

**DIRECTORATE OF TOWN AND COUNTRY PLANNING, HARYANA**

SCO 71-75, Sector 17-C Chandigarh.

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<http://tcpharyana.gov.in>

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**OFFICE ORDER**

**Subject: Procedure & Checklist for grant of Change of Land Use (CLU) Permission.**

In order to enable a transparent mechanism for submission and examination of cases pertaining to grant of Change of Land Use permission, the following check list be followed. The proforma be reviewed and revised every six months to ensure that no important parameters get missed out.

<b>Sr. No.</b>	<b>Description</b>
1.	Prescribed Form CLU-I
2.	Name of applicant
3.	Address, Email, Aadhar
4.	Memorandum and Article of Association in case of company
5.	Board Resolution of company and authority letter in favour of authorized signatory.
6.	Purpose for which CLU permission is sought
7.	Ownership Documents :- a. Zamabandi b. Mutation c. Takseem Intkal d. Ex-shajra Plan issued by Halka Patwari
8.	Area in Sqm/acres
9.	Village
10.	Controlled Area and date of notification
11.	Development plan
12.	Zone/Sector No.
13.	Width of approach
14.	Access permission, if site is situated on scheduled road / National Highway/ State Highway
15.	Area falling within road widening, green/restricted belt, if any.
16.	Scrutiny fee
17.	Status of construction at site.
18.	HT Line/Gas pipeline passing through the site, if any.
19.	Any other issues involved e.g. Notification 07.05.1992 and PLPA
20.	Distance from KMP Express Highway if any applicable
21.	Status of NCZ area vis-à-vis SRP and RRP
22.	Status w.r.t. land acquisition proceedings, if any.
23.	Total estimated cost of the project.
24.	Comments on the documents submitted in support of Means of finance
<b>Industrial Purpose</b>	
1	Registration of SSI or Medium or Large Industry
2	Whether polluted or not polluted
3	NOC from pollution

<b>Institutional (School, College, Hospital or Religious)</b>	
1	Genuineness certificate
2	Technical capacity to run the institution
3	Past experience etc
4	Recommendation of Health Department in case of Hospital with Collage
<b>Petrol Pump</b>	
1	LOI of Oil Company
2	Distance from existing road junction
3	Distance from existing Petrol Pump

**Chandigarh** (Arun Kumar Gupta)  
**Director General, Town and Country Planning**  
**Haryana, Chandigarh.**

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**Dated:-05.02.2016**

A copy is forwarded to the following for information and necessary action:-

1. Chief Town Planner, Haryana.
2. Chief Town Planner-cum-Administrator (IT & Monitoring).
3. All Senior Town Planners in the State.
4. Senior Town Planner (M), Chandigarh.
5. Senior Town Planner (E&V), Chandigarh.
6. All the Superintendent Engineers, HUDA.
7. All District Town Planners (HQ).
8. All District Town Planners in the State.
9. All XENs, HUDA.

*Sd/-*  
**(Ravi Sihag)**  
**District Town Planner (HQ)**  
**Director General, Town & Country Planning,**  
**Haryana, Chandigarh.**