

**CIRCULAR****Procedure for Site Verification of Buildings prior to grant of Occupancy Certificate**

- 1) In order to ensure that No new obstacles are created within the airspace of NMIA, and that the Obstacle Limitation Surface(OLS) and Runway Approach Surfaces of NMIA are kept free of obstacles and also to expedite grant of OC for the Buildings, the following mutually agreed mechanism/procedure for Site Verification of buildings prior to grant of OC, has been developed by the Local Authorities & the airport operator (NMIAL).
- 2) All proposals seeking Occupancy Certificate, shall require prior physical Site-verification by the respective agencies for various locations/cases, as mentioned below:

Sr.	Location of Building	Agency for Site Verification	Remarks
A	For all the buildings located in: (a) Panvel West – Complete Sectors No. 1,8,9,10,11,13,14,16. Part Sectors – 7,12,15, 17 (b) Panvel East – Complete Sectors No. 3 to 20 & 5A. Part Sectors – 1, 15A, 15, 21. (c) Panvel Municipal Corporation – Part as marked in plan. (d) Khandeshwar – Part Sector 25. (e) Vadghar – Complete Sector R5. Part sectors – R3, & R4 (f) Ulwe – Complete Sectors – 4,5,6,7. Part sectors -2,3,23,23E, 9,10,10A, 10B,11 (g) Nerul (ASR1) – Complete Sector 52, 52A, 54, 56 & 58 (h) CBD Belapur (ASR1) – Part Sectors 32, 15 A (i) Within 500m radial distance from proposed DVOR-1 in Dapoli village (near Dungi village).	NMIAL	(1) Map showing such locations is attached as Annexure 1 with details as per Annexure 1 A (2) Format for submission of application is placed at Annexure 2
B	All structures with actual constructed elevation (in AMSL) more than 70% of permissible elevation (in AMSL) as per valid AAI NOC or 55.1m.	NMIAL	Format for submission of application is placed at Annexure 2

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Sr.	Location of Building	Agency for Site Verification	Remarks
C	All structures, not covered under sr. no. (A) & (B) above, with actual constructed elevation (in AMSL) below 70% of permissible elevation (in AMSL) as per valid AAI NOC or 55.1m, whichever is less.	Empaneled Surveyors appointed by the Development Authorities – CIDCO, NAINA, NMMC, PCMC	(1) Procedure for Site verification is placed as Annexure 3. (2) Format for submission of Site Verification report is placed at Annexure 4. (3) List of empaneled surveyors is placed as Annexure 5

- 3) All proposals seeking Site verification of the buildings by the respective agency must be accompanied with the copy of valid NOC for height clearance and CC/amended CC issued by the respective Authority (CIDCO, NAINA, PCMC, NMMC).
- 4) For all proposals falling under category 3(A) & 3(B) as mentioned above, the application, along-with supporting documents, for Site-verification, in the standard format as per Annexure 1, is to be submitted directly by the applicant to NMIAL, by email with copy endorsed to the respective Authority (CIDCO, NAINA, PCMC, NMMC). The respective Authority will authenticate such application & documents submitted by the applicant by email to NMIAL. For all such cases, NMIAL will carry-out the physical Site Verification, as per the process & forward the Site Verification report directly to the respective Authority, within a maximum of 30 days of submission of the valid application.
- 5) For all proposals falling under category 3(C) as mentioned above, Physical site verification shall be got done by the applicant/building owner by any of the qualified surveyor empaneled by the respective Authorities (Refer Annexure 4 for the list). The procedure to be adopted by the empaneled surveyor for such site verification is mentioned at Annexure 3. After completion of the physical Site verification, the empaneled surveyor shall issue a Site verification report in the standard format as per Annexure 5.
- 6) The Site verification report, issued by the empaneled surveyor may be categorized as "**CLEAR**", if it complies with all the terms & conditions as mentioned in NOC accorded by AAI and also if the actual elevation of the top of any permanent/temporary structure/object of the building is within 70% of permissible elevation or 55.10m AMSL, whichever is less. For all such buildings, the Local Authorities may issue the OC without referring the proposal to NMIAL for site verification.
- 7) If the data recorded in Site verification report is in deviation with details of valid height NOC i.e. Site/building coordinates, Site Elevation (m AMSL), Permissible Top Elevation (m AMSL)/Building height (m AGL) or if the building is not complying to any of the terms & conditions as mentioned in the AAI



NOC, then all such applications will be categorized as 'Not Clear' and OC may not be granted. The applicant shall be asked for the corrective action.

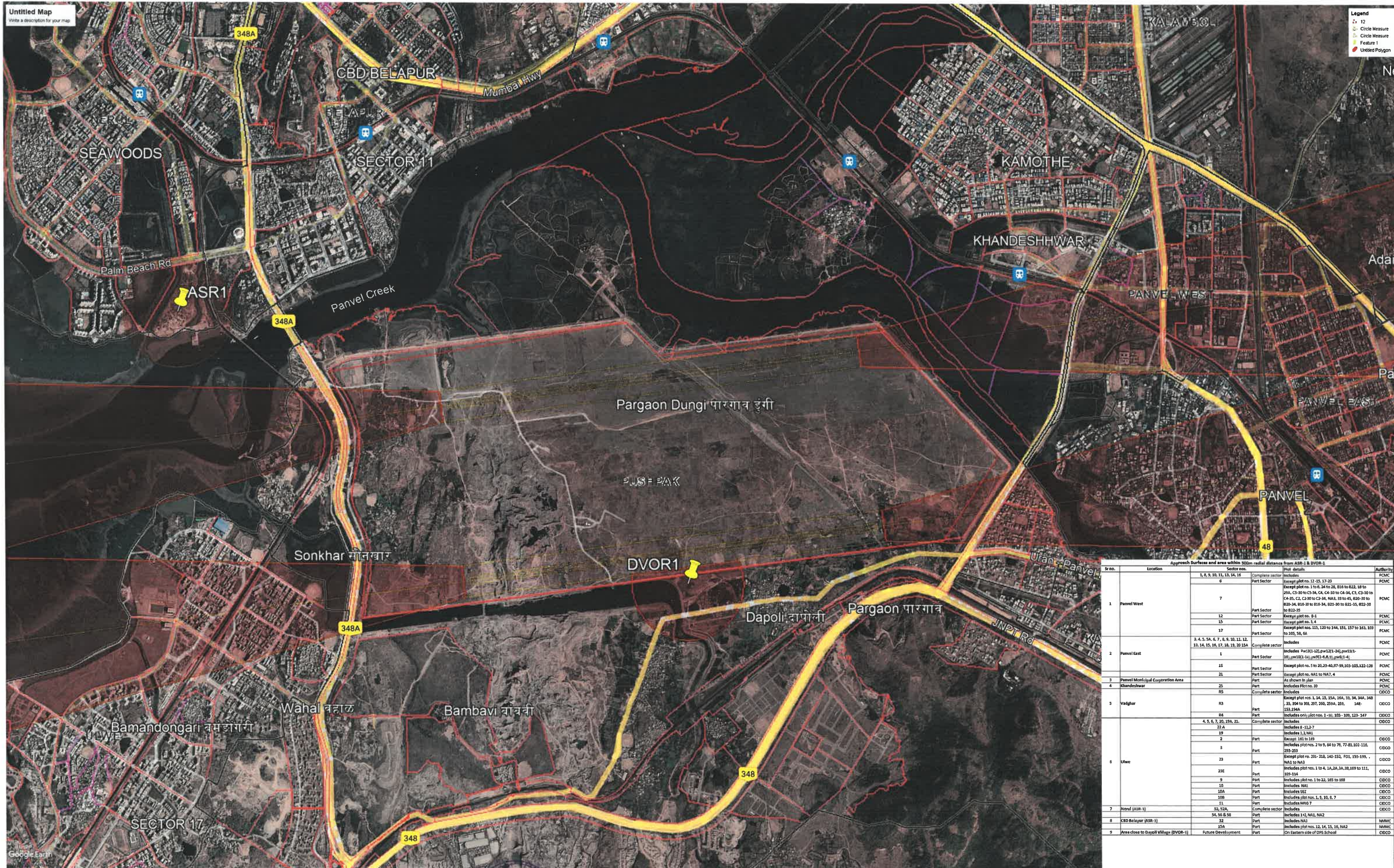
- 8) This circular is issued in supersession to the circular dated 1<sup>st</sup> October'21, issued by CIDCO and shall be followed with immediate effect.

For AECOM Asia Co. Ltd.



*Rajesh Jethwani*  
**RAJESH JETHWANI**

Technical Director, Aviation, Transportation,  
Project Director – IE for Navi Mumbai International Airport.



Approach Surfaces and area within 300m radial distance from ASR-1 & DVOR-1

Sr no.	Location	Sector nos.	Plot details	Authority	
1	Panvel West	1, 6, 9, 10, 11, 13, 14, 16	Complete sector	PCMC	
		8	Part Sector	PCMC	
		7	Part Sector	Except plot no. 1 to 6, 24 to 28, B16 to B22, 18 to 23A, C5-30 to C5-34, CA, C4-30 to C4-34, C3, C3-30 to C4-20, C4, C3-30 to C3-34, NA3, B9 to B5, B40-30 to B20-34, B16-30 to B16-34, B21-30 to B21-33, B22-30 to B22-33	PCMC
		12	Part Sector	Except plot no. 8-1	PCMC
		15	Part Sector	Except plot no. 3, 4	PCMC
2	Panvel East	17	Part Sector	PCMC	
		3, 4, 5, 5A, 6, 7, 6, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 15A	Complete sector	PCMC	
3	Panvel Municipal Corporation Area	1	Part Sector	Includes Part(1)-121, part(1)-241, part(1)-161, part(1)-141, part(1)-6, 8, 11, part(1)-41	PCMC
		15	Part Sector	Except plot no. 5 to 20, 23-40, 97-99, 103-105, 132-138	PCMC
		21	Part Sector	Except plot no. NA1 to NA7, 6	PCMC
		25	Part	As shown in plan	PCMC
4	Khandeshwar	RS	Complete sector	PCMC	
		RS	Part	Includes Plot no. 30	CIDCO
5	Vadghar	R3	Complete sector	Includes Except plot nos. 1, 14, 15, 15A, 16A, 33, 34, 34A, 34B, 35, 39A to 39L, 297, 299, 299A, 295, 148-153, 154A	CIDCO
		RS	Part	Includes only plot nos. 1-10, 105-109, 123-147	CIDCO
		22A	Complete sector	Includes 8-11, 2-7	CIDCO
6	Ulwe	4, 5, 6, 7, 20, 19A, 21	Complete sector	Includes 1, 2, NA1	CIDCO
		19	Part	Includes 161 to 169	CIDCO
		2	Part	Includes plot nos. 2 to 9, 64 to 76, 77-81, 102-116, 255-269	CIDCO
		3	Part	Includes plot nos. 101-103, 140-152, FD1, 155-159, NA1 to NA3	CIDCO
		23	Part	Includes plot nos. 1 to 4, 1A, 2A, 3A, 3B, 109 to 111, 105-114	CIDCO
		23E	Part	Includes plot nos. 1 to 22, 185 to 188	CIDCO
		9	Part	Includes NA1	CIDCO
		10	Part	Includes NA2	CIDCO
		10A	Part	Includes NA3	CIDCO
		10B	Part	Includes plot nos. 1, 5, 10, 6, 7	CIDCO
7	Neral (ASR-1)	11	Part	Includes MWG 7	CIDCO
		52, 52A	Complete sector	Includes	CIDCO
8	CBD Belapur (ASR-1)	54, 50 & 58	Part	Includes 1-5, NA1, NA2	NAMAC
		52	Part	Includes NA3	NAMAC
9	Area close to Dapoli Village (DVOR-1)	15A	Part	Includes plot nos. 12, 14, 15, 16, NA2	NAMAC
		Future Development	Part	On Eastern side of DPS School	CIDCO

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Approach Surfaces and area within 500m radial distance from ASR-1 & DVOR-1					
Sr no.	Location	Sector nos.	Plot details	Authority	
1	Panvel West	1, 8, 9, 10, 11, 13, 14, 16	Complete sector	Includes	PCMC
		6	Part Sector	Except plot no. 12 -15, 17-20	PCMC
		7	Part Sector	Except plot no. 1 to 6, 24 to 28, B16 to B22, 18 to 29A, C5-30 to C5-34, C4, C4-30 to C4-34, C3, C3-30 to C4-35, C2, C2-30 to C2-34, NA3, 33 to 45, B20-30 to B20-34, B16-30 to B16-34, B21-30 to B21-35, B22-30 to B22-35	PCMC
		12	Part Sector	Except plot no. B-1	PCMC
		15	Part Sector	Except plot no. 3, 4	PCMC
		17	Part Sector	Except plot nos. 115, 120 to 144, 151, 157 to 163, 103 to 105, 5B, 6A	PCMC
2	Panvel East	3, 4, 5, 5A, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 15A	Complete sector	Includes	PCMC
		1	Part Sector	Includes Pw13(1-12),pw12(1-24),pw11(1-16),pw10(1-14),pw9(1-6,8,9),pw8(1-4)	PCMC
		15	Part Sector	Except plot no. 5 to 20,23-40,97-99,103-105,122-128	PCMC
3	Panvel Municipal Corporation Area	21	Part Sector	Except plot no. NA1 to NA7, 4	PCMC
4	Khandeshwar	25	Part	As shown in plan	PCMC
5	Vadghar	R5	Complete sector	Includes Plot no. 30	PCMC
		R3	Part	Includes	CIDCO
		R4	Part	Except plot nos. 1, 14, 15, 15A, 16A, 33, 34, 34A, 34B, 35, 304 to 308, 297, 260, 259A, 259, 148-153, 194A	CIDCO
6	Ulwe	4, 5, 6, 7, 20, 19A, 21,	Complete sector	Includes only plot nos. 1-90, 105-109, 123-147	CIDCO
		22A		Includes 8-12,2-7	
		19		Includes 1,2,NA1	
		2	Part	Except 161 to 169	CIDCO
		3	Part	Includes plot nos. 2 to 9, 64 to 76, 77-81,102-116, 255-259	CIDCO
		23	Part	Except plot no. 201-218, 140-152, F01, 155-199, , NA1 to NA3	CIDCO
		23E	Part	Includes plot nos. 1 to 4, 1A,2A,3A,3B,109 to 111, 109-114	CIDCO
		9	Part	Includes plot no. 1 to 22, 165 to 168	CIDCO
		16	Part	Includes NA1	CIDCO
		10A	Part	Includes SEZ	CIDCO
10B	Part	Includes plot nos. 1, 9, 10, B, 7	CIDCO		
11	Part	Includes MNG 7	CIDCO		
7	Nerul (ASR-1)	52, 52A,	Complete sector	Includes	CIDCO
		54, 56 & 58	Part	Includes 1+2, NA1, NA2	
8	CBD Belapur (ASR-1)	32	Part	Includes NA3	NMMC
		15A	Part	Includes plot nos. 12, 14, 15, 16, NA2	NMMC
9	Area close to Dapoli Village (DVOR-1)	Future Development	Part	On Eastern side of DPS School	CIDCO



**Format for submission of application to be submitted to NMIAL for Site Verification, by email, with supporting documents & copy endorsed to the Local Authorities:**

**(Letter Head of the Architect)**

To :

The Nodal Officer-Aerodrome Safeguarding  
M/ s. Navi Mumbai International Airport (P) Ltd.,  
11<sup>th</sup> Floor, V Times Square, Plot no. 3,  
Sector 15, CBD Belapur, Navi Mumbai - 400 614  
(email id : [nmial.nodalofficer@adani.com](mailto:nmial.nodalofficer@adani.com) )

**Sub: Verification of Building top elevation & other conditions of AAI NOC prior to submission of application for grant of OC by CIDCO/NMMC/PCMC.**

**(Please strike-off wherever required)**

Dear Sir,

It is to submit that the building as detailed below had been granted CC/amended CC by CIDCO/NAINA/NMMC/PCMC under reference number \_\_\_\_\_ dated \_\_\_\_\_. The height NOC for the said building was granted by AAI under reference number \_\_\_\_\_ dated \_\_\_\_\_, which is valid up to \_\_\_\_\_. The copies of the said CC & NOC are attached herewith for ready reference.

1. Name & address of the Architect:
2. Contact details of the Architect (Mobile number/email id):
3. Name & address of the building Owner:
4. Complete Address of the building:
5. Type of Building: Residential/Commercial/Other (To be specified)
6. Plot Area (Length in m x Width in m):
7. Co-ordinates of the building in WGS-84 system (Latitude & Longitude):
8. Ground RL in m AMSL:
9. Permissible top elevation of the building in m AMSL:  
As per CC/Amended CC :  
As per AAI NOC :
10. Number of storeys as per latest approved plan :



11. Actual constructed Top elevation of the building, including all permanent & temporary structures in m AMSL:

12. Details of highest temporary/Permanent structure of the building:

Parapet wall/Architectural feature/Water tank/Antenna/Lightening arrestor/ Obstacle light/ Name board/Lift room/Ladder/Any other such structure (details to be specified):

Now the construction work of the aforesaid building is completed up to the top elevation and the building is ready for possession. As per the pre-requisite condition for submission of application to CIDCO/NAINA/NMMC/PCMC for grant of OC, the Verification report from Airport Operator is required regarding compliance to the permissible top elevation & other terms of AAI NOC.

You are therefore, requested to kindly get building inspected & forward requisite Verification report to CIDCO/NAINA/NMMC/PCMC. The copy of such verification report may also be forwarded to us for reference, by email.

We hereby certify that the information given above is true to the best of our knowledge & belief. We also confirm that in future we shall not erect any permanent or temporary structure on aforesaid building/structure beyond the permissible elevation limits, as specified in AAI NOC. We understand that in case any violation in top elevation of the building or violation of any other terms & conditions of AAI NOC is noted by any of the concerned Authorities at any stage, we are liable for action under provisions of Applicable Laws including "Aircraft (Demolition of obstructions caused by Buildings and Trees etc.) Rules, 1994".

Yours faithfully,

Date:

Place:

(Signature)

(Signature)

(Name of Owner)

(Name of Architect)

(Registration no.....)

Rubber Stamp of Architect

Enclosure:

1. Copy of CC/Amended CC dated \_\_\_\_\_ issued by CIDCO/NAINA/NMMC/PCMC.
2. Copy of AAI NOC dated \_\_\_\_\_, valid up to \_\_\_\_\_

Copy to:

Town-planner – CIDCO/NAINA/NMMC/PCMC - With request to kindly authenticate the documents & application submitted by us to NMIAL so that requisite Verification Report can be issued by NMIAL.

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**Procedure for on-site verification of building proposals for Occupancy Certificate:**

- 1) Physical Site verification shall be done by a qualified surveyor empaneled by Local authority/NMIAL. (Refer Annexure 5 for the list of presently empaneled surveyors)
- 2) The empaneled surveyor shall carry out the physical site verification to assess the actual status of the building viz-a-viz permissible elevation, location co-ordinates and any other terms & conditions as mentioned in the AAI NOC.
- 3) The empaneled surveyor shall carry out the physical site verification with the help of calibrated & precise survey instruments of any Standard Make and duly trained & qualified operators.
  - a) Accuracy level of the survey instruments shall be +/- 10 cm.
  - b) Survey findings shall be documented as Survey Report for each of the buildings that will include :
    - i) Measured coordinates of the building and its correlation with Height NOC coordinates to ensure that constructed building is located within the coordinates mentioned in Height NOC
    - ii) Measured height of the building in Mtr. AMSL (all Permanent & Temporary structures above terrace of the last floor to be captured and documented). Permanent structures shall include built portion/civil work such as Architectural / elevation feature, Staircase Room, Over Head Tank, Lift Machine Room, Parapet wall and other such permanent structures and Temporary structures shall include Shed, Signage, Hording, Antenna, Lightning Arrestor, Warning Light, Solar Panel, Railing/Grill, and other such temporary structures.
  - c) No radio/TV Antenna, lighting arresters, staircase, Mumtee, Overhead water tank and attachments of fixtures of any kind shall project above the Permissible Top Elevation as defined in Height NOC.
  - d) Survey report shall have photograph/s showing entire building from outside as viewed from street and photograph/s of the building terrace showing all permanent & Temporary building components above terrace of last floor.
  - e) All the measured heights shall be marked on the photograph of the terrace of the building clearly showing all components with the surveyed height (additional photographs may be included if all the components are not captured in one photograph).
  - f) The Site verification report shall be prepared in the standard format as per **Annexure 4** and to be duly signed by the empaneled surveyor, building architect and the building owner.
  - g) Authorities shall share with NMIAL details of all the OCs granted under the subject Circular on monthly basis.



**Format for submission of Site Verification report by the Empaneled Surveyors****SITE VERIFICATION REPORT**

1. Date of Actual Site verification :
2. Name & address of the Architect:
3. Name & address of the building Owner:
4. Complete Address of the building:
5. AAI NOC number:
6. File number for CC/amended CC:

Sr. No.	Particulars	As per AAI NOC	As physically observed at site
1	Site Co-ordinates		
2	Site Elevation in (m AMSL)		
3	Top Elevation in (m AMSL)		

The details of elevation of various parts of the building structure as physically measured at Site are as below :

Sr. No.	Particulars	Elevation in m AMSL	Remarks
1	Existing Terrace top		
2	Existing Water Tank/Parapet wall		
3	Existing stair-case/Mumpty		
4	Existing Lift room		
5	Existing architectural part		
6	Any other highest object – temporary/permanent such as – lightning arrestor, obstacle light, name board, antenna, flag, mobile tower, or any other part (to be mentioned)		



We hereby certify that the Site Verification of the above building was completed by us on **(date to be mentioned)** regarding compliance to the permissible top elevation & other terms of AAI NOC and the data during the site survey as mentioned above was captured. The photographs depicting the top-elevation of various parts of the building as captured on the said date are enclosed for ready reference. **(Refer attachment 1 to -----)**

We hereby certify that the actual maximum top elevation of the building is \_\_\_\_\_ m AMSL ( \_\_\_\_\_ % of permissible elevation as per AAI NOC), which is less than 70% of the permissible elevation as per AAI NOC, hence the case is categorised as **“CLEAR”** and do not require Site verification by NMIAL, as per the process.

We hereby certify that the information given above is true to the best of our knowledge & belief. We also confirm that in future we shall not erect any permanent or temporary structure on aforesaid building/structure beyond the permissible elevation limits, as specified in AAI NOC. We understand that in case any violation in top elevation of the building or violation of any other terms & conditions of AAI NOC is noted by any of the concerned Authorities at any stage, we are liable for action under provisions of Applicable Laws including **“Aircraft (Demolition of obstructions caused by Buildings and Trees etc.) Rules, 1994”** or any other law in force.

Yours faithfully,

Date:

Place:

(Signature)

(Signature)

(Signature)

(Name of Owner)

(Name of Architect)

(Name of Surveyor)

Address:

(Registration no.....)

(Registration no.....)

Rubber Stamp of Architect

Rubber Stamp of Surveyor

7. Signatures, Names, contact details & address of the persons, actually available during the actual Site Verification done on **(DATE)** –

(Representatives of Architect, Owner, Surveyor):

(a)

(b)

(c)



**List of empaneled Surveyor Authorised to conduct "Site Verification" prior to OC :**

1. M/s SP Enterprises
2. M/s PN Shidhore Civil Engineers (I) Pvt. Ltd.
3. M/s Pramitee Engineering & Surveys Pvt. Ltd.
4. M/s SGS & Co.
5. M/s Levicon Engineering Technologies.
6. M/s Venkeshwara Enterprises

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