Office of the Commissioner of
Town and Country Planning,
807, Anna Salai, Chennai – 600 002.

Roc.No.6423/2017-T

Dated: 3.10.2017

Circular

Sub: Representation from SIPCOT Irungattukottai Manufacturers Association (SIMA) – Checklist for submitting details along with application for industrial building permission – Modified - Regarding.

Ref: (1) From the Government, Housing and Urban Development Department No. SECY/(SIMA)/UD4(1)/2017, dated: 26.4.2017.
(2) Letters from the Secretary and President of SIMA dated: 6.3.2017, 15.3.2017, 5.4.2017, 6.4.2017 and 19.4.2017.
(3) Circular instructions of DTCP in Roc.No.26376/10-LA2, dated: 25.6.2015 and 4.8.2015.

Circular instructions have been issued vide reference 3rd cited above in which details to be provided along with the application for planning permission of various categories of development proposals like building plan, layout, change of land use in Master Plan and Detailed Development Plan have been prescribed in the form of check lists applicable for the various categories.

Representation of SIPCOT Irungattukottai Manufacturers Association (SIMA) has been received vide reference first cited above requesting simplification of checklist in respect of approval for industrial buildings. In this regard, a discussion with representatives of SIMA and officials of DTCP was held and it has been decided from the outcome of the discussion to modify and to prescribe a simplified separate checklist for industrial buildings alone to enable entrepreneurs to obtain planning permission with ease. Accordingly, a revised checklist exclusively applicable for industrial buildings alone has been prepared as a partial modification of the instructions given vide reference 3rd cited above to the extent necessary and attached herewith for strict adherence.

This circular comes into immediate effect. Receipt of the circular should be acknowledged by return of post.

(sd/-) ……..
Commissioner of Town and Country Planning

Encl.: as above.

To
All the sub-ordinate offices

Copy to:
1) All the Assistant Directors of head office
2) All the Planning Assistants and Supervisors of head office.

/forwarded/by order/

12/10/17
Assistant Director

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Town and Country Planning Department
Checklist for industrial buildings (Other than Multi-storeyed Buildings)

Checklist of documents to be submitted if the plot/ land is in approved industrial layout by SIPCOT/ SIDCO:

1. Copy of documents (sale deed/lease deed/power of attorney) self-attested by the applicant.
2. Encumbrance certificate for 13 years (in original obtained upto the date which is not prior to 7 days from the date of submitting application).
3. If the applicant proposes to put up a culvert across the channel/ water course, then NOC of the concerned Government agency which is responsible for maintaining the water course has to be obtained.
4. Structural stability certificate in Form A, B, C duly signed by the owner and including the architect & structural design engineer along with their seal and registration number.
5. NOC from Fire Service department has to be obtained.
6. (i) Form duly filled in for certificate for structural design sufficiency, Affidavit of undertaking by developer, architect, and structural engineer about the structural stability aspects.
   (ii) Form duly filled in for supervision.
   (iii)Form duly filled in for certificate of work as per structural safety requirements.
7. Drawing related checklist points:
   a. 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 or certificate from SIPCOT/SIDCO about common effluent treatment plant provided by them, if any.
   b. Rain water harvesting system shown in the drawing.
   c. Site plan in any scale between 1:400 to 1:800.
   d. Detailed plan, elevation, sectional details in scale not less than 1:100.
   e. Detailed drawing / plan showing design calculations for the columns including the position of the columns.
   f. A copy of the approved layout promoted by SIPCOT/SIDCO.
8. If the site lies in the area falling within the purview of HACA, then the following shall be submitted:
   a. NOC from the Principal Chief Conservator of Forests
   b. NOC from the Chief Engineer (Agricultural Engineering)
   c. NOC from Assistant Director/ Deputy Director of Geology and Mining department of respective district level
   d. District Collector Site inspection remarks and specific recommendations
   e. Contour plan of the site
9. Copy of previously approved plan by DTCP for the site, (if any)

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Checklist of documents to be submitted if the plot/ land is in an area other thanapproved industrial layout by SIPCOT/ SIDCO:

1. Copy of documents (sale deed/lease deed/power of attorney) self-attested by the applicant.
2. Patta and adangal details should be verified by the department by accessing the database of the revenue department, if the details are not available in the database of revenue department then, NOC in original from Tahsildar about the patta and adangal details.
3. FMB/ Town Survey sketch attested by competent official of concerned department.
4. Copy of Patta/ Chitta/ Town Survey Land Records (TSLR) in owner's name.
5. Encumbrance certificate for 13 years (in original obtained upto the date which is not prior to 7 days from the date of submitting application).
6. **Approach road:** Details of type, width and survey number of access road which is available for at least about 250m along the length of the road abutting the site should be indicated by the applicant and which shall be verified by the department by accessing the database of the revenue department. If the details are not available in the database of revenue department. Certificate of ownership, maintenance, type, width of access road 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.
7. If the building is proposed to be located within 15meters distance from the boundary of a water body or any channel (or) any type of water course the applicant shall submit an undertaking that necessary satisfactory arrangements would be made not to discharge any effluent into the nearby water body and contaminate it.
8. If the applicant proposes to put up a culvert across the channel/ water course, then NOC of the concerned Government agency which is responsible for maintaining the water course has to be obtained.
9. If the site lies within a distance of 30m from Railway property boundary NOC from Railways has to be obtained.
10. 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).
11. Legal opinion (in original) on the land ownership by an advocate.
12. If the applicant is not availing water connection from the concerned local body, an affidavit of undertaking in Rs.20 stamp paper by the applicant with the detailsof own Water supply arrangement, and ownership of land clearly stating the document wise extent of each survey number of land.
13. Structural stability certificate in Form A,B,C duly signed by the owner and including the architect & structural design engineer along with their seal and registration number.
14. NOC from Fire Service department has to be obtained.
15. (i). Form duly filled in for certificate for structural design sufficiency, Affidavit of Undertaking by developer, architect, structural engineer about the structural stability aspects.
    (ii). Form duly filled in for supervision.
    (iii). Form duly filled in for certificate of work as per structural safety requirements.
16. Drawing related checklist points:
    a. If the site is a wet or dry agriculture land, then proper drainage plan incorporating in the site plan shall be submitted.
    b. 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

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certificate of Block Development Officer (BDO) of Block Panchayats / Village Panchayats as the case may be.

c. Rain water harvesting system shown in the drawing.
d. Site plan in any scale between 1:400 to 1:800.
e. Detailed plan, elevation, sectional details in scale not less than 1:100.
f. Detailed drawing / plan showing design calculations for the columns including the position of the columns.

17. Topo sketch showing all existing developments surrounding the site for 100 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. In case if the site/ plot lies in an approved industrial layout, submission of a copy of the layout is sufficient.
18. If the site lies in the area falling within the purview of HACA, then the following shall be submitted:
    a. NOC from the Principal Chief Conservator of Forests
    b. NOC from the Chief Engineer (Agricultural Engineering)
    c. NOC from Assistant Director/ Deputy Director of Geology and Mining department of respective district level
    d. District Collector Site inspection remarks and specific recommendations
    e. Contour plan of the site
19. If the site lies between 100m and up to 300m from the boundary of the area notified by Archaeological Survey of India, then NOC of the ASI shall be obtained and produced.
20. Copy of previously approved plan by DTCP for the site, if any.

(sd/-) .....
Commissioner of Town and Country Planning

/forwarded/by order/

12/10/17
Assistant Director

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