

## **vi. Lay out approval**

Before initiate the lay-out procedure.

- i) The owner of the land, should ensure, whether the land is suitable for the residential purpose.

- ii) Ensure that the land is in the Residential (or) Commercial (or) Industrial zone in master plan by approaching the concern Town planning section / Deputy Director of Town and Country Planning Officials. If the land is in Residential zone either in master plan (or) in D.D. Plan, it is considered for layout.

- iii) Ensure that the access to the lay-out road is maintained by the Municipality (or) private road and recognized by the Municipality.

- iv) Ensure that the lay-out plan should not affect the scheme roads or any other reservations. If the extent of the land for the proposed layout below 74 cents (3000 Sq.mts) no reservation is required. More than 74 Cent (3000 Sq.mts) 10% public reservation like parks, children's play field (or) open space is required.

### **How to Apply?**

The owner of the land, will submit application to the Deputy Director of Town and country Planning, Thiruchirappalli through the Commissioner Municipal Office, Manapparai with following Documents, records and Drawings if the extent of site is within 2.47 Acres of the extent of site is more than 2.47 Acrs the owner will submit application addressed to

Director of Town and Country Planning Chennai.

1.	Application for requesting lay-out approval and in one application Affix court fee stamp for Rs.2/-.	4 Nos.
2.	Lay-out drawings	4 Nos.
3.	Field map extract and Town Survey Land record extract. ( F.M.B and TSLR).	2 Nos.
4.	Topo-Sketch with 90m radius from the site	3 Nos.
5.	Attested copies of Document	2 Nos.
6.	Encumbrance Certificate for 13 years (up to Date of application)	2 Set
7.	4 (1) Certificate from Tahsildar regarding land ceiling act	2 Set
8.	Legal opinion regard the ownership	2 Set

After scurtining the relevant Documents & drawings the owners requisition will be forwarded to the Deputy Director of Town & Country Planning, Thiruchirappalli for Technical approval.

After the perusal of the relevant documents the Deputy Director of Town & Country Planning, Thiruchirappalli will inspect the site. After the field inspection, the Deputy Director of Town & Country Planning accord Technical Sanction for the layout. As per the approved drawings the land owner should form the roads and provide the basic amenities such as water supply pipe line, street light, drainage facilities & culverts (if necessary) to the satisfaction of the Commissioner /Competent Authority. After forming roads & providing all basic amenities, the land owner of the layout should hand over the reservations sites such as Roads & Parks to Municipality by means of Gift deed.

After getting the reservation site by means of Gift deed, subject will be placed before the Council for approval. Then, only final approval will be given to the lay-out.