

**Directorate of Town and Country Planning**  
**Check list for applications related to *group housing***

Date of application :  
Name of the applicant :  
Full postal Address :

Mobile No. :  
Fax No. :  
e-mail id. :

**PART –I: Application with enclosures at the time of receiving (to be given by the applicant)**

1.	Application duly signed by the applicant (Addressed to RDD/Member Secretary/ DTCP (court fee stamp affixed)	Yes/No
2.	If the site lies in planning area, planning permission form (Form No.1) to be enclosed with full particulars	Yes/No
3.	Notary public attested copy of documents (sale deed/lease deed/power of attorney)	Yes/No
4.	NOC in original from Tahsildar specifying (i) There is no poromboke land (ii) There is no 4(1) notification issued by any Department for acquisition (iii) The site is not covered under Land Ceiling Act, 1978 (iv) The site is not covered under Land Reforms Act, 1961 (v) The site will not be affected by Flood during the rainy season	Yes/No
5.	Documents from the Tahsildar	
	(i) FMB/ Town Survey sketch	Yes/No
	(ii) Patta/ Chitta/ Town Survey Land Records (TSLR)	Yes/No
	(iii) 'A' Register abstract	Yes/No
	(iv) Details of water course passing through the site	Yes/No
6.	Encumbrance certificate for 13 years (in original upto 30 days back from the date of application)	Yes/No
7.	(a) If access gained from approved layouts, roads registered gift deed copy with notary public attestation along with layout plan	Yes/No
	(b) If access gained from other than the approved layouts, details of FMB sketch/ Town Survey Sketch/Adangal, copy of 'A' register for the access.	Yes/No
	(c) If NH/SH lies as approach road – NOC from NH/SH	Yes/No

8.	Government Pleader/ Additional Government Pleader/ Government Advocate/ Public Prosecutor/ Advocate on panel of local body's opinion about the land ownership (in original)	Yes/No
9.	Affidavit undertaking for Water supply arrangement from applicant (in Rs.20/- stamp paper)	Yes/No
10.	Stability certificate in Form A,B and C	Yes/No
11.	NOC from fire department	Yes/No
12.	STP details shown in the drawing or provision of sewage connection from local body	Yes/No
13.	Rain water harvesting shown in the drawing	Yes/No
14.	Solar water heating system shown in the drawing	Yes/No
15.	Site plan in any scale between 1:400 to 1:800	Yes/No
16.	Detailed plan, elevation, sectional details in scale not less than 1:100	Yes/No
17.	Topo plan about 500 metre radius superimposing in the village map showing all existing developments around the boundaries of the site	Yes/No

**PART – II: Scrutiny and forwarding of applications (To be done in Local Planning Authority/ New Town Development Authority/ RDD office)**

1.	Recommendation with covering letter for local body / No remarks within 30 days	Yes/No
2.	Public access with minimum width of 9.0m.	Yes/No
3.	(a) Specific recommendation of Member Secretary/RDD	Yes/No
	(b) maintenance of access road details and	Yes/No
	(c) inspection remarks of Member Secretary /RDD	Yes/No
4.	(a) Site plan ensuring the location of 10% reservation for Open Space Reservation (OSR) (for site area exceeding 2500 sq.m.)	Yes/No
	(b) Front setback/ building line depends upon the road width	Yes/No
	NH/SH/Bye-pass road – 7.0m.	Yes/No
	Other roads upto 12m. – 3.0m.	Yes/No
	12m. to 18.0m – 4.5m.	Yes/No
	More than 18.0m. – 6.0m	Yes/No
5.	Certified copies/extract of Master Plan/Detailed Development Plan in case of planning area	Yes/No
6.	Caution register & court case if any	Yes/No
7.	(a) As per FMB and village map if any channel (or) any type of water course passes through the proposed site?	Yes/No
	(b) If Yes, whether alternate arrangement made?	Yes/No

**Directorate of Town and Country Planning**  
**Check list for applications related to *special building***

Date of application :  
Name of the applicant :  
Full postal Address :

Mobile No. :  
Fax No. :  
e-mail id. :

**PART – I : Application with enclosures at the time of receiving (To be given by applicant)**

1.	Application duly signed by the applicant (Addressed to RDD/Member Secretary/ DTCP (court fee stamp affixed)	Yes/No
2.	If the site lies in planning area, planning permission form (Form No.1) to be enclosed with full particulars	Yes/No
3.	Notary public attested copy of documents (sale deed/lease deed/power of attorney)	Yes/No
4.	Affidavit from the applicant in Rs.20/- stamp paper regarding ownership of the land	Yes/No
5.	Documents	
	(i) FMB/ Town Survey sketch from VAOs/ Town Surveyor	Yes/No
	(ii) Patta/ Chitta/ Town Survey Land Records (TSLR) from Tahsildar	Yes/No
6.	Encumbrance certificate for 13 years (in original upto one month back for the date of application)	Yes/No
7.	(a) If access gained from approved layouts, roads registered gift deed copy with notary public attestation along with layout plan	Yes/No
	(b) If access gained from other than the approved layouts, details of FMB sketch/ Town Survey Sketch/Adangal, copy of 'A' register for the access.	Yes/No
8.	Affidavit undertaking for Water supply arrangement from applicant (in Rs.20/- stamp paper)	Yes/No
9.	Stability certificate in Form A,B and C	Yes/No
10.	STP details shown in the drawing or provision of Sewage connection from local body	Yes/No
11.	Rain water harvesting shown in the drawing	Yes/No

12.	Solar water heating system shown in the drawing	Yes/No
13.	Site plan in any scale between 1:400 to 1:800	Yes/No
14.	Detailed plan, elevation, sectional details in scale not less than 1:100	Yes/No
15.	Topo plan about 90 metre radius superimposing in the village map showing all existing developments around the boundaries of the site	Yes/No

**PART – II:** Scrutiny and forwarding of applications (To be done in Local Planning Authority/ New Town Development Authority/ RDD office)

1.	Recommendation with covering letter of local body/No remarks within 30 days	Yes/No
2.	Public access with minimum width of 9.0m.	Yes/No
3.	(a) Specific recommendation of Member Secretary/RDD	Yes/No
	(b) maintenance of access road details and	Yes/No
	(c) inspection remarks of Member Secretary /RDD	Yes/No
4.	(a) Site plan ensuring the location of 10% reservation for Open Space Reservation (OSR) (for site area exceeding 2500 sq.m.)	Yes/No
	(b) Front setback/ building line depends upon the road width	
	NH/SH/Bye-pass road – 7.0m.	Yes/No
	Other roads upto 12m. – 3.0m.	Yes/No
	12m. to 18.0m – 4.5m.	Yes/No
	More than 18.0m. – 6.0m	Yes/No
5.	Certified copies/extract of Master Plan/Detailed Development Plan in case of planning area	Yes/No
6.	Caution register & court case if any	Yes/No
7.	(a) As per FMB and village map if any channel (or) any type of water course passes through the proposed site?	Yes/No
	(b) If Yes, whether alternate arrangement made?	Yes/No

**Directorate of Town and Country Planning**  
**Check list for applications related to**  
**Area declaration and construction of *Multi-storeyed building***  
 (under rule 4(a) of Multi-storeyed and Public Building Rules, 1973)

Date of application :  
 Name of the applicant :  
 Full postal Address :

Mobile No. :  
 Fax No. :  
 e-mail id. :

**PART – IA:** - To be submitted by applicant at the time of application for declaration

1.	Application duly signed by the applicant (Addressed to RDD/Member Secretary/ DTCP (court fee stamp affixed)	Yes/No
2.	If the site lies in planning area, planning permission form (Form No.1) to be enclosed with full particulars	Yes/No
3.	Notary public attested copy of documents (sale deed/lease deed/power of attorney)	Yes/No
4.	NOC in original from Tahsilder specifying (i) There is no poromboke land (ii) There is no 4(1) notification issued by any Department for acquisition (iii) The site is not covered under Land Ceiling Act, 1978 (iv) The site is not covered under Land Reforms Act, 1961 (v) The site will not be affected by Flood during the rainy season	Yes/No
5.	Documents from the Tahsildar	
	(i) FMB/ Town Survey sketch	Yes/No
	(ii) Patta/ Chitta/ Town Survey Land Records (TSLR)	Yes/No
	(iii) 'A' Register abstract	Yes/No
	(iv) Village map copy	Yes/No
	(v) Details of water course passing through the site	Yes/No
6.	Encumbrance certificate for 13 years (in original upto one month back for the date of application)	Yes/No
7.	(a) If access gained from approved layouts, roads registered gift deed copy with notary public attestation along with layout plan	Yes/No
	(b) If access gained from other than the approved layouts, details of FMB sketch/ Town Survey Sketch/Adangal, copy of 'A' register for the access.	Yes/No
	(c) If NH/SH lies as approach road – NOC from NH/SH	Yes/No

8.	Government Pleader/ Additional Government Pleader/ Government Advocate/ Public Prosecutor/ Advocate on panel of local body's opinion about the land ownership (in original)	Yes/No
9.	Certified by a Chartered Engineer/Soil Mechanics Engineer as to whether the soil is having enough safe bearing capacity for the proposed height of multi-storeyed building	Yes/No
10.	Site plan in any scale between 1:400 to 1:800 marking the approach roads	Yes/No
11.	Topo plan about 500 metre radius superimposing in the village map showing all existing developments around the boundaries of the site	Yes/No

**PART – IB - Application for multi-storeyed construction**

1.	Soil test report, type of foundation and structural design in respect of high rise building from a reputed firm	Yes/No
2.	STP report with detailed calculations and drawings or provision of sewage connection from local body.	Yes/No
3.	Rain water harvesting structure and drawing	Yes/No
4.	Solar water heating system shown in the drawing	Yes/No
5.	Water supply arrangement and waste water disposal from reputed firm and affidavit (in Rs.20/- stamp paper) obtained from the applicant	Yes/No
6.	Detailed structural design report with drawings and stability certificate in Form A,B,C duly considering seismic forces from a class I structural engineer (Affidavit in Rs.100/- stamp paper in prescribed format to be provided by the architect, owners and structural design engineer – format enclosed)	Yes/No
7.	NOC from fire service department	Yes/No
8.	NOC from Civil Aviation department (if applicable)	Yes/No
9.	Detailed plan, elevation, sectional details in scale not less than 1:100	Yes/No

**PART – II - Scrutiny and forwarding of application to DTCP**

1.	Whether the width of access road is not less than 18m./12m/15m.	Yes/No
2.	Whether the plot frontage is not less than 25m.	Yes/No
3.	Local body resolution for declaration and building plan approval or no remarks within 30 days	Yes/No
4.	(a) Specific recommendation from Member Secretary/RDD	Yes/No
	(b) remarks about the site suitability	Yes/No
	(c) access road and	Yes/No
	(d) inspection report etc., by the Local Planning Authority/Regional Deputy Director	Yes/No
	(e) Site plan ensuring the location of 10% reservation for Open Space Reservation (OSR) (for site area exceeding 2500 sq.m.)	Yes/No
5.	Local Planning Authority resolution in case of planning area	Yes/No
6.	Certified copies/extract of Master Plan, Detailed Development Plan in case of planning areas	Yes/No
7.	Whether the area lies in Coastal Regulation Zone (CRZ) if so, certificate, drawings and remarks of Member Secretary of Local Planning Authority to be attached	Yes/No
8.	Caution register and court case if any	Yes/No
7.	(a) As per FMB and village map if any channel (or) any type of water course passes through the proposed site?	Yes/No
	(b) If Yes, whether alternate arrangement made?	Yes/No

**Format of Affidavit regarding stability of the building to be duly signed by the Architect, owner and structural design engineer in a Rs.100/- stamp paper.**

(see item no.6 of Part IB above)

Structural designs are made after conducting due soil test of the site as per National Building Code, 2005 so as to be safe against all natural calamities like earthquake etc., and the structure will be safe in all respects and we all are held responsible for the structural safety/ stability.

Signature of the applicant/ owner

Signature of the Architect with seal and registration number

Signature of the structural design engineer with seal and registration number.

**Directorate of Town and Country Planning**  
**Check list for applications related to *layout***

Date of application :  
Name of the applicant :  
Full postal Address :

Mobile No. :  
Fax No. :  
e-mail id. :

**PART – I** Application with enclosures at the time of receiving (To be given by applicant)

1.	Application duly signed by the applicant (Addressed to RDD/Member Secretary/ DTCP (court fee stamp affixed)	
2.	If the site lies in planning area, planning permission form (Form No.1) to be enclosed with full particulars	Yes/No
3.	Notary public attested copy of documents (sale deed/lease deed/power of attorney)	Yes/No
4.	NOC in original from Tahsilder specifying (i) There is no poromboke land (ii) There is no 4(1) notification issued by any Department for acquisition (iii) The site is not covered under Land Ceiling Act, 1978 (iv) The site is not covered under Land Reforms Act, 1961 (v) The site will not be affected by Flood during the rainy season	Yes/No
5.	Documents from the Tahsildar	
	(i) FMB/ Town Survey sketch	Yes/No
	(ii) Patta/ Chitta/ Town Survey Land Records (TSLR)	Yes/No
	(iii) 'A' Register abstract	Yes/No
	(iv) Village map copy	Yes/No
	(v) Details of water course passing through the site	Yes/No
6.	Encumbrance certificate for 13 years (in original upto 30 days back from the date of application)	Yes/No
7.	Government Pleader/ Additional Government Pleader/ Government Advocate/ Public Prosecutor/ Advocate on panel of local body's opinion about the land ownership (in original)	Yes/No



8.	(a) If access gained from non-approved layouts, details of FMB sketch, adangal, copy of 'A' register for the access	Yes/No
	(b) If access gained from approved layouts, roads registered gift deed copy with notary public attestation along with layout plan.	Yes/No
	(c) If NH/SH lies as approach road – NOC from NH/SH.	Yes/No
9.	(a) If electric/telephone line passes through the site, undertaking in Rs.20/-stamp paper for realignment.	Yes/No
	(b) If any culvert constructed by land owner at his own cost, necessary undertaking in a Rs.20/- stamp paper to hand it over to the local body	Yes/No
10.	Concerned department NOC obtained, if the site lies within a distance of	
	15m. from the water bodies (PWD/ concerned department)	Yes/No
	30m. from the railway line (Railways)	Yes/No
	90m. from the compost yard (Local body)	Yes/No
	90m. from the burial ground/crematorium (Health officer)	Yes/No
	300m. from the quarry (AD, Mines)	Yes/No
	500m. from the crusher (AD, Mines)	Yes/No
500m. from the Airport (Airport Authority of India)	Yes/No	
11.	Site plan (Combined FMB sketch- S.No./sub-division showing the access details with width. Statement showing S.No.s/sub-division with extent in scale 1:400/800/1600)	Yes/No
12.	Proposed layout plan	Yes/No
13.	Topo plan about 500 metre radius showing all existing developments around the boundaries of the site in a village map to a scale not less than 1:2000	Yes/No

**PART – II- Scrutiny and forwarding of application to DTCP**

1.	Local body covering letter, questionnaire form , 9 points certificate	Yes/No
2.	Inspection report in the prescribed format from RDD/Member Secretary	Yes/No
4.	Area statement form duly signed by Member Secretary/ RDD	Yes/No
5.	Extract of Master Plan land use schedule copy/ Detailed Development Plan if any.	Yes/No
6.	If the layout lies in the prohibited area, hill area, ASI, heritage, sterilised zone, CRZ, satellite town etc. area – Specific remarks.	Yes/No
7.	Caution register and court case details	Yes/No
8.	(a) As per FMB and village map if any channel (or) any type of water course passes through the proposed site?	Yes/No
	(b) If Yes, whether alternate arrangement made?	Yes/No

## Directorate of Town and Country Planning

### Check list for *Quarry lease proposals – Notified Hill Stations/ Hill Areas*

Date of application :  
Name of the applicant :  
Full postal Address :

Mobile No. :  
Fax No. :  
e-mail id. :

1.	Notary public attested copy of documents (sale deed/lease deed/power of attorney)	Yes/No
2.	Documents	
	(i) FMB/ Town Survey sketch from VAOs/ Town Surveyor	Yes/No
	(ii) Patta/ Chitta/ Town Survey Land Records (TSLR) from Tahsildar	Yes/No
3.	Encumbrance certificate for 13 years (in original upto one month back from the date of application)	Yes/No
4.	Revenue Divisional Officer site inspection report	Yes/No
5.	Topo Plan about 500 metre radius superimposing in the village map showing the approach road and surrounding details around the boundaries of the quarry lease area	Yes/No
6.	If the proposal is for granite quarry lease	
7.	(a) Balance sheet for the last three years	Yes/No
8.	(b) Authenticated certificate if it is a new establishment	Yes/No
9.	(c) Report on environmental impact from the Environmental department	Yes/No
10.	NOC from Principal Conservator of Forests	Yes/No
11.	NOC from Chief Engineer, Agricultural Engineering Department	Yes/No
12.	Geo-technical report from Assistant Director/ Deputy Director and Geology and Mining of respective district level specified about geography of the site and its surrounding features, specific height and slope of hillock etc.	Yes/No
13.	District Collector's specific recommendation	Yes/No
14.	40 copies of the above said particulars	Yes/No

**Check list for *Site Approval/ Ordinary Building proposals – Notified Hill Stations/ Hill Areas (Area more than 250 sq.m. and less than 300 sq.m.)***

Date of application :  
 Name of the applicant :  
 Full postal Address :

Mobile No. :  
 Fax No. :  
 e-mail id. :

**PART – I : Application with enclosures at the time of receiving (To be given by applicant)**

1.	Application duly signed by the applicant (Addressed to RDD/Member Secretary/ DTCP (court fee stamp affixed)	Yes/No
2.	Notary public attested copy of documents (sale deed/lease deed/power of attorney)	Yes/No
3.	Documents	
	(i) FMB/ Town Survey sketch from VAOs/ Town Surveyor	Yes/No
	(ii) Patta/ Chitta/ Town Survey Land Records (TSLR) from Tahsildar	Yes/No
4.	Encumbrance certificate for 13 years (in original upto one month back from the date of application)	Yes/No
5.	NOC from Forest department (district level)	Yes/No
6.	NOC from Agricultural Engineering department (district level)	Yes/No
7.	NOC from Geology and Mining department (district level)	Yes/No
8.	Proposed site plan	Yes/No
9.	Site inspection report and recommendation of Member Secretary/ Regional Deputy Director	Yes/No

**Check list for *Special Building/ Group Housing/ Change of Land use / Factory Building Proposals – Notified Hill Stations/ Hill Areas***

**Note: Enclosures of Part-1 of respective checklist of Special Building/ Group Housing/ Change of Land use/ Factory building proposals.**

Date of application :  
 Name of the applicant :  
 Full postal Address :

Mobile No. :  
 Fax No. :  
 e-mail id. :

**PART – IA : Application with enclosures at the time of receiving (To be given by applicant)**

1.	Local body resolution	Yes/No
2.	Local Planning Authority resolution	Yes/ No
3.	AAA committee recommendation in the form of resolution (applicable for HACA clearance)	Yes/No
4.	District Collector report if it is a public worship or for religious purpose.	Yes/No
5.	HACA – NOC from Principal Chief Conservator of Forests AAA Committee – NOC from District Forest Officer	Yes/No
6.	HACA - NOC from Chief Engineer (Agricultural Engineering) AAA committee - NOC from Agricultural Engineering department (District level)	Yes/No
7.	Geo technical report from AD/DD, Geology and Mining at the district level to know the geography of the site and its surrounding features, specific height and slope of hillock etc.	Yes/No
8.	Member Secretary/ Regional Deputy Director inspection notes and recommendation	Yes/No
9.	Contour plan of the proposed area	Yes/No
10.	40 copies of the above said particulars	Yes/No

**Directorate of Town and Country Planning**  
**Check list for Layout proposals – Notified Hill Stations/ Hill Areas**

**Note: Enclosures of Part-1 of respective checklist of Layout proposal and Part-1A to be submitted by the applicant if proposal is in Hill stations/ Hill Areas**

Date of application :  
Name of the applicant :  
Full postal Address :

Mobile No. :  
Fax No. :  
e-mail id. :

**PART – IA : Application with enclosures at the time of receiving (To be given by applicant)**

1.	NOC from Agricultural Engineering Department (District level)	Yes/No
2.	NOC from District Forest Officer	Yes/No
3.	Geo-technical report from Assistant Director/ Deputy Director, Geology and Mining of respective district level to know the geography of the site and its surrounding features, slope of terrain etc.	Yes/No
4.	RDD/MS inspection notes and recommendation	Yes/No
5.	Contour plan of the proposed area	Yes/No