

# PLANNING & DEVELOPMENT AUTHORITY

## CONTACT DETAILS

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## AIMS & OBJECTIVE

Dadra and Nagar Haveli Planning and Development Authority constituted under Section 20 of Town and Country Planning Act. The primary objectives are,

- To prepare an existing Land Use Map
- To prepare an Outline Development Plan,
- To prepare a Comprehensive Development Plan,
- To prepare schemes of development and undertake their implementation and
- To prepares rules/ Bye Laws etc for effective implementation of the Plans.

The details of the objectives given as **Annexure -I**

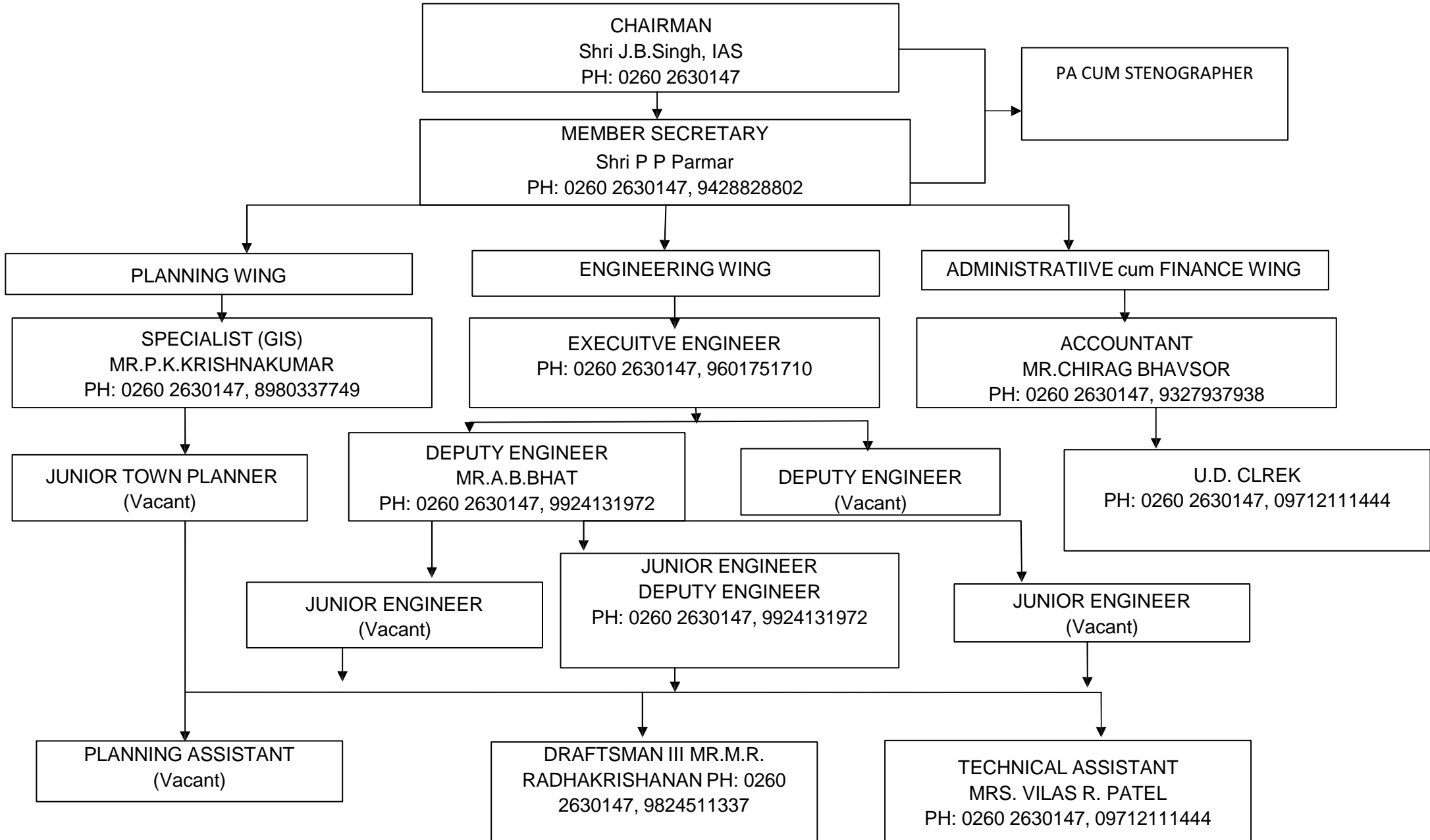
## SERVICES OFFERED

1. Granting of Construction Permission for Residential, Residential – cum –Commercial, Commercial and Industrial buildings as per Development Control Rules specified from time to time
2. Granting of Occupancy Certificate for Residential, Residential – cum –Commercial, Commercial and Industrial buildings as per Development Control Rules specified from time to time
3. Granting of approval of various layout plans to have proper planned development for all uses of land as per the Development Control Rules specified from time to time.
4. Comments from planning point of view for Non-Agriculture use cases and installation of Storage Tanks for Petroleum Product
5. Levying of Development Charges for various land use conversions as per the Development Control Rules specified
6. Comments from planning point of view for the installation of Storage for Petroleum Product.

The details of Public dealing activities are given as **Annexure II**

**ORGANISATION STRUCTURE**

**PLANNING AND DEVELOPMENT AUTHORITY**



## **ANNEXURE -I**

### **1. Preparation of Existing Landuse Map**

One of the main objectives of Planning and Development Authority is to prepare Existing Land Use map. PDA has to prepare a landuse map and a landuse register in the prescribed format indicating the present use of every piece of land in the planning area. Land Use map preparing with integration of Cadastral map, base map, satellite image and field survey. The major landuse classification are Residential, Commercial, Industrial, Public & Semipublic, Agriculture, Mixed use, Vacant Land, Waterbody, Roads, forest etc. after the preparation of the map and register , the Planning and Development Authority shall publish a public notice stating that such map and register has been prepared, and indicating therein the places where copies of the map and register may be inspected and inviting objections in writing from any person with respect to the map and the register.

Objections if any, with reference to the map or register shall be communicated to the PDA within thirty days of the publication of the above notice. After the expiry of the period of the objections, the concerned officer or authority making a report to PDA. The Authority shall consider this report and will make required modifications in the map and register or both as it considers proper and adopt the map and register by means of resolution. After the adoption, the Authority shall publish notice of the adoption of map and register and of place or places where copies of the same may be inspected and shall submit to the Board and the Administrator. And also be published in the official gazette and such publication shall be conclusive evidence that the map and register have been duly prepared and adopted.

### **2. Preparation of Outline Development Plan**

Planning and Development Authority shall prepare after consultation with the concerned local authorities an Outline Development Plan for the planning area within its jurisdiction and submit it to the Administrator through the Board for provisional approval.

(1) An Outline Development Plan shall,

- (a) Indicate broadly the manner in which the land in the Planning area is proposed to be used;
- (b) Allocate areas or zones of land for use,
  - (i) For Residential, commercial, industrial and agricultural purposes
  - (ii) For public and semi public, open spaces, parks, play grounds and
  - (iii) For such other purposes as the planning and Development Authority may think fit;
- (c) Indicate define and provide,

- (i) For existing and proposed national highways, arterial roads, ring roads and major streets, and
  - (ii) For existing and proposed lines of communications including railways, tramways, airports and canals
- (d) Regulate within such zone, the location, height, number of storeys and size of yards, courts and other open spaces and the use of buildings, structures and land
- (2) An Outline Development Plan indicate, define and provide for,
- (a) The existing and proposed public and semipublic buildings, and
  - (b) All or any of the purposes and matters as may be indicated, defined and provided in the Comprehensive Development Plan
- (3) Subject to such rules as may be prescribed regulating the form and contents of ODP any such plan shall include such maps and such descriptive matter as may be necessary to explain and illustrates the proposals contained in that plan.

### **3. Preparation of Comprehensive Development Plan**

Planning and Development Authority shall prepare a Comprehensive Development Plan after consultation with the local authority or authorities for the planning area within its jurisdiction and submit to the Administrator through the Board for provisional approval.

- (1) A Comprehensive Development Plan shall,
- (a) Indicate, define and provide for all the matters provided/ defined in the Outline Development Plan with such modifications as the PDA deems fit,
  - (b) Indicate, define and provide for
    - (i) Areas to be reserved for agriculture, public and semi public, open spaces, parks, playgrounds, gardens and other recreational uses, green belts and natural reserves
    - (ii) Comprehensive land allocation of areas or zones for residential, commercial, industrial, agricultural and other purposes.
    - (iii) Complete road and street pattern and traffic circulation pattern for present and future requirements
    - (iv) Major road and street improvements
    - (v) Areas reserved for public buildings and institutions and for new civic development
    - (vi) Areas for future development and expansion and areas for new housing
    - (vii) Amenities, services and utilities
    - (viii) Such other matters as may be directed by Administrator or the Board to be indicated, defined and provided

- (c) Include zoning regulations to regulate within each zone the location, height, number of storeys and size of buildings, other structures, the size of yards, courts and other open spaces and the use of buildings, structures and land
  - (d) Indicate the stages by which the proposals are intended to be carried out, together with the financial implications of each stage.
- (2) The comprehensive Development Plan may,
- (a) Indicate define and provide for,
    - (i) All the matters including planning standards, gross new density and such guiding principles as the PDA may consider expedient to be indicated, defined and provided for in the development Plan
    - (ii) Detailed development of specific areas for housing, shopping centres, industrial areas, civic centres, educational and cultural institutions
    - (iii) Control of architectural features, elevation and frontage of buildings and structures
    - (iv) A five year development programme within the stages indicated in the proposals is to be carried out.
  - (b) Designate any land as land subject to acquisition for any public purpose and in particular but without prejudice to the generality of this provision for the purposes
    - (i) The Union or for any local Authority or other Authority established by and public concerns
    - (ii) Dealing satisfactorily with the areas of bad layout or obsolete development, slum areas and for relocation of population
    - (iii) Providing for open spaces, parks and playgrounds
    - (iv) Securing the use of the land in the manner specified in the development plan
    - (v) Any of the matters as are referred to in clause (a)
- (3) Rules may be made for regulating the form and contents of a Comprehensive Development Plan and any such plan included maps and reports is necessary to explain and illustrate the proposals included in that plan

#### **4. Preparation of Town Planning Schemes**

Planning and Development Authority, for the purpose of implementing the proposals contained in the Development Plan, make one or more Town Planning Schemes for the area within its jurisdiction or any part thereof, and shall submit such schemes in draft to the Administrator along with a plan showing the area proposed to be included

A town planning scheme will make provision for the following matters,

- (a) The layout of land either vacant or built up
- (b) The filling up, reclamation of low lying swamp or unhealthy areas or leveling up of land
- (c) The layout of new streets, roads, constructions, diversion, extension, alteration, improvement and closing of streets and roads and communications
- (d) The construction ,alteration and removal of buildings, bridges and other structures
- (e) The allotment or reservation of land for roads, open spaces, gardens, recreational grounds, schools, markets, green belts and dairies, transport facilities and public purposes
- (f) Drainage
- (g) Lighting
- (h) Water supply
- (i) The preservation of historical buildings/ objects
- (j) The imposition of conditions and restrictions regarding maintaining open spaces around the buildings, allocation of parking spaces, loading and unloading spaces for any buildings and the size of projections and advertisements signs

The draft scheme shall be submitted to the Administrator for the consent to the publication.

## ANNEXURE -II

### DETAILS OF PUBLIC DEALING ACTIVITES

Sr.No	Activities	Procedure/ Details	Total Days Required	Other Details
1	Construction permission for Industrial Building	Files as per the check list is accepted at a Single Window (SWIFT) from where it is dispatched immediately to Planning & Development Authority, Chief Inspector of Factories & Boilers Dept., Station Fire Officer and the Mamlatdar office. The concerned department scrutinize the application based on their relevant rules and the CIF&B, SFO & Mamlatdar communicate to the PDA, who is the competent Authority to grant such permission. The PDA either refuses or grant permission within 45days of the date of application. If any technical discrepancy is found, then a query is sent to the applicant though Single Window. The applicant thereafter complies the queries and if found in order and as per the rules provision the permission is granted.	45	
2	Construction permission for Residential/ Residential-Cum Commercial and Commercial building	The files for grant of construction permission for Residential/ Residential-Cum –Commercial and Commercial buildings are accepted in the SINGLE Window at CAMS, from which one file is sent to the PDA and another file to Mamlatdar for revenue comments. After receiving the comments from revenue	90	

		point of view and if the construction proposal is found in order as per the D.C Rules the construction permission is granted within 90days. For commercial building the procedure as above is followed except that the report of S.F.O is also required.		
3	Occupancy certificate for industrial building	<p>The single window system after accepting two files sends, one file to PDA and the other to Station Fire Dept. the concerned department inspects the building and confirms whether the said construction is as per the sanctioned plans or not. If there is minor deviation the same is regularized as the DC Rules. The occupancy certificate is granted only if the applicants satisfy the criteria per DC Rules and conditions imposed in the CP Order.</p> <p>The Station fire officer also inspect the premises of factory building and verifies the condition imposed by the dept. has been complied or not. If ye then he sends an NOC to PDA, based on which if other contain of DC Rules have fulfilled the occupancy certificate is granted within 30 days from the date of receipt of application</p>	30	
4	Occupancy certificate / part of occupancy certificate for Residential, Residential cum	The files for occupancy certificate / part of occupancy certificate are accepted in the Mamlatdar office. for residential building, two files are submitted to the out of which one file sends to PDA. The department thereafter inspects the condition imposed in the	30	



	Commercial and Commercial building	<p>construction permission. One file is retained in the office of Mamlatdar and a revenue report for No Objection to issue of Occupancy Certificate is sent to the PDA after based on the report the occupancy certificate is granted.</p> <p>For commercial buildings the procedure as above is followed except that the report of S.F.O is also required.</p> <p>In case of granting the part occupancy certificate before completion of the entire work as per the building permit provided sufficient precautionary measures are taken by the owner / applicant of the building permit to ensure public safety and health safety. The part occupancy certificate is granted by the Competent Authority subject to the owner / applicant indemnifying the authority on stamp paper of Rs.20/-</p>		
5	Recovery of Development charges	<p>Planning and Development Authority shall levy a development charge on the carrying out of any development or the institution or change of use of land for which permission is required to be obtained. Provided that different rates may be specified for different parts of the planning area. The Administrator may by rules provide for exemption from the levy of development charge</p>		
6	Non Agricultural Use	The files for Non Agricultural Use permission are	10	

	permission	accepted through CAMS in the Collector office and forwarded by Mamlatdar. Five files are submitted to the out of which one file sends to PDA. The department thereafter inspects (joint inspection) the site and thereafter the report prepared as per the DC Rules will be forwarded to the Mamlatdar office		
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