


## Order

In exercise of the powers conferred upon me under sub section (2) of Section 19 of the Haryana Scheduled Roads and Controlled Areas Restrictions of Unregulated Development Act, 1963 (Punjab Act No. 41 of 1963) by virtue of Section 203 (G) of the Haryana Municipal Act, 1973 and with the approval of the Government, the powers and functions to consider and approve change of land use applications under Section 203E(2) of the Haryana Municipal Act, 1973 for the RMC/Hot Mix Plants falling in various Development plans of the State within the limit of Municipal Council/Committee as specified in policy issued vide memo no. Misc-826-A/7/4/2023-2TCP dated 22.03.2023 are hereby delegated to the District Municipal Commissioners in the State of Haryana.


Dated: 19/09/2024

  
Director,  
Urban Local Bodies,  
Haryana, Panchkula

Endst. No. DULB/CTP/ATP-II/4334-36 dated: 20/09/2024

A copy is forwarded to the following for information and necessary action:-

1. All the District Municipal Commissioners in the State.
2. All the District Town Planners at District head quarter.
3. All the Executive Officers/ Secretaries of the Municipal Councils/Committees.

  
Senior Town Planner,  
Urban Local Bodies,  
Haryana, Panchkula  
20/9/2024

Standard Operating Procedure for grant of CLU permission to RMC/Hot Mix Plant

## **Directorate of Urban Local Bodies, Panchkula, Haryana**



Standard Operating Procedure

“For grant of Change of Land use permission to RMC/Hot Mix Plant”

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Standard Operating Procedure for grant of CLU permission to RMC/Hot Mix Plant

Standard Operating Procedure			
Department	Directorate of Urban Local Bodies, Panchkula, Haryana		
SOP Title	Standard Operating Procedure for grant of CLU permission to RMC/Hot Mix Plant		
SOP Number	03/TPCell/2024		
Effective date			
	Prepared by	Reviewed by	Approved by
	Mr. Sunil Verma, DTP (Hq)	Mr. Narender Solanki, Chief Town Planner, ULB (Hq)	Dr. Yashpal, IAS  Director, Urban Local Bodies, Haryana
Date			
Signature			

**Legal Background:**

Director, Urban Local Bodies vide order dated 20.09.2024 delegated the powers and functions to consider and approve change of land use applications under Section 349 (2) of the Haryana Municipal Corporation Act, 1994 and under Section 203E(2) of the Haryana Municipal Act, 1973 and for the RMC/Hot Mix Plants falling in various Development plans of the State within the limit of Municipal Corporations/Municipal Councils/Committees as specified in policy issued vide memo no. Misc-826-A/7/4/2023-2TCP dated 22.03.2023 to the Commissioners Municipal Corporations in case of Municipal Corporations and District Municipal Commissioners in case of Municipal Committees and Municipal Councils in the State of Haryana.

**Purpose of the Document:**

This document helps both i.e. applicant and municipalities to process the Change of land Use applications for the RMC/Hot Mix plant in effective and time bound manner. Since the construction in the RMC/Hot Mix plant are temporary in nature therefore, the Director, Urban Local Bodies, Haryana vide order dated 20.09.2024 delegated the power to Commissioners, Municipal Corporations in case of Municipal Corporations and District Municipal Commissioners in case of District Municipal Commissioners within municipal limit.

**Procedure for grant of CLU permission to RMC/Hot Mix Plant:**

There is already online CLU portal of ULB Department, hence, provisions for submission of application of grant of CLU permission for RMC/ Hot Mix Plant and grant approval/rejection has been made on the same portal for monitoring and collection of fee and charges on same portal.

The detail procedure for grant of CLU permission is provided in the **Annexure-B** of the SoP.

Standard Operating Procedure for grant of CLU permission to RMC/Hot Mix Plant

### Services, Checklist, Timeline and Responsibility

Sr. No.	Activity/Action Point	Description	Responsibility	Time line	
1	Receipt of the application for RMC/Hot Mix Plant	<p>The document submitted by the applicant shall be scrutinized by the District Town Planner (T&amp;CP) in the District for report.</p> <p>If any deficiencies found in the documents the same shall be intimated to applicant by the O/o DTP (T&amp;CP).</p>	<p>The application applied on online CLU portal first goes to the concerned District Town Planner of the District. The DTP will provide the site report and forwarded the file to District/Deputy Town Planner in case of Municipal Corporation Gurugram and Faridabad and for the other Municipal Corporations/Municipal Council/Committee forwarded the file to Planning Expert.</p>	Within 7 days from receipt of application.	T0+7
2	Report by the concerned District/Deputy Town Planner/Planning Expert	<p>The site report forwarded by the DTP (T&amp;CP) shall be scrutinize and case shall be put up on checklist.</p>	<p>The District/Deputy Town Planner (in case of Municipal Corporation, Gurugram and Faridabad) shall prepare the case on the checklist (<b>Annexure-A</b>) and submitted the same to the Chief Town Planner for onward submission to the Commissioner, Municipal Corporations.</p>	Within 4 days from receipt of application.	T0+11

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			In case of Municipalities (other than Municipal Corporation Gurugram and Faridabad), Planning Expert shall prepare the case on the checklist ( <b>Annexure-A</b> ) and submitted the same to the Commissioner, Municipal Corporations/ District Municipal Corporations as the case may be.		
3	Submission of case to the Commissioner/DMC	<p>The Chief Town Planner in case of Municipal Corporation Gurugram and Faridabad forward the report to the Commissioner, Municipal Corporation for approval/rejection.</p> <p>In case of Municipalities (other than Municipal Corporation Gurugram and Faridabad) the District Town Planner (T&amp;CP) shall forward the to Commissioner, Municipal Corporation/District Municipal Commissioner for approval/rejection.</p>	The Commissioner Municipal Corporation/District Municipal Commissioner may approved the case for grant of CLU permission to RMC/Hot Mix Plant or reject the case after giving an opportunity of hearing to applicant and down mark the file to the District/Deputy Town Planner/Planning Consultant as the case may.	Within 3 days after receipt of the case from CTP (in case of MCG and MCF) and DTP (T&CP) in case of Municipalities (other than Municipal Corporation Gurugram and Faridabad).	T0+14



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4	Submission of letter of Intent or Rejection letter	<p>In case of approval granted by Commissioner, Municipal Corporation, the District/Deputy Town Planner submit the LOI to the Chief Town Planner, Municipal Corporation Gurugram/Faridabad for approval and issuance on online portal. In case of rejection the file shall be submitted alongwith rejection letter to the Commissioner, Municipal Corporation, Gurugram/Faridabad.</p> <p>In the case of Municipal Corporation (other than municipal Corporation Gurugram and Faridabad)/Municipal Council/Committee the Planning Expert shall prepare the LOI or rejection letter and submit the same to the District Town Planner of T&amp;CP Department. The District Town Planner (T&amp;CP Department) forward the LOI or rejection letter to the Commissioner, Municipal Corporation/District Municipal Commissioner as the case may be.</p>	<p>In case of Municipal Corporation Gurugram and Faridabad, Chief Town Planner issue the LOI. In case of rejection the file shall be submitted alongwith rejection letter to the Commissioner, Municipal Corporation, Gurugram/Faridabad.</p> <p>In case of Municipalities (other than Municipal Corporation Gurugram and Faridabad) concerned District Town Planner shall issue the LOI. In case of rejection, the rejection letter shall be forwarded to the Commissioner, Municipal Corporation/ District Municipal Commissioner as the case may be.</p> <p>The Commissioner Municipal Corporation/District Municipal Corporation shall issue the rejection letter.</p>	Within 3 days from receipt of file	T0+17
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5	Compliance of the letter of Intent.	After issuance of the letter of intent applicant is required to submit compliance of the LOI within a period of 30 days on the online CLU portal	Applicant is required to make the compliance of the LOI within period of 30 days on the online CLU portal. Further the legal documents (e.g. CLU-II Agreement, Affidavit, undertaking etc.) shall also be submitted to Commissioner, Municipal Corporation/District Municipal Commissioner in original.	Within 30 days from grant of LOI.	T1+47
6	Submission of permission letter/observation letter	<p>After the compliance made by the applicant the online file shall be goes on the ID of District/Deputy Town Planner in case of Municipal Corporation, Gurugram and Faridabad. Further in case of Municipal Corporation (other than municipal Corporation Gurugram and Faridabad)/Municipal Council/Committee the files goes on the ID of Planning Expert.</p> <p>The District/Deputy Town Planner put the LOI compliance on the online file to the Chief Town Planner, Municipal Corporation, Gurugram and Faridabad alongwith permission letter if all compliance of LOI has been made by the applicant. If all the compliance are not made by the applicant, then observation letter issued to the</p>	<p>The concerned District/Deputy Town Planner in case of Municipal Corporation, Gurugram and Faridabad shall prepared the compliance report of the LOI and submit permission letter to the Chief Town Planner for onward submission to Commissioner, Municipal Corporation Gurugram/Faridabad.</p> <p>The Planning Expert shall shall prepared the compliance report of the LOI and submit permission letter to the District Town Planner (T&amp;CP) for onward submission to Commissioner, Municipal Corporation/District Municipal Commissioner as the case may be.</p>	Within 5 days from receipt of file	T1+52

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		applicant by the District/Deputy Town Planner.			
7	Approval and issuance of Final permission	The final permission submitted to Commissioner, Municipal Corporation/ District Municipal Commissioner is to be issued by the them.	The Commissioner, Municipal Corporation/ District Municipal Commissioner issue the final permission to the applicant.	Within 3 days from receipt of file.	T1+55

**Subject: Checklist to examine the request for grant of change of land use permission for setting up of RMC Plant.**

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That the T&CP Department vide memo dated 22.03.2023 issued the policy for grant of Change of land use permission for setting up of Ready Mix Concrete (RMC)/ Hot Mix Plant in the State of Haryana:-

Particulars	Permissible Zone	Lease period for considering ownership	Approach Norms
Long Term	Agriculture and Industrial.	Minimum 99 years.	30 feet
Short Term (Plants to be installed for the projects to be undertaken by Govt./Govt. undertakings and projects approved by State Govt. under provisions of any Act/Rules)	Both Agriculture and Urbanizable Zone (except residential). In Urbanizable zone, the site shall not fall within 500 m from existing abadi or residential zone	Commensurate to completion period of project or validity of permission, as the case may be.	30 feet

Other requirements/Parameters: -

- Construction should be purely temporary in nature.
- NOC from HSPCB & SSI Registration issued by competent authority is required to be submitted.
- NOC from Fire Department is required to be obtained in case site is situated in Urbanizable zone.
- Conversion charges equivalent to industrial use shall be applicable. No EDC shall be charged.
- No need of Building Plans/ O.C. in case of short term projects.
- In case of short term projects, the permission will be valid for a period of three years, which may further be extended commensurate to the period of completion of the project being undertaken by Govt./ Govt. undertaking or validity of approval granted by State Govt. as the case may be.

Sr. No.	Description	Comments	Reference of supporting documents
1.	Form CLU-I	Applicant on the CLU-I form is required	
2.	Name of applicant/owner		
3.	Address, Email, Aadhaar		
4.	Memorandum and Article of Association in case of company		
5.	Board Resolution of company and authority letter in favor of authorized signatory.		
6.	Purpose for which application submitted		
7.	Scrutiny fee	Required = Rs. Deposit = Rs.	
8.	Ownership Documents:		
9.	Indemnity bond in favor of Commissioner/DMC as the case may be		

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10.	Controlled Area and date of notification		
11.	Development plan		
12.	Zone/Sector No.		
13.	Width of approach		
14.	Distance from the existing abadi or residential zone		
14.	Access permission, if site is situated on scheduled road/ National Highway/ State Highway		
15.	Total Area in Sqm/acres		
16.	Area falling within road widening, green/ restricted belt, if any.		
17.	Considerable area for grant of permission.		
18.	Status of construction at site.		
19.	Any Restriction relating to Works of Defense Act ,1903		
20.	Any other issues involved e.g. Notification 07.05.1992 and PLPA		
22.	NoC from the Pollution Control Board		
23.	Distance from KMP Express Highway if any applicable		
24.	Status of NCZ area vis-à-vis SRP and RRP		
25.	Status w.r.t. land acquisition proceedings, if any.		
26.	Report regarding violation of Urban Areas Act, 1975		
27.	Total estimated cost of the project		
28.	Comments on the documents submitted in support of Means of finance.		
29.	Other documents (As desired and required by the Commissioner/DMC as the case may be		
30.	Area/access norms vis-à-vis zoning regulations.		
31.	Report on the policy parameter		
32.	a. An affidavit that the construction shall be purely temporary in nature. b. Applicant shall submit Fire NoC from Fire Department.		
32.	Land use conformity (Industrial and Agriculture Zone only)		
33.	Recommendation		
34.	If recommended, then conditions to be imposed & if not recommended, then observations to be conveyed.		

Submission of application for RMC/Hot Mix Plant on the online CLU portal i.e. <https://ulbcluhry.org/>

The application applied on online CLU portal first goes to the concerned District Town Planner of the District. The DTP will provide the site report and forwarded the file to District/Deputy Town Planner in case of Municipal Corporation Gurugram and Faridabad and for the other Municipal Corporations/Municipal Council/Committee forwarded the file to Planning Expert.

The District/Deputy Town Planner (in case of Municipal Corporation, Gurugram and Faridabad) shall prepare the case on the checklist (placed at Annexure-A) and submitted the same to the Chief Town Planner for onward submission to the Commissioner, Municipal Corporations.

In case of Municipalities (other than Municipal Corporation Gurugram and Faridabad), Planning Expert shall prepare the case on the checklist (placed at Annexure-A) and submitted the same to the Commissioner, Municipal Corporations/District Municipal Corporations as the case may be.

The Commissioner Municipal Corporation/District Municipal Commissioner may approved the case for grant of CLU permission to RMC/Hot Mix Plant or reject the case after giving an opportunity of hearing to applicant and down mark the file to the District/Deputy Town Planner/Planning Consultant as the case may.

In case of approval granted by Commissioner, Municipal Corporation, the District/Deputy Town Planner submit the LOI to the Chief Town Planner, Municipal Corporation Gurugram/Faridabad for approval and issuance on online portal. In case of rejection the file shall be submitted alongwith rejection letter to the Commissioner, Municipal Corporation, Gurugram/Faridabad.

In the case of Municipal Corporation (other than municipal Corporation Gurugram and Faridabad)/Municipal Council/Committee the Planning Expert shall prepare the LOI or rejection letter and submit the same to the District Town Planner of T&CP Department. The District Town Planner (T&CP Department) issue the LOI. In case of rejection, the rejection letter shall be forwarded to the Commissioner, Municipal Corporation/District Municipal Commissioner as the case may be.

Applicant is required to make the compliance of the LOI within period of 30 days on the online CLU portal. Further the legal documents (e.g. CLU-II Agreement, Affidavit, undertaking etc.) shall also be submitted to Commissioner, Municipal Corporation/District Municipal Commissioner in original.

After the compliance made by the applicant the online file shall be goes on the ID of District/Deputy Town Planner in case of Municipal Corporation, Gurugram and Faridabad. Further in case of Municipal Corporation (other than municipal Corporation Gurugram and Faridabad)/Municipal Council/Committee the files goes on the ID of Planning Expert.

The District/Deputy Town Planner put the LOI compliance on the online file to the Chief Town Planner, Municipal Corporation, Gurugram and Faridabad alongwith permission letter if all compliance of LOI has been made by the applicant. If all the compliance are not made by the applicant, then observation letter issued to the applicant by the District/Deputy Town Planner.

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The Planning Expert put the LOI compliance on the online file to the District Town Planner (T&CP Department) alongwith permission letter if all compliance of LOI has been made by the applicant. If all the compliance are not made by the applicant then observation letter shall be submitted to DTP (T&CP) for convey observation to applicant.



The Commissioner Municipal Corporation/District Municipal Commissioner as the case may be issue the final permission to applicant.