

Town and Country Planning Department
Check list for applications related to BUILDING

proposals in areas falling within the purview of
Tamil Nadu District Municipalities (Hill Stations) Building Rules, 1993 as hill stations
and require clearance of Architectural Aesthetic Aspects (AAA) Committee alone.

Details to be given by the applicant:

Date of submitting application :
Name of the applicant :
Full postal Address :

Mobile No. :
Fax No. :
e-mail id. :

1.	Application addressed to the Regional Deputy Director/ Convenor of AAA Committee duly signed by the applicant affixing Rs.2/-court fee stamp	Yes/No
2.	Copy of documents (sale deed/lease deed/power of attorney) self attested by the applicant.	Yes/No
3.	Documents attested by competent official of concerned department:	
	(i) FMB/ Town Survey sketch	Yes/No
	(ii) Patta/ Chitta/ Town Survey Land Records (TSLR) in owners' name	Yes/No
4.	NOC in original from Tahsildar specifying the following certificates for the lands bearing survey number other than T.S.No.: (i) No Government/poromboke land involved, (ii) No land acquisition proposed by any Department, (iii) Site is not covered under Land Ceiling Act, 1978, (iv) Site is not covered under Land Reforms Act, 1961, (v) Site will not be affected due to inundation by Flood.	Yes/No
5.	Encumbrance certificate for 13 years (in original obtained upto the date which is not prior to 30 days from the date of submitting application)	Yes/No
6.	Approach Road: Certificate of ownership, maintenance, type, width of access road abutting the site should be obtained from the Executive Officer, Town Panchayat or Commissioner, Municipality in case of urban local bodies, as the case may be. In case of rural local bodies, certificate to be obtained from the Block Development Officer (BDO) of Block Panchayats/ Village Panchayats as the case may be, who would issue such certificate based on the Road Register maintained by the local body.	Yes/No
7.	Is there any channel (or) any type of water course passes through site as per FMB and/ or village map?	Yes/No
	(i) If "Yes" then it is marked in the site plan	Yes/No
	(ii) If "Yes" and the channel / water course is held under the private ownership of the applicant, whether alternative alignment is proposed and shown in the site plan for the water course without obstructing the flow of water to the adjacent lands or not.	Yes/No
	(iii) (a) If "Yes" and the channel/ water course is held under the ownership of the Government whether alternative alignment is proposed and shown in the site plan for the water course without obstructing the flow of water to the adjacent lands or	Yes/No

	not.	
	(iii) (b) NOC from the concerned department is to be obtained for proposing such an alternative alignment.	Yes/No
	(iv) If the applicant proposes to put up a culvert across the channel/ water course, then NOC of the concerned Government agency has to be obtained.	Yes/No
	(v) If “Yes” and the applicant proposes to locate any building within 15m from the boundary of the channel/ water course, then NOC of the Commissioner/Executive Officer/Executive Authority of the local body has to be obtained.	Yes/No
8.	Is there any Government owned water body like Kulam, Kuttai, Eri, Tank, etc., including any channel, water course lying adjacent to the site?	Yes/No
	(i) If “Yes” then it is marked in the Topo plan	Yes/No
	(ii) If “Yes” and the applicant proposes to put up a culvert across the channel / water course, then NOC of the concerned Government agency has to be obtained.	Yes/No
	(iii) If “Yes” and the applicant proposes to locate any building within 15m from the boundary of the water body, then NOC of the Commissioner/Executive Officer/Executive Authority of the local body has to be obtained.	Yes/No
9.	District Collector’s report, if it is a place for public worship or for religious purpose.	Yes/No
10.	If the site lies within a distance of 30m from Railway property boundary NOC from Railways has to be obtained	Yes/No
11.	Site lies within a distance of 300m from the boundary of live stone quarry.	Yes/No
12.	If the site lies within a distance of 300m from the boundary of abandoned stone quarry and the applicant proposes to locate a building in the area, then a certificate from the local body or the licensing authority concerned to that effect has to be obtained.	Yes/No
13.	Site lies within a distance of 500m from the boundary of live stone crusher unit.	Yes/No
14.	Site lies within a distance of 150m from the boundary of reserve Forest.	Yes/No
15.	If the site lies within a distance of 90m from the boundary of burial ground/burning ground:	
	(i) In case of urban local bodies viz., Municipality and Town Panchayat, NOC of the Government is obtained for buildings other than residential. In case of residential building, certificate from the Health officer of the local body stating that the burial ground/burning ground is not in use and so closed (for burial/ burning) for the past five years has to be obtained.	Yes/No
	(ii) In case of Rural local bodies viz., Village Panchayat, NOC of the Government is obtained for buildings other than residential. In case of residential building, certificate from the Executive Authority of the local body stating that the burial ground/burning ground is not in use and so closed (for burial/ burning) for the past five years has to be obtained.	Yes/No
16.	Legal opinion (in original) on the land ownership by Government Pleader/ Additional Government Pleader/ Special Government Pleader/ Government Advocate/ Public Prosecutor/ Advocate on panel of a local body/ Advocate on panel of any Nationalised Bank.	Yes/No
17.	Affidavit of undertaking in Rs.20/- stamp paper by the applicant about the ownership of land clearly stating the document-wise extent of each survey number of land.	Yes/No
18.	Affidavit of undertaking in Rs.20/- stamp paper by the applicant about own Water supply arrangement.	Yes/No

19.	Structural stability certificate in Form A,B,C duly signed by the owner and including the architect & structural design engineer along with their seal and registration number	Yes/No
20.	(i) Form duly filled in for certificate for structural design sufficiency, Affidavit of Undertaking by developer, architect, structural engineer about the structural stability aspects.	Yes/No
	(ii) Form duly filled in for supervision.	Yes/No
	(iii) Form duly filled in for certificate of work as per structural safety requirements.	Yes/No
21.	NOC from Fire Service department has to be obtained only in case of: (i) All categories of industries and warehouses, (ii) Commercial buildings where explosives, fire crackers and other similar inflammable materials are handled/traded.	Yes/No
22.	Sewage Treatment Plant details shown in the drawing or certificate of availability of underground drainage facility from the Executive Officer or Commissioner in case of urban local bodies as the case may be, and in case of rural local bodies certificate of Block Development Officer (BDO) of Block Panchayats/ Village Panchayats, as the case may be.	Yes/No
23.	Rain water harvesting system shown in the drawing	Yes/No
24.	Solar water heating system shown in the drawing	Yes/No
25.	Site plan in any scale between 1:400 to 1:800	Yes/No
26.	Detailed plan, elevation, sectional details in scale not less than 1:100	Yes/No
27.	Contour plan of the proposed area.	Yes/No
28.	Detailed drawing / plan showing design calculations for the columns including the position of the columns.	Yes/No
29.	Topo plan showing all existing developments surrounding the site for 500 metre radius, indicating all features & details as available in the village map and along with colour notation of master plan land use, if any, of the surrounding survey numbers drawn to a scale not less than 1:2000.	Yes/No
30.	NOC from the District Forest Officer (district level)	Yes/No
31.	NOC from Executive Engineer(Agricultural Engineering) (district level)	Yes/No
32.	NOC from Assistant Director/ Deputy Director of Geology and Mining department (district level)	Yes/No