



Single Plot Regularization User Manual



User Manual for the unapproved Single Plot Approval process for DTCP & Local Body Version_0.1



Single Plot Regularization User Manual

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Verified  RealEstate™

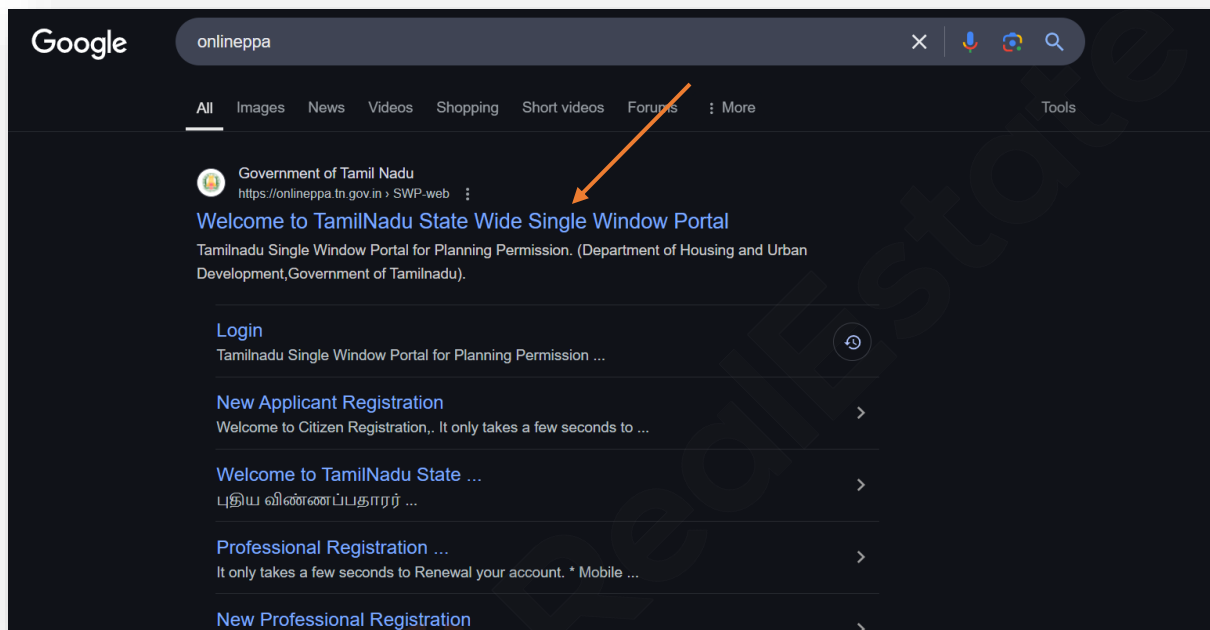


Single Plot Regularization User Manual

Follow this URL for processing the application in Single Window Portal:

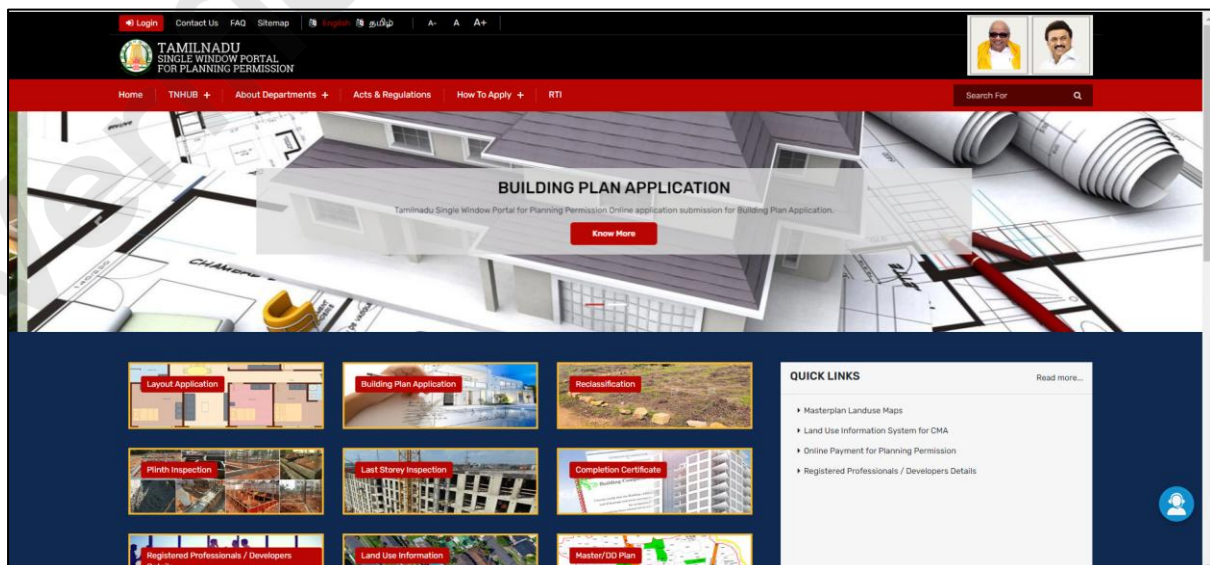
<https://onlineppa.tn.gov.in>

- After Entering into the URL the following screen will be opened.



1. Login

- Click on the mentioned link and then the following screen will be displayed.
- Click on **Login** to login into the portal and the below Login screen will be displayed in that the user can login through their username and password.





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- After logging in, the following screen will be displayed and update the login credentials with the respective user.
- The following users can access their process in SWP,
 - Citizen
 - DTCP – District Officials (JD/DD/AD)
 - Local Body – Block Level Officers.

TAMILNADU
SINGLE WINDOW PORTAL
FOR PLANNING PERMISSION

Language : [English](#) | [Tamil](#)

[New Applicant Registration](#) | [New Professional Registration](#) | [Professional Registration Renewal](#)

[Grievances Public](#) | [How To Apply](#)

User Name* Password*

Username here... Password here...

phyr

Captcha here...

[Forgot Password](#) [Login](#)

- TO create a new citizen registration, click on “New Applicant Registration.”
- Based on the registered citizen details, the user can able to access the SWP.



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Language : English | Tamil

TAMILNADU
SINGLE WINDOW PORTAL
FOR PLANNING PERMISSION

[New Applicant Registration](#) | [New Professional Registration](#) | [Professional Registration Renewal](#)

[Grievances Public](#) | [How To Apply](#)

User Name* Password*

testuser

eOCG eOCG

[Forgot Password](#) [Login](#)

- Click on the Login icon to proceed with the application process.
- Once the user gets logged in, the following screen will be displayed with the list of approval process.
- Once the list of approval process displayed in the screen for reference then the user will be able to access all modules based on their requirements.
- In-Order to proceed with Single plot approval, click on “Single Plot Regularization”.

Welcome to State Wide Single Window Portal

New Compliance Approval / License List 0

Active Compliance Approval / License List 0

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CMDA LOCAL BODY INTEGRATION

- Local Body Layout

LAYOUT APPROVAL

- Layout

BUILDING PLAN PERMISSION

- Building Plan
- CMDA LOCAL BODY INTEGRATION

COMMENCEMENT OF CONSTRUCTION

- Commencement

PLINTH INSPECTION

- Plinth Inspection

LAST STOREY INSPECTION

- Last Storey Inspection

COMPLETION CERTIFICATE

- Completion Certificate

RECLASSIFICATION

- Reclassification

SELF CERTIFICATION

- Self Certification Application

DEMOLITION

- Demolition

SINGLE PLOT REGULARIZATION

- Single Plot Regularization



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2. Application Creation

- Once the user selects “Single Plot Regularization,” the following screen will be displayed.
- To create a new application, click on the “Create” option to proceed with the application process as displayed in the right side corner.

Single Plot Regularization Application List

Show 10 entries

Search:

S.No	District	Block Name	Registration Number	Applicant Name	Application Status	Payment Status	Created Date	Action
1	Chengalpattu	Thiruporur	DTCP/P/JNHOPU3R/2025/84	Manikandan	Draft	-	2025-06-19 16:06:39	Make Payment
2	-	-	DTCP/-/ZHHUGSJE/2025/83	Manikandan	Draft	-	2025-06-19 16:00:59	
3	-	-	DTCP/-/XUPEB11/2025/82	Test User	Draft	-	2025-06-19 15:13:03	
4	-	-	DTCP/-/CDQJSUYM/2025/81	Test User	Draft	-	2025-06-19 15:12:38	
5	-	-	DTCP/-/KBZJ11F/2025/80	Test User	Draft	-	2025-06-19 15:09:04	
6	Mayiladuthurai	Sembanarkoil	DTCP/H/PEIPOAX9/2025/79	Manikandan	Draft	-	2025-06-19 12:47:52	
7	Chengalpattu	Thiruporur	DTCP/P/TPV12ZKX/2025/78	Manikandan	Submitted	Success	2025-06-19 12:26:27	
8	Chengalpattu	Thiruporur	DTCP/P/KMXTBGBF/2025/77	Test User	Final Approved	Success	2025-06-16 11:25:24	
9	Karur	Krishnarayapuram	DTCP/P/OQIK07FO/2025/76	Test User	Draft	-	2025-06-12 16:55:41	Make Payment
10	Chengalpattu	Thiruporur	DTCP/P/8OMLX4QM/2025/75	Test User	Draft	-	2025-06-12 14:03:43	

Showing 1 to 10 of 38 entries

First Previous 1 2 3 4 Next Last

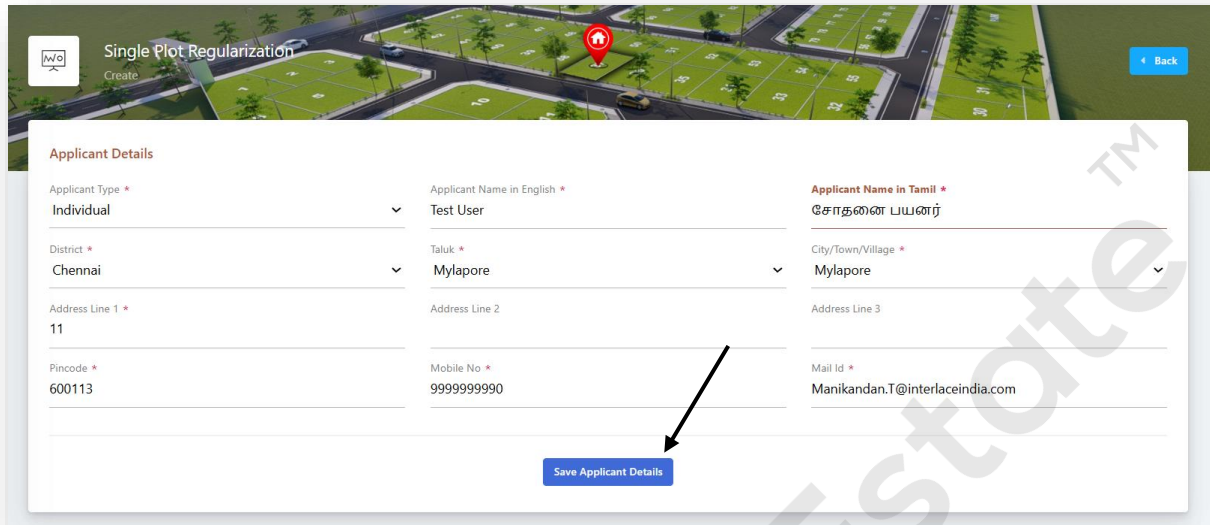
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- Once the User selects the “Create” option, then the user will be redirected to the Applicant details screen.

3. Applicant details

- In the Applicant details screen, the following details will be displayed and the mandatory fields to be updated by the user.
 - Applicant Type – Dropdown – Individual, Joint Ventures
 - Applicant Name in English
 - Applicant Name in Tamil
 - District, Taluk & Village
 - Address Line 1,2&3
 - Pin code
 - Mobile Number
 - Mail ID

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Single Plot Regularization
Create

Applicant Details

Applicant Type *
Individual

District *
Chennai

Address Line 1 *
11

Pincode *
600113

Applicant Name in English *
Test User

Taluk *
Mylapore

Address Line 2

Mobile No *
9999999990

Applicant Name in Tamil *
சேராதனை பயனர்

City/Town/Village *
Mylapore

Address Line 3

Mail Id *
Manikandan.T@interlaceindia.com

Save Applicant Details

- After providing all the details, click on “Save Applicant Details” to save the applicant details and the user will be redirected to the plot details screen.

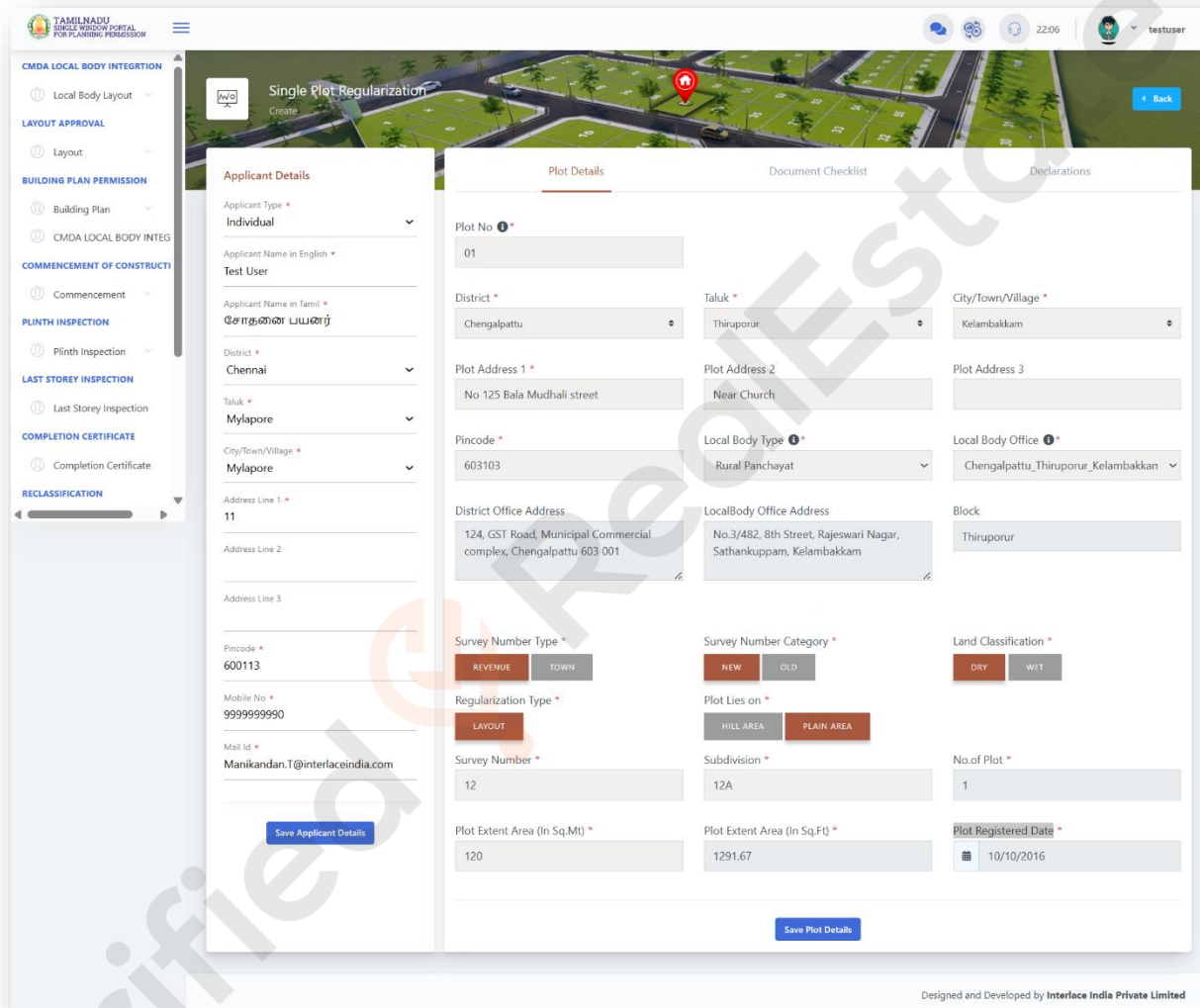
4. Plot Details

- In Plot details, the user needs to provide the inputs for the below mentioned fields.
 - Plot No
 - District, Taluk & Village
 - Plot Address 1, 2&3.
 - Pin code
 - Local Body Type
 - Local Body Office
 - District Office Address
 - Local Body Office Address
 - Block
 - Survey Number Type
 - Survey Number Category
 - Land Classification
 - Regularization type
 - Plot Lies on
 - Survey Number & Subdivision
 - No of Plot
 - Plot Extent Area (In Sq.Mt)
 - Plot Extent Area (In Sq.Ft)
 - Plot Registered Date
 - SPF Number & SPF date (If the user selects the regularization date after 20.10.2016)

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- To get the prior approval, the user needs to provide the valid Local body type and Local Body office and survey number details.
 - If the user provides invalid details then the file cannot be retrieved.
- The following image describes the screen details for reference,

Plot Registered Before 20.10.2016 image,



The screenshot shows the 'Single Plot Regularization' form. The form is divided into several sections: Applicant Details, Plot Details, Document Checklist, and Declarations. The Applicant Details section includes fields for Applicant Type (Individual), Applicant Name in English (Test User), Applicant Name in Tamil (சோதனை பயனர்), District (Chennai), Taluk (Mylapore), City/Town/Village (Mylapore), Address Line 1 (11), Address Line 2, Address Line 3, Pincode (600113), Mobile No (9999999990), and Mail Id (Manikandan.T@interlaceindia.com). The Plot Details section includes fields for Plot No (01), District (Chengalpattu), Taluk (Thirupurur), City/Town/Village (Kelambakkam), Plot Address 1 (No 125 Bala Mudhali street), Plot Address 2 (Near Church), Plot Address 3, Pincode (603103), Local Body Type (Rural Panchayat), Local Body Office (Chengalpattu_Thirupurur_Kelambakkam), District Office Address (124, GST Road, Municipal Commercial complex, Chengalpattu 603 001), LocalBody Office Address (No.3/482, 8th Street, Rajeswari Nagar, Sathankuppam, Kelambakkam), Block (Thirupurur), Survey Number Type (REVENUE, TOWN), Survey Number Category (NEW, OLD), Land Classification (DRY, WET), Regularization Type (LAYOUT), Plot Lies on (HILL AREA, PLAIN AREA), Survey Number (12), Subdivision (12A), No. of Plot (1), Plot Extent Area (In Sq.Mt) (120), Plot Extent Area (In Sq.Ft) (1291.67), and Plot Registered Date (10/10/2016). The form also has a 'Save Applicant Details' button and a 'Save Plot Details' button.

Plot Registered after 20.10.2016 image,



- In the document checklist screen, the following screen will be displayed,
- To upload all the mandatory documents, User has to click on the “Upload” option.
- If the user wants to return to the previous screen, then click on the “Back to Plot details” icon.
- After uploading all the details, click on “Save Document details” to save document details and the user will be redirected to the declaration screen.



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The screenshot displays the 'Document Checklist' section of the Single Plot Regularization User Manual. The interface is divided into four main panels: Applicant Details, Plot Details, Document Checklist, and Declarations. The Document Checklist panel contains five document categories, each with a 'Choose Files' button and an 'Upload' button. Arrows point to the 'Upload' buttons for 'Plot Ownership Documents' and 'Additional Documents'. At the bottom of the Document Checklist panel, there are two buttons: 'Back to Plot Details' and 'Save Documents Details'.

6. Declaration

- Once the Document checklist is completed, the user will be redirected to the declarations screen.
- The user needs to select all the declarations. If the user misses to select any of the provided declarations, User will not be allowed to apply or to move further step.
- Click on "Save Declaration Details" to save the declaration details and click on "Submit Application" to save the single plot application details.



Single Plot Regularization User Manual

Single Plot Regularization

Applicant Details

Applicant Type *
Individual

Applicant Name in English *
Test User

Applicant Name in Tamil *
செட்டர் பயனர்

District *
Chennai

Taluk *
Mylapore

City/Town/Village *
Mylapore

Address Line 1 *
11

Address Line 2

Address Line 3

Pincode *
600113

Mobile No *
9999999990

Mail Id *
Manikandan.T@interlaceindia.com

Plot Details

Document Checklist

Declarations

1. I am applying for the regularization of the single plot under the relevant Government Regularization Scheme. ☒ Yes

2. I commit to abiding by the terms and conditions outlined under the rules and regulations of the regularization policy, as may be prescribed by the Government or Local Body. ☒ Yes

3. I affirm that the information provided in this declaration is true and correct to the best of my knowledge and belief. I understand that any false information or misrepresentation will lead to the rejection of my application and may result in legal consequences. ☒ Yes

[Back to Document Checklist](#) [Save Declaration Details](#) [Submit Application](#)

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- Once the submit application is selected then the user will be redirected to the following screen,

Application E-Sign

ESIGN DOCUMENT

Letter Type	ESign Status	Letter Preview (Before Esign)	ESign
Acknowledgment Letter	Not Completed		

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Single Plot Regularization User Manual

- In this screen user can able to preview the application details by selecting “Letter Preview” option for download.

Letter Type	ESign Status	Letter Preview (Before Esign)	ESign
Acknowledgment Letter	Not Completed		

7. E-Sign

- Once after the verification, click on “E-Sign” then user will be redirected to e sign page.
- After providing all the details click on “Submit” to sign the acknowledgment letter.

CDAC's eSign Service

Aadhaar Number Virtual ID UID Token

Enter your Aadhaar Number

☒ Aadhaar OTP ☐ Aadhaar T-OTP [Get OTP](#)

Enter your Aadhaar OTP

☐ I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number/VID/UID Token and One Time Pin (OTP)/Time-based One Time Password (TOTP) data for Aadhaar based authentication. I understand that the OTP/TOTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of esigning.

[Play Consent](#)

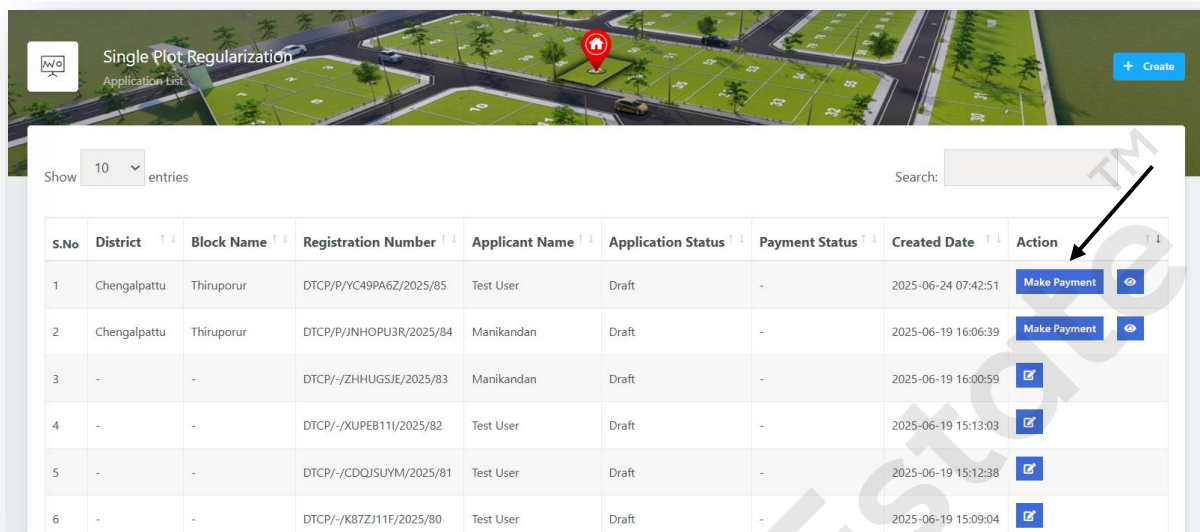
[Submit](#) [Cancel](#) [View Document Information](#)

ASP Name :

- The user will be redirected to the list page after the e sign process is completed.
- To proceed with the payment process, click on “Make Payment” in the list page and the following image for reference.
- After Payment is completed then application will be submitted.



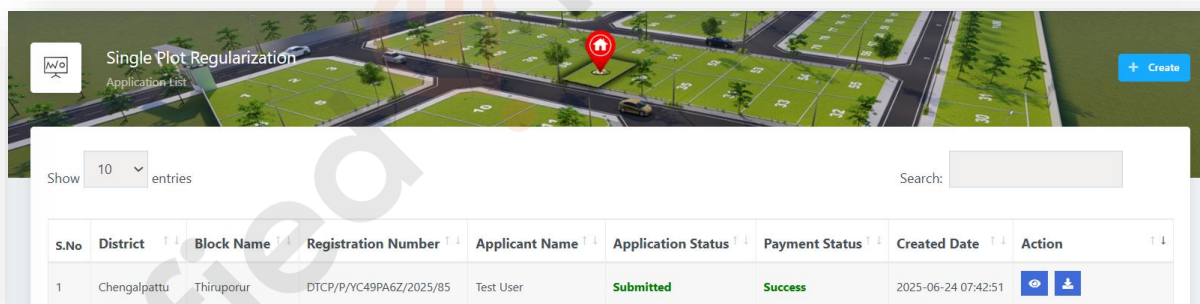
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The screenshot shows the 'Single Plot Regularization' application list. It features a header with a map and a '+ Create' button. Below the header is a table with columns: S.No, District, Block Name, Registration Number, Applicant Name, Application Status, Payment Status, Created Date, and Action. An arrow points to the 'Make Payment' button in the Action column for the first row.

S.No	District	Block Name	Registration Number	Applicant Name	Application Status	Payment Status	Created Date	Action
1	Chengalpattu	Thiruporur	DTCP/P/YC49PA6Z/2025/85	Test User	Draft	-	2025-06-24 07:42:51	Make Payment
2	Chengalpattu	Thiruporur	DTCP/P/JNHOPU3R/2025/84	Manikandan	Draft	-	2025-06-19 16:06:39	Make Payment
3	-	-	DTCP/-/ZHHUGSJE/2025/83	Manikandan	Draft	-	2025-06-19 16:00:59	
4	-	-	DTCP/-/XUPEB11I/2025/82	Test User	Draft	-	2025-06-19 15:13:03	
5	-	-	DTCP/-/CDQJSUYM/2025/81	Test User	Draft	-	2025-06-19 15:12:38	
6	-	-	DTCP/-/K87ZJ11F/2025/80	Test User	Draft	-	2025-06-19 15:09:04	

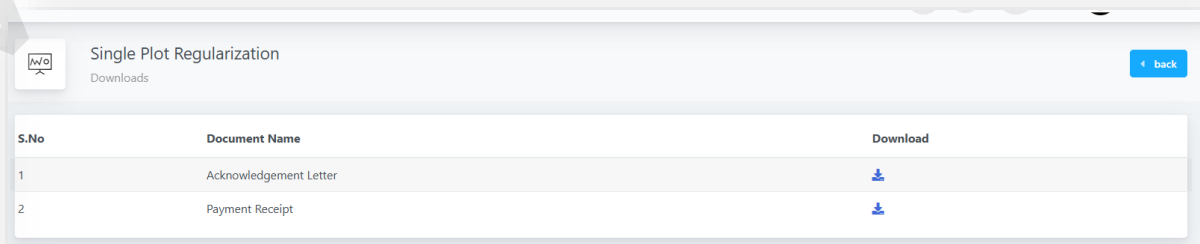
- Application status and Payment status will be based on the payment response.
- Once the application submitted then file will be forwarded to concern DTCP for their approval process.
- After the approval of DTCP, then file will be forwarded to concern Block office for their final approval.



The screenshot shows the 'Single Plot Regularization' application list with the first row updated to 'Submitted' and 'Success'.

S.No	District	Block Name	Registration Number	Applicant Name	Application Status	Payment Status	Created Date	Action
1	Chengalpattu	Thiruporur	DTCP/P/YC49PA6Z/2025/85	Test User	Submitted	Success	2025-06-24 07:42:51	

- To get the Acknowledgement letter and Payment Receipt, click on “Download” option for the respective document name.



The screenshot shows the 'Single Plot Regularization' Downloads section. It features a table with columns: S.No, Document Name, and Download. There are two rows: 'Acknowledgement Letter' and 'Payment Receipt', each with a download icon.

S.No	Document Name	Download
1	Acknowledgement Letter	
2	Payment Receipt	