

Town and Country Planning Department

Check list for applications related to *CHANGE OF LAND USE IN MASTER PLAN*

(This same checklist is also applicable for *CHANGE OF LAND USE IN MASTER PLAN* proposals in areas falling within the purview of Hill Area Conservation Authority (HACA))

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.	Application in triplicate Addressed to the Secretary to Government, Housing and Urban Development Department duly signed by the applicant affixing Rs.2/-court fee stamp	Yes/No
2.	Planning permission form (Form No.1) duly filled in.	Yes/No
3.	Demand Draft for Rs.2500/- drawn in favour of concerned Member Secretary of the Planning Authority (original)	Yes/No
4.	Demand Draft for Rs.4000/- drawn in favour of Director of Town and Country Planning, Chennai-2 (Original)	Yes/No
5.	Copy of documents (sale deed/lease deed/power of attorney) self attested by the applicant.	Yes/No
6.	NOC in original from Tahsildar specifying the following certificates for the lands bearing survey number other than T.S.No.: (i) No Government/poromboke land involved, (ii) No land acquisition proposed by any Department, (iii) Site is not covered under Land Ceiling Act, 1978, (iv) Site is not covered under Land Reforms Act, 1961, (v) Site will not be affected due to inundation by Flood.	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.	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
9.	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
10.	Is there any channel (or) any type of water course passes through site as per FMB and or village map?	
	(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
11.	Is there any Government owned water body like Kulam, Kuttai, Eri, Tank, etc., including any channel, water course lying adjacent to the site?	
	(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
12.	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
13.	Affidavit of undertaking in Rs.20/- stamp paper by the applicant about the ownership of land clearly stating the document-wise, survey number-wise extent of each parcel of land.	Yes/No
14.	Affidavit of Undertaking by the applicant to hand over the portion of Master Plan / DD Plan roads in the proposed in the site.	Yes/No
15.	Site plan in scale 1:400/800/1600.	Yes/No
16.	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
18.	If the site lies in area falling within the purview of HACA, then the 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.

(Originals of the details as received from the applicant vide Part - I of this checklist shall be forwarded to head office for which running page number duly given and total number of pages correctly indicated in the covering letter sent to head office)

1.	Specific recommendation and remarks about the site suitability and Specific remarks about the type, ownership and width of access road abutting the site, after duly measuring it on ground by the Member Secretary of the Planning Authority.	Yes/No
2.	Planning Authority resolution	Yes/No
3.	Specific recommendation and remarks about the site suitability and Specific remarks about the type, ownership and width of access road abutting the site, after duly measuring it on ground by the Regional Deputy Director, in case of Single local planning authority area.	Yes/No
4.	Area statement form duly signed by Member Secretary/ RDD	Yes/No
5.	Certified copies/extract of Master Plan & Schedule	Yes/No
6.	Copy of the G.O. and relevant details pertaining to the status of the Master Plan for the area including details of Publication in TNGG	Yes/No
7.	If the site lies in the prohibited area, hill area, ASI, heritage, sterilised zone, CRZ, satellite town etc. area – Specific remarks.	Yes/No
8.	Caution register and court case details if any	Yes/No
9.	If the site lies in areas falling within the purview of HACA , then site inspection remarks and specific recommendation of the District Collector.	Yes/No