



ଓଡିଶା ସରକାର
ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ
Government of Odisha
Panchayati Raj & D.W. Department

ଓଡିଶା ସଚିବାଳୟ,
ସଚିବାଳୟ ମାର୍ଗ, ଭୁବନେଶ୍ୱର-୭୫୧୦୦୧
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NOTIFICATION

No. PR-CFC-MISC-0020/2015/ PR & DW

10866

Date: 07.06.18

In supersession to this Deptt. Notification issued vide No.8714 DTD. 20.05.2016, Government in PR & DW Deptt. in consultation with H & UD Deptt. have been pleased to formulate the revised guideline on approval of building plan/ Land Subdivision layout plan in rural areas as detail below.

INTRODUCTION :

With the objective of the regulating construction of Multistoried Buildings, Apartments, Group Housing Projects, Commercial Buildings and Land Subdivision Layout Plans for rural areas both within and outside the Development Plan / Master Plan area of Development Authorities / Improvement Trusts / Special Planning Authorities and for providing the required and adequate basic services and off site infrastructure as well as for increasing own Source of Revenue of Gram Panchayats.

1. In the rural areas, within the jurisdiction of Development Authorities / Regional Improvement Trusts / Special Planning Authorities, the concerned Planning Authorities shall approve the building plans.
2. In the rural areas, outside the jurisdiction of Development Authorities / Regional Improvement Trusts / Special Planning Authorities, the application for approval of building plans for land areas exceeding 500 Sq. Mtrs and / or buildings above G+2 floors and/ or Land Subdivision Layout Plans above 1.0 Acre shall be received by the Gram Panchayat.
3. Scrutiny Fees shall be deposited by the applicant at the time of filing of application in the concerned Gram Panchayat as per rates specified below;

Sl.No.	Types of use of Buildings	Rates in Rs/Sqmt.
1.	Residential Buildings.	Rs.5/- per sqmt. of built up area (Floor wise)
2.	Non-Residential Buildings.	Rs.10/- per sqmt. of built up area (Floor wise)
3.	Land Subdivision Layout Plans/Scheme.	Rs.5/- per sqmt. of land area.

4. The applicant shall enclose the following documents along with the application.
 - a) Copy of Record of Rights (ROR) of Land/Site.
 - b) Any one proof of Identity.
5. The P.E.O. after receiving the scrutiny fee shall transmit the building plan/ Land Subdivision Layout Plan application to the concern Panchayat Samiti within 7 days and the Panchayat Samiti shall transmit the same within 15 days of receipt of the application to the District Town Planning Units for obtaining the technical sanction.

6. The District Town Planning Units after proper scrutiny of the application shall obtain concurrence of Director of Town Planning, Odisha, Bhubaneswar and accord Technical Sanction to the Building Plan/ Land Subdivision Layout Plan and communicate the said Technical Sanction to the concerned Panchayat Samiti within a period of 30 days.
7. The Panchayat Samiti shall communicate the said Technical Sanction to the concerned Grampanchayat within 7 days for collection of following fees from the applicant with proper money receipt separately affixing prescribed seal and filling up details on the body of the Plan.
 - (a) Within the period of 15 days of Technical Sanction by the Town Planning Units, the concerned Grampanchayat shall issue notice to the Land Owners/ Builders/ Applicants to deposit the following requisite fees and receive the approved copy of the Building Plan/ Land Subdivision Layout Plan (as the case may be) from Panchayat Executive Officer.
 - (b) After issue of Building Plan Approval, the PEO shall send the copy of the letter along with approved copy of the Plan to the B.D.O. and the District Town Planning Units.

Sl.No.	Name of the Fee.	Amount.
1.	Infrastructural Development Fee.	@ 1% of the Project Cost.*
2.	Sanction Fee	a) @ Rs.5/- per sqm. of built up area for Residential Building. b) @ Rs.10/- per sqm. of built up area for Non-Residential Building. c) Rs.5/- per sqm. of Land area for Land Subdivision Layout Plan.

* 1) Building Plan Approval- (Residential / Non-Residential): As per the bench Mark value of built up area of Buildings (floor wise) fixed by the State PWD.

2) Land Subdivision Layout Plan- As per the bench mark value of the land.

8. In case of Building Plan approval/ Land Subdivision Lay out Plan approval within the jurisdiction of Planning Authorities (Development Authorities/ Regional Improvement Trusts/ Special Planning Authorities), the Builders/ Developers/ Land Owners shall deposit the following fees with the concerned Gram Panchayat and obtain money receipt from Panchayat Executive Officer and shall furnish the same to the Planning Authorities before issue of Building Plan approval.



Sl.No.	Name of the Fee.	Amount.
1.	Infrastructural Development Fee.	@ 1% of the Project Cost.*
2.	Sanction Fee	50% of the Sanction Fee of the concerned Planning Authority.

* 1) Building Plan Approval- (Residential / Non-Residential): As per the bench Mark value of built up area of Buildings (floor wise) fixed by the State PWD.

2) Land Subdivision Layout Plan- As per the bench mark value of the land.

9 The exemption from levy of Infrastructure Development Fee and Sanction Fee in case of individual residences, projects for Affordable Housing, projects for Housing for Poors and such other projects shall be notified by Panchayati Raj and Drinking Water Department from time to time.

10. In case of any construction activities already taken up without prior approval of Development Authorities/ Regional Improvement Trusts/ Special Planning Authorities/ District Town Planning Units/ Panchayat Samiti within the jurisdiction of the Planning Authorities or in rural areas as the case may be, the Building/ land subdivision Layout may be regularised by way of compounding as per the prevailing Planning & Building Standard Regulations of the concerned Planning Authority and the compounding rates fixed by Panchayati Raj & Drinking Water Department as the case may be.

(a) In case of above regularization on payment of compounding fee by the Planning Authority within their respective jurisdiction, 50% of the said compounding fee shall be deposited with concerned Grampanchayat by the concerned Planning Authority before regularising the Buildings/ Land Subdivision Layouts.

(b) In case of regularization on payment of compounding fee by District Town Planning Unit/ Panchayat Samiti for rural areas, 100% of the said compounding fees shall be deposited with concerned Grampanchayat before regularizing the buildings/ Land Subdivision Layouts..

11. Responsibility of enforcement of construction activities will lie both with the Panchayat raj Institutions and the Planning Authorities as per their respective jurisdictions.

12 The concerned Gram Panchayat and Panchayat Samiti shall ensure the Development of off-site infrastructure as well as other basic civic services and their maintenance out of fund received by them through the approval process.

13. The requisite forms No. I to IV are attached herewith for implementation.

This shall come into force on the date of it's publication in the Odisha Gazette.

ORDER

Ordered that this notification be published in the extraordinary issue of the Odisha Gazette.

By order of the Governor


(D.K. SINGH)

Principal Secretary to Government

Memo No. 10867 /PR & DW, Dated 07.06.18

Copy forwarded to the Director, Printing, Stationery and Publication, Odisha, Cuttack/ Gazette Publication Cell, Commerce and Transport Deptt. with a request to publish the Notification in the next extra-ordinary issue of Odisha Gazette and to supply 100 copies to the Department.

[Signature]
7/6/2018

Memo No. 10868 /PR & DW, Dated 07.06.18 Additional Secretary to Government

Copy forwarded to the Principal Secretary to His Excellency, the Governor of Odisha/ Private Secretary to Hon'ble Chief Minister, Odisha for kind information of His Excellency, the Governor of Odisha and Hon'ble Chief Minister.

[Signature]
7/6/2018

Memo No. 10869 /PR & DW, Dated 07.06.18 Additional Secretary to Government

Copy forwarded to the Private Secretary to Hon'ble Minister, Panchayati Raj & DW, Odisha/ Private Secretaries to all other Hon'ble Ministers/ Private Secretary to Chief Secretary, Odisha/ Principal Secretary, Finance Deptt./ Commissioner cum Secretary, H & UD Deptt./ Principal Secretary, Panchayati Raj & DW Deptt. for kind information of Hon'ble Minister, Panchayati Raj & DW/ all other Hon'ble Ministers/ Chief Secretary, Odisha/ Principal Secretary, Finance/ Commissioner cum Secretary, H & UD Deptt / Principal Secretary, Panchayati Raj & DW Deptt.

[Signature]
7/6/2018

Memo No. 10870 /PR & DW, Dated 07.06.18 Additional Secretary to Government

Copy forwarded to AG(A&E), Odisha/ All Departments of Govt./ All RDCs/ All Collectors/ Director, Town Planning, Odisha/ All Project Director, DRDAs/ All BDOs/ All DPOs/ All Sarpanches of GPs for information and necessary action.

[Signature]
7/5/2018

Memo No. 10871 /PR & DW, Dated 07.06.18 Additional Secretary to Government

Copy forwarded to all Officers. All Sections of this Deptt. for information and necessary action.

[Signature]
7/5/2018

Additional Secretary to Government

FORM NO.I

BUILDING PLAN/LAYOUT PLAN APPLICATION FORM

Serial No. _____

Signature of PEO

From:
Name and Address
(in Block letters)
Tel No. _____

For Office Use only
Regd. No.
Scrutiny Fee

To
The Sarapanch, G.P. _____

Madam/Sir,

- I/We hereby apply for permission to undertake development and carry out:-
- a) Building Plan Construction of New Buildings/ Multistoried Buildings/Apartments/Group Housing projects/ Commercial Buildings etc.
 - b) Land Subdivision Layout plans
 - c) Reconstruction of existing building
 - d) Alteration or additions in the existing building
 - e) Regularization of Existing Building

In respect of Plot No. _____ Khata No. _____ Village _____
of Tahasil _____ within the Gram Panchayat Area of the
said land building shall be used for _____ purpose.

I/We enclosed herewith the following plans (4 copies) and specifications duly signed by me
and Architect/Engineer/Supervisor/Group agency _____
who has/have prepared the plans, designs etc. and who will supervise the developments.
The building parameters checklist prepared by the Technical person is enclosed.

I/We the owner(s) of every part of the land/building to which this application relates,
requests, permission for the above development may kindly be accorded.

Documents furnished.

- | | | |
|-----|---|-----------------------|
| 1. | Four sets of the building Plan: | Yes/No/Not applicable |
| 2. | Ownership document: | Yes/No/Not applicable |
| 3. | Affidavit for peaceful possession
Of the land: | Yes/No/Not applicable |
| 4. | Structural stability certificate: | Yes/No/Not applicable |
| 5. | NOC from lessee in case of lease hold: | Yes/No/Not applicable |
| 6. | NOC from Fire Prevention Officer: | Yes/No/Not applicable |
| 7. | NOC from Airport Authority: | Yes/No/Not applicable |
| 8. | Environmental clearance: | Yes/No/Not applicable |
| 9. | Checklist of the proposed building: | Yes/No/Not applicable |
| 10. | Any Other certificate/NOC(Please specify): | Yes/No/Not applicable |
| 11. | Money Receipt of scrutiny fee issued by G.P: | Yes/No/Not applicable |

Place:

Signature of Owner(s)

Date-

Name of Owner(s)

CHECK LIST

1. Name of the Applicant:
2. Name of the Owner
3. Name of the Builder/Developer:
4. Ownership documents: Established/Non established
5. As per Document Building Plan Possession

Area:

6. Tenancy:- Lease hold/Free hold/ Stitiban.

If lease hold:

- i. Name of lease holder:
- ii. Purpose of lease:
- iii. Duration of lease:

7. Kissam of Land/Plot-

8. Existing off site Physical Infrastructure:

- i. Road
- ii. Sewerage
- iii. Drainage
- iv. Water facility
- v. Availability of drain
- vi. Telephone
- vii. Electric

9. Nature of Construction: New Construction/Reconstruction/Addition/Alteration

10. Amount of fee deposited

- i. Amount of fee deposited
- ii. Build up area on all floors

11. Whether first permission/Revised permission

- i. Whether first permission/Revised permission _____
- ii. No of floor(s) _____

12. Contents of Building Plan:

- i. Site Plan
- ii. Lay out plan
- iii. All floor plan
- iv. Elevation-Front/Rear/Right/Left/Cross section
- v. Plan of foundation
- vi. Septic tank and Soak pit
- vii. Recharging pit
- viii. Drain Section
- ix. Area statement
- x. Schedule of doors and windows

13. Approach road:-

- i. Nature of road
- ii. Width of road:-

As per site/key plan	Site inspection report

- iii. Whether the approach road as shown connected to an existing public road in the site plan_____
- iv. Whether such connection is available in settlement sheets: Yes/No
- v. If private, whether (a) transferred to the Gram Panchayat: Yes/No
 - a) Indicated in the not final settlement plan: Yes/No
 - b) Mentioned in the ownership document: Yes/No

14. Whether the plot is affected by proposed road/proposed drain/proposed lake/any other public use_____

15. Whether the plot is within 100 meter/100-300 meter of state/A.S.I. protected monuments_____

16. Building Parameters:

Category	Requirement as per norm	Approved Building plan	Proposal	Remarks
1	2	3	4	5
Basement				
Ground Floor/Stilt floor				
1 st floor				
2 nd floor				
3 rd floor				
4 th floor				
Society room				
Front set back				
Rear set back				
Left side set back				
FAR				
Parking				
Height				
No. of dwelling unit				
No. of staircase				
No. of lift				
Recharging pit				
Scrutiny fee deposited				
Exemptions				
i. height				
ii. setback				
iii. FAR				

17. Whether falls in the Airport funnel Zone _____

18. Provision of proposed on site physical infrastructure

- i. Water Supply:-
- ii. Sewerage:-
- iii. Drainage:-
- iv. Electrical Installation:-

19. Clearance/Certificate produced:

- i. General Affidavit:-
- ii. Structural Stability Certificate:-
- iii. NOC from Chief Fire Prevention Officer:-
- iv. NOC from PHED:-
- v. Undertakings with regard to quality construction/Water supply/Sewerage/Drainage/Waste disposal/fire fighting
- vi. Any other (specify)

N:B: (RS: Required and Submitted, RNS: Required not Submitted, NR: Not Required)

20. Involvement of Technical Person & Builder:

- i. Architect/Engineer:-
Name:-
C.A. No:-
- ii. Engineer/Structural Engineer:-
Name:
- iii. Builder:
Name:
- iv. Any other:

Signature of Technical Person

OFFICE OF THE PANCHAYAT SAMITI _____

District _____

Forwarding of (Residential /Non-Residential) Building Plan/Land Subdivision
Layout Plan Application Form for Technical Sanction

Letter No. _____ Date _____

To

The District Town Planning unit _____

Madam/Sir,

I do here by enclose here with the application form of Sri. _____

for Technical sanction of :

- a) Building plan Construction of New Buildings /Multistoried Buildings/Apartments/Group Housing projects/ Commercial Buildings etc.
- b) Land Subdivision Layout plans
- c) Reconstruction of existing building
- d) Alteration or additions in the existing building
- e) Regularization of Existing Building

Which may be acknowledged and return the same within 30 days to the under signed .

Yours Faithfully

Block Development Officer

Enclosure As Above:-

Memo. No. _____ Date _____

Copy forwarded to Sri. _____ (Applicant) of village _____

P.O. _____ P.S. _____ Dist. _____ Pin. _____

for information and necessary action.

Block Development Officer

CERTIFICATE FOR STRUCTURAL STABILITY

With respect to the building work of erection, re-erection or for making alteration in the building on Plot No. _____ Khata No. _____
Village/Mouza _____ Tahasil _____ of Gram Panchayat _____, I certify that the structural plans and details of the building submitted for approval satisfy the structural safety requirements for all situations including natural disasters like cyclone & earth quake etc., as applicable, as stipulated under Part-6 (Structural Design) of the National Building Code of India, 2005 and other relevant codes: and the information given therein is factually correct to the best of my knowledge. I undertake responsibility with regard to supervision of the work at each stage of construction, (after laying of foundation & after casting of each floor) and submit the report to Gram Panchayat regularly to effect that the building is being constructed conforming to the approved plan and as per the structural plan prepared by me. I will be responsible and liable for action by Gram Panchayat. If the plan/design contain misrepresentation or fraudulent information and the construction is made in deviation of approved plan or if there is any structural failure due, to wrong/unsafe structural design, use of low quality material and/or poor workmanship endangering the in-mates & public.

Signature of owner
With date

Signature of the registered
Structural Engineer with date

Name: _____

Address: _____

Office of the Gram Panchayat _____
Panchayat Samiti _____, **District** _____

No. _____ / Dated: _____

Permission is hereby granted in favour of:

Smt./ Shri _____ for

- a) Building plan Construction of New Buildings /Multistoried Buildings/Apartments/GroupHousing projects/ Commercial Buildings etc.
- b) Land Subdivision Layout plans
- c) Reconstruction of existing building
- d) Alteration or additions in the existing building
- e) Regularization of Existing Building

_____ (Specify) in respect of plot No. _____, Khata No. _____ Village/Mouza. _____ of Tahasil _____ subject to following additions/restrictions.

- a) The land/ Building shall be used exclusively for _____ purpose and the uses shall not be changed to any other use without prior approval of this Gram Panchayat.
- b) The development shall be undertaken strictly according to plans enclosed with necessary permission endorsement.
- c) Parking space measuring _____ sqm. as shown in the approved plan shall be kept open and no part of it will be built upon.
- d) The land over which construction is proposed is accessible by an approved means of access of _____ m. width.
- e) The land in question must be in lawful ownership and peaceful possession of the applicant.
- f) The applicant shall free gift _____ m. wide strip of land in the _____ Gram Panchayat for further widening of the road to the standard width.
- g) The permission is valid for a period of three years with effect from the date of issue.
- h) Permission accorded cannot be construed as evidence in respect of right title interest of the plot over which the plan is approved.
- i) Any dispute arising out of land record or in respect of right/title/interest after this approval, the plan shall be treated as automatically cancelled during the period of dispute.
- j) Any other conditions.

Sign. Of Sarapanch

Memo No. _____/Dated _____

Copy along with _____ copies of the approved plans forwarded to
Smt./Shri _____.

Sign. of Sarapanch

Memo No. _____, Dated _____

Copy with a copy approved plan forwarded to the B.D.O of _____ Panchayat
Samiti for information .

Sign. of Sarapanch

Memo No. _____, Dated _____

Dist. Town Planning Office, _____/ E.O, Zilla Parishad _____ for
information.

Sign. of Sarapanch

Memo No. _____/ Dated _____

Copy forwarded to the Director, Town Planning, Odisha for information.

Sign. of Sarapanch