

MAHARASHTRA INDUSTRIAL DEVELOPMENT CORPORATION

(A Government of Maharashtra Undertaking)

Circular

No.MIDC/CP/P321943/2026

Date: 23/07/2026

Subject: Intimation-Based Processing of Sub-Division and Amalgamation of Plots in MIDC Industrial Areas under Deregulation and Ease of Doing Business Initiative.

Reference:

1. Recommendations of the Task Force on Deregulation (Priority Area PA-3).
2. Directions issued by Government regarding Ease of Doing Business (EoDB) and reduction of regulatory compliance burden.
3. Approval of Competent Authority vide Office Note No. MIDC/CP/P-314689/2026.

In pursuance of the Deregulation initiatives undertaken by the Government of India and Government of Maharashtra and with a view to promoting Ease of Doing Business (EoDB), reducing procedural delays and simplifying regulatory compliance, MIDC has decided to introduce an **Intimation-Based Mechanism** for processing applications falling within MIDC Industrial Areas across the State pertaining to:

1. Sub-Division of Plots, and
2. Amalgamation of Plots

Under this mechanism, eligible plot holders shall submit prescribed self-certified documents through the online Single Window Clearance (SWC) System through an authorized Architect/Engineer. Upon payment of prescribed fees, the system shall automatically generate the applicable intimation/permission letter, subject to post-facto verification by MIDC.

PART A-INTIMATION FOR SUB-DIVISION OF PLOTS

A-1 Eligibility Criteria

A plot holder shall be eligible for availing the Intimation-Based Sub-Division Facility only when all the following conditions are satisfied:

1. The applicant is the current and valid allottee/lessee of the plot holding a valid Letter of Allotment and Registered Lease Agreement. The plot proposed for subdivision shall be free from any ownership, succession, leasehold, or title dispute.
2. The proposed sub-divided plot shall be transferable only to:
 - Legal heir(s) through a registered Will/succession mechanism, or
 - Sister concern/company of the original plot holder.
3. The plot is free from unauthorized construction and encroachment.

4. The land use of the sub-divided plots shall remain the same as the original sanctioned use for a minimum period of five (5) years from the date of issue of the subdivision order/intimation.
5. The plot proposed for subdivision shall be permitted to be divided into parts up to the maximum number of legal heirs existing at the time of application.
6. Each proposed sub-divided plot shall conform to the minimum plot area requirements prescribed under Reg. 3.6 and Table 3G of CDCPR 2023 for the applicable zone/use.

A-2 Self-Certification Requirement

The applicant shall accept the above conditions through online self-certification. Applications wherein any of the above conditions are not fulfilled shall not qualify under the Intimation-Based System and shall be processed under the regular approval mechanism.

PART B INTIMATION FOR AMALGAMATION OF PLOTS

B-1 Eligibility Criteria

Intimation-Based Amalgamation shall be permitted only if all the following conditions are fulfilled:

1. All plots proposed for amalgamation are held in the name of the same entity.
2. Valid Agreements to Lease are in force for all plots proposed for amalgamation.
3. Land use and industrial activity on all plots are identical.
4. The plots are free from unauthorized construction and encroachment.
5. The plots are contiguous and share a common boundary without separation by road, nallah, watercourse or other intervening public land.
6. The amalgamation proposal is acceptable and desirable from planning considerations and conforms to Regulation 3.9 of CDCPR-2023.

B-2 Self-Certification Requirement

The applicant shall certify compliance with the above eligibility conditions online. Applications not satisfying any eligibility requirement shall not be processed under this Intimation-Based System.

PART C ONLINE WORKFLOW AND IMPLEMENTATION MECHANISM

C-1 Online Process Flow

Step 1

Applicant shall submit an online application for Intimation of Sub-Division or Amalgamation.

Step 2

Applicant shall select an Architect/Engineer from the list of registered professionals available on the MIDC portal.

Step 3

The Architect/Engineer shall upload all prescribed plans, documents and self-certifications.

Step 4

The prescribed processing fee shall be paid online.

Step 5

Upon successful payment and submission, the SWC System shall automatically generate and issue the Intimation/Permission Letter in the prescribed format.

C-2 List of documents required for intimation bases sub-division or amalgamation of plots is attached herewith at Annexure –1 & 2

C-3 Post-Facto Verification

1. The concerned Deputy Planner at Regional Office shall verify the documents and drawings submitted online within seven (7) working days from the date of issuance of the system-generated intimation.
2. If any discrepancy, false declaration, misrepresentation, suppression of facts, violation of CDCPR provisions, unauthorized construction, or non-fulfilment of eligibility criteria is observed, the Deputy Planner/Regional Office shall be empowered to:
 - Revoke or override the system-generated intimation/permission;
 - Initiate appropriate action under applicable laws and regulations;
 - Forfeit the processing fee paid by the applicant.
3. Such action shall be without prejudice to any proceedings under:
 - Maharashtra Regional and Town Planning Act, 1966;
 - Maharashtra Industrial Development Act, 1961;
 - CDCPR-2023; and
 - Any other applicable statutory provisions.

General Conditions

1. Submission of incorrect information or false certification shall render the permission liable for cancellation.
2. The responsibility for correctness of submitted documents and plans shall lie jointly with the applicant and the Architect/Engineer.
3. MIDC reserves the right to inspect the site at any stage.
4. This Circular shall not waive any statutory requirement under applicable laws, rules, regulations, policies or directives issued by Government or MIDC from time to time.
5. The provisions of this Circular shall be implemented through the MIDC Single Window Clearance System.

The Circular will be applicable with immediate effect. All Concerned officers are hereby directed to strictly follow the same.

The Circular is issued with prior approval of Hon. CEO, MIDC.

**Chief Planner
MIDC, Mumbai**

Copy submitted to Hon. CEO, MIDC for favor of information please.

Copy submitted to Hon. Jt. CEO (I, II, III) for information.

Copy FWCs to CFO for information.

Copy FWCs to Dy. CEO (Env.)/Dy. CEO (I/II/III/IV) for information.

Copy FWCs to all HoDs for information.

Copy to all SEs/EEs/ROs for information.

Copy to all SPAs for information and necessary action.

Annexure -1

Documents required for sub-division (reg. 2.2 & appendix a-2, CDCPR 2023)

Sr. No.	Document / Plan Required	Reference / Specification (CDCPR 2023)	Remarks
1.	Application in prescribed Form (Appendix A-2) signed by Owner and Architect/Licensed Engineer/Supervisor	Appendix A-2; Reg. 2.2.1	To be submitted by applicant/mandatory
2.	Particulars of Development — Form (Item 6 of Appendix A-2) duly filled	Appendix A-2, Item 6; Reg. 2.2.1	To be submitted by applicant/mandatory
3.	Key Plan (Location Plan) drawn at scale not less than 1:4000 (to be shown on first copy of set of plans)	Reg. 2.2.4	To be submitted by applicant/mandatory
4.	Site Plan drawn to scale of 1:500 or more; based on measurement plan authenticated by Land Records / MIDC; showing boundaries, roads, existing buildings, access, north line, utilities etc.	Reg. 2.2.5	To be submitted by applicant/mandatory
5.	Sub-Division Plan shall include following details - Sub-Division Plan drawn at scale not less than 1:500 (1:1000 for ≥ 1.0 ha/4.0 ha layouts), showing: dimensions & area of each proposed sub-division; recreational open spaces; amenity space if necessary; table of all plots with size, area and use. - Area Statement Proforma-I as per CDCPR (to be placed at right-hand top corner of plans) - Statement of area by triangulation / CADD method from qualified licensed technical personnel or Architect. - Plans signed by Owner, co-owner (if any), and Architect/Licensed Engineer/Supervisor with name, address and Registration/License No.	Appendix A-2, Proforma-I Reg. 2.2.6.1; Reg. 2.2.3 (v); Reg. 2.2.17	To be submitted by applicant/mandatory
6.	Certificate by Architect / Licensed Engineer that there is no unauthorized construction on plot (s) and existing construction is as per relevant DCR/CDCPR	--	To be submitted by applicant/mandatory
7.	Measurement Plan attached to possession receipt (issued by MIDC)	Reg. 2.2.3 (iv); Appendix A-2, Item 3	To be fetched from the MIDC records
8.	Extract of Lease Deed / Agreement to Lease evidencing ownership of land	Reg. 2.2.3 (ii)(iii); Appendix A-2, Item 5	To be fetched from the MIDC records
9.	Self-attested copy of sub-division /	Reg. 2.2.3 (vii)	To be submitted by

	amalgamation / layout approved by concerned Authority, if any previously sanctioned (if applicable)		applicant/ Non mandatory
--	---	--	-----------------------------

Annexure -2

Documents required for amalgamation (reg. 2.2 & 2.2.6.2, CDCPR 2023)

Sr. No.	Document / Plan Required	Reference / Specification (CDCPR 2023)	Remarks
1.	Application in prescribed Form signed by Owner(s) and Architect / Licensed Engineer	--	To be submitted by applicant/mandatory
2.	Amalgamation Plan — - Amalgamation of plan drawn to scale not less than 1:500 — showing individual plot boundaries, proposed merged boundaries, dimensions and area. - Site Plan drawn to scale of 1:500 or more; showing boundaries of all plots to be amalgamated, road access, existing structures, north line, utilities etc. - Key Plan (Location Plan) drawn at scale not less than 1:4000 - Statement of area by triangulation / CADD from qualified licensed technical personnel or Architect, with Affidavit from owner confirming area of all plots - Area Statement Proforma-I as per CDCPR (at right-hand top corner of plans) for the amalgamated plot - Plans signed by Owner(s), co-owner (if any), and Architect/Licensed Engineer/Supervisor with name, address and Registration/License No.	Reg. 2.2.6.2 Reg. 2.2.3 (vii) Reg. 2.2.17 Appendix A-2, Proforma-I	To be submitted by applicant/mandatory
3.	Certificate by Architect / Licensed Engineer that there is no unauthorized construction on plot (s) and existing construction is as per relevant DCR/CDCPR	--	To be submitted by applicant/mandatory
4.	Measurement Plan / Measurement Plan attached to possession receipt for EACH plot to be amalgamated (issued by MIDC)	Reg. 2.2.3 (iv); Appendix A-1/A-2	To be fetched from the MIDC records
5.	Lease Deed / Agreement to Lease for EACH plot to be amalgamated	Reg. 2.2.3 (ii)(iii); Appendix A-1/A-2	To be fetched from the MIDC records
6.	Self-attested copies of any previously sanctioned sub-division / amalgamation / layout for any of the plots, if any	Reg. 2.2.3 (vii)	To be submitted by applicant/Non mandatory