

**SOUTH DELHI MUNICIPAL CORPORATION
TOWN PLANNING DEPARTMENT**

21st Floor, E-Block, Civic Center, Minto Road, New Delhi-110002

No. TP/6/SDMC/2020/2610

Dated. 28/09/2020

List documents to be submitted by applicant for scrutiny of case under subjected policy is as under:-

A. Ownership Documents

Sr.no.	Documents	Remark
1.	Copy of latest registered sale deed/Gift deed/ Power of attorney (If power of attorney has submitted then living proof of person who has executed the power of attorney), lease deed/ Conveyance Deed and demarcation plan executed by competent authority or any other documents like allotment, etc.	Mandatory
2.	If land owner is more than one, then applicant shall submit the MoU executed between the multiple land owners.	Mandatory
3.	Ownership tree (In the shape of flow chart / tree / table from present to past with dates and type of ownership documents).	Mandatory
4.	Jamabandi / Khatauni for current year.	Mandatory
5.	Khasra Girdwaris for current year.	Mandatory in case where agricultural activity is operational at present.
6.	Ask Shajra / Khasra Nakal	Mandatory
7.	Tatima or Nazaria Naksha Mutabik Muoka for current year, mentioning dimensions of all sides issued by competent Revenue Authority.	Mandatory
8.	Field book issued by competent authority.	Mandatory

Note : SDMC shall examine the ownership documents submitted by the applicant in consultation with the Revenue department/ GNCTD. (In case of any complexity / multiple chains, the opinion from Law Office may be sought).

B. Regarding Site Demarcation, Survey Plan and Superimposed Plan

Sr.no.	Documents	Remark
9.	Exact Site location on Goggle Plan verified, (Coloured)	Mandatory
10.	Exact Site demarcation on respective approved zonal plan (Coloured)	Mandatory
11.	The land owner will get superimposition done by its own and get it verified from the revenue department/ GNCTD. (i.e. superimposed Total Station survey plan (mentioning geo coordinates of all corners) on Tatima / Nazaria Naksha Mutabik Muoka / Ask Shajra (only in case if the land owner owns the complete Khasras, mentioning dimensions of the khasras.	Mandatory
12.	Total Station Survey plan <ul style="list-style-type: none"> A geo referenced survey plan, mentioning geo-coordinates of all the corners of the site u/r at the scale of 1:1000, Showing width of all adjoining roads, distance of the plot line from central line of all adjoining roads. Boundaries of the site with ownership status documents showing khasra numbers be marked on survey plan. All existing physical features such as well, drains, electric sewer lines, trees etc. be mentioned on survey plan. If the site is abutting to the proposed road of Zonal Development plan, then the proposed R.O.W. as per Zonal Development plan with existing R.O.W. of the abutting road be mentioned on the plan. Surroundings with respect to the proposed site in all directions be provided on survey plan and position of the land in relation to neighbouring areas/roads be also be shown. North Point be shown. 	Mandatory

	<ul style="list-style-type: none"> • If any structure (regardless permanent or temporary) and physical features (except natural features) on the site u/r be marked in yellow color as 'to be demolished'. • Details of availability of existing services on the site u/r be mentioned on survey plan in a table. • Existing land utilisation (for which propose land is being used at present) be mentioned on survey plan. 	
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C. Other documents

Sr.no.	Documents	Remark
13.	Documentary proof for activities/uses existing on privately owned land existing prior to MPD-1962 be submitted.	Mandatory
14.	A declaration regarding the applicability of site u/r under notification dated 04.07.2018 be submitted.	Mandatory
15.	Status of Encroachment and Acquisition by LAC (if any).	Mandatory
16.	Copy of all the previous approved layout plan(s)/sanction building plan(s) or completion plan(s), demarcation plan/ lease plan/ possession plan if any be submitted.	Mandatory
17.	Information regarding any monument/ any centrally protected monument or site of heritage importance in the vicinity (if any).	Mandatory
18.	Undertaking – 1 by Town Planner / Architect.	Mandatory
19.	Undertaking – 2 by land Owner/Owners.	Mandatory
20.	Letter in favour of authorised signatory.	Mandatory
21.	Letter of engagement of Town planner (membership certificate)/ Architect (Valid membership certificate of council of architect)	Mandatory
22.	All other relevant information/ supporting documents may be also be submitted.	Mandatory
23.	Indemnity Bond - Applicant shall indemnify DDA/Local Body through an indemnity bond keeping it harmless in case of any dispute arises at any stage with respect to the shape, size, extents title/ownership of land.	Mandatory

Note :

- Any other specific documents / papers / plan may also be obtained from applicant on case to case basis for the examination of proposal.
- All documents/papers/maps/plans to be submitted shall be duly signed by land owner /owners as well as the Surveyor / Town Planner / Architect duly stamped
- As per Delhi Development Authority notification S.O. 3249 (E) dated 4th July 2018, clause: 4 Pre-Requisite and Planning Regulations, sub clause: 4.6 The landowner shall be responsible for preparing all detailed plans (covering inter-alia, aspects such as site layout, buildings, services), as per the prevailing MCD plans and ZDP and applicable development controls, for undertaking internal development within their land parcel. Landowners will also be responsible for obtaining all requisite NOCs from concerned agencies and procuring necessary services (electricity, sewerage, water supply etc.) upon payment of applicable charges to respective service providing agencies.

D. Undertakings to be submitted

UNDERTAKING – 1 Undertaking by Town planner / Architect

I, _____, occupation Town planner / Architect, office at _____ has been engaged by the land owner/authorized authority do hereby solemnly affirm and declare as under:

1. That, I _____ Town planner / Architect by profession and working at the _____ (office addressed and phone No.) _____ Town planner regd as the valid member of ITPI (Institute of Town Planner, India) / Architect registered with the Council of Architects vide membership No. / Registration no. _____.

2. That I have been engaged as a Town planner / Architect for preparing the layout plan till its final approval of layout plan in respect of Plot No, _____ Block No. _____ situated at _____.
3. That I have prepared the proposal in respect of the aforesaid plot.
4. That I have studied and understood the policy (Delhi Development Authority notification S.O. 3249 (E) dated 4th July 2018) and SOP. I have gone through the instructions, policy decisions and other relevant documents in respect of the plot in question.
5. Further I undertake my plot is within the width of F.C. as marked in the proposal and if beyond the permissible width, I will keep that area vacant and also will not claim any F.A.R. on that portion (for land falling under F.C. only).
6. That I have personally inspected the site, which forms part of the approved layout plan / approved Zonal Development plan with respect to its location, size, shape and area of the plot and its proposed land use is also in conformity with the approved layout plan/ approved Zonal Development plan. The plot has been demarcated at site and the shape, Size and areas of site tallies with the ownership documents and proposal submitted by under signed.
7. That the ownership documents are in favour of the applicant/Owner and have been thoroughly examined and the ownership in favour of the applicant/Owner is in order.
8. That there is no encroachment on the municipal land/road/other property and road widths as shown in the proposal are actually available at site.
9. That the proposals are in conformity with the terms and conditions of ownership documents which is still operative.
10. That in case of the disengagement of my services / appointment of other Town planner / Architect. I shall inform the authority within 48 hours regardless the project be at any stage whatsoever.
11. There is no dispute/affect of any scheme/policy or the roads widths etc. on the plot/site.
12. That no development /additional development /deficiency charges as on date are payable against this plot (in case development/additional development/deficiency charges are due, the details be given in a separate para.).
13. That nothing has been concealed and no mis-representation has been made while preparing and submitting the proposal. Further all submission made before authority/Local authority are factually correct and is as per notification S.O. 3249(E) dated 04.07.2018 "Regulations for Enabling the Planned Development of Privately Owned Lands" and Standard Operating Procedure for grant of permission for planned development of privately owned land issued by DDA.
14. That in case anything contrary to the above is found or established at any stage, the authority shall be at liberty to take any action as deem fit including revocation of proposal and debaring me for submission of proposal / layout plans with the authority under the Scheme and also can lodge a complaint with the ITPI/ Council of Architecture for appropriate action.
15. I shall submit an undertaking after the demolition of existing structure(s) to concerned department.
16. Further in case of any dispute, SDMC shall be kept harmless in all respect.

TOWN PLANNER / ARCHITECT

UNDERTAKING – 2
Undertaking by Land Owner

I/We (Authorized Signatory) _____
office address _____ do
herby solemnly affirm and declare as under:

1. That, I/we am /are the only /owners/lessee/lessees of Plot No. _____ Block no. _____ situated at _____ and there are no other owner/lessees whatsoever in respect thereof.
2. That, I/We have engaged /directed Sh. _____, membership No. / Registration no. _____ as an Town planner / Architect for preparing the proposal.
3. That I have studied and understood the policy (Delhi Development Authority notification S.O. 3249 (E) dated 4th July 2018) and SOP. I have gone through the instructions, policy decisions and other relevant documents in respect of the plot in question. Further I undertake my plot is within the width of F.C. as marked in the proposal and if beyond the permissible width, I will keep that area vacant and also will not claim any F.A.R. on that portion.
4. That in case I/We dispense with the services of the Town planner / Architect above named at any stage, I/We shall inform the authority within 48 hours along with the details of the new architect / Town Planner.
5. DDA/Local Body shall be kept harmless in case of any dispute arises at any stage with respect to the shape, size, extents title/ownership of land.
6. No Court case of any type is not pending on the land under reference and the land under reference is free from litigation and acquisition.
7. The land under proposal vest with the owner and in the event of any mis-representation of facts as mentioned in the submission/proposal, the applicant shall be held responsible for the same. That nothing has been concealed and no mis-representation has been made while preparing and submitting the proposal. Further all submission made before authority/Local authority are factually correct and is as per notification S.O. 3249(E) dated 04.07.2018 "Regulations for Enabling the Planned Development of Privately Owned Lands" and Standard Operating Procedure for grant of permission for planned development of privately owned land issued by DDA.
8. The proposal submitted is as per policy for Privately Owned Lands notified by DDA vide SO No. 3249(E) dated 04.07.2018 & SOP and other prevailing laws. That the proposals are in conformity with the terms and conditions of ownership documents which is still operative.
9. All the existing structure (regardless permanent or temporary) and physical features (except natural features) at plot u/r will be demolished.
10. I shall submit an undertaking after the demolition of existing structure(s) to concerned department before applying for sanction of building plan on the plot u/r.
11. All circulars and procedure (along with related modifications if any) as issued by South Delhi Municipal Corporation to be complied with.
12. That the plot under proposal forms part of the approved layout plan/Approved Zonal Development Plan with respect to its location, size, shape and area of the plot and proposed land use is also in conformity with the approved layout plan/Approved Zonal Development Plan. The plot has been demarcated at site and the size, shape and areas of plot available at site falls with the approved layout plan/Approved Zonal Development Plan.
13. That submitted ownership document are executed by the competent authority and there is no dispute/discrepancy/from law point of view and the plot is free from all encumbrances and encroachment. Further I shall be held responsible in case of any dispute arise at any stage.
14. That there is no encroachment on the Municipal land/road/other property and road widths as shown in the proposal are available at site.
15. That the proposal have been prepared strictly in accordance to Delhi Development Authority notification S.O. 3249 (E) dated 4th July 2018 & SOP, rules, regulations and practice of the Department and no mis interpretation or inference of the said notification has been exercised while preparing the layout plan. Further the land used for proposal is a contiguous land.
16. That before submission of proposals, necessary information/clarification have been obtained from the concerned local body/DDA. The plot is safe and is not affected in any scheme or the roads widths.

17. That no development/additional development /deficiency charges as on date are payable against this plot. (in case development/additional development/deficiency charges are payable, then its details be given in a separate para.).
18. That in case anything contrary to the above is found or established at any stage, the authority shall be at liberty to take any action as it may deem fit including revocation of proposal and sealing of the premises and I shall not claim any equity related to any issue whatsoever.

APPLICANT/AUTHORIZED AUTHORITY

Note :

- Applicant shall submit 4 sets (1. Main file for working of SDMC, 2. Office copy file for working of SDMC, 3. Main file for forwarding to SDM, 4. Main file for forwarding to DDA) of all above aforementioned documents.

1. Timeline for scrutiny of cases

Stage	Description	Timeline (Cumulative)	Parallel processing of case
1.	On submission of application by the applicant alongwith all requisite i.e complete documents and case processing fee in favour of Commissioner/SDMC, letter No.1 i.e Invalid notice will be issued by the Town Planning Department/SDMC to applicant within 10 days.	10 days	If applicant submit all/ complete ownership document as mentioned at table 'A' (i.e Ownership Documents) regardless the other compliance, file will be sent to revenue Department/GNCTD with the request to verify the authenticity of the ownership documents as submitted by the applicant, confirmation of the title of the property vesting with the applicant with respect to shape, size and area of the land under question and to clarify status of said land in regards to acquisition and whether land falls within village (Lal Dora / Firni) or Extended Lal Dora. Further the land in question is contiguous or not.
2.	Letter No. 2 i.e Reminder 1 will be will be issued by the Town Planning Department/SDMC to applicant after 10 days from the issue date of Invalid notice.	20 days	
3.	Letter No. 3 i.e Reminder 2 will be will be issued by the Town Planning Department/SDMC to applicant after 10 days from the issue date of Reminder 1.	30 days	
4.	<ul style="list-style-type: none">• In case no reply/incomplete reply/ non-compliance of Invalid notice by applicant. The file will be put up for rejection (regardless the reply from SDM office) to CTP after 15 days from the issue date of Reminder 2.• In case all the compliance and submission of the abovementioned documents / drawings etc. are submitted by applicant and the reply from SDM office is received in Town Planning Department/SDMC, the file will be sent to the DDA within 15 days from the receipt of reply of SDM.	Approx 45 days (subject to the reply from SDM office and submission of the abovementione d documents / drawings etc. by applicant)	
5.	There are two Phases i.e phase 1 and phase 2 for establishment of online procedure for		

submitting the PLP cases. The phase I is already under the implementation process, once the online procedure is established the timeline for scrutiny of PLP cases will automatically reduced to 30 Days.
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Note:

- If the case is rejected due to no reply/ non compliance of Invalid notice by applicant and the reply from SDM office is received in Town planning Department/SDMC. Then reply of SDM will be considered if applicants submit fresh application (on exactly same land parcel) with processing fee.
- In case if applicant has made a complete submission, complied all the requirement of invalid notice and the reply of SDM is not received in Town Planning Department/SDMC. Then two reminders with interval of 15 days will be issued to SDM office. Thereafter from the 15 days of 2 reminder issued to SDM, the file will be put up for rejection to CTP.
- For old applications submitted (under notification S.O. 3249(E) dated 04.07.2018 "Regulations for Enabling the Planned Development of Privately Owned Lands" and Standard Operating Procedure for grant of permission for planned development of privately owned land issued by DDA) prior to the approval of these guidelines shall processed from stage 2 of the Timeline for scrutiny of cases and all the aforementioned compliance is mandatory to be fulfilled by applicant before forwarding the proposal to DDA.


Chief Town Planner

Distribution :-

1. CE (B) HQ / SDMC, 19th Floor, E Block, Civic Centre.
2. CTP / North DMC
3. CTP / East DMC
4. STP-I / SDMC, 21th Floor, E Block, Civic Centre.
5. STP-II/ SDMC, 9th Floor, E Block, Civic Centre.
6. SE (B) HQ / SDMC, 9th Floor, E Block, Civic Centre.

Copy to :-

1. P.S. to Commissioner / SDMC, 9th floor, E Block, Civic Centre, for kind information.
2. Addl. Commissioner (Engg.) / SDMC, 6th floor, E Block, Civic Centre, for kind information.