

CHENNAI METROPOLITAN DEVELOPMENT AUTHORITY
NO.1, GANDHI – IRWIN ROAD, EGMORE, CHENNAI-600 008

CHECKLIST to be enclosed with Planning Permission

Application for Residential/Commercial Building(s)

(Please fill up check list fully and furnished all the relevant documents. This will enable us to take speedy decision on the application)

1.		Is Form 'B' duly filled in and signed by the owner and Licensed Surveyor enclosed.	Yes/No
2.	a)	Is the Proposed activity in conformity with land use	Yes/No
	b)	If no, is any notification, reclassifying the site under reference enclosed?	Yes/No
3.		Have documents (Sale deed/Leave deed etc.) in support to the property attested in each page by notary public	Yes/No
4.	a)	Is the applicant the Owner	
	b)	If no- What authority has the applicant got from the owner(s) including those to whom part of the development would have been sold already? (Specify the nature of the applicant's authority and the document to prove the same?)	Yes/No
	c)	In the case of power of Attorney – Is the Power of Attorney document registered? (Please ensure that name, father's name age and full address of executants are given and that all particulars including details of land tally with land ownership document)	Yes/No

5.	a)	Is the plot developed by a Government agency like TNHB, TNSCB, and SIDCO?	Yes/No
	b)	If yes – Is allotment order/Leave-cum-sale agreement and orientation sketch enclosed?	Yes/No
	c)	Is sale deed executed in favour of the applicant?	Yes/No
	d)	If answer to © is no-Is NOC enclosed	Yes/No
6.	a)	Has the site been in existence as an independent sub-division prior to 5.8.75/approved sub division/approved layout	Yes/No
	b)	If yes, is documentary evidence furnished?	Yes/No
	c)	If answer to (a) is ‘no’ – do you want regularization of this unauthorized sub-division?	Yes/No
7.	a)	Have 7 sets of plans signed by Architect and or Engineer been filed? (Additional sets to be filed after the decision is taken on the application)	Yes/No
	b)	Have detailed plans, elevation, section for all the building and site plan been included in each set?	Yes/No
	c)	Have surrounding details to a radius of 100 m. been furnished in the TOPO/Key Plan	Yes/No
	d)	Have the existing development/proposed developments and demolition been properly and suitably distinguished (by colour notation)	Yes/No

	e)	Have the parking arrangements been properly shown with drive way as per DCR?	Yes/No
	f)	Have the rain water harvesting details shown in plan	Yes/No
	g)	Have the ancillary solar assisted solar heating system incorporated for Nursing Home/Hospital/Hotels and Lodges/ Kalayanamandapam exceeding 500 sq.m. in floor area	Yes/No
8.	a)	Does the Applicant propose additions/alterations/changes of roof to existing structures?	Yes/No
	b)	If yes-is an attested copy of the earlier sanctioned plan enclosed?	Yes/No
	c)	If answer to (b) is 'Yes'- Is the building constructed as per sanctioned plan?	Yes/No
	d)	If answer to (b) is 'No' are fresh plans as per site condition enclosed?	Yes/No
	e)	If answer to (b) is 'No' is any evidence to prove the existence of the building (s) prior to 5.8.75 enclosed?	Yes/No
		Specify the nature of evidence (Tax Receipt, Tax Assessment extract, EB Service connection, sale deed etc.)	
9.	a)	Is any existing building to be retained?	Yes/No
	b)	If yes are detailed plans, elevation and section enclosed	Yes/No
	c)	If answer to (a) 'No' is demolition plan approved by Local Body is enclosed	Yes/No

	d)	If answer to (a) is 'No' is demolition plan and deed enclosed?	Yes/No
	e)	Is actual road width in front of the plot at each corner marked clearly in the site plan?	Yes/No
10.	a)	Does the site extent exceed 10,000 sq.mt.?	Not applicable
	b)	If 'yes' is the 10% OSR are marked in the site plan?	Yes/No
	c)	If the answer to 9a) is 'No' does the site extent exceed 3000 sq.mt.?	Yes/No
	d)	If the answer to © is 'Yes' is 10% OSR area marked in the plan?	Not applicable
	e)	If the answer to (d) is 'No' are you willing to pay equivalent present Guide line value of land?	Yes/No
11.		Is FSI and coverage calculation sheet enclosed?	Yes/No
12.		Is Applicant's undertaking in the prescribed format enclosed?	Yes/No
13.		Is Architect's/Engineer's/Licensed Surveyor's undertaking in the prescribed form at enclosed?	Yes/No
14.		Is Architect's/Engineer's/Licensed Surveyor's Certificate for road width enclosed?	Yes/No
15.	a)	Does the proposal fall under special building category	Yes/No

	b)	If answer to (a) is 'Yes' – is display format enclosed?	Yes/No
16.	a)	Does the site lie in an unsewered area?	Yes/No
	b)	If yes, are septic tank details and sullage water disposal report enclosed?	Yes/No
	c)	Does the water tank proposed have sufficient capacity? Specify the capacity ...M ³	Yes/No
17.	a)	If the site under reference a reconstituted plot?	Yes/No
	b)	If yes – is a reconstitution deed enclosed?	Yes/No
18.	a)	Is the proposed construction commenced?	Yes/No
	b)	If yes – is it in conformity with DR?	Yes/No
	c)	If the answer to (a) is 'yes' is a declaration is enclosed agreeing for forfeiture of Security Deposit and Development Charge?	Yes/No
	d)	If the answer (a) is 'no' is declaration to the effect that the construction will not commenced without a planning permit and building license?	Yes/No
19.	a)	Are the plot measurements clearly mentioned in the plan showing the details of document/FM sketch/site condition?	Yes/No
	b)	If no, is FMB sketch/PLR extract enclosed?	Yes/No
	c)	In case of variation in dimensions between documents PLR and FMB sketch, is a reconciliation statement with attested copies of	Yes/No

		relevant documents enclosed?	
20.	a)	Are the true copies of documents submitted duly attested by the officials of issuing department?	Yes/No
	b)	If no are originals enclosed along with Xerox copies?	Yes/No
	c)	Details of originals enclosed?	Yes/No
21.		Has the Enforcement Cell of CMDA issued a stop work notice/demolition notice in respect of any building or structure covered by the applicant? If so, Ref. No.-----Date-----	Yes/No
22.	a)	Total floor are (existing + proposed) -----sq.mt.	Yes/No
	b)	If the total floor area is in excess of 300 sq.m. is presumptive scrutiny fee paid (at the rate of Rs.1.50 per sq.mt.)	Yes/No
		(This is payable each time a plan or a revised plan is submitted)	
23.		Name and Permanent address of person liable under section 56 of T&CP Act	Yes/No

Name :
Age :
Father's Name :
Address : Phone No.:

Place: Signature :
Date: Name :

Address :
Phone : Signature of Licensed Surveyor

Chennai Metropolitan
Development Authority
Thalamuthu Natarajan Building
No. 1. Gandhi Irwin Road.
Egmore, Chennai-600 008.

(To be filled by the application along with planning permission Application)

Applicant's Name :

Location of the site :

Date of the purchase/ :

Registration

Sl. No	Parameter	Min. required/ Max. permissible	Provided	Reasons for Short Provision if any
1.	Plot extent			
2.	Plot frontage			
3.	Floor space index			
4.	Plot coverage			
5.	Height of the building			
6.	S.A. + B.L. (if prescribed in DR)			
7.	Front set back			
8.	Rear Set back			
9.	Side set back			
10.	Passage width/Road width			
11.	Splay			
12.	Parking			
13.	Height of basement floor above ground level	Max. 1.2 above ground level		
14.	Headroom height of stilt	2.20 m. from ground level		
15/	Installation of electrical motors	H.P.		H.P.

If the site passage has been in existence, as such before 5.8.75, they are recognized as such and they need not confirm to the standards prescribed herein.

Signature of Licensed Surveyor Signature of Applicant (Owner/Power Agent)

(For all P.P. Applications except Multistoried Buildings)

AFFIDAVIT

I -----
have signed this application in my capacity as Owner/Power Agent and declare that to the best of my knowledge and belief and statement made herein are true and factual.

OWENR/POWER AGENT.

AFFIDAVIT

I -----
have signed this application in my capacity as the Licensed Surveyor and declare that the checklist and statement made therein are true to the best of my knowledge and belief.

LICENSED SURVEYOR.