

Office of the Commissioner of  
Town and Country Planning,  
807, Anna Salai, Chennai – 600 002.  
Dated: 13.3.2019

Roc. No.4367/2019-BA2

**CIRCULAR**

Sub: Simplification and transparency in grant of planning permission – Instructions issued – Regarding.

Ref: 1) Tamil Nadu Combined Development and Building Rules (TNCDBR), 2019 notified vide G.O.Ms.No.18, Municipal Administration and Water Supply (MA.1) Department, dated:04.02.2019 and published vide TNGG Extraordinary-Part III – Section 1(a), dated:04.02.2019.

2) This office circular Roc.No.4367/2019-BA2, dated: 7.3.2019.

Consequent to the notification of Tamil Nadu Combined Development and Building Rules, 2019 vide reference first cited above and the power delegation orders issued to the field officers vide reference 2<sup>nd</sup> cited above, the following are informed towards the simplification of procedure and adoption of transparency in granting planning permission.

- 1) Query letter should be given to the applicant within 15 days of receipt of application after completing the site inspection. Query should be raised only once. Additional queries can only be raised if there is any flaw in the reply.
- 2) Local body may be consulted only when there is any discrepancy in qualifying road width in case of layout and building proposals.
- 3) The field officers should clear the proposals within their power delegation not exceeding 30 days of receipt of proposals.
- 4) In case of proposals to be forwarded to head office for clearance shall be done so within 15 days time of receipt of application along with site inspection remarks and specific recommendation.
- 5) In respect of water bodies, the following setbacks to be followed:

Water body	Setback
Field channel of width less than 1m width	1m.
Major canal more than 1m width	3m.
River	15m.
Lake	3m.

- 6) Separate bank account to be opened one for each category of fee viz., scrutiny fee, security deposit and display board deposit and fee for registration of professionals. Orders will be issued in due course about merger of such funds into the fund account of the planning authority or else.
- 7) Bank Guarantee may be accepted in lieu of security deposit
- 8) All layouts approved under main stream should be uploaded in the website immediately.

(sd./-)

Commissioner of Town and Country Planning (FAC)

To  
The Member Secretary of all the Composite LPAs, NTDA's and all the Regional DDs/ADs.  
Copy to:  
All DDs, ADs, Planning Assistants and Supervisors

/forwarded/by order/

  
Deputy Director