

CHECK LIST FOR COMMERCIAL PLOTS

1. Request letter of the party
2. Land value certificate issued by Sub-Registrar
3. Land value certificate issued by valuator
4. Certification of the location for municipality limits
5. Diagram of the proposed commercial plot
6. Worksheet for calculation / fixing of license fees
7. Initial Finance concurrence issued by Sr DFM
8. Noting sheet approved by DRM
9. Copy of acceptance letter obtained from the party for the proposal of commercial plot size, area, license fee and terms and conditions.