

SOP

For Site Inspection –
Planning Permission Approval

STEPS INVLOVED IN SITE ISPECTION

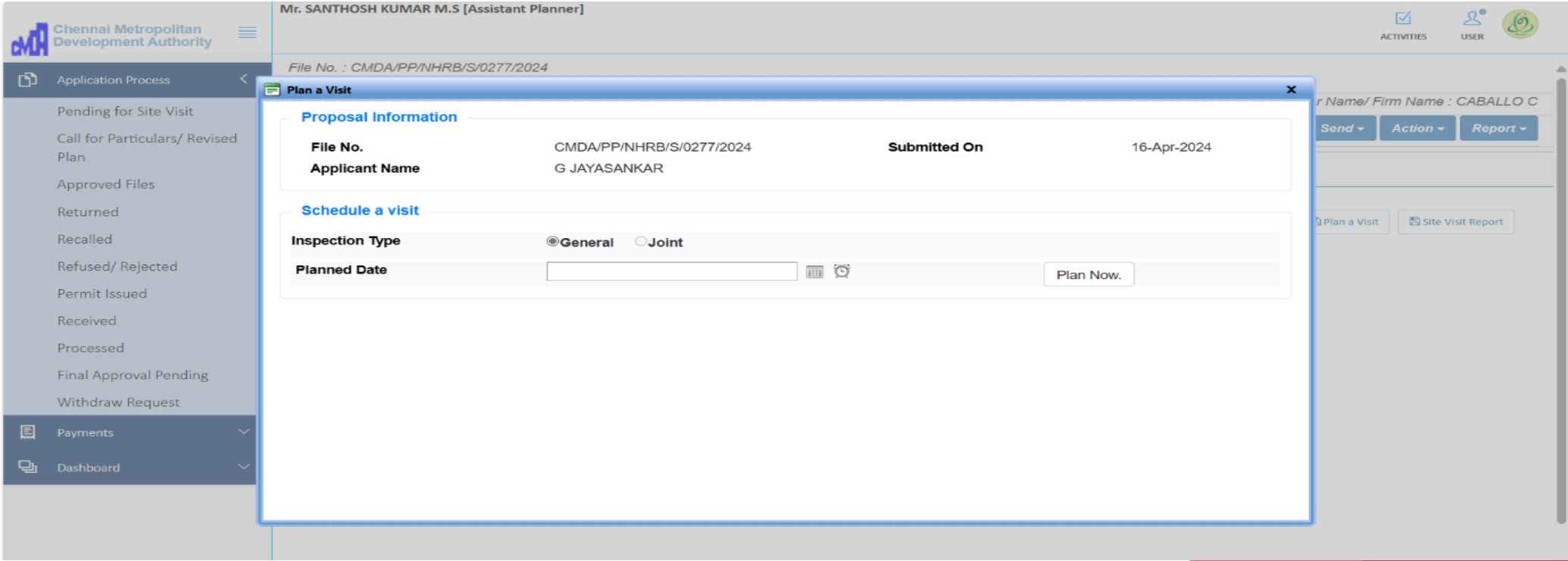
- Planning a Visit
- Filling Site Inspection Form
- Uploading a Site Photograph
- Capturing of GEO Location

Primary Steps

❖ Planning a Site Visit

Site Visit Form - Reclassification and PP/ PC for Layout/ Subdivision, Site Approval and Building

There is a provision for planning a site visit with the available inspection date



❖ Filling Site Inspection Form

❖ On this page, the officials can update the actual site visit inspection date.

Checklist | GEO Location | Site Photograph

Plan a Visit | Site Intimation Report | Site Visit Report

Applicant & Proposal Information

| | | | |
|-----------------|---|-----------------|----------------------|
| Applicant Name | Arun muthuvel | | |
| Application No. | CMDA/PP/NHRB/S/0646/2021 | Inspection Date | <input type="text"/> |
| Site Address | Door No:0 Plot No:0 Address1:OLD SURVEY NO392/1B, NEW SURVEY NO392/3 Address2:VELACHERY TAMBARAM ROAD,MEDAVAKKAM,CHENNAI Locality:MEDAVAKKAM City/Town:CHENNAI Pincode:600100 | | |

Site Inspection Report Site inspection Not Done

❖ If the site is found not properly demarcated and unsuitable for inspection, the officer can send a Site Visit Compliance notice to the applicant to clear the site.

Site Inspection Report Site inspection Not Done

Particulars:

- Site is full of bushes / building materials / scaffolding etc. hence site dimensions could not be verified.
- Site under reference was not clearly demarcated.
- Site cannot be identified. Clear key plan with surrounding landmarks shall be submitted.
- Gate locked. Hence site inspection could not be done.
- Site could not be entered upon due to lock & seal under enforcement action as per TNT&CP Act.

❖ **In the Site Status Information tab, the officials can select from various categories as listed below:**

- Site Vacant
- Construction Commenced
- Demolition Planned
- Structure Exists
- Construction Completed

^ Site Status Information

| | | | |
|--------------------------------------|---|--------------------------------------|----------------------|
| Site Status | <input type="text" value="Construction Commenced"/> | Status of existing structures if any | <input type="text"/> |
| | <ul style="list-style-type: none">SelectSite VacantConstruction CommencedDemolition PlannedStructure ExistsConstruction Completed | | |
| Whether Site Boundary is demarcated? | <input type="radio"/> Yes <input type="radio"/> No | | |

^ Construction Information

| | | | |
|----------------------------|---|--------------------------|--|
| Stage of construction | <input type="text" value="Construction not commenced"/> | Deviation details | <input type="text"/> |
| | <ul style="list-style-type: none">SelectFully OccupiedPartly OccupiedOld building existingExisting building under demolitionEarthwork excavation under progressConstruction is at Foundation LevelConstruction is at Plinth LevelConstruction is at Ground / Stilt Floor roof levelConstruction not commenced | | |
| Deviation in construction | <input type="radio"/> Yes <input type="radio"/> No | Construction as per Plan | <input type="radio"/> Yes <input type="radio"/> No |
| Whether deviation in usage | <input type="radio"/> Yes <input type="radio"/> No | Remarks | <input type="text"/> |

❖ **In the Construction Information tab, the officials can select from various categories as listed below:**

- Fully Occupied
- Partly Occupied
- Old building existing
- Existing building under demolition
- Earthwork excavation under progress
- Construction is at Foundation Level
- Construction is at plinth Level
- Construction is at Ground / Stilt Floor roof level
- Construction not commenced

Site Status Information

| | | | |
|-------------|---|--------------------------------------|----------------------|
| Site Status | <input type="text" value="Construction Commenced"/> | Status of existing structures if any | <input type="text"/> |
|-------------|---|--------------------------------------|----------------------|

Whether Site Boundary is demarcated? Yes No

Construction Information

| | | | |
|-----------------------|---|-------------------|----------------------|
| Stage of construction | <input type="text" value="Construction not commenced"/> | Deviation details | <input type="text"/> |
|-----------------------|---|-------------------|----------------------|

Deviation in construction Yes No

Whether deviation in usage Yes No

Construction as per Plan Yes No

Remarks

- ❖ In the Road Width Details tab, the officials can add road details using the "Add Road" option. And based on road below options can be selected



Status of Road

- Public
- Private
- Not Known
- Exclusive Passage
- Common Passage

Road Type

- Mud Road
- Tar Road
- Concrete Road
- Cart Track
- Metal Road
- Gravel Road
- Not yet Formed
- Others

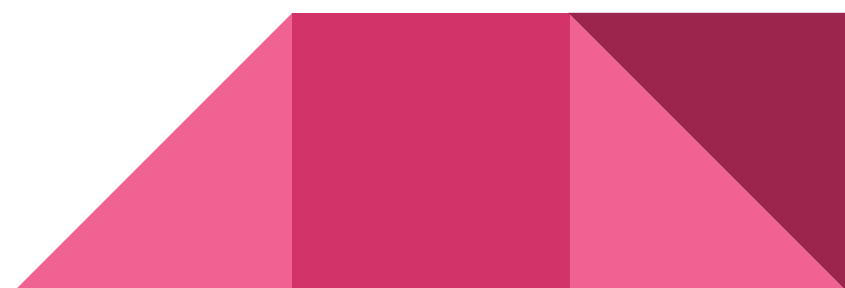
^ Road Width Details (Abutting Road Width in Front of The Site)

| SN | Corner 1 | Corner 2 | Name of The Road | Add Road |
|---|--|---|---|---|
| No data found | | | | |
|   | | | | |
| Length of Qualifying Road Width (metres) | <input type="text"/> | Road Name | <input type="text"/> | <input type="button" value="Add Road"/> |
| Status of Road | <input type="text" value="Public"/> <ul style="list-style-type: none"> Select Public Private Not Known Exclusive Passage Common Passage | Road Type | <input type="text" value="Mud Road"/> <ul style="list-style-type: none"> Select Mud Road Tar Road Concrete Road Cart Track Metal Road Gravel Road Not Yet Formed Others | |
| Connectivity to Public Road | <input type="text"/> | Remarks on Road Width Connectivity | <input type="text"/> | |
| Length of shortage in Qualifying Road Width (metres) | <input type="text"/> | Clear demarcation available for entire stretch? | <input type="radio"/> Yes <input type="radio"/> No | |

❖ **Below are the items are updated as per the site,**

- The Passage Details of the site should be updated.
- The Site level should be updated.
- What are the amenities are available in the should be updated.

| ^ Passage Details | | | |
|---|---|---------------------------------|---|
| Passage Width (metres) | <input type="text"/> | Passage Length (metres) | <input type="text"/> |
| No. of plots served by the passage | <input type="text"/> | Remarks on Passage | <input type="text"/> |
| ^ Level of site | | | |
| Level of site with reference to existing Road level | <div style="border: 1px solid #ccc; padding: 2px;"><div style="background-color: #f0f0f0; padding: 2px;">Same as Road Level ▾</div><div style="padding: 2px;">select</div><div style="padding: 2px;">Lower than Road Level</div><div style="background-color: #007bff; color: white; padding: 2px;">Same as Road Level</div><div style="padding: 2px;">Higher than Road Level</div></div> | Remarks on level of site | <input type="text"/> |
| ^ Amenities | | | |
| Sewered Area | <input type="radio"/> Yes <input checked="" type="radio"/> No | Water line | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Street light | <input type="radio"/> Yes <input checked="" type="radio"/> No | Remarks on available amenities | <input type="text"/> |
| Whether HT line passing through | <input checked="" type="radio"/> Yes <input type="radio"/> No | Whether LT line passing through | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| HT line Remarks | <input type="text"/> | | |
| Drainage | <input type="radio"/> Yes <input checked="" type="radio"/> No | | |



❖ **Weather the proposed site are having a required distance from,**

- Quarry
- Crusher
- Burial Ground
- Railways
- EB Tower
- Metro Rail Alignment
- Water Body
- Heritage
- ASI Site

Should be updated in the provided provision

^ **Distance from Quarry / Crusher / Burial Ground / Railways / EB Tower / Metro Rail Alignment / Water Body / Heritage & ASI Site**

| | | | |
|---|---|------------------|----------------------|
| Whether site lies in Aquifer recharge area? | <input checked="" type="radio"/> Yes <input type="radio"/> No | | |
| Whether site falls within 500m from an existing live quarry or existing crusher? | <input checked="" type="radio"/> Yes <input type="radio"/> No | If yes, distance | <input type="text"/> |
| Whether site falls within 30m from the cremation or burial grounds? | <input checked="" type="radio"/> Yes <input type="radio"/> No | If yes, distance | <input type="text"/> |
| Whether site falls within 30 m from the railway boundary? | <input checked="" type="radio"/> Yes <input type="radio"/> No | If yes, distance | <input type="text"/> |
| Whether near any tank, reservoir, water-course, river, fresh water channel or well? | <input checked="" type="radio"/> Yes <input type="radio"/> No | If yes, distance | <input type="text"/> |
| Whether site falls within a distance of 30 m from the Solid Waste Dumping Yard? | <input checked="" type="radio"/> Yes <input type="radio"/> No | If yes, distance | <input type="text"/> |
| Whether site lies within 50m of Metro Rail alignment? | <input checked="" type="radio"/> Yes <input type="radio"/> No | If yes, distance | <input type="text"/> |
| Whether any Heritage structure exist in the site? | <input checked="" type="radio"/> Yes <input type="radio"/> No | | |
| Whether any ASI Site near by? | <input checked="" type="radio"/> Yes <input type="radio"/> No | If yes, distance | <input type="text"/> |
| Distance from EB tower line | | | <input type="text"/> |
| Remarks on adjacent area of special character | | | <input type="text"/> |

❖ If the proposed site are coming under CRZ area, then the below details should be updated accordingly.

| ^ CRZ Details | | | |
|---|--|--------------------------------|----------------------|
| Whether site falls within CRZ area | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA | | |
| Distance from Bay of Bengal | <input type="text"/> | Distance from Coovum river | <input type="text"/> |
| Distance from Adyar river | <input type="text"/> | Distance from Buckingham Canal | <input type="text"/> |
| Whether public road available between sea shore and site | <input checked="" type="radio"/> Yes <input type="radio"/> No | | Remarks |
| Whether the existing road was formed prior to 1991 & maintained by Local Body | <input type="radio"/> Yes <input checked="" type="radio"/> No | | |
| ^ Surrounding details | | | |
| North | <input type="text"/> | South | <input type="text"/> |
| East | <input type="text"/> | West | <input type="text"/> |
| ^ Remarks | | | |
| Remarks on the existing road between Sea shore & site | <input type="text"/> | Remarks on CRZ Area | <input type="text"/> |
| General Remarks | <input type="text"/> | | |

Activate Windows

❖ Uploading a Site Photograph

- ❖ **Site photograph should be updated at the time of site visit.**
- ❖ **The inspection sheet should be scanned and uploaded in the given provisions.**

Site Visit Photograph Assistant Planner

Attach Site Visit photograph :

Scan Copy of Site Inspection sheet:

+ Attach Scan Copy

View Scan Copy

Activate Windows

Go to Settings to activate Windows.

❖ Capturing of GEO Location

- ❖ There is a provision for capturing site details using geo-tagging.

Checklist | **GEO Location** | Site Photograph

Applicant & Proposal Information

Applicant Name: KAL COMM PRIVATE LIMITED

Application No.: CMDA/PP/NHRB/S/0717/2021 Inspection Date: 13 December, 2021

Site Address: Door No:4 Plot No:0 Address1:Second Avenue, Boat Club Road Locality:RA Puram City/Town:Chennai Pincode:600028

| Sr. No. | Latitude | Longitude |
|---------|----------------|----------------|
| 1 | 0.000000000000 | 0.000000000000 |
| 2 | 0.000000000000 | 0.000000000000 |
| 3 | 0.000000000000 | 0.000000000000 |

Note: Please Add Geo-Location Coordinates in Clockwise Direction

| Side | Length (Mt.) |
|------|--------------|
| 1-2 | 0 |
| 2-3 | 0 |

Select plot co-ordinates from Map.

Thank you

