

APPENDIX

Check list

Details to be given by the applicant

(strike out the items whichever not applicable for the proposed development)

1.	Copy of documents (sale deed/lease deed/power of attorney) self attested by the applicant.
2.	Approach Road: Certificate of ownership, maintenance, type and the width of access road abutting the site should be obtained from the Executive Officer, Town Panchayat or Commissioner, Municipality/Corporation 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.
3.	Documents attested by competent official of concerned department: (i) FMB/ Town Survey sketch. (ii) Patta/ Chitta/ Town Survey Land Records (TSLR) in owners' name.
4.	Site plan in appropriate scale 1:400/800/1600
5.	Proposed layout/sub-division plan. (In case of layout/sub-division proposal)
6.	Topo plan showing all existing developments surrounding the site for 500 metre radius, indicating all features and 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.
7.	Encumbrance certificate for 13 years issued not prior to 30 days from the date of submitting the application
8.	If there any water body like Kulam, Kuttai, Eri, Tank, channel, canal or any water course lying within the site and/or adjacent to the site channel as per the revenue records and/or as per the site conditions: (i) then, it should be marked in the site plan and the topo plan (ii) if the water body is held under the private ownership of the applicant and if an alternative alignment is proposed for the canal/channel/water course shall be shown in the site plan and which shall not obstruct the free flow of water to the adjacent lands.

	(iii) if the water body is held under the ownership of the Government and if an alternative alignment is proposed for the canal/channel/water course it shall be shown in the site plan and which shall not obstruct the free flow of water to the adjacent lands and in such cases No objection certificate (NOC) from the concerned department has to be obtained for proposing such an alternative alignment.
	(iv) if the water body is held under the ownership of the Government and if the applicant proposes to put up a culvert across the Canal/Channel/water course, then No objection certificate (NOC) of the concerned Government agency has to be obtained.
	(v) if the applicant proposes to locate any plot for a building within 15 metre from the boundary of the canal/channel/water course, then No objection certificate (NOC) of the Commissioner/Executive Officer/Executive Authority of the local body has to be obtained and which shall be issued by the appropriate authority taking into consideration of various aspects and upon satisfying itself about the proposed arrangement for making the likely effluent discharge into the water body does not contaminate the water body.
9.	If the site lies within a distance of 30 metre from Railway property boundary and the applicant proposes to have plot for building within the area then No Objection Certificate (NOC) from Railways.
10.	If the site lies within a distance of 90 metre from the boundary of burial ground/burning ground and the applicant proposes to have plot for building within the area:
	(i) In case of urban local bodies viz., Corporation/Municipality/Town Panchayat, No Objection Certificate (NOC) of Health officer of the local body has to be obtained for plots for building of use other than residential. In case of residential use, certificate from the Health officer of the local body has to be obtained stating that the burial ground/burning ground is not in use and is closed (for burial/burning) for the past five years.
	(ii) In case of Rural local bodies viz., Village Panchayat, No Objection Certificate (NOC) of Executive Authority of the local body has to be obtained for plots for building of use other than residential. In case of residential use, certificate from the Executive Authority of the local body has to be obtained stating that the burial ground/burning ground is not in use and so closed (for burial/ burning) for the past five years.

11.	If the site lies within a distance of 300 metres from the boundary a live stone quarry or an abandoned stone quarry and the applicant proposes to locate plot for building in the area, then a certificate from the local body or the licensing authority concerned to that effect has to be obtained.
12.	Site lies within a distance of 500 metres from the boundary of live stone crusher unit and the applicant proposes to locate plot for building in the area, then a certificate from the local body or the licensing authority concerned to that effect has to be obtained.
13.	No Objection Certificate (NOC) from Civil Aviation department (if required as per special rules for the vicinity of Civil Aerodromes), No Objection Certificate (NOC) from the competent authority of Air Force (if required as per the notification/ order of the concerned Air Force Authority in respect of the area in the vicinity of Air Force stations). (In case of buildings other than ordinary building)
14.	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.
15.	Affidavit of undertaking in Rs.20/- stamp paper by the applicant about the ownership of land clearly stating the document-wise, survey number-wise extent of each survey number of land.
16.	If electric/telephone line passes through the site, undertaking in Rs.20/-stamp paper for realignment.
17.	Structural stability certificate duly signed by the owner and including the architect & structural design engineer along with their seal and registration number. (In case of buildings other than ordinary building)
18.	Certificate for structural design sufficiency, Affidavit of Undertaking by developer, architect, structural engineer about the structural stability aspects, Certificate for effective supervision of the works, Certificate for the work to be carried out as per structural safety requirements. (In case of buildings other than ordinary building)
19.	No Objection Certificate (NOC) from Fire Service department has to be obtained only in the cases of: (i) Public buildings as defined under section 2(33) of the Town and Country Planning Act, 1971, commercial complex/mall, cinema theatre, kalyanamandapam, community hall, (ii) All categories of multi-storeyed buildings, industries and warehouses,

	(iii) Commercial buildings where explosives, fire crackers and other similar inflammable materials are handled/traded.
20.	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. (In case of buildings other than ordinary building)
21.	Affidavit of undertaking in Rs.20/- stamp paper by the applicant about sufficient arrangement would be made by his own expenses through engaging a reputed firm for providing water supply and waste water disposal. (In case of buildings other than ordinary building)
22.	Detailed structural design report with drawings and stability certificate duly considering seismic forces from a class I structural engineer (Affidavit in Rs.100/- stamp paper in prescribed format to be provided by the owner and including the architect and structural design engineer along with their seal and registration number). (In case of Multi-storeyed buildings)
23.	No Objection Certificate (NOC) from Civil Aviation department, if the height of the building exceeds 30 metres and the site is lying within 20 k.m. radius from the boundary of the Aerodrome. (In case of Multi-storeyed buildings)
24.	In case of Multi-storeyed buildings and if the height of the building exceeds 60 metres (measured from the ground level), then structural stability certificate has to be obtained from any one of the following institutions: (i) Indian Institute of Technology, (ii) Anna University, (iii) National Institute of Technology, Tiruchirappalli, (iv) Structural Engineering Research Centre (SERC), Chennai
25.	Rain water harvesting system shown in the drawing. (In case of buildings other than ordinary building)
26.	Solar water heating system shown in the drawing. (In case of buildings other than ordinary building)
27.	Detailed drawing/plan including design calculations for the columns, beams and all structural members of the structure including the position of the columns. (In case of Multi-storeyed buildings)
28.	Complete Report including relevant drawings obtained from a competent Soil mechanics/Geo-technical Engineer of a reputed

	firm giving all the details of the soil investigations / tests carried out at the site necessary for the proposed MSB, details of suggested type of foundation, details of calculations for arriving at the adequacy of the safe bearing capacity of the soil for the proposed structure. (In case of Multi-storeyed buildings)
29.	If the site lies in the Coastal Regulation Zone (CRZ), area notified by the Archaeological Survey of India (ASI) and any other declared prohibited area, then No Objection Certificate (NOC) of the concerned department has to be obtained.
30.	If the site lies in area falling within the purview of Hill Area Conservation Authority (HACA), then the following shall also be submitted:
	(i) No Objection Certificate (NOC) from the Principal Chief Conservator of Forests.
	(ii) No Objection Certificate (NOC) from the Chief Engineer (Agricultural Engineering).
	(iii) No Objection Certificate (NOC) from Assistant Director/ Deputy Director of Geology and Mining department of respective district level.
	(iv) Specific recommendation and Site inspection remarks of the concerned Regional Deputy Director of the Town and Country Planning.
	(v) Site inspection report and specific recommendation of the District Collector.
	(vi) Recommendation of the Architectural, Aesthetics Aspects (AAA) Committee. (In case of site falling under the hill stations notified in the districts, namely, the Nilgiris, Dindigul and Salem).
	(vii) Contour plan of the site.

//True Copy//


Section Officer. 04/05/17


04/05/17