FAQ

1) Who can apply for CAF?

   Any KMC Empanelled LBS/Architect on behalf of Owner/Power of attorney holder/Leese

2) Are all KMC Empanelled LBS/Architect entitled for application through CAF?
   Yes

3) Can CAF be rectified?

   Yes, it can be rectified as many times as desired before clicking on the final submission button.

4) Which other departments outside KMC are integrated with CAF?

   WBF&ES, PCB, Directorate of Electricity, ASI, AAI, KMDA, IGR

5) Which departments within KMC are integrated with CAF?

   Water Supply, Building, Drainage, Chief Valuer &Surveyor

6) How many days will be required to get sanction?

   Timeline for getting NOC from external departments is 15days. Timeline for sanction is 30days from the date of application.

7) Which Acts of KMC are applicable under CAF?

   Section 393A of KMC Act 1980.

8) Is there a provision for change of LBS/ESE/Architect available here?

   Yes, after sanction LBS/ESE/Architect can be altered as per prevailing norm.

9) Can the plan get rejected?

   Yes, a plan will be rejected if found not in order and will be rejected as per standardized rejection protocol.

10) How will be the problem of alignment of road-width dealt with?

    A standardized formula for road-width will be worked out soon. Also a GIS map showing all relevant information will be put up very soon.

11) Do we need to intimate to KMC regarding commencement before starting construction?

    No commencement letter need to be submitted to KMC. However, plinth level intimation is mandatory.

12) When do we need to engage plumber in CAF process?

    At time of submitting application for CAF, plumber needs to be engaged.

13) Are there any changes in rules of CAD drawing submission?

    No, method for preparation of Autocad drawing remains same as before and is available in KMC website. However some additions may be made for betterment of the process which will be available in KMC website time to time.

14) How many times do we need to pay fees to KMC?

Fees to be submitted in 2 stages: one for the fees for NOC of the external agencies along with application submission fee and other is the sanction fees for all KMC departments in the 2nd stage.

15) What is the full form of SSI?

Small Scale Industry

16) What is the maximum size of file to be uploaded?

For .dwg file maximum size is 15MB. For .pdf file maximum size is 10MB.

17) In which format can files have to be uploaded?

All documents including drawings have to be uploaded in Zip format

18) How do you enter deed details?

Deed details can be entered either by entering Query No & Query Year or by entering Deed No, Deed Year, RO No, District Code & Book No.

19) Can CAF be rectified after submission?

No rectification allowed if details inserted are wrong. However if there are minor changes in Autocad drawing submitted, then rectification of only the submitted Autocad drawing may be allowed.

20) Which departments/ document are pre-requisite for CAF?

BL&LRO mutation and conversion certificates, NOC of ULC, , IGBC Certificate for green building, Waqf Board, Property tax NOC, Parks & Square Department for tree cutting, KMC Heritage & Environment Department, KMC for water body & heritage related issues.

21) Is there any format for naming the pdf document to be uploaded?

No format for naming the files. However name of the files to be uploaded should be as short as possible and devoid of any special character including space. E.g. deed.pdf

22) Is there a provision for submitting undertaking from owner/ Power of attorney holder/ Leese?

Yes in the form of E- undertaking by the Architect/ LBS on behalf of the owner/ Power of attorney holder/ Leese instead of hard copies.

23) When does LBS/CA need to submit Structural drawing and Soil test report in CAF? If the proposed site is a vacant land then Structural drawing and Soil test report have to be put up before final submission of CAF. However, if the proposed site mostly covered by existing structure, the same have to be uploaded during Plinth Level intimation.

24) Does an applicant has to provide details of all the IDs (Adhar, PAN, Voter Card etc.)?

No, however providing details of any one of PAN, Adhar and Voter Card is mandatory.

25) Is providing details for Dag No, Plot No, JL No, Khatian No, Mouza etc. mandatory?

No. Such details are needed only for wards of Borough10 and part of Borough7 of KMC.