

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

M.A& U.D(M)Dept - A.P.Regulation of Unapproved and Illegal Layout Rules 2007- Orders - Issued.

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (M1) DEPARTMENT

G.O.Ms. No.902

Dated : 31-12-2007.

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ORDER :

The Government of Andhra Pradesh with a view to promoting planned development of urban areas in the State are encouraging development through approved layouts and development of integrated townships through both public and private initiative. However, Government has observed that there are many unapproved and illegal layouts which are not only in violation of the Statutory Development Plan/Master Plan and Layout Rules but also deficient in layout norms and development standards and lacking in basic civic infrastructure facilities like proper roads, street lights and drainage. On account of the above, frequent complaints are being received from the public. Such substandard and unapproved sub-divisions of land into building plots is not only defeating the very objective of planned development but also affecting the planned extension of services and amenities by the local bodies. Government have in the past brought out a scheme of regularization of such unapproved layouts but they met with limited success since it was a voluntary scheme with onus on plot owners to come forward for regularization and there were no deterrent provisions against the owners who did not come forward for regularization. Therefore in order to bring all these unplanned areas into the fold of planned development and to provide basic facilities in these areas so as to promote an overall and integrated area and city level development and a better quality of life for the citizens, Government hereby issue the Rules for Regulation of Unapproved and Illegal Layouts.

2. Accordingly, the following notification shall be published in the Extraordinary Gazette of Andhra Pradesh dated: 31 -12-2007

NOTIFICATION

In exercise of powers vested in Section 58 of the AP Urban Areas (Development) Act, 1975 , Section 585 of the HMC Act, 1975, Section 44 (2) (v) of the AP Town Planning Act, 1920, and Section 326 (1) of the AP Municipalities Act, 1965, the Government Andhra Pradesh hereby issue the following Rules, viz.:

1. These Rules may be called "The Andhra Pradesh Regulation of unapproved and illegal layout Rules, 2007 " and they shall come into force from the date of publication in A.P Gazette.

2. **Applicability:**

- (i) These Rules shall be applicable to all Urban Development Authorities, Municipal Corporations, Municipalities and Gram Panchayats falling in the Master Plan limits in the State of Andhra Pradesh.
- (ii) These Rules and conditions herein shall be applicable to all existing unapproved sub-division of plots, existing unapproved layouts or ventures promoted by land owners/ private developers/ firms/ companies/ property developers /Societies where the plots have been sold by registered sale deed before the date of notification of these rules.
- (iii) These Rules are only intended for regulating the unplanned development and shall be applicable to all unapproved layout areas which have clearance from the competent authorities under the Urban Land Ceiling and Regulation Act 1976, AP Land Reforms (Ceiling on Agricultural Holdings) Act, 1973 wherever required and which have not been entered in the Prohibitory Register of lands maintained by the Revenue Department. The Regulation measure would not absolve the plots or layout from the application of Land ceiling Laws, land disputes or claims over title, boundary disputes, etc. In respect of assigned lands, prior clearance from the District Collector shall be obtained.
- (iv) In the event of only some plot holders coming forward for regulation in an unapproved layout, the layout pattern as approved by the competent authority shall be applicable to the entire layout area. The local authority shall be responsible for enforcing such approved layout pattern.

3. Definitions:

- (i) **“unapproved/Illegal layout”** means sub-division of land into plots with or without developed roads, open spaces and amenities and without the approval of the competent authority.
- (ii) **“Competent Authority”** means
 - a) the Vice Chairman of the Urban Development Authority in case of areas falling in UDA area;
 - b) The Commissioner of Municipal Corporation in case of areas falling in Municipal Corporations and not covered by Urban Development Authorities;
 - c) Municipal Commissioner in case of Municipalities and Nagar Panchayats not within the jurisdiction of Urban Development Authorities.
 - d) The Gram Panchayats in respect of Gram Panchayat areas covered by Master Plan and falling outside Municipal limits and UDA areas .
- (iii) **“Minimum standards of layout development”** means the standards of facilities and amenities as prescribed by the competent authority in approving such unapproved layouts
- (iv) **“Minimum standards of layout norms”** means the standards of layout norms and pattern as prescribed by the competent authority in approving such unapproved layouts
- (v) **“Plot holder”** means a person on whose name the plot is registered with a registered sale deed prior to the notification of these rules

Terms and expressions which are not defined in these Rules shall have the same meaning as in the respective Rules / Regulations / Bye-laws of the respective local authorities and as defined in the National Building Code or relevant Acts as the case may be, unless the context otherwise requires.

4. Cut-off date for considering regulation of unapproved layouts:

Only those unapproved layouts and sub-division of plots with registered sale deed/title deed existing prior to the date of notification of these rules, shall be considered for regulation under these rules. As proof and evidence, the plot holder/Land owner/ Association/ Society/Colony developer is required to furnish copies of the sale deed/title deed. Agreement of sale or General Power of Attorney shall not be considered as evidence.

5. RESTRICTIONS ON APPROVAL IN VICINITY OF CERTAIN AREAS:

- (a) No layout/development activity shall be allowed in the bed of water bodies like river, or nala, and in the Full Tank Level (FTL) of any lake, pond, cheruvu or kunta and in shikam lands.
- (b) The above water bodies and courses shall be maintained as recreational/Green buffer zone, and no layout development activity other than recreational use shall be carried out within:
 - (i) 30 m from the boundary of river course/ Lakes of area of 10 Ha and above;
 - (ii) 9 m from the boundary of lakes of area less than 10 Ha/ kuntas/shikam lands;
 - (iii) 9 m from the boundaries of Canal, Vagu, etc.
 - (iv) 2 m from the defined boundary of Nala
- (c) Unless and otherwise stated, the area and the Full Tank Level (FTL) of a lake/kunta shall be reckoned as per the master Plan/Revenue Records/Irrigation records.
- (d) Unless and otherwise specified in the Master Plan/Zonal Development Plan,
 - (i) In case of (b) (i) above, in addition to development of recreational/green belt along the foreshores, a ring road or promenade of minimum 12m width may be developed, wherever feasible.
 - (ii) The above greenery/landscaping and development shall conform to the guidelines and provisions of the National Building Code of India,2005.
- (e) For layout development activity within the restricted zone near the airport or within 500 m distance from the boundary of Defence areas/ Military establishments, necessary clearance from the concerned Airport Authority/ Defence Authority shall be obtained.
- (f) In case of sites in the vicinity of oil/gas pipelines, clear distance and other stipulations of the respective authority shall be complied with.
- (g) For areas covered under GOMs 111 M.A & U.D Dept., dated 8-3-1996 (protection of Catchment area of Osmansagar and Himayatsagar lakes), apart from the provisions of statutory Master Plan of HUDA/ HADA, the restrictions on layout and development activity imposed in the said Government orders would be applicable.
- (h) No approval shall be considered in sites which are earmarked for Industrial Use Zone/Recreational Use Zone/Water Body in notified Master Plans/Zonal Development Plans.
- (i) Open Spaces earmarked in any approved layout shall not be considered for regulation under these Rules.

6. Compulsory Application for Regulation

It shall be compulsory for all plot owners in unapproved layouts to file an application in the prescribed format for regulation of the plot/layout before the Competent Authority to apply for regulation for plots having registered sale deed executed prior to date of notification of these rules within 60 days from the date of notification of these rules duly enclosing the following documents:

I. Copy of registered sale deed/title deed executed prior to the date of notification of these rules duly attested by a gazetted officer.

II. Location Plan

III. Detailed Layout Plan drawn to scale showing plotted area, open area, area under roads and the plot/ plots applied for regulation.

IV (a) Urban land Ceiling Clearance Certificate in case the extent of land exceeds the ceiling limit or

(b) An affidavit in case the extent of land is less than the ceiling limit or

(c) ULC Regularisation order from Government issued under GOMs 455 and 456 Revenue dt. 29-7-2002

V. Indemnity Bond in the format prescribed

VI. NOC from Defense Authority/Airport Authority of India (wherever applicable)

VII. Any other document as required by the Competent authority

Application for regulation of unapproved layout and subdivision of plots can also be made by a society/association/colony developer representing the plot owners in unapproved layout. In such cases the said association/colony developer representing the plot owners in unapproved layout, shall be wholly and severally responsible for undertaking the deficiencies in such unapproved layouts, undertaking to comply with the conditions and pay the requisite fees and charges as prescribed in these rules to the competent authority. The society/association/colony developer representing the plot owners in unapproved layout shall select any of the three members among themselves called "Resource persons" who would be responsible for all dealings on behalf of the society/association/colony developer representing the plot owners in an unapproved layout.

7. In cases where an application is received in a site that is contrary to the land use stipulated in the statutory plan, the competent authority shall have the power of approving the case except those specified in Rule 5 above by levying the necessary conversion charges.

8. Payment of Penalisation charges

(i) The applicant shall pay the fees and charges as detailed below:

a) Pro rata charges which are inclusive of betterment charges, development charges and layout scrutiny charges, penalty and other charges, at the following rates:

S.No	Location of Site in	Pro rata Charge at Rs. Per sq. metre (of individual plot/ layout plotted area)
1	2	3

a	Greater Hyderabad Municipal Corporation, Greater Visakhapatnam Municipal Corporation, Vijayawada Municipal Corporation limits.	600
b	Other Municipal Corporations	400
c	Panchayats falling in UDA area	250
d	Municipalities and Gram panchayats falling in Master plan limits (other than UDA areas)	200

b) Pro-rata open space charges as prescribed in Rule 9 (b) of the Rules.

c) Conversion charges as prescribed in Rule 7 of the Rules.

(ii) The above fees, charges shall be remitted in full by way of Demand Draft in favour of the Competent Authority.

9. Scrutiny by the Competent Authority:

- (i) After receipt of an application for regulation of layout in Annexure-I with necessary documents and plans, the Competent Authority in respect of areas falling in the limits of Urban Development Authority shall scrutinize application as per these Rules, carry out necessary inspections and in case the application is found in accordance with these Rules and after the owner hands over the open spaces if any to the concerned Municipality/Municipal Corporation/local body, the Competent Authority communicate it's approval to the applicant as early as possible but not beyond six months from the last date of receipt of Applications fixed.
- (ii) In case of applications which are found to be not in accordance with these Rules, orders shall be issued rejecting such applications as early as possible but not beyond six months from the last date of receipt of Applications fixed.
- (iii) In case of Municipalities/Municipal Corporations falling outside UDA area, or in case of Gram Panchayats covered in Master Plan limits of non-UDA areas, the Competent Authority after scrutiny with respect to Master Plan and as per these Rules and after carrying out necessary site inspection shall submit remarks to the Director of Town and Country Planning for technical approval or the official authorized by the Director of Town & Country Planning in this behalf. After receipt of technical approval, the Competent Authority shall communicate it's approval or rejection to the applicant as early as possible but not beyond six months from the last date fixed for receipt of Applications.
- (iv) In case of application for individual plot which is not affected by any Change of Land Use or Master Plan roads, such cases may be processed and disposed at level of Competent Authority only.
- (iv) The Competent Authority may engage the services of licensed technical personnel, namely architects and graduate engineers, for scrutiny of the applications and for field inspections. Mere receipt of application or any delay in communication of final orders in the matter will not imply the approval of the application.

10. Norms to be insisted for regulation of unapproved layouts:

The Competent authority shall ensure the following minimum norms of layout for such layouts:

- a) The road width shall be minimum 9 m. In case of weaker section layouts or plots less than 100 sq m, the road width may be 6 m.
- (b) 10 % Open space to be insisted or reserve equivalent land within their site by readjusting the plots. Where such open space is not provided in such unapproved layout sites, pro rata open space charge as per the present prevailing market value based on sub-registrar records shall be collected.
- (c) Shall ensure overall connectivity and integration with surrounding infrastructure and road pattern
- (d) Where an unapproved layout site is affected in the Statutory Master Plan road network, the competent authority shall retain the alignment in the said layout and if not feasible, he is authorized to suitably modify the alignment within the layout site but in no case the alignment is to be dropped.
- (e) The layout pattern as far as possible shall be retained *ipso facto* and only in exceptional cases like need for connectivity, integration with surrounding network, etc. modifications may be considered by the Competent authority.
- (f) Private water bodies if any shall be preserved in the layout. Such water bodies may be considered as part of open spaces as required under (b) above, subject to taking up protection and improvement of foreshores of such water bodies

11. Minimum Standards of layout facilities and development to be undertaken:

- a) All roads to be developed and black-topped
- b) Drainage works including rain water harvesting facilities
- c) Water supply and sewerage facilities
- d) Street Lighting
- e) Fencing of open spaces

12. Individual plot regulation:

Where an individual comes forward for regulation of a single plot, the Competent authority may consider the same subject to the condition in Rule 2 (iv) and Rule 5 to 8 regarding payment of fees, penalty and charges including the open space charge and betterment charges payable on pro rata basis.

13. Failure to come forward for regulation of unapproved layouts/plots:

Where an application is not filed for regulation of unapproved layout/plot, the following consequences have to be faced by the plot owners:

- (a) Such unapproved layouts/plots would be treated as continuing offence and exemplary penalty as per law would be levied.
- (b) No regular water supply connections and services like drainage and sewerage would be extended.
- (c) Such unapproved layouts shall be recorded in the Prohibitory Register of the Registration Department and no sale /disposal or transactions shall be allowed in such sites.
- (d) No building approvals shall be considered by the building sanctioning authority in such unapproved layouts/plots

- (e) Other enforcement action including demolition of the building if any on such plot/plots shall be initiated.

14. Amount levied kept in separate account:

The amount collected by the Competent Authority under these Rules shall be kept and maintained under the control of the Competent authority in a separate escrow account and utilized only for improvement of amenities in the area.

The competent authority shall review the development works undertaken by the UDA/ local authority relating to such unapproved layouts on a quarterly basis and shall have the power to issue necessary instructions and directions in this regard.

15. Appeal:

(1) Any applicant aggrieved by an order passed by the Competent Authority under Rule 9, may prefer an appeal to the Appellate Committee constituted by the Government within thirty days from the date of receipt of the order provided the applicant has paid the necessary charges and submitted documents as specified in Rule 6 of these rules.

(2) All the appeals shall be disposed off within six months.

16. The Government may issue guidelines to operationalise these Rules as deemed fit.

17. All existing Rules, Regulations, Bye laws and orders that are in conflict or inconsistent with these rules shall stand modified to the extent of the provisions of these rules.

(BY ORDER AND IN THE NAME OF GOVERNOR OF ANDHRA PRADESH)

**S.P. SINGH
PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Commissioner and Director, Printing , Stationery and Stores Purchase A.P. Hyderabad (in duplicate, with a request to publish the Notification in the Extraordinary Gazette of A.P. dated 31-12-2007, and furnish 1000 copies to Government)

The Director of Town and Country Planning, A.P. Hyderanbad.

The Commissioner and Director of Municipal Administration, A.P.Hyderabad.

The Commissioners of all Municipal Corporations/ Municipalities in the State, through CDMA.

The Vice chairman of all Urban Development Authorities in the State

All Departments of Secretariat

All Heads of Department.

The Director General Fire Services.

The Chairperson, AP Transco.

The Managing Director, H.M.W.S&S.B, Hyderabad.

The Engineer in Chief (Public Health) Hyderabad.

The Commissioner & Inspector General of Registration & Stamps.

The Managing Director, AP Housing Board.

The District Collectors of all Districts.

Copy to :

The Special Secretary to Chief Minister.

The P.S. to Minister(M.A).

The P.S. to Principal Secretary to Government (MA&UD Dept)

The P.S.to Secretary to Government (M.A&U.D.Dept)

S.F/S.C.

//FORWRDED BY ORDER//

SECTION OFFICER

GUIDELINES FOR COMPULSORY REGULATION OF UNAPPROVED AND ILLEGAL LAYOUTS IN MUNICIPAL AND URBAN DEVELOPMENT AUTHORITY AREAS

1. Introduction:

The level of urbanization in Andhra Pradesh has been accelerating since 1961. The urban population which stood at 6.27 millions in 1961 increased to 20.05 millions in 2001 with corresponding urbanization level increasing from 17.44 percent in 1961 to 27.08 percent in 2001. The state's urban population grew by 43.24 percent during 1981-91 as against 36 percent for the Country. A few major cities in Andhra Pradesh are suffering under the pressure of uneven economic development and rapid population growth as a result of both migration and natural increase in population. The rapid economic growth taking place in Andhra Pradesh is likely to further increase the urban population in a significant manner. In this process of economic growth it is noticed that, among other things, a large number of unapproved and illegal layouts are cropping up in all urban areas.

2. Background:

The rapid urbanization has put tremendous pressure on lands in urban areas. Government have in the past brought out a scheme for regularization of such unapproved layouts but this was met with limited success since it was a voluntary scheme with onus on the plot owners and there were no deterrent provisions against the owners who have not come forward for regularization. It is also observed that there are numerous unapproved and illegal layouts in all urban areas which are not only in violation of Master Plan and Layout Rules but also deficient in layout norms and development standards and lacking in basic civic amenities like proper roads and connectivity, water supply, drainage, street lights on account of which frequent complaints are received from the public. Such substandard and unapproved subdivision of land into building plots is not only defeating the purpose of planned development but also affecting the planned extension of services and civic amenities by urban local bodies

3. Rules for Regulation of Unapproved Layouts:

Government with a view to bring all these unplanned areas into the fold of planned development and to arrange basic facilities in these areas has come up with a pragmatic solution namely Regulation of Unapproved and illegal layouts.

To give effect to the above policy, Government have issued Statutory Rules for implementation of compulsory disclosure scheme for Regulation of Unapproved and illegal layouts (herein after called **Layout Regulation Scheme (LRS)**). This scheme is intended to help the people to bring such unapproved layouts into the planning fold by getting them regulated and to enable them to get building permission.

4. Objectives:

1. To bring all unauthorized Layouts/subdivisions in to planning frame work and regulate the development.
2. To facilitate the implementation of Master Plan.
3. To improve the circulation pattern of roads.
4. To provide relief to the several persons who have purchased plots without awareness about layout regulations/layout permissions.

5. Applicability of the scheme:

The Scheme is applicable in the following cases

- i. It is applicable to the plots in unapproved layouts which are located within Urban Development Authority Area, Municipal Corporations, Municipalities and Gram Panchayats falling in Master Plan limits of respective Municipalities in Andhra Pradesh.
- ii. It is applicable to the plots in unapproved layouts which are registered prior to date of notification of the Rules in A.P Gazette.

6. LRS is not applicable in the following cases.

- i. Encroachment on Government Lands.
- ii. Surplus land declared under Urban Land Ceiling Regulation Act /Agricultural Land Ceiling Act / Lands resumed under A.P. assigned lands (POT) Act.
- iii. Tank beds and Sikham lands.
- iv. Areas covered under G.O. Ms. No. 111 MA dt. 8.3.1996 (protection of catchment area of Osman Sagar and Himayath Sagar Lakes).
- v. Prohibited area under the Costal Regulation Zone and such other environmentally restricted zones as prescribed.

- vi. Industrial /Recreational/Water Body land uses earmarked in the sanctioned Master Plans/Zonal Development Plans.
- vii. Bed of water bodies like river, nala, pond, cheruvu, kunta/shikam lands and in Full Tank Level (FTL) of any lake
- viii.
 - a) 30 Mts. From the boundary of river course/Lakes of area 10 Ha and above
 - b) 9 Mts. from the boundary of Lakes/ Kuntas /Shikam lands of area less than 10 Ha
 - c) 9 Mts. from the boundary of Canal, Vagu etc.
 - d) 2 Mts. from the defined boundary of nala
 - e) The space to be left in and around the Canal/Vagu (including the actual bed width and alignment) shall be minimum 15 Mts. This may be developed as green buffer / recreational and/or utilized for road of minimum 9 Mts. width, wherever feasible.
 - f) In case of (viii)(a) above in addition to development of recreational/green belt along the foreshores, a ring road or promenade of minimum 12 Mts. may be developed wherever feasible.
 - g) In case of sites in the vicinity of Oil / Gas pipelines, clear distance and other stipulations of the respective authorities shall be complied with.
 - h) Open spaces earmarked in any approved layout.
 - i) Sites under litigation / legal disputes regarding ownership.

7. Compulsory submission of applications:

Applications under this scheme shall be filed compulsorily with all enclosures in the prescribed form by owners of plots in unapproved layouts in the office of the Municipal Corporation/ Municipality /Urban Development Authority as the case may be within 60 days from the date of notification of the Rules.

8. Who can apply under LRS:

- i. Individual plot owners in unapproved layouts having registered sale deed executed prior to notification of the rules.
- ii. Associations / Societies / Welfare Society / Colony Developer representing the unapproved layout plot owners having registered sale deed executed prior to notification of these rules. In these cases 3 Members selected by the

Associations / Societies / Welfare Society of the unapproved layouts will act as resource persons who can represent the case before the Competent Authority.

9. Separate applications for Regulation of Unapproved Layout and Unauthorizedly Constructed building

In respect of cases where a building is constructed unauthorizedly in a plot of unapproved layout, the owner has to submit two separate applications as shown here under

1. Application for regulation of Unapproved Layout / Plot.
2. Application for penalization and regulation of unauthorizedly constructed building.

In these cases, Application for penalization and regulation of unauthorizedly constructed building will be considered only after regulation of the unapproved layout / plot.

10. Services of Technical Personnel:

In every Municipality, Municipal Corporation, Urban Development Authority technical personnel will be authorized by the Municipal Commissioner/ Vice Chairman as the case may be to assist citizens in filling up the application form and preparation of required plans. In addition, the citizens can utilize the services of Registered Architects for filling up the Application form and preparation of plans.

11. Prior clearances in certain cases

Prior clearance is required in the following cases:

- i. Clearance from the Competent Authority under Urban Land Ceiling and Regulation act 1976, A.P.Land Reforms (Ceilings on Agricultural Holdings) Act 1973 wherever required.
- ii. Clearance from Air Port Authority for the areas in the restricted zone.
- iii. Clearance from the Defence authority for the areas in the restricted zone or within 500 mts from the boundary of the Defence Areas / Military establishments.
- iv. Clearance from the Dist. Collector in respect of assigned lands.

12. Payment of Penalisation charges

The applicant shall pay the penalisation charges as shown hereunder

1. Penalisation charges on the total plotted area/plot area as per the rates detailed in Table-I which includes Betterment charges, External Betterment charges, Development charges and other charges.
2. Proportionate Open space contribution charges towards shortfall of open space, if any as detailed in Table-II.
3. Change of Land use charges as per G.O.Ms.No.439 dt.13.06.2007 and G.O.Ms.No.158 dt. 05.02.1996 (G.Os enclosed as Annexures) in case of plots earmarked for other than residential use in notified Master Plans/Zonal Development Plans as per the rates detailed in Table-III.

Note: In case the Applicant is not in a position to calculate the charges payable under Items -2 and 3 above, he may submit the application duly paying penalisation charges mentioned in Item-1. In such cases, the Competent Authority will scrutinise the application and inform the applicant to pay the said charges and if the applicant fails to pay the said charges within 30 days the application will be rejected.

13. Scrutiny and Time Line for Disposal of Applications:

All the applications received under the scheme would be disposed off with in 6 months from the last date fixed for receipt of the applications.

14. Competent Authority under the scheme:

The following are the competent authorities for disposal of applications.

- i. Vice Chairman of the Urban Development Authority in case of areas falling in UDA limits.
- ii. The Commissioner of Municipal Corporation in case of areas falling in Municipal Corporations and not covered by urban Development Authorities.
- iii. Municipal Council in case of Municipalities and Nagar Panchayats and not covered by Urban Development Authority.
- iv. Gram Panchayat in case of areas falling in Master Plan limits of respective Urban Local Bodies.

15. Norms required for regulation of unapproved layouts:

The following norms, among others, shall be followed for regulation of unapproved layouts

- i. Minimum road width
 - a. For weaker section layouts- 6 m
 - b. For other layouts - 9 m
- ii. 10% open space to be insisted or reserve equivalent land within layout site by readjusting the plots. 10% of the open space or available open space in the layout shall be handed over to the concerned Local Body by way of a registered gift deed. If land is not available towards 10% open space, pro-rata charges shall be collected towards shortfall of open space as per the prevailing market value register maintained by the Registration Department.
- iii. The road alignment provided in Master Plan shall be insisted as stated in the Rules.
- iv. The layout shall connect to the surrounding road network.
- iv. Private water bodies in the layout shall be retained and these areas will be treated as part of 10% open spaces.

16. Individual Plot Regulation:

Where an individual owner applies for regulation of a single plot, the Competent Authority may consider the same as per Rule -11 of the Rules.

17. Scrutiny and Issue of orders:

All applications received for regulation of unapproved layouts shall be got inspected by the competent authority. If the application is found in order, the competent authority shall issue orders regulating the unapproved layout/ plot. If there is any shortfall in payment of penalization charges, other charges, the Competent Authority shall issue a notice to the applicant for payment of shortfall in fees and charges and same shall be paid by the applicant within 30 days. After payment of the fees and charges, the Competent Authority shall issue orders regulating the unapproved layout / plot.

After regulation of unapproved layout, the roads and open spaces in the layout area shall be deemed to have been taken over by the concerned Local Body i.e. Municipal Corporation /Municipality/ Gram Panchayat as the case may be.

Mere receipt of application or any delay in communication of final orders will not be construed as automatic regulation of unapproved layout.

18. Appeal:

Any applicant aggrieved by an order passed by the Competent Authority may prefer an appeal to the Appellate Committee constituted by the Government within thirty days from the date of receipt of the order if he has paid the necessary charges and submitted documents as specified in the Rules.

19. Consequences in case of failure to apply under the scheme:

Where an application for regulating unapproved layout /plot has not been filed, the following consequences have to be faced

- i. Such layouts/plots would be treated as continuing offence and penalty as per amended Municipal laws will be levied.
- ii. No regular water supply connection and services like drainage and sewerage would be provided.
- iii. Such sites would be recorded in the prohibitory register of the Registration Department to prevent sale / disposal or transaction of such sites.
- v. No building permission will be granted in unapproved layouts.
- vi. Penal action will be taken against the buildings constructed in such unapproved layouts including demolition of the building as per Rules

INSTRUCTIONS TO THE APPLICANTS UNDER LRS

1. Read the Guidelines, FAQs and other details provided in the Hand Book carefully.
2. Ensure that your layout / plot falls in the categories applicable for regulation of unapproved layouts.
3. Read the Application Form carefully and fill up all the columns correctly.
4. Read the Penalization Charges payable as provided in the Rules and correctly fill up the concerned Self-Computation Table for payment of penalization charges.
5. The application requires a list of documents to be enclosed. Ensure that all the documents required are enclosed with the application.

6. If you need any assistance, you may take the help of the Licensed Technical Personnel, Registered Architects, to guide you in filling up the Application Form, Calculation of the penalization charges payable and preparation of the required plans.
7. Prior clearance is required from Competent Authority under Urban Land and Agriculture Land Ceiling Laws, Airport Authority / Defence Authorities of India as per para 11 of the Guidelines. Ensure that these NOCs are submitted with the application.
8. Enclose the Demand Draft / Bank Pay Order obtained from any one of the Schedule Banks in favour of the Competent Authority to the Application.
9. Fill up the Check List and Acknowledgement in duplicate by ticking the list of documents enclosed.
10. Ensure that the application is submitted before the last date fixed for receipt of applications.
11. Before submitting the application at the places designated by the Competent Authority make sure that you have made a photostat copy of filled in application form for your record.
12. Submit the filled in application in the Counters set up in the Circle / Zone / Head Office of the concerned Municipal Corporation / Municipality / UDA and obtain the Acknowledgement.
13. For future Correspondence with the Competent Authority the File Number on the Acknowledgement may be quoted.

FREQUENTLY ASKED QUESTIONS UNDER LRS

Q1: What is meant by unapproved and illegal layout?

- A: a) Land which is sub-divided into plots without permission from Competent Authority.*
- b) Sub-division of land and sale of plots without approval from the Municipal Corporations, Municipalities and Urban Development Authorities as the case may be.*
- c) Un-authorised illegal layouts would also include tentative layouts approved by Municipal Corporation/Municipalities /Urban Development Authorities where plots have been sold without obtaining final layout approval.*
- d) Gram Panchayat layouts (covered in UDA/Master Plan) without prior approval from Director of Town and Country Planning /Urban Development Authority*

Q2: What are the advantages of regulating an unapproved layout?

- A: a) Regulation of unapproved layouts will entitle the applicant to get building permission from the Competent Authority.*
- b) Civic amenities like roads, water supply, drainage, street lights will be provided subject to total payment of all required charges by all plot owners.*
- c) The unapproved layout areas will be brought in to the fold of planned development of the Towns/Cities.*

Q3: What are the consequences if one does not apply for regulation of unapproved layout?

- A: The following consequences have to be faced:*
- a) No building permission will be given.*
- b) Such layout plots will be treated as continuing offence and exemplary penalties would be levied as per amended Municipal Laws.*
- c) No facilities like roads, drainage, street lights will be extended in such areas.*
- d) Information will be sent to Registration Department to enter the land into Prohibitory Register of lands.*

Q4: Whether the layout regulation scheme is applicable to all Gram Panchayat areas also?

- A: No. However this scheme is applicable to only Gram Panchayat areas falling within Urban Development Authority limits / covered in sanctioned Master Plans.*

Q5: Whether a layout approved by a Gram Panchayat (covered in UDA limits or Master Plan limits) without technical approval of Director of Town & Country Planning/Urban Development Authority is a valid layout?

A: No.

Q6: If I have purchased a plot in unapproved layout, can my plot be regularized under this Scheme?

A: Yes, It can be regularized subject to submission of application along with sale deed executed prior to date of notification of the Rules and payment of prescribed fees and charges.

Q7: The layout owner has taken an approval from the Gram Panchayat with technical clearance of Director of Town & Country Planning / Urban Development Authority but subsequently changed the layout and its constituent plots, open spaces and roads and I purchased a plot based on this changed layout on ground. Can my plot be regularized?

A: No.

Q8: The owner has sold away the open space in the layout by carving plots. Can these be regularized?

A: No.

Q9: If total area of the site is 3 acres and only 10 plots holders having plots of 250 sq.yards each apply for approval, whether the owners of 10 plots can get their plots regularized?

A: Yes. The plot holders who come forward for regulation of their plots will be considered for approval subject to usual conditions.

Q10: A 100 ft Master Plan is proposed through our colony layout. The alignment of the said 100 ft road is passing through my plot and in adjoining plots which have buildings. Can my plot and the said adjoining plots be regularized?

A: Plots affected in Master Plan road will not be regulated.

Q11: Can I purchase a plot in an unapproved layout after the date of notification and come forward for regularization by payment of all fees and charges?

A. No. This scheme is applicable only for plot owners who have registered sale deed executed prior to the date of notification of the Rules.

Q12: The neighbouring land owner has blocked a road by showing the end of the road as plot and constructed a building. Can this plot blocking the road be regularized?

A: No.

Q13: I have a plot in a layout approved by Gram Panchayat falling in UDA limits without getting technical clearance from UDA. Do I need to apply for regulation under this scheme?

A: Yes.

Q14: I have a plot in a layout approved by Gram Panchayat without getting technical approval from the DT&CP but covered by the sanctioned Master Plan. Do I need to apply for regulation under this scheme?

A: Yes.

Q15: Whether charges for regulation of unapproved layouts can be paid in installments?

A: No. The entire charges shall be paid along with the application.

Q16: I have constructed a building in an unapproved plot. Can I apply for regulation of my plot and building?

A: Yes. You have to file separate applications, one for regulation of unapproved plot and another for penalisation and regulation of unauthorised building.

Q17: What is the method for computation of the betterment Charges, Conversion charges and shortfall of open space charges?

A: The computation of the required fees and charges have been simplified and given in the working sheets in three tables along with the application which can be computed with the help of registered architect or licenced technical personnel.