

Directorate of Town and Country Planning

Check list for application for related to special building, group housing etc.,

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.	Planning permission form duly filled by applicant and licenced building surveyor (if the area lies in planning area)	Yes/No
3.	Notary public attested copy of documents (sale deed /lease deed / power of attorney)	Yes/No
4.	VAO attested FMB / Town Surveyor attested town survey sketch of the site	Yes/No
5.	VAO attested – Chitta, Adengal, ‘A’ register copy and patta / Town Surveyor attested TSLR	Yes/No
6.	Encumbrance certificate for 13 years (in original up to date)	Yes/No
7.	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
8.	Government pleader opinion about land ownership - 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 Tahsildar (in original) in the prescribed format	Yes/No
12.	NOC from Fire Department	Yes/No
13.	NOC from ELCOT (in case of IT building)	Yes/No
14.	STP report and drawing	Yes/No
15.	Rain water harvesting report and drawing	Yes/No
16.	Solar water heating system shown in the drawing	Yes/No
17.	Site plan in any scale between 1:400 to 1:800	Yes/No
18.	Detailed plan, elevation, sectional details in scale not less than 1:100	Yes/No
19.	Topo plan giving details within 500 meter radius in scale not less than 1:2000	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	Yes/No
2.	Public access with minimum width of 9.0m.	Yes/No
3.	Minimum extent of plot not less than 2000 sqm. (in case of IT building)	Yes/No
4.	Specific recommendation and inspection remarks of Member Secretary / RDD	Yes/No
5.	Site plan ensuring the location of 10% reservation for Open Space Reservation (OSR) (for site area exceeding 2500 sq.m.)	Yes/No
6.	Certified copies / extracts of Master Plan / Detailed Development Plan in case of planning area	Yes/No
7.	Caution register & court case if any	Yes/No