

**GOVERNMENT OF ANDHRA PRADESH
MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT DEPARTMENT**

Memo.No.3006141/M2/2025

Dated.25-10-2025

Sub:- MA&UD Dept., - Standard Operating Procedure (SOP) for Grant of Online Change Of Land Use(CLU) - Permission - Orders - Issued.

Ref:- E-file bearing C.No.2912086 received from the DT&CP., Mangalagiri.

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The Director of Town & Country Planning, Mangalagiri in the reference cited has informed that, in alignment with the Government's vision of providing Good Governance, several initiatives have been undertaken to leverage Information and Communication Technology (ICT) for delivering integrated citizen services and strengthening urban governance mechanisms.

2. The DT&CP., Mangalagiri also informed that, as per the instructions of the Government, the Directorate of Town and Country Planning (DT&CP) proposes to upgrade the existing Andhra Pradesh Development Permission Management System (APDPMS) by introducing an enhanced single-window platform. This upgraded platform will integrate key services such as Transferable Development Rights (TDR), Layout Regularization Scheme (LRS), Building Permission System (BPS), Real Estate Regulatory Authority (RERA), and others. Based on the discussions held on 17.09.2025 with higher authorities and the DPMS 2.0 technical team, it was directed to prepare a Standard Operating Procedure (SoP) for the grant of Online Change of Land Use permissions through the portal. Accordingly, the DT&CP., Mangalagiri has proposed the Standard Operating Procedure (SoP).

3. Government after careful examination of the matter, hereby, issue the Standard Operating Procedure (SOP) for Grant of Online Change Of Land Use(CLU) Permissions annexed to this order.

**S SURESH KUMAR, I.A.S
PRINCIPAL SECRETARY**

To

The Director of Town & Country Planning, A.P., Mangalagiri, Guntur.

The Commissioner, A.P. Capital Region Development Authority, Vijayawada.

The Metropolitan Commissioner, VMRDA., Visakhapatnam.

All the Commissioners of ULBs in the State

- **through** C&DMA., A.P., Vaddeswaram.

All the VC's of UDAs in the State - **through** DT&CP., A.P., Mangalagiri.

The Director of Translations, Vijayawada(With a request to translate into Telugu and Re-transmit the same)

Copy To:

The O.S.D. / P.S. to Hon'ble Minister for MA&UD Department.
The P.S. to Prl.Secretary to Government, MA&UD Department.
SF/SCs.

// FORWARDED::BY ORDER //

SECTION OFFICER

Annexure to Govt Memo.No.3006141/M2/2025, MA&UD Dept., dt:25-10-2025

**STANDARD OPERATING PROCEDURE (SOP) FOR GRANT OF ONLINE
CHANGE OF LAND USE (CLU) PERMISSIONS**

The Standard Operating Procedure (SoP) for grant of Online Change of Land Use permissions through Online Portal in accordance with Section 15 of the Andhra Pradesh Metropolitan Region and Urban Development Authorities Act, 2016 (AP MR &UDA Act, 2016) / Section 41 of the Andhra Pradesh Capital Region Development Authority Act, 2014 / Section 15 AP Town Planning Act 1920 is drafted and the same is as follows:

Step 1: Visit of Web Portal

Applicant who is intendent to get the Change of Land Use permission i.e., from one use to other use, Deletion/ incorporation/ reduction/ increase of proposed/existing roads shall visit the Web Portal: [www.apdpmsportal\(clu\).gov.in](http://www.apdpmsportal(clu).gov.in)

Step 2: User Registration:

To submit Change of Land Use application in the Online portal, applicant shall create the user account using a valid email id and mobile number. After successful registration the applicant can opt the LTP services or can file his applications for himself.

Step 3: Payment of Application Fee:

Applicant shall pay the Application fee of Rs.10000/- or as fixed by the Government in the online portal.

Step 4: After successful payment, the applicant shall upload the following documents in the online Portal

1. Ownership Documents and Latest Encumbrance certificate
2. Payment of External Development Charges
3. Incorporation of site in combined FMB, certified by Town Surveyor/ Mandal Surveyor
4. Location map/Topo Plan marking the project site, showing physical features within 500 mt of the site and roads to enable official staff to locate the proposed site on satellite image/ google image along with

KML file.

5. Site Plan with dimensions, features in the site and showing the approach road along with its width, Latitude and Longitude Coordinates of the land.
6. Draft Gift Deed regarding handing over the portion of land for road widening proposed in the master plan, wherever applicable.
7. Draft Variation Map

Step 5: Application Process (PART-A):

I. In case the land under question covered in Gram Panchayats falling under UDA limits:

1. Once the initial fee payment is completed and all required documents are uploaded on the online portal, the respective UDA receives the application for change of land use.
2. After receiving the application, the UDA will carry out scrutiny of the application and documents.
3. After scrutiny, the UDA forwards the application to the DTCP along with its remarks / recommendations, the schedule of boundaries, and the variation plan (GTP).

II. In case the land under question covered in ULBs falling under UDA limits:

1. Once the initial fee payment is completed and all required documents are uploaded on the online portal, the respective ULB receives the application for change of land use.
2. After receiving the application, the ULB will carry out scrutiny of the application and documents.
3. The ULB shall forward the application to the respective UDA with its remarks / recommendations, the schedule of boundaries, and the variation plan (GTP).
4. The UDA shall carry out scrutiny and forwards the application to the DTCP along with its remarks / recommendations, the schedule of boundaries, and the variation plan (GTP).

III. In case the land under question covered in ULB not falling under UDA limits:

1. Once the initial fee payment is completed and all required documents are uploaded on the online portal, the respective ULB receives the application for change of land use.
2. After receiving the application, the ULB will carry out scrutiny of the

application and documents

3. After scrutiny, the ULB forwards the application to the DTCP along with its remarks / recommendations, the schedule of boundaries, and the variation plan (GTP).

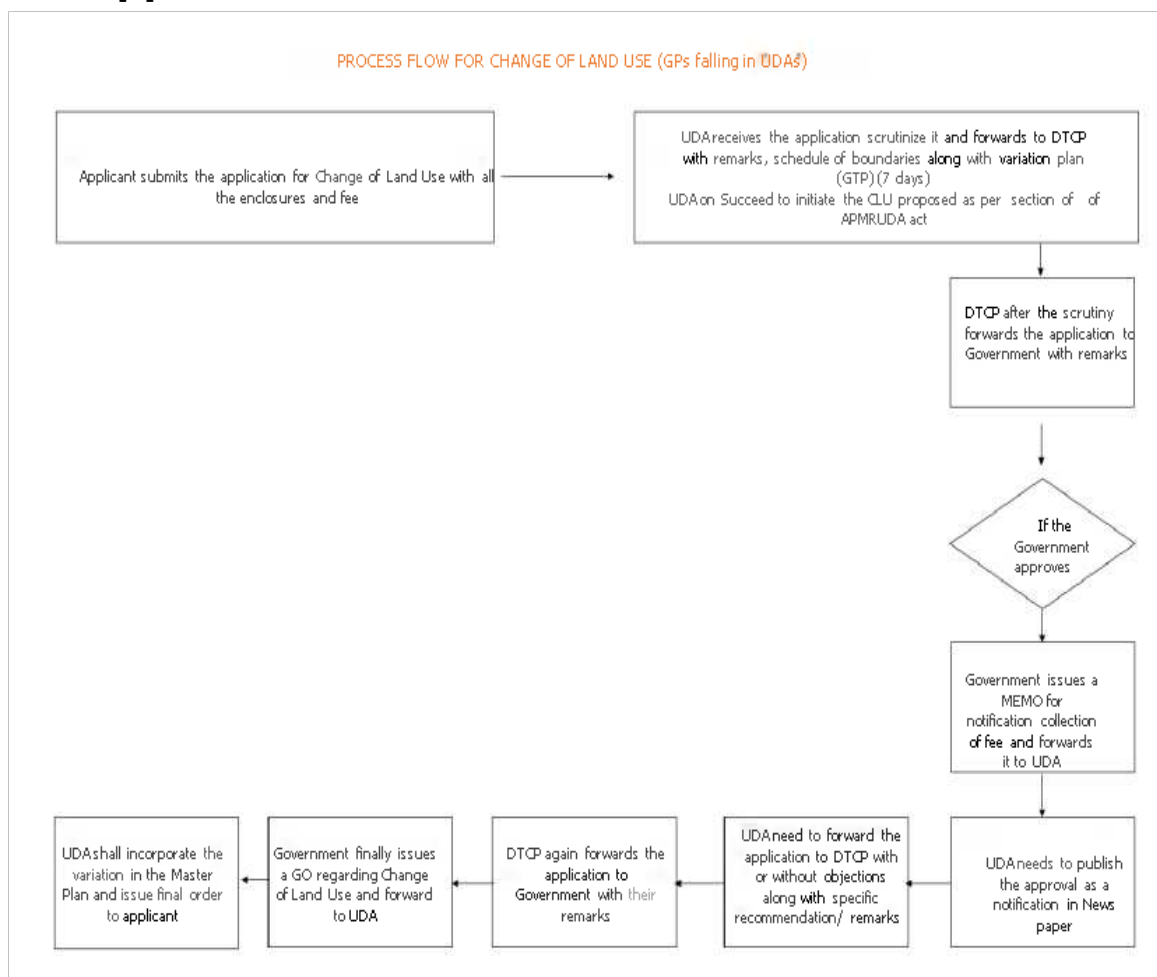
Step 5: Application Process (PART-B):

After receiving the scrutiny report along with the schedule of boundaries and the variation plan (GTP) from UDA/ ULB

1. The Proposal received to DT&CP shall be scrutinized and sent to the Government along with recommendations / remarks as per information/reports submitted by the local body/UDA concerned.
2. The Government on receipt of CLU proposal, will place proposals before the CLU scrutiny committee with following members.
 - a. The Special Chief Secretary/Principal Secretary/Secretary to Government, MA&UD Dept.,(Chairman)
 - b. The Director of Town and Country Planning (DT&CP) (Member)
 - c. Officer on Special Duty (OSD), MA&UD Dept., (Town Planning) /Officer delegated (Member-Convenor)
 - d. Concerned Vice Chairperson / Municipal Commissioner (Member)
3. Basing on the report of the ULB/ UDA and recommendations of the Director of Town and Country Planning, the Government will decide the approval/rejection of the CLU application/proposal and intimates the same to concerned ULBs/UDAs in the form of Memo. In case of approval, the applicant will be informed to pay the Change of Land Use charges (Conversion charges @ 1% of prevailing SRO value of the total site)
4. Simultaneously, basing on the approval of the Government, a notification will be published in the State Gazette, for calling objections and suggestions specifying a date (15 days from the date of notification) on or after which such draft will be taken into consideration and shall consider any objection or suggestion received in respect of such draft from the council (In case Local bodies not falling under UDA areas) or any person affected by the scheme before the date so specified under act provisions.
5. The objections shall be filed through the CLU Portal only. On completion of the stipulated period, The concerned VC of the UDA shall compile the objections and submit a comprehensive report through DT & CP to the Government along with fee paid details.
6. If no objections are received within stipulated time or the objections are not sustained, Government will issue confirmation Orders (Final Notification) to the said change of land use and the same will be published in the official Gazette as per act provisions.
7. The Confirmation Orders will be communicated to the UDA/ULB/DT&CP for onward intimation to the applicant.
8. The CLU orders shall be shared with GIS Master Plan portal/ GATI SAKTHI

Portal for working modifications to the Master Plan in separate Layer.

1. **Application Work flow:**



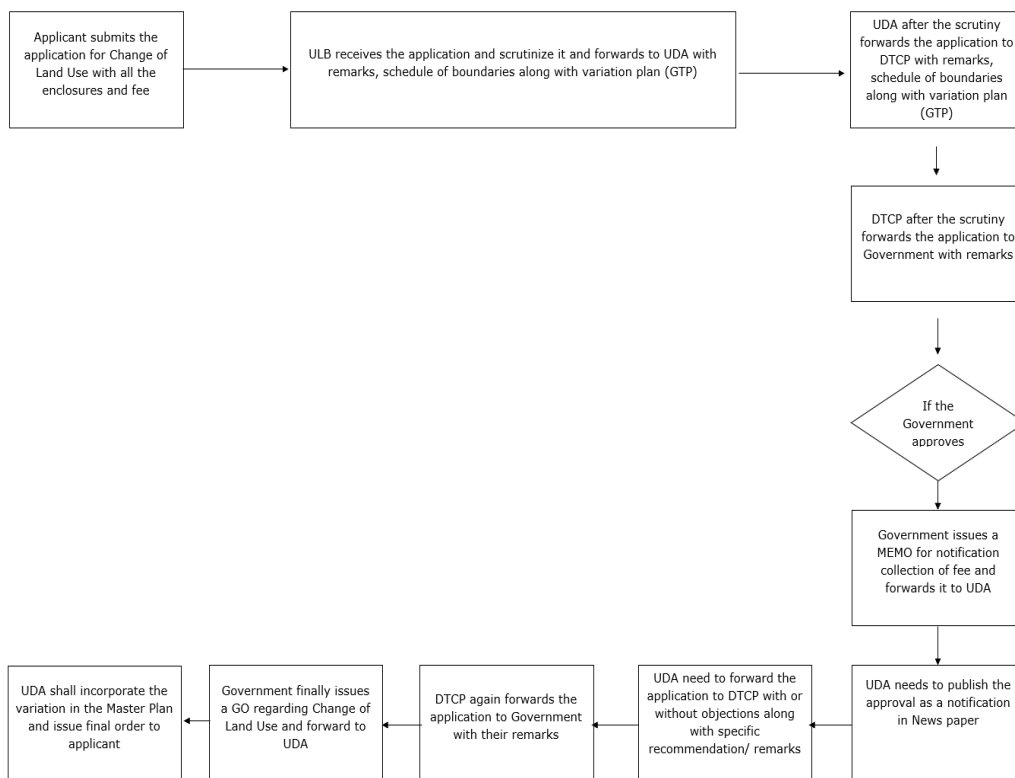
2. **Charges/Fee:** These Change of Land Use Charges are collected as per the Government Orders vide G.O.Ms.No.102 Dated:12-02-2020 of Municipal Administration and Urban Development Department and published in Andhra Pradesh Gazette Notification No.1530, Dt:12-02-2020.

The sanctioning authority/competent authority in all ULBs and Panchayats falling within UDAs/VMRDA/APCRDA jurisdiction and also ULBs and Panchayats covered within the limits of Master Plans in the areas falling outside the UDAs, to levy and collect the following charges for change of land use proposals.

- a) 1% of basic market value of Registration Department on site area levied towards Change of Land use charges (or) minimum of Rs.5 per sq.m whichever is higher.
- b) 1% of basic market value of Registration Department on total built-

up area if any building existing within proposed CLU site.

PROCESS FLOW FOR CHANGE OF LAND USE (ULBs falling in UDAs)



Further, the Development charges for Institution of use shall be collected as per the prevailing rates until further orders.

3. **Service Level Agreement (SLA):** The entire process of CLU will be completed in 45 days. The details are as follows:

S.No.	Process	SLA Period
1	CLU application scrutiny with remarks of ULB/GP	3 days
2	Scrutiny by UDA and forwarding to DT&CP	3 days
3	DT&CP Scrutiny and remarks	3 days
4	Govt. for conducting CLU meeting and processing	5 days
5	Approval by Hon'ble Minister, MA&UD	3 days
6	Calling objections & suggestions duly publishing in State Gazette	18 days
7	Compilation of objections & suggestions by GP/ULB/UDA, collection of CLU charges and forwarding along	5 days

For tentative approval - **14 days**

3 days

Statutory period for calling objections and suggestions 15 days + 3 days to process

For final approval - **10 days**

	with recommendations and remarks		
8	Recommendations of DTCP to Government with remarks	2 days	
9	Issue of GO for CLU by Government	3 days	
Total		45 days	

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