User Manual for Town Planning Application

https://mcdonline.nic.in

Municipal Corporations of Delhi

July 2021

1. Introduction

1.1 About Town Planning

The main objective of Town Planning is to guide the construction and development of towns by reviewing and approving the master plan, technical approval, policies and schemes etc. Town Planning Department facilitates and support ideas and strategies to develop structured and planned towns.
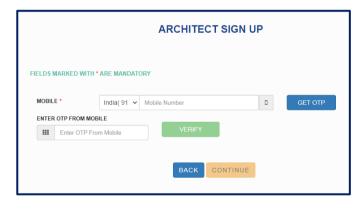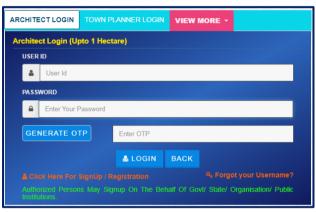
1.2 Purpose

The purpose of Town Planning application is to ease the applicant with all the formalities and process in respect of approval from the department on anywhere and anytime basis. The architect or town planner needs to take approval for their plan from the department in order to build any stated structure. Department makes sure whether the proposed plan does not have any pre-planned project, is not an agricultural land, not acquired by any other govt. authority such as DDA or even if feasible to construct the proposed planning etc..

2. User Manual

2.1. Login/Registration

- Go to MCD Website through https://mcdonline.nic.in/ and Click on Town Planning

- Login with the registered credentials.

- If not registered, go to Sign-up/Registration.

- Firstly, mobile number needs to be verified via OTP.

2.2. Dashboard

– On dashboard there are two sections of details are to be displayed:

User Details

Consists of Email ID, ITP/COA Registration Number, Validity and Action Button. Action button has three options where you can download the Certificate, Payment Receipt and apply for License Renewal.

EMAIL Id	ITPI/COA REGISTRATION NUMBER	LIFE TIME VALIDITY	VALID UP TO (MM/YY)	ACTION
nidhi@yahoo.com	CA198901234			‹ACTIONS

Application Details

Consists of Request Number, Property UPIC No., Property Address, Owner Information, Last Submitted/Drafted Date, Status and Action Button

S.NO.		Request Number	Property UPIC No	Property Address	Owner Information	Last Submitted/Drafted Date	Status	Action
1	■	1626426992394	207510110003900	54,	vijaytestkumar 54,	2021-07-16	⚠	◂ACTIONS

Showing 1 to 1 of 1 entries

Drafted ■ Submitted ■ Action Required

2.3. Registration Form (for Architect/Town Planner)

– After successful OTP authentication, Click on Continue to proceed for Registration Form which consists of 7 sections named:

- Personal Details
- Residential Address
- Office Address (can be same as Residential Address)
- Professional Details
- Choose Password
- Upload Required Documents
- Self-Declaration

– After completing all the details in the form with required documents in mentioned format, click on Submit

– On submitting the form, payment details page will be displayed where your registration details such as Registration No, Registration Date, and Name of Applicant and Payment amount.

– Click on pay Online, select desired payment gateway and the Pay Now.

– Process with the payment.

– The application will be reviewed and processed by MCD officials.

3. New Request (TOWN PLANNING)

– New Town Planning Request can be applied from Menu Bar on the left side of the screen.

– Click on New Request (Town Planning), a small window will pop-up stating "Is owner of the property registered with MCD/Property tax application".

– If not, you need to register the property first in Property Tax as without registered property, you cannot apply for town planning.

– If already registered, click on Yes and proceed further with authenticating the mobile number on which the property is registered.

RENEWAL

NEW REQUEST (TOWN PLANNING)

Enter The Mobile No With Which The UPIC No Is Linked With MCD/Property Tax Application

MOBILE NO *

India(91)   Enter Mobile Number   GET OTP

ENTER OTP FROM MOBILE

Enter OTP From Mobile   VERIFY

SUBMIT   CLOSE

- Enter mobile number, generate OTP, enter OTP, verify and submit.
- A list of registered property details will be displayed on your screen. Select required UPIC number and press Continue.

S.NO	UPIC NO	Property Category	Property Type	Owner Category	Owner Type	Select
1	181381010008000	RESIDENTIAL	RESIDENTIAL DDA FLATS	INDIVIDUAL	JOINT OWNERS	●
2	181381010008000	RESIDENTIAL	RESIDENTIAL DDA FLATS	INDIVIDUAL	JOINT OWNERS	○

Select The Property For Submission Of Layout Plan Section

CONTINUE

3.1. Town Planning Form

The application consists of 6 various form mentioned below:

1. PLAN DETAILS

2. OWNER DETAILS

3. LAND USE

APPLICATION OF LAYOUT PLAN

Fill all form field to go to next step

Plan Details — Owner Details — Land Use — Surroundings — Ownership Documents — Other details — Finish

Land Use :   Step 3 - 7

DOES THE SITE UNDER REFERENCE FALLS IN THE SCHEME BOUNDRY OF APPROVED LAYOUT PLAN / DEVELOPMENT PLAN / REGULARIZATION PLAN *
○ Yes ○ No

TITLE OF APPROVED ZONAL DEVELOPMENT PLAN *
-Select-

UPLOAD DULY VERIFIED AND ATTESTED (BY ARCHITECT / TOWN PLANNER AND LAND OWNER) SITE DEMARCATION ON APPROVED ZONAL DEVELOPMENT PLAN. *
Choose file   No file chosen

NAME OF THE GOVERNMENT ORGANIZATION BY WHOM APPROVED LAYOUT PLAN / DEVELOPMENT PLAN / REGULARIZATION PLAN HAS BEEN PREPARED.
Name of the government oragnization

TITLE OF APPROVED LAYOUT PLAN / DEVELOPMENT PLAN / REGULARIZATION PLAN IN WHICH THE SITE U/R FALLS.
Enter Title

UPLOAD DULY VERIFIED AND ATTESTED (BY ARCHITECT / TOWN PLANNER AND LAND OWNER) SITE DEMARCATION ON APPROVED LAYOUT PLAN / DEVELOPMENT PLAN / REGULARIZATION PLAN *
Choose file   No file chosen

WHETHER THE LANDUSE OF THE PROPOSAL IS IN ACCORDANCE TO THE LAND USE AS PER APPROVED LOP/ APPROVED DEVELOPMENT PLAN/ APPROVED REGULARIZATION PLAN
○ Yes ○ No

WHETHER THE CHANGE OF LAND USE HAVE EVER BEEN DONE:IS YES, KINDLY UPLOAD THE AUTHENTICATED DOCUMENT *
○ Yes ○ No

LANDUSE OF SITE U/R AS PER APPROVED LAYOUT PLAN / DEVELOPMENT PLAN / REGULARIZATION PLAN IN WHICH THE SITE U/R FALLS.
Enter Landuse

LAND USE AS PER APPROVED ZONAL DEVELOPMENT PLAN *
Enter Land use as per Approved Zonal

WHETHER THE LANDUSE OF THE PROPOSAL IS IN ACCORDANCE TO THE LAND USE AS PER APPROVED ZONAL DEVELOPMENT PLAN
○ Yes ○ No

[CANCEL] [SAVE AS DRAFT] [Previous] [NEXT]

4. SURROUNDINGS

APPLICATION OF LAYOUT PLAN

Fill all form field to go to next step

Plan Details — Owner Details — Land Use — Surroundings — Ownership Documents — Other details — Finish

Surroundings :   Step 4 - 7

UPLOAD KEY PLAN *
Choose file   No file chosen

SIDE 1(IF ROAD THEN MENTION EXISTING ROW) : *
Enter Side 1

PROPOSED ROW AS PER THE APPROVED LOP/ APPROVED DEVELOPMENT PLAN/ APPROVED REGULARIZATION PLAN OF ABUTTING ROADS FROM WHICH THE EXCESS TO THE PLOT HAS BEEN TAKEN
Enter Proposed Row

UPLOAD TOTAL STATION SURVEY PLAN SHOWING KHASRA NOS/SURROUNDING DEVELOPMENT/ALL EXISTING STRUCTURE AND FEATURES AND ROAD PATTERN ETC *
Choose file   No file chosen

THE SHAPE, SIZE, DIMENSION AND EXTENT OF THE PROPOSAL TALLIES WITH OWNERSHIP DOCUMENTS, PREVIOUS APPROVAL (IF ANY) AND THE EXISTING SHAPE, SIZE, DIMENSION AND EXTENT OF THE SITE U/R *
○ Yes ○ No

WHETHER THE SITE IN QUESTION HAS BEEN BOUND WITH BOUNDARY WALL *
○ Yes ○ No

UPIC *
181381010008000

FRONTAGE (IF ROAD THEN MENTION EXISTING ROW): *
Enter Front

SIDE 2 (IF ROAD THEN MENTION EXISTING ROW): *
Enter Side 2

PROPOSED ROW AS PER THE APPROVED ZONAL DEVELOPMENT PLAN OF ABUTTING ROADS FROM WHICH THE EXCESS TO THE PLOT HAS BEEN TAKEN
Enter Proposed Row

UPLOAD EXACT SITE DEMARCATION ON GOOGLE SATELLITE MAP (COLORED AND DULY VERIFIED AND ATTESTED BY TOWN PLANNER / ARCHITECT AND LAND OWNER) *
Choose file   No file chosen

ANY TREE HAS BEEN EFFECTED IN THE PROPOSAL:IF YES, THEN NO. OF TREE BE MENTIONED (TEXT) *
○ Yes ○ No

THE PROPOSAL IS EFFECTED BY ANY OTHER OBSTACLE *
○ Yes ○ No

BACK (IF ROAD THEN MENTION EXISTING ROW): *
Enter Back

EXISTING ROW OF ABUTTING ROADS FROM WHICH THE ACCESS TO THE PLOT HAS BEEN TAKEN *
Enter Existing Row

EXISTING LAND UTILIZATION: *
Enter Existing land

GEOGRAPHIC COORDINATES (AS PER GIS) *

[OPEN MAP]

DOES THE SITE U/R IS AFFECTED BY HIGH TENSION LINE. *
○ Yes ○ No

WHETHER SITE U/R ON WHICH THE PROPOSAL HAS BEEN MADE IS A PART OF UN-AUTHORISED COLONY *
○ Yes ○ No

[CANCEL] [SAVE AS DRAFT] [Previous] [NEXT]

5. OWNERSHIP DOCUMENTS

APPLICATION OF LAYOUT PLAN

Fill all form field to go to next step

Plan Details · Owner Details · Land Use · Surroundings · Ownership Documents · Other details · Finish

Ownership Documents :   Step 5 - 7

OWNERSHIP IS IN FAVOUR OF APPLICANT *
○ Yes ○ No

OWNERSHIP TREE (IN THE SHAPE OF FLOW CHART / TREE / TABLE FROM PRESENT TO PAST WITH DATES AND TYPE OF OWNERSHIP DOCUMENTS). *
[Ownership tree (In the shape of flow chart / tree / table from present to past with d]

IN CASE OF THE GOVERNMENT PROPERTIES, WHERE EITHER THE LEASE HAS NOT BEEN EXECUTED OR THE OWNERSHIP DOCUMENTS ARE NOT AVAILABLE, THEN UPLOAD CERTIFICATE BY THE CONCERNED HEAD OF GOVERNMENT DEPARTMENT THAT THE OWNERSHIP OF THE LAND IS VESTED WITH THE SAID DEPARTMENT (MENTIONED THAT AREA OF LAND). *
[Choose file] No file chosen

FLIED BOOK *
[Choose file] No file chosen

AKS SHAJRA (IF THE GATHAHAT DETAILS ARE MENTIONED ON AKS SHAJRA THEN FILED BOOK IS NOT REQUIRED) *
[Choose file] No file chosen

STATUS OF LAND ACQUISITION BY LAC *
[Choose file] No file chosen

WHETHER LAND U/R FALLS IN LAL DORA / EXTENDED LAL DORA AND ABADI DEH / EXTENDED ABADI *
○ Yes ○ No

DATE OF SINGLE ENTITY OF PLOT
[DD/MM/YYYY]

AREA OF PLOT AS PER OWNERSHIP DOCUMENT *
[Area of plot as per ownership document]

AREA OF PLOT AS PER PROPOSAL(IN ACRE) *
[Area of plot as per proposal(IN ACRE)]

LATEST MUTATION/FARD JAMABANDI *
[Choose file] No file chosen

KHASRA GIRDAWARI FOR CURRENT YEAR. *
[Choose file] No file chosen

STATUS OF ENCROACHMENT *
[Choose file] No file chosen

COPY OF LEASE DEED/CONVEYANCE DEED AND DEMARCATION PLAN EXECUTED BY COMPETENT AUTHORITY
[Choose file] No file chosen

USE OF THE LAND AS PER OWNERSHIP DOCUMENTS *
[Use of the land as per ownership documents]

AREA OF PLOT AS PER PROPOSAL(IN SQMTR) *
[Area of plot as per proposal(IN SQMTR)]

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) *
[Choose file] No file chosen

HANDING AND TAKING OVER RECORD *
[Choose file] No file chosen

UPLOAD AUTHENTICATED CERTIFICATE *
[Choose file] No file chosen

WHETHER THE AREA OF LAND ON WHICH THE PROPOSAL HAS BEEN MADE IS CONTIGUOUS : *
○ Yes ○ No

[CANCEL] [SAVE AS DRAFT] [Previous] [NEXT]

6. OTHER DETAILS

APPLICATION OF LAYOUT PLAN

Fill all form field to go to next step

Plan Details · Owner Details · Land Use · Surroundings · Ownership Documents · Other details · Finish

Other details :   Step 6 - 7

THE PROPOSAL IS AS PER PREVAILING MPD AND UBBL *
○ Yes ○ No

MENTION / UPLOAD INFORMATION REGARDING PROXIMITY OF SITE U/R TO ASI STRUCTURE, ANY MONUMENT AND SITE OF HERITAGE IMPORTANCE IN THE VICINITY.
[Enter Information regarding]

LIST OF DETAILS OF SERVICES EXISTING AT THE SITE U/R
[Enter List of details]

UNDERTAKING BY LAND OWNER/OWNERS. *
[Choose file] No file chosen

INDEMNITY BOND (GENERAL) *
[Choose file] No file chosen

ALL OTHER RELEVANT INFORMATION/ SUPPORTING DOCUMENTS MAY BE ALSO BE SUBMITTED. *
[Enter relevant information/ supporting documents]

MENTION AND UPLOAD THE CLAUSE NO. AND TABLE NO. OF DEVELOPMENT CONTROL NORMS AS PER PREVAILING MPD AND UBBL, USED IN THE PROPOSAL.
[Enter Clause No.]

NFORMATION REGARDING PROXIMITY OF SITE U/R TO ASI STRUCTURE *
[Choose file] No file chosen

ALL SUBMISSIONS MADE BEFORE AUTHORITIES/LOCAL BODY ARE FACTUALLY CORRECT : *
○ Yes ○ No

UNDERTAKING BY TOWN PLANNER / ARCHITECT *
[Choose file] No file chosen

UPLOAD THE PROPOSAL DRAWING *
[Choose file] No file chosen

OTHER RELEVANT INFORMATION/ SUPPORTING DOCUMENTS *
[Choose file] No file chosen

DEVELOPMENT CONTROL NORMS *
[Choose file] No file chosen

WHETHER PLOT / PROPERTY FALL IN HCC LIST
○ Yes ○ No

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. *
[Choose file] No file chosen

[CANCEL] [SAVE AS DRAFT] [PREVIOUS] [SUBMIT]

After submitting the application along with all the mandatory required document, the same will be reviewed by the Town Planning Department. The department will ensure with all the other authorities related to the land area, project etc.