIX-A3

Application to Village Panchayat for Building Licence

From:- \_\_\_\_\_  
(Name and address of Owner)

Date: \_\_\_\_\_

To,  
The Sarpanch,  
Village Panchayat of \_\_\_\_\_,  
\_\_\_\_\_, Goa.

Sir,

I/We hereby give notice that I/We intend to erect/re-erect/add to/alter/execute the following works in the site or plot of land bearing Survey No.\_\_\_\_/Sub-divided Plot No.\_\_\_\_ of \_\_\_\_\_ Village on \_\_\_\_\_ road, in \_\_\_\_\_ ward.

Description of construction:- \_\_\_\_\_

I/We forward herewith the following:- \*strike out which is not applicable.

1. Drawings duly approved/technically cleared by PDA/TCPD:

- |   |          |     |
|---|----------|-----|
| (a) Site Plan                               | 3 copies | ( ) |
| (b) Detailed Plans, Elevations and Sections | 3 sets   | ( ) |
| (c) Location Plan                           | 3 copies | ( ) |
| (d) *Parking Layout Plan                    | 3 copies | ( ) |
| (e) *Contour Plans in case of sloping sites | 1 copy   | ( ) |

2. Documents duly authenticated/signed as prescribed:

- |   |          |     |
|---|----------|-----|
| (a) Questionnaire duly authenticated by PDA/TCPD  | 2 copies | ( ) |
| (b) *Survey Plan  | 1 copy   | ( ) |
| (c) Copy of Index of Land (Form-III/I & XIV/Form-B/D)   | 1 copy   | ( ) |
| (d) Document showing ownership of land  | 1 copy   | ( ) |
| (e) Certificate from the Architect/Engineer who has planned the project and has signed the drawings         | 1 copy   | ( ) |
| (f) Structural Liability Certificate from the Engineer responsible for the Structural Design of the Project | 1 copy   | ( ) |
| (g) Affidavit from the Owner  | 1 copy   | ( ) |
| (h) *Power of Attorney (if applicable)  | 1 copy   | ( ) |
| (i) Conversion Sanad/Application for recommendation for conversion  | 1 copy   | ( ) |
| (j) *NOC from other agencies, if applicable:-   |          |     |
| (i) _____   |          |     |
| (ii) _____  |          |     |
| (iii) _____   | 1 copy   | ( ) |

I/We hereby declare that I/We am/are the owner/owners/authorized agent of the property to be built upon.

Yours faithfully,

\_\_\_\_\_  
Name & Signature of Owner

\_\_\_\_\_  
Signature of the Architect/Engineer/Town Planner/  
/Landscape Architect/Urban Designer  
(Seal with Name, Address, Reg. No.)