

**PROFORMA TO ACCOMPANY THE LAYOUT APPLICATION,  
SUBMITTED TO THE COMMISSIONER OF TOWN &  
COUNTRY PLANNING, CHENNAI – 600 002.**

1. Name of the Local Body :

2. Date of receipt of the application :

3. Name of the LPA :

4. Applicant Name & Address

(with pin code) :

1. Layout by/Private/TNHB/

Co-operative society/Others :

6. Ownership Particulars

The Ownership of land by :

i) Inheritance/partisan/sale deed/others :

ii) Sale deed (details) :

iii) Power Agent (details) :

7. Site Particulars:-

i) S.F.No./R.S.No. :

ii) Block No./Ward No. :

iii) Village Name :

8. Extent of Land:- :

a) Total area :

b) No. of Plots required :

c) Size of the plot required:- :

i) Minimum size width :

ii) Maximum size/wodth :

iii) Minimum size extent :

iv) Maximum size extent :

d) Sale of Plots if any in the Proposed layout:- Yes / No

i. If yes, the area should be shown seperately

With district colour making and annexation

Of xerox copy of the sale deed Copy of

Plot/plots, it should be shown with separate

Colour marking.

9. Is the layout is a proposed new one or revision  
Of the approved layout (Part/Total) If revision,  
Give DTCP's approval references Number and  
Map No. and reason for revision.

10. The topo sketch to a radius of 90 metres  
(300ft) around the boundary of the site  
indicating the existing developments in  
and around the surrounding area.  
Should be annexed. :

Give Yes or No for the following  
Questions.

- a) Major building and their uses and Major land use (wet/dry)
- b) Burial/Cremation Ground:
- c) Railway line
- d) Water bodies like tank, channels, rivers etc..
- e) LT or HT line :
- f) Prohibited Area :
- g) Airfields/run way etc. :
- h) Declared Heritage Area :
- i) Quarrying/Mining :
- j) Coastal area-layout lies in between :
- k) 200m to 500m :

9. Whether the layout land lies in the declared  
Area of Residential and Industrial other than  
The Master Plan, D.D.Plan Residential/  
Industrial Area. :

10. Approach Road Details for the proposed

Layout :-

- i) Name of the road :
- ii) Width of the road :
- iii) Nature of the road : Dhar/WBM/MUD
- iv) Name of the connecting major road :

- i. Length of approach road with reference

To major Road :

- ii. Type and ownership of the approach

Road:- :

- a) Village :
- b) Town Panchayat :
- c) Panchayat Union :
- d) Municipal/Corporation :
- e) PWD/Byepass road :
- f) Layout road :
- g) Approved promboke road :
- h) Private road/path :

9. Whether there is any approved layout of this

Department in the surrounding area of the

Layout site under reference (200M) : Yes / No

If yes give details of approval number, DTCP

Letter No and address of the layout.

10. State whether the following Acts enforced in

The local body of the proposed layout site. : Yes / No

i) Corporation Act :

- i. Tamilnadu District Municipality

Act 1920 :

- ii. Tamilnadu District Municipality

Act 1920

Whether chapter IX and X Extended :

- iii. If the site lies in Hill Area, the

Tamilnadu District Municipality

Act 1920 Chapters IX, X, and

XA extended. :

- v) Tamilnadu Panchayat Act 1958 :
- vi) G.O.No.44, Planning and Develop-

Ment dated 2.4.90. as per the G.O.

State whether the applicant land

Lies in the hill area. :

9. The site under reference lies in the

D.D.Plan area :

a) Name of the D.D.Plan :

b) Stage of the D.D.Plan Consented/

If so give details. :

c) Approved by the Government/

DTCP if so give details :

d) Land use contemplated in the D.D.Plan :

e) Confirms to the D.D.Plan provisions. :

10. Whether the site under reference have Master

Plan if so give details. : Yes/No.

a. State of the Master Plan consented/

Approved. :

b) Land use zone by the Master Plan :

c) Confirms to the land use zone. :

9. Whether the proposed layout have the

Following Activities if so give details

Namely S.F.No. Extend and Address etc. :

i) Declared Industrial Area : Yes/No

ii) Proposal to declare Industrial Area : Yes/No

ii) Proposal for 4(1) Notification : Yes/No

10. Prohibited zone details:-

Whether the site under reference lies,

i) In the Prohibited Area :

ii) In the wet hand :

iii) In between 200M to 500M coastal area :

iv) Heritage Area :

v) Carbage site within 90 metres. :

11. Whether the site under reference have

Any public complaint/litigation, if so

Give details. :

- i) Applicant's application with Rs.2/- Court fee Stamp :Yes/No
- ii) Documental evidence for the proposed site : Yes/No
- iii) Approach Road Details marked in the FMB Sketch : Yes/No
- iv) Local Body and Certificate : Yes/No
- v) Tashildar's Original Certificate : Yes/No
- vi) If the land lies in the village Panchayat, applications under Rule 3(1) and 3(4) are submitted. : Yes/No
- vii) If the land lies in the village Panchayat as per the Tamilnadu Town Panchayat Act 1970, whether the applicant submitted the 9 certificates. : Yes/No
- viii) Whether 5 copies of the proposed layout map annexed: Yes/No
- ix) Topo Sketch : Yes/No

x. 3 copies of D.D.Plan extract map with signature of

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21. If the site lies in the Master Plan Area, land use

Details and Master Plan extract Map should

Be annexed. ; Yes/No

22. If the proposed layout site has any LT/HT electric

Lines, the applicant willingness to realign the line

At his cost should be given in the Indimnity Bond

Of Rs.5/- stamp paper (annexed) : Yes/No

23. ANOC Certificate should be obtained form

From PWD/ respective authority if the proposed

Site lies near the water bodies (annexed) : Yes/No

24. If the applicant proposed to construct bridges

Across the channels at his own cost, permission

Should be obtained from the appropriate authority,

The same may be given the declaration bond of

Rs.5/- stamp paper (whether this bond annexed) : Yes/No

25. Whether the Certificate of no encumbrance

Is annexed : Yes/No

26. Whether the recommendation and detailed

Inspection reports of the TPO/TPI/EO/

Commissioner are annexed. : Yes/No

Place : : Commissiner/Executive Officer  
Corporation/Municipality/  
Date: Panchayat Union/Town  
Panchayat.