

Process of Change of Use of Land

The Tamil Nadu Town and Country Planning Act 1971 provides for the land use variations under Sec.32(4) and Sec.33(3). The requests for change of use of land use zones of Master Plan or Detailed Development Plan are considered based on factors such as suitability of the site, accessibility, compatibility with the adjoining developments, impact on the environment, etc.

The procedure being followed for change of use of land is given below:-

- i. Submission of application for change of use of land by the applicant, along with payment of the applicable fees/charges as mentioned below.

a.	Scrutiny fee	: Rs. 30,000/-
b.	Paper Publication / Advertisement charge (upto 10 revenue sub-divisions)	: Rs. 30,000/-
	Advertisement charge for every additional subdivision above 10 revenue subdivisions	: Rs.1000/-
c.	Publication charge for notification of variation in the Tamil Nadu Government Gazette	: Rs. 5,000/-

- ii. Preliminary Scrutiny to ensure the compliance of change of use of land.
- iii. Inspection of the site by an official of CMDA.
- iv. Publishing the change of use of land request in the newspapers calling for objections / suggestions from the public, giving 21 days time.
- v. Receipt of objection / suggestion from the general public with reference to the notification if any are examined on its merits.
- vi. Detailed scrutiny including verification of all relevant documents such as Patta/ TSLR extract, ownership documents, FMB, topo plan, etc.
- vii. Any documents not submitted or additionally required shall be obtained from the applicant.
- viii. Remarks from the local body shall be obtained, and NOCs from WRD, TNPCB, TNHB, and other relevant authorities shall be sought if the need arises.
- ix. Placing the subject before the Technical Committee.
- x. Placing the subject before the Authority along with Technical Committee's recommendation.
- xi. Publication of variation notification in the Tamil Nadu Government Gazette.
- xii. Republication of the notification as per rules.

List of documents to be submitted by applicant for Change of Use of Land

1. Form 1A (Application for change of use of land)
2. Ownership documents - present Sale Deed / other title documents
3. Patta / TSLR Extract
4. FMB / TSLR Sketch, Combined FMB / Block map with access road
5. Key Plan, Site Plan & Topography Map for 500 m radius with GPS coordinates

Change of use of land application charges in Chennai Metropolitan Area

a.	Scrutiny fee	: Rs. 30,000/-
b.	Paper Publication / Advertisement charge (upto 10 revenue sub-divisions)	: Rs. 30,000/-
	Advertisement charge for every additional subdivision above 10 revenue subdivisions	: Rs.1000/-
c.	Publication charge for notification of variation in the Tamil Nadu Government Gazette	: Rs. 5,000/-

Change of use of land process flow chart

