

ENDORSEMENT.

Copy communicated to Town Planning Officer, Assistant Town Planning Officer, Municipal Health Officer and Building Inspectors and Clerks in Town Planning Section.

ESR/19.6.a

v 20/11/69
FOR COMMISSIONER.

To

The Town Planning Officer, Assistant Town Planning Officer, Municipal Health Officer and Building Inspectors.
Copy to The Building Clerks and GI for stock file.

Copy of Circular No.11270/69-E1 dated 13.5.1969, Office of the Director of Town Planning, Madras-1.

Sub: Building Applications - Submission of Building Applications to the Director of Town Planning - Failure to enclose relevant plans and papers - instructions issued.

Ref: 1. G.O.Ms.No.3235 P.H. dated 17.10.1942.
2. Circular No.Roc.No.19244/61 dated 1.9.61 of Director of Town Planning.
3. Circular No.Roc.25003/H1-68 dated 20.9.1968.

The Director of Town Planning, in his circular second cited has issued necessary instructions to all the Executive Authorities of the local bodies to submit the Building Applications seeking exemption from the Director of Town Planning along with the proforma duly filled in by the Town Planning Officer with all the relevant records, papers and plans. Similarly, in case building appeals preferred to Government for orders, a separate questionnaire has been prescribed for this purpose by Government in their Memo No.114473/A-M2-67-2 dated 4.3.1968 But in actual practice it is seen that in many instances building applications are not submitted along with the relevant records, papers and plans by the local bodies, with the result such papers are being returned back very often for re-submission along with all the connected papers and this involves delays. Further it is also observed that a number of discrepancies are noticed in the plans submitted along with the building applications for approval. These discrepancies are between the plans enclosed with Building Applications and the plans available in the municipal file and such discrepancies could be corrected even before submission to this department. This could be possible only by giving suitable instructions to the licenced surveyors and the Town Planning staff.

In the circumstances, in view of the delay and other discrepancies pointed out earlier, all the Executive Authorities are instructed to see that whenever they submit any building application or unauthorised construction for the consideration of this department or Government, they should make sure that the letter of the Executive Authority contain all the enclosures viz. connected municipal file, plans without any discrepancy, etc in order to avoid any delay caused due to returning of the papers for want of records, papers, plans etc. by this department. Therefore it is further instructed that in future all Building Applications submitted to either this department or Government should contain the following enclosures positively.

1. Stamped application of the party.
2. Proforma specified by the Director of Town Planning duly filled in by the Town Planning Officer.

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3. Triplicate copies of site plans showing the correct and accurate dimensions of the site and surrounding details to a distance of 60 metres.
4. Triplicate copies of Building Plans showing the structures, existing proposed, altered or added, in distinct colours.
5. If the site is covered by any Town Planning Scheme, an extract of the scheme map, showing the detailed proposals such as formation of roads, widening of roads, reservations, building line space, etc.
6. Concerned Municipal file containing all the relevant papers.

The above instructions should followed without fail in future. The receipt of this circular may kindly be acknowledged

Sd/- xx xx xx
For Director of Town Planning

/true copy/