

## **ANNEXURE III**

### **MASTER PLAN LAND USE VARIATION/CHANGE OF LAND USE**

All the application should be submitted to the Government with respect to  
change of land use in the Consented/approved Master Plan

To

The Secretary,

Housing and Urban Development,

Chennai 600 009.

Through

1. The Commissioner of Town and Country Planning,  
807, Anna Salai, Chennai 600 002.
2. Executive Officer/Commissioner/Member Secretaries of Town Panchayat  
Panchayat Union/Municipality/Corporation/Local Planning Authority/  
New Town Development Authority. (All application should be sent to the  
DTCP through Local Bodies/LPA/NTDA)

## APPLICATION FORMAT

- I. Whether the following details, maps, annexures and enclosed should be  
Scrutinised.

1. Applicants application has Rs.2/- court fee stamp.
2. The letter of the Executive Officer/Commissioner/Member Secretaries.
3. S.F.No. and Sub Division S.F.Nos of the proposed change of land use.
4. Area for the S.F.No. and Sub division S.F. No.
5. F.M.B. Sketch for S.F.No. and Sub division S.F.NO.
6. If the propsoed site is an agricultural wet/dry land, Give produce details  
along with cits and Adangal copies.
7. Whether the proposed change of land use site has a land use of wet/dry/cultivated dry land/Developed Residential area/Industrial /Area/Other in the Master Plan.
8. The Master Plan extract map with the certification of Town Planning Officer/Local body officers should be enclosed.
9. Topo sketch with a radius of 100 metres around the boundary of the site indicating the existing developments – present land use and building.
10. Map Showing clearcut boundary details with S.F.Nos and sub division S.F.Nos to be enclosed.
11. Site inspection reports of Town Planning Officer and executive Officer to be enclosed.
12. Local body and Local Planning Authorities resolution and recommendations.
13. Inspection report of the Member Secretary of LPA's/NTDA's.
14. Inspection report and recommendation of regional Deputy Director of Town and Country Planning.
15. As per the G.O.Ms.No.57 H&U.D. Dept dated 18.01.90, Treasury Chalan to sum of Rs.2500/- should be annexed.(Original Chalan Copy)
16. If the proposed site falls in agricultural land a No Objection Certificate should be obtained from the Government to Secretary Agricultural Department to be enclosed.
17. Encumbrance Certificate.
18. Zerox Copies of document.
19. If the Change of land use proposed for industrial purpose and the site lay within 1 k.m. distance of riverside and a consent letter from the Pollution Control Board should be obtained and enclosed.  
  
If the chemical factory is proposed a consent letter from the Pollution Board.
20. Along with application 3 sets of maps, enclosers to be enclosed.
21. The applicant should submit the completed application to the Commissioner of Town & Country Planning, Chennai-2, through respective local bodies, LPA, NTDA and RDD.

The department will scrutinize all the application and forward to the Government with necessary recommendation and while doing so, the matter may be informed to the applicant.