

FORM I

Application for regularisation of plot and layout

[See rule 5 (1)]

From

To
The Competent authority,

Sir

I hereby apply for regularisation of plot / layout under the provisions of the Tamil Nadu Regularisation of Unapproved Plots and Layouts Rules 2017. 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 Village and Panchayat.				
5)	Panchayat Union.				
6)	Name of the Corporation / Municipality/Town Panchayat.				
7)	Ward No. and Block No.				
8)	Taluk.				
9)	District.				
10)	Survey Numbers of the plot or sub-division or layout applied for regularization.				
	Plot Number (s)	Wet land		Dry land	
		SF.No. / R.S.No./ TS No.	Extent in acre / Sq.m	SF.No. / R.S.No./ TS No.	Extent in acre / Sq.m
	(a)				
	(b)				
	Total extent:				

11)	Total number of plots in the layout.	
12)	Total number of plots sold in the layout.	
13)	Total number of plots in the layout with building.	
14)	OSR area required in sq.m (10% of the total layout area).	
15)	Extent of OSR land provided in the layout in sq.m.	
16)	Whether the OSR land in the layout was handed over to the local body.	Yes / No, Extent.....sq.m.
17)	Whether the roads in the layout handed over to the local body.	Yes / No, Extent.....sq.m.
18)	Date of registration of plot(s).	Plot No (s) Date of Registration

(Strike out whichever is not applicable)

I also forward 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 drawn in favour of the Competent Authority, payable at the local branch of the Bank.
- 2) A self declaration in a non judicial stamp paper of value not less than twenty rupees, that the plot or layout is not attracted under the provisions of the Repealed Tamil Nadu Urban Land (Ceiling and Regulation) Act, 1978 (Tamil Nadu Act 24 of 1978) and the Tamil Nadu Land Reforms (Fixation of Ceiling on Land) Act, 1961 (Tamil Nadu Act 58 of 1961).
- 3) 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 Competent Authority and remit the development charges, regularisation charges and Open space reservation land charges as applicable and as assessed by the Competent 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) Declaration
- 3) Undertaking

Self Assessment Working Sheet Calculation of Regularisation Charge, Development Charge, OSR land Charge and Scrutiny Fees (Fill up the table applicable)

For Individual Plot: (Tick those applicable)		
(a)	Plot Area in sq.m	
(b)	Regularisation charge (a) x Rs.110/ sq.m for Corporation Area / Rs.65/sq.m. for Municipal Area / Rs.40/sq.m for Town Panchayat and Village Panchayat Areas.	
(c)	Development Charge (a) x Rs.700/sq.m for Corporation Area / Rs.500/sq.m in Special and Selection Grade Municipal Area, Rs.400/sq.m. in Grade-I and Grade-II Municipal Area, Rs.250/sq.m. for Town Panchayat and Village Panchayat Areas.	
(d)	Guide Line Value(GLV) as on 01.08.2007 / 01.04.2012 / Value fixed by the Registration Department on the date of issue of in-principle approval of layout framework for issue of regularization order in Rs. /sq.m.	
(e)	OSR land Charges (a) X 10/100 x (d)	
(f)	Scrutiny Fee of Rs.500/plot	
(g)	Total Charges (b) + (c) + (e) + (f)	
For Layout		
(a)	Total Plot Area in sq.m.	
(b)	Regularisation Charge. (a) x Rs.110/sq.m. for Corporation Area/ Rs.65/sq.m. for Municipal Area / Rs.40/sq.m. for Town Panchayat and Village Panchayat Areas.	
(c)	Development Charge. (a) x Rs.700/sq.m. for Corporation Area/ Rs.600/sq.m. for Municipal Area / Rs.250/sq.m. for Town Panchayat and Village Panchayat Areas.	

(d)	OSR area required in sq.m. (10% of the total layout area).	
(e)	OSR area provided in sq.m.	
(f)	Shortage OSR area in sq.m.	
(g)	Guide Line Value(GLV) as on 01.08.2007 / 01.04.2012 / Value fixed by the Registration Department on the date of issue of in-principle approval of layout framework for issue of regularization order in Rs. /sq.m.	
(h)	OSR area Charge. (f) X (g)	
(i)	Scrutiny Fee. Number of plots x Rs.500	
(j)	Total Charge (b) + (c) + (h) + (i)	
Payment Detail.		
(1)	Demand Draft No and Date (Drawn on Nationalised / Scheduled Bank	
(2)	Bank / Branch	
(3)	Charges if remitted through NEFT/RTGS	
	Name of the Account Holder:	
	Account No:	
	Bank / Branch	
	Amount:	
	Date	
	IFSC Code:	

Form - II
Format of Declaration
(See rule 5 (7) (c))

IS/o.,D/o.....
 am the applicant for the plot(s) bearing no.s in
 T.S.No/R.S.No/S.NoWard No.....Block
 No.....of VillageTaluk
District solemnly affirm that the plot / layout applied for
 regularization under these rules is not attracted under the provisions of the
 Repealed Tamil Nadu Urban Land (Ceiling and Regulation) Act, 1978 (Tamil
 Nadu Act 24 of 1978) and Tamil Nadu Land Reforms (Fixation of Ceiling on
 Land) Act, 1961 (Tamil Nadu Act 58 of 1961).

I understand that if the above said land is declared otherwise, the plot/
 layout if regularized shall be cancelled.

Date

Name and signature of the applicant

Form - III

Format of Undertaking in Rs.20/- non judicial stamp paper

(For regularization of unapproved layout)

(see rule 5 (7)(d))

I.....S/o.,D/o.....
am the applicant for the plot(s) bearing no(s) in
T.S.No/R.S.No/S.No.....Ward No.....Block
No..... of Village
Taluk..... District

Hereby agree to undertake the rectification works as directed by the
Competent Authority and remit the development charges, regularisation charges,
Open space reservation charges and Scrutiny Fees as applicable and as
assessed by the Competent Authority

Date

Name and Signature of the applicant