Layout approval Procedure for approval of Layout /sub-division plan:

1. The owner or the legal entity of the land, which has been converted from agriculture to non-agriculture purpose, has to make an application along with relevant documents, to the concerned Local Authority for consideration.

2. The concerned Local Authority after verifying the documents, will forward the application and the copy of documents to the Kushalnagar Planning Authority for technical approval of Layout.

3. On examination of the document, additional clarifications, if any, required, the applicant must furnish the required information or document to the Planning Authority.

4. After verification of documents the subject will be placed before the Authority meeting for administrative approval.

5. On obtaining administrative approval, on payment of the required fee, Provisional layout will be approved for demarcation and development purpose as per Karnataka town and country planning (amendment) act, 2015 sec 17(2A) subject to such conditions as may be specified & also with the condition to release the sites as per the Govt. circulars.

6. In case the sub-division plan needs modifications or revision, the applicant shall make an application with such modifications or revision with relevant documents through Local Authority.

7. Applicant has to seek for final approval of plan After developing of layout as per approved provisional plan and submit work completion certificated from concerned departments. After inspection of layout from authority, subject will be placed in authority meeting. As per the decision of authority meeting and handing over of Civic Amenity site to Planning Authority and road, park area to concerned local body free of cost, final approval of layout is accorded as per Karnataka town and country planning (amendment) act, 2015 sec 17(2B).

List of documents for Layout approval

1. Sale deed/ partition deed, Latest EC form no-15 and 16,
2. Latest copy of Records of right (RTC), Copy of Mutation/ Khata certificate & Land acquisition details if any,
3. Original Survey sketch (showing all-round measurements), village map, akarband, duly certified by competent Authority,
4. Site plan prepared using Total Station showing the dimensions of land, contours and surrounding details within 100 mts. from the edge of the property,.
5. Approach road details (viz. classification of Road, width, etc.),
6. Certified copy of; Conversion order issued by Revenue Authority,
7. Concept plan (Draft plan prepared as per provisions of approved zonal regulations by applicant),
8. NOC from KSPCB if the area is more than 10.0 Acres.