

(133) Guidelines for Building Plan Approval Process - With a view to ensure that the Building/Building Complexes which are erected/re-erected in Union Territory of Chandigarh conform to the over all vision of the Urban Character of the City, it is mandatory for the owner/lessee of the building/building complexes to get the building plans sanctioned.

In the process of streamlining the building plan approval process, the following guidelines are issued by the undersigned:—

A. There shall be two Plan Approval Committees - Upper and Lower.

B. Plan Approval Committee (Lower). - The Plan Approval Committee (Lower) shall scrutinize and recommend for sanction to the Estate Officer, the building plans of all residential buildings located up to 2 Kanals Area (except group housing, integrated townships) all commercial buildings where architectural controls are applicable such as SCOs, SCFs, booths, bay shops, quiet offices, dhabha sites, godowns, timber sites and industrial properties up to 2 Kanal. These plans will not require any concept approvals from Chief Architect, (any clarification if required may be obtained from the Office of the Chief Architect, U. T., Chandigarh). Once the plan is scrutinized and found in order, the matter will be placed and decided by the PAC (Lower) within 30 days from the date of submission of plan.

C. Plan Approval Committee (Upper). - The Plan Approval Committee (Upper) shall scrutinise and recommend the building plans for sanction of all projects except those enlisted under heading PAC (Lower).

D. Procedure for sanctioning of building plans:

STAGE I

(1) Submission of Building Plans:

All the plans shall be submitted for approval at Estate Office. The SDO (Building) of the concerned area shall be the Nodal Officer to receive and take further action. At the time of submission the owner/lessee shall submit all the documents enlisted in the building rules to the Estate Office alongwith following:

(i) Soft copy of the drawings prepared on Auto CAD.

(ii) Model of the project if the site is more than 1 acre.

(a) If the plans are to be cleared by PAC (Lower) then the matter will be placed before PAC (Lower) and a decision on plan shall be taken by PAC (Lower) within 30 days. Either the plan will be approved or if there are any observations/objections, they shall be communicated to the applicant within 30 days. In case of any observation/objection the same have to be conveyed only once and not in piecemeal pattern time and again if those observations are met with and no new changes have been made, within next 15 days the plan will be cleared by the PAC (Lower).

(b) In case the plans so submitted are to be approved by the PAC (Upper), the following verified documents and site report will be sent by the Estate Office to the Chief Architect:—

- *The Allotment letter
- *Ownership/possession letter
- *Size of plot
- *Status of land/site—including if, it is free from encumbrances, any litigation or stay etc.
- *Financial liabilities
- *Copy of the previous sanctioned plan (if applicable)
- *The existing and proposed construction clearly marked on the layout as well as plans.
- *Whether the proposal involves availing any additional benefit on payment basis e.g. additional FAR etc.

Once the plans are received which are to be cleared by PAC (Upper), the Estate Office shall forward two sets of plans alongwith documents attached to the Chief Architect within a period of 7 days.

E. STAGE 2

Scrutiny and Recommendation by PAC (Upper):

The PAC (Upper) shall scrutinise the building plans received from the Estate Office and convey its recommendations on approval or objections/observations within a period of 60 days of receipt of building plans. The projects which satisfy the parameters mentioned above shall be recommended for sanctioning to the Estate Office so that the building plans are released by the Estate Officer after completing the due formalities.

Once the plans have been scrutinised by the PAC (Upper) then observations or objections if any have to be conveyed only once and not in piecemeal pattern time and again and if those observations are met with and no new changes have been made from the date of application of revised plan, the same shall be scrutinised and cleared within next 30 days.

PAC reserves the right to overrule/reject any proposal, which is not in consonance with the Building Rules, zoning regulations and orders issued under Capital of Punjab (Development and Regulation) Act, 1952.

F. STAGE 3

Sanctioning Stage:

The Building plans are recommended by PAC (Upper) and PAC (Lower) shall be sanctioned and released by the Estate Officer after completing due formalities within 7 days from the date of plans are received.

G. STAGE 4

Plinth level inspection and Completion Stage:

Once the building plan has been cleared it shall be mandatory that when the construction reaches plinth level it shall be got inspected by the Estate Office before further construction can be taken up to avoid delay, once the application has been made for inspection, the site has to be inspected within 20 days and if in any case, the site is not inspected by the officials of Estate Office, within 20 days, the same shall be deemed to have been inspected and if there is any violation, not only the owner/lessee of the plot shall be held responsible for the violation but also the concerned Architect who made the plan and the concerned official of the Estate Office who did not inspect the site within stipulated period shall also be held responsible for the same.

The respective Committees which have approved the building plans shall also be the competent authority to recommend completion and occupation certificate and sewerage connection.

II. Procedure for Departments/Organisations of Chandigarh Administration:

Notwithstanding anything contained in these orders, as regards to the organisation like Chandigarh Housing Board, Municipal Corporation or any Department of Chandigarh Administration they will not be required to submit the plan to the Estate Office. Instead with relevant details obtained from the Estate Office as contained in para 'D', they will submit their plans directly to the office of Chief Architect for being considered by the PAC (Upper). Once they are approved by Chief Architect, they will be directly sent to client organisation with a copy to Estate Officer for records.

1. The composition of the Committees shall be as under

Plan Approval Committee (Upper):

- (i) Chief Architect, Department of Urban Planning, U. T., Chandigarh ... Chairperson
- (ii) Assistant Estate Officer, U. T., Chandigarh ... Member
- (iii) Chief Engineer, U. T., Chandigarh ... Member
- (iv) Chief Engineer, M. C. Chandigarh Member Secretary, Chandigarh ... Member
- Pollution Control Committee, Chandigarh Member
- (vi) Senior Architect, Department of Urban Planning, U.T., Chandigarh ... Member
- (vii) Senior Town Planner, Department of Urban Planning, U. T., Chandigarh ... Member
- (viii) Chief Fire Officer, M. C, Chandigarh ... Member
- (ix) S.D.O. (Building), U. T. Chandigarh ... Member
- Convener

(b) Plan Approval Committee (Lower):

- (i) Estate Officer, U. T., Chandigarh ... Chairperson
- (ii) Assistant Estate Officer, U. T., Chandigarh ... Member
- (iii) Representative, Chandigarh Pollution Control Committee, Chandigarh ... Member
- (iv) Architect, Department of Urban Planning, U. T., Chandigarh ... Member
- (v) Planning Officer, Department of Urban Planning, U. T., Chandigarh ... Member

(vi) Executive Engineer, Public Health Circle, U. T., Chandigarh	...	Member
(vii) Executive Engineer, Electrical Circle, U. T., Chandigarh	...	Member
(viii) Executive Engineer, P.W.D., U. T., Chandigarh	...	Member
(ix) Chief Fire Officer, M. C, Chandigarh	...	Member
(x) S.D.O. (Building), U. T., Chandigarh	...	Member
		Convener

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(134) Relaxation of built-up space allotted under different rehabilitation Schemes in colonies under the control/supervision of Chandigarh Administration, Municipal Corporation and Chandigarh Housing Board - Whereas, a large number of slum dwellers have been allotted sites or built up spaces under the different rehabilitation schemes in different parts of Chandigarh and have been living in the rehabilitation colonies.

Whereas, they have been pleading that their family size has grown up and there is a shortage of place and it is difficult for them to purchase any other residential unit in Chandigarh and demanding that they should be allowed to build an extra floor.

And whereas, in addition such allottees have been requesting to allow them commercial activities on the ground floor of their premises to achieve self employment opportunities as sufficient commercial places have not been made available to them in the rehabilitation colonies to cater to their needs,

Considering their demands, the Administration, U.T., Chandigarh is pleased to accept their demands to the extent as under:—

- (i) Allowing one extra floor on allotted site or built up space allotted under different rehabilitation schemes. This will be allowed by PAC (L) on case to case basis with prior approval after assessing the structural safety of the existing structure. If the existing structure does not permit additional floor capacity then they will have to revise the building plan and make the structure with sufficient load bearing capacity for the structural safety and accordingly any construction can be carried out.
- (ii) To allow use of ground floors for small environmental friendly, cottage activities for self employment purposes such as boutique, beauty parlour, tailoring shops etc. which will supplement the income of the family while staying at home. However, no sub-division or amalgamation of the room or space or building shall be allowed. Written permission shall be obtained from the competent authority under whose control the concerned rehabilitation colony falls.
- (iii) This shall be applicable to all rehabilitation colonies under the control/supervision of Chandigarh Administration, Municipal Corporation and Chandigarh Housing Board.

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