

From:

The Chief Town Planner,
HUDA, Panchkula.

To,

The Senior Town Planner,
Hissar, Gurgaon, Faridabad, Panchkula and Rohtak

Memo no. CTP/DTP/N)/1800-1824 Dated: 15.3.2007

Sub: Technical Instructions- preparation of layout plans etc.

Ref: In continuation of this office memo N o. 4484-4503 dated 22-6-06.

Technical instructions regarding layout plans, road width, plot size, area, zoning parking etc have been issued to the field offices from time to time. These instructions have not been strictly followed and they are reiterated/clarified/modified and added to as follows:

1. Residential Layout Plans: (a) The composition of residential plots and the percentage of total plots should be as follows:

Category	Dimensions (in mts)	Percentage to total plots
4 Marla	6 x 15	16
6 Marla	7.5 x 18	23
8 Marla	9.0 x 18	23
10 Marla	10.5 x 21	15
14 Marla	13.5 x 24	15
1 Kanal	15.0 x 30	8
Total		100

Note: 35% reservation for 2 and 3 Marla (EWS) category of plots has been converted into reservation for "EWS Housing Site" and henceforth there shall be no 2 and 3 Marla categories of plots.

(b) Every layout plan must contain an index map showing the location of the sector vis-à-vis the development plans proposals and the existing features for identification of sector.

(c) As far as possible the shopping centre and other more residential land

uses such as school, dispensary, nursing home clinics etc should be located towards the centre of the sector and residential areas located on the outer side of the sector.

(d) Large open spaces/parks should also be located in such a way that they provide buffer and pedestrian approach to the land uses listed in para 1 (c).

(e) Pedestrian way/path of 5-10 mts width should be planned connecting the land use listed in para 1 (c). If approach through parks/open spaces is not available then such pedestrian path should not be provided along the roads but independent of them.

(f) Small convenient shopping areas be reserved in places suitable located away from residential plots.

(g) Tentative layout plans based on shajra plan should be prepared within one month after notification of the land under section 6 of the LA Act and approved by respective Senior Town Planners under intimation to this office. The final layout plan should be prepared immediately after the announcement of award in coordination with the Engineering Wing and LAO.

(h) All the layout plans should neatly drawn keeping the above planning considerations and attempt should be made for a better plan without restricting to 55% saleable area norms only.

2. Road width and cross sections:

(a) Hence forth the width of the road shall be as follows:

Major Arterial Roads	= 75
mts Arterial Road	= 60
mts Sub Arterial/Sector Road	= 45
mts Collector Road	= 24
mts Local Road	= 12
mts	

(b) The standard cross section of the roads has been sent vide this office memo No. 2240-2274 dated 17.3.2006.

3. Zoning Plans:

(a) The standardized zoned area intimated vide this office memo No. 1621-23/1624-43) dated 22.2.2006 should be strictly followed.

(b) It is clarified that in ca se of variation of residential plots size the front and

rear side zoning set backs intimated should be followed category wise and any increase/decrease in the zoned area if required should be met out from the rear courtyard.

(c) In all the other cases excluding commercial and Group Housing Sites the zoned area shall also include all permissible projections and shall be treated as per the details given in above memo dated 22-2-2006. The Zoned area shall be kept 20% to 25% more than the permissible coverage on ground floor. However, in exceptional cases where the requirement of plot/site so demands this zoned area can be varied and justification for the same should be given while sending the zoning plan for approval.

4. Parking in Commercial areas and Taxi Stands

(a) At least one taxi stand measuring approximately 1 acre should be provided for every two sectors.

(b) At least 75% of the total FAR achieved in any commercial centre should be reserved for parking.

(c) In all commercial centres which are yet to be planned. HUDA should develop one parking lot with basement parking and they should be planned accordingly.

(d) The planning of all commercial centres should be reviewed and when ever possible half acre site should be incorporated for multilevel parking.

(e) In all the commercial centres yet to be planned adequate provisions of multilevel parking should be made in view of the increasing land cost and vehicular traffic.

2.Circulation Plan

(a) For better integration of HUDA sectors with licensed colonies the internal circulation plan of all the residential sectors indicated in the development Plans be prepared and STP will ensure that no case for grant of license is forwarded to DTCP without its locations on a circulation plan.

6. Others

(a) Banquet Hall measuring approximately 3-5 acres be provided in alternate sectors.

(b) Solid waste collection and segregation site measuring approximately 1

acre be provided in every sector keeping in view the wind direction and preferably away from residential/commercial buildings.

The above instructions may kindly be followed meticulously.

Sd/-
Chief Town Planner
HUDA,
Panchkula