

CITY PLANNING DIVISION - CMC
INSTRUCTIONS TO APPLICANT
(For Building Approvals)

All building applications and building plans submitted for approval should be prepared in accordance with the Planning and Building Regulations of the Urban Development Authority (UDA) i.e. City of Colombo Development Plan (Amendment) 2008, 1999 etc., and other relevant Laws and Enactments.

If all the requirements fulfilled according to the regulations and the following instructions, the decision will be conveyed within 45 working days.

If the original approved sub-division/amalgamation plan along with the permit (if available) or original approved building plan along with the Development Permit (if available) are submitted, the on site inspection will be done within **one hour** after the submission. However, the inspection will be carried out on **same day after submission**.

1. **Nine (09) copies of building plans (please refer the list given below in item 1.i to identify the required number of copies) should be submitted along with the building application and clearances/documents mentioned below in item ii (if applicable).** Development Permit will be issued under the name of the **owner/s** with three (03) copies of approved plan.

- i. Number of building plan copies
 - (a) For office record (1 copy)
 - (b) Municipal Assessor (1 Copy)
 - (c) Urban Development Authority (1copy)
 - (d) Presidential Security Range (PSR) (2 copies)
If within the high security zones,
 - (e) Director Engineering (Traffic) (1 copies)
If the Traffic Impact Assessment (TIA) is not required, as per the schedule III, (regulation 34) in Volume II of the City of Colombo Development Plan (CCDP) 1999.
 - (f) Owner (3 copies)
(All copies should be submitted to the City Planning Division, CMC)

- ii Please submit following **Clearances/ documents (if applicable)**
 1. Ownership Certificate / Confirmation, boundary confirmation obtained within 03 months.
 2. Clearance regarding the underground storm water and foul sewer obtained within 02 years.
 3. Clearance regarding the under ground water lines.
 4. Street line & Building line certificate issued after 2009.
 5. Clearance for low lands, canals & drainage reservations.
 6. Coast Conservation Clearance.
 7. Civil Aviation Authority Clearance
 8. Central Environmental Authority Clearance.
 9. Condominium Management Clearance.
 10. Urban Development Authority Clearances.
 11. Clearances for other reservations.
 12. Clearance for historic and architecturally valuable buildings
 13. Clearance for high tension electrical lines.
 14. Fire Clearance.
 15. Solid Waste Management Clearance.
 16. Security Clearance.
 17. Boundary Confirmation for the survey plan(from Assessors Dept.)

(d) Other documents to be submitted

- (A) Approved Sub-division /Amalgamation plan and permit or approved building plan and development permit or original Survey plan for site existence from surveyed and prepared before 1999.07.29
- (B) A copy of owner's National Identity Card
- (C) If the application is submitted by a representative of owner a copy of his/her I.D.
- (D) Certified Copies of Deeds with relevant Survey plans & other documents
- (E) A certified copy of Pedigree
- (F) A certified copy of Title Report
- (G) Certificate of Incorporation (Form 41)
- (H) Particulars of Directors / Secretary (Form 20 or 48)
- (I) A company resolution appointing two authorized persons.
- (J) A letter of Indemnity to be submitted, indemnifying the Colombo Municipal Council, against any damages to adjacent structures movable and immovable due to the construction. This should be followed by an Insurance Policy prior to one week of commencement of construction, insuring 3rd parties against any damages or property or person
- (K) Letter of undertaking regarding the submission of Insurance Policy one week prior to commencement of construction work.
- (L) A separate parking diagram to be submitted in 07 copies if the number of parking exceeds 03 parking bays.
- (M) TIA report (if required as per the schedule III of regulation 34 of CCDP 1999) to be submitted as follows ;
- Director General –UDA -10 Copies along with the application
 - Director (City Planning), CMC – 03 copies.
- (N) In the case of installation of air-conditioning, mechanical ventilation or fire protection system in a building, a certificate from a qualified person has to be submitted (refer Regulation).
- (O) An affidavit to be submitted certifying that all the documents submitted by the owner / developer along with the application are true and accurate.
- (P) In addition, following particulars should be provided separately for **industrial developments:**
- (*) capacities of the machinery
 - (*) noise levels of all the machines.
 - (*) number of persons, to be employed.

2. The application and all the plans should be **signed by the Owner/s of the premises and the qualified person/s.** (refer Regulation) & his/ her **registered seal.**

3. All the building plans should be prepared and signed by a "**Qualified Person**" (a **qualified Architect and a qualified Structural Engineer**) **except a plan -**

- i. to carry out minor additions or alterations to a building which does not affect any structural part thereof,
- ii. for the construction of a single or two storied building with a total floor area not more than 280 m² (3000 ft²) and where walls or columns are not situated on the boundary of the property and the construction does not involve pile or raft foundation.(refer Regulation).

4. If necessary, **Preliminary Planning Clearance** for any development can be obtained. It is advisable to obtain preliminary planning clearance for high-rise developments before preparation of the plans in order to avoid delays and disappointments. Applications for clearances should be submitted with two (2) copies of sketch plans and a copy of a survey plan.
5. All building plans, site plans, location plans etc. should be drawn to a **scale** mentioned below and submitted on a sheet of maximum sized A1 (594mm x 841mm) or a minimum sized A3 (297mm x 420mm) for small scale developments with the particulars such as site plan, floor plans, key or location plan, cross- sections, longitudinal sections (sections should contain all the particulars up to the rear boundary) front, rear and side elevations and roof plans etc. should be as per Regulation.

Scales -

a) site plan- 1:1000	c) plan/s of a building/s- 1:100
b) key or location plan- 1:1000	d) plan/s of a large buildings with a large footprint which cannot be comprised to a sheet - 1:200
6. It is the duty of the designer to **check** whether the block of land is affected by any **street line, building line or any other reservation**. It is also important to check whether the site is affected by any **private/public water line, sewer line, rain water drain, drainage paths, electricity line or telephone cable etc.**
7. It is the duty and the responsibility of the designer to go through the Planning and Building Regulations of the City of Colombo Development Plan (amendment) 2008, other Planning & Building regulations of UDA, and other relevant laws and enactments.
8. City of Colombo is divided into various Zones such as Special Primary Residential, Primary Residential, Special Mixed Residential, Sea front, Mixed development, Commercial , Concentrated Development, Port Related Activities etc. and the types of development that can be permitted in Each Zone is classified in the City of Colombo Development Plan (amendment) 2008. Thus it is the Duty of the designer to find out whether the proposed development is **compatible with the Zoning of the area**.
9. It is the duty of the owner/s/developer/designer to take all the **precautionary measures against any damage** causes to the **neighbouring buildings** or to any other under ground/surface/over head **service lines** during the excavation, piling and laying of foundations, constructions of super structure etc.
10. The proposed development should be **architecturally compatible** and **matched** with the **urban fabric**.
11. Every **plan** must be **drawn** neatly and accurately **in ink** or produce **in print** showing all the proposed work and **extensions** to the existing building **in red** and parts of the buildings that are to be removed in dotted lines. All the **units in residential buildings** should be given a **different shade colour** or notation (refer Regulation). Change of use and parking for disabled to be shown in black hatching.
12. Details of **access** regarding non-residential buildings are given in Regulation.
13. The building should be designed according to the specifications set out in **Form C₁ & C₂** of the City of Colombo development Plan, (Amendment) 2008.
14. Minimum of 1.0 m. set back from all sides to be kept at the Basements & Semi-Basement Level below existing ground level, and the structure above ground level should be in accordance with specifications given in Form C₂ of the City of Colombo development Plan (Amendment) 2008.

15. Access Roads, Internal spaces, heights of rooms, Light & Ventilation & Sanitary facilities etc. should be in conformity with the Regulations.
16. **Drainage plan** should be in accordance with the specifications given by the Drainage Division of the Colombo Municipal Council and **Septic tank location** should be clearly indicated in the plan for non-sewered areas. It is advisable to locate the septic tank within 20 m. from the access.
17. **Parking and Traffic Control** should be as per the U.D.A. Regulation.
18. If the Planning Committee requests any additional requirement it is the responsibility of the applicant to forward the same in Duplicate.
19. **No part of the building** should be projected into or over the **adjoining premises, streets** or any other **reservations**.
20. It is the responsibility of applicant/qualified person to produce any additional information, which may be found necessary.
21. Measures should be introduced for harvesting of Rain Water as per the regulations.
22. Facilities should be provided to protect the rights of person with disabilities as per the Gazette Notification No. 1,467/15 dated 17.10.2006
23. A **processing fee** (including taxes) has to be paid in submission of the building application on the following basis:

For buildings					}	all excluding taxes
up to 100 m ²	- Rs.10/- per m ²	-	(up to 1000 ft ²	- Rs.1/- per ft ²)		
100m ² -300 m ²	- Rs.20/- per m ²	-	(1000 - 3000 ft ²	- Rs.2/- per ft ²)		
over 300 m ² - Rs.30/- per m ²			(over 3000 ft ²	- Rs.3/- per ft ²)		
24. If any of the information provided by the owner, designer or the applicant is found to be false by the Colombo Municipal Council, the application will be rejected/the permit issued with regard to the development will be cancelled.
25. **The processing of the application will not be started until the receipt of the processing Fee is shown to the Cash Bill Counter.**
26. **The Colombo Municipal Council is not responsible for any payment made by the applicant/owner Other than the official payment made to the Council for which a receipt is issued.**