

**Town and Country Planning Department  
Government of Tamil Nadu**

**Check list** [under Tamil Nadu Combined Development Building Rules (TNCDBR), 2019] for enclosures of applications relating to **Non-high rise building not exceeding 18.3m. in height.**

**(This same checklist is also applicable for non-high rise building in areas falling under the purview of Hill Area Conservation Authority – HACA, but other than the areas covered under Tamil Nadu District Municipalities (Hill Stations) Building Rules, 1993)**

**PART – I - To be provided by the applicant**

1.	Name of the applicant	
2.	Address for communication	
3.	Mobile No.	
4.	Landline Telephone No.	
5.	Fax No.	
6.	e-mail id.	

7	Print out of acknowledgement slip generated for on-line application submission made.
8.	Application for permission for site approval in Form A as per Annexure-I of TNCDBR, 2019 duly filled in.
9.	Application for permission for building in Form-B as per Annexure-II of TNCDBR, 2019 duly filled in
10.	Form of undertaking in Form C as per Annexure-III of TNCDBR, 2019 duly filled in.
11.	Copy of documents (sale deed/lease deed/power of attorney) self-attested by the applicant. Additionally, in case of unapproved sub-division, copies of documents including connected parent documents having transaction since 1.1.1980 in case of urban areas (corporation, municipality, town panchayat). In case of rural areas (village panchayats), it shall be since 29.11.72 assessing the requirement of Open Space Reservation(OSR).
12.	Affidavit of undertaking specifying the following in case of lands bearing survey number other than Town Survey Number: (i) No Government/poromboke land involved, (ii) No land acquisition proposed by any Govt. Department, (iii) Site not covered under Land Ceiling Act, 1978, (iv) Site not covered under Land Reforms Act, 1961.
13.	Copy of revenue records viz., FMB/ Town Survey sketch, Patta, 'A' Register copy, Permanent Land Record (PLR)/Town Survey Land Record (TSLR) in owners' name
14.	NOC obtained from District Collector concerned in case of construction of building in relation to any religious institution

15.	Upto date Encumbrance certificate in original obtained not prior to 30 days from the date of submitting application. Additionally, in case of unapproved sub-division, EC having transaction since 1.1.1980 in case of urban areas (corporation, municipality, town panchayat). In case of rural areas (village panchayats), it shall be since 29.11.1972 for assessing the requirement of Open Space Reservation(OSR).
16.	FMB/Town Survey sketch, Adangal/ 'A' register extract/ TSLR for the access road for atleast 250m length abutting the site in case of site lies in corporation area or for atleast 100m length abutting the site in case other areas. In the event of sub-division for qualifying road not being incorporated in the FMB skech, in such cases, road width certificate about ownership, maintenance, type, width of access road for the length as specified above should be obtained from the Executive Officer, Town Panchayat or Commissioner. In case of rural local bodies, certificate to be obtained from the Block Development Officer (BDO) of Block Panchayats / Village Panchayat as the case may be, who would issue such certificate based on the Road Register maintained by the local body.
17.	If the site lies within a distance of 30m from Railway property boundary, then NOC of Railways department.
18.	If permission is sought for construction of buildings violating the buffer norms for LT and HT power lines as given in item 5(1) & 5(2) in Annexure-XVII as per rule 19 of TNCDDBR, then NOC of TANGEDCO.
19.	For construction of building within 30m. radius from the boundary of burial/cremation ground, an affidavit of undertaking about availability of piped water supply facility.
20.	An affidavit of undertaking about actual availability of underground drainage facility when seeking exemption from providing sewage treatment plant(STP)
21.	No structure can be permitted within a distance of 500m from the boundary of a quarry/stone crusher. However, if the quarry/stone crusher is claimed as abandoned, a certificate from the local body or licensing authority to that effect.
22.	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.
23.	Affidavit of undertaking by the applicant about the ownership of land clearly stating the document-wise extent of each survey number of land.
24.	Name, Registration number of the registered professional engaged for the project along with a copy of registration certificate. Registered professional to be engaged for the project: (a) For buildings upto 12m height and not exceeding 16 dwelling units or small developments like commercial, nursery schools, primary schools, religious buildings and cottage industries upto 300 sq.m. Registered Architect (RA) or Registered Engineer (RE). (a) For buildings exceeding 12.0m but within 18.3m height Registered Developer (RD), Registered Architect (RA) or Registered Engineer (RE), Registered Structural Engineer (RSE), Registered Construction Engineer (RCE) and Registered Geotechnical Engineer.

25.	NOC from Fire Service department only in case of 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 and other similar inflammable materials are handled or traded.
26.	Key plan as prescribed in Rule 8(1)(i)
27.	Topo plan as prescribed in Rule 8(1)(ii)
28.	Site plan as prescribed in Rule 8(1)(iii)
29.	Building plan as prescribed in Rule 8(1)(iv)
30.	Rainwater harvesting provisions as prescribed in the Annexure - XXII.
31.	Solar energy capture provisions as prescribed as per regulations given in Rule 44.
32.	If the site lies in: Regulated area as notified by ASI, area under sterilized zone of nuclear installation area, CRZ, Civi Aviation and Defence area regulation zone then NOC of the authority concerned.
33.	<b>If the site lies in the area falling under the purview of HACA, then following shall also be submitted:</b>
	NOC from the Principal Chief Conservator of Forests
	NOC from the Chief Engineer (Agricultural Engineering)
	NOC from Assistant Director/ Deputy Director of Geology and Mining department of the respective district.
	Site inspection remarks and specific recommendation of the District Collector.
	Contour plan of the site

**PART – II: Details to be given by the Member Secretary/ RDD/RAD 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. While forwarding the proposal, running page number should be given and total number of pages to be correctly indicated in the covering letter).

1.	Specific remarks about the type, ownership and width of access road, after duly measuring it on ground.
2.	(i) Specific recommendation of Member Secretary/RDD/RAD and under which rule/Act, the permission of the Director/Government is required. (ii) Site inspection remarks and specific recommendation of the Member Secretary/RDD/RAD including details of features of the site and its surroundings like tower line crossing, water body crossing, surrounding developments etc.
3.	Copy of extract of Caution register entry & details of court case, if any
4.	Specific remarks in respect of applicability of regulations under ASI notification, hill area, heritage structure influential area, sterilized zone, CRZ, satellite town etc.