

SOP

For Site Inspection –
Planning Permission Approval

STEPS INVLOVED IN SITE ISPECTION

- Planning a Visit
- Filling Site Inspection Form
- Uploading a Site Photograph
- Capturing of GEO Location

Primary Steps

❖ Planning a Site Visit

Site Visit Form - Reclassification and PP/ PC for Layout/ Subdivision, Site Approval and Building

There is a provision for planning a site visit with the available inspection date

The screenshot displays the Chennai Metropolitan Development Authority (CMDA) website interface. The user is logged in as Mr. SANTHOSH KUMAR M.S. [Assistant Planner]. The file number is CMDA/PP/NHRB/S/0277/2024. The 'Plan a Visit' form is open, showing the following details:

Proposal Information	
File No.	CMDA/PP/NHRB/S/0277/2024
Applicant Name	G JAYASANKAR
Submitted On	16-Apr-2024

Schedule a visit

Inspection Type: ☒ General ☐ Joint

Planned Date:

The background shows the 'Application Process' menu with options like 'Pending for Site Visit', 'Call for Particulars/ Revised Plan', 'Approved Files', 'Returned', 'Recalled', 'Refused/ Rejected', 'Permit Issued', 'Received', 'Processed', 'Final Approval Pending', and 'Withdraw Request'. There are also 'Payments' and 'Dashboard' links.

❖ Filling Site Inspection Form

- ❖ On this page, the officials can update the actual site visit inspection date.

Checklist | GEO Location | Site Photograph

Plan a Visit | Site Intimation Report | Site Visit Report

Applicant & Proposal Information

Applicant Name: Arun muthuvel

Application No.: CMDA/PP/NHRB/S/0646/2021

Inspection Date:

Site Address: Door No:0 Plot No:0 Address1:OLD SURVEY NO392/1B, NEW SURVEY NO392/3 Address2:VELACHERY TAMBARAM ROAD,MEDAVAKKAM,CHENNAI Locality:MEDAVAKKAM City/Town:CHENNAI Pincode:600100

☒ Site Inspection Report ☐ Site inspection Not Done

- ❖ If the site is found not properly demarcated and unsuitable for inspection, the officer can send a Site Visit Compliance notice to the applicant to clear the site.

☐ Site Inspection Report ☒ Site inspection Not Done

Particulars:

- ☐ Site is full of bushes / building materials / scaffolding etc. hence site dimensions could not be verified.
- ☐ Site under reference was not clearly demarcated.
- ☐ Site cannot be identified. Clear key plan with surrounding landmarks shall be submitted.
- ☐ Gate locked. Hence site inspection could not be done.
- ☐ Site could not be entered upon due to lock & seal under enforcement action as per TNT&CP Act.

❖ In the Site Status Information tab, the officials can select from various categories as listed below:

- Site Vacant
- Construction Commenced
- Demolition Planned
- Structure Exists
- Construction Completed

Site Status Information			
Site Status	Construction Commenced Select Site Vacant Construction Commenced Demolition Planned Structure Exists Construction Completed	Status of existing structures if any	
Whether Site Boundary is demarcated?	☐ Yes ☐ No		
Construction Information			
Stage of construction	Construction not commenced Select Fully Occupied Partly Occupied Old building existing Existing building under demolition Earthwork excavation under progress Construction is at Foundation Level Construction is at Plinth Level Construction is at Ground / Stilt Floor roof level Construction not commenced	Deviation details	
Deviation in construction	☐ Yes ☐ No	Construction as per Plan	☐ Yes ☐ No
Whether deviation in usage	☐ Yes ☐ No	Remarks	

❖ **In the Construction Information tab, the officials can select from various categories as listed below:**

- Fully Occupied
- Partly Occupied
- Old building existing
- Existing building under demolition
- Earthwork excavation under progress
- Construction is at Foundation Level
- Construction is at plinth Level
- Construction is at Ground / Stilt Floor roof level
- Construction not commenced

Site Status Information

Site Status: Construction Commenced

Whether Site Boundary is demarcated? ☐ Yes ☐ No

Construction Information

Stage of construction: Construction not commenced

Deviation in construction: ☐ Yes ☐ No

Whether deviation in usage: ☐ Yes ☐ No

Construction as per Plan: ☐ Yes ☐ No

Remarks:

Dropdown Menu 1 (Site Status):

- Select
- Site Vacant
- Construction Commenced
- Demolition Planned
- Structure Exists
- Construction Completed

Dropdown Menu 2 (Stage of construction):

- Select
- Fully Occupied
- Partly Occupied
- Old building existing
- Existing building under demolition
- Earthwork excavation under progress
- Construction is at Foundation Level
- Construction is at Plinth Level
- Construction is at Ground / Stilt Floor roof level
- Construction not commenced

- ❖ In the Road Width Details tab, the officials can add road details using the "Add Road" option. And based on road below options can be selected

Status of Road

- Public
- Private
- Not Known
- Exclusive Passage
- Common Passage

Road Type

- Mud Road
- Tar Road
- Concrete Road
- Cart Track
- Metal Road
- Gravel Road
- Not yet Formed
- Others

^ Road Width Details (Abutting Road Width in Front of The Site)

SN	Corner 1	Corner 2	Name of The Road	Add Road
No data found				
 				

Length of Qualifying Road Width (metres)		Road Name	
Status of Road	Public SelectPublicPrivateNot KnownExclusive PassageCommon Passage	Road Type	Mud Road SelectMud RoadTar RoadConcrete RoadCart TrackMetal RoadGravel RoadNot Yet FormedOthers
Connectivity to Public Road		Remarks on Road Width Connectivity	
Length of shortage in Qualifying Road Width (metres)		Clear demarcation available for entire stretch?	☐ Yes ☐ No

❖ Below are the items are updated as per the site,

- The Passage Details of the site should be updated.
- The Site level should be updated.
- What are the amenities are available in the should be updated.

^ Passage Details			
Passage Width (metres)		Passage Length (metres)	
No. of plots served by the passage		Remarks on Passage	
^ Level of site			
Level of site with reference to existing Road level	Same as Road Level  select Lower than Road Level Same as Road Level Higher than Road Level	Remarks on level of site	
^ Amenities			
Sewered Area	☐ Yes ☒ No	Water line	☐ Yes ☒ No
Street light	☐ Yes ☒ No	Remarks on available amenities	
Whether HT line passing through	☒ Yes ☐ No	Whether LT line passing through	☐ Yes ☒ No
HT line Remarks			
Drainage	☐ Yes ☒ No		

❖ Weather the proposed site are having a required distance from,

- Quarry
- Crusher
- Burial Ground
- Railways
- EB Tower
- Metro Rail Alignment
- Water Body
- Heritage
- ASI Site

Should be updated in the provided provision

^ Distance from Quarry / Crusher / Burial Ground / Railways / EB Tower / Metro Rail Alignment / Water Body / Heritage & ASI Site

Whether site lies in Aquifer recharge area?

☒ Yes ☐ No

Whether site falls within 500m from an existing live quarry or existing crusher?

☒ Yes ☐ No

If yes, distance

Whether site falls within 30m from the cremation or burial grounds?

☒ Yes ☐ No

If yes, distance

Whether site falls within 30 m from the railway boundary?

☒ Yes ☐ No

If yes, distance

Whether near any tank, reservoir, water-course, river, fresh water channel or well?

☒ Yes ☐ No

If yes, distance

Whether site falls within a distance of 30 m from the Solid Waste Dumping Yard?

☒ Yes ☐ No

If yes, distance

Whether site lies within 50m of Metro Rail alignment?

☒ Yes ☐ No

If yes, distance

Whether any Heritage structure exist in the site?

☒ Yes ☐ No

Whether any ASI Site near by?

☒ Yes ☐ No

If yes, distance

Distance from EB tower line

Remarks on adjacent area of special character

❖ If the proposed site are coming under CRZ area, then the below details should be updated accordingly.

^ CRZ Details			
Whether site falls within CRZ area	☒ Yes ☐ No ☐ NA		
Distance from Bay of Bengal		Distance from Coovum river	
Distance from Adyar river		Distance from Buckingham Canal	
Whether public road available between sea shore and site	☒ Yes ☐ No		Remarks
Whether the existing road was formed prior to 1991 & maintained by Local Body	☐ Yes ☒ No		
^ Surrounding details			
North		South	
East		West	
^ Remarks			
Remarks on the existing road between Sea shore & site		Remarks on CRZ Area	
General Remarks			
Activate Windows			

❖ Uploading a Site Photograph

- ❖ Site photograph should be updated at the time of site visit.
- ❖ The inspection sheet should be scanned and uploaded in the given provisions.

Site Visit Photograph Assistant Planner

Attach Site Visit photograph :

Scan Copy of Site Inspection sheet:

+ Attach Scan Copy

View Scan Copy

Activate Windows

Go to Settings to activate Windows.

❖ Capturing of GEO Location

- ❖ There is a provision for capturing site details using geo-tagging.

[Checklist](#) | [GEO Location](#) | [Site Photograph](#)

Applicant & Proposal Information

Applicant Name

KAL COMM PRIVATE LIMITED

Application No.

CMDA/PP/NHRB/S/0717/2021

Inspection Date

13 December, 2021

Site Address

Door No:4 Plot No:0 Address1:Second Avenue, Boat Club Road Locality:RA Puram City/Town:Chennai Pincode:600028

+ Add GEO

Save

Sr. No.	Latitude	Longitude
1	0.000000000000	0.000000000000
2	0.000000000000	0.000000000000
3	0.000000000000	0.000000000000

Note:Please Add Geo-Location Coordinates in Clockwise Direction

Side	Length (Mt.)
1-2	0
2-3	0

☐ Select plot co-ordinates from Map.

Google

This page can't load Google Maps correctly.

Do you own this website?

OK

Activate Windows
Go to Settings to activate Windows.

Thank you



Verified RealEstate

