

Copy of:

Roc. No.6423/2017-T

Office of the Commissioner of
Town and Country Planning,
807, Anna Salai, Chennai- 600 002.
Dated: 1.12.2017

Circular

**Sub: Simplification of procedure to obtain reclassification of land use and planning
Permission for developments - Issued – Regarding.**

In respect of planning areas, planning permission for proposed developments like layout or building construction are issued when the land use zoning of the statutory plan is complied with. Whenever, the proposed development requires land use reclassification, first proposal for reclassification is processed by the planning authority and forwarded to Government through Commissioner of Town and Country Planning for orders. After issue of Government order only the proposal for development of land or building is received from the applicant and processed for planning permission. This present procedure requires placing the subject before the planning authority meeting chaired by the District Collector twice for its recommendation.

In order to simplify the above lengthy procedure and to save time, the following procedure to be adopted hereafter:

- (1) A single application for both reclassification of land use and development for land or building construction to be received from the applicant with the required number of drawings for both proposals.
- (2) Both the reclassification and development proposals shall be placed in the authority meeting as a single subject and recommendation of the planning authority shall be obtained in a single instance for both.
- (3) The reclassification proposal shall be forwarded to the Commissioner of Town and Country Planning along with development proposal if it is not within power delegation. Both proposals to be processed simultaneously.
- (4) Once, the Government order is obtained in favour of the reclassification, then the planning permission/ concurrence for the layout or building construction shall be issued by the planning authority or the Commissioner of Town and Country Planning, as the case may be, without any further delay.

This procedure comes into immediate effect and shall be followed scrupulously. The receipt of this letter shall be acknowledged by return of post.

(sd/-) Dr Tmt Beela Rajesh, IAS
Commissioner of Town and Country Planning

To

All the Regional Deputy Director(i/c)/ Assistant Directors and
Member Secretaries of all Composite Local Planning Authorities and New Town Development
Authorities

Copy to: All Assistant Directors, Planning Assistants and Supervisors of head office

/True copy/


27/11/2024
Deputy Director