

Town and Country Planning Department

Check list for applications related to *ORDINARY BUILDING*

(This same checklist is also applicable for *ORDINARY BUILDING* proposals in areas falling within the purview of Hill Area Conservation Authority (HACA), but other than the areas covered under Tamil Nadu District Municipalities (Hill Stations) Building Rules, 1993)

PART – I: Details to be given by the applicant

Date of submitting application :

Name of the applicant :

Full postal Address :

Mobile No. :

Fax No. :

e-mail id. :

1.	If the application is under Section 49 of the Tamil Nadu Town & Country Planning Act, 1971, i.e., site is in an area having statutory plan, then a planning permission form (Form No.1) duly filled in.	Yes/No
2.	If the application is under Section 47-A, i.e., site is in an area for which no statutory plan is available, then application should be addressed to the Director of Town and Country Planning, Chennai-2 affixing Rs.2/- court fee stamp.	Yes/No
3.	Copy of documents (sale deed/lease deed/power of attorney) self attested by the applicant.	Yes/No
4.	Documents attested by competent official of concerned department:	
	(i) FMB/ Town Survey sketch	Yes/No
	(ii) Patta/ Chitta/ Town Survey Land Records (TSLR) in owners' name	Yes/No
5.	District Collector's report, if it is a place for public worship or for religious purpose.	Yes/No
6.	Encumbrance certificate for 13 years (in original obtained upto the date which is not prior to 30 days from the date of submitting application)	Yes/No
7.	Approach Road: Certificate of ownership, maintenance, type, width of access road abutting the site should be obtained from the Executive Officer, Town Panchayat or Commissioner, Municipality/Corporation in case of urban local bodies, as the case may be. In case of rural local bodies, certificate to be obtained from the Block Development Officer (BDO) of Block Panchayats/ Village Panchayats as the case may be, who would issue such certificate based on the Road Register maintained by the local body.	Yes/No
8.	Is there any channel (or) any type of water course passes through site as per FMB and/ or village map?	Yes/No
	(i) If "Yes" then it is marked in the site plan	Yes/No
	(ii) If "Yes" and the channel/ water course is held under the private ownership of the applicant, whether alternative alignment is proposed and shown in the site plan for the water course without obstructing the flow of water to the adjacent lands or not.	Yes/No

	(iii) (a) If “Yes” and the channel/ water course is held under the ownership of the Government whether alternative alignment is proposed and shown in the site plan for the water course without obstructing the flow of water to the adjacent lands or not.	Yes/No
	(iii) (b) NOC from the concerned department is to be obtained for proposing such an alternative alignment.	Yes/No
	(iv) If the applicant proposes to put up a culvert across the channel/ water course, then NOC of the concerned Government agency has to be obtained.	Yes/No
	(v) If “Yes” and the applicant proposes to locate any building within 15m from the boundary of the channel/ water course, then NOC of the Commissioner/Executive Officer/Executive Authority of the local body has to be obtained.	Yes/No
9.	Is there any Government owned water body like Kulam, Kuttai, Eri, Tank, etc., including any channel, water course lying adjacent to the site?	Yes/No
	(i) If “Yes” then it is marked in the Topo plan	Yes/No
	(ii) If “Yes” and the applicant proposes to put up a culvert across the channel/ water course, then NOC of the concerned Government agency has to be obtained.	Yes/No
	(iii) If “Yes” and the applicant proposes to locate any building within 15m from the boundary of the water body, then NOC of the Commissioner/Executive Officer/Executive Authority of the local body has to be obtained.	Yes/No
10.	If the site lies within a distance of 30m from Railway property boundary NOC from Railways has to be obtained	Yes/No
11.	If the site lies within a distance of 90m from the boundary of burial ground/burning ground:	
	(i) In case of urban local bodies viz., Corporation/Municipality/Town Panchayat, NOC of Health officer of the local body is obtained for buildings other than residential. In case of residential building, certificate from the Health officer of the local body stating that the burial ground/burning ground is not in use and so closed (for burial/ burning) for the past five years.	Yes/No
	(ii) In case of Rural local bodies viz., Village Panchayat, NOC of Executive Authority of the local body is obtained for buildings other than residential. In case of residential building, certificate from the Executive Authority of the local body stating that the burial ground/burning ground is not in use and so closed (for burial/ burning) for the past five years.	Yes/No
12.	(i) Site lies within a distance of 300m from the boundary of live stone quarry.	Yes/No
	(ii) If the site lies within a distance of 300m from the boundary of abandoned stone quarry and the applicant proposes to locate building in the area, then a certificate from the local body or the licensing authority concerned to that effect has to be obtained.	Yes/No
13.	Site lies within a distance of 500m from the boundary of live stone crusher unit.	Yes/No
14.	NOC from Civil Aviation department (if required as per special rules for the vicinity of Civil Aerodromes), NOC from the competent authority of Air Force (if required as per the notification/ order of the concerned Air Force Authority in respect of the area in the vicinity of Air Force stations)	Yes/No
15.	Legal opinion (in original) on the land ownership by Government Pleader/ Additional Government Pleader/ Special Government Pleader/ Government Advocate/ Public Prosecutor/ Advocate on panel of a local body/ Advocate on panel of any Nationalised Bank.	Yes/No

16.	Affidavit of undertaking in Rs.20/- stamp paper by the applicant about the ownership of land clearly stating the document-wise extent of each survey number of land.	Yes/No
17.	Affidavit of undertaking in Rs.20/- stamp paper by the applicant about own Water supply arrangement.	Yes/No
18.	Structural stability certificate in Form A,B,C duly signed by the owner and including the civil engineer along with his/her seal and registration number as a licensed surveyor	Yes/No
19.	NOC from Fire Service department has to be obtained only in case of: (i) All categories of industries and warehouses, (ii) Commercial buildings where explosives, fire crackers and other similar inflammable materials are handled/traded.	Yes/No
20.	Sewage Treatment Plant details shown in the drawing or certificate of availability of underground drainage facility from the Executive Officer or Commissioner in case of urban local bodies as the case may be, and in case of rural local bodies certificate of Block Development Officer (BDO) of Block Panchayats/ Village Panchayats, as the case may be.	Yes/No
21.	Rain water harvesting system shown in the drawing	Yes/No
22.	Solar water heating system shown in the drawing	Yes/No
23.	Site plan in any scale between 1:400 to 1:800	Yes/No
24.	Detailed plan, elevation, sectional details in scale not less than 1:100	Yes/No
25.	Detailed drawing / plan showing design calculations for the columns including the position of the columns.	Yes/No
26.	Topo plan showing all existing developments surrounding the site for 500 metre radius, indicating all features & details as available in the village map and along with colour notation of master plan land use, if any, of the surrounding survey numbers drawn to a scale not less than 1:2000.	Yes/No
27.	If the site lies in the area coming within the purview of HACA, then following shall also be submitted:	
	(i) NOC from the Principal Chief Conservator of Forests.	Yes/No
	(ii) NOC from the Chief Engineer (Agricultural Engineering).	Yes/No
	(iii) NOC from Assistant Director/ Deputy Director of Geology and Mining department of respective district level.	Yes/No
	(iv) Contour plan of the site.	Yes/No

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PART – II: Details to be given by the Member Secretary/ RDD/RAD while forwarding application to head office.

1.	Specific remarks about the type, ownership and width of access road abutting the site, after duly measuring it on ground.	Yes/No
2.	(a) Specific recommendation of Member Secretary/RDD/RAD	Yes/No
	(b) Site inspection remarks of Member Secretary /RDD/RAD	Yes/No
3.	Certified copies of extract of Master Plan/Detailed Development Plan in case of planning area	Yes/No
4.	Caution register entry & court case if any	Yes/No
5.	If the site lies in the prohibited area, hill area, ASI, heritage, sterilized zone, CRZ, satellite town etc. area – Specific remarks.	Yes/No
6.	If the site lies in the area falling within the purview of HACA , then site inspection remarks and specific recommendation of the District Collector	Yes/No