



**Urban Development Department
Government of Maharashtra**

**Directorate of Town Planning & Valuation,
Maharashtra State**

**DPMS HELP FOR ARCHITECT / ENGINEERS/
TOWN PLANNERS as (LTP)**

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1 System Registered User Classification

- Architect
- License Engineer
- Structural Engineer
- Supervisor 1
- Supervisor 2
- Town Planner

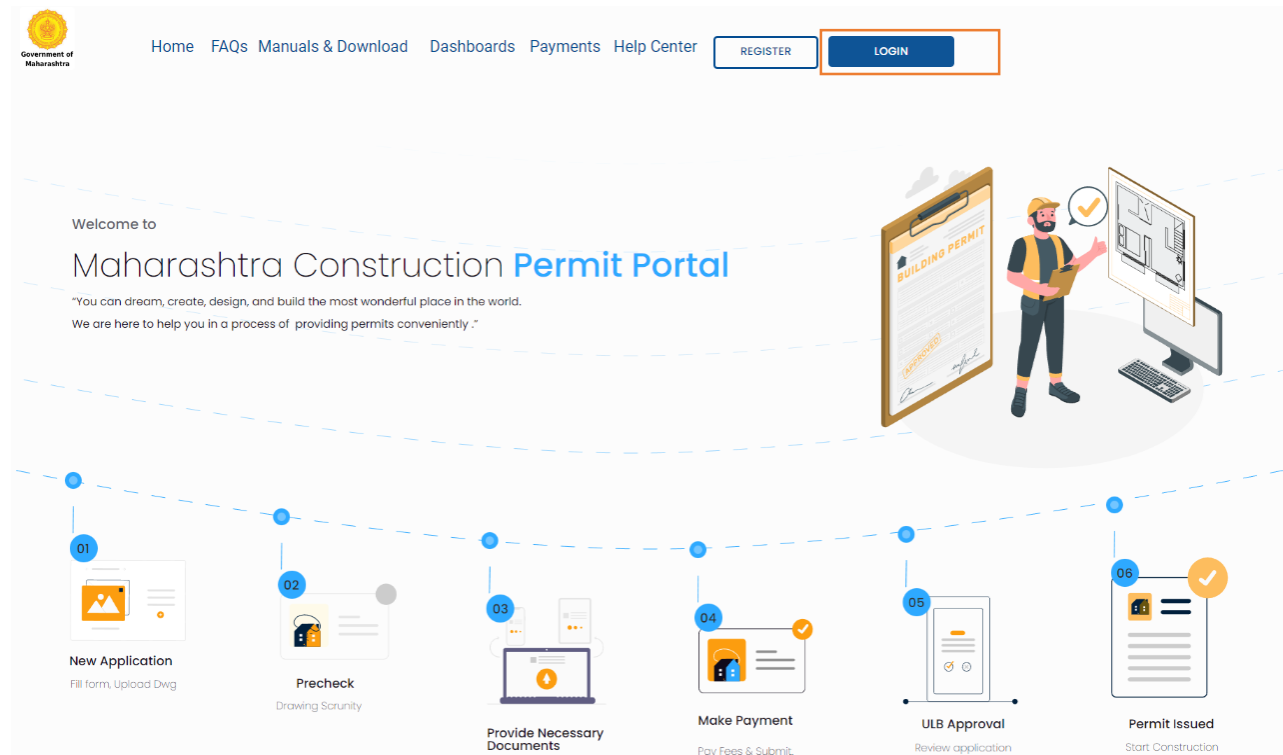
LICENSED TECHNICAL PERSONNEL (LTP)

- **Developers/ Applicant(s)**

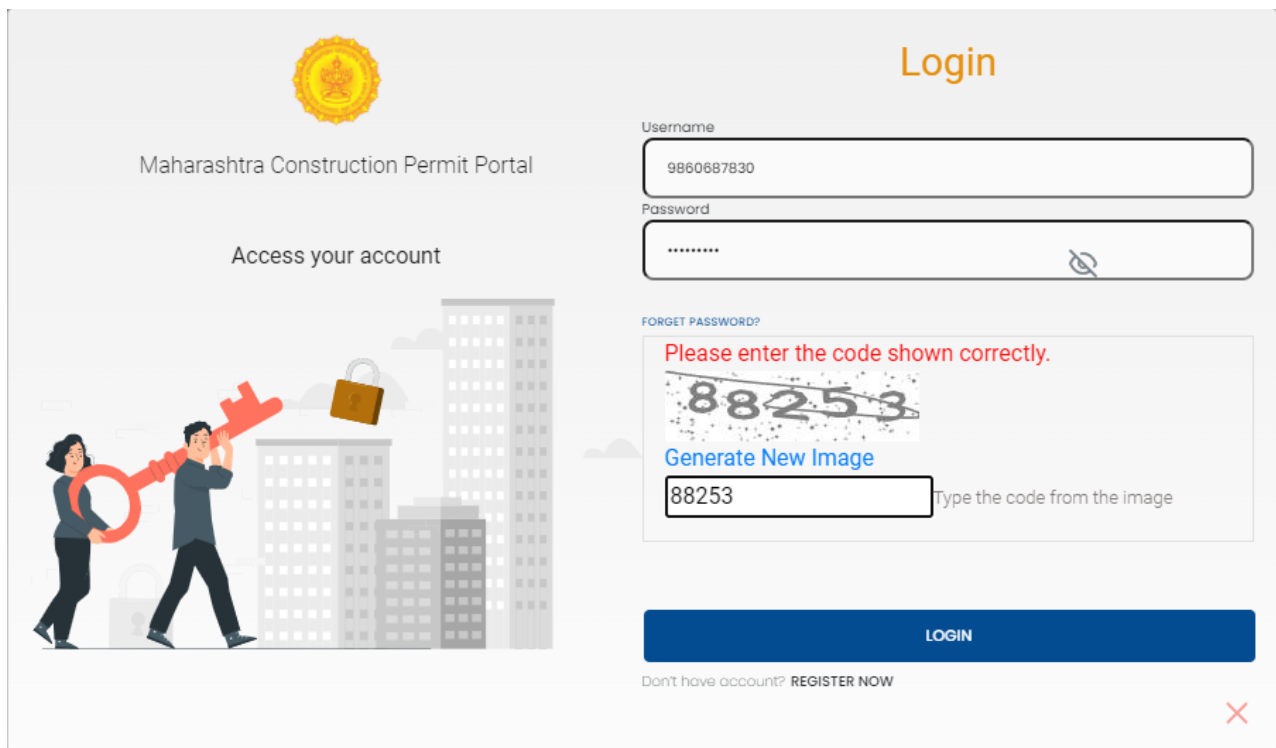
2 LTP Login to system

Login link on the Portal will take the user to the login page of Development Permission system (AutoDCR).

This is the entry point for the portal.



Architect/ Engineer/ structural engineer/ Supervisor 1/Supervisor 2/Town Planner can log in to system with their existing username and password, on successful login user will be redirected to his / her Dashboard as illustrated in below screen.



3 LTP Dashboard

LTP on successful login to the portal will get the dashboard to Monitor and Manage and Track all the Applications {Ongoing, Approved and Shortfall} in real-time. It also notifies the next actions required to be carried out in terms of compliance, Fees payments and different stages of Application Approval(s). All-important notifications are also listed for

- Commencement
3
- Plinth
0
- Occupancy
0
- Other
0

Thane Municipal Corporation Go Create Application Project Action

Draft 1	Scrutiny Pending 1	Scrutiny Completed 0	In-Process 0
Approved 0	Rejected 1		

Application List

Application Number	Authority	Application Type	Status	Action
MH/ADCR/7003/000020/2022 <small>New</small>	Thane Municipal Corporation	Commencement	Draft	View

[View all files >](#)

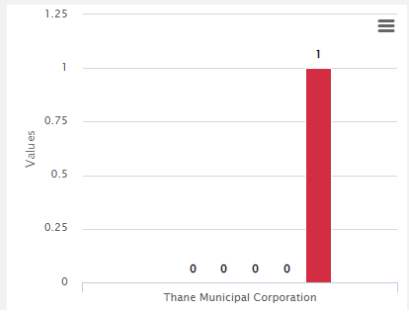
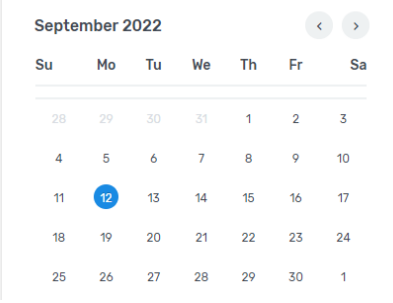
Important Notifications

Notifications

Notification 1
[Detail](#)
[Link](#)

Notification 2
[Detail](#)
[Link](#)

Notification 1
[Detail](#)



4 Project Creation

The first step in submission of an application is **New Project** creation, option available under **Project Action** button. All application will be submitted under the Project created like (Commencement, Plinth Intimation and Completion).

4.1 New Project Creation

Select **Project Action** tab on Dashboard

The screenshot shows the dashboard for the Urban Development Department, Maharashtra. The user is logged in as Ganesh Patil, Architect. The dashboard features a sidebar with four categories: Commencement (3), Plinth (0), Occupancy (0), and Other (0). The main content area displays a navigation bar with 'Create Application' and 'Project Action' buttons. Below this, there are six status cards: Draft (1), Scrutiny Pending (1), Scrutiny Completed (0), In-Progress (0), Approved (0), and Rejected (1). A table titled 'Application List' shows one application: MH/ADCR/7003/000020/2022, Thane Municipal Corporation, Commencement, Draft status, with a 'View' button.

New Project – Project Information

In this section **Project** is created for a particular **property/ site address** and associated with Approving Authority/ ULB where the scrutiny and Approval of the application will take place.

All the Plot parameters are aligned with the particular **Project**. All the Applications and subsequent Approval processes for the particular **property/ site address** can be carried out thereafter on the same Project. Project information need not be filled every time.

District wise Authority/ULB selection is provided under Project Information where user can select the concerned Approving Authority/ULB.

Proposed site address to be provided for the particular Project.

The screenshot shows the 'Project Info' form for 'Gulmohar Villa Thane'. The form includes the following fields:

- District:** Thane
- Authority Name:** Thane Municipal Corporation
- Ward:** Select
- Block:** Select
- Project Title:** Gulmohar Villa Thane (Note: [], () - characters are not allowed in title.)
- Area/Village:**
- Pincode:** 425647
- Landmark:** Near Bus Stand
- Plot No.:** P-75/635
- Final Plot No.:**
- CTS No.:**
- Survey No.:**
- Hissa No.:**
- Society:** 1

A 'Save' button is located at the bottom right of the form. A note at the top of the form states: 'Note : Dear applicant, you will not be able to edit project if any application submitted for this project. You can edit/ add information before submitting any application.'

On click of Save button, **Project information** data gets saved.

New Project – Project Parameters | Site Information

Under the site Information tab adjoining plot data and location to be entered.

The screenshot shows a web application interface for entering site information. At the top left is the logo of the Urban Development Department, Maharashtra. The user is logged in as Ganesh Patil, Architect. The navigation menu includes 'Dashboard', 'Project', 'Town Planning', and 'Select'. The current project is 'Gulmohar Villa Thane' with ID 'MH/ADCR/7003/000019/2022'. The left sidebar has 'Submit Project', 'Project Info', 'Plot Params', and 'Project Team'. The main content area is titled 'Site Info' and contains the following fields:

Plot Abutting Details		
* Location Type		
<input type="text" value="Congested"/>		
Plot Direction		
* North	* CTS number	
<input type="text" value="CTS No."/>	<input type="text" value="23"/>	
* South	* Plot number	
<input type="text" value="Plot No."/>	<input type="text" value="12"/>	
* East	* Existing width (in Mtr.)	Proposed width (in Mtr.)
<input type="text" value="Road Width"/>	<input type="text" value="1.2"/>	<input type="text" value="3.5"/>
* West	* Existing width (in Mtr.)	Proposed width (in Mtr.)
<input type="text" value="Road Width"/>	<input type="text" value="10.3"/>	<input type="text" value="2.6"/>

On click of Save button under Project parameters – Site Information data gets saved.

New Project – Project Parameters | Plot details

Under the Plot details tab proposed project related information like {Land use zone, Accommodation Reservation details if applicable, Special projects, whether availing Additional FSI etc.} to be entered.

The screenshot shows the 'Plot Details' section of a web application. The interface includes a navigation bar with 'Dashboard', 'Project', and 'Town Planning' menus. The user is logged in as 'Ganesh Patil Architect'. The project name is 'Gulmohar Villa Thane' with ID 'MH/ADCR/7003/000019/2022'. The 'Plot Params' tab is active. The form contains the following fields:

- Geo Coordinates:** Latitude (1.235080800) and Longitude (2.356480800).
- Plot Details:**
 - Land Use Zone: Residential
 - Gross Plot area (Sq.Mt.): 1200
 - Additional Special Use FSI (Type): Addtnl. FSI (Educational)
 - Type of Additional Special Use FSI (Sub Type): Other Educational Buildings (Private Institution)
 - Additional Special Use FSI Area (Sq. Mt.): 120
 - Existing Approved area to be retained (Sq. Mt.): 230
 - Accommodation Reservation: Recreational/Public Open spaces
 - Type of Accommodation Reservation(Sub-Type): Play ground
 - Recreational Open Space: NA
 - Is plot sub-divided after 11th January, 1967 without taking prior permission and having plot area below 0.4ha? (No text input)
 - Is the Plot from an approved layout? Yes
 - Prorata BUA (Sq. MT.): (Empty text input)
 - Layout Sanction No. and Layout sanction date: (Empty text inputs)

On click of Save button under **Project parameters – Plot details** section data gets saved.

New Project – Project Parameters | Plot Area

Under the Plot Area tab ownership areas as per documents {7/12, PRC etc.} to be entered which will be considered as the Plot Area during Scrutiny.

URBAN DEVELOPMENT DEPARTMENT,
Maharashtra

Ganesh Patil
Architect

DashBoard → Project → Town Planning → Select → Select → Go

Gulmohar Villa Thane
MH/ADCR/7003/000019/2022

Project Info ✓
Plot Params ✓
 Project Team ✓

Site Info | Plot Details | Plot Area

Note : Add plots and extract under plot for documented area. All areas are in sq.mtr.

Plot number	Plot Name	Owner name	Type	Extract		
1	PLOT A	RAJU	<input checked="" type="radio"/> 7/12 <input type="radio"/> PRC	1		
Extract number	7/12 or PRC Area	PAH Area	B Form Area	Gunthewari Area	Sale Deed Area	Lease Deed
1	120	50	0	0	0	0
Total	120	50	0	0	0	0

+ Extract No.

Save

+ Add Plot

On click of Save button **Project parameters – Plot Area** data gets saved.

New Project – Project Team members

LTP will also provide Owner/ Developer and related consultants for the project like Structural Engineer, Site Engineer or Geotechnical Engineer under Project Team members.

URBAN DEVELOPMENT DEPARTMENT, Maharashtra

Ganesh Patil Architect

Dashboard → Project → Town Planning → Select → Select → Go

Submit Project

- Project Info ✓
- Plot Params ✓
- Project Team ✓**

Architect / L.E. / S.E. / L.A.S. / Developer / Site Engineer

Name	Ganesh Patil	Address	Registration No.	COA14452
Mobile No.	7894563210	Email	g@gmail.com	Aadhaar No.

Owner Details

* Name	Vikas	* Address	Thane West
* Mobile No.	9864582555	* Email	vikas@gmail.com
* PAN No.	BLAPS6352A	Aadhaar No.	452156536636

Save

On click of Save button **Project team** data gets saved.

On Submitting Project, Project data will be finalized and applications can be submitted thereafter on the Project created.

4.2 Edit / View Project

Edit/ View Project – Gives LTP to the option to edit **Project data** for typo corrections or changes before finalizing the Project data.

Edit Project

* Select Project :

Project 2 [MH/ADCR/7003/000020/2022]

Edit

Cancel

4.3 Old Project Creation

The functionality of **Old Project** creation is same as New Project creation except the fact that Old Projects are mapped with **Ongoing and Approved Applications** running in older versions of system.

5 Application Creation

After the Project data is finalized the next step is **Create Application**, option available under **Create Application** button.

The screenshot displays the user interface of the Urban Development Department, Maharashtra. On the left, there is a sidebar with four categories: Commencement (3), Plinth (0), Occupancy (0), and Other (0). The main content area features a 'Select Authority' dropdown menu and a 'Go' button. Below this, there are six application status cards: Draft (1), Scrutiny Pending (1), Scrutiny (0), In-Process (0), Approved (0), and Rejected (1). A 'Create Application' button is highlighted with a red box, and a 'Project Action' button is also visible. At the bottom, there is an 'Application List' table with the following data:

Application Number	Authority	Application Type	Status	Action
MH/ADCR/7003/000020/2022 New	Thane Municipal Corporation	Commencement	Draft	View

Next step will be selecting the Project under which the Application will be created.

User needs to select the **Permission type** {Commencement, Plinth Intimation or Completion} for which application is created.

URBAN DEVELOPMENT DEPARTMENT, Maharashtra

Ganesh Patil Architect

DashBoard

Project
 Gulmohar Villa Thane [MH/ADCR/7003/000019/2022]

Permission type
 Select the type of permission you want to apply for

Commencement
 Plinth
 Occupancy

Application Type: Building Permission
 Service Type: Building Permission
 Case Type: New
 Risk Type: Not Applicable

Create Application

Application Summary - Draft Application gets created automatically on button click - Create Application.

URBAN DEVELOPMENT DEPARTMENT, Maharashtra

Laxmikant Gavali Architect

DashBoard → Project → Town Planning → Commencement → MH/ADCR/7003/000149/2022

Plan Approval Application
 MH/ADCR/7003/000149/2022

Application Summary ✓

- Application Form ✓
- Drawings ✓
- Plot Parameters ✓
- Building Details ✓
- Project Team ✓
- Scrutiny Challan ✓

Status-Draft Last activity on:27-Sep-2022 10:44:37 AM

Demand note
 Drawing scrutiny report
 Officers remark
 Approved drawings

Proposal details

Project title	: Pro A 27092022	Plot no	: A123
Architect/LS/SE name	: Laxmikant Gavali	CS No/CTS No/FP No	: 1245
Owner name	: Deepak Heda	Landmark	: Near ABC Hotel.
Authority	: Thane Municipal Corporation	Pincode	: 441253

Application details

Application type	: Building Permission
Permission type	: Commencement
Case type	: New
Risk type	: Low Risk

Application flow

Laxmikant Gavali (Architect)

6 Common Application form (CAF)

Particulars of development as required by Authority needs to be filled in the CAF for submitting an application created for the particular Project.

The screenshot shows the 'Application Form' interface for a project. The header includes the Urban Development Department logo and name, and the user profile 'Ganesh Patil Architect'. The breadcrumb trail is: Dashboard → Project → Town Planning → Commencement → MH/ADCR/7003/000020/2022. A sidebar on the left lists project-related tasks: Application Summary (checked), Application Form (active), Drawings (checked), Plot Params (checked), Building Details (checked), and Project Team (checked). The main form area is titled 'Application Form' and contains the following fields:

- Application Type:** Building Permission
- Case Type:** New
- Special Project Type:** NA
- Proposed Use:** Select
- FSI Area (Sq. Mt.) [A]:** 0
- Total Construction Area (Sq. Mt.) [A + B] = C:** 0
- Premium FSI (Sq. Mt.):** 0
- Incentive FSI for Green Building applicable?:** Yes No
- Market value of the land as per ASR / Ready Reckoner rate (in ₹):** 0
- Service Type:** Building Permission
- Risk Type:** Regular BP
- Proposed Sub-Use:** Select
- Non FSI Area (Sq. Mt.) [B]:** 0
- Amenity TDR Area (Sq.Mt.):** 0
- Proposed Slum TDR Area? (Sq. Mt.):** 0
- Residential Construction Cost (in ₹):** 0

7 Plot Parameters

All the Plot related information which are added in the Project will appear under the Application. However, the Project data will have only viewing rights in Application and is non-editable.

The screenshot shows the 'Plot Params' section of the software. The header includes the Urban Development Department logo and name, and the user profile 'Ganesh Patil Architect'. The breadcrumb trail is 'Dashboard -> Project -> Town Planning -> Commencement -> MH/ADCR/7003/000019/2022'. The left sidebar lists 'Gulmohar Villa Thane' with a sub-id 'MH/ADCR/7003/000019/2022' and a list of items: Application Summary, Application Form, Drawings, Plot Params (highlighted), Building Details, and Project Team. The main content area is titled 'Site Info | Plot Details | Plot Area'. Under 'Plot Abutting Details', there are several input fields: 'Location Type' (Congested), 'Plot Direction' (North: CTS No., South: Plot No., East: Road Width, West:), 'CTS number' (23), 'Plot number' (12), and 'Existing width (in Mtr.)' (1.2) with a 'Proposed width (in Mtr.)' (3.5) field.

8 Building Details

Adding Building details in the proposed plan can be added here. However, this is an optional entry. Building details shall be read from the plan.

The screenshot shows the 'Building Details' section. The header and breadcrumb trail are similar to the previous screenshot, but the sub-id is 'MH/ADCR/7003/000020/2022'. The left sidebar lists 'Project 2' with a sub-id 'MH/ADCR/7003/000020/2022' and a list of items: Application Summary, Application Form, Drawings, Plot Params, Building Details (highlighted), and Project Team. The main content area is titled 'Building Details' and shows '1. Building Name :- B001'. Below this is a table with columns: Use, Sub Use, Type, Height, FSI Built up Area, and Gross Construction Area. The table contains one row: Residential, Residences, Detached House, 90 Mtr., 1000 sq. mtr., 0 sq. mtr. There is a '+ Add Wing' button below the table.

9 Project Team members

LTP provided details of Owner/ Developer during Project creation gets automatically attached with the Application.

The related Team members and consultants for the project like Structural Engineer, Site Engineer or Geotechnical Engineer also gets attached to the Application.

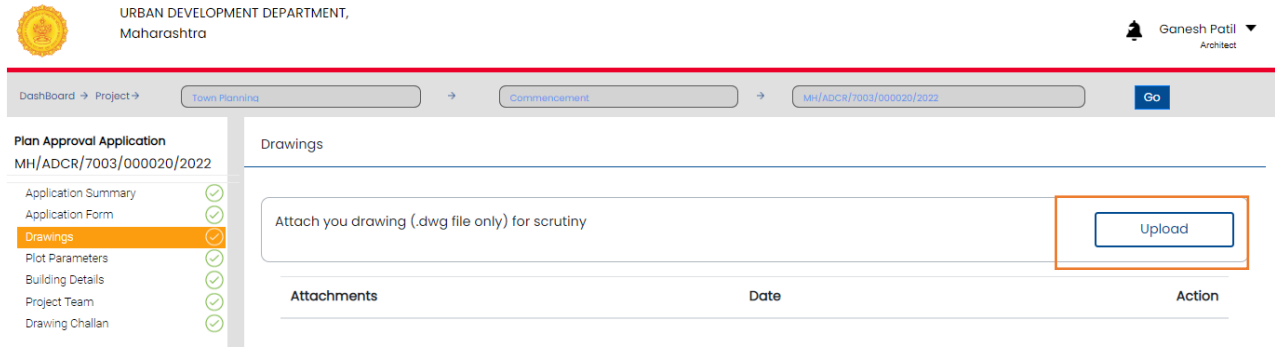
The screenshot displays the 'Project Team' section of a web application. The top navigation bar includes the logo of the Urban Development Department, Maharashtra, and the user profile of Ganesh Patil, Architect. The breadcrumb trail shows: Dashboard → Project → Town Planning → Commencement → MH/ADCR/7003/000020/2022. The sidebar on the left lists various application components, with 'Project Team' highlighted in orange. The main content area is titled 'Owner / Developer | Consultant' and contains the following sections:

- Owner / Developer | Consultant**: A table with columns for Name, Address, Registration No., Mobile No., and Email. The data row shows: Ganesh Patil, COA14452, 7894563210, and g@gmail.com.
- Owner Details**: A form with fields for Name (Ravi), Address (Pune), Mobile No. (9865655582), Email (sharma.raj@gmail.com), PAN No. (BLAPS3010A), and Aadhaar No. (454654656869). A 'Save' button is located at the bottom right of this section.
- Developer**: A form with a radio button for 'Is this plot for' (Self Use / Selling Use), with 'Self Use' selected.

On click of Save button **Project team** data gets updated.

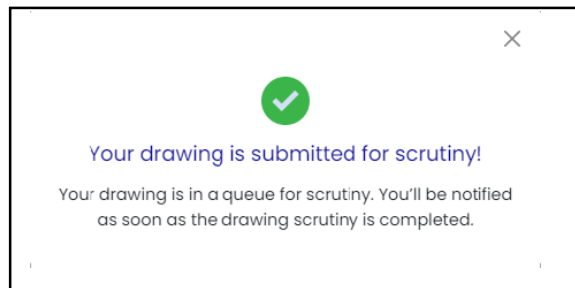
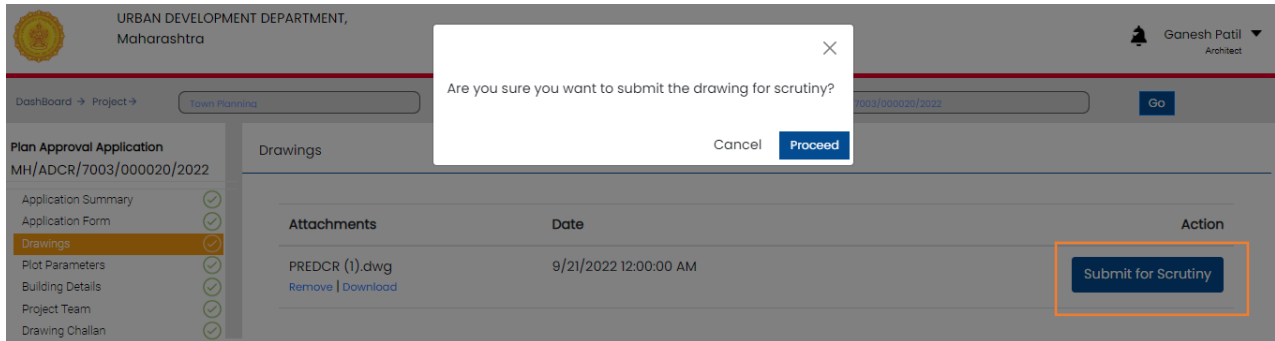
10 Drawing Attachment

Next step is the proposed plan i.e. the Drawing (**dwg**) file attachment which will be scrutinized as per UDCPR 2020 on the Server.



11 Submission for Server Scrutiny

Submit for Scrutiny – System will queue the application for Server scrutiny in First in First Out(FIFO) manner.



User will be notified on the **Scrutiny Status** at regular interval till the time scrutiny is completed. AutoDCR reports and Plan PDF will be available post completion of scrutiny on server under the **Report** tab.

URBAN DEVELOPMENT DEPARTMENT, Maharashtra

Laxmikant Gavali Architect

DashBoard → Project → Town Planning → Commencement → MH/ADCR/7003/000110/2022

Plan Approval Application
MH/ADCR/7003/000110/2022

- Application Summary ✓
- Application Form ✓
- Drawings ✓**
- Plot Parameters ✓
- Document Checklist ✓
- Building Details ✓
- Project Team ✓
- Scrutiny Challan ✓

Drawings

Attachments	Date	Action
Large Complex_ above 70 mt.dwg Download	21/09/2022 12:00:00 AM	View Report View Plan PDF

12 Transaction fees

Post scrutiny based on the Total Built-up area, transaction charges will be auto generated. SMS notification will be send from system to concerned Applicant / Developer along with payment link.

URBAN DEVELOPMENT DEPARTMENT, Maharashtra

Laxmikant Gavali Architect

DashBoard → Project → Town Planning → Commencement → MH/ADCR/7003/000110/2022

Plan Approval Application
MH/ADCR/7003/000110/2022

- Application Summary ✓
- Application Form ✓
- Drawings ✓
- Plot Parameters ✓
- Document Checklist ✓
- Building Details ✓
- Project Team ✓
- Scrutiny Challan ✓**

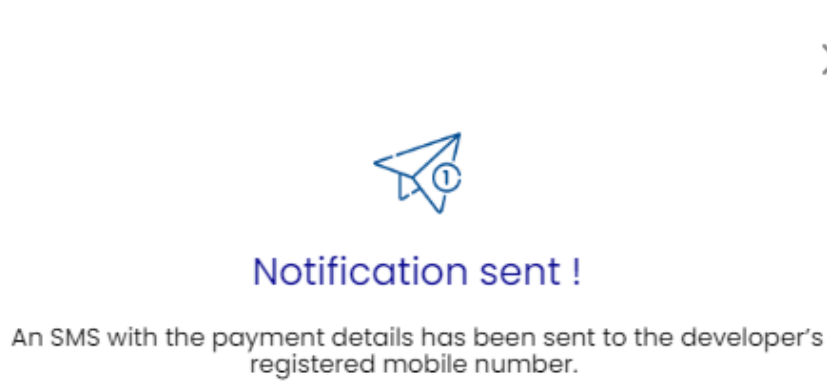
Challans List

Challan No.	Challan Type	Challan Amount	Payment Status	Date	Action
CHE/BP/000111/2022	Scrutiny	500	UnPaid	21/09/2022	Print Notify Developer ⓘ <small>Last notified on 26-Sep-2022 11:50:48</small>

ⓘ Notify the developer to make the pre-check fee payments or [click here](#) to make payments

Note: Kindly pay the pre-check fee to proceed with submission of the drawing for scrutiny

Payment Notification. Online payments available for ease of use.



13 Document checklist

Mandatory and Conditional documents necessary for the application submission will be available for LTP to upload post scrutiny. This is the last leg for submission of application to ULB.

The screenshot shows the user interface of the Urban Development Department Maharashtra. At the top left is the department logo and name. At the top right is the user profile for Laxmikant Gavali, Architect. The breadcrumb trail shows: Dashboard → Project → Town Planning → Commencement → MH/ADCR/7003/000110/2022. The left sidebar lists various application steps, with "Document Checklist" highlighted in orange and marked with a checkmark. The main content area is titled "Document Checklist" and includes a note: "Note: Select/Tick Documents you need to attach and save it". Below the note is a table with columns for "Document's Name", "Attach Here", and "Preview".

Document's Name	Attach Here	Preview
Building Permission- New		
Form for Supervision		
UDCPR new Updated-27-7-2022.pdf (2)		
An extract of record of rights, 7/12 Extract, Property Register card (any other document showing ownership of land to be specified)		
Particulars of development in Form enclosed (excluding individual Residential building) - (Item IV of Appendix A-1)		
Proposed plan PDF (From Auto Scrutiny)		
D.P. Remarks		
Appointment letter of structural/consulting engineer		
Appointment letter of Architects/Licensed surveyor		
Land acquisition (LAQ) opinion		

At the bottom right of the table area are "Preview" and "Save" buttons.

14 Application Submission to ULB

URBAN DEVELOPMENT DEPARTMENT, Maharashtra

Laxmikant Gavali Architect

DashBoard → Project → Town Planning → Commencement → MH/ADCR/7003/000149/2022

Plan Approval Application
MH/ADCR/7003/000149/2022

- Application Summary ✓
- Application Form ✓
- Drawings ✓**
- Plot Parameters ✓
- Building Details ✓
- Project Team ✓
- Scrutiny Challan ✓

Drawings

Attachments	Date	Action
Large Complex_above 70 mt.dwg Download	27/09/2022 10:44:00 AM	View Report View Plan PDF

Your drawing scrutiny is completed. How would you like to proceed further?

Upload another drawing for scrutiny
 Submit this drawing to authority
 [Proceed](#)

The finalized **submission drawing** shall be submitted to ULB for Approval. Based on the Report findings LTP has an option to change the drawing with a revised version and re-scrutinize and take it up as the **submission drawing**.

PROCEED will Freeze the drawing.

Submit Application enables submission of application to respective ULB.

URBAN DEVELOPMENT DEPARTMENT, Maharashtra

Ganesh Patil Architect

DashBoard → Project → Town Planning → Commencement → MH/ADCR/7003/000020/2022

Plan Approval Application
MH/ADCR/7003/000020/2022

[Submit Application](#)

- Application Summary ✓
- Application Form ✓
- Drawings ✓**
- Plot Parameters ✓
- Document Checklist ✓
- Building Details ✓
- Project Team ✓
- Scrutiny Challan ✓

Drawings

Attachments	Date	Action
PREDCR (1).dwg Download	21/09/2022 12:00:00 AM	View Report View Plan PDF

Application is sent to First level officer of the ULB for further processing and Approval.

Automatic workflow is configured for each ULB for as per defined jurisdictions of officers for faster processing of application.

The screenshot displays the 'Submit Application' modal in the software. The modal contains the following fields and options:

- User Note:** A text area containing "To be submitted".
- Department:** A dropdown menu with "Town Planning" selected.
- Designation:** A dropdown menu with "Municipal Surveyor" selected.
- Send To:** A dropdown menu with "Municipal Surveyor-Municipal Surveyor" selected.

Buttons for "Send" and "Cancel" are located at the bottom of the modal. The background interface shows the "URBAN DEVELOPMENT DEPARTMENT, Maharashtra" header, a user profile for "Ganesh Patil Architect", and a sidebar for "Plan Approval Application" with a checklist of items marked with green checkmarks.