

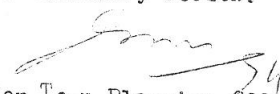
No.62734/61/H10

ENDORSEMENT.

Municipal Office, Coimbatore.

D/- 16-10-61.

Copy of Director of Town Planning's Circular No.19844/61/G1 dated 1-9-61 is communicated to all the staff for information and necessary action.


For Town Planning Officer.

vln/2/11-p.

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Copy of D.T.P.'s No.19844/61/G1 d/- 1-9-61.

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CIRCULAR.

Sub:- Building Appeal petitions= furnishing of particulars- form prescribed- instructions issued.

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It has been observed by the department that Building Appeal petitions forwarded to the Director of Town Planning and to Government for exemption from one or other of the Building Rules or Town Planning Scheme regulations by the Commissioner, Corporation of Madras and Executive Authorities of Municipalities and Executive Officers/President of Panchayats and of Townships do not contain all the required particulars and information as to the usage of the site buildings, the nature of the construction, the Building Rules violated, the Town Planning Scheme Provisions offended and stage of Town Planning Schemes etc. Unnecessary and avoidable correspondence becomes necessary and delays are caused thereby.

It is also seen that accurate site plans are not made out and sent and that when sent they do not often tally with the scheme maps or approved layouts, and the sites cannot be properly located. With every appeal the Executive Authorities should also forward an accurate and dimensioned site plan indicating the surrounding areas thereof.

It has been decided that a proforma as indicated in the Annexure to this Memo should accordingly be forwarded with every appeal made to this department or to the Government duly filled up and containing every information required. The ~~proforma~~ proforma shall be filled up and signed by the Town Planning Officer where one is employed by the Local Body, in others where there is no Town Planning Officer by the Technical Officer dealing with Town Planning and Building Regulations are enforced or the Executive Officer himself. A site plan as specified above should also accompany the proforma.

The Building plans should be verified to see if the constructions made and proposed to be made are distinctly marked as against existing structures and structures as had originally existed and were removed or are proposed to be removed.

The Commissioner, Corporation of Madras, Executive Authorities of Municipalities and Executive Officers/Presidents of Panchayats and Townships are accordingly requested to see that the above proforma with full informations and accurate site plans and other particulars are furnished with every such application or appeal.

The receipt of this circular memo should be acknowledged.

Sd. x x x x x
For Joint D.T.P.

To Commissioners of Municipalities.

xx xx xx

/True copy/

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