



**PUDUCHERRY PLANNING AUTHORITY**  
**JAWAHAR NAGAR, PUDUCHERRY - 605 005.**

|                     |         |
|---------------------|---------|
| Cost of Application | Rs.10/- |
| Receipt No. & Date  |         |

|                         |
|-------------------------|
| Application No.         |
| Scrutiny Fee: Rs.       |
| Demand Draft No. & Date |

**APPLICATION FOR REGULARISATION OF UNAPPROVED LAYOUT AND PLOT**

To  
**The Member Secretary,**  
Puducherry Planning Authority,  
Puducherry.

Sir,

I hereby apply for regularisation of plot / layout under the provisions of the Government Order G.O. Ms. No.20/2017-Hg dated 20-10-2017 and G.O.Ms.No.02/2018-Hg dated 23-02-2018. The details of the plot / layout proposed for regularization are furnished in the following table:

| Sl.No | Subject   | Details |                 |
|-------|---|---------|-----------------|
| 1     | Name of the applicant   |         |                 |
| 2     | Name of the layout, if any.   |         |                 |
| 3     | Plot number(s)  |         |                 |
| 4     | Name of the Revenue Village   |         |                 |
| 5     | Name of the Municipality/<br>Commune Panchayat  |         |                 |
| 6     | Resurvey No.(s)   |         |                 |
| 7     | Region  |         |                 |
| 8     | Re Survey Numbers of the plot or<br>sub-division or layout applied for<br>regularization.   |         |                 |
|       | Plot Number (s)   | R.S.No. | Extent in sq.m. |
|       |   |         |                 |
|       |   |         |                 |
|       | Total extent:   |         |                 |
| 9     | Total number of plots in the layout.  |         |                 |
| 10    | Total number of plots sold in the layout.   |         |                 |
| 11    | Total number of plots in the layout with<br>building (applicable only for layout - for<br>statistical use)  |         |                 |
| 12    | OSR area required in sq.m. (5% of the<br>total unsold plot area in case of<br>layouts where 50% and more than<br>50% plots have been sold or 10%<br>of the total unsold plot area in case<br>of layouts where less than 50% plots<br>have been sold). |         |                 |



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|    |   |                            |   |
|----|---|----------------------------|---|
| 13 | Extent of OSR land provided in the layout in sq.m.  |                            |   |
| 14 | Whether the OSR land in the layout was handed over to the local body.   | Yes / No, Extent.....sq.m. |   |
| 15 | Whether the roads in the layout handed over to the local body.  | Yes / No, Extent.....sq.m. |   |
| 16 | Whether the area kept as reserve at the end of the road or along the boundary of the layout, if any has been handed over to the local body. | Yes / No, Extent.....sq.m. |   |
| 17 | Date of registration of plot(s).  | Plot No (s)                | Registration No./Date/<br>Registration Office |

(Strike out whichever is not applicable)

I also enclose herewith the following particulars:

1. Demand draft or Banker's cheque from any Nationalised / Scheduled Bank or payment through NEFT/RTGS, towards scrutiny fee at the rate of Rs.500/- (Rupees five hundred only) per plot and Regularisation charges drawn in favour of the Puducherry Planning Authority, payable at the local branch of the Bank.
2. An undertaking in a non-judicial stamp paper of value not less than twenty rupees agreeing to undertake the rectification works as directed by the Puducherry Planning Authority and remit the regularisation charges, land use conversion charges and Open space reservation land charges as applicable and as assessed by the Puducherry Planning Authority.

(Strike out whichever is not applicable)

I, ..... the plot holder / Layout promoter / registered Co-operative Society / Association being the owner / legal representative of every part of the land to which the accompanying application relates request to accord regularization of plot / layout.

Date:

**Signature of the applicant.**

**Encl:**

1. Self-Assessment Working Sheet.
2. Undertaking
3. Check list duly filled in.

Name of Applicant (in Block Letters):

Address of the Applicant (in Block Letters):

Mobile Phone No.



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**Self-Assessment Working Sheet Calculation of Regularisation Charge, Development charges / Land use conversion charge, OSR land Charge and Scrutiny Fees.**

**(Fill up the table applicable)**

| <b>For Layout: (Tick those applicable)</b> |   |  |
|--|---|--|
| (a)  | Total unsold plot area in sq.m.   |  |
| (b)  | Regularisation charge<br>(a) x Rs.30/- per sq.m.  |  |
| (c)  | Land use conversion charge @Rs.100 per sq.mt.<br>for the layout area of unsold plots.<br>Layout area of unsold plots x Rs.100/-   |  |
| (d)  | Guide Line Value (GLR) as on date of issue of<br>Government order (20/10/2017)  |  |
| (e)  | OSR land Charges {(a)X 10/100}X(d) or<br>{(a)X 5/100}X(d)<br>(5% of the total unsold plot area in case of layouts where<br>50% and more than 50% plots have been sold or 10% of<br>the total unsold plot area in case of layouts where less<br>than 50% plots have been sold).\ |  |
| (f)  | Road Development charges {Rs.180 x (a)} i.e. @ Rs.180<br>per sq.m. of plot area.  |  |
| (g)  | Scrutiny Fee of Rs.500/- per unsold plot  |  |
| (h)  | Charges to be paid to Planning Authority (g)  |  |
| (i)  | Charges to be paid to Town and Country Planning<br>Department (b) & (c)   |  |
| (j)  | Charges to be paid to the concerned Local Body before<br>issue of in principle layout framework approval (e)  |  |
| (k)  | Charges to be paid to the concerned Local Body before<br>considering for registration (f)   |  |
|  | <b>Payment Detail.</b>  |  |
| (1)  | Demand Draft No and Date  |  |
|  | Drawn on Nationalised / Scheduled Bank  |  |
| (2)  | Bank / Branch   |  |
| (3)  | Charges if remitted through NEFT/RTGS Name of the<br>Account Holder   |  |
|  | Account No: Bank / Branch Amount  |  |
|  | Date  |  |
|  | IFSC Code:  |  |

01/85474/18

**Signature of the Applicant**



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**For plot owner (person who has purchased plots on or before 30.01.2017) :**

(Tick those applicable)

|     |   |  |
|-----|---|--|
| (a) | Plot area in sq.m.  |  |
| (b) | Regularisation charge<br>(a) x Rs.30/- per sq.m.  |  |
| (c) | Land use conversion charge<br>(a) x Rs.100/-  |  |
| (d) | Guide Line Value (GLR) as on date of issue of<br>Government order                         |  |
| (e) | Road Development charges {Rs.180 x (a)}i.e.<br>@ Rs.180 per sq.m. of plot area.           |  |
| (f) | Scrutiny Fee of Rs.500/- per plot   |  |
| (g) | Charges to be paid to Planning Authority (f )   |  |
| (h) | Charges to be paid to Town and Country Planning<br>Department (b) & (c)                   |  |
| (i) | Charges to be paid to the concerned Local Body<br>before considering for registration (e) |  |
|     | <b>Payment Detail.</b>  |  |
| (1) | Demand Draft No and Date  |  |
|     | Drawn on Nationalised / Scheduled Bank  |  |
| (2) | Bank / Branch   |  |
| (3) | Charges if remitted through NEFT/RTGS<br>Name of the Account Holder                       |  |
|     | Account No: Bank / Branch Amount  |  |
|     | Date  |  |
|     | IFSC Code :   |  |

**Signature of the Applicant**



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**Form - II**

**Format of Undertaking in Rs.20/- non judicial stamp paper  
(For regularization of unapproved layout)**

I.....S/o., D/o.....  
am the applicant for the plot(s) bearing No(s) ..... in R.S.No/.....of  
.....Revenue .....village  
.....Municipality / Commune Panchayat..... Region.

I hereby agree to undertake the rectification works as directed by the Planning Authority and remit the land use conversion charges, regularisation charges, Open space reservation charges / Development Charges and Scrutiny Fees as applicable and as assessed by the Puducherry Planning Authority / Local Bodies.

Date:

**Name and Signature of the applicant**



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**CHECK LIST**

**For regularisation of unapproved layout:**

| Sl.No. | Details   | Attached |    |
|--------|---|----------|----|
|        |   | Yes      | No |
| 1      | Eight copies of layout plan duly fitting in the FMB Sketch of the Survey field of the site and showing the dimensions of the plots, road network, width of the roads, dimension of public open spaces, public purpose plots and the survey field numbers of the village covered by the layout and marking the plots sold in the layout on or before 30 <sup>th</sup> January, 2017 duly signed by both the promoter / association who has the right over the land and the Registered Engineer / Registered Architect / Registered Town Planner, along with a Soft Copy (CD) |          |    |
| 2      | A copy of the topo sketch plan showing the public access to the layout, with of the access road and the surrounding physical features within a radius of 500 metres from the layout:  |          |    |
| 3      | Encumbrance certificate(EC) issued by the Registration Department covering all the survey field numbers of the layout for the period from the date of commencement of sale of plot to the date not more than a week before the date of application;   |          |    |
| 4      | A self -attested tabular statement (as per the tables enclosed) showing the details of the plots sold including plot number, dimensions and its extent, date of sale, document number, name of the purchaser tallying with the encumbrance certificate and the details of unsold plots in case where the application is made by the layout promoter;  |          |    |
| 5      | Self-attested copy of ownership document in favour of the owner of the land in which the layout has been formed in case where the application is made by the layout promoter;   |          |    |
| 6      | Latest patta, Extract of settlement register and field measurement book(FMB) sketches for the survey fields covered in the entire layout; issued by DRDM.   |          |    |

***Signature of the applicant***



**PUDUCHERRY PLANNING AUTHORITY**  
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**CHECK LIST**

a) For regularisation of unapproved individual plot in a sub division or layout :

| Sl. No. | DETAILS   | Attached |    |
|---------|---|----------|----|
|         |   | Yes      | No |
| 1.      | Five Copies of Plan showing the site plan with demensions of the plot or sub division as per the patta of Field Measurement Book (FMB) sketch, and the width of the access road duly signed by both the applicant who has the right over the land and the registered Engineer / Registered Architect / Registered Town Planner. |          |    |
| 2.      | Five Copy of Layout Plan showing the plot proposed for registration dimensions of the plots, road network, width of the roads, dimensions of public open spaces and public purpose plots along with survey field numbers of the village covered by the layout.  |          |    |
| 3.      | Five Copy of topo sketch showing the location of layout and connectivity of the layout to the public road and physical features surrounding the layout.   |          |    |
| 4.      | A self-attested copy of sale deed or title deed for the plot.   |          |    |
| 5.      | Encumbrances Certificate issued by the Registration Department covering the plot transaction issued not more than a week before the date of application.  |          |    |

Signature of the Applicant.



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**DETAILS OF PLOTS SOLD**

Name of the layout:

Total extent of layout:

Location:

| Sl.No | Plot No | Name of Purchaser | Date of Sale | Doc. No | Extent |
|-------|---------|-------------------|--------------|---------|--------|
|       |         |                   |              |         |        |
|       |         |                   |              |         |        |
|       |         |                   |              |         |        |
|       |         |                   |              |         |        |
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|       |         |                   |              |         |        |
|       |         |                   |              |         |        |
|       |         |                   |              |         |        |
|       |         |                   |              |         |        |

**Total Extent:**

**Signature of the applicant**

Note: The details may be furnished in separate sheet(s) if space available in this page is found inadequate.





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**DETAILS OF UNSOLD PLOTS**

Name of the layout :

Total extent of layout :

Location :

| Sl.No | Plot No | Dimension & Extent |
|-------|---------|--------------------|
|       |         |                    |
|       |         |                    |
|       |         |                    |
|       |         |                    |
|       |         |                    |
|       |         |                    |
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|       |         |                    |

Total Extent:

Signature of the applicant

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**DETAILS OF ROAD**

Name of the layout :

Total extent of layout :

Location :

| Sl.No | Name of Road | Length | Width | Extent |
|-------|--------------|--------|-------|--------|
|       |              |        |       |        |
|       |              |        |       |        |
|       |              |        |       |        |
|       |              |        |       |        |
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|       |              |        |       |        |
|       |              |        |       |        |

Total Extent:

Signature of the applicant

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**DETAILS OF OPEN SPACE RESERVATION (OSR) PROVIDED**

Name of the layout :

Total extent of layout :

Location :

| Sl.No | Location in layout | Dimensions |       |      |      | Extent |
|-------|--------------------|------------|-------|------|------|--------|
|       |                    | North      | South | East | West |        |
|       |                    |            |       |      |      |        |
|       |                    |            |       |      |      |        |

Total Extent :

Signature of the applicant

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**DETAILS OF OWNERSHIP OF THE PROPERTY**

Name of the layout :

Total extent of layout :

Location :

| Sl.No | Name of the Executants | Name of the Claimant | Document No. & Date of Registration | Whether sale or power deed | Name of the Revenue Village | R.S.No. | Extent | Remarks |
|-------|------------------------|----------------------|-------------------------------------|----------------------------|-----------------------------|---------|--------|---------|
|       |                        |                      |                                     |                            |                             |         |        |         |
|       |                        |                      |                                     |                            |                             |         |        |         |

Total Extent :

Signature of the applicant

**Note:** The details may be furnished in separate sheet(s) if space available in this page is found inadequate.