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O/o. Director of Town and  
Country Planning, Govt of AP,  
Mangalagiri.

**Circular Memo No. 6333/19/P, Dated: as per digital signature**

Sub: O/o DT&CP, AP, Mangalagiri – LRS, 2020 – Approval of in principle Layout patterns – Thorough verification and Specific recommendations while forwarding proposals to the concerned Competent authority – Certain Instructions-issued Regarding.

Ref: 1. G.O.Ms.No.10, Dt.8.1.2020 of MA&UD Dept.  
2. T/o Circular Memo No.6333/19/P, dated 09.03.2020  
3. T/o Lr.Rc.No.17/409/2019, dated 08.05.2020  
4. T/o Circular Memo No.6333/19/P, dated nil.05.2020

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It is observed that, while scrutinizing the unauthorised Layout patterns for In Principle approval, concerned T.P. Staff / Officials are not adhering to the instructions issued vide reference 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> cited and are simply forwarding Layouts without furnishing mandatory details. Further it was also instructed the same to all the T.P. Staff while conducting Tele/video conferences.

Therefore all the concerned Staff / officials are hereby informed that while forwarding Layout pattern to the concerned Competent Authority, the following details shall be thoroughly verified and furnish remarks accordingly.

1. Layout drawing should be highlighted rather than legend and title of drawing. i.e proportionate scales and sizes based on the extent of layout shall be prepared.
2. Sanctioned Master Plan/Village map/ILUP extract shall be digitized properly duly earmarking the site under reference.
3. Title of the plan should be kept as per standard template.  
(for model plans please see the approved Layout patterns in Dashboard of LRS portal.( <http://dtcp.ap.gov.in/dtcpweb/LRS/index.html> )
4. While preparing drawing, standard colour and hatch pattern shall be maintained (as per the enclosed Template)
5. Net Plot Dimensions shall be shown in the plans i.e after deducting the depth of road widening area, the same has to be shown in the drawing.
6. If road is formed on the canal bund and utilized for road purpose, there is no need to insist NOC from Irrigation Department for approach road.
7. The following References shall be shown in the submitted plan :
  - a) Layout area in : Acres

- b) Existing area of roads : Acres (percentage),
- c) Road widening area in minimum 9 m road : Acres (percentage),
- d) Area Affected in service road/MP road/ZDP/RDP/ILUP widening if any: Acres (percentage)
- e) Total area of roads : Acres (percentage)
- f) No. of plots
- g) No. of unsold Plots
- h) Area of unsold plots
- i) 14 % Open space of unsold plots.

8. Mention unsold plot No's in layout drawing :

Example: No of unsold plots: 5 (2, 6, 7, 9 & 46) or No of unsold plots: Nil.

9. Instead of uploading the required documents in the appropriate tabs, the TP staff are uploading the entire documents as a single pdf in "In Principle pattern". This is consuming lot of space and taking prolonged time to open the In principle pattern, hence all TP staff are directed to upload the documents in the prescribed tab only.

10. Cut off date for considering number of unsold plots shall be 31-08-2019 for proposing 14% Open space of Unsold plotted area in the In principle pattern.

11. Unsold plots as mentioned by ULBs/ Development Authorities are considered for proposing 14% open space in "In principal layout pattern". Concerned ULBs/ Development Authorities will be responsible for the same.

12. If the land is classified as Mighlubhumulu(Surplus Lands) as per Meebhumi website "NOC" from Revenue Authorities shall be insisted.

13. All roads and open space earmarked in the In principle layout pattern shall be treated as deemed to be handed over to concerned local body.

14. While preparing **In Principle layout pattern**, if layout Owner/ promoter/ developer already provided open space which is below 10%, the TP staff shall calculate the proportionate open space for unsold plots and shall be shown in "In principle layout pattern".

For Example: if the unauthorised layout extent is 5000 sq.mts and provided open space is 200 Sq.mts i.e 4% of Total layout area. The calculation will be done in the following manner.

Proportionate Open space provided for plotted area =  $4 \times 1.4 = 5.6 \%$

Proportionate Open space required for plotted area =  $14 - 5.6 = 8.4 \%$

Hence, 8.4% of unsold plots area shall be shown as Open space apart from already provided 5.6% open space towards the unsold plots.

15. While Regularisation of **Individual applications**, if layout Owner/ promoter/ developer already provided open space which is below 10%, the Sanctioning Authority shall calculate the proportionate open space charges for sold out plots in the following manner.

For Example: if the unauthorised layout extent is 8000 sq.mts and provided open space is 500 Sq.mts i.e 6.25 % of total layout area. The calculation will be done in the following manner.

Proportionate Open space provided for plotted area =  $6.25 \times 1.4 = 8.75 \%$

Proportionate Open space Required for plotted area =  $14 - 8.75 = 5.25 \%$ .

Hence, 5.25% of the plot value (Basic Value of the land as on 01.08.2019 as per Sub- Registrar) towards open space charges but as a relief to the plot owners, a concession of 50% of the open space charges is given in Rule 9 vide G.O.Ms.No.10 MA&UD Dept Dt: 08-01-2020. So, 2.625 % of plot value shall be levied towards open space charges.

16. If the Layout Developer/Owner has left the open space in layout but not handed over to the local body in that case "The sanctioning authority shall ensure that the layout Developer/Owner shall handed over open space to concerned local body through registered gift deed at free of cost before confirmation/ finalisation of In principal layout pattern".
17. If any change of land use is required against the sanctioned Master Plan, the Sanctioning Authority shall collect the change of land use charges from .....use to ..... as G.O.Ms.No.102 MA&UD dept Dt: 12-02-2020 while considering the Individual applications for Regularisation under LRS 2020 in addition to Penal charges and Open space charges except site not eligible for regularisation as per Rule No.6 of G.O.Ms.No.10, Dt.8.1.2020 of MA&UD Dept.

Hence all T.P. Staff are directed to follow the above instructions without fail.

Digitally signed by  
Director of Town and  
Country Planning

To All T.P. Staff and Officers

Copy to

1. The Metropolitan Commissioner , APMRDA , Vijayawada
2. The Metropolitan Commissioner, VMRDA, Visakhapatnam.
3. The Commissioners of all ULBs in the state
4. The Vice Chairmen of all UDAs
5. All RDDTPs and DTCPOs
6. Copy submitted to Secretary