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

CIRCULAR

Roc. No.10189/2009(1) – BA1 Dated : 14.12.2009

Sub. : Simplification of Planning Permission/Technical approval – Details to be furnished by the applicants along with the proposals as per check list – Further instructions issued – Strict adherence – Instructed – Regarding.

Ref. : 1) From the Government, Housing and Urban Development Department letter No.9027/UD4-1/2009-5, Dated : 16.10.09.
2) This office circular Roc. No.10331/2008-BA2, Dated : 4.6.08.
3) This office circular Roc. No.10189/09BA1, Dated : 20.07.09.

- - -

In the reference first cited, Government has instructed to follow certain procedures in according planning permission.

In the reference 2nd cited, circular instructions have been issued to enclose checklist format for necessary particulars to be accompanied along with each and every development proposal.

In the reference 3rd cited it has been instructed that if within a reasonable period no remarks have been received from the local bodies, it will be deemed to have no objection for the proposal and could be processed further. Whenever technical scrutiny and approval is required from the Director such proposals need not be put upto the Local Planning Authority or Collector for its resolution/approval.

Even though, such circular instructions have come into force, the procedures prescribed are not giving expected results and there are delays in issuing planning permission. Hence, a consolidated circular is hereby issued to ensure expeditious disposals.

1) Final orders on planning permission proposals should be issued or recommendations sent to Commissioner of Town and Country Planning within a period for 30 days from the date of receipt of applications.

2) Local Planning Authority meeting should be convened atleast once in a month as per Tamil Nadu Planning Authority Procedure and Transaction of business Regulations, 1980 and if is not convened within stipulated time, Member Secretary shall decide and issue orders on merit and in accordance with rules in force or send his report to the Commissioner without fail and without delay.

3) Each and every development proposals submitted by the applicant should accompany checklist format prepared by this department for proposals such as layout plan, building plan, change of land use etc. The checklist contains Part I and Part II. Applicant should submit their applications with all enclosures contained in Part I. Part II contains scrutiny details which need to accompany while forwarding the proposals to the Head office by the sub-ordinate offices. The proposals satisfying the checklist should only be received or otherwise returned at the receiving point itself. ..2.

Verified by RealEstate™

4) Each office must ensure that a responsible technical personnel receives the applications. Only those applications should be received which has all the enclosures as earmarked in the Part-I of checklist item. Applications without full enclosures as per Part-I of checklist should not be received and returned at the point of reception itself with proper guidance to the applicant. Any impolite or improper handling of the applicant should be dealt with severally.

5) The checklist should be displayed in the notice board of the local planning authorities, new town development authorities and regional offices. The Collector of the concerned district should also be informed by the LPAs/RDDs/NTDAs. Also a copy this should be communicated to the local bodies, licenced builders, promoters, various interested associations and stakeholders.

This instruction should be followed scrupulously by all the sub-ordinate offices. Receipt of the circular shall be acknowledged by return of post.

for Commissioner of Town and Country Planning.

Encl: Checklist,

To
All the Regional Deputy Directors,
Member Secretaries of Local Planning Authorities and
New Town Development Authorities.
Copy to : Additional Director (incharge), Deputy Directors, Assistant Directors,
Planning Assistants and Supervisors of Head office.

Verified RealEstate

From

Thiru. Ashok Dongre, I.A.,
Commissioner of
Town and country Planning,
807, Anna Salai, Chennai-600 002.

To

All the District Collectors

Roc. No.10189/2009-(2) – BA1, Dated : 14.12.2009

Sir,

Sub. : Directorate of Town and Country Planning – Planning permission – Simplification of procedures – Issue of 'NOC' Regarding.

- - -

Government have initiated number of steps to simplify the procedures to issue planning permissions on expeditious manner. With this objective, Government have issued specific instructions for issue of planning permission within a period for 30 days from the date of receipt of application from Public.

In the connection, it is pointed out that it is possible to issue the planning permission within this stipulated time whenever all the required No Objection Certificate from Tahsildar, Fire Service, Civil Aviation Department, Traffic Police Department, local bodies etc. are enclosed with the application.

It is therefore requested to instruct all the concerned district officials to receive the applications for NOC directly from the applicants and issue NOC in eligible cases within a reasonable period from the date of receipt of applications. There is no need to insist any departmental references for the issue of NOC to the applicant. Requisition from the applicant is sufficient.

Instructions on the above lines may kindly be issued to all district level officials including Superintendent of Police. Joint Direcor/Deputy Director of Fire Services, Tahsildars, Civil Aviation Department, Traffic Police Department, Executive Authority of the local bodies, PWD, Highways or any other department where such NOCs are requested by the applicant.

This may be treated as "Most Immediate" and requested to adhere the instructions scrupulously in future.

The receipt of this letter may kindly be acknowledged.

for Commissioner of Town and Country Planning.

Copy to :-
All member Secretaries of Local Planning Authority /
New Town Development Authority concerned /
All Regional Deputy Directors.

Verified by RealEstate™