

Proposal of Special building / Multi storey Building received at concerned REGIONAL DEPUTY DIRECTOR OFFICE /LPA OFFICE

Site inspection done by concerned Regional Deputy Director(RDD)/ Member Secretary(MS)

Special building stilt +4 floors or G+3 floors max. height of 17.25m

Built-up Area < 2500 Sq.m

Built-up Area > 2500 Sq.m

MSB proposal any extent

Forwarded to Head office with site inspection report; Minimum road width for Special Building and Multistoried building as per the DCR satisfaction and Collector NOC if it is classified wet land. JD Agriculture NOC if it is Dry land

Proposal falls in notified HACA area

< 300 Sq.m

> 300 Sq.m

- Important Documents to be submitted RDD/MS Online Application**
- Ownership – Legal opinion
 - Road width – Road FMB/BDO certificate as per the road register
 - Water body – PWD NOC/Concerned authority NOC
 - CRZ- MoEF NOC
 - Archeological Department (falls within 100m to 300m distance)
 - Fire NOC (Except Residential Building)
 - Forest NOC (falls within 150 m)
 - Notified heritage area – Height restriction max. 9.0m
 - Burial Ground-Health officer NOC except Residential Development
 - TNPCB NOC- Crusher and Quarry existing within 500m and 300m radius respectively. Other documents and drawing as per checklist.

- Ownership – Legal opinion
- Road width – Road FMB/BDO certificate as per the road register
- Water body – PWD NOC/Concerned Executive authority NOC
- CRZ- MoEF NOC
- Archeological Department (falls within 100m to 300m distance)
- Fire NOC
- AAI NOC if height exceeds 30m
- Environmental Clearance (proposed built up area exceeds 20000 sqm)
- TNPCB NOC
- Forest NOC (falls within 150 m)
- Notified heritage area – Height restriction max. 9.0 m
- Burial Ground-Health officer NOC except Residential Development
- TNPCB NOC- Crusher and Quarry existing within 500m and 300m radius respectively.

- Processed at RDD/MS along with line department NOCs as follows:
- District Forest Officer
- Agriculture Engineering department,
- AD/DD of Geology and mining department
- Local Body Resolution or Recommendation

- Forwarded to head office with the following:
- District collector site inspection report with Recommendation
 - PCCF Chennai NOC
 - CE Agriculture Engineering Department NOC
 - AD / DD of Geology and Mining department NOC
 - Local Body Resolution or Recommendation / CLPA / NTDA Resolution
 - AAA committee Resolution if it falls in Hill station

Placed in AAA committee if it falls in Hill station otherwise RDD/MS decided at their level.

Placed in HACA

After collection of I & A charges/Premium FSI Charges and OSR gift deed documents to local body then technical clearance /Planning permission given to the proposal.

Forward to concerned local body for Building license.

Placed in MSB Committee Meeting only for MSB proposals

After attending the suggestions given by the committee Technical clearance issued by DTCP

Sent back to respective offices for Planning permission

As per recommendations of HACA Building proposal processed and consent issued for approval