2. Procedure and Checklist for obtaining Permission Order under Section 17A of Goa Town and Country Planning Act, 1974

2A - Flowchart: Inspection procedure for obtaining Permission Order under Section 17A of Goa Town and Country Planning Act, 1974

START

Applicant submits application, drawings, authenticated documents addressed to the Member Secretary of the concerned PDA

Member Secretary marks the file to the concerned Dealing Hand (Assistant Engineer/Architectural Assistant/Planning Assistant/Planning Draftsman)

On receipt of application, Dealing hand scrutinizes the documents as per requirement

Documents and Drawings are in order Yes

Dealing hand issues inspection letter for a specific date with Member Secretary’s signature

The officials from PDA conduct inspection to check whether the site is as per submitted drawings

Inspection Report is sent to Member Secretary for decision on application

Is the cutting/filling within permissible limit as per the Dealing Hand’s findings

No

Member Secretary forwards the file to Chief Town Planner (CTP) for approval

CTP provides approval to the proposal

Yes

After CTP’s approval, Dealing Hand will put the payment order for issue of permission, which is signed by Member Secretary

The applicant makes payment for Charges in PDA Account in the bank

After the applicant provides payment receipt to the Accounts Department, the application goes for order typing and signature by Dealing Hand

Member Secretary signs and issues the Permission Order Under Section 17-A of Goa TCP Act 1974

STOP

One copy of order disbursed to applicant; one copy to TCPD; one copy retained by PDA

Observation Letter for Compliance is issued as per decision

Sent to PDA for further action

Raised Observations

Application Rejected

Rejection Letter issued with Member Secretary’s Signature
2B - Documents required for obtaining Permission Order under Section 17A of Goa Town and Country Planning Act, 1974

1. Forms I & XIV
2. Ownership documents
3. Certified copy of Survey Plan
4. Contour Plan of the property (with Contour interval of 1 mt to the scale of not less than 1:500, clearly showing reference point/mark. (Blue print signed by Engineer/owner.
5. Site Plan showing the existing drainage pattern and proposed drainage pattern in scale not less than 1:500.
6. Plan & Cross section showing extent of cutting/filling in relation to scale 1:200 alongwith proposed structure/building if any.
7. Longitudinal and cross-section to scale 1:200, explaining the central topography of land
8. Design of proposal for construction of retaining wall, if any with plans, elevations section to a scale not less than 1:200
9. Proposed landscape plan. (Location of existing trees if any within the plot)
10. Photographs of the site from 2 to 3 different angles with date
11. Valid conversion Sanad.