

COMMISSIONERATE OF TOWN AND COUNTRY PLANNING

SITE INSPECTION CHECKLIST

For of Building / Layout/ Change of Land Use Planning Permission Applications

A. INSPECTION DETAILS

Sl. No.	Particulars	Details
1	Inspection Date	
2	Applicant name	
3	Proposal Type (Building/Layout/Change of Land Use)	
4	Planning Area/Non-Planning Area	
5	If Planning Area (Master Plan / Detailed Development Plan)	
6	If site falls in Master Plan – Land use as per Master Plan	
7	If Non-Planning Area (Dry/Wet)	
8	Site Status (Vacant / Existing Building / Under Construction)	

B. ROAD DETAILS

Sl. No.	Inspection Item	Details / Yes / No	Remarks
1	Access road available to site		
2	Width of road verified on ground		
3	Name of the road		
4	Nature of the road (Road falls in Revenue Sub-Division/Approved Layout)		
5	Status of road (Public / Private / Panchayat / Highway etc.)		
6	Road maintained by Local Body / Highway / Other Authority		

C. SITE DETAILS

Sl. No.	Inspection Item	Details / Yes / No	Remarks
1	Site dimensions tally with submitted plan/layout		
2	Survey Number / Sub-Division Number verified		
3	Existing structures in site verified		
4	Encroachments noticed within site		

D. SURROUNDING & SITE CONDITIONS

Sl. No.	Inspection Item	Details / Yes / No	Remarks
1	North Side Boundary Details		
2	South Side Boundary Details		
3	East Side Boundary Details		
4	West Side Boundary Details		
5	Site level with reference to existing road verified		
6	Presence of water body / canal / surplus course nearby		
7	Presence of HT/LT line passing through site		
8	Whether site falls within CRZ Area		
9	Whether site falls within ASI Area		

E. DISTANCE DETAILS FROM SITE

Sl. No.	Particulars	Distance (in meters)
1	Live Quarry and Crusher	
2	Burial Ground / Cremation Ground	
3	Railway Line	
4	Metro Railway	
5	Water Bodies	
6	Airport	
7	Sanitary Landfills	
8	Windmill	

F. BUILDING DETAILS

Sl. No.	Inspection Item	Details / Yes / No	Remarks
1	Existing building location and measurements as per approved plan		
2	Unauthorized construction noticed		
3	Setback availability verified		
4	Usage conforms to approved usage		

If any violation of existing buildings or any unauthorised construction (Remarks):

H. COMMON DEFICIENCIES OBSERVED DURING INSPECTION

Sl. No.	Deficiency	Yes / No	Remarks
1	Revised plan/layout required due to dimensional mismatch		
2	Existing structure details not furnished		
3	Access road details not matching records		

FINAL INSPECTION REMARKS

Signature of Inspecting Officer

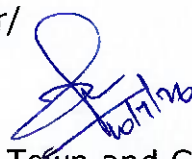
Name: _____

Designation: _____

Date: _____

Sd/- Kiran Gurralla I.A.S
Commissioner of Town and Country Planning

/Forwarded By order/


Deputy Director of Town and Country Planning

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11/11/24

