

**Application Form for the Preliminary Planning Clearance for the Development of  
Properties within Galle – Fort**

**“C” Form (U.D.A)**

**For Office Use**

No.....  
Processing Fee paid :.....  
Receipt No: .....  
& Date : .....

.....,  
Urban Development Authority  
District Office, Galle

I/ We hereby apply for the Preliminary Planning Clearance for alteration, new addition, renovation or construction newly of the Premises of Assessment No. .... of .....Street in Galle Fort.

I / We forward herewith the following particular :-

01. 02 copies of the survey plan made by ..... (Name of the Surveyor) of No. .... dated .....
02. 04 copies of the plan for proposed development. (This should be certified by the Chartered Architect and the Owner)
03. 04 copies of the measured drawing (Tracing copy) or previous approved plan of the existing building.
04. Enclose the photographs of the front elevation of the present building and either sides of the building of the site.
05. Completed “C” Form.
06. The ownership confirmation letter, which is issued by the Galle Municipal Council.

07. Payment of Processing Fees (Cash or Cheque)

(Cheque should be drawn in favour of “Chairman, Urban Development Authority”)

I / We hereby certify that the above particulars are true and correct. Also, we are aware, if the details are found incorrect, the given Preliminary Planning Clearance will be cancelled.

**I / We fully understand that the Preliminary Planning Clearance does not constitute a permit and shall not entitle the applicant or any person to commence or carryout development activity what so ever.**

**This permit shall be valid for a period of one year.**

Certification of the Architect

Owner

Name :.....

Name: .....

Signature :.....

National ID No:.....

Date :.....

Signature :.....

Seal : .....

Date : .....

Address

**“C” Form**

01. Name of the Applicant : .....
- Address : .....
- Telephone No : .....
- National Identity Card No : .....

**02. Details of the Present Development:**

I. Present Usage: Residential / Commercial / Industrial / Other :.....

II. Is the ancient construction in the same position: Yes / No  
If it is not so, please giving details of the construction that are being changed. :-  
.....  
.....  
.....

III. Are there any portions/ s newly constructed or repaired? If so, give details: -  
.....  
.....  
.....

IV. Building materials used for the above purpose.  
Walls -  
Roof -  
Floor -

V. Period of the original building (according to your knowledge)

VI. Land Extent ..... (sq.m) or ..... Perches.

Survey Plan No. .... Name of the Surveyor:.....

Date :.....

VII. Details of the present building :

No. of Floors : ..... Height :.....

Floor Area (According to the Floors) :-

Ground Floor Area :..... (Sq.m) Usage :.....

Mezzanine Floor area:..... (Sq.m) Usage :.....

Upper Floor Area :..... (sq.m) Usage :.....

Total ----- (sq.m)  
=====

03. Details of the proposed development:

(i). Floor Area (According to the floors) :-

Ground floor Area : ..... (sq.m) Usage : .....Height : ..... (m)

Upper Floor area :.....(sq.m) Usage :..... Height: .....(m)  
(Two Floors or maximum height should be 10.0 m or else.)

(ii) If there any conserved buildings or ancient ruins within the related premises, so please give a brief account:

(iii). Did you obtain approval from the Department of Archeology previously:

(iv) Distance from the centre of the Road .....(m) (If the premises / land is connected to several roads. Mention the distance from the center of the each road)

..... (m) .....Road

.....(m) .....Road

Contd.../5

(v) Floor Area ratio :  $\frac{\text{Total Floor Area of the Building}}{\text{Land Extent}} =$

(This should not exceed 1:1:5)

(vi) Plot Coverage :  $\frac{\text{Total Floor Area (Ground)} \times 100}{\text{Land Extent}} =$

(This should not exceed 75%)

(vii) Proposed Usage :  
(This usage should be harmonious with the usage of the building plan)

(viii) Details of the Rooms :

No	Proposed Usage	Length / Width (m)	Floor Area (sq.m)	Windows & Doors open to outside (m <sup>2</sup> )
<b>(Details of the rooms of the proposed building should be shown in the plan according to this format)</b>				

(ix) Reserved area for the Parking space of the Land :.....(sq.m)

(x) Proposed colour of the building .....(Colours should be beige, white or ash)

I/We hereby certify that the above particulars are true & correct. I/We aware if the details are found incorrect, this clearance will be cancelled.

Signature of the :  
Architect .....

Signature of the Owner  
of the Property .....

Name : .....

Name : .....

Date : .....

National ID No. ....

Seal : .....

Date : .....