

Directorate of Town and Country Planning

Check list for application related to layout

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 / CTCP (court fee stamp affixed	Yes/No
2.	Form prescribed under Appendix A 3(1) duly filled in the case of panchayat area as per Tamil Nadu Panchayat Building Rules, 1997	Yes/No
3.	If the site lies in planning area, planning permission form (Form No.1) to be enclosed with full particulars	Yes/No
4.	Notary public attested copy of documents (sale deed / lease deed / power of attorney)	Yes/No
5.	VAO attested village map, FMB / Town Surveyor attested town survey sketch of the site	Yes/No
6.	VAO attested – Chitta, Adangal, A register copy and patta / Town surveyor attested TSLR	Yes/No
7.	Encumbrance Certificate for the past 13 years (in original up to date)	Yes/No
8.	NOC from Tahsildar (in original) in the prescribed format for poramboke land, land aquisition, Land Ceiling Act,1978, Land Reforms Act, 1961 and area not prone to flood etc.,	Yes/No
9.	Government pleader opinion about land ownership - original	Yes/No
10.	(a) Details of FMB sketch , adengal, copy of A register for the access road of the proposed layout if applicable	Yes/No
	(b) If NH / SH lies as approach road – NOC from NH / SH	Yes/No
	c) If access gained from approved layouts, roads registered gift deed copy with notary public attestation along with layout plan	Yes/No
11.	(a) If electric / telephone line passes through the site, undertaking in Rs.20/- stamp paper for realignment	Yes/No
	(b) If any water body passes through the land, NOC obtained from the concerned department (PWD / Revenue) etc.,	Yes/No
	(c) If the proposed layout surrounded by any water bodies NOC from the concerned department	Yes/No
	(d) 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
12.	Combined FMB sketch (S.No. / sub-division) showing the access	Yes/No

	details with width. Statement showing S.No. / sub-division with extent in scale 1:400 / 800 /1600	
13.	Proposed layout plan	Yes/No
14.	Topo plan to a radius of 90m. to a scale not less than 1 :132 -0	Yes/No

PART – II – Scrutiny and forwarding of applications 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
3.	If the site lies within a distance of 15 m. from the water bodies 30 m. from the railway line 90 m. from the compost yard 90 m. from the burial ground / crematorium 300 m. from the quarry 500 m. from the crusher 500 m. from the Airport Concerned department NOC obtained	Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No
4.	Area statement 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, sterilized Zone, CRZ, satellite town etc., area – Specific remarks	Yes/No
7.	Caution register and court case details	Yes/No