



No. TP/G/MCD/3154/2026

Date : 10/ 09 /2026

Office Order

Subject:- SOP for processing and disposal of applications of layout plan requiring approval under Sections 312 & 313 of DMC Act, 1957

Stage 1 – Application:

- A. The application in prescribed format shall be made for proposals requiring approval under section of 312-313 of DMC Act such as:
- (i) Approval of new Layout Plans.
 - (ii) Revision/modification of approved Layout Plans.
 - (iii) Sub-division and amalgamation of plots, wherever modification of layout Plan is required.
 - (iv) Layout Plans involving roads, circulation, open spaces, parks, facilities, utilities and other land-use/planning changes.
 - (v) Any other proposal requiring approval under Sections 312 and 313 of the DMC Act.

Duly filled prescribed form (annexed as **Annexure-1**) shall be signed by all the owner(s) as well as MCD-empanelled Architect (for proposal less than 1 hectare)/Town Planner (for proposal 1 hectare and above).

- B. The following documents shall be submitted along with the prescribed application form:

- (i) Processing fee @ Rs. 10,000/- per acre and part thereof shall be applicable for which Demand Draft in favour of Commissioner, MCD is to be deposited. The processing fees can be also be deposited through on-line payment system in case, the file is submitted through on-line mode.

(ii) **Drawing/proposal:**

The proposals shall be signed by the all applicable owner(s) as well as MCD-empanelled Architect/Town Planner. The proposal shall consist of the following information/details:

- o Plot dimensions, area, setbacks and applicable development control parameters;
- o Roads, Right of Way (ROW), access and circulation;
- o Open spaces, parks, green areas and community facilities;
- o Locational verification of the site on part layout plan/zonal development plan.
- o TSM survey along with Geo-coordinates, wherever required.
- o FAR, ground coverage, height, density and dwelling units, wherever applicable;
- o Parking/ECS requirements, wherever applicable;
- o Existing utilities, drains, water bodies, HT lines, heritage structures and other physical constraints;
- o Area statement and other relevant planning particulars;
- o Any other planning, technical, legal or administrative matter considered relevant to the proposal.

(iii) Complete chain of ownership documents such as :

- ownership/title documents such as Sale Deed, Conveyance Deed, Lease Deed, Perpetual Lease, Gift Deed, Partition/Relinquishment Deed, etc.;
- mutation/revenue records, wherever applicable;
- GPA/SPA/Authorization, wherever applicable, along with supporting title documents;
- Development/Collaboration/Development Rights Agreement, wherever applicable;
- court orders/litigation details, wherever applicable;
- undertaking/indemnity bond and affidavit/declaration (on the required Stamp Paper), duly signed by owner(s) regarding ownership, litigation and encumbrances;

All ownership documents shall be signed and authenticated by all applicable owner(s) as well as MCD-empanelled Architect/Town Planner.

C. Submission of application:

(i) Through on-line mode:

All the proposal relating to approval of layout plan under section 312-313 of DMC Act as contained in Para-A & B shall be submitted through on-line module of Town Planning Department on the website of MCD i.e. <https://mcdonline.nic.in/tpobps-mcd/web/citizen/info>.

(ii) The proposals covered under Private Land Policy notified by the DDA on 04.07.2018 shall be submitted through off-line mode i.e. in the shape of hard file. In such proposals, letter of intent shall also required to be submitted in accordance with clause 6 of Private Land Policy in addition to the prescribed application form referred in Para -1 above. The letter of intent shall be signed by the all the owner(s) as well as MCD-empanelled Architect/Town Planner.

D. Receipt and Registration

On receipt of the application, the Town Planning Department shall:

- acknowledge and diarize the application; (in case of hard file)
- assign a file/application number; (system generated, in case of on-line file)

Stage 2 – Preliminary Scrutiny and Verification of Documents:

- The application/proposals shall be examined by the Asstt. Town Planner/dealing assistant on first come first serve basis.
- In case, no deficiency is found in the submitted proposal and documents, the proposal shall be processed for further action in Stage-3.
- In case, deficiency is found, an **Invalid Notice/Deficiency Memo** shall be issued indicating the all deficiencies.
- After scrutiny of the proposal by the dealing assistant and receipt of reply of Invalid Notice, the ownership documents shall be forwarded to the Revenue Department, GNCTD, wherever required and simultaneously site survey shall be got conducted as per SOP of the department circulated vide office order dated 18.05.2026 (copy annexed as **Annexure-2.**)

- After receipt of reply from the Revenue Department, GNCTD, comments of Law Department of MCD shall be obtained from the Law Deptt., MCD for verification of ownership in favour of applicant. The file shall be routed through Addl. Commissioner (Law).
- If required, comments from other departments of MCD/external agencies such as Land & Estate Deptt., MCD, Horticulture Deptt., MCD, DDA, Traffic, PWD, CPWD, L&DO etc. Shall be obtained

Stage 3 – Preparation of Scrutiny Report and LOSC Agenda

After completion of scrutiny, the Town Planning Department shall prepare a concise **Scrutiny Report/Agenda** containing:

- particulars of the site and proposal;
- ownership/legal status;
- existing and proposed land use;
- planning analysis;
- area statement;
- compliance with MPD, ZDP, UBBL and other applicable provisions, in force;
- comments/NOCs, wherever procured from the different agencies, wherever required;
- deficiencies/compliances, if any; and
- observation of the department.

After all the compliances on the part of applicant and comments/NOC from other departments, the proposal shall be placed before the **Layout Scrutiny Committee (LOSC)**

Stage 4 – Consideration by LOSC

The LOSC shall examine the proposal and may:

- recommend the proposal for approval/rejection;
- recommend approval with conditions;
- seek further information/clarification;

In case, compliance is required in the decision of LOSC, the applicant shall be informed for necessary compliance to be done.

- In case, further LOSC consideration is required, the matter shall again be placed before LOSC consideration. Otherwise, it shall be processed for next stage.

Stage 5 – Processing for Standing Committee

On receipt of the recommendations of LOSC, the Town Planning Department shall prepare the **Preamble**, incorporating the recommendations of LOSC along with the relevant plans, scrutiny report and supporting documents.

After the approval of the preamble from the Commissioner and signed by the Addl. Commissioner, the proposal shall be forwarded through the **Municipal Secretary** for placing the case before the Standing Committee for its consideration.

Stage 6 – Decision by Standing Committee

The Standing Committee shall consider the proposal and may, in accordance with Section 313 of the DMC Act:

- accord sanction, with or without conditions;
- require additional information;
- refer the proposal for reconsideration; or
- refuse sanction by recording reasons in writing.

Stage 7 – Authentication:

After the receipt of the decision of the Standing Committee in the shape of resolution, the following action shall required to be taken by the authentication officer.:

- Calculation of applicable charge required to be deposited by the applicant to the Town Planning Department and approval of the same from the Competent Authority.
- Communication to the applicant/owner (s) shall be sent regarding decision of Standing Committee, conditions of approval, payment of applicable charges and with request for submission of final drawings along with indemnity bond and undertakings duly signed from the owner(s) and MCD-empanelled Architect/Town Planner in-accordance with conditions of approval for the purpose of authentication.
- After submission of drawings for the purpose of authentication the same shall be authenticated by the Addl. Commissioner (T.P.), Municipal Secretary and Chief Town Planner

Final Stage 8 – Release of authentication drawing:

The authenticated drawing/proposal shall be released to the applicant/owner along with forwarding letter of department.

This issues with the prior approval of Competent Authority.

Chief Town Planner

Distribution:

All concerned

Copy for kind information:

1. Addl. Commissioner (TP)
2. Chief Engg. (Bldg.) HQ, MCD
- ✓ 3. Director (IT) MCD for uploading on the website of MCD.

**MUNICIPAL CORPORATION OF DELHI
TOWN PLANNING DEPARTMENT**

APPLICATION FORM

For Approval of Layout Plan / Revision-Modification of Approved Layout Plan Under Sections 312 & 313 of the Delhi Municipal Corporation Act, 1957

Application No. : _____

Date : _____

(To be filled by the Town Planning Department)

PART-A : TYPE OF APPLICATION

- ☐ New Layout Plan
- ☐ Revision / Modification of Approved Layout Plan
- ☐ Sub-division of Land / Plot
- ☐ Amalgamation of Plots
- ☐ Group Housing Scheme
- ☐ Residential Development
- ☐ Commercial Development
- ☐ Industrial Development
- ☐ Institutional Development
- ☐ Mixed Use Development
- ☐ Any Other (Specify): _____

PART-B : PARTICULARS OF APPLICANT

1. Name of Applicant/Owner(s):
2. Father's/Husband's Name:
3. Name of Company/Firm/Institution (if applicable):
4. Status of Applicant
 - ☐ Individual
 - ☐ Company
 - ☐ Partnership Firm
 - ☐ Society
 - ☐ Trust
 - ☐ Government Department
 - ☐ Other _____

5. Correspondence Address

PIN _____

Mobile _____

Telephone _____

Email _____

PART-C : AUTHORISED REPRESENTATIVE (If Applicable)

Name _____

Address _____

Mobile _____

Email _____

SPA along with Authorization Letter enclosed

☐ Yes

☐ No

PART-D : PARTICULARS OF LAND

1. Village/Mohalla
2. Khasra No(s)/Property No.
3. Ward No.

4. Zone

5. District

6. Total Area of Land

_____ Sq. M.

_____ Acres

7. Existing Land Use

8. Proposed Land Use

9. Whether land falls in

☐ Approved Layout

☐ Urban Village

☐ Rural Area

☐ Urban Extension

☐ Other _____

10. Whether land is affected by acquisition

☐ Yes

☐ No

If yes, furnish details

11. Whether any litigation is pending

☐ Yes

☐ No

If yes, furnish details

12. Encumbrance on land

☐ Yes

☐ No

Details

PART-E : DETAILS OF PROPOSAL

1. Nature of Proposal

2. Area of each Proposed Plot

3. Existing Road Width: _____ metres

4. Proposed Road Width: _____ metres

5. Details of Open Spaces/Parks:

6. Community Facilities proposed:

7. Infrastructure proposed

Water Supply _____

Drainage _____

Sewerage _____

Storm Water Drain _____

Street Lighting _____

Other _____

8. Whether any previous Layout Plan exists

☐ Yes

☐ No

If yes,

Approval No. _____

Date _____

PART-F : DETAILS OF EMPANELLED TOWN PLANNER / ARCHITECT

Name

Registration/Empanelment No.

Address

Mobile

Email

Signature & Seal

PART-G : DOCUMENTS ENCLOSED

Sl. No.	Document	Yes	No
1	Application Form	☐	☐
2	Ownership/Title Documents	☐	☐
3	Proof of Possession	☐	☐
4	Sale Deed/Lease Deed/Conveyance Deed etc.	☐	☐
5	Mutation Certificate	☐	☐
6	Latest Khatoni/Jamabandi/Revenue Record	☐	☐
7	Site Plan	☐	☐
8	Layout Plan	☐	☐
9	Geo-referenced Location Plan	☐	☐
10	Land Schedule showing Khasra-wise Details	☐	☐
11	Undertaking-cum-Indemnity Bond	☐	☐
12	Authorization Letter/SPA	☐	☐
13	Identity Proof	☐	☐
14	NOCs/Clearances, wherever applicable	☐	☐
15	Court Orders, if any	☐	☐
16	Other Documents (Specify)	☐	☐

PART-H : FEES

Area of Land

Applicable Scrutiny Fee

Rs.10,000/- per Acre and part thereof

Amount Paid

Rs. _____

Mode of Payment

☐ Online

☐ Demand Draft

☐ Other

Receipt No.

Date

PART-I : DECLARATION

I/We hereby declare that:

1. The information furnished in this application and accompanying documents is true and correct to the best of my/our knowledge.
2. I/We possess lawful ownership/development rights over the land.
3. No material information has been concealed.
4. I/We shall comply with the provisions of the Delhi Municipal Corporation Act, 1957, the Master Plan for Delhi, Unified Building Bye-Laws, applicable Regulations and all conditions imposed by the Municipal Corporation.
5. I/We understand that approval of the Layout Plan does not confer ownership rights nor dispense with the requirement of obtaining any other statutory approvals.
6. I/We undertake not to utilize, sell, lease, subdivide or otherwise deal with the land except in accordance with the orders passed under Sections 312 and 313 of the Delhi Municipal Corporation Act, 1957.
7. I/We agree that the Corporation may reject the application if any information or document is found to be false, misleading or suppressed.

Place : _____

Date : _____

Signature of Applicant(s)

Name _____

Signature of Authorised Representative (if any)

Signature and Seal of Empanelled Town Planner/Architect

AFFIDAVIT

I/We, _____, son/daughter/wife of _____, resident of _____, being the owner(s)/authorized applicant(s) in respect of _____ land/property comprised in _____, do hereby solemnly affirm and declare as under:

1. That I/We have submitted an application for approval/revision/modification of Layout Plan under Sections 312 and 313 of the Delhi Municipal Corporation Act, 1957.
2. That all information, documents, drawings, plans and particulars submitted by me/us along with the application are true and correct to the best of my/our knowledge and belief and no material fact has been concealed therefrom.
3. That I/We are solely responsible for the ownership, title, possession, extent, boundaries, dimensions and all rights relating to the land covered under the proposal.
4. That approval of the Layout Plan, if granted, shall not confer ownership rights nor create any vested right in my/our favour and shall not exempt me/us from obtaining any other statutory approval required under law.
5. That if at any stage it is found that the approval has been obtained on the basis of incorrect information, suppression of facts or misrepresentation, I/We shall be liable for all consequences arising therefrom in accordance with law.

DEPONENT(S)

Signature: _____

Name: _____

Date: _____

Place: _____

VERIFICATION

Verified at _____ on this ____ day of _____, 20____ that the contents of the above affidavit are true and correct to the best of my/our knowledge and belief and nothing material has been concealed therefrom.

DEPONENT(S)

UNDERTAKING-CUM-INDEMNITY BOND

I/We, _____, son/daughter/wife of _____, resident of _____, being the owner(s)/authorized applicant(s) in respect of _____ land/property comprised in _____, do hereby undertake and agree as under:

1. That I/We shall comply with all terms and conditions imposed by the Municipal Corporation of Delhi while granting approval of the Layout Plan and with all applicable provisions of the Delhi Municipal Corporation Act, Master Plan for Delhi (MPD), Zonal Development Plan (ZDP), Unified Building Bye-Laws (UBBL) and other statutory regulations.
2. That I/We hereby indemnify and keep indemnified the Municipal Corporation of Delhi, shall be kept harmless with respect to any loss, claim, litigation, damage, liability, cost, expense or consequence arising out of or connected with any dispute regarding the title, ownership, possession, shape, size, extent, boundaries or any other right relating to the said land.
3. That in the event of any dispute, court case, claim or objection by any person or authority concerning the said land, I/We shall be solely responsible for the same and the Municipal Corporation of Delhi shall not be liable in any manner whatsoever.
4. That I/We shall not claim any equity, compensation, damages or any vested right merely on the basis of grant of approval of the Layout Plan.
5. That if at any stage the proposal/development is found to be contrary to the provisions of the Master Plan for Delhi, applicable laws, regulations, court orders or directions of any competent authority, I/We shall abide by all consequential actions including demolition, removal, modification or restoration of the development at my/our own cost and risk.
6. That I/We specifically undertake that no equity shall be claimed by me/us in the event that any provision of MPD-2021 or any statutory approval relied upon is subsequently modified, quashed, held invalid, suffers from legal infirmity, or requires demolition/removal of unauthorized or non-permissible construction pursuant to any order of a competent authority or court of law.
7. That the Municipal Corporation of Delhi shall not be responsible for any loss, damage, cost, compensation or consequences arising directly or indirectly from grant, modification, withdrawal, cancellation or invalidation of the approval or from any action taken by any competent authority in accordance with law.
8. That this undertaking and indemnity shall remain binding upon me/us and my/our successors, legal heirs, representatives and assigns.

DEPONENT(S)

Signature: _____

Name: _____

Date: _____

Place: _____



MUNICIPAL CORPORATION OF DELHI
Town Planning Department
 E-Block, 13th Floor Civic Centre Minto Road,
 Jawaharlal Nehru Marg Delhi-02

75
 Azadi Ka
 Amrit Mahotsav

No. TP/G/MCD /2026/2451

Date : 18 / 05 /2026

Office Order

Sub: Regarding Standard Operating Procedure (SOP) for Site Inspection in respect of proposals of Layout Plans submitted under Sections 312-313 of the DMC Act and under Private Land Policy in the Town Planning Department.

The Town Planning Department deals with proposals of layout plans submitted under Sections 312-313 of the DMC Act and under the Private Land Policy. As part of the scrutiny process, a site report is obtained in respect of the submitted proposals.

In order to bring greater transparency and clarity with regard to the site inspection process and reporting, it has now been decided that henceforth one official from the Town Planning Department shall be deputed to carry out the site inspection. Additionally, the Junior Engineer (Maintenance) of the concerned ward/zone shall remain present during the site survey.

The Chief Town Planner shall depute one official from Town Planning Department as required ensuring cross zone assignment.

Further, the Junior Engineer (Maintenance) of the concerned ward shall be given prior intimation to join the site inspection. Thereafter, a team of two officials (one official from the Town Planning Department and one official from the Zonal Office) shall carry out the site inspection jointly.

The site inspection report shall be signed by all two officials and shall include the following details:

- (i) Photograph of the site visit and alongwith the team of physical presence as proof of inspection on the scheduled date and time, GPS stamped.
- (ii) Physical measurement of the site using measuring tape, for which the survey team may take assistance from the Town Planning Department, if required.
- (iii) Cross-checking of the dimensions, shape, and size of the site with reference to the proposal submitted by the applicant.
- (iv) Verification of the existing width of abutting roads and correctness of locational details with respect to the Layout Plan/Zonal Plan and Google Maps.
- (v) Chief Town Planner shall nominate person from TP assigning he/she is from the zones non-assigned to him/her.

This issues with the prior approval of Competent Authority.

Chief Town Planner

Distribution:

All concerned Sh. Rajiv Kumar

Copy to:

Addl. Commissioner (TP) for kind information.