

Office of the Councillors  
**ASHOKENAGAR-KALYANGARH MUNICIPLITY**

P.O. ASHOKENAGAR, DIST. NORTH 24 PARGANAS  
PIN - 743222

AN APPLICATION UNDER SECTION 193(I) OF THE WEST BENGAL  
MUNICIPALACT, 1993 AS AMENDED THEREAFTER

From  
Shri/Smt./Mrs. ....  
Address : .....  
.....

To  
The Chairman,  
Ashokenagar-Kalyangarh Municipality  
P.O. Ashokenagar, North 24 Parganas.

**SUBJECT : Prayer for approval and / or sanction of Lay out / Site plan.**

Sir,

Enclosed please find herewith 4(four) copies of Lay out plan/Site Plan in respect of the under mentioned premises detail particulars of the same is/are furnished herein below for your kind consideration, which is urgently required as per requisite as per provision of rule 5, of W.B.M (Building) rule 1996 for the purpose of submitting a propose of submitting a proposed Building Plan for Sanction.

1. Premises No./Plot No. ....
2. Ward No. ....
3. Holding No. ....
4. Area of land as per physical Survey .....
5. Area of land as per title Deed/Document(s) .....
6. Purpose or purpose for which Building(s) is/are to be used? Residential/commercial/Institutional/Assemble/  
Public purpose/any other purpose.
7. Direction and width of the Pond/Street (Including Foot Path)?  
West-East/North-South or any other direction (to be mentioned specifically).....  
Width .....Feet/Meters.
8. The arrangement of water supply, .....
9. The provision of energy supply provision provision. ....
10. Provision for drainage .....
11. Provision for Sanitation .....

You are therefore, requested to accord the approval of the same at your earliest possible date, so that I/We one submit the proposed building plan to your concerned department for sanction of the same.

Recommended by the  
Ward Councillor,

Countersigned  
Architect/L.B.S.

Yours faithfully,  
(Recorded Owner)

**RECEIPT**

SL. No. .... Date.....

Received an application with four copies of proposed Site Plan from MD/Sri/Smt/Mrs. ....  
..... for Development of Land and Building plan on Premises/Plot  
No.....Holding No. .... for Scrutiny only (Contents of the same is/are  
not verified).

Receiving Officer  
A. K. Municipality