

Directorate of Town and Country Planning

Check list for application relating to change of land use in Master Plan

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

1.	Application addressed to Principal Secretary to Government, Housing and Urban development Department – 3 sets	Yes/No
2.	Planning permission application form (Form No.1) dully filled by applicant and licenced building surveyor	Yes/No
3.	Demand draft for Rs.2500/- drawn in favour of concerned Member Secretary / Local Planning Authority (original)	Yes/No
4.	Demand draft for Rs.4000/- drawn in favour of Director of Town and Country Planning, Chennai-2 (original)	Yes/No
5.	Notary public attested copy of documents (sale deed / lease deed / power of attorney) – 3 sets	Yes/No
6.	VAO attested village map, FMB / Town Surveyor attested town survey sketch of the site – 3 sets	Yes/No
7.	VAO attested – Chitta, Adangal, ‘A’ register copy and patta / Town surveyor attested TSLR – 3 sets	Yes/No
8.	Encumbrance Certificate for the past 13 years (in original up to date)	Yes/No
9.	VAO attested ‘A’ register copy and FMB sketch of the existing road (if applicable). If NH / SH lies as approach road – NOC from NH / SH	Yes/No
10.	Government pleader opinion about land ownership - original	Yes/No
11.	Tahsildar NOC in prescribed format in original & 2 attested copies	Yes/No
12.	Site plan showing the access details and Statement showing S.No. / sub-division wise extent in scale between 1:400 to 1: 800 - 6 sets	Yes/No
13.	Topo plan about 1 km. radius earmarking all the existing developments around the boundaries of the site – 6 sets	Yes/No

PART – II – Scrutiny and forwarding of applications to DTCP

1.	Paper advertisement regarding reclassification both in English & Tamil	Yes/No
2.	Specific recommendation and remarks about the site suitability and access road and inspection report etc., by the Local Planning Authority / Regional deputy Director	Yes/No
3.	Local Planning Authority resolution	
4.	Certified copies / extract of Master Plan , Detailed Development Plan & shedule	Yes/No
5.	Recommendations of local body, covering letter etc., for the land use conversion	Yes/No