# *FAQ*

**Question: 1  I want to apply online for map sanction for my residence on a plot situated in a colony. But the name of my colony is not in the approved colonies. How should I apply?**

**Answer:** if your colony is private and approved by ADA then you can inform MAP section of ADA through Helpline so that your colony could be added in the list after due checking of the records.

You can apply only when the name of your colony is visible in approved colonies list.

If your colony is private and not approved by ADA then you cannot apply for approval of MAP.

**Question: 2  I have submitted my map application alongwith scanned map etc. now I have come to know that the image of ownership documents is wrong. I want to upload another PDF file in place of existing PDF file. How to replace existing PDF file?**

**Answer:** if you want to replace any image (Photo, copy of challan, MAP, ownership document and affidavit etc.) already uploaded then simply press "Brows" button and select the new image file with which you want to replace existing file.

**Question: 3  What is FAR and how to calculate it.**

**Answer:** FAR is Floor Area Ratio. It is calculated as under:

$$FAR = \frac{Total\ Coverd\ Area}{Plot\ Area}$$

Total covered Area  =  Covered Area on Ground Floor + First Floor
+ Second Floor + mumty

Plot Area = Plot Area – Road widening area

**Question: 4** **I want to remove image file already uploaded and upload a new file. But after pressing "Remove" button I am not able to upload a new image file. How to upload a new image after removing existing file?**

**Answer:** "Remove" button is to be used if and only if any image already uploaded to be removed forever. Your case is related to replacement of image file, therefore you should not use "Remove" button rather you should browse to select a file with which you want to replace the existing file.

**Question: 5** **How to calculate total covered area for calculating stacking and supervision fee?**

**Answer:** For calculating above fee:

Total covered Area  =  Basement + Ground Floor + First Floor
+ Second Floor + mumty

**Question: 6** **In my case there are three applicants one main applicant and then two co-applicants, how to add details of co-applicants?**

**Answer:** On last page (document requirement section) of application form you will find two radio buttons at the bottom of the page before "Save and Continue" button. You have to opt yes radio button. As soon as you will opt for yes radio button a page for filling the details of co-applicants shall be visible to you.

**Question: 7** **I have to construct house on first floor while I have already constructed Ground Floor can I apply online if the plot area is less than 300 Sq. meter?**

**Answer:** Yes you can apply online for sanction of map for first floor but you should upload the scanned copy of the map already approved.