

**Standard Operating Procedure for grant of permission for planned development of privately owned land.**

**1<sup>st</sup> STAGE**

1. Individual land owner or a Company or a Society or a group of land owners satisfying the prescribed applicability and conditions laid down in the regulations for enabling the planned development of privately owned land notified by the Delhi Development Authority vide Gazette Notification S.O. 3249 (E) dated 04.07.18 shall submit the application of intent on Plain Paper for developing the land in their possession along with following documents:
  - i. Ownership/land details (Khasra/Girdawri) certified by Competent Authority of Revenue Department, Govt. of NCT of Delhi.
  - ii. Existing land utilization.
  - iii. Zonal plan & designated land use.
  - iv. Existing layout plan of the area, in case not available, then what is the area limit.
  - v. Undertaking from owner that land is free from litigation
  - vi. Survey plan on a scale of 1:1000, geo referenced.
  - vii. Site location on Goggle Plan.
  - viii. Boundaries of the site with ownership status.
  - ix. Position of the land in relation to neighboring areas/roads.
  - x. Details of access roads available and their width.
  - xi. Details of availability of existing services.
  - xii. North Point.
  - xiii. Any existing physical features such as well, drains, electric sewer lines , trees etc.
  - xiv. Documentary proof for activities/uses existing on privately owned land existing prior to MPD-1962.
  - xv. Indemnity Bond - Applicant shall indemnify DDA/Local Body through an indemnity bond keeping it harmless in case of any dispute arises at any stage with respect to the shape, size, extents title/ownership of land.

**Plan and the documents shall be authenticated/signed by the Owner/Surveyor/Planner.**

2. The application shall be submitted to Commissioner (Plg.), DDA for the areas falling in the development area of DDA and to Chief Town Planners of concerned local body where the area under reference falls.

3. Applications shall be examined by concerned planning unit in DDA and Local Body w.r.t. land use as per the Master Plan/Zonal Development Plans and use premises of land with reference to approved Layout Plan/Schemes of respective area, applicability of private land Policy, verification of land records as per ownership of documents submitted by the owner.

4. The concerned Planning Zone of DDA/local bodies shall examine the application submitted by the applicant within 15 days in consultation with L.M. Deptt.,DDA and any clarification/discrepancy shall be communicated to the applicant.

5. After examination, the clarification/discrepancy in the document if any shall be communicated to the applicant. If the application is found to be in order then the applicant be conveyed that the land under reference is covered under the policy of 'Land development of the privately owned land' and DDA do not have any objection for development of land under private land policy subject to fulfillment of all the statutory requirements.

6. NOCs from statutory bodies/ service providing agencies and payment of all the applicable charges as per policy.

### **2<sup>nd</sup> STAGE**

1. Once the land under reference is fulfilling all the conditions of the private land policy the land owner may submit detailed plans and documents as per the prevailing MPD and Zonal Development Plans and applicable development controls, Uniform building Byelaws 2016 and existing ground conditions for undertaking internal development within their land parcel.

2. Documents & Building Plans to be submitted as per UBBL-2016 online.

3. The requisite charges for the provision of infrastructure which would include external development/betterment charges, conversion charges etc. will be calculated by Lands Costing Deptt, DDA and communicated to the applicant.

4. Applicant to deposit the amount raised by the DDA/ local body.

5. DDA/Local Body shall take up the master planning for external development of the plots i.e. roads and linkages required for provision of infrastructure and services, based on charge accumulated in the ESCROW account for development of the area, in case the private land proposed for development is not approachable to existing road network as per approved Lay out Plan/Structure Plan. The Structure Plan/Layout Plan of the area shall be prepared by the concerned local body/DDA.

6. The private land parcels which are affecting the Layout Plans already prepared by DDA/MCD shall be modified by the concerned Local Body/DDA by whom the Layout Plans were prepared.

7. The Structure Plan/Layout Plan shall be prepared by the concerned Local Body/DDA within one month through Technical Committee / Screening Committee in case of DDA or Layout Screening Committee in case of Local Body and the approval of the Competent Authority shall be obtained by single window clearance portal.

8. The approved layout plan/structure plan shall be got uploaded in the Web Portal of concerned Local Body/ Authority.
9. DDA/ concerned local body to examine the private land submitted for development by private land owner with reference to services already laid and its integration with the peripheral services from Engineering Deptt.
10. The applicant /owner of the private land shall have to verify the respective plot in the approved layout plan/structure plan in the Web Portal of the concerned Local Body/Authority.
11. The same plot be linked with the building permit portal of the concerned Local Body/Authority for further processing the plan as per UBBL-2016.
12. Building Deptt. to sanction the Plans as per timelines given in the UBBL-2016.