

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 Hill Area Conservation Authority (HACA)

Part I: 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 Director of Town and Country Planning, Chennai-2 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 not.	Yes/No

	(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.	If the site lies within a distance of 90m from the boundary of burial ground/burning ground:	Yes/No
	(i) In case of urban local bodies viz., Municipality and Town Panchayat, NOC of the Government has to be 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 has to be 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
10.	If the site lies within a distance of 30m from Railway property boundary NOC from Railways has to be obtained.	Yes/No
11.	(i) Site lies within a distance of 300m from the boundary of live stone quarry	Yes/No
	(ii) 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
12.	District Collector’s report, if it is a public worship or for religious purpose.	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.	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
16.	Affidavit of undertaking in Rs.20/- stamp paper by the applicant about own Water supply arrangement.	Yes/No

17.	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
18.	(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
20.	NOC from Fire Service department has to be obtained for the those buildings:	
	(i) Ordinary buildings: Buildings of all categories of industries and warehouses. Commercial buildings where explosives, fire crackers & other similar inflammable materials are handled/traded.	Yes/No
	(ii) Special buildings & Group Developments: Public buildings as defined under section 2(33) of the T&CP Act, commercial complex/mall, cinema theatre, kalyanamandapam, community hall, all category of industries and warehouses. Commercial buildings where explosives, fire crackers & other similar inflammable materials are handled/traded.	Yes/No
21.	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
22.	Rain water harvesting system shown in the drawing	Yes/No
23.	Solar water heating system shown in the drawing	Yes/No
24.	Site plan in any scale between 1:400 to 1:800	Yes/No
25.	Detailed plan, elevation, sectional details in scale not less than 1:100	Yes/No
31.	Contour plan of the proposed area.	Yes/No
26.	Detailed drawing / plan showing design calculations for the columns including the position of the columns.	Yes/No
27.	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
28.	NOC from the Principal Chief Conservator of Forests.	Yes/No
29.	NOC from the Chief Engineer (Agricultural Engineering).	Yes/No
30.	NOC from Assistant Director/ Deputy Director of Geology and Mining department of respective district level.	Yes/No

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PART – II: Details to be given by the RDD while forwarding applications to head office.

(Originals of the details as received from the applicant vide Part - I of this checklist shall be forwarded to head office for which running page number duly given and total number of pages correctly indicated in the covering letter sent to head office)

1.	Specific remarks about the type, ownership and width of access road abutting the site, after duly measuring it on ground.	Yes/No
2.	(a) Specific recommendation and Site inspection remarks of RDD	Yes/No
	(b) Specific recommendation of the District Collector and the recommendation of the AAA Committee.	Yes/No
3.	Certified copies of extract of Master Plan/Detailed Development Plan in case of planning area	Yes/No
4.	Caution register entry & court case, if any	Yes/No
5.	If the site lies in the prohibited area, ASI, heritage etc., – Specific remarks.	Yes/No