

THE INFORMATION HAND BOOK  
UNDER RIGHT TO INFORMATION ACT

Department of Town and Country Planning  
Government of Tamil Nadu



**THE INFORMATION HAND BOOK  
UNDER RIGHT TO INFORMATION ACT**

Department of Town and Country Planning  
Government of Tamil Nadu

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CHAPTER – 1

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INTRODUCTION

Right to information is a fundamental Right. It is part of the Fundamental Right to freedom of speech and expression recognized in the Constitution and various Supreme Court decisions. The Right is guaranteed in Universal Declaration of Human Rights and Article 19 and 21 of the Constitution of India.

All the years' public has had problems in accessing information due to culture of secrecy, lack of accountability, badly maintained records and illiteracy of the people.

In order to setout practical regime of right to information and to promote transparency and accountability in the working of every public authority, the Government of India have enacted the Right to Information Act, 2005 (Central Act 22 of 2005).

The summary of the Act,

- Applies to public department/authority,
- Establishes statutory right to information
- To every citizen who applies for information
- Setout exemptions from the right
- Provides for the release or exempt information in public interest.
- Requires public department/authority to produce publications of schemes
- Establishes independent structure of appeal and penalty
- Establishes Information Commission.

The public Information Officer designated by the Public Authority will provide information to the persons required under this Act.

This Hand book is intended for the use of the public those who seeks any information on the Directorate of Town and Country Planning (DTCP). This book will promote transparency and accountability in the working of DTCP to every public as under the Right to Information Act.

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CHAPTER – 2

PARTICULARS OF ORGANIZATION, FUNCTIONS  
AND DUTIES.

**Constitution**

Government of Tamil Nadu (GoTN) enacted Town & Country Planning Act (T&CP Act), 1971 by repealing Town Planning Act 1920. The Directorate of Town & Country Planning (DTCP) headed by the Director is functioning under the Tamil Nadu T&CP Act, 1971. It functions under the control of Housing & Urban Development Department (H&UD) of the Secretariat. The department has its jurisdiction over the entire Tamil Nadu except Chennai Metropolitan Development Area (CMDA).

**Aims/goals of the Department:**

- ❖ To provide effective land development plan with adequate infrastructural facilities for conducive living environment required for the society. This is achieved by integrating the physical, economic as well as social planning for the diverse conditions through systematic development and regulation of growth of urban and

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rural areas through Master Plans/New Town Development Plans and Detailed Development Plans.
- ❖ To arrest the rural migration to cities and towns by rural-urban integration through Regional Plans
  - ❖ To preserve the historical, heritage and tourism important places in the state.
  - ❖ To protect environmentally and ecologically sensitive areas of the state.

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## **Organisation Setup**

The Commissioner of Town and Country Planning is the Head of the department. The department is having its head office at Chennai and the sub-ordinate offices viz., 8 Regional offices, 27 Composite Local Planning Authorities and 8 New Town Development Authorities are functioning and 2 more NTDA's have been notified.

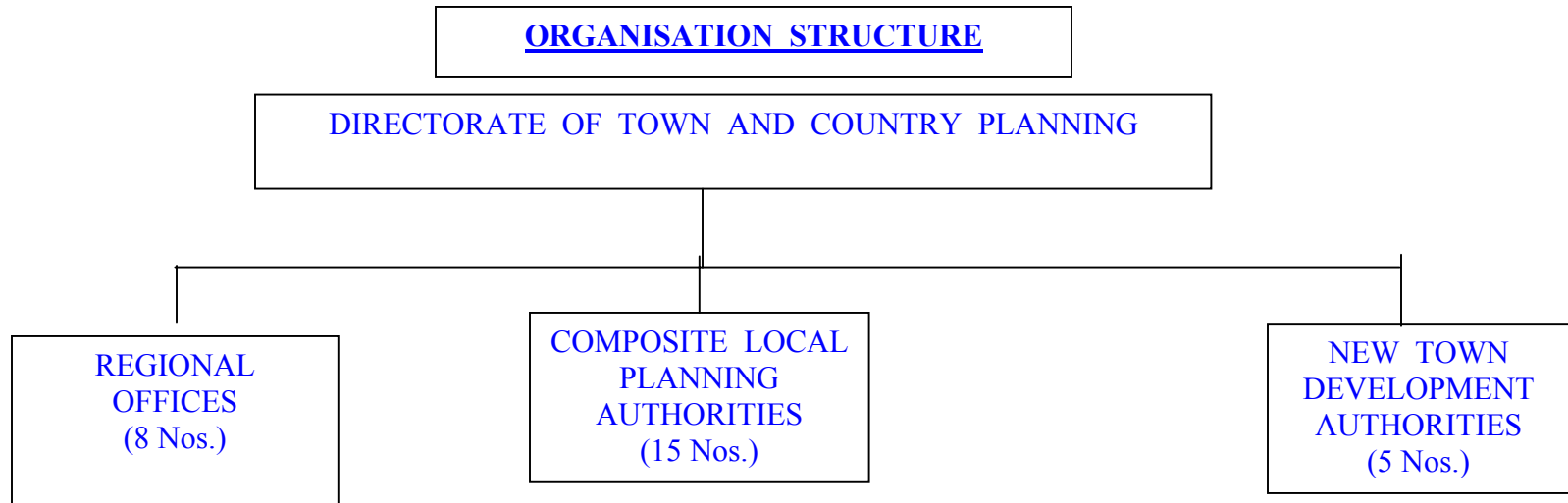
## **Address of head office of the DTCP**

Office of the Commissioner of Town and Country Planning,  
807, Anna Salai, Chennai - 600 002.

Phone Number : 2852 1115 or 2852 1116; Fax: 2852 0582

E Mail ID : [dtcp@vsnl.net](mailto:dtcp@vsnl.net)

**Office Hours: 10.00 A.M. to 5.45 P.M.**



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## **Local Planning Authority**

The functions of the Local Planning Authorities are to regulate the physical development of the town according to the land uses envisaged in the Master Plan and Detailed Development Plan. Local Planning Authorities formulate new schemes based on the Master Plans. There are two types of Local Planning Areas identified by this department.

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## **Single Local Planning Authority**

There are certain municipal areas, where the development of the town is mostly confined within the town boundary itself; the concerned municipality is declared as Single Local Planning Authority (SLPA) to carry out the planning functions.

## **Composite Local Planning Authority**

There are towns, which have grown beyond their boundaries. The Corporation or Municipality could not control the development beyond their jurisdiction, as the adjoining areas may lie either in Town Panchayat or Village Panchayat. Such towns combined with their adjoining areas are identified and declared as Composite Local Planning Areas controlled by Composite Local Planning Authorities (CLPA).

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Preparation of Statuary Plans**

**Regional Plan**

The importance of regional planning was first stressed at Governmental level by the Housing & Regional Planning Panel (1955) of the Planning Commission. The objectives of balanced regional development was sought to be achieved through industrial location policy as "through balanced and coordinated development of industrial and agricultural economy in each region, the entire country can attain higher standard of living". The state has been demarcated into eight

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regions taking into factors like geographical boundary, resource base, market potential and facilities, population threshold etc. Identification of growth poles, growth centres, service centres and proposal for development of transportation and communication network, provision of regional level facilities, conservation of flora and fauna, historical and heritage sites and constitution of regional planning authority to prepare and implement regional plan for the above causes are to be pursued.

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### **Master Plans (MPs)**

Master plan is prepared for town and cities giving emphasize for zoning regulation for judicious use of urban land. Thus a Master Plan is a key development plan to provide land use allotment for residential, commercial, industrial, public and semi-public, traffic and transportation, parks, play fields and open spaces, etc., taking into consideration the existing land uses. The plans while suggesting for broader land use restrictions, will also identify the problem areas in traffic and transport, location for education, recreation site etc., and

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propose for provision of infrastructure facilities based on the projected population for that area. Programmes are drawn and funding agencies are identified to take up such projects. 114 Local Planning Areas (108 Local Planning Areas and 6 New Town Development Areas) have been declared and master plans and new town development plans have been prepared for these urban areas.

This department has so far prepared Master Plan/New Town Development Plan for 117 towns. Master Plan has to be prepared for the newly upgraded 50 Municipalities.

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Detailed Development Plans (DDPs)**

Detailed Development Plans are prepared in conformity with Master Plan proposals, prepared for smaller areas within the urban area. These are the action plans where the development projects and programmes are envisaged. It is a micro-level plan with detailed road network in which Master Plan is translated for development of specific area in the town which exhibits faster growth. So far 1625 detailed development plans have been notified by this department for major urban centres of the

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State and are at various stages of preparation. The Detailed Development Plans are also reviewed periodically based on the trend of development

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**New Town Development Plans (NTDPs)**

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Taking into consideration the special nature of the area as industrial, educational, historical, heritage and tourism importance, the areas are developed fully utilising their potential into New Towns. There are 10 notified New Town Development Authorities (NTDAs) in the state and the department has prepared development plans for 6 areas and 8 authorities have been constituted.

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Special Plans**

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**Urban Renewal**

Urban Renewal is an enthusiastic theme in its concept and practice because it arouses the curiosity of every one in the area of human settlements where the programme comes for implementation / enforcement. The accelerating deterioration in urban areas frequently compel the City Development Organisation through various channels viz., political, administration, citizen forums etc., to apply remedial measures to arrest the deterioration of the standards of living condition. Massive urban development programmes that are contemplated in Master Plans are often constrained by the vastness of finance and other socio-economic aspects. Thus it is highly essential to understand each of the components involved in the practice of Urban Renewal and their applicability for various land uses. The wide range of benefits to be derived from Urban Renewal includes both obvious and subtle benefits, which are at times too obscure to observe let alone measure and may be of physical and economic nature. So far the department has prepared 5 urban renewal programmes for the five Corporation cities of the State other than Chennai.

**Traffic & Transportation Planning**

The growing scale of urbanization, city size and the prevailing land use patterns has made the problem of urban traffic and transportation increasingly complex and unmanageable. Urban transport in metropolitan cities is under increasing strains and suffers from bottlenecks arising from its weaknesses and ills. Studies have to be undertaken to study in depth the factors of travel time, mode and cost of travel, pollution and distance to work, education and entertainment. The residential and employment areas have to be served better. The Directorate has undertaken Comprehensive Traffic and Transport action (CTTS) for 5 Corporation cities in the State (Other than Chennai) and Traffic Operational and Management Plans (TOMP) for 58 small and medium towns in the State to suggest measures for improving traffic and transport facilities of these towns.

### **Heritage Town Development Plans**

The Government of Tamil Nadu is concerned about protection of the general environment of our priceless Heritage Towns and decided to take up the conservation and development of these towns. Government identified 49 towns/places and notified them as heritage Towns/places. Government also ordered the Director of Town and Country Planning to act as the nodal agency to prepare development plans for the towns by appointing consultants and professionals.

The Directorate has prepared development plan for about 38 towns of these notified Heritage Towns/places.

## **Development Plan for Urban Centres in Least Urbanized Taluks**

Urban development strategy aims at integration of economic and spatial planning in small and medium towns and thereby control migration of people from rural areas. It has been found that some taluks in the State do not have any urban centre for development, which could serve its surrounding villages. It was decided to identify such urban centres in these least urbanized taluks and develop them so as to act as service centres to its adjoining villages. This department has identified such least urbanized taluks in the State and has prepared development plans for 45 least urbanized taluks.

## **Civic Designs**

The Regional offices of this Directorate are assisting the local bodies in preparing and approving the civic design for the development programmes such as construction of bus stand, markets, commercial complex etc., which are carried out by the urban local bodies in the State.

### **Town & Country Planning Development Fund**

Section 64 of the Town and Country Planning Act, 1971 provides for the constitution of Town and Country Planning Development Fund for the purpose of furthering the Town and Country Planning functions under the Act by allocating money from the consolidated fund of the State from time to time. Accordingly, the Government has issued orders for constitution of the Town and Country Planning and Development Fund and as grant or loan to planning authorities is advanced from this fund for the performance of the following functions under this Act.

- Preparation of Development Plan
- Execution of Development Plans in full or part
- Any other purpose incidental to the preparation or execution of Development Plans

The Fund is utilized for the following purposes.

- Implementation of State IUDP schemes.
- Implementation of proposals of New Town Development Plans.
- Implementation of proposals of Detailed Development Plans/Master Plans

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- Grants for maintenance of Parks and play fields.

Implementation of projects for environmental  
protection of heritage places.

- Undertaking various planning related studies like  
preparation of:

- Traffic Operation and Management Plans;
- Comprehensive Traffic and transportation plans;
- Development plan for poorly urbanized taluks;
- Development plan for heritage towns;
- Urban renewal programme.

Implementation of other schemes under the Town and Country Planning Act, 1971.

### **Implementation**

#### **Integrated Urban Development Project (IUDP)**

Under the State Government supported scheme Municipalities and Town Panchayats are entitled for financial assistance to a maximum of Rs.30.00 lakhs. Remunerative schemes such as bus stand, shopping complex, markets etc., are implemented through this programme to enhance the income of the urban local bodies. So far 271 Municipalities and Town Panchayats have been given loan assistance to a tune of Rs.50.099 Crores. However, grant component is only given under this fund for various programmes and loan assistance has been withheld.

### **Seed Capital Programme**

Under this programme, fund is provided as grant for implementation of the proposals contemplated in the Master Plan, Detailed Development Plan and New Town Development Plan. Under this programme 75% of the cost estimate subject to a ceiling of Rs.30.00 lakhs project is sanctioned as full grant. So far this department has approved proposals of 15 Municipalities for implementation of projects at a total cost of Rs.180.60 lakhs.

### **Development of Parks and Play Fields**

In thickly populated towns and cities parks and play fields function as the lung space and recreation places. Due to the financial crunch of the local bodies parks and play fields are not properly maintained. The Government have programmed to finance as one time grant to improve and maintain them.

Under this programme 90% of the cost of the project is provided as grant subject to a maximum of Rs. 2.25 lakhs. The concerned local body has to contribute the remaining 10%.

### **Heritage Town Development Projects**

The Directorate has prepared development plans for 38 notified heritage towns with the assistance of the consultants. The Directorate has also taken steps to implement projects for environmental protection of heritage towns. Selection of 11 heritage towns in the first phase as was made and Government during 2002-03 allocated a sum of Rs. 5.50 crore for implementation of projects for environmental protection of heritage sites allowing a maximum expenditure of Rs. 50.00 lakhs for each of these 11 heritage towns funded as grant from the Town and Country Planning Development Fund. Government also allocated Rs. 2.50 crore and Rs. 3.75 crore selecting five heritage towns and nine heritage towns for implementation of similar projects during the year 2003-04 and 2004-05 respectively. Projects for providing parking lot with basic amenities like restaurant, toilet etc., within the parking lot itself and other projects towards conservation of the heritage town are being undertaken in this programme. The implementation of the scheme is at various stages of progress.

### **Traffic and Transportation Projects**

The State Government has issued orders for implementation of traffic improvement projects towards safe and smooth flow of traffic from one place to another both inter-city and intra-city. In the first phase the Government has sanctioned a sum of Rs.50 lakhs per city for 5 Corporation cities of Tamil Nadu except Chennai and Rs.25 lakhs per town for 10 Municipal towns as grant funded under the Town & Country Planning Development Fund. The implementation of the scheme is at various stages of progress. So far, 25 towns have been taken up for implementation of traffic improvement projects.

*Various layers in map making through GIS*

### **Geographical Information System (GIS)**

In the present scenario of rapid demographic and physical growth in urban areas, planning process through conventional methods takes a long time and requires huge man power in preparing maps of varying scales for all the towns for which master plans are prepared and they are also not cost and time effective. Therefore there is a need to adopt the latest

### **Remote Sensing and Aerial Photography**

technology of aerial photography, remote sensing and Geographical Information System (GIS). GIS is a modern tool through which such large volume of data and maps can be prepared in lesser time. GIS database has already been created for Tindivanam, Rajapalayam and Nagapattinam towns. Digitaisation of Master plan maps for three towns namely viz., Sathur, Tiruvannamalai and Ranipet have been made. A pilot project is proposed to be implemented in preparation of Master Plan for Perambalur using modern techniques like Remote Sensing and Geographical Information System (GIS). Space Application Centre, Ahmedabad has been involved in this project. The technique will be adopted for preparation of plans in the future. It has been proposed to prepare a development plan for the Coimbatore-Erode corridor using the GIS techniques. Steps have also been taken to digitize the maps pertaining to statutory plans.

Usage of Aerial Photograph for the preparation of maps for the Development Plans was introduced in the Directorate since

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1979. The Development Plans are prepared and updated using the Aerial Photographs. Taluk wise land use maps were prepared with the assistance of the Institute of Remote Sensing

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(IRS) - Anna University using Imageries obtained through Satellites.

*A typical satellite imagery*

### **Issue of planning permission by LPAs and NTDAs**

The Local Planning Authorities/ New Town Development Authorities issue planning permissions under the Town & Country Planning Act, 1971 for all developmental activities proposed in their jurisdiction like approval of layout and building plans.

### **Layout Approval**

According technical guidance to the local bodies for formation and approval of layouts throughout Tamil Nadu (except Chennai Metropolitan Area) is one of the major functions of the Directorate of Town and Country Planning. Proposals for layouts in less than 5 acres of extent received from the urban local bodies are scrutinised and suitable design of the layout is

prepared and technically approved by the connected Local Planning Authorities/ New Town Development Authorities/ Regional offices of this Directorate. If the extent is more than 5 acres, the proposal is given technical approval at head office at Chennai. The layouts are prepared in accordance with the specified land use zone classification prescribed in the Master Plan, Detailed Development Plan and New Town Development Plan. Layouts proposed to be developed by

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Tamil Nadu Housing Board, Tamil Nadu Slum Clearance  
Board, Police Housing Corporation and Small Industries

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Development Corporation are processed and approved by this  
Directorate.

**Building Appeal Petitions**

This Department processes and passes orders on proposals for construction of multistoried and public buildings (if they are in conformity with rules), group housing etc. The appeal petitions addressed to Government received from the local bodies with reference to multi-storied buildings, public buildings and other buildings are forwarded with remarks to Government for final orders.

**Hill Area Conservation Authority (HACA)**

Government of Tamil Nadu have constituted an Ad-hoc Authority called “Tamil Nadu Hill Areas Conservation Authority” for conservation Hill Areas. Secretaries to Government of various Departments and heads of various Departments, Collectors of Nilgiris and Dindigul Districts comprising the important hill areas of the State are made as members of the Authority. The Secretary to Government, Housing and Urban Development Department is the Chairman and the Director of Town and Country Planning is the Member

Secretary. The Government have notified the names of the villages which come under hill areas. The HACA considers the proposals in respect of these areas received from the Local Bodies / District Collectors / Government Departments etc., based on the Acts and Rules at its frequent meetings peruses the proposals made in these hill areas force and sends recommendation to the Government regarding the proposals for further orders of the Government.

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and officials from Forests, Geology & Mining, Pollution

Control Board, Municipal Commissioners and other

Department officials as members. The AAA Committee before  
according its approval refers those proposals to the HACA for  
which clearance of HACA is necessary.

### **Architectural and Aesthetics Aspects (AAA) Committee**

Government have constituted the “Architectural and Aesthetics Aspects Committee” exclusively for the Districts viz., Nilgiris, Dindigul and Salem to assist the concerned District Collectors in sanctioning Building Licenses in the Hill Areas of the above said Districts. The AAA committees for Nilgiris, Salem and Dindigul Districts have been constituted with the respective District Collectors as Chairman and the respective Regional Deputy Directors of Town and Country Planning as Convenors

### **15. Coastal Zone Management Plan**

The notification issued by the Ministry of Environment and Forests, Government of India during 1991 necessitated preparation of preparation of Coastal Zone Management Plan. This Directorate assisted in preparation of Coastal Zone Management Plan for the entire coast of Tamil Nadu to regulate the development in the area within 500 m from the High Tide Line (HTL). Director of Town and Country Planning is one of the members of State Coastal Zone Management Authority (SCZMA) and the Regional Deputy Directors of Town and Country Planning are members of the respective District Coastal Zone Management Authorities (DCZMA) constituted to monitor the Coastal Zone.

### **16. Construction of Cyclone Shelters**

During the year 1990, the Directorate took the task of identification of the location for the construction of Cyclone Shelters and take part in providing the design of the structures in circular aerodynamic shape to safely bear the heavy seasonal wind load. More than one hundred Cyclone Shelters have been constructed all along the Tamil Nadu Coast by the World Red Cross Society with the assistance of this Directorate.

**Organisational Structure**

<b>Name of the Region/ Head quarter of the Region/ District comprised</b>	<b>LPA/NTDA functioning as separate offices within the region</b>	<b>LPA/ functioning Regional concerned</b>	<b>NTDAs in Offices</b>	<b>LPA/NTDA notified and to be constituted</b>
<b>Chengalpattu @</b> Chengalpattu <u><b>Districts</b></u> Kancheepuram Tiruvallur Cuddalore Villupuram	<u>LPA</u> Kancheepuram Cuddalore  <u>NTDA</u> Mamallapuram	<u>LPA</u> Gummidipoondi Pulicat Mamallapuram Villupuram		
<b>Vellore @</b> Vellore <u><b>Districts</b></u> Vellore Dharmapuri Tiruvannamalai	<u>LPA</u> Vellore  <u>NTDA</u> Hosur			

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<p><b>Salem @ Salem</b> <u>Districts</u> Salem Namakkal Erode</p>	<p><u>LPA</u> Salem Erode <u>NTDA</u> Chithode</p>	<p><u>NTDA</u> Salem Irumbalai Nagar</p>	<p><u>LPA</u> Namakkal <u>NTDA</u> Perundurai</p>
<p><b>Coimbatore @ Coimbatore</b> <u>Districts</u> Coimbatore Nilgiris</p>	<p><u>LPA</u> Coimbatore Tiruppur <u>NTDA</u> Kurichy</p>		

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<p><b>Tiruchy @ Tiruchirappalli</b></p> <p><u>Districts</u></p> <p>Tiruchirappalli Thanjavur Karur Perambalur Ariyalur Nagapattinam Tiruvarur</p>	<p><u>LPA</u></p> <p>Tiruchy Thanjavur Kumbakonam</p>	<p><u>LPA</u></p> <p>Poompuhar</p> <p><u>NTDA</u></p> <p>Kagithapuram Navalpattu</p>	<p><u>LPA</u></p> <p>Karur Perambalur Tiruvarur</p>
<p><b>Madurai @ Madurai</b></p> <p><u>Districts</u></p> <p>Madurai Dindigul Virudhunagar Theni</p>	<p><u>LPA</u></p> <p>Madurai Dindigul</p> <p><u>NTDA</u></p> <p>Palkalai Nagar</p>	<p><u>LPA</u></p> <p>Virudhunagar</p>	

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<p><b>Sivgangai @ Sivagangai</b></p> <p><u>District</u></p> <p>Sivagangai Pudukottai Ramanathapuram</p>		<p><u>LPA</u></p> <p>Tiruppuvanam</p>	<p><u>LPA</u></p> <p>Sivagangai Pudukottai Ramanathapuram</p> <p><u>NTDA</u></p> <p>Manamadurai</p>
<p><b>Tirunelveli @ Tirunelveli</b></p> <p><u>Districts</u></p> <p>Tirunelveli Kanniyakumari</p>	<p><u>LPA</u></p> <p>Tirunelveli Tuticorin Nagercoil</p>		

**Abstract**

LPA Offices	15	7	7	Total 29
NTDAs	5	3	2	Total 10

### **Acts, Rules and Legislations of public interest**

(1) Tamil Nadu Town and Country Planning Act, 1971

- a. Preparation and sanction of Detailed Development Plan Rules
- b. Mater Plan ( Preparation, Publication and Sanction) Rules
- c. Tamil Nadu Town and Country Planning and Development Fund Rules, 1976.

(2) Tamil Nadu District Municipalities Act, 1920

- a. Tamil Nadu District Municipalities Building Rules, 1972
- b. Multi-Storeyed and Public Building Rules, 1973
- c. Tamil Nadu District Municipalities (Hill Stations) Building Rules, 1993.
- d. Tamil Nadu Cyclone Prone Area Special Building Rules, 1982
- e. Tamil Nadu Nuclear Installations (Regulation of Buildings and Use of Land ) Rules, 1990.

(3) Tamil Nadu Panchayats Act, 1994

- a. Tamil Nadu Panchayat Building Rules, 1997.

**Government orders of public interest**

**GOVERNMENT OF TAMAL NADU**

**ABSTRACT**

Town Planning - Preparation of Zonal Plan - Formulation of Draft regulations submitted by the Director of Town and Country Planning - Approved.

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**Rural Development and Local Administration Department**

**G.O.Ms.No.1730**

**Dated the 24th July 1974.**

1. D.O. letter No.28332/MD/73-1, RD & L.A. dt. 7.3.73
2. From the Director of Town and Country Planning letter No.10989/73, SM dt.2.3.74
3. From the Member Secretary, Madras Metropolitan Development Authority, D.O.Letter No.1983/74, ADP/dt. 19.5.74

**ORDER:**

The Director of Town and Country Planning submitted draft Zoning regulations on use of land and building particulars in urban areas. These regulations list out the uses permissible in each of the use zone and the restrictions to be imposed. For the purpose of these regulations, it has been suggested that the urban areas may be divided into the following six major use zones.

**1. Residential Use Zone**

**2. Commercial Use Zone**

**3. Industrial Use Zone**

**4. Educational Use Zone**

**5. Public and Semi public Use Zone**

**6. Agriculture Use Zone**

of course, the residential use zone has been further sub divided into two categories namely;

**1. Primary Residential Use Zone and**

**2. Mixed Residential Use Zone**

The Industrial use zone has been similarly sub-divided into three categories namely:

**1. Controlled Industrial Use Zone**

**2. General Industrial use Zone**

**3. Special Industrial and Hazardous Use Zone**

2) The director has also stated that the Tamil Nadu Town and Country Planning Act, 1971, provides for the Zoning of areas under Section 17(1) and 20(2) through the Master Plans and detailed Development Plans respectively. He has recommended that the draft Zone regulations may be approved and communicated to the Local Planning authorities for adoption as part of the Master Plan for proper Land use Planning and control in addition to other regulatory measures and that as for the Madras Metropolitan area a copy of the regulations may be sent to the Member Secretary, Madras Metropolitan Development for adaptation as part of the Madras Metropolitan Development Plan with such modifications may be necessary in consideration with him (the Director) and the Government.

3) A copy of the draft regulations was sent to the Member Secretary, Madras Metropolitan Development Authority for his views. He has stated that the Comprehensive land use proposals and zoning regulations for Madras Metropolitan Area are under

preparation and that the suggestion of the Town Planning Directorate will be considered and incorporated to the extent as may be necessary in the final proposals.

4) The Government has examined the suggestion. They accept the views of the Member-Secretary, Madras Metropolitan Development Authority so far as it Relates to the Madras Metropolitan Area and as for other urban areas of the State. The Government approve in principle the draft zoning regulations submitted by the Director of Town and Country Planning. The Director is requested to furnish copies of the draft zoning regulations to the Local Planning Authorities as soon as they are constituted.

The receipt of this order may be acknowledged by the Director of Town and Country Planning .

## APPENDIX

### USE ZONE REGULATIONS

#### 1. Residential Use zone:

- a. Primary Residential Use Zone
- b. Mixed Residential Use Zone

#### Use Zone 1(a) Primary Residential Use Zone

1. All residential building including single and multi family dwellings, apartment dwellings and tenements together with appurtenances pertaining there to;
2. Professional consulting offices of the residents and other incidental uses therefore;
3. Petty shops dealing with daily essentials including retail provisions soft drinks, cigarettes, newspapers milk Kiosks, cycle repair shops and single person tailoring shops;

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4. Hair dressing saloons and Beauty Parlours.
5. Nursery and primary schools.
6. Taxi and Auto rickshaw stands and
7. Parks and Playfields.

## **USE ZONE 1(b) MIXED RESIDENTIAL USE ZONE**

### **Uses Permitted**

1. All uses permitted under Use Zone (a) i.e. Primary Residential Use Zone
2. Hostels and single person apartments
3. Community Halls, Kalyanamandapam, Religious buildings, welfare centres and Gymnasia.
4. Recreation clubs, Libraries and Reading rooms
5. Clinics, Dispensaries and Nursing homes
6. Government, Municipal and other institutional Sub-Offices
7. Police Stations, Post & Telegraph Offices, Fire Stations and Electric Sub-station
8. Banks and Safe Deposit Vaults;
9. Educational institutions excluding colleges
10. Restaurants, Residential Hotels and other Boarding and Lodging Houses
11. Petrol filling and Service stations
12. Departmental stores or stores or shops for the conduct of retail business

13. Vegetables, Fruit, flower, fish, Eggs, and Meat shops
14. Bakeries and Confectioneries
15. Laundry, Tailoring and Goldsmith Shops and
16. Cottage industries permissible in residential areas under G.O.Ms.No.566, dt.13.3.62

## **II. Commercial Use Zone - Use Zone 2**

### **Uses permitted**

1. All uses permitted in use zone 1(a) and 1 (b) i.e. Residential use zones.
2. All commercial and business uses including all shops, stores,market and uses connected with the display of merchandise, either wholesale or retail rent excluding exposures, obnoxious products and other materials likely cause health hazards.
3. Business Offices and other commercial and financial institutions.
4. Warehouses, repositories and other uses connected with storage or wholesale trade, but excluding storage of explosives or products which are either obnoxious or likely to cause health hazards.
5. Cinemas, the theatres and other commercial entertainment centres;
6. Research, experimental and Testing laboratories not involving danger of fire, explosions or health hazards;
7. Transportation terminals including bus stands, railway stations and urbanized parking lots;
8. Automobiles repair shops and garages;

9. Small industries, using electric motors and exceeding 20 H.P. and or employing not more than 25 workers, which are not noxious or offensive due to odour, dust, smoke, gas, noise or vibration or otherwise dangerous to public health and safety and
10. Installation of electric motors not exceeding 20 H.P. for use incidental to the commercial activities permissible in the Zone.

### **III. Industrial Use Zone - Use Zone 3.**

- A. Controlled Industrial use zone
- B. General Industrial use zone
- C. Special Industrial and Hazardous use zone

#### **Use Zone III (a) Controlled Industrial Use Zone**

##### **Uses Permitted.**

1. All commercial uses listed under use zone 1(a), 1(b) and 2 i.e. residential and commercial use zones;
2. Industries using electric power not exceeding 130 H.P. (L.T. maximum load) but excluding industries of obnoxious and hazardous nature by reason of odour, liquid effluent, dust, smoke, gas, vibration etc. Or otherwise likely to cause danger or nuisance to public health or amenity;  
Provided that these industries may use steam, oil, or gas power during periods of power shortage or failure.
3. Hotels, Restaurants and Clubs, places for social inter course, recreation and

worship and dispensaries and clinics, and

4. Residential buildings for caretakers, watchman and other essential staff required to be maintained in the premises.

### **Use Zone III (b) General Industrial Use Zone**

#### **Uses permitted:**

1. All commercial uses listed under Use Zone 1(a) 1(b) and 2 i.e. residential and commercial use zones
2. All industries without restrictions on the horse power installed or type of motive power used excluding those of obnoxious or hazardous nature by reason of odour, liquid effluent, dust, gas, smoke, vibration etc. Or otherwise likely to cause danger or nuisance to public health or amenity;
3. Hotels, restaurants and clubs, or places for social intercourse, recreation and worship or for dispensaries and clinics and ;
4. Residential buildings for caretakers, watchman and other essential staff required to be maintained in the premises.

### **Use Zone III (c) Special Industrial and Hazardous Use Zone**

#### **Uses Permitted.**

1. All commercial uses listed under Use Zones 1 and 2 i.e. residential and commercial use zones,
2. All industries permissible in the Use Zones III (a) and III (b) i.e. the controlled

and general industrial use Zones.

3. All uses involving storage, handling, manufacture or processing of highly combustible or explosive materials or products which are liable to burn with extreme rapidity and / or which may be produce poisonous fumes or explosion.
4. All uses involving storage, handling manufacturing or processing which involve highly corrosive, toxic or noxious alkalis acids, or other liquids or chemicals producing flames, fumes and explosive, poisonous, irritant or corrosive gases.
5. All uses involving storage, handling or processing of any material producing explosive mixtures of dust, or which result in the division of matter into fine particles subject to a spontaneous ignition.
6. Processing or manufacturing anything from which offensive or unwholesome smells arise.
7. Melting or processing tallow or sulfur.
8. Staring, handling or processing of manure, offal, blend, bones, rags, hides, fish, herms or skins;
9. Washing or driving wool or hair;
10. Making fish oil;
11. Making soap, boiling or pressing oil, burning bricks, tiles, pottery, or lime;
12. Manufacturing of distilling sago and artificial manual
13. Brewin beer, manufacturing by distillation barrack or spirit containing alcohol, whether danctured or not;

14. In general, any industrial process which is likely to be dangerous to human life or health or amenity and not permissible in the Use Zone III(a) and III (b) i.e. controlled industrial and the general industrial use zones;
15. Hotels, restaurants and clubs, or places for social intercourse, recreation and worship or dispensaries and clinics, and
16. Residential buildings for caretakers, watchman and other essential staff required to be maintained in the premises.

#### **IV. Educational Use Zone - Use Zone 4.**

##### **Uses Permitted**

1. Schools, Colleges and other higher education and Training institutions and the uses connected therewith;
2. All uses permitted in Use Zone 1(a) i.e. primary residential use zone
3. Hotels and single person apartments
4. Recreation clubs Libraries and Reading rooms and
5. Restaurants.

#### **V. Public and Semi-public Use Zone - Use Zone 5**

##### **Uses Permitted**

1. Government and Quasi Government Offices;
2. Art Galleries, Museums, Aquarium and Public Libraries;
3. Hospitals, Sanitory and other medical and public health institutions;
4. Harbor, Airport and Flying Club;

5. Organized parking lots and Bus and Taxi stands;
6. Parks, Playfields, swimming pools, stadium, Zoological Gardens, Exhibition Grounds and other Public and Semi-Public Open spaces and
7. All uses permitted in the Use Zones 1(a) and 1(b) i.e. the residential use zones

#### **VI. Agricultural Use Zone - Use Zone 6.**

##### **Uses permitted.**

1. All agricultural uses;
2. Farm houses and buildings for agricultural activities;
3. Rural settlements with allied uses;
4. Public and Private parks, playfields, gardens, caravan and camping sites and other recreational uses;
5. Dairy and Cattle Farms;
6. Pigmies and Poultry Farms;
7. Water tanks and reservoirs;
8. Sewage farms and garbage dumps;
9. Airports and broadcasting installations;
10. Forestry;
11. Cemeteries, Crematoria and Burning and Burial grounds;
12. Storing and drying of fertilizers;
13. Fish curing;
14. Salt manufacturing;

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15. Brick, tile or pottery manufacture;
16. Stone crushing and quarrying ; and
17. Sand, clay and Gravel quarrying.

**Amendments to the above G.O.**

Copy of Government letter No.12096/UDIV(1)93-4, dated: 2.8.93 from the Joint Secretary to Government, Housing and Urban Development Department, Madras-9, addressed to the Director of Town and Country Planning, Madras-2.

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Sub: Town Planning – Master Plan – permitting installations upto 50 H.P. in commercial use zones – Amendment to G.O.Ms.No.1730 RD&LA Dept., dt. 24.7.74 – Issued.

Ref: 1. G.O.Ms.No.1730, RD&LA., Dept., dt. 24.7.74.  
2. Your letter Roc.No.18276/92 MPA1, dt. 20.5.92.

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I am directed to state that the following amendment is issued to the G.O. first cited.

**AMENDMENT**

For the words “10. Installation of electric motors not exceeding 20 H.P. for use incidental to the commercial activities permissible in the zone” the following may be substituted:

“Manufacturing and service establishments and commercial uses using electric motors and not or not exceeding 50 H.P. and/or employing not more than 25 workers excluding those that are obnoxious or hazardous, nature by reason of odours, effluent, dust, smoke, gas, vibration, noise etc., or otherwise likely to cause danger or nuisance to public health or amenity”.

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Copy of:

Letter No.69759/UDIV(2)/89/11 dated 22.6.92 from the Secretary to Government, Housing and Urban Development Department, Madras-9 addressed to the Director of Town and Country Planning, Madras-2.

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Sub: Town Planning – Preparation of Zonal plans – Regulation approved – Amendments – Issued.

- Ref: 1. G.O.Ms.No.1730, Rural Development and Local Administration, dated 24.7.74.  
2. From the Director of Town and Country Planning letter Roc.No.40747/89/MP2, dated 6.11.89.  
3. From the Member Secretary, Madras Metropolitan Development Authority, letter No.CCC/1345/90, dated: 7.9.90.

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In the Government order first cited, the Government approved in principle the draft zoning regulations submitted by the Director of Town and Country Planning. In his letter second cited, the Director of Town and Country Planning has suggested certain changes to the use zones and requested that suitable amendments to accept the suggestion of the Director.

1. The following amendments are issued to G.O.Ms.No.1730, Rural Development and Local Administration, dated 24.7.74.

#### AMENDMENTS

1. In the said Government order, in the Appendix, Under the heading “I. Residential use zone” under the sub-heading “Use zone I. (b) Mixed Residential use Zone”, under the item “Uses permitted” in item 10 for the expression “Restaurants, Residential Hotels and other Board and Lodging Houses” the expression “Restaurants without residential accommodation eating and catering houses and lodging houses for less than twenty occupants” shall be substituted.
2. Under the heading “II. Commercial use zone use zone-2” under the item “Uses Permitted” after item 10 and the entries relating thereto, the following item and the corresponding entries shall be added, namely:-  
II. “Restaurants with or without boarding and lodging houses, Star Hotels and Non-Star Hotels”

### **IMPORTANT APPLICATION FORMATS FOR OBTAINING PLANNING PERMISSON ETC.**

The Director of Town and Country Planning, 807, Anna Salai, Chennai 2, accords technical sanction to the layout , advises on appeal against the orders on the refusal of building plans by the local authorities and forward to the Government with the recommendations on the request application for change of Master Plan land use. Regarding the Detailed Development Plan change of land use, the Director accords sanction.

The department does not entertain any application directly from the public for the above mentioned activities. It entertains application of the individuals only through local authorities namely, local bodies, Special Village Panchayat/Panchayat Union/Municipality/Corporation. The applications are received at Head office only through Regional Deputy Director of Town and Country Planning and Planning Authorities. Three types of applications are available.

1. Form to get technical sanction to the layout.
2. Form of the appeal against the orders of the refusal of building plan by the local authorities.
3. Form for change of land use in the existing use of Master Plan and Detailed Development Plan areas into other uses.

#### **1. PROCEDURE TO OBTAIN TECHNICAL SANCTION TO THE LAYOUTS :**

1. The applicant should submit application to the local body along with the Form No.1.
2. The local body or Local authorities in turn scrutinize and forward the same to the Director of Town and Country Planning, Chennai to get technical sanction.
3. If the layout application does not fulfill all the requirement either it may be returned or refused.

4. After the approval of office copy of the layout map, the applicant is requested to pay at the rate of Rs.100/- per plot through State Treasuries/District treasuries/State Bank of India (Treasury Branch, Chennai) as Centage Charges. After receiving the centage charges and after handing over the layout road and parks to the concerned local bodies, approved layout map shall be sent to the local body, from the local body get the applicant may get approved maps.

**PAYMENT OF CENTAGE CHARGES:**

**HEAD OF ACCOUNT :**

0217 – Union Development – 03 IDSMT – 800. Other receipts – A.A. Director of Town Planning.

1. Collection of payments for services rendered (0217-03-800 AA 0102).For this, the forms to be used are given in Annexure I (both English and Tamil version).

**2. APPLICATION FORM FOR THE APPEAL AGAINST THE ORDERS OF THE REFUSAL OF BUILDING PLAN BY THE LOCAL AUTHORITIES:**

**PROCEDURE:**

1.The applicant should submit application to get licence to construct building along with the plan and other documents either to local body or to the Local Planning Authority.

2. If the two authorities reject the building licence for the construction activity on technical grounds the applicant may refer an appeal against the orders of the local body or Local Planning Authority through submission of appeal application. The appeal building plan should be submitted to the Director of Town and Country Planning through the local body and Local Planning Authority.

### **3. FORM FOR CHANGE OF LAND USE IN THE EXISTING MASTER PLAN AND DETAILED DEVELOPMENT PLAN INTO OTHER USES**

Zoning Regulations are prescribed for the consented or approved Master Plan and Detailed Development Plan areas of Master Plan, he should submit application to the Secretary, Housing and Urban Development, Chennai-9, through Local Body/Local Planning Authority, Commissioner of Town and Country Planning, Chennai. For variation of D.D.Plan, he should submit application to the Commissioner of Town and Country Planning. A Payment of chalan for Rs.2500/- as publication charges should accompany along with the application. After proper scrutiny, the local authorities should forward the applications along with the checklist form. The checklist application form is also given.

**PROFORMA TO ACCOMPANY THE LAYOUT APPLICATION, SUBMITTED TO THE DIRECTOR OF  
TOWNAND COUNTRY PLANNING, CHENNAI – 600 002.**

1. Name of the local body :
2. Date of receipt of the application :
3. Name of the Local Planning Authority :
4. Applicant Name & Address  
(with pincode) :
5. Layout by/Private/TNHB/ Co-operative society/Others :
6. Ownership particulars - The Ownership of land by:
  - i) Inheritance/partisan/sale deed/others :
  - ii) Sale deed (details) :
  - iii) Power agent (details) :
7. Site particulars:-
  - i) S.F.No./R.S.No. :
  - ii) Block No./Ward No. :
  - iii) Village name :
8. Extent of land:-
  - a) Total area :
  - b) No. of plots required :
  - c) Size of the plot required:-
    - i) Minimum size width :

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**FORM TO ACCOMPANY BUILDING APPEAL PETITION PREFERRED TO DIRECTOR OF TOWN AND  
COUNTRY PLANNING/GOVERNMENT**

1. Reference number-Corporation/Municipality/Town Panchayat :
2. a) Applicant name :
  - b) S.F.No./R.S.No. :
  - c) Location :
  - d) Street name
  - e) Door number
  - f) Permission rejected date
  - g) Date of receipt of appeal petition whether the applicant already made appeal petition, state the DTCP's approval or disapproval details namely file no. and date :
3. i) Whether the applicant's appeal petition application is enclosed :
  - ii) Whether necessary court fee stamp has been affixed with the appeal petition. :
  - iii) Whether the file of the respective Corporation/Municipality enclosed :
  - iv) If the appeal petition submitted to the DTCP with 4 sets of map copies enclosed : Yes/No
  - v) If the appeal petition submitted to the Govt., with 6 sets of map copies enclosed : Yes/No
4. Master Plan
  - i) Stage of the Master Plan :

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ii) Consented/approved :

iii) Land use contemplated in the Master Plan

iv) Whether the Master Plan extract map enclosed :

5. Detailed Development Plan

6. Name of the D.D.Plan

i) Status of the D.D.Plan :

ii) Land use contemplated in the D.D.Plan :

iii) Whether the D.D.Plan extract map enclosed incorporating applicants land and boundary details :

7. Layouts details :-

i) Approved layout number and date :

ii) Unapproved layout/natham/private site :

8. Approach road for the site :

i) Whether the approach road to the site is maintained/not maintained by Corporation/Municipality/ Township/Town Panchayat :

9. Topo sketch

In the site plan the land use details, namely burial/cremation ground, railway line, pond, tank, river like water bodies, electric line and protected area are marked. : Yes/No

10. Site details:-

i) Site total area :

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ii) Building area :

iii) Open space area :

iv) Width of the site :

v) Length of the site :

11. Nature of construction

i) New :

ii) Re-construction :

iii) Addition :

iv) Alteration :

v) Constructed against the approved building plan :

vi) Unauthorized construction :

12. Building use :-

1) Residential house :

2) Shop/Shops :

3) Lodges/restaurant/hospitals/others :

13. Construction stages of the building as on the date of submission of appeal plan :

i) Proposal level :

ii) Construction under progress :

iii) Construction completed :

12. Height and floor particulars of the building:-

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i) No of floors :

ii) Height of building under road level (exclusion of compound wall);

15. Building area:-

i Ground floor :

ii. 1st Floor:

iii. 2<sup>nd</sup> Floor:

iv. 3<sup>rd</sup> Floor:

v. 4<sup>th</sup> Floor:

16. A certificate from the Commission/Executive officer stating whether the building plans and site plans with surrounding details have been verified and found correct, is obtained. :

17. If the appeal plan is submitted to the DTCP/or to the Government atleast 2 set of copies to Government to be enclosed on the following items. (Commissioner/EO covering letter, Building Inspector inspection report, offending rules schedule and applicant appeal application) whether the following are enclosed. :

18. Whether the proposed additional/alteration/ unauthorized construction are clearly marked and indicated in different colors in the Map :

19. Whether the Inspection reports of Building Inspector/TPO/CTO/Commissioner/Executive Officer are enclosed. :

20. Offending rules for the consideration of exemption/relaxation;-

S.No.	offered rule	required	existing deficit	% of deficit
Rule details		available excess		

Tamil Nadu District Municipalities Building Rules 1972, Planning Rules, Layout conditions, Multi storeyed and Public

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Building Rules 1973 Other building Rules (Panchayat building Rules 1970, Cyclone prone area building rules 1982, etc.)

21. Town Planning Officer/Chief Town Planning Officer/Executive Officer/Commissioner Recommendations.

**MASTER PLAN LAND USE VARIATION/CHANGE OF LAND USE**

All the application should be submitted to the Government with respect to change of land use in the Consented/approved Master Plan

To

The Secretary,  
Housing and Urban Development,  
Chennai 600 009.

Through

1. The Director of Town and Country Planning,  
807, Anna Salai,  
Chennai 600 002.
2. Executive Officer/Commissioner/Member Secretaries of Town Panchayat Panchayat union/  
Municipality/Corporation/Local Planning Authority/New Town Development Authority. (All applications should be sent to the DTCP through Local bodies/LPA/NTDA)

## **APPLICATION FORMAT**

I. Whether the following details, maps, annexures and enclosures should be scrutinised.

1. Applicants application has Rs.2/- court fee stamp.
2. The letter of the Executive Officer/Commissioner/Member Secretaries.
3. S.F.No. and sub division and S.F.Nos of the proposed change of land use.
4. Area for the S.F.No. and sub division S.F. No.
5. F.M.B. sketch for S.F.No. and sub division S.F.No.
6. If the proposed site is an agricultural wet/dry land, give details along with sites and adangal copies.
7. Whether the proposed change of land use site has a land use of wet/dry/cultivated dry land/developed residential area/industrial /area/others in the Master Plan.
8. The Master Plan extract map with the certification of Town Planning Officer/Local body officers should be enclosed.
9. Topo sketch with a radius of 100 metres around the boundary of the site indicating the existing developments, present land use and building.
10. Map showing clear cut boundary details with S.F.Nos and sub division S.F.Nos to be enclosed.
11. Site inspection reports of Town Planning Officer and Executive Officer to be enclosed.
12. Local body and Local Planning Authorities (LPA) resolution and recommendations.
13. Inspection report of the Member Secretary of LPA's/New Town Development Authorities (NTDA's).

14. Inspection report and recommendation of regional Deputy Director of Town and Country Planning.
15. As per the G.O.Ms.No.57 H&U.D. Dept dated 18.01.90, Treasury Chalan for a sum of Rs.2500/- should be annexed.  
(Original Chalan Copy)
16. If the proposed site falls in agricultural land, a No Objection Certificate obtained from the Government to Secretary Agricultural Department should be enclosed.
17. Encumbrance certificate.
18. Xerox copies of document.
19. If the Change of land use proposed for industrial purpose and the site lay within 1 k.m. distance of riverside and a consent letter from the Pollution Control Board should be obtained and enclosed. If the chemical factory is proposed, a consent letter from the Pollution Board should be enclosed..
20. Along with application 3 sets of maps, should be enclosed.
21. The applicant should submit the completed application to the Director of Town & Country Planning, Chennai-2, through respective local bodies, LPA, NTDA and RDD.

The department will scrutinize all the application and forward to the Government with necessary recommendation and while doing so, the matter will be informed to the applicant

**APPLICATION FORM FOR RECLASSIFICATION OF LAND IN THE APPROVED DETAILED  
DEVELOPMENT PLAN**

Change of land use

(Application should be submitted to the Director of Town and Country Planning, 807 Anna Salai, Chennai – 2.

Proforma : General

A . If the change of land use is proposed in respect to Single local Planning Authority, the applicant should submit the application to the DTCP through local body and Regional Deputy Director of Town and Country Planning.

B. If the change of use proposed for the Composite Local planning Authority area, the application should be submitted to the DTCP, through local body, Local Planning Authority, New Town Development Authority and Regional Deputy Director of Town and Country Planning.

C. The following maps, details and enclosures are to be submitted along with the application form.

- i) Applicant's application with Rs.2/- Court fee stamp (affixed)
- ii) Commissioner/Executive Officer/Member Secretary letters with recommendation report.
- iii) Local body and Local Planning Authority resolution
- iv) Town Planning Officer inspection report.
- v) Part or total S.F.Nos and sub division S.F.No. of change of plan area
- vi) Part or total S.F.Nos. and sub division S.F.Nos of change of plan area
- vii) S.F.No. and sub division S.F. numberwise area

- viii) F.M.B. sketch map with sub division area
  - ix) If the proposed site falls in the Master Plan area, Master plan extract map to be enclosed.
  - x) D.D.Plan extract map copy
  - xi) Topo sketch showing the surrounding land use and present status details within the radius
  - xii) For the DD Plan sectioned under T&C.P. Act, matters necessitating issuance of order u/s 33 of the Act and necessary changes in schedule are the only items considered as D.D.Plan variation.
  - xiii) As per G.O.Ms.No.57 H&U.D.Depat. dt 8.01.90 all applications forwarded to the Director of Town and Country Planning for change of land use should enclose Demand Draft for a sum of Rs.2500/- as publication charges, in the name of Director of Town and Country Planning, 807, Anna Salai, chennai-2
- I. If the applicant want variation in the D.D.Plan Map No.2 and consented D.D.Plan area, a mere permission from the DTCP is enough and need not pay publication charges.
- II. At least 3 copies of maps and enclosures should accompany the request for change of land use application.

திட்டக் குழுமங்களின்/நகர் ஊரமைப்பு இயக்ககத்தின் அனுமதி கோரும் மனைப்பிரிவு விண்ணப்பத்துடன் இணைக்கப்பட வேண்டிய வினா விடைப் படிவம்.  
(உள்ளாட்சியினால் நிரப்பப்பட வேண்டும்)

1.	உள்ளாட்சியின் பெயர் (அஞ்சல் குறியீட்டு எண்ணுடன்)	:	
2.	உள்ளாட்சியில் விண்ணப்பம் பெறப்பட்ட நாள்	:	
3.	உள்ளூர் திட்டக் குழுமத்தின் பெயர்	:	
4.	மனுதாரரின் பெயரும், கடிதப் போக்குவரத்து முகவரியும் (அஞ்சல் குறியீட்டு எண்ணுடன்)	:	
5.	மனைப்பிரிவு/(தனியார், வீட்டுவசதி வாரியம்/கூட்டுறவு சங்கம்/இதர)	:	
6.	மனுதாரர் மனைப்பிரிவு இடத்திற்கு உரிமம் குறித்த விவரம்	:	
	அ) பூர்வீகம்/பாகப்பிரிவினை/கிரையப் பத்திரம் மூலம் உரிமையாளரா ?	:	
	ஆ) கிரைய ஒப்பந்தப் பத்திரத்தின் மூலம் உரிமையாளரா ?	:	
7.	மனைப்பிரிவு இடத்தின் விவரங்கள்	:	
	(அ) நி.அ.எண். (அல்லது) ந.அ.எண்.	:	
	(ஆ) பிளாக் எண். மற்றும் வார்டு எண்.	:	
	(இ) தலை கிராமத்தின் பெயர்	:	
8.	(அ) மனைப்பிரிவு இடத்தின் மொத்தப் பரப்பளவு	:	
	(ஆ) தேவைப்படும் மனைகளின் அளவுகள்	:	
	(1) குறைந்த அளவு அகலம்	:	

	(2) அதிகபட்ச அளவு அகலம்	:	
	(3) குறைந்த அளவு பரப்பளவு	:	
	(4) அதிக அளவு பரப்பளவு	:	
	(ஈ) மனைப்பிரிவில் ஏற்கனவே மனைகள் விற்கப்பட்டுள்ளனவா ?	:	
	(1) ஆம் எனில், விற்கப்பட்ட மனைகளின் இருப்பிடத்தைத் தனி வண்ணமிட்டு காண்பிக்கவும். அம்மனைகளுக்குண்டான தானபத்திர நகல்கள் இணைக்கப்பட வேண்டும்	:	
	(2) மனைகளில் கட்டிடம் ஏதும் நிலையில் உள்ளதா ? இருப்பின் கட்டிடங்கள் உள்ள மனைகளை தனி வண்ணமிட்டு காண்பிக்கப்பட வேண்டும்	:	
9.	மனைப்பிரிவு புதிய முன்மொழிவா ? அல்லது ஏற்கனவே அங்கீகரிக்கப்பட்ட மனைப்பிரிவில் பகுதி/மொத்த திருத்தமா ? திருத்த மனைப்பிரிவாக இருப்பின் ஏற்கனவே நகர் ஊரமைப்புத் துறையில் அளிக்கப்பட்ட கடித எண்ணும் வரைபட எண்ணும் திருத்தம் கோருவதற்கான விரிவான காரணமும் குறிப்பிடப்பட வேண்டும். சுற்றுச் சார்பு (Topo plan) வரைபடம் வரைபடத்தில் மனைப்பிரிவு இடத்தின் நாற்புற எல்லைகளில் இருந்தும் 90மீ. (300 அடி) சுற்றளவிற்குள் கீழ்க்கண்டவை குறிக்கப்பட்டு தூர அளவு காட்டப்பட்டுள்ளனவா ? எனக் குறிக்கப்பட வேண்டும்	:	

	(அ) பிரதான கட்டடங்கள் அவைகளின் உபயோகங்கள் மற்றும் பிரதான நில உபயோகங்கள் (நுன்செய், புன்செய் உபயோகம் உட்பட)	:	
	(ஆ) சுடுகாடு, இடுகாடு	:	
	(இ) இருப்புப் பாதை	:	
	(ஈ) குளம், ஏரி, ஓடை, வாய்க்கால் மற்றும் ஆறு போன்று நீர் நிலைகள்	:	
	(உ) உயர்ந்த/குறைந்த அழுத்த மின் கம்பிப் பாதை/தந்தி கம்பிப்பாதை	:	
	(ஊ) தடை செய்யப்பட்ட பகுதி	:	
	(எ) விமான தளம் மற்றும் ஓடுபாதை	:	
	(ஏ) புராதன சின்னப் பகுதி என அறிவிக்கப்பட்ட பகுதி	:	
	(ஐ) கனிம சுரங்கங்கள் மற்றும் கல்தோண்டும் இடம்	:	
	(ஓ) கடற்கரையிலிருந்து 200மீ/500மீ. தூர இடைவெளியில் மனை அமைத்தல்	:	
	(ஔ) நகர குடிநீர் உபயோகத்திற்கென உள்ள ஆழ்குழாய் கிணறு	:	
	(ஐ) நிலையிலுள்ள அனைத்து இதர விவரங்கள்	:	
10.	மனைப்பிரிவு இடம் அமைந்துள்ள பகுதி விரிவு அபிவிருத்தித் திட்டம் மற்றும் முழுமைத் திட்டம் ஆகியவற்றில் குடியிருப்பு மற்றும் தொழிற் பகுதியாக அறிவிக்கப்பட்டுள்ளதைத் தவிர்த்து வேறு பிரகடனப்படுத்தப்பட்ட குடியிருப்புப் பகுதியில் அல்லது தொழிற்பகுதியில் அமைகிறதா ?	:	

11.	மனைப்பிரிவு இடத்திற்கான அணுகுபாதை பற்றிய விபரங்கள்	:	
	(அ) அணுகுபாதையின் பெயர்	:	
	(ஆ) அணுகுபாதையின் அகலம்	:	
	(இ) அணுகுபாதையின் தன்மை, தார், சரளை, மண்	:	
	(ஈ) அணுகுபாதை எந்த பிரதான சாலையிலிருந்து பிரிந்து செல்கிறது	:	
	(உ) அணுகுபாதையின் நீளம்	:	
	(ஊ) அணுகுபாதையின் வகை மற்றும் பராமரிப்பு	:	
	1. ஊராட்சி சாலை	:	
	2. ஊராட்சி ஒன்றிய சாலை	:	
	3. பேரூராட்சி சாலை	:	
	4. மாநகராட்சி சாலை, நகராட்சி சாலை	:	
	5. நெடுஞ்சாலைத் துறை சாலை	:	
	6. தேசிய நெடுஞ்சாலை	:	
	7. புறவழிச்சாலை	:	
	8. மனைப்பிரிவு சாலை	:	
	9. அங்கீகரிக்கப்பட்ட புறம்போக்கு சாலை	:	
	10. தனியார் சாலை, பாதை	:	

	எ. மேற்படி சாலை உள்ளாட்சிக்கு ஒப்படைப்பு செய்யப்பட்டு உள்ளாட்சியால் ஏற்கப்பட்டு பராமரிக்கப்பட்டு வரும் அணுகுபாதையா ?	:	
12.	இம்மனைப்பிரிவு இடத்தைச் சுற்றிலும் 200மீ. (600 அடி) தூரத்திற்குள் நகர் ஊரமைப்பு துறையால் ஏற்கனவே ஒப்புதல் அளிக்கப்பட்ட மனைப்பிரிவு ஏதேனும் உள்ளதா ? ஆம் எனில், அம் மனைக்கு நகர் ஊரமைப்புத் துறையால் அளிக்கப்பட்ட ஒப்புதல் எண். நகர் ஊரமைப்பு துறையின் கடித எண் மற்றும் அம் மனைப்பிரிவு இடத்தின் முகவரி தருக.	:	
13	இம்மனைப்பிரிவு இடம் அமைந்துள்ள உள்ளாட்சியில் கீழ்க்காணும் சட்டங்கள் அமுலாக்கப்பட்டுள்ளனவா என்பதையும் பாதிப்பு உள்ளனவா என்பதையும் குறிப்பிடவும்	:	
	அ. மாநகராட்சிகளின் சட்டம்	:	
	ஆ. 1920-ம் ஆண்டின் தமிழ்நாடு மாவட்ட நகராட்சிகள் சட்டம்	:	
	இ. 1920-ம் ஆண்டின் தமிழ்நாடு மாவட்ட நகராட்சிகள் சட்டத்தின் அத்தியாயங்கள் மற்றும் விஸ்தரிப்பு செய்யப்பட்டுள்ளதா ? இடம் மலை இடத்தில் அமைந்தால் நகராட்சி சட்ட அத்தியாயம் விரிவாக்கப்பட்டுள்ளதா ?	:	
	ஈ. 1958-ம் ஆண்டின் தமிழ்நாடு ஊராட்சிகள் சட்டம்	:	
	உ. அரசாணை எண்.44, நாள் 2.4.90-ன்படி மனுதாரர் இடம் மலைப்பகுதிக்குள் அமைகிறதா ?	:	

14.	இம்மனைப்பிரிவு இடம் விரிவு அபிவிருத்தி திட்டப் பகுதியில் அமைகிறதா? ஆம் எனில்	:	
	அ) விரிவு அபிவிருத்தி திட்டத்தின் பெயர்	:	
	ஆ) திட்டத்திற்கு நகர் ஊரமைப்பு இயக்குநரின் இணக்கம் அளிக்கப்பட்டுள்ளதா, இருப்பின் விவரம் குறிப்பிட வேண்டும்.	:	
	இ) திட்டத்திற்கு அரசால், இயக்குநரால் இறுதி அங்கீகாரம் அளிக்கப்பட்டுள்ளதா, இருப்பின் விவரம் குறிப்பிட வேண்டும்.	:	
	ஈ) திட்டத்தில் மனுதாரர் இடம் எந்த நில உபயோகத்தில் அமைகிறது?	:	
	உ) திட்ட நில உபயோகத்திற்கு ஏற்ப மனுதாரரின் உத்தேச நிலப்பயன் உள்ளதா?	:	
15.	இம்மனைப்பிரிவு அமையும் உள்ளட்சியில் முழுமைத்திட்டம் அமுலில் உள்ளதா? ஆம் எனில்	:	
	அ) முழுமைத் திட்டம் அரசின் இணக்கம்/ ஒப்புதல் அளிக்கப்பட்டதா? இருப்பின் விவரம் குறிப்பிட வேண்டும்	:	
	ஆ) முழுமைத் திட்டத்தில் மனுதாரர் இடம் எந்த நில உபயோகத்தில் அமைகிறது?	:	
	இ) முழுமைத் திட்ட நில உபயோகத்திற்கு ஏற்ப மனுதாரரின் உத்தேச நிலப் பயன் மாற்றம் அமைகிறதா?	:	
16.	இம்மனைப்பிரிவு அமையும் இடத்தில்/இடத்திற்கு அருகில் கீழ்க்கண்ட உத்தேசங்கள் இருப்பின் அவற்றின் நில அளவு எண், விஸ்தீரணம், முகவரி ஆகியவற்றைக் குறிப்பிடவும்.	:	
	அ) பிரகடனப்படுத்தப்பட்ட தொழிற்பகுதி உள்ளதா?	:	

	அ) தொழிற்பகுதி பிரகடனத்துக்காக உத்தேசிக்கப்பட்டுள்ளதா ?	:	
	இ) தொழிற்பகுதிக்கு நிலம் கையகப்படுத்த உத்தேசிக்கப்பட்டுள்ளதா ?	:	
17.	தடை செய்யப்பட்ட பகுதி	:	
	அ) தடை செய்யப்பட்ட பகுதியில் இடம் அமைகிறதா ?	:	
	ஆ) இடம் நன்செய் நிலப்பகுதியில் அமைகிறதா ?	:	
	இ) இடம் கடற்கரை எல்லையிலிருந்து 200மீ. 500 மீட்டர் இடைவெளிக்குள் அமைகிறதா ?	:	
	ஈ) இடம் புராதன சின்னப் பகுதி என அறிவிக்கப்பட்ட பகுதியில் அமைகிறதா ?	:	
	உ. மனைப்பிரிவு/ஒதுக்கீடு மாற்றம்/குறித்து புகாரோ அல்லது நீதிமன்றத்தில் வழக்கோ உள்ளதா ? இருப்பின் விவரம் குறிப்பிட வேண்டும்	:	
18.	மிக அவசியம்	:	
	கீழே கண்டவை இணைக்கப்பட்டுள்ளனவா ? என்பதை தவறாது சரிபார்க்கப்பட வேண்டும்.	:	
	1. மனுதாரரின் விண்ணப்பம் ரூ.2/- நீதிமன்ற வில்லை ஒட்டப்பட்டதுடன் இணைக்கப்பட்டுள்ளதா ?	:	
	2. மனுதாரருக்கும் மனைப்பிரிவிற்கும் உள்ள சம்பந்தத்தைக் காட்டும் அத்தாட்சிகள் (பத்திரம்) இணைக்கப்பட்டுள்ளதா ?	:	
	3. மனைப்பிரிவு அமையும் இடம் மற்றும் அணுகுவழி சாலை ஆகியவற்றிற்கான நில அளவு புத்தக வரைபடத்தின் (எப்.எம்.பி.) நகல் இணைக்கப்பட்டுள்ளதா ?	:	

4. உள்ளாட்சி அதிகாரியின் 9 சான்றுகள் இணைக்கப்பட்டுள்ளதா ?	:	
5. வட்டாட்சியரிடமிருந்து பெற்ற மூலச் சான்று இணைக்கப்பட்டுள்ளதா ?	:	
6. இடம் ஊராட்சி பகுதியில் அமைந்தால் ஊராட்சி கட்டிட விதி 3(1) மற்றும் 304-ன் படி மனுதாரரின் விண்ணப்பம் இணைக்கப்பட்டுள்ளதா ?	:	
7. இடம் ஊராட்சி பகுதிக்குள் அமைந்தால் மனுதாரரால் அளிக்கப்பட வேண்டிய 9 உறுதிமொழிகள் இணைக்கப்பட்டுள்ளதா ?	:	
8. மனைப்பிரிவு வரைபடம் 5 நகல்கள் இணைக்கப்பட்டுள்ளதா ?	:	
9. சுற்றுச் சார்பு வரைபடம் 5 நகல்கள் இணைக்கப்பட்டுள்ளதா ?	:	
10. மனைப்பிரிவு இடம், விரிவு அபிவிருத்தி திட்டப் பகுதியில் அமைந்தால் நகரமைப்பு அலுவலர், நகரமைப்பு ஆய்வர் கையொப்பத்துடன் கூடிய விரிவு அபிவிருத்தி திட்ட வரைபட சுருக்க நகல் 3 இணைக்கப்பட்டுள்ளதா ?	:	
11. மனைப்பிரிவு இடம் முழுமைத் திட்டப் பகுதியில் அமைந்தால் முழுமைத்திட்ட உத்தேச நில உபயோகங்கள் பற்றிய குறிப்பு மற்றும் முழுமைத்திட்ட சுருக்க வரைபட நகல் இணைக்கப்பட்டுள்ளதா ?	:	

<p>12. மணப்பிரிவு இடத்தின் ஊடே உயர்குறைந்த அழுத்த மின் கம்பிப்பாதை அமைந்திருந்தால் அதனை மனுதாரர் தன் சொந்த செலவில் மணப்பிரிவு சாலை வழியே மாற்றி அமைப்பதற்கான ரூ.5/- முத்திரைத்தாளில் எழுதி அத்தாட்சிகள் உடன் ஒப்பமிட்ட உறுதிமொழி இணைக்கப்பட்டுள்ளதா ?</p>	:
<p>13. மணப்பிரிவு இடத்திற்கு அருகில் ஏரி, குளம், ஓடை, வாய்க்கால், ஆறு அமைந்திருந்தால் அவற்றின் வெள்ளப் பெருக்கால் மணப்பிரிவு இடத்தில் பாதிப்பு இல்லை என்பதற்கான பொதுப்பணித்துறை சம்பந்தப்பட்ட துறையின் சான்று இணைக்கப்பட்டுள்ளதா ?</p>	:
<p>14. உத்தேச சாலை அமைப்பினால் வாய்க்காலில் கால்வாயில் பாலங்கள் அமைக்க உத்தேசிக்கப்பட்டால் சம்பந்தப்பட்ட துறையிடம் அனுமதி பெற்று மனுதாரரின் சொந்த செலவிலேயே பாலம் கட்டிக் கொள்வதாக ரூ.5/- முத்திரைத்தாளில் எழுதி மனுதாரர் கையொப்பமிட்ட உறுதிமொழி இணைக்கப்பட்டுள்ளதா ?</p>	:
<p>15. வில்லங்கமில்லை என்பதற்கான சன்றிதழ் இணைக்கப்பட்டுள்ளதா ?</p>	:
<p>16. நகரமைப்பு அலுவலரின்/ஆய்வரின் நிர்வாக அதிகாரியின்/ஆணையரின் பரிந்துரை மற்றும் விரிவான நேராய்வு தொழில்நுட்ப குறிப்புகள் இணைக்கப்பட்டுள்ளதா ?</p>	:

மனைப்பிரிவு விண்ணப்பங்களுடன் இணைத்து அனுப்பப்பட வேண்டிய உள்ளடசி அதிகாரியால் வழங்கப்பட வேண்டிய 9 சான்றிதழ்கள்:  
Certificate to be provided by the Executive authority of local bodies along with layout applications.

#### CERTIFICATE

As per Director of Town and Country Planning letter Roc. No. 14619/88-BCC dated the 7<sup>th</sup> April 1988.

Application for laying out in ..... village/ Panchayat union/Town Panchayat/Municipality/Corporation.

1. Certified that the ownership for the land and the right of the application to obtain sanction of the layout for survey number ..... with an extent of ..... acres has been verified.
2. Certified that the application is accompanied by up-to-date information full encumbrance certificate.
3. Certified that authenticated survey sketch (FMB) from the survey record has been obtained and enclosed.
4. Certified that the land in S.No..... of ..... for which the layout approval is sought for is not affected by any proceedings under.
  - a) The Land acquisition Act 1894.
  - b) Land Reforms Act of 1961.
  - c) The Urban land ceiling Act 1978 and
5. Certified that no Government poromboke land belonging to any public body or quasi Government agency is included in the layout proposed.
6. Certified that the access to the land is a proper public road which is regularly utilized and maintained as proper road.
7. Certified that the layout is not objectionable either because of water logging, bad drainage, unhealthy surrounding quarries, burial grounds nearby or suffer from unsuitability due to obstructions for natural water course, drainage etc.
8. Certified that no scheme roads or clauses are affected by the layout.
9. Certified that the details of the location of the existing road from neighbouring layouts linking to this layout have been noted.

Application under Rule 3 (1) of the Tamil Nadu Panchayat Building Rules, 1970.

(To be accompanied with the layout application)

From

Sir,

I intend to layout the plot of land or lands in S.Nos..... village  
..... street or road named ..... measuring ..... under rule 3(1) of the  
Tamil Nadu Panchayat Building Rules, 1970.

I forward herewith in triplicate a layout plan/plans of the plot of the land to be sold out.

I intend ..... sites for the housing purposes. I request that the layout plot may be approved and permission may  
be accorded to execute the said work.

Signature of the applicant.

Place:

Date:

**Rule 3(4)**

**(To be accompanied with the layout application)**

From

To

Sir,

I agree to relinquish the lands required for streets, lanes, passages and pathways in favour of the Executive Authority authorizing him, for making of such streets, lanes, passages and pathways.

ஊராட்சிப் பகுதியில் மனைப்பிரிவு அமைந்தால் மனுதாரரால் அளிக்கப்பட வேண்டிய உறுதிமொழி

(Certificate to be provided by the applicant along with layout applications)  
CONDITIONS

1. I agree not to proceed with the layout of the house sites or plots until the approval is signified by the executive authority under the Tamil Nadu Panchayat Building rules, 1970.
2. I agree not to dispose off any house sites or plots unless the layout has been approved by the executive authority.
3. I agree not to do any work otherwise than in accordance with the layout plan which has been approved or in contravention of any of the provisions of the Act or any rule, byelaw order other declaration made there under or any direction of requisition lawfully given or made under the said Act rule or bye-laws.
4. I agree to make any alterations which may be required by any notice issued or by any order confirmed by the executive authority.
5. I agree to keep up site plan at all times for the inspection of the executive authority or any officer authorized by him in that behalf.
6. I agree to relinquish the lands required for streets, lanes, passages and pathways, in favour of the executive authority authorizing him, for making of such streets, lanes, passages and pathways.
7. I agree to pay all the expenses incurred for demarcation, formation and construction of street, lanes, passages and pathways including leveling, paving, mottling, flagging, channeling, conserving and lighting in accordance with the provisions of the layout approved.
8. I agree to furnish any information which may be required by the executive authority, for the grant of permission to execute the work and also while executing the work.
9. I agree to provide all the common amenities required under the Tamil Nadu Panchayats Building Rules, 1970.

**Signature of the Applicant**