Liaison Policy
6.6.20 Version: 5

Points to be considered while finalizing approval drawings:

For any building there can be max 3 (ideally 2) approvals:

a. Approval 1 (basic approval): Prior to start of works – to be obtained within 90 days of drawings being made available to design. Design upto plinth has to be finalized, can change above.
b. Approval 2 (final approval): Final approval with no further changes in building dimensions or FSI consumption. To be obtained within 6 months of plinth CC. Also any TDR/additional FSI for which payment is required to be made to be added during this approval.
c. Approval 3 (pre-OC approval): To be used only if really required, for minor changes from Approval 2. Ideally to be avoided and straight OC to be taken after Approval 1.

In approval 1:

1. Resp: Internal liaison team - Carpet area on plan to be as per allotment list i.e. RERA carpet area.
    a. This should include any area falling under 'Door and Window jambs' (windows jambs to be counted in carpet area if glazing outside). Liaison to cross-check against design RERA carpet area before approval submission.
2. Resp: Internal liaison team - Actual FSI to be optimized by ensuring that:
    a. Free of FSI areas like staircase, lifts, lobbies and appurtenant areas are taken free of FSI.
    b. Glazing is taken free of FSI (concession to be taken for this).
3. Resp: Design + Internal liaison team - Avoid wasting any FSI for non saleable areas (max. limit of 0.5% of total FSI for relevant building(s)). Similarly, do not waste FSI on ground floor units if project requires FSI from sources which entail additional payment (TDR, fungible, premium FSI etc.). Till full external FSI is purchased, we should only show one unit on ground floor and balance as stilt. Ground floor plan can be amended in future when full FSI is loaded since this allows construction to progress with lesser FSI. Anyway ground floor units sell quite late.

4. Resp: External liaison team - In MCGM (and other areas where relevant), External liaison team to ensure following are in concessions:
    a. Permissible fitness centre / club (10+5% of provided RG, not mandatory RG) / Amenity (5%) where permissible (plot area > 20,000 sm)
    b. 20 sm society office in every independent building (treat as society)
    c. Façade/glazing thickness not counted in FSI.
    d. Bare shell finishing (to also be taken in other approving authorities for non-Casa projects).
    e. CC for construction upto plinth should be such that it is CC for construction upto top of podium i.e. just below first habitable floor.
5. Resp: Design - **Design to ensure that there will be no changes in plan required prior to plinth cc – i.e. upto plinth design has to be final and there can be no changes in plinth dimension after approval**

In approval 2:

1. Resp: Internal liaison team - All finals plans to be as per what is built – no post OC works, no sale of areas not counted in FSI.
    a. Obtain approval for above terrace works as per actuals.
    b. Ensure parking nos are adequately shown.
    c. Ensure services and BoH areas are shown as per final locations and FSI is not wasted for the same.
    d. Ensure club and fitness centre designs are final.
    e. Ensure column sizing and room dimensions are as per 'as built'
    f. Ensure that for any garden (or similar flats), the garden area is NOT shown as part of development RG and the unit's garden line is earmarked with dotted line which we can later argue means that it is permissible to put a grill/barricade there.
2. Resp: OS + Internal liaison team - Load TDR or payment FSI to the maximum extent feasible. Ensure that at any time, sufficient TDR/payment FSI is loaded to allow work for 9 months and then next submission is done earliest after 6 months (which may take 2-2.5 months for approval) and yet work will not stop.
3. Resp: External liaison team - Ensure that we get any concession from pt. 3 and pt. 4 of Approval 1 which were not taken at time of Approval 1. While taking CC above plinth, it should be ensured that CC is taken all the way upto terrace level/last approved level. **If CC is restricted for some reason, ensure that core CC is taken all the way upto last approved floor.**

Other:
a. All plan/section sheets to contain note (in small font) '*All dimensions/levels/depths stated are clear dimensions (i.e. unfinished dimensions) in meters.*'
b. In section, when sunk is shown for elevation treatment, finished level to be shown subtly in dotted line.
c. Where carpet area table is given state header as '*Carpet Area for Parking Calculation*'