INITIAL INFORMATION / 01

Start with your project

Complete what you know. Leave uncertain items blank; we can discuss them together.

INDICATIVE CHECKLIST Requirements vary by road, state and project.

01 Applicant & contact

Applicant / company / landowner

Contact person / authorised representative

Contact phone

Email

Relationship to land / project

Project name, if any

02 Project location & use

State / union territory

District

Tehsil / taluka and village

Site area, if known

Site address / nearest landmark

Project type - tick all that apply

- ☐ Private property / plot
- ☐ Real estate / township
- ☐ Commercial / fuel outlet
- ☐ Utility / right of way

Other project or brief description

Share only information you are comfortable discussing. An initial enquiry does not itself constitute an application.

DOCUMENTS / 02

Land & ownership records

Tick the documents you have, if relevant. Names and records differ across states.

Jamabandi / Fard and Aks Shajra are examples used in some regions. Equivalent state land records may apply.

03 Documents to identify or collect, where applicable

- [ ] **Ownership deed, title document or lease**
  Available document showing the applicant's relationship to the land.

- [ ] **Jamabandi / Fard / record of rights**
  Or the corresponding record used by the relevant state.

- [ ] **Aks Shajra / cadastral or village map**
  Or the state equivalent that identifies the site and parcel boundaries.

- [ ] **Mutation / Intkal or equivalent revenue entry**
  If available and relevant to the ownership record.

- [ ] **Khasra, survey, plot or parcel details**
  List all relevant numbers for the project land, where known.

- [ ] **Site boundary / demarcation or survey plan**
  Any existing signed plan or record available for the site.

- [ ] **Owner authorisation, lease or developer arrangement**
  Where someone other than the landowner is acting for the project.

- [ ] **Existing land-use or development approvals**
  If relevant and already available; do not assume a particular approval applies.

- [ ] **Earlier highway NOC or authority correspondence**
  Previous permissions, application references, queries or drawings, if any.

GETITAPPROVED

Do not send originals, identity documents or sensitive records until the need and a suitable method of sharing have been agreed.

ROAD DETAILS / 03

The road & the site

Provide the best available details. Precise survey work, when required, should be done by a qualified professional.

04 Road and site reference

National highway / state road number

Approximate chainage / kilometre, if known

Road side / travel direction, if known

Road-owning authority, if known

Khasra / survey / plot numbers, if known

Optional map link or coordinates supplied by applicant

05 Survey and drawings to discuss with a professional

- [ ] **Property boundary, frontage and access location**
- [ ] **Highway right-of-way / service-road boundaries, if relevant**
- [ ] **Nearby junctions, median openings and existing approaches**
- [ ] **Drainage, culverts and other visible site features**
- [ ] **Proposed access layout, crossing or utility alignment**
- [ ] **Site levels, coordinates / datum and sections, where required**

Requirements, formats and dimensions depend on the road and current authority instructions. This is not a design or safety certification.

Other survey details / questions

REVIEW / 04

Prepare for the next step

These examples help us identify the applicable route. Only provide items that match your project.

06 Project-specific information, if applicable

- [ ] Fuel / commercial: project use, operator details and proposed access
- [ ] Utility: type, ownership, proposed route and crossing information
- [ ] Real estate: layout / master plan and proposed connection or approach
- [ ] Existing case: portal reference, previous notices and responses
- [ ] Any technical, drainage or traffic information requested for the site

07 Questions or further information

Notes for your initial consultation

KEEP YOUR ACCOUNT SECURE

Use your own authorised applicant account. Never share a portal password or OTP. Agree on a suitable way to share sensitive records before sending them.

OFFICIAL REFERENCE LINKS

Rajmarg Pravesh - official access and utility portal >

Current guidelines and amendments >

2020 access guidelines (read with later amendments) >

Questions? Chat with GetItApproved on WhatsApp >

GetItApproved is an independent consultancy and is not affiliated with any government authority. This checklist is indicative, not an official or exhaustive requirement.