

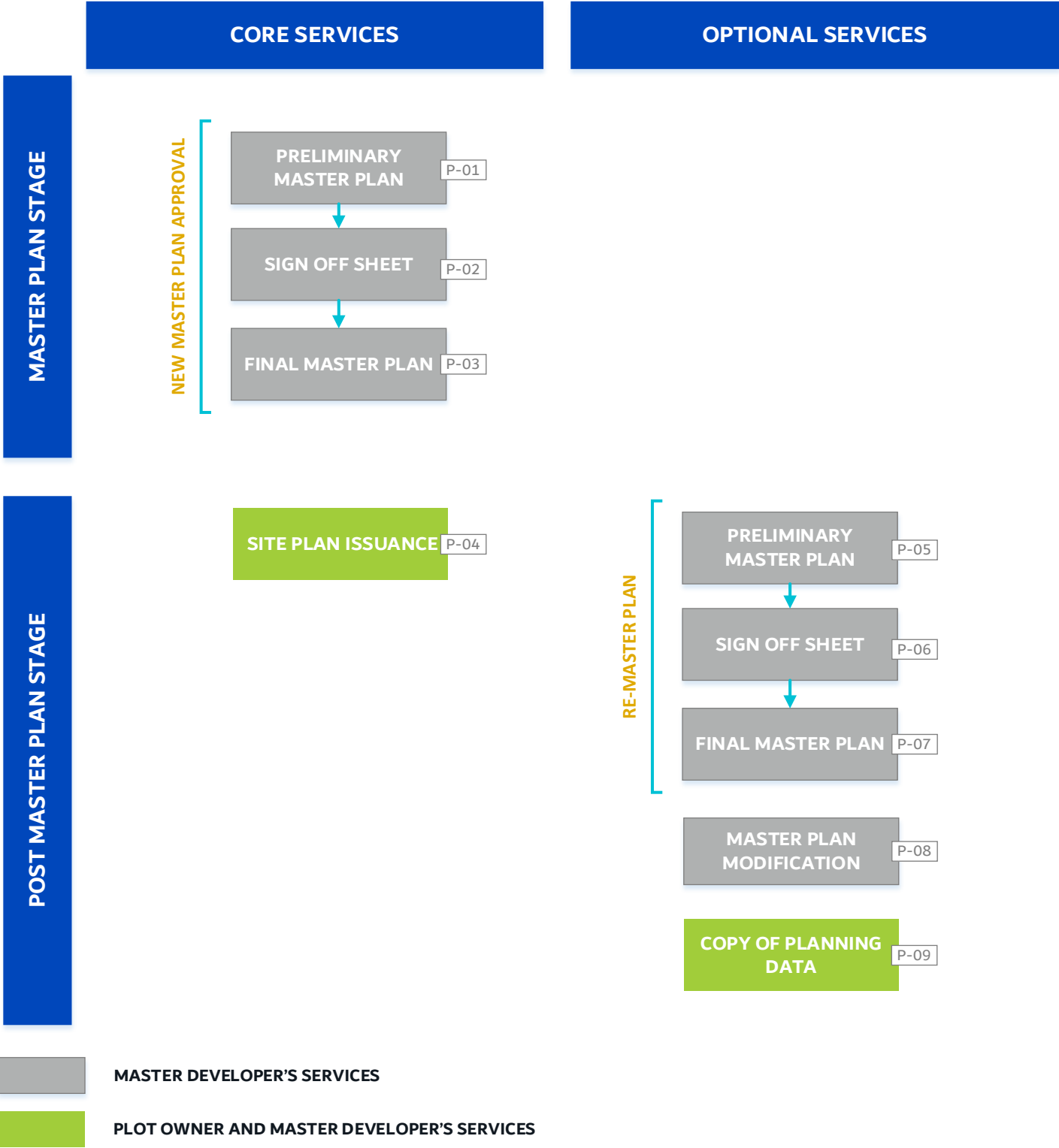
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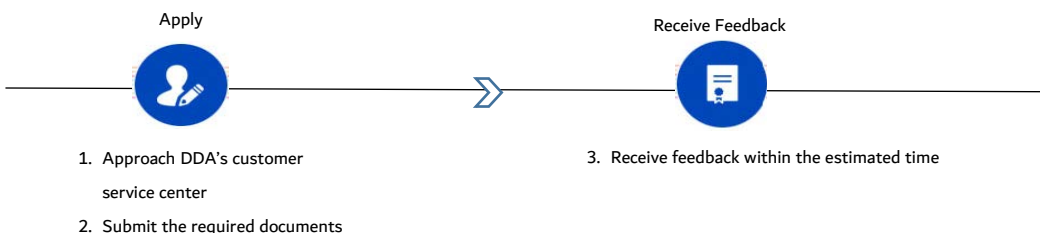
PLANNING SERVICES' ID CARDS


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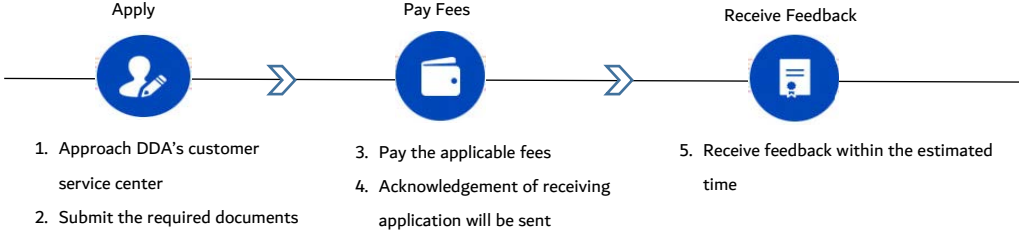
PLANNING SERVICES MAP

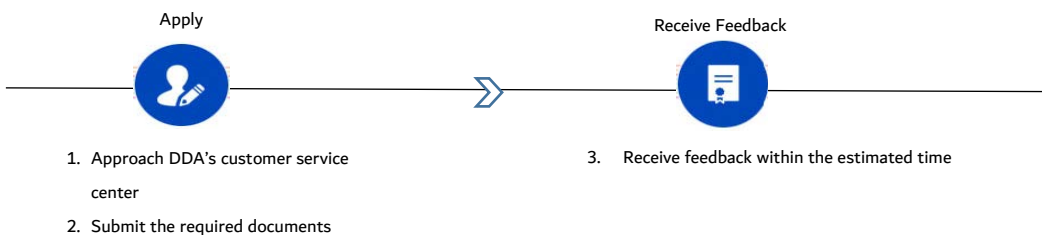


Service ID Name	PRELIMINARY MASTER PLAN – NEW MASTER PLAN	Service ID No.	P-01
Description	<p>This service enables the customer to get the required approvals on the concept master plan, which is the first stage in a new master plan approval process.</p> <p>The Concept Master plan is a document that describes the general vision of a project, its goals and objectives, and should include narratives, subdivisions and maps.</p>		
Requester	Master Developer, Appointed Consultant from the Master Developer		
Service Deliverables	Approval on the Preliminary Master Plan		
Service Request Channels	Customer Service Center at Dubai Studio City - Commercial Building 1 - Ground Floor		
Service Delivery Hours	Customer Service Center: Monday to Thursday (7.30 am to 2.30 pm) - Friday (7.30 am to 12 Noon)		
Estimated Time to Deliver	10 Working Days		
Service Fees	NA		
Required Documents	<ol style="list-style-type: none"> 1. Master Plan Approval Request (to be submitted by the registered Consultant) 2. Preliminary Master Plan, as per Master Planning Guidelines, 1 soft copy (PDF, CAD & Excel) 3. Consultant Appointment Letter (if applicable) 4. Preliminary Master Plan Review Checklist 		
How to Apply	<p>Customer Service Center</p>  <pre> graph LR subgraph Apply direction TB A1[1. Approach DDA's customer service center] A2[2. Submit the required documents] end subgraph Receive_Feedback direction TB R3[3. Receive feedback within the estimated time] end Apply --> Receive_Feedback </pre>		

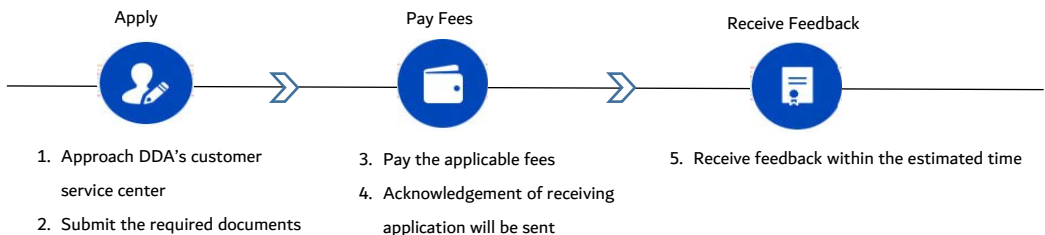
Service ID Name	SIGN OFF SHEET – NEW MASTER PLAN	Service ID No.	P-02
Description	<p>A document that is used to show the final subdivision plan of a project. It shows a map of the project and different sub plots with a plot identity / number along with a table showing the information of each plot such as area GFA, height, land use, etc.</p> <p>This document is represented in the form of a template that is signed by the Master Developer, Consultant and Dubai Development Authority</p>		
Requester	Master Developer, Appointed Consultant from the Master Developer		
Service Deliverables	Authority Sign Off Sheet		
Service Request Channels	Customer Service Center at Dubai Studio City - Commercial Building 1 - Ground Floor		
Service Delivery Hours	Customer Service Center: Monday to Thursday (7.30 am to 2.30 pm) - Friday (7.30 am to 12 Noon)		
Estimated Time to Deliver	15 Working Days		
Service Fees	<ul style="list-style-type: none"> Initial submission: AED 45,000 Re-submission: Third submission will be charged at AED 45,000 <p><i>An additional fee of AED 10 as "Knowledge Dirham" and AED 10 as "Innovation Dirham" is applicable per transaction</i></p>		
Required Documents	<ol style="list-style-type: none"> Master Plan Approval Request Subdivision Plan (soft copy PDF & CAD) Plot Information Excel Sheet (Land Use Budget) SOS Master Plan Review Checklist 		
How to Apply	<p>Customer Service Center</p>  <pre> graph LR A((Apply)) --> B((Pay Fees)) B --> C((Receive Feedback)) </pre> <ol style="list-style-type: none"> Approach DDA's customer service center Submit the required documents Pay the applicable fees Acknowledgement of receiving application will be sent Receive feedback within the estimated time 		

Service ID Name	FINAL MASTER PLAN – NEW MASTER PLAN	Service ID No.	P-03
Description	<p>This service enables the customer to get the required approvals on the final master plan, which is the final stage in a new master plan approval process.</p> <p>The Final Master Plan is a comprehensive report providing overall strategy to develop a particular project/area. It includes all of the previous stages and provides final findings</p>		
Requester	Master Developer, Appointed Consultant from the Master Developer		
Service Deliverables	Final Sign Off Sheet		
Service Request Channels	Customer Service Center at Dubai Studio City - Commercial Building 1 - Ground Floor		
Service Delivery Hours	Customer Service Center: Monday to Thursday (7.30 am to 2.30 pm) - Friday (7.30 am to 12 Noon)		
Estimated Time to Deliver	12 Working Days		
Service Fees	<ul style="list-style-type: none"> Initial submission: The balance of 1 fils/ sq.ft of GFA (Minimum: AED 85,000 and Maximum AED 500,000). Re-submission: Third submission will be charged at AED 15,000. <p><i>An additional fee of AED 10 as “Knowledge Dirham” and AED 10 as “Innovation Dirham” is applicable per transaction</i></p>		
Required Documents	<ol style="list-style-type: none"> Master Planning Approval Request to be submitted by registered Consultant Final Master Plan as per Master Planning Guidelines, 1 soft copy (PDF, CAD & Excel) NOCs from relevant Authorities Final Master Plan Review Checklist 		
How to Apply	<p>Customer Service Center</p> <pre> graph LR A((Apply)) --> B((Pay Fees)) B --> C((Receive Feedback)) </pre> <ol style="list-style-type: none"> Approach DDA's customer service center Submit the required documents Pay the applicable fees Acknowledgement of receiving application will be sent Receive feedback within the estimated time 		

Service ID Name	SITE PLAN ISSUANCE	Service ID No.	P-04
Description	<p>This service enables the customer to request to issue Site Plan for the first time for a Plot.</p> <p>The Site Plan is a legal document issued in the plot owner's or lessee's name used when designing a parcel of land in order to obtain the necessary construction approvals from concerned Authorities and/or to register the plot in Dubai Lands Department.</p>		
Requester	Plot Owner, Master Developer, Plot Owner Representative		
Service Deliverables	Site Plan		
Service Request Channels	Online, Customer Service Center at Dubai Studio City - Commercial Building 1 - Ground Floor		
Service Delivery Hours	<p>Customer Service Center: Monday to Thursday (7.30 am to 2.30 pm) - Friday (7.30 am to 12 Noon)</p> <p>Online: 24/7</p>		
Estimated Time to Deliver	2 Working Days		
Service Fees	<p>AED 1,000 per Site Plan</p> <p><i>An additional fee of AED 10 as "Knowledge Dirham" and AED 10 as "Innovation Dirham" is applicable per transaction</i></p>		
Required Documents	<ol style="list-style-type: none"> 1. Site Plan Request (if case of applying through customer service) 2. Copy of valid Emirates ID if the owner is individual resident or copy of valid Passport if the owner is individual non-resident or copy of valid Trade License if the owner is corporate (non-government) 3. Copy of Title Deed (if not owned by Master Developer) 4. NOC from Master Developer (if case of lease only) 		
Notes	If the Title Deed is in the name of shared owners of sorted properties primarily on the ground, copy of Dubai Lands Department recent site plan (in the name of the developer) to be submitted		
How to Apply	<p>Online</p>  <p>Customer Service Center</p> 		

Service ID Name	PRELIMINARY MASTER PLAN – RE-MASTER PLAN	Service ID No.	P-05
Description	<p>This service enables the customer to get the required approvals on the concept master plan, which is the first stage in a new master plan approval process.</p> <p>The Concept Master plan is a document that describes the general vision of a project, its goals and objectives, and should include narratives, subdivisions and maps.</p>		
Requester	Master Developer, Appointed Consultant from the Master Developer		
Service Deliverables	Approval on the Preliminary Master Plan		
Service Request Channels	Customer Service Center at Dubai Studio City - Commercial Building 1 - Ground Floor		
Service Delivery Hours	Customer Service Center: Monday to Thursday (7.30 am to 2.30 pm) - Friday (7.30 am to 12 Noon)		
Estimated Time to Deliver	10 Working Days		
Service Fees	NA		
Required Documents	<ol style="list-style-type: none"> 1. Master Plan Approval Request (to be submitted by the registered Consultant) 2. Preliminary Master Plan, as per Master Planning Guidelines, 1 soft copy (PDF, CAD & Excel) 3. Consultant Appointment Letter (if applicable) 4. Preliminary Master Plan Review Checklist 		
How to Apply	<p>Customer Service Center</p>  <pre> graph LR subgraph Apply direction TB A1[1. Approach DDA's customer service center] A2[2. Submit the required documents] end subgraph Receive_Feedback direction TB R3[3. Receive feedback within the estimated time] end Apply --> Receive_Feedback </pre> <ol style="list-style-type: none"> 1. Approach DDA's customer service center 2. Submit the required documents 3. Receive feedback within the estimated time 		

Service ID Name	SIGN OFF SHEET – RE-MASTER PLAN	Service ID No.	P-06
Description	<p>A document that is used to show the final subdivision plan of a project. It shows a map of the project and different sub plots with a plot identity / number along with a table showing the information of each plot such as area GFA, height, land use, etc.</p> <p>This document is represented in the form of a template that is signed by the Master Developer, Consultant and Dubai Development Authority</p>		
Requester	Master Developer, Appointed Consultant from the Master Developer		
Service Deliverables	Authority Sign Off Sheet		
Service Request Channels	Customer Service Center at Dubai Studio City - Commercial Building 1 - Ground Floor		
Service Delivery Hours	Customer Service Center: Monday to Thursday (7.30 am to 2.30 pm) - Friday (7.30 am to 12 Noon)		
Estimated Time to Deliver	15 Working Days		
Service Fees	<ul style="list-style-type: none"> • Initial submission: AED 45,000 • Re-submission: Third submission will be charged at AED 45,000 <p><i>An additional fee of AED 10 as “Knowledge Dirham” and AED 10 as “Innovation Dirham” is applicable per transaction</i></p>		
Required Documents	<ol style="list-style-type: none"> 1. Master Plan Approval Request 2. Subdivision Plan (soft copy PDF & CAD) 3. Plot Information Excel Sheet (Land Use Budget) 4. SOS Master Plan Review Checklist 		
How to Apply	<p>Customer Service Center</p> <pre> graph LR A((Apply)) --> B((Pay Fees)) B --> C((Receive Feedback)) </pre> <ol style="list-style-type: none"> 1. Approach DDA's customer service center 2. Submit the required documents 3. Pay the applicable fees 4. Acknowledgement of receiving application will be sent 5. Receive feedback within the estimated time 		

Service ID Name	FINAL MASTER PLAN – RE-MASTER PLAN	Service ID No.	P-07
Description	<p>This service enables the customer to get the required approvals on the final master plan.</p> <p>The Final Master Plan is a comprehensive report providing overall strategy to develop a particular project/area. It includes all of the previous stages and provides final findings</p>		
Requester	Master Developer, Appointed Consultant from the Master Developer		
Service Deliverables	Final Sign Off Sheet		
Service Request Channels	Customer Service Center at Dubai Studio City - Commercial Building 1 - Ground Floor		
Service Delivery Hours	Customer Service Center: Monday to Thursday (7.30 am to 2.30 pm) - Friday (7.30 am to 12 Noon)		
Estimated Time to Deliver	12 Working Days		
Service Fees	<ul style="list-style-type: none"> Initial submission: The balance of 1 fil/ sq.ft of GFA (Minimum: AED 85,000 and Maximum AED 500,000). Re-submission: Third submission will be charged at AED 15,000. <p><i>An additional fee of AED 10 as "Knowledge Dirham" and AED 10 as "Innovation Dirham" is applicable per transaction</i></p>		
Required Documents	<ol style="list-style-type: none"> Master Planning Approval Request to be submitted by registered Consultant Final Master Plan as per Master Planning Guidelines, 1 soft copy (PDF, CAD & Excel) NOCs from relevant Authorities Final Master Plan review Checklist 		
How to Apply	<p>Customer Service Center</p>  <pre> graph LR A((Apply)) --> B((Pay Fees)) B --> C((Receive Feedback)) </pre> <ol style="list-style-type: none"> Approach DDA's customer service center Submit the required documents Pay the applicable fees Acknowledgement of receiving application will be sent Receive feedback within the estimated time 		

Service ID Name	MASTER PLAN MODIFICATION	Service ID No.	P-08
Description	This service enables the customer to modify a plot within an approved Master Plan and incorporate changes that may or may not have a significant impact on the overall project, such as gross floor area modification, subdivision modification, design guidelines modification and plot access modification...etc.		
Types	Minor Master Plan Modification, Major Master Plan Modification		
Requester	Master Developer, Appointed Consultant from the Master Developer		
Service Deliverables	Modification Approval		
Service Request Channels	Customer Service Center at Dubai Studio City - Commercial Building 1 - Ground Floor		
Service Delivery Hours	Customer Service Center: Monday to Thursday (7.30 am to 2.30 pm) - Friday (7.30 am to 12 Noon)		
Estimated Time to Deliver	<ul style="list-style-type: none"> • Minor Master Plan Modification: 5 Working Days • Major Master Plan Modification: 10 Working Days 		
Service Fees	<ul style="list-style-type: none"> • Initial Submission: AED 1,000 • If Minor Modification: the balance of AED 1,000 for first 3 plots, AED 200 for additional plot • If Major Modification: 1 fil/sq. ft of GFA (Minimum: AED 25,000 and Maximum: 500,000) • Re-submission: Third submission will be charged at AED 25,000 <p><i>An additional fee of AED 10 as "Knowledge Dirham" and AED 10 as "Innovation Dirham" is applicable per transaction</i></p>		
Required Documents	<ol style="list-style-type: none"> 1. Master Plan Modification Request 2. Description of proposed modification 3. Subdivision Plan (before and after modification) 4. Land Use Budget Sheet before and after modification (soft copy in excel & PDF) 5. NOC from Master Developer 6. Revised Plot Development Guidelines (if applicable) 7. Master Plan Modification Checklist 		
Note	<p>Master Plan Modification is required for any of the following changes:</p> <ul style="list-style-type: none"> • Change in GFA • Land Use Change • Reconfiguration of: Plot/ROW/Utility/Landscaping • Subdivision & Merge of Plots • Design Guidelines Modification 		
How to Apply	<p>Customer Service Center</p> <pre> graph LR A((Apply)) --> B((Pay Fees)) B --> C((Receive Feedback)) </pre> <ol style="list-style-type: none"> 1. Approach DDA's customer service center 2. Submit the required documents 3. Pay the applicable fees 4. Acknowledgement of receiving application will be sent 5. Receive feedback within the estimated time 		

Service ID Name	COPY OF PLANNING DATA	Service ID No.	P-09
Description	This service enables the customer to request for a soft copy of a specific area under DDA's jurisdiction		
Requester	Plot Owner, Master Developer, Plot Owner representative		
Service Deliverables	Drawing(s)		
Service Request Channels	Customer Service Center at Dubai Studio City - Commercial Building 1 - Ground Floor		
Service Delivery Hours	Customer Service Center: Monday to Thursday (7.30 am to 2.30 pm) - Friday (7.30 am to 12 Noon)		
Estimated Time to Deliver	2 Working Day		
Service Fees	AED 500 <i>An additional fee of AED 10 as "Knowledge Dirham" and AED 10 as "Innovation Dirham" is applicable per transaction</i>		
Required Documents	1. Copy of Drawing(s) Request		
How to Apply	<p>Customer Service Center</p> <pre> graph LR A((Apply)) --> B((Pay Fees)) B --> C((Receive Feedback)) </pre> <ol style="list-style-type: none"> Approach DDA's customer service center 2. Submit the required documents Pay the applicable fees 4. Acknowledgement of receiving application will be sent Receive feedback within the estimated time 		