



**Kolkata
Metropolitan
Development
Authority**

No. 143(6)/KMDA/SPU/L-35/10

Dated: 18.09.2025

From: Special Secretary,
Kolkata Metropolitan Development Authority

To: 1. The Special Secretary, Department of Land and Land Reforms and Refugee Relief and Rehabilitation
2. ADM (LR) and DL&LRO, South 24 Parganas Zilla Parishad
3. ADM (LR) and DL&LRO, North 24 Parganas Zilla Parishad
4. ADM (LR) and DL&LRO, Howrah
5. ADM (LR) and DL&LRO, Hooghly
6. ADM (LR) and DL&LRO, Nadia

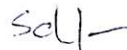
Sub: Standard Operating Procedure (SOP) for receiving Land Use Compatibility from Kolkata Metropolitan Development Authority (KMDA)

Ref:Order No.1480-UDMA-22013(99)/26/2025-DAC SEC-Dept. of UDMA dated 01.09.2025

In reference to the above, I am directed to forward herewith the Standard Operating Procedure (SOP) vide Memo No. 210/CE-03/KMDA/2025 dated 16.09.2025 for receiving Land Use Compatibility from KMDA of land parcel(s), within KMPA as per the Gazette Notified LUDCP in compliance with the aforementioned order of UD&MA Department, GoWB.

This is for your information and necessary, please.

Encl: As stated above.

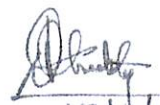

Special Secretary,
KMDA

No. 143(6)/1(10)/KMDA/SPU/L-35/10

Dated: 18.09.2025

Copy forwarded for information to:

1. Director, S.P. Unit, KMDA
2. Senior Law Officer, KMDA
3. OSD to HMIC of UD&MA Dept., GoWB (Chairman, KMDA)
4. OSD and Senior Deputy Secretary, KMDA
- ✓ 5. Deputy Secretary, P.R. Cell, KMDA to upload the SOP in the official website of KMDA
6. P.S to Principal Secretary, UD & MA Dept., GoWB.
7. P.S to Chief Executive Officer, KMDA
8. P.S to Secretary, KMDA
9. P.S to Special Secretary, KMDA
10. P.S to Special Secretary (Planning), UD&MA Dept., GoWB


18/9/2025
Special Secretary,
KMDA



No.201/CEO-03/KMDA/2025

Date-16.09.2025

Standard Operating Procedure(SOP) for receiving Land Use Compatibility from Kolkata Metropolitan Development Authority (KMDA)

In reference to the order of the UD&MA Dept., GoWB vide Memo No. 1480-UDMA-22013(99)/26/2025-DAC SEC-Dept. of UDMA dated 01.09.2025, a Standard Operating Procedure(SOP) is being specified to standardize the process of the interdepartmental communication regarding information on Land Use Compatibility of the land parcel(s) within KMPA as per the applicable Gazette Notified Land Use Development and Control Plan (LUDCP).

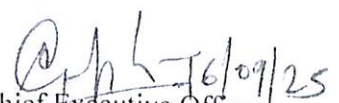
KMDA prepares LUDCPs for the areas under Kolkata Metropolitan Planning Area (KMPA) as per provisions under the West Bengal Town and Country (Planning and Development) Act 1979 which are published in the official Gazette after approval from the UD&MA Department, GoWB. These Gazette Notified LUDCPs broadly indicates the manner in which the land in such area is to be used and doesn't indicate any plot based use.

1. The concerned authority (i.e. BL&LRO, SDL&LRO and DL&LRO, etc.) before any communication to KMDA for information on Land Use Compatibility shall verify the following:
 - i. That whether the concerned land parcel(s) falls under KMPA.
 - ii. That whether the local body concerning the land parcel(s) has been covered under the Gazette Notified LUDCPs.

The official website of KMDA i.e. <https://kmda.wb.gov.in/> may be referred for information on the areas under KMPA and for the list of Gazette Notified LUDCPs.

2. The following drawings/documents are to be forwarded by the concerned authority (i.e. BL&LRO, SDL&LRO and DL&LRO, etc.) henceforth for corroboration with the Gazette Notified LUDCPs with respect to receiving information on Land Use Compatibility of land parcel(s), within Kolkata Metropolitan Planning Area (KMPA):

Sl. No.	Drawing and documents to be submitted with respect to land parcel(s) under Urban Area (i.e. Municipal Corporation, Municipality & Notified Area)	Drawing and documents to be submitted with respect to land parcel(s) under Rural Area (i.e. Gram Panchayat, Panchayat Samity & Zilla Parishad Area)
1	Address/particular of concerned land indicating Holding No., Ward No., Borough No.(as per applicability), name of the Municipality/Corporation and certified copy of corresponding plot information	Address/particular of concerned land along with certified copy of corresponding plot information
2	Location of the concerned land parcel(s) demarcated in the development control zone diagram of the applicable LUDCP available in the official website of KMDA i.e. https://kmda.wb.gov.in/ Location map of concerned land parcel(s) (with name of the abutting road) demarcated in reference to access connection with major road (i.e. expressway, National Highway, State Highway etc.)/railway line(s)/canals/khal or any prominent landmark(s) within the concerned urban local body	


Chief Executive Officer,
KMDA