

From

Additional Chief Secretary to Govt. Haryana,  
Town and Country Planning Department,  
Haryana, Chandigarh.

To

Director, Town & Country Planning Department, Haryana,  
Sector-18, Madhya Marg, Chandigarh.

Memo No. Misc-2339(L)(S+4)/2024/23468

Dated:- 26.07.2024

**Subject: - Approval of Stilt + four floors on residential plots.**

In continuation to the instructions issued vide Memo No. Misc-2339(L)(S+4)/2024/19679-83 dated 02.07.2024, the following Standard Operating Procedures in respect of licensed colonies are issued for ease of implementation of directions given at clause 7 and 9 of above cited instructions:-

**A. Standard Operating Procedure for approval of building plans for construction of stilt + four floors on residential plots wherein layout plan of licensed colony has been approved with 3 dwelling units per plot and plot derives access from minimum 10 m wide roads.**

The following Standard Operating Procedure shall be followed for approval of building plans for construction of stilt + four floors on residential plots wherein layout plan of licensed colony has been approved with 3 dwelling units per plot and plot derives access from minimum 10 m wide roads:-

1. The preliminary application regarding eligibility for construction of stilt + four floors shall be submitted by the applicant(s) on S+4 portal alongwith the following documents:-

**a) Mutual consent agreement for construction of S+4 floors:**

i.	Left side when facing plot	<b>Yes/No/NA</b> (i) If <b>yes</b> , Mutual Consent agreement to be uploaded. (ii) If <b>no</b> , undertaking to be uploaded that 1.8 m shall be left on all floors on the said side. (iii) If <b>NA</b> , clarify the following: (a) S+4 floors already constructed on said side or (b) No plot exists on said side.
ii.	Right side when facing plot	<b>Yes/No/NA</b> (i) If <b>yes</b> , Mutual Consent agreement to be uploaded. (ii) If <b>no</b> , undertaking to be uploaded that 1.8 m shall be left on all floors on the said side. (iii) If <b>NA</b> , clarify the following: (a) S+4 floors already constructed on said side or (b) No plot exists on said side.
iii	Rear side	<b>Yes/No/NA</b> (i) If <b>yes</b> , Mutual Consent agreement to be uploaded. (ii) If <b>no</b> , undertaking to be uploaded that 1.8 m/ minimum rear setback, whichever is more, shall be left on all floors on the said side. (iii) If <b>NA</b> , clarify the following: (a) S+4 floors already constructed on said side or (b) No plot exists on said side.

- b) Construction of basement** (only in case of plots of atleast 250 sqm and 10 m width):

i.	Whether allowed by Left side plot owner (when facing plot) in mutual consent agreement	<b>Yes/No</b>
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ii.	Whether allowed by Right side plot owner (when facing plot) in mutual consent agreement	<b>Yes/No</b>
Note:- Basement construction shall not be allowed if consent of owner on either side is not provided.		

c) **Construction of common wall:**

i.	Whether entire row of residential plots is taken up in one go for approval of building plans and for construction	<b>Yes/No</b>
i.	Whether allowed by Left side plot owner (when facing plot) in mutual consent agreement	<b>Yes/No</b>
ii.	Whether allowed by Right side plot owner (when facing plot) in mutual consent agreement	<b>Yes/No</b>

- 2 The documents shall be examined and verified by the office of concerned DTP Field.
- 3 Upon confirmation of eligibility regarding S+4 floors construction by DTP Field on the S+4 portal, the case shall be enabled for building plan application submission on the HOBPAS portal.
- 4 The applicant shall submit/upload building plans for approval on the HOBPAS portal.
- 5 Any applicant in a colony for which the service plans/ estimates stands approved with 4 dwelling units, shall be eligible to apply for approval of Building Plans directly on the HOBPAS Portal.

**B. Standard Operating Procedure for composition of cases where construction has been raised without approval of building plan for S+4 floors, consequent upon issuance of order dated 23.02.2023:**

The following Standard Operating Procedure shall be followed for composition of cases where construction has been raised without approval of building plans for S+4 floors, consequent upon issuance of order dated 23.02.2023:-

- 1 Submission of application by the owner(s) alongwith all statutory documents as prescribed under the Haryana Building Code for obtaining Occupation Certificate in the office of Concerned District Town Planner, Field, within a period of 60 days of issuance of this SOP.
- 2 Scrutiny of application for grant of Occupation Certificate at the level of Concerned District Town Planner, Field to confirm that the case fulfils all policy parameters for approval of S+4 floors construction as prescribed under the Government order dated 02.07.2024.
- 3 Confirmation by concerned DTP, Field that no complaint was received during the course of unauthorized construction being raised at site. In case of receipt of complaint(s), an opportunity of submission of mutual consent agreement from the complainant shall be provided to the applicant. In case no such agreement is submitted by the applicant, then the case shall be decided by concerned DTP, Field by passing speaking orders, after affording an opportunity of hearing.
- 4 Issue of demand notice for composition fees, in case the application is found to be in conformity with order dated 02.07.2024.
- 5 Issue of rejection order in case the application is found to be not in conformity with the order dated 02.07.2024.

These Standard Operating Procedures shall be followed in letter and spirit.

Sd/-  
(Arun Kumar Gupta)  
Additional Chief Secretary to Govt. of Haryana,  
Town and Country Planning Department,  
Haryana, Chandigarh.

**Endst. No.** Misc-2339(L)(S+4)/2024/23469-75

**Dated:** 26.07.2024

A copy of the above is also forwarded to the following for information:

1. Additional Chief Secretary to Govt. Haryana, Department of Industries and Commerce, Sector-17, New Secretariat Chandigarh.
2. Principal Secretary to Govt. Haryana, Department of Urban Local Bodies, Sector-17, New Secretariat Chandigarh.
3. Principal Secretary to Govt. Haryana, Department of Housing for All, Sector-17, New Secretariat Chandigarh.
4. Chief Administrator, Haryana Shehri Vikas Pradhikaran, Sector 6, Panchkula, Haryana -134109.
5. Chief Administrator, Housing Board, Haryana.
6. Director, Urban Local Bodies, Bays No. 11-14, Sector-4, Panchkula, Haryana - 134112.
7. Managing Director, HSIIDC, C-13-14, Sector 6, Panchkula, Haryana -134109.

Sd/-  
(Arun Kumar Gupta)  
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Haryana, Chandigarh.