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**CHENNAI METROPOLITAN DEVELOPMENT
AUTHORITY (ADMINISTRATION DN.)**

Office Order No. 4/2012

Dated: 03. 02.2012

Sub : CMDA – Issue of Planning Permission for site approval, and Planning Permission for building constructions, separately – Planning Permissions for Development – Separate Permission for site & building construction – Introduction of double stage scrutiny - Procedures – orders issued.

Read: 1. Minutes of the CSO
2. Authority Resolution No.190/2006 dt.27.9.2006
3. Office Order No.12/2011 dt.16.9.2011.

Presently Planning Permission Applications (PPA) for proposed constructions are examined and Planning Permission (PP) is issued approving both the site and the construction for specific purposes proposed in the plan. This procedure was reviewed in consultation with the stakeholders as part of improving the system. In order to reduce the time taken for processing, and save the labour for all concerned, it has been decided that the existing practice of according approval for site and construction may be separated and approval for site for a specific purpose / use / type of development may be examined and approved and subsequently the individual may apply for planning permission for proposed construction therein which can be dealt separately. The existing DR provides for the same (it would be similar to approval of sub-division or layout first, and then dealing with the PPA for construction in the approved sub-division / plot separately).

2. In the above circumstances, the following is ordered:

A. Site approval

- i) The site shall be vacant or shall become vacant after the proposed demolition of existing building. The proposed construction shall not have commenced.
- ii) Applicants can file the application for site approval alone at the first instance.
- iii) The site will be inspected (within 10 working days) for ascertaining road width, site boundary, site condition and need for link road. The second level inspection by DP / SP wherever required will also be completed (within 15 working days). If need arise, then the proposal will be placed before the RWC and / or CSO to decide on the road width adequacy, permissibility of the proposed activity under 'Special Sanction' at the site etc.

- iv) The ownership and sub division aspects will be examined with reference to Office Order No.12/2011 dt.16.09.2011 (Annex-A).
- v) If the proposal is in conformity with the DR, demand for Development charge (DC) for the land, Regularisation charge (RC) and Open Space Reservation (OSR) charges will be raised.
- vi) On receipt of the requisite charges, and taking over of lands for road widening, link roads and OSR spaces etc. through prescribed Gift Deed, planning permission will be issued to the site for the specific purpose / type of development.
- vii) The existing divisions (North, South and Central or MSB) will process the PPAs for site approval for the sites coming within their respective jurisdiction.
- viii) A separate register for site approval shall be maintained recording the details of the permit, purpose, type of development and site address, etc.
- ix) The approved site plan shall contain the details of (a) site boundary and extent that will be taken up for examining building plan, (b) road width, (c) road widening, (d) link road, (e) OSR space taken over (in cases of unauthorised sub-divisions), the type of development / use / proposed activity.
- x) The list of planning permission's accorded approving site will be displayed in CMDA's web site and will be updated on weekly basis.
- xi) A condition clearly stating that the planning permission issued constitute only the part of site approval, and any construction thereon shall be carried out by applying separately and getting planning permission complying with all the Development Regulations applicable including OSR as applicable. A construction taken without valid planning permission will be an unauthorised construction and will attract enforcement action including locking and sealing / demolition.
- xii) Details to be furnished along with application for site approval is listed in Annexure-I.

B. Building approval after site approval

- i) After obtaining the site approval, a person can apply for planning permission for construction over the approved site stated above.
- ii) If the site was inspected within six months (with reference to the date of submission.of PPA) at the stage of site approval, then the site inspection will be dispensed with.

- iii) Latest ownership document and a copy of the patta with FMB sketch or PLR extract of the site and latest EC are required to be furnished by the applicant for scrutiny and for record in the connected file in which the planning permission for building construction is dealt.
- iv) If the proposed construction is in conformity of the Development Regulation, all the applicable charges except those already collected at the stage of site approval will be collected and further processing will be done.
- v) In cases where the site approval did not involve regularisation of unauthorised sub-division and reservation and handing over of OSR space or collection of OSR charges in lieu, for larger development of special buildings, group developments, MSBs the conformity of OSR rule provision will be examined as provided in the DR.
- vi) List of planning permissions for building constructions will also be displayed in the CMDA's web site and it will be updated on weekly basis.
- vii) For obtaining a separate planning permission for building construction, site approval obtained from CMDA for the specific individual site as stated in para 2(A) above is a prerequisite.
- viii) Details to be furnished while submitting application for building approval after obtaining site approval is listed in Annexure-II.

3. If an applicant prefers to apply for both site approval and building approval together as being done now, the option is continued to be available and the application shall contain all the details and plans required for the both.

4. This order takes immediate effect.

Sd/- R. VENKATESAN,
MEMBER-SECRETARY

To
All PAI&IIs/APs/DPs in APU

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ANNEXURE I

Application for site approval shall contain the following:

- i) Covering letter specifying the details on the proposed development that would be taken up after obtaining site approval like special building, group development, MSB and specifying the exact activity proposed like residential (along with number of dwelling units), shops, office, hotel, theatre, hospital, (or) industries, etc.
- ii) Form A
- iii) Ownership documents as required in O/O No.12/2011 dated 16.9.2011
- iv) PLR/TSLR/Patta with FMB sketch duly authenticated by a Revenue Official not below the rank of Deputy Tahsildar
- v) Plan showing the following:
 - a. Topo details showing the site and the surrounding activities drawn to scale as prescribed in the DR.
 - b. Key plan showing its location in the area (to identify the site)
 - c. Site plan with details of site boundary as per PLR/TSLR/FMB and as on site condition and differentiating the variation in the boundary measurements and shape and highlighting least boundary and extent and also specifically mentioning the proposed construction (activity and type of development) as in item (i) above.
 - d. OSR Space wherever applicable as per DR (in cases which involve regularization of unauthorised sub-divisions)
 - e. Link roads, wherever applicable, as per Development Regulations
- vi)
 - a. Plan showing the width of the road on either side of the site to a distance of
 - i. 250 m in case of special building/group development
 - ii. 500 m in case of MSB
 - b. If the existing width of the qualifying road is not uniform in width or not more than the minimum width prescribed for the type of development for which site approval is sought, and the variation does not exceed 10%, then to check whether the design width of the qualifying road, the following evidences are required to be submitted by the applicant:

- (1) Block map extract or FMB sketch or sketches (with adequate details of revenue classification for the road land) for the qualifying road to the prescribed length duly authenticated by a Revenue Official not below the rank of Deputy Tahsildar.
 - (2) A copy of the approved plan duly authenticated by the Commissioner/EO/TPO or Local Body concerned or AE (Town Planning) of M.C. with a certificate that the approved layout roads as shown in the plan had been taken over by the Local Body and declared as public roads.
- vii. (a) Declaration of the applicant stating that the site lies vacant and he/she will proceed with construction thereon only after obtaining PP for the same.
- (b) Applicant's letter stating whether he/she opts to pay equivalent land cost in lieu of the OSR (for the item (v) (d) above).

ANNEXURE II

Application for building construction over a site for which site approval obtained separately, shall contain the following:

- a) Covering letter specifying the details on the proposed development like special building, group development, MSB and specifying the exact activity proposed like residential (along with number of dwelling units), shops, office, hotel, theatre, hospital, school, institutional buildings (or) industries.
- b) Form B
- c) Checklist as applicable for the proposed development (Special building/MSB / industries/institution) and the plans and documents listed in the checklist
- d) A copy of the planning permission and site plan for which site approval obtained separately
- e) Encumbrance Certificate for the site from the date of the application for the site approval
- f) In case of change of ownership after the site approval, latest PLR/Patta in favour of the present owner along with ownership documents such as sale deed/settlement deed, etc.
- g) Form of undertaking to be executed individually by the land owner (or) Power of Attorney holder or builder or promoter (Rs.25/- Stamp paper) as prescribed in the DR.
- h) Certificate by the Architect/Engineer as prescribed in the DR
- i) Display Form as prescribed in the DR
- j) If the application made in the Green Channel then
 - a. Green channel check list
 - b. Certificate of undertaking by Architect/Engineer as prescribed in the DR
 - c. Certificate of undertaking by the applicant for green channel as prescribed in the DR



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