

C I R C U L A R

Sub: Greater Chennai Corporation - Processing of PPA & BA - Revised Delegation of Powers Issued - Detailed guidelines, duties and responsibilities - Regarding.

Ref: 1. Proceedings of the Member-Secretary,
C.M.D.A vide No.RT/16127/2019-1, dated
:24.09.2019
2. Proceedings of the Commissioner,
Greater Chennai Corporation vide No.
W.D.C.No.2106/2019 dt 27.09.2019

In the interest of the administration, revised delegation of powers has been issued to the Principle Chief Engineer, Regional Superintending Engineers and Zonal Executive Engineers for sanctioning Planning Permission Applications (PPA), Building Applications, Demolition Applications in the reference cited proceedings.

In continuation of the above, the following detailed guidelines, duties and responsibilities are issued for processing the applications received in online.

1. ADMISSION:

All the applications shall be received only in online.

The planning permission application up to stilt + 3 floors (or) Ground floor + 2 floors with an FSI area of **464.50 sq.m** shall be submitted in Zonal Office Portal for Residential / commercial buildings. It is to be noted that the commercial building area is to be restricted to **300.00 sq.m** of FSI area and if Residential and commercial in combination it shall also be restricted to maximum FSI area of **464.50 sq.m**. in which the commercial area portion to be restricted to **300.00 sq.m** of FSI area.

The planning permission application up to **stilt + 3 floors (or) Ground floor + 2 floors** with an area more than **464.50 sq.m** and less than **929.00 sq.m FSI area** to be admitted in Headquarters portal for Residential / Commercial building. if residential and commercial in combination the area to be restricted to **929.00 sq.m** with commercial area not exceeding **300.00 sq.m**.

2.	DUTIES & RESPONSIBILITES
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(a) Unit Assistant Executive Engineer:

The Assistant Executive Engineer should ensure that the drawings submitted in online Auto-DCR software, the approval / rejection to be given with in the stipulated **8** working hours for all drawings including the approvals to be issued in Works Department at Headquarters.

All the planning permission applications with maximum FSI area of **464.50 sq.m** up to **12.0 m** height with Ground floor + **2 floors / Stilt + 3 floors** and the demolition application to be scrutinized by the Assistant Executive Engineers of the concerned unit office.

The unit Assistant Executive Engineer after receipt of planning permission application in his portal, shall make site visit within **5 days** from date of admission. After inspection of site the inspection report to be entered and uploaded in online for view of the applicants within **48 hours**. After which documents shall be verified and online fees calculation to be arrived with. If document satisfies and if it is in order the application to be forwarded to the Zonal Executive Engineer in online within **21 days** from the date of receipt of application.

While scrutinizing the applications, if the plan and information furnished by the applicant do not provide all the particulars necessary to process the application satisfactorily the Assistant Executive Engineer within 15 days from the receipt of application shall require from the applicant the production of such further particulars and details as it deems necessary.

If the applicant does not respond in online within **15 days** from the date of request for additional documents, application shall be put up for unconsidering by the concerned to whom delegation of powers issued.

The Demolition Applications are also to be received in online.

The Demolition Applications received also to be site visited within **5 days** from the date of admission and processed and forwarded to the Zonal Executive Engineer within **21 days** from the date of receipt of application.

Similarly if it is found that the additional documents or clarifications are required from the applicant, it may be informed to the applicant in online within **15 days** from the date of receipt of application.

If the applicant does not respond in online within in 15 days from the date of request for additional documents, applications shall be put up to the Zonal Executive Engineers for refusal or re-submission.

(b) Zonal Executive Engineer:

The Zonal Executive Engineer after receipt of application [both the planning permission application and demolition application) in online from Assistant Executive Engineer shall verify the documents, make site visit if required, check online fees details etc., and if everything found correct sanction the planning permission application to which powers are delegated by the Commissioner, Greater Chennai Corporation.

Further, the Zonal Executive Engineer has to forward the application either for approval or for unconsidering to the concerned Regional Superintending Engineer if the proposal is for **Ground + 2 floors (or) stilt plus 3 floors up to 464.50 sq.m of FSI area.**

3.	Regional Superintending Engineer
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The Regional Superintending Engineer after receipt of application in online from Zonal Executive Engineer shall verify the documents,

make site visit if required, check online fees details etc., and if everything found correct sanction the planning permission application to which powers are delegated by the Commissioner, Greater Chennai Corporation.

The Regional Superintending Engineer shall Refuse / unconsider the planning permission application if the requested particulars are not furnished by the application within the time period.

4.	PERMIT
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After receipt of demand advice for payment of fees, the applicant has to pay the necessary fees either online or through demand draft as indicated in the demand advice. After receipt of payment the e-signed permit shall be issued. The Executive Engineer has to e-sign the permit and in plan copy the Unit Assistant Executive Engineer and Zonal Executive Engineer has to sign which are to be issued to the applicant (s) for all the planning permission application approved by the Executive Engineer and also those approved by Regional Superintending Engineer.

WORKS DEPARTMENT IN HEADQUARTERS:

5.	DUTIES AND RESPONSIBILITES
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(a)	<u>Assistant Executive Engineer (Works Department):</u> The following planning permission applications are to be scrutinized by the Assistant Executive Engineer in Works Department.	
	(i)	All planning permission applications with FSI area above 464.50 sq.m and up to maximum 929.00 sq.m with 12.0 m height of Ground floor + 2 floors / Stilt + 3 floors.
	(ii)	All planning permission applications for Industrial and Institutional buildings with unlimited area subject to maximum height of 18.30 m.

	(iii)	All building applications to which the planning permission are accorded by C.M.D.A. including layouts approved by C.M.D.A.
	(iv)	All sub-division / layout proposals up to 20,000 sq.m of land area.

The Assistant Executive Engineer (Works Department) after receipt of the above said category of applications shall make site visit within **5 days** from date of admission. After inspection of site the inspection report to be entered and uploaded in online for view of the applicants within **48 hours**. After which documents shall be verified with. If document satisfies and if it is in order the application to be forwarded to the Executive Engineers, Works Department in online within **21 days** from the date of receipt of applications.

While scrutinizing the applications, if the plan and information furnished by the applicant do not provide all the particulars necessary to process the application satisfactorily the Assistant Executive Engineer within 15 days from the receipt of application shall require from the applicant the production of such further particulars and details as its deems necessary.

If the applicant does not respond in online within 15 days from the date of request for additional documents, applications shall be put up for unconsidering [except for building applications to which planning permission are issued by C.M.D.A.].

(b) Executive Engineer (Works Department):

The Executive Engineer after receipt of application in online from Assistant Executive Engineer, Works Department shall verify the documents, make site visit if required, check online fees details etc., and if everything found correct forward the planning permission application / building application to the Superintending Engineer, Works Department.

(c) Superintending Engineer (Works Department):

The Superintending Engineer after receipt of application in online from Executive Engineer, Works Department shall verify the documents , make site visit if required, check online fees details etc., and if everything found correct forward the planning permission application / building application to the Principal Chief Engineer.

(d) Principal Chief Engineer:

The Principal Chief Engineer after receipt of application in online from Superintending Engineer, Works Department shall verify the documents, make site visit if required and if found correct sanction the planning permission application / building applications to which power are delegated by the Commissioner, Greater Chennai Corporation.

6.	PERMIT
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After receipt of demand advice for payment of fees, the applicant has to pay the necessary fees as indicated either in online or through demand drafts after which permit shall be issued. The permit shall be e-signed by the Executive Engineer (Works Department). The plan to be signed by Assistant Executive Engineer (Works Department) and Executive Engineer (Works Department) and issued to the applicant.

7.	RE-CLASSIFICATION
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The reclassification application for change of land use should be processed and submitted to Commissioner for orders, After obtaining orders, shall be forwarded to CMDA. The applications for the reclassification proposal should be received in Works Department and processed. The reclassification proposals submitted by applicants shall not be admitted at Zonal Office.

8.	REVOCATION
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The Revocation of permit issued by Greater Chennai Corporation for all types of application are vested only with Commissioner, Greater Chennai Corporation. The order for issuing show cause notice to the applicant / developer / landowner shall also be obtained from Commissioner. After serving show cause notice if valid reasons are there for revocation, the order for revocation to be obtained from Commissioner.

After obtaining the order for revocation, the same shall be entered in the system.

9.	GENERAL
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Sl. No	Description	Place where applications to be received	Powers Delegated to Sanction
1	Planning permission / Building Permit for Non-High Rise Residential and Commercial buildings (with FSI area of maximum 464.50 sq.m and Ground floor + First floor (or) Stilt + 2 floors up to a height of 9.0 m)	Concerned Zonal Office	Zonal Executive Engineers
2	Planning permission / Building permit for Non-High Rise Residential and Commercial buildings with FSI area of maximum 464.50 sq.m and Stilt + 3 floors (or) Ground Floor + 2 Floors and maximum height of 12.0 m .	Concerned Zonal Office	Regional Superintending Engineer
3	All planning permission applications with FSI area above 464.50 sq.m and up	Headquarters, Works Department	Principal Chief Engineer

	to maximum 929.00 sq.m with 12.0 m height of Ground floor + 2 floors / Stilt + 3 floors.		
4	All planning permission applications for Industrial and Institutional buildings with unlimited area subject to maximum height of 18.30 m.	Headquarters, Works Department	Principal Chief Engineer
5	All building applications to which the planning permission are accorded by C.M.D.A.		
6	All sub-division / layout proposals up to 20,000 sq.m of land area.		
7	All subdivision / layout for which planning permission issued by C.M.D.A., with unlimited area		

The applications with FSI area beyond **464.50 sq.m (5000 sq.ft)** shall not be received at Zonal Office.

10.	GUIDELINES
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The following provisions in Tamil Nadu Combined Development and Building Rules, 2019 are to be insisted while approving planning permission approval of Residential and commercial buildings with maximum height of 12.0 m of Ground floor + 2 floors / stilt + 3 floors.

- (1) There is no prescribed minimum plot extent, minimum plot frontage, maximum plot coverage as per the provisions in Tamil Nadu Combined and Building Rules, 2019. The proposal shall satisfy the Planning Parameters and Building rules specified in Tamil Nadu Combined Development and Building Rules, 2019.
- (2) No structure shall be constructed within the minimum prescribed set back spaces except for.

- (a) Sun-shades not exceeding 0.60 m.
 - (b) Motor room of area not exceeding 2.0 sq.m each and height not exceeding 1.8 m, without affecting parking and driveway requirements.
 - (c) In case of Non High Rise buildings with height up to 9.0 m, open single flight or spiral staircase so long as such structure do not fall within 0.50 m from the side boundary or 1.00 m from the rear or front boundary of the site or street alignment.
- (3) A clear motorable driveway of minimum 3.00 m in width shall be available around the building with turning radius.
- (4) The requirements for fitment of solar assisted water heating system in buildings shall be provided for residential buildings having more than 150 sq.m plinth area.
- (5) Installation of solar energy system with solar photo voltaic panels in terrace area with minimum $\frac{1}{3}^{\text{rd}}$ of total terrace area.
- (6) To provide electrical rooms of size 6 m x 4 m (inner dimension) for accommodating the transformer and associated switch gears in the stilt / Ground floor if the FSI area exceeds 900.00 sq.m.
- (7)
- (a) Rainwater conservation shall be provided within each premises for conservation of rainwater. The Rainwater harvesting structures shall be provided as per the Annexure - XXII of Tamil Nadu Combined Development & Building Rules, 2019.
 - (b) Effective measures shall be taken within each premises for recycling of grey water (water used for washing of clothes and bathing) and structures to the standards in Annexure – XXII

(B) in Tamil Nadu Combined Development and Building Rules, 2019 shall be provided and the same shall be shown in the plan applied for planning permission.

- (8) To enclose legal opinion from the Government pleader regarding the property for which development is sought if the FSI area exceeds **464.50 sq.m.**
- (9) To incorporate the conditions of Real Estate Regulatory Act while approving the planning permission if the plot extent is more than 500 sq.m (or) the number of dwelling units exceeds eight in number.
- (10) Drawings and documents submitted for approval shall include structural design basis report (SDBR) in Form-1, Annexure – XIV of Tamil Nadu Combined Development and Building Rules, 2019 along with soil test report.
- (11) The applicant or owner or power of attorney holder or registered developer shall within the validity period of planning / building permit before commencement of the building work at site for which building permission has been granted give notice of his intention to start the work at the building site in Form – 2 in Annexure – XIV of Tamil Nadu Combined Development & Building Rules, 2019 in online.
- (12) The owner or developer shall submit an application to the Executive Engineer of the concerned Zone through the registered professional in online after completion of work up to plinth level requesting for issue of order for continuance of work.
 - (i) On receipt of the progress certificate in online from the owner or registered developers through the registered professional, the concerned unit Assistant Executive Engineer shall check for any deviation from the approved plan and Zonal Executive Engineer shall convey decision to the

owner or registered developer within **15 days** from the date of receipt.

(13)

- (i) The owner or power of attorney or registered developer or any other person who has acquired interest shall submit application for issue or completion certificate as per norms in Annexure – XXIII of Tamil Nadu Combined Development & Building Rules, 2019 for all buildings except residential building up to **12.00 m** in height not exceeding **3** dwelling units or **750 sq.m** and all type of industrial buildings.
- (ii) The applicant or owner or power of attorney holder or registered developer and any other person who is acquiring interest shall submit a completion report in Form 5 along with Form 6, 7 and 8 in Annexure – XIV, in Tamil nadu Combined Development and Building Rules, 2019 to obtain completion certificate, certifying that the building has been completed as per the approved plan to the concerned Zonal Officers before getting service connections such as electric power connection, water supply sewerage connection. The completion certificate to be issued in online including receiving the application.
- (iii) The completion certificate shall be issued by the concerned Zonal Officers for all planning permission application satisfying the provisions in 13 (i) above including sanctioned in Works Department, except for those to which the planning permission approvals are issued by C.M.D.A.
- (iv) The completion certificate shall be issued if it satisfies the norms as per the provisions in Annexure XXIII of Tamil Nadu Combined Development and Building Rules, 2019.

(14)

- (i) In the interest of maintaining the aquifers in the area and to realize the full benefits of recharge into this aquifer during precipitation, the Regulation for the developments in Aquifer Recharge Area is restricted with development only Non High Rise upto **9 m** height with 6 dwelling units residential building of FSI area up to **929.00 sq.m** and commercial buildings up to **300.00 sq.m** subject to maximum FSI of 0.80 and maximum plot coverage of 40%.
- (ii) Other large Institutional developments such as Religious Buildings, Higher Educational, Technical and Research Institutional shall be regulated with reference to the planning parameters given in Rule 37 subject to maximum FSI of 0.80 m and maximum plot coverage of 40%.

COASTAL REGULATION ZONE

(15)

- (i) The planning permission for lands falling in Coastal Regulation Zone shall be issued subject to satisfying the provisions in the Notification by Ministry of Environmental, Forest and Climate change vide G.S.R. 34(E) dated 18.01.2019.
- (ii) The lands which fall under Coastal Regulation Zone shall be approved **"only for self-dwelling units up to a built up area of 300.00 sq.m"**.
- (iii) All other proposals relating to Coastal Regulation Zone, which are not covered as above should be sent to the Tamil Nadu Coastal Zone Management Authority (TNSCZMA) with the remarks for consideration, through the District Coastal Zone Management Authority.

- (16) Security deposit for **ground + 2nd floor (or) stilt + 3 floors** at the rate of 50% of the infrastructure and amenity charges in force per Sq.m of total floor area shall be collected from the applicant as a refundable non – interest earning security deposit. For other proposals the prevailing rate of the **Rs.30.00 sq.m** [Residential] and **Rs.60.00 sq.m** for commercial shall be collected. The deposit shall be refunded on completion of development as per the approved plan and after obtaining completion certificate, if not it would be forfeited.
- (17) The details of the development for which the planning permission is issued, shall be displayed in the site with a minimum size of 60 cm x 120 cm [for all types of buildings].
- (b) The applicant, not being a Government department or agency shall pay a sum of Rs.10,000/- (Ten Thousand only) as earnest money non interest bearing refundable deposit **[for only Ground + 2 floors (or) stilt + 3 floors]**.
- (c) If the applicant fulfill the condition of exhibiting the display board the deposit shall be refunded after production of the completion certificate. If the applicant is not fulfilling the conditions, the amount should be utilized for the purpose of installing of the notice board.
- (18) Apart from the owner, the professionals to be involved for different type of developments, in the preparation of plans and designs, supervision, quality control and ensuring completion as per the approved plan, shall be as prescribed below:

- (a) **Non High Rise buildings with height upto 12m.**

Registered Architect (RA) or Registered Engineer (RE).

- (b) **Non High Rise buildings with height more than 12.0m upto 18.30m Industrial Developments and Institutional Developments other than High Rise Buildings Registered Developer (RD).**

Registered Architect (RA) or Registered Engineer (RE).

Registered Structural Engineer (RSE), and.
Registered Geotechnical Engineer

- (c) **High Rise Buildings.**

Registered Developer (RD).

Registered Architect (RA) or Registered Engineer (RE).

Registered Structural Engineer (RSE)

Registered Geo-Technical Engineer (RGE).

Registered Construction Engineer (RCE), and.

Registered Quality Auditor (RQA).

- (d) **Subdivision.**

Registered Architect (RA) or Registered Engineer (RE) or.

Registered Town Planner (RTP).

- (d) **Layout Developments.**

Registered Developers (RD), and.

Registered Architect (RA) or Registered Engineer (RE) or.

Registered Town Planner (RTP).

(19) To collect an amount of **Rs.164/-** per sq.m of total built-up area towards MIDC charges which is to be remitted to CMWSSB. The demand draft shall be collected separately in favour of "**CMWSSB**" for this purpose. The amount collected thus shall be remitted to CMWSSB then and there itself.

(20)

- (i) The planning permission application submitted is online prepared by a qualified architect or Engineer and structural aspects of the design shall be certified by a qualified Structural Engineer. The Register Engineer or Architect who proposed the plan shall certify the structural design for Non High Rise buildings with height upto 12 m. The structural design shall be done as per the latest Indian Standard Specifications and the National Building Works.
- (ii) An application in Form –A in Annexure – I accompanied by proof of ownership plans, specifications, etc., mentioned therein shall be submitted in case of subdivision or layout or reconstitution or amalgamation of land for building purpose.
- (iii) An application in Form –B in Annexure – II accompanied by proof of ownership detailed plans, specifications, site plan, key plan and topo plan showing existing developments to a radius of 100 meters drawn to a scale of 1:500 and such other details as may be required from time to time shall be submitted to the competent authority, in the case of development of land and buildings, change of land and building use and in the case of site approval.

- (v) An undertaking in Form – C in Annexure – III by the registered professionals for development of buildings.
- (v) The plan requirements shall be as per the provisions in Rule 8 (1) & 8 (2) of the Tamil Nadu Combined Development & Building Rules, 2019.

NOTE:

- (a) The Planning Permission application and Building Application has to be processed within the stipulated time limit of **30 days** and approval to be issued without any delay.
- (b) As per the order of the Commissioner, Greater Chennai Corporation the Regional Superintending Engineer shall conduct a monthly review meeting with concerned Zonal Executive Engineers at the Regional level to ensure that pendency does not prolong beyond the **30 days** time period and submit report to Principal Chief Engineer Office through Works Department.
- (c) The Guidelines specified in **Sl.No.(7), (9), (11), (12), (13) & (14)** is for all types of proposals except for those to which planning permission are accorded by C.M.D.A.

Sd/- xxx COMMISSIONER
GREATER CHENNAI CORPORATION
Dated:30.10.2019.

// True copy / Forwarded / By Order //

Superintending Engineer (Works)
Works Department