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**GOVERNMENT OF TELANGANA**

From  
The Director of Town and  
Country Planning,  
4<sup>th</sup>& 5<sup>th</sup>Floor, 640, A.C. Guards,  
Government of Telangana,  
HYDERABAD – 500 004.

To  
The Municipal Commissioners /  
Special Officers  
All the new (43) ULBs  
Government of Telangana

**Lr.Roc.No. 4446 /2018/P, Dated:- 02 -11 - 2018**

Sir,

Sub:- O/o. DT&CP – Fee Structure to be adopted in the (43) new ULBs of DTCP limits - certain instructions - Issued - Reg.

Ref:- 1. Telangana Gazette Act 4 of 2018, dt: 30.03.2018

\* \* \* \* \*

I invite your immediate attention to the subject and vide reference 1st cited, the Government had constituted 68 new ULBs out of which 43 new ULBs are under the jurisdiction of the DTCP which are considered as third Grade Municipalities.

In this regard it is to inform you that the Town planning activities have to be monitored and executed under your supervision through the Town Planning Staff those who have been kept full additional charge in their respective ULBs, in addition to their regular normal duties of their original destination.

In continuation to the above the following are the guidelines to be followed while according the Building and Layout approvals through offline till the Online Building Permission - DPMS is commenced:

1. The Building and Layout proposals have to be forwarded to this office after careful examination w.r.t Go.Ms.No.168 MA, dt.07.04.2012, G.O..Ms.No. 62, dt:28-01-1970 and NBC 2016, by the Municipal Commissioner / Special Officer
2. The TP Staff remarks shall be enclosed along with the proposal.
3. The following Documents to be enclosed as per the Checklist:

**A. Building permissions:**

- Building Application.
- Owner ship documents attested by Gazetted Officer
- Latest Encumbrance Certificate
- Land Conversion Certificate issued by RDO (Nala Certificate)
- ~~Council Resolutions~~
- Tounch Map attested by mandal surveyor
- Site Plan (1:200), building plans (1:100) attested by the owners and License surveyor.

- Topo Plan (1:10 or 1:200) showing surrounding physical features of the land, boundaries of the land, Electrical lines, the surrounding existing layouts/lands, and existing approach road to the land where the layout is proposed.
- Village Map / Extract of Master Plan and Base Map duly showing site under reference.
- Google map extract duly showing site under reference.
- Scrutiny fee Rs. 10000/-
- Proposals to be submitted through ULB.
- NOC/FTL particulars from revenue (Joint Collector) & Irrigation authorities (Executive Engineer) in respect of water bodies in around the site under reference.
- NOC issued by the Collector (for PETROL FILLING STATIONS)
- NOC from petroleum explosives ( for PETROL FILLING STATIONS)
- Fire NOC for public congregation Building (Institutions, function halls, assembly halls etc.)
- NOC from NH authorities if required.
- Environmental clearance for above 20,000 Sq. Mts
- Soil test report and structural certificate and structural drawings (above 10.0M height of the buildings)
- Minimum access required for Residential buildings is 30'-0" wide road and for non-Residential buildings 40'-0"

**B. Layout Approval:**

- Layout Application
- Owner ship documents attested by Gazetted Officer.
- Latest Encumbrance Certificate
- Land Conversion certificate issued by RDO (Nala certificate)
- Site Plan / Topo Plan (1:100 or 1:2000) showing surrounding physical features of the land, boundaries of the land, Electrical lines, the surrounding existing layout/ land, and existing approach road to the land where the layout is proposed.
- Village map / Extract of Master Plan and Base Map duly showing site under reference.
- NOC / FTL particulars from revenue (Joint Collector) & Irrigation authorities (Executive Engineer) in respect of water bodies in around the site under reference.
- Google Map
- Layout plans attested by the owners and License Surveyor (SCALE 1:400 or 1:800)
- Scrutiny fee Rs. 10,000/-
- ~~Proposals to be submitted through ULB~~

- Certificate of Demarcation and Plan issued by ADSLR for the areas which are not covered in Master Plan.
  - Minimum access required 40'-0" wide road.
4. The Municipal Commissioner shall forward the proposals to the respective RDDTP Office or DTCP as per the delegation powers only after collecting the Fee of Rs. 10,000/- towards Scrutiny as per the G.O.Ms.No.125 dt:22-01-2014, along with technical remarks made by concerned Town Planning staff.
  5. The Municipal Commissioner shall collect all the fees as per the enclosures 1, 2 & 3 for processing and release of the approval of Building and layouts.

Hence I once again request all the Municipal Commissioner to follow above guidelines for smooth functioning of the ULB for matters pertaining to the Town Planning Activities.

Yours faithfully,

Sd/- K. Vidyadhar  
Director of Town and  
Country Planning

Encls:

1. Revised Schedule Of Town Planning Fee And Charges
2. Fee Structure for buildings
3. Fees Structure for Layouts

Copy Submitted to:

1. Principal Secretary, MA&UD, Government of Telangana, for favour of information
2. Director Municipal Administration, Government of Telangana, Hyderabad for favour of information

Copy to:

1. RDDTP (Hyderabad & Warangal) for information and immediate necessary action.
2. All the Concerned DTCPs for information and immediate necessary action.
3. DDTPs/ ADTPs/ TPAs and other Technical Staff of DTCP
4. Spare copy to Peshi for information

//t.c.f.b.o//

  
Deputy Director 02. 11. 2018