CHECK LIST

(Master Plan for Havelock & Neil Islands)

ZONING: - RESIDENTIAL/ COMMERCIAL/ PUBLIC & SEMI PUBLIC / TRANSPORTATION & COMMUNICATION/ PARKS & OPEN SPACES/ SUBMERGIBLE LAND

RESIDENTIAL LAYOUT/ INDUSTRIAL LAYOUT

Name of Applicant
 Ward No/ Village Name
 Plot No / Survey No
 Area of the Plot
 No of Subdivision
 Date of receipt of Application
 Whether the plot is converted for the project proposal:

8. Is the shape & dimension of the site plan : are match with the record entry sketch:

1. Competent Authority for issue of Approval of Layout

S.No	Particulars	If meet the requirement
1	Does the site extent exceed 1000 sq.mt?	Yes / No
	If "Yes" forward the application to Town & Country Planning Unit	
2	Is the Proposed activity is in conformity with land use If "No" or permitted with Special Sanction forward the application to Town & Country Planning Unit	Yes / No/ with spl. sanction
3	Does the sub division exceed 8 nos? If "Yes" forward the application to Town & Country Planning Unit	Yes / No

//. Enclosures to the Application

S.No	Particulars Particulars	If meet the	
		requirement	
1	Is Form-'V' duly filled in and signed by the owner/Applicant	Yes / No	
2	Has 4 copies of all Plans duly signed by Architect or Engineer been filed?	Yes / No	
	Key Plan :4		
	Site plan/Layout Plan :4		
3	Statement about the proposed Development / redevelopment duly	Yes / No	
	signed by the applicant		
4	2 copies of Document of ownership and Title(Issued within 6 months &	Yes / No	
	from the date of application)		
5	2 copies of Record entry sketch duly attested (Issued within 6 months &	Yes / No	
	from the date of application)		
6	Receipt of payment of Application fee for Planning Permission and	Yes / No/ NA	
	Approval of Layout Plan		
	Receipt No.		
	DD No: Date:		

III. Scrutinizing of Application for Plan Permission

S.No		Particulars	Does the application meet the requirement	Remarks
1	а	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	а	Is the area come 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 existing Layout?	Yes / No/ NA	
	b	If yes-is an attested copy of the earlier sanctioned Layout plan enclosed?	Yes / No/ NA	
	С	If answer to (b) is 'Yes'- Is the Layout Developed as per Approval granted earlier?	Yes / No/ NA	
	d	If answer to (b) is 'No' are fresh layout as existing at site is enclosed?	Yes / No/ NA	
4	а	Is any existing portion of the layout to be retained?	Yes / No/ NA	
	b	If "yes" are detailed plan of the layout /Sketch Showing the Excluded Portion of the Plot is enclosed?	Yes / No/ NA	

IV. Scrutinizing of Application for Plan Permission

S. No	Particulars	Clause no as per Master Plan/ Bye Law	Permitted as per Master Plan	Requested/ Provided in Plan	Remarks
1	Type of Layout	Residential/ Industrial			
2	Has the space for Open space reservation set aside as per Master Plan for Havelock & Neil Islands?	Clause No 4.4.3(B) table-A			
3	Has the space for Civic Amenities set aside as per Master Plan for Havelock & Neil Islands?	Clause No 4.4.3(B) table-B			
4	Minimum Width of Passages/ Streets/ Roads	Clause No 4.4.3(B) table-C			
5	Adequate linkages with adjoining layouts proposed				
6	Cut-de-sacs proposed (if applicable)	Foot note under Clause			
7	Minimum gradient proposed in the road network	No 4.4.3(B) table-C			
8	Minimum inner turning radius				
9	Minimum Size of Splay	Clause No 4.4.3(B) table-D			
10 11	Minimum Plot Size	Clause No 4.3.2			
11	Minimum Plot frontage	table-4.3.2			