



# महाराष्ट्र औद्योगिक विकास महामंडळ

(महाराष्ट्र शासन अंगिकृत)

"उद्योग सारथी", अंधेरी (पूर्व), मुंबई - ४०० ०९३

दूरध्वनी: ०२२ - ४०९६०८००

## Maharashtra Industrial Development Corporation

(A Government of Maharashtra Undertaking)

"Udyog Sarathi", Andheri (E), Mumbai 400 093

Tel. No.: 022 - 40160800

No.MIDC/P369720/2024

Date : 17.12.2024

**Subject :-Regarding revised guidelines for procedure of obtaining permit for Felling /transplantation / trimming of trees in MIDC.**

**Reference:** Circular no. No.MIDC/CP/Tree Authority/ P5257 /2023. dtd. 17/11/2023.

### 1. Prerequisites

The following prerequisites must be satisfied by the Applicant for making a successful application

- The applicant must be a registered SWC user
- The applicant must have an approved Plot Registration service for the particular plot
- Approved plan, if any (proposed construction showing location of trees including excavation lines earthwork)
- Photograph of the trees
- Affidavit as per Annexure II of Section 11(2) of Maharashtra (Urban Areas)Protection and Preservation of Trees Act 1975

### 2. Timelines:

Sr. No.	Particulars of Services	Time Period
1	On receipt of application, the Tree Officer will carry out site inspection	6 days
2	The inspection report will be uploaded on SWC by the concerned Tree Officer after inspection	5 days
3	After uploading the inspection report, the Tree Officer will publish the notice in local newspaper for inviting objection(s), if any, from public and then submits a report to the Tree Authority at MIDC Head Office	12 days
4	Tree Authority will take the decision on the proposal and forward it to the concerned Tree Officer for necessary action	10 days
5	The Tree Officer will then generate a demand note towards the application based on the inputs from Tree Authority at HQ	6 days
6	Applicant will login to make the payments online at SWC after demand note generation	15 days
7	Tree Officer will upload the digitally signed Approval Letter on SWC on receipt of payment	6 days

### 3. Procedure

The steps to be followed by the applicant for availing the service online through Single Window Clearance (SWC) are as below:

- a. The applicant will login to SWC and select the registered plot for which he needs the service.
- b. The applicant will then select the 'Permission for tree felling / trimming /replantation of trees' service from the list of available services.
- c. The applicant will fill the online form with all relevant details in the application form.
- d. After filling up all details in the form, the applicant will upload all the relevant documents for processing, listed as under Section 4.
- e. After successful upload of documents, the applicant will submit the application form by clicking the submission button under the processing tab.
- f. On successful submission, the details of processing desk, submission ID, etc. will be displayed to the applicant.
- g. The application will be automatically forwarded to the concerned Tree Officer (SPA)within the jurisdiction of the Industrial Area.
- h. Within 48 hours of the inspection, the inspection report will be uploaded on SWC by the concerned Tree Officer as per the prescribed format (Annexure III)
- i. Within 12 days from receipt of application, the Tree Officer will publish the notice in local newspaper for inviting objection(s), if any, from public and then submits are port to the Tree Authority at MIDC Head Office.
- j. The Tree Authority will take the decision on the proposal and forward it to the concerned Tree Officer for necessary action.
- k. The concerned officer will then generate a demand note towards the application, based on the decision made by the Tree Authority at the MIDC Head Office, (security deposit of Rs. 10,000 per tree) for all the trees that are being considered for felling, trimming or replantation.
- l. The intimation of demand note generation and respective payment charges will be communicated to the applicant via Email and SMS.
- m. The applicant will login to SWC and will be able to view and download the demand note.
- n. The applicant will have to make a payment towards the demand note generated.
- o. After the payment has been made by the applicant, the concerned MIDC authority will upload digitally signed approval letter for Permission of Felling/Trimming/Replantation of trees on SWC.

### 4. List of Documents

- a. Affidavit as per Annexure II of Section 11(2) of Maharashtra (Urban Areas)Protection and Preservation of Trees Act 1975
- b. Photographs of trees proposed
- c. Original Affidavit on Rs 500 Stamp paper(as per Annexure 3)
- d. Original Affidavit in case of Heritage trees on Rs 500 stamp paper(As per Annexure 4)

- e. Layout plan showing existing trees along with proposed building footprint
- f. Proposed plantation plan including new location of trees proposed for transplantation (if any)
- g. In case of land outside MIDC jurisdiction(private land/forest land) is proposed then NOC from the concerned land owner along with land ownership(7/12 extract)possession details from the concerned landowners.
- h. Copy of newspaper advertisement
- i. Original RFO report including
  - Name of trees proposed for felling or Transplantation
  - Girth of tree
  - Age of tree

Or

**Report from following agencies as per GR dtd. 27/02/2024**

1. M/s.Oscorp Infra Soution Pvt.Ltd.
2. M/s.S.K. Enterprise (Suraj Samat HUF)
3. M/s.N.K. Shah infraprojects.

Report including following points:


- Name of trees proposed for felling or Transplantation
  - Girth of tree
  - Age of tree
- j. Report on hearing on suggestions/objections conducted by concerned tree officers.

**5. Fees**

- a. Security deposit of Rs. 10,000 per tree for all the trees that are being considered for felling, trimming or re-plantation.
  - b. Application Fee of rupees six thousand only (Rs. 6,000/-) (additional taxes at actual applicable).
  - c. Bank guarantee of Rs 30000/- per high-risk tree to be fallen/transplant.
- Expect the list of documents mentioned at annexure- A all other conditions mentioned in Circular dtd. 17/11/2023 will remain same.

**6. References**

- a. Circular No. MIDC/CP/B19092 dt. 03/08/2015.
- b. Circular No. MIDC/Dy. CEO (Env) /2016/A98080 dt. 30/03/2016
- c. Circular No. MIDC/CP/Tree Authority/2017/B40958 dt. 20/04/2017
- d. Circular No.MIDC/CP/CEO/Tree Authority /2019/Jan/A30593 dt. 23/01/2019
- e. Circular No. MIDC/CP/Tree Authority/A17048/2023 dt 13/01/2023
- f. Circular No. MIDC/CP/Tree Authority/P52527/2023 dt 17/11/2023

  
Chief Planner,  
MIDC, Mumbai-93.

## Annexure A

List of mandatory details to be attached at the time of submission of the proposal for the felling and transplantation to the MIDC Tree Authority

1. Submission of the proposal by Tree Officer: As per Annexure 1
2. Site Visit Report by the Tree Officer: As per Annexure 2
3. Geo tagged and numbered photos of the trees proposed for felling/transplantation/trimming
4. Original RFO report including
  - Name of trees proposed for felling or Transplantation
  - Girth of tree
  - Age of treeOr  
Report from following agencies as per GR dtd. 27/02/2024
  4. M/s.Oscorp Infra Soution Pvt.Ltd.
  5. M/s.S.K. Enterprise (Suraj Samat HUF)
  6. M/s.N.K. Shah infraprojects.
- Report including following points:
  - Name of trees proposed for felling or Transplantation
  - Girth of tree
  - Age of tree
5. Original affidavit on Rs. 500 Stamp Paper: As per Annexure 3
6. Original additional Affidavit in case of Heritage Trees on Rs. 100 Stamp Paper: As per Annexure 4
7. Layout plan showing existing trees along with proposed building foot print
8. Proposed plantation plan including new location of trees proposed for transplantation (if any)
9. In case land outside MIDC jurisdiction (private land/forest land) is proposed then NOC from the concerned land owner along with land ownership (7/12 extract)/possession details from the concerned land owners.
10. Copy of news paper advertisement.
11. Report on hearing on suggestions/ objections conducted by concerned Tree Officer.

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## Annexure 1

Subject: Proposal for Felling/Transplantation/Trimming  
Plot No. --- Industrial Area

Reference: SWC Application no.

### Scrutiny Sheet

Sr.no	Title	Details (to be filled/signed by the concerned Tree Officer)				Pg.no.
1.	Name of Industrial Area					
2.	Plot no. & Area					
3.	Allotee/Applicant					
4.	Total number of trees present on site					
5.	Proposal by applicant for number of Trees proposed for	Felling	Trimming	Transplantation	Retain	
6.	Cumulative age of trees proposed for felling as per RFO Report	--- Years				
7.	Number of Heritage Trees present and proposed for felling/transplantation					
8.	Reason for proposed application by applicant					
9.	Advertisement Details	Date: Name of News Paper:				
10.	Suggestions and or Objections if any	Yes /No If Yes then report on hearing of suggestions/objections				
11.	Date & remarks as per Site Visit	Date of Site Visit: Remarks:				
12.	Remarks of Expert Horticulturist					
13.	Location of the new trees against felling/transplantation	(On same plot) OR (If sufficient space is not available for compensatory tree plantation on the same plot, then recommendation from the Tree Officer (SPA) for land within the jurisdiction of respective MIDC industrial area) OR (In case there is no space available within the respective jurisdiction of MIDC industrial area, then concerned Tree Officer (SPA) can recommend space for tree plantation outside MIDC jurisdiction subject to				

		NOC from the concerned land owner.				
14.	Layout Plan showing existing trees	Showing existing trees to be categorized as per felling/transplantation/trimming				
15.	Proposed plantation plan	New trees plantation plan in scientific manner including proposed location of existing trees proposed for transplantation.				
16.	Remarks of SPA/Tree Officer	Present proposal is for seeking approval to grant of permission for felling/transplantation/trimming of trees on plot no. -----				
		Sr. no.	Permission required for	Number of trees	Compensatory tree plantation required	Remark
		1.	Felling	--	--	
		2.	Transplantation	--	--	
		3.	Trimming	--	Nil	
Total						

#### Additional Scrutiny Sheet

Sr. No.	Name of Tree	Age in Years as per RFO report	Maximum age as per RFO report	Remarks
	--	--	--	To be Cut/ To be Transplanted
	Total no. of trees	Cumulative age	Cumulative age	

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## Annexure 2

To,

The Tree Authority,  
MIDC, Mumbai-93

Subject:- Site Inspection Report (Only in Case of High Risk Category of Trees)  
The Site inspection report regarding tree felling or transplantation or  
trimming in \_\_\_\_\_ Indl. Area is submitted as follows:

Date of Site visit:-

Time:-

1.	Name of Tree/branches to be fallen	Name & Number of each species 1. 2. 3.				
2.	Age, Height & Girth of tree	Sr. no.	Name of Tree	Age	Height	Girth Size
3.	Reason for which tree/ braches to be fallen or Transplantation					
4.	Location details of tree (to be shown on the plan)					
5.	Any Possibility that the purpose will be solved without felling of tree/branches?					
6.	Remarks					

Signed /Seal of the concerned Tree Officer

# Affidavit

(Undertaking on 500 Rs. Stamp Paper)

Date :-

To,

The Tree Officer,  
(Name of Industrial Area) MIDC,

Pursuant to Section 11 (2) of the Maharashtra (Urban Areas) Protection and Preservation of Trees Act, 1975 ("Act"), we hereby solemnly affirm that we shall abide by the Section No. 8/9/10 of the aforesaid Act. Further we declare that we will plant the trees properly and Preserve the same with existing trees. After plantation/re-plantation, we will preserve the trees for 7 years and will submit the report after every 6 months period to the Authority. Further, according to the orders under section 11 of the Act, I am ready to pay the security deposit. We are also aware that the security deposit will be forfeited if orders under section 8 & 9 of the above Act are violated.

We further declare that as per the MIDC Circular No. MIDC/CP/Tree Authority/-----/2023 dated -----, we will:

1. We will plant required numbers of compensatory trees of at least six feet height.
2. We will preserve the newly planted trees for 7 years using latest available technology.
3. We will geo tag the newly planted trees.
4. We will ensure that the tree mortality during this period shall be compensated by planting equal number of new trees

We are also aware that we will be liable for the legal action for violation of the Act.

We hereby declare that this undertaking shall be binding on us, our legal heirs, executors, administrators, and assignees and whomever deriving title and / or interest through or under us.



In case of Heritage Trees (undertaking on 500 Rs. Stamp Paper)

## Affidavit

Date :-

To,

The Tree Officer,

(Name of Industrial Area) MIDC,

Pursuant to Section 11 (2) of the Maharashtra (Urban Areas) Protection and Preservation of Trees Act, 1975. I hereby solemnly affirm that I shall abide by the Section No.8/9/10 of the aforesaid Act.

I also state that I had requested permission for felling/transplant of trees, of which 00 (mention no of trees) heritage trees. I have considered all probable options including changing the Building plan, accesses and utilities etc; however the project is not feasible unless the tree is removed from its present location. None of the heritage trees requested permission for fall in the boundary line. I hence request to accept my proposal for felling and/or transplanting the trees.

Further I declare that I have ensured all possibility of transplanting the heritage trees, and have considered maximum no of trees possible for transplantation. I also assure that I will transplant the trees properly under technical guidance in scientific manner & preserve the same. I will also plant 6 feet tall saplings equivalent to the cumulative age of the trees. After transplantation and new plantation, I will preserve the trees for 7 years & will submit the report after every 6 months period to the authority. Further accordingly to the orders, I am ready to pay the security deposit and bank guarantee. I am also aware that the security deposit will be forfeited if orders under section 8 & 9 of the above act are violated.

I am aware that, I will be liable for the legal action for violation of the act.

Sign of Applicant  
(Name of Applicant)