

CITY PLANNING DIVISION – CMC
INSTRUCTIONS TO APPLICANT
(For Preliminary Planning Clearance)

1. The Preliminary Planning Clearance shall not constitute a permit nor shall it entitle the applicant or any person to commence or carry out any development activity whatsoever.
2. Application should be **duly filled** and **signed by owner** and qualified person (Chartered Architect)
3. **Two copies** of proposed development in sketch form and a Survey Plan in a scale of 1: 1000 or 1 chain to an inch should be submitted along with application.
4. **Sketch Plan** showing the nearest junction/s roads with existing buildings and their heights to be attached with the application.
5. Following clearances should be submitted from the relevant Authorities along with the PPC application.
 - i. A letter confirming the correct Assessment Number with site extent including boundaries and ownership from Municipal Assessor's Department, CMC within a month of the date of application.
 - ii. A clearance from Public Health Department of CMC (If necessary)
 - iii. A clearance from Urban Development Authority (UDA) (if already obtained)
6. If the Planning Committee request any additional requirement it is the responsibility of the applicant to forward the same in Duplicate.
7. **Survey Plan** to be submitted with Street Line /Building line or any other reservation marked by City Planning Division.
8. 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.**
9. 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.
10. The proposed development should be **architecturally compatible** and **matched** with the **urban fabric**.

11. Preliminary Planning Clearance will be granted to the applicant without prejudice to the right of the authority to impose any additional requirement when detailed proposal plan is submitted for approval.
12. The applicant will be informed by a letter upon approval of the outline proposal, with or without conditions imposed. The applicant shall then make detailed formal proposal within 12 months. During that time, the applicant will **liaise with the various other relevant Agencies/Departments** such as Water & Drainage Division of Maligakanda, Fire Services Department, Solid Waste Management Division of CMC, National Water Supply & Drainage Board, Central Environmental Authority, Coast Conservation Department etc., on their requirements. The Provisional permission will lapse by the end of the 12 months period.
13. **The receipt of the processing fee should be shown to the receiving counter. Until then, the processing of the application will not be started.**
14. **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 Preliminary Planning Clearance to the development will be cancelled.**
15. **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.**