

### **CHECKLIST**

(Havelock & Neil Planning Area)

#### **RESIDENTIAL/ COMMERCIAL/ PUBLIC & SEMI PUBLIC/ INDUSTRIAL/ TRANSPORTATION & COMMUNICATION/ PARKS & OPEN SPACES/ ECO FRIENDLY RESORTS UNDER AGRICULTURE ZONE AND OTHER LANDUSE ZONES**

- 1) Name of Applicant :
- 2) Village Name/Island Name :
- 3) Plot No / Survey No :
- 4) Area of the Plot :
- 5) Date of receipt of Application :
- 6) Whether the plot is sub divided & converted for the project proposal:
- 7) Is the shape & dimension of the site plan are match with the record entry sketch:
- 8) Whether any planning permission for construction of building is given for the same plot:
- 9) Whether any subdivision of the plot is allowed after February 2015:

#### **I. Competent Authority for issue of Planning Permission**

S.No	Particulars	Does the application meet the requirement
1	Does the site extent exceed 200 sq.mt? If "Yes" forward the application to Town & Country Planning Unit	Yes / No
2	Is the Proposed activity is in conformity with land use If "No" or permitted with special sanction forward the application to DTCP	Yes / No /with spl. sanction

#### **II. Enclosures to the Application**

S.No	Particulars	Does the application meet the requirement
1	Is Form-'V' duly filled in and signed by the owner	Yes / No/ NA
2	Have 4 copies of each of Plans duly signed by Architect or Engineer been Submitted? Key Plan :4 copies Site plan/Layout Plan :4 copies Building Plan with elevation, section :4 copies	Yes / No/ NA
3	Statement about the proposed Development / redevelopment duly signed by the applicant	Yes / No/ NA
4	2 copies of Document of ownership and Title	Yes / No/ NA
5	2 copies of Record entry sketch duly attested	Yes / No/ NA
6	Receipt of payment of Application fee for Planning Permission <b>DD No:           Date:</b> <b>Receipt No:</b>	Yes / No/ NA
7	Is FAR and coverage calculation sheet of Existing / Proposed construction enclosed?	Yes / No/ NA

#### **III. Scrutinizing of Application for Plan Permission**

S.No	Particulars	Does the application meet the requirement	Remarks
1	a Is the applicant the Owner	Yes / No/ NA	
	b If no, Any authorised document for taking up the Development like power of Attorney etc is enclosed?	Yes / No/ NA	
2	a Is the area comes under CRZ	Yes / No	
	b If yes, clearance Certificate from Environment and Forest is enclosed?	Yes / No/ NA	
3	a Does the Applicant propose additions/alterations/changes of roof to	Yes / No/ NA	

		existing structures?		
	b	If yes-is an attested copy of the earlier sanctioned plan enclosed?	Yes / No/ NA	
	c	If answer to (b) is 'Yes'- Is the building constructed as per sanctioned plan?	Yes / No/ NA	
	d	If answer to (b) is 'No' are fresh plans as existing at site is enclosed?	Yes / No/ NA	
	e	If answer to (d) is 'yes' is any evidence to prove the existence of the building?	Yes / No/ NA	
4	a	Is any existing building to be retained?	Yes / No/ NA	
	b	If "yes" Are detailed plans, elevation and section enclosed?	Yes / No/ NA	
5	a	Is the plot comes under Eco- Corridor?	Yes / No/ NA	
	b	If "yes" Green buffer provided depending on the frontage as per Table 4.2.3 (H).(d)	Yes / No/ NA	

#### IV. Scrutinizing of Application for - Planning Norms

S.No	Particulars	Clause No. as per Master Plan/ Bye Law	Permitted as per Master Plan	Requested/ Provided in Plan	Remarks
1	Proposed Land Use	Clause No 3.7			
2	Plot Frontage	Clause No			
3	Width of abutting Road	4.3.2.			
4	Total Plinth Area	---			
5	Total Floor Area	---			
6	Maximum FAR	Clause No			
7	Maximum Plot Coverage	4.3.2.			
8	Minimum No of Floors				
9	Minimum Height of the Building				
10	Minimum Floor to floor height				
11	Minimum Front set back	Table-A of Clause No. 4.3.1. A			
12	Minimum Side set backs on either side	Table-C of Clause No. 4.3.1. A			
13	Minimum Rear yard	Table-B of Clause No. 4.3.1. A			
14	Minimum Distance between the two blocks	Clause No 4.3.1.H			
15	If group development, road serving access to the proposed development?	Clause No 4.3.1.(G). (i)			
16	Internal Vehicular access including passage for every building block within a distance of 50m.	Clause No 4.3.1.(G). (iv)			
17	(a) Parking area for existing building	Clause No 4.3.1. B			
	(b) Parking area for Proposed building				
	Space for parking set aside as per DCR?(a+b)				

16	Have the rain water harvesting details shown in plan as per clause DCR?	Clause No 4.3.1.D	To be shown in the proposal		
17	Whether the plan for recycle or reuse of Liquid waste management shown in building plan (Applicable for all forms of commercial development, exceeding 500 sqm of floor area & Eco Resorts exceeding 1000 sqm of floor area)	Clause No 4.3.1.G	To be shown in the proposal		
18	Whether the plan for Solid waste management shown in building plan (Applicable for accommodation facilities of any form including Eco Resorts exceeding 500 sqm of floor area )		To be shown in the proposal		
19	Have the ancillary solar /Wind or any other form of non-conventional energy system to meet the minimum 25% estimated power requirement incorporated (Applicable only for buildings having floor area exceeds as per clause no.4.3.1.E)	Clause No 4.3.1.E	To be shown in the proposal		
20	Whether location of planting of tree shown in the plan as per Master Plan?	Clause No 4.3.1.C	To be shown in the proposal		

#### V. Scrutinizing of Application for – Eco-Friendly Resorts

##### Agriculture Zone/Other Land Use Zones

S.No	Particulars	Clause No. as per Master Plan/ Bye Law	Required / Permissible as per Master Plan	Provided in Plan Proposal by the applicant	Remarks
1	Proposed Land Use of the Plot	Clause No 3.7			
2	Plot Area for Agriculture Zone	Table No 4.2.3.(G)			
3	Spread for Agriculture Zone				
4	Floor Area of Single Unit	Clause No 4.3.1. (I). (a)/(b)	50 Sqm		
5	No of Floors		G+1		
6	No of units clubbed & Total floor area of each cottage		3 units & 170 Sqm		
7	Total Plinth Area				
8	Stilt Height				
9	Roof type		Sloped roof		
10	Whether restriction in use of cement concrete followed?		Restricted to super structure till Ground Floor level		
11	Material used for flooring (constructed on stilts)		Eco-friendly material other than cement concrete		
12	Restriction on Conventional		Not more		

	material for laying of service/ plumbing line in bathroom/toilets followed (not more than two side walls & RCC roofing)		than two side wall		
13	Extent of Conventional material used for Kitchen, dining & other common facilities (Restricted to 10% of the total floor area)	Clause No 4.3.1.(I) .(a)			
14	Extent of Conventional material used for Kitchen, waste water recycle plant & rain water harvesting etc (Restricted to 10% of the total floor area)	Clause No 4.3.1.(I) .(b)			