Layout Application - Final Approval Letter

Roc No: 05/2026 **Date:** 3/2/26 11:15 AM

From:

Village Panchayat

Melpakkam

To :

Mrs. M. Jayachandira, Mrs. M. Kaviya and Mr. Naveen Kumar,
No 07/23, Lachiya iyanar street,
Ashok Nagar, Arakkonam Taluk,
Ranipet District-631 001.

Online Application Number: 3D3O3WB8

Sir/ Madam,

Sub :

Residential Layout in Non-Planning Area (Village Panchayat) - District Town and Country Planning Office, Ranipet District – Arakkonam Taluk – Arakkonam Panchayat Union – Melpakkam Panchayat/Village - Survey Number: 41/1 - Site Extent: 1650.00 Sq.m or 0.41 Acres – Planning Permission issued

Ref :

1. On 24.09.2025, Applicant's Mrs. M. Jayachandira, Mrs. M. Kaviya and Mr. Naveen Kumar Online Application Form were received through Online Application Number: 3D3O3WB8.
2. The Assistant Director, District Town and Country Planning Office, Ranipet had issued Road pattern vide Letter No: RPT/3D3O3WB8/54623/2025/TCP on 11.11.2025.
3. The Joint Director, Agricultural Department, Ranipet District had issued Dry Land NOC through Letter No. A2/5689/2025 on 13.10.2025
4. Circular from the Director, Directorate of Town and Country Planning Office, Chennai Roc. No 19799/2020, Dated: 24.12.2020.
5. Applicant's Mrs. M. Jayachandira, Mrs. M. Kaviya and Mr. Naveen Kumar Gift deed (Local Body) document no: 10748/2025, Dated: 15.11.2025.
6. G.O. (Ms). No.138, Housing and Urban Development Department, Dated: 04.06.2004.
7. G.O. (Ms). No.18, Department of Municipal Administration and Water Supply, dated: 04.02.2019 and G.O. (Ms). No.16,
Department of Municipal Administration and Water Supply, dated: 31.01.2020.
8. G.O. (Ms). No.141, Housing and Urban Development Department, Dated: 23.09.2020.
9. G.O. (Ms). No.181, Housing and Urban Development Department, Dated: 09.12.2020.
10. Government Letter No.19113/Nov 4(3)/2017-1, Housing and Urban Development

Department, Dated: 30.08.2017.
11. Circular from the Commissioner, the Directorate of Town and Country Planning Office, Chennai, Roc. No. 13686/2017/LA1, dated: 08.09.2017.
12. Circular from the Director, the Directorate of Town and Country Planning Office, Chennai, Roc No. 320/2022/TCP3, Dated: 07.01.2022.
13. Applicant's Mrs. M. Jayachandira, Mrs. M. Kaviya and Mr. Naveen Kumar Scrutiny Fee Receipt, Dated: 24.09.2025.
14. Applicant's Mrs. M. Jayachandira, Mrs. M. Kaviya and Mr. Naveen Kumar OSR and Demand Payment Request Letter from DTCP, dated: 11.11.2025 and 18.11.2025.
15. Applicant's Mrs. M. Jayachandira, Mrs. M. Kaviya and Mr. Naveen Kumar OSR Fee, Centage Fee, Development Charge
& Display Board Payment Receipt, dated: 17.11.2025 and 18.11.2025.
16. Circular from the Director, the Directorate of Town and Country Planning Office, Chennai, Roc. No: 4367/2019-BA2, Dated: 13.03.2019, 14.10.2019, 05.02.2020 and 14.08.2021.
17. Circular from the Director, the Directorate of Town and Country Planning Office, Chennai, Roc. No: 7963/2022/TCP2, Dated: 11.04.2023.
18. Circular from the Director, Directorate of Town and Country Planning Office, Chennai, Roc. No: 9611/2023-TCP5, dated: 25.04.2023.
19. Circular from the Director, the Directorate of Town and Country Planning Office, Chennai, Roc. No: 4367/2019-BA2, Dated: 05.02.2020.
20. G.O. (Ms). No. 53, Housing and Urban Development [UD4(1)] Department, dated: 28.02.2024.
21. G.O. (Ms). No. 58, Housing and Urban Development [UD4(1)] Department, dated: 05.03.2024. With reference to the 1st Cited letter, applicants have requested for the approval of layout in the Ranipet District, Arakkonam Taluk, Arakkonam Panchayat Union, Melpakkam Panchayat/Village comprised in Survey Number: 41/1 with a Site Extent of 1650.00 Sq.m or 0.41 Acres.
In the continuation, with reference to the 2nd cited letter, road pattern for residential layout have been issued by the Assistant Director of District Town and Country Planning Office, Ranipet on 11.11.2025. Further the Applicant's Mrs. M. Jayachandira, Mrs. M. Kaviya and Mr. Naveen Kumar have gift deed the road, road splay, Public Purpose & TANGEDCO Purpose areas has been handed over to The Panchayat President, Melpakkam Panchayat on 15.11.2025 vide gift document no. 10748/2025.

Body:

1. a) With reference to the 8th cited and 10th cited letter, if the located site lies in the Municipal/Corporation areas:
Collecting the necessary fees including the charges for providing amenities like roads, storm water drains and street lights
from the applicant. After collecting the necessary fees, the final layout sketch, permit of planning authority along with
approval of Local Body shall be issued to the applicant directly.
b) Other than Municipal/ Corporation areas: Shall collect the necessary fees and issue the final layout sketch, permit of
planning authority along with the permit of local body to the applicant directly, only after ensuring that the applicant lays
tar roads, provide other amenities like storm water drains, water supply facilities by constructing required OHT, provide
necessary street lights etc., as per the standards specified by the local body.
2. With reference to the 11th cited and 12th cited letter, the concerned local body must issue the final approval after
transfer of earmarked road areas survey number, sub-division in favour concern local body.
3. The Tamil Nadu Government in G.O.Ms.No.112, Housing and Urban Development Department, dated 22.06.2017. have
approved the Tamil Nadu Real Estate (Regulation & Development) Act 2016, The promoter has to advertise, Market, book
sell or offer for sale or invite persons to purchase in any manner any plot, apartment or building, as the case may be, in any
Real Estate Project or part of it only after registering the Real Estate Project with the Real Estate Authority. The applicant has
requested to follow the protocols as per instruction given by TNRERA.
4. According to the Circular No. 12544/14/CB dated: 04.07.2014 stating that, The Directorate of Town and Country Planning
Department has not legally certified the title to the ownership by granting technical clearance and planning permission.
Only the applicant entitlement to development is verified in the documents submitted with the applicant application (lease

deed, sale deed, gift deed, etc.,) any person wishing to purchase the property must individually assert ownership of the
property to the applicant. Also, if anyone else dispute arises individual rights over it; they can settle it before the
appropriate competent court. The Directorate of Town and Country Planning Department is not the right organization to
decide this.

5. With reference to the 7th and 8th cited Government orders, “The Owners / developers shall be allowed either to carry out
infrastructure development works as per the standards specified by the local body concerned or to pay the estimate cost to
the local Page 3 of 4 body. Concerned local body shall prescribe the standards for the provisions of basic infrastructure like
roads, drains, water supply etc. for the layout, as per existing rules. Before taking over the infrastructure developed by the
owners/developers, the local bodies shall ensure the quality of the works done by the owners / developers. Reasonable
period to be prescribed for up keep/maintenance of the roads and drains by the owners / developers. Wherever layouts
develop at a slow pace, the maintenance period shall be extended till 60% of the plots developed in the layout or 5 years
whichever is later”.

6. As per G.O.79 Housing and Urban Development Department, dated: 04.05.2017, in-case of non-planned area rule 3 it has
been requested to collect Rs.1000 as scrutiny fee for each plot. And under rule 9 concerned local body should collect the
3% Market Land Value as Land conversation charges, before issuing the final approval.
Head of Account:
0217 Urban Development - 60 other Urban Development Schemes -800 other Receipts - AS Receipts under Land Use
Conversion Charges-27 non-Taxation fees - 09 Collections (DPC: 0217-60-800-AS 22709).

7. With reference to the 10th and 11th cited letter, the concern local body must issue the final approval After transfer of
earmarked road, park, public purpose areas with Survey Number sub-division in revenue records in Favor of concern local
body.

8. As per TNCDBR-2019 the following fee and charges are collected as follows:
Scrutiny Fee - Rs. 2475.00, Dated: 24.09.2025.
(Receipt Number: 2025092454623, Transaction ID: 7331125159017).
Centage Fee - Rs. 4200.00, Dated: 18.11.2025.
(Challan Number: 20251118035786, Challan Date: 18-Nov-2025 and Payment Date: 18-Nov-2025).
Display Board Charges – Rs. 10000.00, Dated: 18.11.2025.
(Receipt Number: 2025092454623, Transaction ID: 4282000081857).
Development Charges – Rs. 3600.00, Dated: 18.11.2025.
(Receipt Number: 2025092454623, Transaction ID: 4282000081857).
OSR Charges - Rs. 135000.00, Dated: 17.11.2025.
(Challan Number: 20251117041883, Challan Date: 17-Nov-2025 and Payment Date: 17-Nov-2025).

9. non-planned area rule 3 it has been requested to collect Rs.1000 as scrutiny fee for each plot.
(Receipt Number: 2026022754623), Transaction ID -11000351882946, Rs. 11500.00 Dated: 27.02.2026.

10. local body should collect the 3% Market Land Value as Land conversation charges,
(E-Challan Number: 20260228013688), Rs. 59500.00, Challan Date 28-Feb-2026, SBI Bank ref no. CPAGKDXBI3.

11. Melpakkam Panchayat/Village Resolution No: 79, Dated: 21.02.2026.

Signature valid
Signed by: Village Panchayat President
Location:Ranipet
Date:2026.03.02 11:15:27
Village