Layout Application - Final Approval Letter

Roc No: 1 / 2026 **Date:** 3/30/26 6:52 PM

From:

Village Panchayat

Melmampattu

To :

Tmt. S.Ananthavalli,
W/o. Thiru. Seenivasan,
No.70A, North Street,
Melmampattu village, Panruti Taluk, Cuddalore District.

Online Application Number: YM94HGVO

Sir/ Madam,

Sub :

Residential Layout - Office of the Executive Authority(Special Officer)- Cuddalore District - Panruti Taluk - Panruti Panchayat Union – Melmampattu Panchayat and Village – R.S.Nos.181/11B - Extent of 2025.00 Sqm - Final Approval - Reg.

Ref :

1. Applicant Tmt. S.Ananthavalli, online Reference No. YM94HGVO/2025/TCP, Dated: 11.11.2025.
2. District Town and country planning office, Cuddalore District Letter No. YM94HGVO/2025/TCP,(Road pattern issued on Dated: 28.11.2025).
3. Joint Director, Agriculture Department, Cuddalore District's Dry Land Noc Letter Roc.No.C1/8884/2025, Dated:13.06.2025.
4. Circular from the Director of Town and Country Planning Roc.No.19799/2020, Dated:24.12.2020.
5. Applicant Tmt. S.Ananthavalli, Gift deed No:5178/2025, Dated. 04.12.2025.
6. G.O.Ms.No.138, Housing and Urban Development Department, Dated:04.06.2004.
7. G.O.Ms.No.79, Housing and Urban Development Department, Dated:04.05.2017.
8. G.O.Ms.No.18, Municipal Administration and Water Supply Department, Dated:04.02.2019 and G.O.Ms.No.16, Municipal Administration and Water Supply Department, Dated:31.01.2020.
9. G.O.Ms.No.141, Housing and Urban Development Department, Dated:23.09.2020.
10. G.O.Ms.No.181, Housing and Urban Development Department, Dated:09.12.2020.
11. Government Letter No.19113/Nov4(3)/2017-1,Housing and Urban Development Department, Dated:30.08.2017.

12.Circular from the Commissioner of Town and Country Planning, Letter No.13686/2017/LA1, Dated:08.09.2017.
13.Circular from the Director of Town and Country Planning, Roc No.320/2022/TCP3, Dated:07.01.2022.
14. Circular from the Director of Town and Country Planning, Roc No.4367/2019/TCP2,Dated:14.10.2019.
15. Circular from the Director of Town and Country Planning, Roc No.11281/2023/TCP5,Dated:12.05.2023.
16. Demand Payment Request Letter, Dated: 28.11.2025 and 04.12.2025 (Requiring OSR Charges, Centage Charges, Subdivision Charges and Development Charges).
17. Tmt. S.Ananthavalli, Demand Payment Submitted Letter, Dated:04.12.2025 and 08.12.2025 (OSR Charges, Centage Charges, Subdivision Charges and Development Charges).
18. Town and Country Planning Department Planning Permission Letter.Roc No YM94HGVO/2025/TCP Dated :09.12.2025
19. Village Panchayat Resolution No: 73 Dated on : 05.02.2026.
20. Local Body Demand Payment Dated.27.03.2026
21. Land Use Conversation Charges Challan No20260323033876, Dated.23.03.2026.
22. Commissioner, Rural Devlopment and Panchayat Raj, Panagal, Saidapet, Chennai ROC No:4870/2024/PRI.MIS-1 Dated:16.05.2025.
23. Assistant Engineer Panchayat Union, Panruti Letter Dated on: 05.03.2026

Body:

With reference to the 1st Cited letter, applicant has requested the approval for a Residential layout Located in Cuddalore District, Panruti Taluk, Panruti Panchayat Union, Melmampattu Panchayat and Village, R.S.No.181/11B with an Extent of 2025.00 Sqm for Final Approval.
In the continuation, and with reference to the 2nd cited letter, the road pattern for the said residential layout was approved and issued by the Cuddalore DTCP office on 28.11.2025. Further the applicant Tmt. S.Ananthavalli, has gifted the road, road splay and public areas have been hand over to the Block Development Officer, Melmampattu Panchayat, Panruti Panchayat Union Gift deed Document No: No:5178/2025 Dated: 04.12.2025.
Hence, for this residential layout, Technical Approval has been accorded and Final Approval given with the following conditions.
1. As per the condition, the layout has been approved and approved number issued as LP/ DTCP (CUDD) No.169/2025, and enclosed Final approval order and original maps issued on single window portal has been forwarded with it for further action.
2. After the approval of the local body. It is requested to send the approved residential layout map to be forwarded to the concerned registration department office and land survey department for information and appropriate action.
3. As per circular cited in 13th, it is requested to send the proceeding orders and maps to the concerned Thasildhar to update in Tamilnilam website.
Special Conditions
1. a) With reference to the 9th 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 applicants 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(s) 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 (s) 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 etc., as per the standards specified by the local body.
2 .With reference to the 11th cited and 12th cited letter, the concern local body must issue the final approval After transfer of earmarked road, public areas and sub-division in favor 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 issued by TNRERA.
4. 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 Applicant is required to remit a scrutiny fee of Rs.1000 for each plots. And under rule 9 concerned local body should collect the 3%

Market Land Value as Land conversion charges, which shall be Paid after issued the final approval.
5. 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's entitlement to development is verified in the documents submitted with the applicant's 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.
Additional Information
Total Extent of the Proposed Layout - 2025.00 Sq.m
No of Plots - 12 Nos
Layout Road Area Handed over to Local body – 512.10 Sq.m
Local Body (A) – 15.00 Sq.m (0.99%)
TANGEDCO (B) - 15.00 Sq.m (0.99%)
OSR – Equalent guideline value remitted by Applicant
Melmampattu Village Panchayat Recevied Resolution No: 73 Dated on : 05.02.2026.
This Layout applicant was Payment on Fees Details Given
a).Layout approval fees –Rs. 21795
b).Scrutiny Fees – Rs. 12000
c). 3% of Market Value as Land Conversation Charge – Rs.3750. Government Challan No: 20260323033876, Dated.23.03.2026.
With Reference to the 23rd This Office Engineer Letter Received New Layout Developing Infrastructure Facilities in Good Condition. So Infrastructure amount is Not Paid.
By Full Filling all the above conditions So the residential layout has been Approved.
Hence the above Layout is given final approval with the following Layout and Additional conditions.
1.Alteration of plot sizes, layouts and sizes of roads, common allotment sizes and further subdivision of plots contrary to the technical drawings approved by the Cuddalore Town and Country Planning.
2.The corners of the plots located at the junction of two roads should be laid with the splay shown on the approved Layout Plan.
3. Number of plot shall be sold, leased or transferred in any other manner or any building shall be constructed on any plot before fulfilling the above conditions.
4.The plots shown in approved Layout plan should be used only for the construction of residential houses other than the plots selected for public purposes. Also, only in those places where the land use is requested to be changed, only those developments mentioned in Residential use zone as per TNCDBR - 2019 should be allowed by the local body only after obtaining the prior approval of the department.
5.If a low voltage / high voltage powerline / telegraph line is laid through the plots, the line should be shifted to the edge of the road or as shown on the approved Layout Plan.
6.On all streets exceeding 7.2 meters in width, shade trees shall be planted within 1.00 meters and not more than 9.00 meters in succession of the road boundary.
7.The applicant must obtain approval regarding the plots/ Layout. Also, before constructing the buildings in the plots, the applicant should be obtained permission from the District Town and Country Planning Office and the Local Body Office concerned for each building.
8.Once the applicant receives the approval of the layout plan from the, Office of the Executive Authority(Special Officer) the approved layout plan shall be permanently published at the entrance of the layout without any change / release fir public view through a 6’ x 4’ permanent Display board along with the details of resolution number and date of approved of the layout.
9. The Land ownership is considered as per the land ownership documents submitted by the applicant. Therefore, it is also submitted that no right can be asserted on the ground that subdivision has been approved where there is no actual title to the land
10.If the proofs provided regarding the land ownership and the documents submitted for consideration are found to be incorrect or if there is a situation where the Planning Permission / Concurrence approval for the plot may be affected, the planning permission/ concurrence approval granted to the layout will be cancelled by the District Town and Country Planning Office and Office of the Executive Authority(Special Officer) without any prior notice.
11.A copy of the Plan approved by the Cuddalore District Town and Country Planning office along with a copy of this order shall be compulsorily provided to the purchasers while selling plots for sale
12.if anyone else dispute arises individual rights over it, they can settle it before the appropriate competent court. The BDO is not Responsible: right organization to decide this.
13. If any violation is committed, the Residential Layout approval issued will be automatically cancelled.

Copy To:
1. The Tasildar,
Panruti Taluk,
Cuddalore.
2.Tamil Nadu Real Estate Regulatory Authority (TNRERA),
No 1A, 1st Floor,
Gandhi Irwin Bridge Road,
Egmore, Chennai – 600008.
3. Sub Registrar,
Kadampuliyur Sub Registrar Office,
Panruti Taluk,
Cuddalore District.
4.Assistant Director,
Survey and Land Records,
Cuddalore District.
5. Assistant Director,
District Town and Country Planning,
No.34, Tamizh Muthu Nagar, Kondur, Cuddalore 607006

Village

Signature valid

Signed by: Village Panchayat President
Location:Cuddalore
Date:2026.03.30 18:52:59