

CHECKLIST FOR FILLING FORM-II

Ser No	Field/Column	Checklist
1.	Name of the applicant: Checklist	a) Only an owner can apply (Sec 20C of AMASR Act, 2010, as amended refers). b) The applicant's name must match exactly with the name on the property ownership documents, ID proofs (such as Aadhaar card or PAN), Form-I, site visit report, and site plan. c) Name of all owners should be mentioned. d) If the property is owned by an organisation/society/company/Government Deptt or Government/ others, then their name should be mentioned and not that of the Authorised Signatory who is applying on their behalf
2.	Address of the application (a) Present (b) Permanent	
3.	Status of the ownership	Like, individually owned or jointly owned / company owned/ society owned/company owned/Government owned/ others (Trust/ firm/LLP/Partnership/Patta Owned).
4.	Whether the property is owned by individual or jointly/Government/ Public Sector Undertaking/ Private Sector Undertaking/Firm	
5.	Locality of the proposed construction, etc.:	Plot No./ House No./ Khata No./ Survey No./ Khatoni No./ Rakba No/ Patta No., where available to be mentioned
6.	Name of the nearest Protected Monument or Protected Area: (a) Locality: (b) District: (c) State:	The name of Protected Monument should be as per the name mentioned in the Gazette Notification. Local name or popular name of the Protected Monument should not be mentioned.
7.	Distance from the protected monument/protected area: (distance should be given from all sides)	(a) Distance should be given in metres and not in yards or feet. (b) The distance as mentioned in Site Visit Report should be mentioned.
8.	Nature of the work proposed: (repair/ renovation/construction/reconstruction)	As per the legal definition of reconstruction given in para 2(k) of the AMASR Act, 2010, as amended, "Reconstruction" means any erection of a structure or building to its pre-existing structure, having the same horizontal and vertical limits. Demolishing of an existing structure and constructing a new

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		building in its place which does not have the same height and area as that of the pre-existing structure will qualify as construction.
9.	Details of work proposed: (furnish complete details with drawings showing the nature of work) (i) Number of stories (ii) Floor area (storey-wise) (iii) Height (excluding mumty, parapet, water-storage tank, etc.) (iv) Height (including mumty, parapet, water-storage tank, etc.) (v) Basement, if any proposed with details	(a) This should match exactly with the details in Form-I, site visit report, and site plan. (b) The Site Plan should be legible and none of the marking should be hand-written. The measurements in Site Plan should be in metres and not in yards or feet. (c) The Site Plan must bear the Site Address and name of all applicants. (d) The Site Plan must be signed by all applicants and signed and stamped by licensed Architect. (e) The proposed height mentioned should be in metres and it should be inclusive of all roof top structures. (f) In case of repairs/ renovation a report from a duly authorised/licenced architect to be submitted by the applicant(s). (g) If the built area is more than 5,000 square metres then Heritage Impact Assessment report, preferably by a notified expert heritage body of NMA must be submitted along with. The format of HIA Report should be as per NMA prescribed format uploaded on NMA website. (h) Basement area and depth, lift pit to be mentioned, where applicable.
10.	Purpose of the proposed work: (residential/commercial/institutional/ community)	
11.	Status of maximum height of the existing modern buildings in the close vicinity of: (a) near the Monument: (b) near the site of construction related activity:	
12.	Whether the monument is located within the limits of Municipal Corporation/Municipalities/ Nagar Panchayat/ Village Panchayat:	
13.	Does any Master Plan/ zonal development plan duly approved by the	

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	respective local authorities exists for the city/town/ village:	
14.	Category of the Application:	There are seven categories of applications which are mentioned in Rule 6of CA Rules, 2011. Applications under Category 6I to 6V to be forwarded to NMA for consideration of Authority and applications falling under categories 6VI and 6VII may be examined and granted permission by the Competent Authority under intimation to Authority.
15.	Date of inspection of the site: (by the Competent Authority or other designated officer)	
16.	Name & Designation of the site inspecting official:	This should be clearly mentioned.
17.	Report of the inspecting official: (Photographs, aerial view of the site to be submitted)	
18.	Assessment reports by Experts, if any:	
19.	Specific recommendations of competent Authority: (with three sets of the proposal)	The case should be objective stated as either “Recommended” or “Not Recommended.” It is important for the Competent Authority to clearly express their stance from the outset before the Authority provides its final recommendations.