

मुंबई महानगर प्रदेश विकास प्राधिकरण  
नोटीस

महाराष्ट्र प्रादेशिक नियोजन व नगर रचना अधिनियम, १९६६  
क्र. एसआरओटी/२५००/नियमितीकरण धोरण / ५६ /२०२४.

18 JAN 2024

**ज्याअर्थी,** महाराष्ट्र शासनाने मुंबई महानगर प्रदेश विकास प्राधिकरणाची ठाणे जिल्ह्यातील भिवंडी परिसर अधिसूचित क्षेत्र (BSNA), अंबरनाथ, कुळगांव-बदलापूर आणि परिसर अधिसूचित क्षेत्र (AKBSNA) व कल्याण ग्रोथ सेंटर (KGC) या क्षेत्रासाठी 'विशेष नियोजन प्राधिकरण' म्हणून नियुक्ती केली आहे;

**आणि ज्याअर्थी,** शासनाने कळविल्यानुसार व प्राधिकरणाच्या १५२ व्या बैठकीत पारित केलेल्या ठराव क्र.१६०२ अन्वये वरील विशेष नियोजन प्राधिकरण क्षेत्रातील अनधिकृत बांधकामे नियमित करणेकरिता ३१ डिसेंबर, २०२२ पर्यंत प्रचलित नियमावलीनुसार विहित नमुन्यात प्रस्ताव स्वीकारणे करीता प्राधिकरणागार्फत दिनांक १२ मार्च, २०२२ रोजी नोटीस क्र. एसआरओटी/२५००/नियमितीकरण धोरण / ३३४/२०२२ प्रसिद्ध करण्यात आली होती. तदनंतर प्राधिकरणाच्या दिनांक २३ डिसेंबर, २०२२ व ०६ जुलै, २०२३ रोजी प्रसिद्ध करण्यात आलेल्या नोटिशीनुसार अनधिकृत बांधकामे नियमित करणेकरिता प्रस्ताव स्वीकारण्याच्या मुदतीत दिनांक ३० सप्टेंबर, २०२३ पर्यंत वाढ करण्यात आली होती.

**आता,** प्राधिकरणाच्या वरील विशेष नियोजन प्राधिकरण क्षेत्रातील अनधिकृत बांधकामे नियमित करणेकरिता आवश्यक त्या सर्व कागदपत्रांसह प्रस्ताव स्वीकारण्याच्या मुदतीत दिनांक ३१ मार्च, २०२४ पर्यंत वाढ करण्यात येत आहे तसेच या वाढीव कालावधीत प्राप्त सर्व प्रस्तावांस दंडात्मक शुल्कावर ५% सवलत अनुज्ञेय असेल.

सदर नोटीस, परिपत्रक प्राधिकरणाच्या <https://mmrda.maharashtra.gov.in> या संकेत स्थळावर उपलब्ध आहे.

नियमितीकरणाचे प्रस्ताव खाली नमूद कार्यालयात कार्यालयीन वेळेत सादर करता येतील;

वरिष्ठ नियोजक,

उप प्रादेशिक कार्यालय, ठाणे, मुं.म.प्र.वि. प्राधिकरण,  
बहुउद्देशिय हॉल, २ रा मजला, ओसवाल पार्क लगत  
पोखरण रोड नं. २, माजिवडा, ठाणे (प.) ४०० ६०१.

दि. ३१ मार्च, २०२४ नंतर प्राप्त होणारे अर्ज व सादर प्रस्तावातील कागदपत्रे स्वीकारली जाणार नाहीत.

सदर नोटीस दिनांक १ ऑक्टोबर, २०२३ पासून अमंलात आली आहे

स्थळ: मुंबई.

दिनांक: 18 JAN 2024

(डॉ. संजय मुखर्जी, भा.प्र.से.)  
महानगर आयुक्त,  
मुं.म.प्र.वि. प्राधिकरण.

**MUMBAI METROPOLITAN REGION DEVELOPMENT AUTHORITY**

**NOTICE**

**Maharashtra Regional and Town Planning Act, 1966**

No. : SROT/2500 /Regularisation Policy/ 56 /2024.

18 JAN 2024

**WHEREAS**, the Govt. of Maharashtra has appointed the Mumbai Metropolitan Region Development Authority (MMRDA) to be the 'Special Planning Authority'(SPA) for the 'Bhiwandi Surrounding Notified Area (BSNA)', 'Ambarnath, Kulgaoon-Badlapur and Surrounding Notified Area(AKBSNA)' and 'Kalyan Growth Centre (KGC)' in Thane District;

**AND WHEREAS**, as per Govt.'s directions and as per resolution no. 1602 passed in 152<sup>nd</sup> Authority meeting, notice no. SROT/2500 /Regularisation Policy/334/2022 was published on 12<sup>th</sup> March, 2022 for submitting applications by applicants in the prescribed format as per prevailing DCR on/ or before 31<sup>st</sup> December, 2022. Thereafter, as per MMRDA's Notice dated 20<sup>th</sup> December, 2022 and 06<sup>th</sup> July, 2023 the said period for submitting proposals was further extended till 30<sup>th</sup> Sept, 2023.

**NOW**, MMRDA hereby further extends the date for submitting proposals with all required documents by applicants for regularisation in above SPA areas of MMRDA up to **31<sup>st</sup> March, 2024** and the proposals received in the extended period shall be eligible for 5% promotional concession on penalty charges.

The notice, circulars regarding regularisation are available on MMRDA's website at <https://mmrda.maharashtra.gov.in>.

The applications shall be submitted to the following Office within Office hours:

Senior Planner,  
MMRDA, Sub-Regional Office,  
2nd Floor, Multipurpose Hall,  
Pokharan Road No. 2, Majiwada, Thane (W) 400601

Applications and Compliances of submitted proposals received after **31<sup>st</sup> March, 2024** will not be considered.

This circular has come in force with immediate effect from 1<sup>st</sup> October, 2023.

**Place:** Mumbai.

**Date:**

18 JAN 2024

  
(Dr. Sanjay Mukherjee, IAS)  
Metropolitan Commissioner,  
MMRDA.

**Mumbai Metropolitan Region Development Authority**

Sub Regional Office : Multipurpose Hall, 2nd Floor, Near Oswal Park, Pokharan Road No. 2, Majiwada, Thane (W) - 400 601.

Tel.: (022) 21712195 / 21712197 Fax : (022) 21712197 E-mail : sro.thane@mailmmrda.maharashtra.gov.in

**MUMBAI METROPOLITAN REGION DEVELOPMENT AUTHORITY**

No. : SROT/2500 /Regularisation Policy/333/2022 Date: 11 MAR 2022

**CIRCULAR**

Sub: Procedures and Scale of Penalty Premium to be recovered for Regularization of Unauthorized Constructions in the Special Planning Authority Areas (SPA's) of MMRDA falling within the jurisdiction of Thane District.

- Ref: 1. MMRDA's Office note dated 05.05.2014 for rates of penalty premium  
2. MMRDA's office note dated 25.07.2019 for revised rates of penalty premium  
3. MMRDA's letter no. SROT/2500/BSNA/UC/Policy/1020/2021 dated 21.10.2021  
4. UDD, GoM's letter no. TPS-1221/ 2267/Pra.Kra.7/22/UD-12 dated 22.02.2022

Govt. of Maharashtra has appointed Mumbai Metropolitan Region Development Authority as Special Planning Authority for the 'Bhiwandi Surrounding Notified Area' (BSNA), 'Ambarnath, Kulgaon-Badlapur and Surrounding Notified Area' (AKBSNA) and 'Kalyan Growth Centre' (KGC) in exercise of its powers conferred by Section 40 (1) of the Maharashtra Regional and Town Planning Act, 1966.

Considering the quantum of unauthorised constructions in SPA areas of MMRDA a regularisation policy on the lines of MCGM was decided vide office note referred at (1) above. The said policy was further revised vide note referred at (2) above on comparative study of various authorities policy within Thane district. Applicants from BSNA requested to reduce the rates of Penalty. In view the meeting conducted by Principal Secretary, Urban Development Dept. on 04.10.2021 MMRDA vide its letter dated 21.10.2021 requested Govt. to make a policy for regularisation of unauthorised constructions and to fix rates for penalty to be charged for regularisation in above SPA areas of MMRDA. Urban Development Department vide their letter dated 22.02.2022 has directed MMRDA to regularise unauthorised constructions under section 143 of the MRTP Act by charging Penalty as decided by Authority and also to take decision on regularisation on case to case basis regarding deficiency in Marginal Open Space, Parking, Amenity Space and Recreational Open Space under the provisions of UDCPR at Authority's level.

Further, Authority in its 152<sup>nd</sup> meeting held on 28<sup>th</sup> February, 2022 vide resolution no. 1602 has accorded its approval for regularisation of proposals for above SPA areas of MMRDA and to fix rates of Penalty.

Therefore, in view of the Govt's directions and Authority's approval the procedures and Scale of Penalty Premium to be recovered for Regularization of Unauthorized Constructions in the Special Planning Authority Areas (SPA's) of MMRDA falling within the jurisdiction of Thane District are as follow:

1. Applicants shall submit their proposals in prescribed manner as per prevailing DCR along with requisite documents as per MMRDA's handbook for regularisation of unauthorised construction

**Mumbai Metropolitan Region Development Authority**

Bandra-Kurla Complex, Bandra East, Mumbai 400 051.

T +91 22 2659 1234 EPABX +91 22 2659 0001 / 4000 F +91 22 2659 1112 / 1264

<https://mmrda.maharashtra.gov.in>

within jurisdiction of SPAs of MMRDA falling within Thane District on/or before 31st December, 2022 to Sub-Regional Office, Thane.

2. Penalty rate for regularisation shall be charged as decided by Authority vide resolution no. 1602 as mentioned in Table no.1.

Table no.1:

<b>PENALTY RATES FOR REGULARISATION OF UNAUTHORISED CONSTRUCTIONS IN MMRDA'S SPA AREAS OF BHIWANDI SURROUNDING NOTIFIED AREA, KALYAN GROWTH CENTRE AND AMBARNATH, KULGAON- BADLAPUR AND SURROUNDING NOTIFIED AREA FALLING WITHIN THE JURISDICTION OF THANE DISTRICT.</b>			
<b>Note:</b> The base premium rate shall be taken as 25% of developed land rate given in stamp duty Ready Reckoner issued by Govt. for the year of the date of approval for regularization.			
<b>S. No</b>	<b>Description</b>	<b>Scale of Penalty as % of premium rates.</b>	<b>Remarks</b>
1.	Work carried out beyond CC but within the approved plan.	<b>20%</b> (of 25% of base premium rate)	Adopted as per amended policy of MCGM.
2.	Work carried out beyond CC and within the approved plan but after issue of stop work notice.	<b>40%</b> (of 25% of base premium rate)	Adopted as per amended policy of MCGM.
3.	Work carried out without approval but within plot potential including setback area	<b>70%</b> (of 25% of base premium rate)	Adopted as per amended policy of MCGM.
4.	Work carried out without approval but regularizable by way of utilizing TDR or amalgamation of additional plots or additional FSI permissible, as per the provisions of applicable sanctioned DCR	<b>100%</b> (of 25% of base premium rate)	Adopted as per amended policy of MCGM.
5.	For change of user within approved / authentic building.	<b>30%</b> (of 25% of base premium rate)	Adopted as per amended policy of MCGM.
6.	For interior addition / alteration within approved / authentic building which requires prior permission or work of foundation of any type or excavation work / temporary labour huts / camp / temporary site office / godown / store / site laboratory / sample flat	<b>Rs.520/- per sq.m</b> (Minimum ` 25000/-) to be increased by 5% every two years period.	Adopted as per amended policy of MCGM.
7.	Unauthorized occupancy without obtaining prior	<b>Rs. 50/- per sq.m</b> of occupied carpet area	Adopted as per amended policy of

8/1

	Occupation Certificate from the Authority		MCGM, dated 06.10.1995.
8.	Condonation for deficiency in required Marginal Open Space, (Applicable only for Regularization Proposals and side and rear margins).  [Note: This provision shall only apply to the unauthorized development carried out on or before the date i.e. 31.12.2020]	Subject to clearance from Competent Fire Authority and the payment of penalty premium as given below i. <b>10%</b> (of 25% of base premium rate) for Residential user (For affected BUA). ii. <b>25%</b> (of 25% of base premium rate) for other than Residential User (For affected BUA).	As informed by Govt. vide their letter dt. 22.02.2022 under Reg. No. 2.4 of UDCPR
9.	Amenity Space (Applicable only for Regularization Proposals).  [Note: This provision shall only apply to the unauthorized development carried out on or before the date i.e. 31.12.2020]	Relocation of reservation area up to 500m from the boundary of plot within original location in Development Plan or within 300m from the boundary of plot of other land subject to consent from land owner.	As informed by Govt. vide their letter dt. 22.02.2022 under Reg. No. 3.5 & 3.11 of UDCPR
10.	Recreational Open Space (Applicable only for Regularization Proposals).  [Note: This provision shall only apply to the unauthorized development carried out on or before the date i.e. 31.12.2020]	<b>25% of Land RR rate (For provided R.G. Area)</b>  Depending upon case to case basis where clearly demonstrable hardship is caused.	As informed by Govt. vide their letter dt. 22.02.2022 under Reg. No. 3.4 & 2.4 of UDCPR
11.	Parking (Applicable only for Regularization Proposals).	No relaxation as per UDCPR. Stack parking may be allowed as per DCR in case of clearly demonstrable hardship.	As informed by Govt. vide their letter dt. 22.02.2022 under Reg. No. 2.4 of UDCPR
12.	Levy of Penalty Premium	If the proposals for regularizations are received for which <b>earlier approvals</b> have been granted by the <b>then Competent Authorities</b> , then the <b>Penalty Premium</b> for the Land & Built-up Area Component shall be <b>calculated on the additional Built-up Area Component and land component as per S.No. I to II above</b> if it is newly added, after deducting the earlier sanctioned Land & Built-up Area Component.	

h.

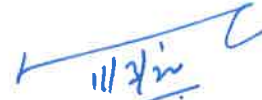
3. Promotional Concessions in the premium rates shall be applicable to the following proposals as per said resolution as mentioned in Table no. 2.

**Table no.2:**

Period for submission of proposal	Concession on premium rate
First 03 months	20 %
03 to 06 months	10%
06 months to 01 year	5%

The promotional concession will be valid for one year and will be applicable from the date of publication of notice in newspapers regarding regularisation of unauthorised constructions in the said SPA areas.

4. Ambarnath Municipal council, Kulgaon-Badalapur Municipal council and Collector office, Thane shall forward the regularisation proposals received in their office to MMRDA for MMRDA's SPA area of Ambarnath, Kulgaon-Badlapur and Surrounding Notified Area.



(S.V.R. Srinivas, IAS)

Metropolitan Commissioner,  
MMRDA

To,

**All Concerned.**

1. Chief, Planning Division
2. Chief, Town & Country Planning Division
3. Chief, Town Planning Division
4. Chief, Urban Design Division
5. Chief, Land & Estate Cell
6. Senior Planner, Sub-Regional Office, Thane

Copy for Information to ,

1. Sr. Director (Integrated Systems) Metro-PIU
2. Director (Projects) Metro-PIU
3. Director (Works) Metro-PIU
4. Director (Systems) Metro-PIU
5. Joint M.C. (Admin)
6. Chief, Rental Housing
7. Chief (R & R)/ Chief, SDC
8. Chief, Transport & Communications Div.
9. O.S.D., SRA
10. Financial Advisor
11. Chief Accounts Officer
12. Chief Engineer, Engineering Div.
13. J.P.D. (Legal)
14. J.P.D. (Town Planning)/ Chief, IT Cell
15. P.A. to M.C.
16. P.A. to A.M.C. - I
17. P.A. to A.M.C. - II
18. P.A. to Jt. M.C.
19. Circular File



No. : SROT/2500 /Regularisation Policy/SOP/399/2022

Date: 23 MAR 2022

**STANDARD OPERATING PROCEDURE (SOP) FOR REGULARIZATION OF UNAUTHORIZED CONSTRUCTIONS IN THE SPECIAL PLANNING AUTHORITY AREAS OF MMRDA FALLING WITHIN THE JURISDICTION OF THANE DISTRICT.**

- Ref: 1) MMRDA's Notice no. SROT/2500 /Regularisation Policy/334/2022 dated 11.03.2022 published in newspapers dated 12.03.2022  
2) MMRDA's circular dated no. SROT/2500 /Regularisation Policy/333/2022 dated 11.03.2022

**Preamble:**

Considering the quantum of unauthorised constructions in SPA areas of MMRDA a regularisation policy on the lines of MCGM was decided vide office note dated 05.05.2014. The said policy was further revised vide office note dated 25.07.2019 on comparative study of various authorities policy within Thane district. In view of the requests received from applicants to reduce the rates of Penalty and meeting conducted by Principal Secretary, Urban Development Dept. on 04.10.2021 MMRDA vide its letter dated 21.10.2021 requested Govt. to make a policy for regularisation of unauthorised constructions and to fix rates for penalty to be charged for regularisation in above SPA areas of MMRDA.

Urban Development Department vide their letter dated 22.02.2022 has directed MMRDA to regularise unauthorised constructions under section 143 of the MRTP Act by charging Penalty as decided by Authority and also to take decision on regularisation on case to case basis regarding deficiency in Marginal Open Space, Parking, Amenity Space and Recreational Open Space under the provisions of UDCPR at Authority's level.

Authority in its 152<sup>nd</sup> meeting held on 28<sup>th</sup> February, 2022 vide resolution no. 1602 has accorded its approval for regularisation of proposals for above SPA areas of MMRDA and to fix rates of Penalty. Therefore, in view of the Govt's directions and Authority's approval a circular referred at (2) above is issued regarding the procedures and scale of Penalty Premium to be recovered for Regularization of Unauthorized Constructions in the Special Planning Authority Areas (SPA's) of MMRDA namely 'Bhiwandi Surrounding Notified Area' (BSNA), 'Ambarnath, Kulgaon-Badlapur and Surrounding Notified Area' (AKBSNA) and 'Kalyan Growth Centre' (KGC) falling within the jurisdiction of Thane District. As per said Circular and in order to ensure smooth processing of regularisation proposals received for above SPA areas of MMRDA, Standard Operating Procedure (SOP) to be followed as follows:

**Part A: Application for regularisation**

- i. The Land Owner / Applicant through their Architect / Licensed Engineer shall submit proposals for regularisation in prescribed format as per Annexure-A along with requisite documents on/ or before 31<sup>st</sup> December, 2022 to the Sub-Regional Office, Thane.
- ii. Inward clerk shall receive the applications for regularisation as per policy for said SPA areas of MMRDA . He/ She shall also maintain a separate record for applications received in SRO, Thane, applications received from Collector, Thane, CO, Ambarnath Council and CO, Kulgaon-Badlapur Council, if any.

**Mumbai Metropolitan Region Development Authority**

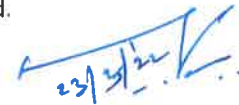
Bandra-Kurla Complex, Bandra East, Mumbai 400 051.

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**Part B: Procedure to process the applications**

- i. Unauthorized developments carried out by violating land use permissible in zones of Development Plan of respective SPA area shall be rejected at Senior Planner's level only.
- ii. On receipt of application for regularization as per prescribed format at Annexure-A, site visit will be carried out within 10 working days. On preliminary scrutiny of the proposal Deputy Planner shall also communicate deficiencies, if any to the applicant within 10 working days.
- iii. If the proposal is approvable as per MMRDA's Circular dated 11.03.2022, Dy. Planner shall scrutinise the proposal and prepare a note along with Scrutiny report on the lines of formats mentioned in MMRDA's handbook of building permission. While calculating Penalty rates for regularisation as per rates fixed by Authority, promotional concession in the premium rates as per Table no. 2 of circular shall be considered. Regarding deficiencies in required marginal distances, amenity spaces, recreational open spaces and parking for the unauthorized developments on/ or before 31.12.2020 shall be submitted case by case where clearly demonstrable hardship is caused for consideration and approval of MC.
- iv. A note along with Scrutiny report shall be submitted for MC's approval within 15 working days from last compliance. On approval of proposal from MC, applicant shall be communicated for payment of charges, fees, premiums and penalty for regularisation.
- v. On receipt of payment, letter for regularisation of construction shall be issued within 03 working days under signature of Planner in the format given at Annexure-B. Copy of the said letter shall also be sent to Land and Estate Cell for information and necessary action.
- vi. It will be responsibility of the applicant to comply deficiencies/ demand note of MMRDA as and when communicated before 31<sup>st</sup> December, 2022 to enable MMRDA to issue approval before 31<sup>st</sup> March, 2023 which will be the end date of policy tenure for the proposals received as per MMRDA's Notice referred above.
- vii. Applications received after 31<sup>st</sup> December, 2022 as stipulated in MMRDA's Notice referred above shall not be accepted.
- viii. No further development other than repairs and maintenance shall be permissible in the buildings which are regularised with condonations;
- ix. Inward/ Outward clerk shall keep separate record of such regularization proposals SPA wise in the prescribed format.

The above SOPs should be followed scrupulously by all concerned with immediate effect. All previous Orders regarding the above procedure are deemed to be ceased.



**(S.V.R. Srinivas, I.A.S.)**  
**Metropolitan Commissioner**  
**MMRDA**

To,

**All Concerned.**

1. Chief, Planning Division
2. Chief, Town & Country Planning Division
3. Chief, Town Planning Division
4. Chief, Urban Design Division
5. Chief, Land & Estate Cell



**6. Senior Planner, Sub-Regional Office, Thane**

**Copy for Information to ,**

- 1. Sr. Director (Integrated Systems) Metro-PIU**
- 2. Director (Projects) Metro-PIU**
- 3. Director (Works) Metro-PIU**
- 4. Director (Systems) Metro-PIU**
- 5. Joint M.C. (Admin)**
- 6. Chief (R & R)/ Chief, SDC**
- 7. Chief, Transport & Communications Div.**
- 8. O.S.D., SRA**
- 9. Financial Advisor**
- 10. Chief Accounts Officer**
- 11. Chief Engineer, Engineering Div.**
- 12. J.P.D. (Legal)**
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- 16. P.A. to A.M.C. – II**
- 17. P.A. to Jt. M.C.**
- 18. Circular File**

Annexure-A

**Form of Application for Regularisation of Unauthorized Development as per MMRDAs  
policy for Regularisation**

To,  
Senior Planner,  
MMRDA, Sub-Regional Office,  
2<sup>nd</sup> Floor, Multipurpose Hall,  
Pokharan Road No. 2, Majiwada, Thane (W) 400601

Madam/ Sir,

I intend to regularise the existing development of \_\_\_\_\_ building on plot No. \_\_\_\_\_ S. No./ C.T.S. No \_\_\_\_\_ of village \_\_\_\_\_ Taluka \_\_\_\_\_ District Thane in accordance provisions of MR & TP Act, 1966 in MMRDA's SPA area of " \_\_\_\_\_ ".

I enclose the as-built plans and documents signed by me and licensed Architect/Engineer who has prepared the as-built plans on my behalf and copies of other statements/ documents as required. The technical scrutiny report duly filled and signed by the Architect/Engineer is enclosed herewith.

Please regularise the above stated existing development.

Yours faithfully,

Name of Owner : \_\_\_\_\_  
(in block letters)

Address of Owner: \_\_\_\_\_

Contact number : \_\_\_\_\_

Owners' Signature: \_\_\_\_\_

Name of Architect/Engineer : \_\_\_\_\_  
(in block letters)

Address of Architect/Engineer: \_\_\_\_\_

Contact number : \_\_\_\_\_

Architect/Engineers' Signature \_\_\_\_\_

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

**A. DETAILS OF THE EXISTING DEVELOPMENT:**

Sr. no.	Description	Details
1	Date of completion of construction (with proof)	
2	Class of Land	
3	Previous Permissions if any	
4	Use of the development	

**B. DOCUMENTS FOR SUBMISSION:**

Sr. no.	Document	Page No.	Remarks
1	Proof of date of completion of construction prior 31.12.2020 (House Tax/Property Tax and Coloured Google Imagery of December 2020 certified by Architect and Owner)		
2	Letter of Appointment of Architect/Engineer		
3	Letter of appointment and acceptance of other Consultants & their remarks a. Structural Engineer b. Site Supervisor c. Licensed Plumber d. Public Health Consultant (RWH/PCO/SWM) e. M & E Consultant f. Road construction g. Fire Safety h. Traffic/ Parking i. Horticulturist		
4	Comprehensive Indemnity Bond by the Owner ( <i>MMRDA's format</i> )		
5	Indemnity Bond by the Owner for additions and alterations ( <i>MMRDA's format</i> )		
6	Format of Comprehensive undertaking by Owner ( <i>MMRDA's format</i> )		
7	ULC Bond		
8	Owners Affidavit for plot Area		
9	Plot Area Certificate by Architect.		
10	Extracts from P.R. Cards / 7/12 extract and relevant ownership documents if any		
11	Search Report and Title Clearance Certificate		
12	Power of Attorney/Consent from Co-owners		
13	CTS Plan/ Measurement Plan certified by TILR/DILR		
14	Layout/sub-division/ Amalgamation		

	document/ plan		
15	Permissions/Clearances/NOC's from Competent Authorities (whichever applicable)		
15a	NOC from Chief Fire Officer along with plans		
15b	NOC from Police Commissioner		
15c	CRZ Clearance		
15d	EIA Clearance		
15e	NOC From Railway		
15f	NOC From Director of Industries		
15g	N.O.C. from the owner of the original plot.		
15h	NOC from Forest Department		
15i	Consent letter from co-owner.		
15k	NOC From Air Pollution Preventions/MPCB.		
15l	NOC From Highway Authorities		
15m	NOC from local Authority		
15n	NOC from Civil Aviation Department		
15o	NOC from Labour Commissioner		
15p	NOC from Electric supply Department/ company		
15q	NOC from Water Supply Department/ Agency		
15r	NOC from Metro/ Mono Railway		
15s	NOC from PWD in case of access from highway		
15t	NOC from Jail		
15u	NOC from Defence Department		
15v	NOC from Forest/ National Board for Wild Life		
15w	NOC from National Green Tribunal (NGT)		
15x	NOC from Petroleum and Exclusive Safety Organisation (PESO)		
16	As-Built Drawings with area statements		
17	Structural audit report along with Structural stability Certificate		
18	Self declaration by Owner for trees on site		
19	Self declaration from the owner/developer for the existence of the structure prior to 31.12.2020 along with photographs.		
20	Registered 'Right of Way' document in case no public access		
21	Any other document required		

**I hereby declare that the information above is true and I am ready to pay all the charges, fees, premiums as specified in MRTP act, prevailing DC Regulations and as decided by Authority.**

1. Owners' Signature & Date
2. Architects'/Engineers' Signature & Date

**Annexure-B**

**Permission for Regularisation of Unauthorized Development as per MMRDAs policy for  
Regularisation**

No. SROT/SPAname/SPA no./ Regularisation/ Outward No./Year

Date:

To,

**Applicant's Name**

Address

Sub: Permission for regularisation development of \_\_\_\_\_ building/s on land bearing  
S. No./CTS No. \_\_\_\_\_ of Village \_\_\_\_\_, Tal. \_\_\_\_\_, Dist. Thane.

Ref: Your letter no. \_\_\_\_\_ received in this office on \_\_\_\_\_.

Madam/ Sir,

Permission is hereby granted, under section 45 and 143 of Maharashtra Regional & Town Planning Act, 1966 (Maharashtra Act No. XXXVIII of 1966) to \_\_\_\_\_ for the regularisation of \_\_\_\_\_ building/s carried out on land having net plot area \_\_\_\_\_ Sq.m. and bearing CTS no./ S. No. \_\_\_\_\_, of village \_\_\_\_\_ Tal. \_\_\_\_\_, Dist. Thane. Details of the same are as mentioned below:

Building No.	User	No. of Storey	Total BUA

Details of the FSI/BUA etc as depicted on the drawing sheet no. \_\_\_\_\_.

Permission is granted on the following conditions:

**Viz:**

1. This Permission is liable to be revoked by the Metropolitan Commissioner, MMRDA if-
  - i) Any of the conditions subject to which the same is granted or any of the restrictions imposed by the Metropolitan Commissioner is contravened or is not complied with.
  - ii) The Metropolitan Commissioner, MMRDA is satisfied that the same is obtained through fraud or misinterpretation;
2. No further development other than repairs and maintenance shall be permissible in the buildings which are regularised with condonations; (*applicable for cases where condonations are granted*). That if any change in the user or constructed premises mentioned/depicted in As-built drawings is found at any time without prior permission of MMRDA then this Permission will be treated as cancelled & appropriate action will be taken;
3. This Permission shall not entitle the right of ownership of land to the applicant/ owner/ occupier and MMRDA will not be responsible for any dispute regarding any issues related to ownership/ occupancy/ title etc. of the land and structure that is regularised;
4. The provisions in the proposal which are not confirming to applicable Development Control Regulation, other acts and MMRDA's circular of regularisation policy dated 11.03.2022 are deemed to be not approved;
5. This permission is issued without prejudice to action, if any, under the MR & TP Act, 1966;

6. Any condition mentioned in any of the NOCs/ approvals/ permissions issued by any Concerned Authority shall be complied immediately and applicant will be solely responsible for non-compliance of the conditions of said NOCs/ approvals/ permissions;
7. That the utilities like drainage & water-supply arrangements shall be in accordance with the overall arrangements made and remarks certified and submitted by the consultants;
8. Adequate arrangements for disposing the solid waste shall be made for the entire project on regular basis;
9. The applicant shall provide, at his own cost, the infrastructural facilities within the plot (Internal access, arrangements of drinking water, arrangements for conveyance, disposal of sullage and sewage, arrangements of collection and disposal of solid waste, Rain Water Harvesting, reuse and recycling of waste water);

One or more relevant conditions may be added or deleted on case to case basis.

A set of certified as built plans is enclosed herewith.

Yours faithfully,

**(Name of Planner)**  
Planner, MMRDA

Encl: One set of approved drawings \_\_\_\_ to \_\_\_\_ (Total \_\_\_\_ No of sheets)

Copy to:

1. **Name of Architect of proposal**  
Address
2. **The Collector, Thane District**



**MUMBAI METROPOLITAN REGION DEVELOPMENT AUTHORITY**

No. : SROT/2500 /Regularisation Policy/979/2022

Date:

18 JUL 2022

**Corrigendum-I to Standard Operating Procedure (SOP) for regularization**

Sub: Procedures and Scale of Penalty Premium to be recovered for Regularization of Unauthorized Constructions in the Special Planning Authority Areas (SPA's) of MMRDA falling within the jurisdiction of Thane District.

Ref: 1) MMRDA's Notice no. SROT/2500 /Regularisation Policy/334/2022 dated 11.03.2022 published in newspapers dated 12.03.2022

2) MMRDA's circular dated no. SROT/2500 /Regularisation Policy/333/2022 dated 11.03.2022;

3) MMRDA's SOP for regularization no. No. SROT/2500 /Regularisation Policy /SOP/339/2022, dated 23.03.2022

**Preamble:**

MMRDA has issued Circular dt.11.03.2022 regarding the procedures and scale of Penalty Premium to be recovered for Regularization of Unauthorized Constructions in the Special Planning Authority Areas (SPA's) of MMRDA namely BSNA, AKBSNA and KGC in Thane District. Thereafter in order to ensure smooth processing of regularization proposals received for above SPA areas of MMRDA, Standard Operating Procedure (SOP) including Annexure-A with list of requisite documents is issued on 23.03.2022.

2. To further ease out the regularisation policy a meeting was held on 04.07.2022 In Sub-Regional Office, Thane with the architects/ licensed engineers who have submitted proposals as per said policy. Considering the requests made by architects/ Licensed Engineers of the proposals in the said meeting and considering the fact that the structures under proposal are already existing, in use and functioning MC, MMRDA for ensuring successful implementation of the said policy within limited policy tenure has approved the following:

1) not to insist following documents listed in annexure-A of SOP dt. 23.03.2022:

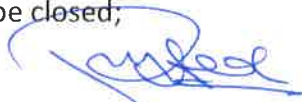
- a. Letter of appointment, acceptance and remarks of consultants' viz. Site supervisor, M & E consultants, road construction, fire safety, traffic parking and horticulturist etc.;
- b. MPCB's consent/ renewal of consent; however applicant will be responsible for obtaining the same and an appropriate condition shall be inserted in the permission for regularization;
- c. For the plots abutting Highways, NOC for access from PWD/ MSRDC/ any other concerned authority; however applicant will be responsible for obtaining the same and an appropriate condition shall be inserted in the permission for regularization;

**Mumbai Metropolitan Region Development Authority**

**Sub Regional Office :** Multipurpose Hall, 2nd Floor, Near Oswal Park, Pokharan Road No. 2, Majiwada, Thane (W) - 400 601.

**Tel.:** (022) 21712195 / 21712197 **Fax :** (022) 21712197 **E-mail :** sro.thane@mailmmrda.maharashtra.gov.in

- II) Further, following documents can be submitted instead of the documents listed in the said SOP:
- Regarding Electric supply and Water supply NOC from concerned authority or Bills/receipts shall be submitted; however applicant will be responsible for the supply of adequate water and electricity and an appropriate condition shall be inserted in the permission for regularization;
  - Instead of NOCs issued by Director of industries, PESO (for storage of hazardous materials) etc. their valid Licenses shall be submitted;
  - NOC from concerned authority or certification from Owner and Architect about road width and undertaking for authenticity, responsibility of uninterrupted access from existing road from applicant shall be submitted. A condition in this regard shall be inserted in the permission for regularization;
  - Instead of final CFO NOC, provisional CFO NOC can be submitted before processing the proposal however applicant will be responsible for completing the requirements/ conditions of the provisional NOC and also for obtaining final CFO NOC. A condition in this regard shall be inserted in the permission for regularization.
- III) Considering the policy tenure, regarding installation of additional building requirements as per UDCPR viz. Rain Water Harvesting, Solar /RTPV System, Grey water treatment plan, SWM system, provision for barrier free access etc. applicant will be responsible for making the said arrangements on site and condition in this regard will be inserted in the permission for regularization.
- IV) After scrutiny of the proposal, if it is observed that any part of the building needs to be demolished applicants consent along with structural report shall be submitted. Thereafter on approval of the proposal, demand letter for regularization along with condition to demolish said part within 30 days period shall be informed. On receipt of demolition report from architect with site photos (after demolition), a site visit will be carried out to confirm the same. On confirmation and on receipts of payments as communicated permission of regularization will be issued.
- V) For proposals with document/ drawing deficiencies, deficiency letter (for new as well as for old proposals) will be issued giving 60 days time from the date of issuance of the said letter for submitting the compliance. If the applicant doesn't comply within given time, their proposal shall not be processed further and the case will be closed;

  
(Pradeep Yadav)  
o/c Chief, Urban Design Division,  
MMRDA

To,

**All Concerned.**

- Chief, Planning Division
- Chief, Town & Country Planning Division

  
निर्गमित