

CHECK LIST

(Havelock & Neil Islands 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 plot earlier:
- 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 Town & Country Planning Unit	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
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
3	Statement about the proposed Development / redevelopment duly signed by the applicant	Yes / No
4	2 copies of Document of ownership and Title	Yes / No
5	2 copies of Record entry sketch duly attested	Yes / No
6	Receipt of payment of Application fee for Planning Permission DD No: 720977 Date: 02/11/2016	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	Yes / No/ NA	

		additions/alterations/changes of roof to 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	2	3	4	5	6
1	Proposed Land Use	Clause No 3.7			
2	Plot Frontage	Clause No 4.3.2.			
3	Width of abutting Road				
4	Total Plinth area of the proposed & existing building				--
5.	Total floor area of the proposed & existing building				--
6	Maximum FAR	Clause No 4.3.2			
7	Maximum Plot Coverage				
8	Maximum No of Floors				
9	Maximum 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			

S. No	Particulars	Clause No. as per Master Plan/ Bye Law	Permitted as per Master Plan	Requested / Provided in Plan	Remarks
1	2	3	4	5	6
14	Minimum Distance between the two blocks	Clause No 4.3.1.H	1.8 m or ¼ th height of tallest block whichever is higher		
15	Minimum width of the internal vehicular access way?	Clause No 4.3.1. (G). (i)	6 m		
16	Whether minimum 6m wide Internal Vehicular access including passage available for every building block within a distance of 50m is provided.	Clause No 4.3.1. (G). (iv)			
17	(a) Parking area for existing building is provided?	Clause No 4.3.1. B			
	(b) Parking area for proposed building?				
	Total Parking Space required as per DCR?(a+b)				
18	Have the rain water harvesting details shown in the layout plan?	Clause No 4.3.1.D	To be shown in the proposal		
19	Whether the plan for recycle or reuse of Liquid waste management shown in building plan proposal (Applicable for all forms of commercial development, exceeding 500 sqm of floor area & Eco Resorts exceeding 1000 sqm of floor area)		To be shown in the proposal		
20	Whether the plan for Solid waste management shown in building plan proposal (Applicable for accommodation facilities of any form including Eco Resorts exceeding 500 sqm of floor area)	Clause No 4.3.1.G	To be shown in the proposal		
21	Have the ancillary solar /Wind or any other form of non-conventional energy system to meet the minimum 25% estimated power		To be shown in the proposal		

S. No	Particulars	Clause No. as per Master Plan/ Bye Law	Permitted as per Master Plan	Requested / Provided in Plan	Remarks
1	2	3	4	5	6
	requirement incorporated (Applicable only for buildings having floor area exceeds as per clause No.4.3.1.E)	Clause No 4.3.1.E			
22	Whether location of planting of tree shown in the plan as per Master Plan?	Clause No 4.3.1.C			

**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	2	3	4	5	6
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 of Development for Agriculture Zone				
4	Maximum Floor Area of Single Unit	Clause No 4.3.1. (l).(b)			
5	Maximum No. of Floors				
6	a)Maximum No. of units to be clubbed				
	b)Maximum Total floor area of cottages at each floor level				
7	Maximum Stilt Height				
8	Permissible Roof type				
9	Whether restriction in use of cement concrete followed (columns & beams / structure) for Single Storied building?				
10	Whether restriction in use of cement concrete followed (columns & beams / structure) for G+1 structure?				
11	Whether permissible material used for flooring of building with stilt/ground/first floor followed?				

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	2	3	4	5	6
12	Whether Restriction on Conventional material for laying of service/ plumbing line in bathroom/toilets followed (not more than two side walls & RCC roofing)				
13	Whether Extent of Conventional material used for Kitchen, waste water recycle plant & rain water harvesting etc followed (Restricted to 10% of the total floor area)	Clause No 4.3.1.(I) .(b)			