

## CIRCULAR

To : All Consultants, Contractors, Business Units and Developers  
Subject : Submissions Procedures for Group of Villas & Townhouses.  
Ref : CEDGR-16  
Date : 09/09/2015

As part of continual improvement of services, PCFC Trakhees Civil Engineering Division (CED) is pleased to initiate the PILOT SUBMISSION procedure for group of Villas/Townhouses located in one compound development. The procedure is applicable for Villas and Townhouses with separate site plans issued for each individual unit. It is aimed to eliminate redundant efforts made by the Consultants and CED in reviewing/commenting typical requests with identical structures.

A PILOT SUBMISSION of one sample Villa representing group of identical structures shall be submitted for CED review through CED Helpdesk or via Trakes online services. Upon approval of sample submission, it is the sole responsibility of the consultant to submit remaining typical sets after ensuring implementation of all raised concerns on the PILOT SUBMISSION. This will enable CED to expedite issuance of required approvals for remaining typical requests in first review cycle.

Furthermore, the consultant shall make sure that all further submissions have been verified for the parameters which may vary from site to site (i.e. setting out plan, compound wall layout/details, foundations design/details, orientation of villa, summary of load schedule for HVAC design and any other necessary details). The final approved documents of the PILOT SUBMISSION shall be used for guidance and reference for remaining typical submissions.

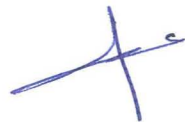
The above procedure is applicable for the following services:-

1. Projects Registration.
2. Soil investigation & Soil improvement NOCs.
3. Shoring & Piling NOCs.
4. Concept Design NOCs.
5. Building Permits.
6. Building Permits Amendment & Revalidation.
7. Revisions NOCs.
8. Change of Consultant/Contractor NOCs.

In addition, necessary enhancements have been made to facilitate the mobilization NOC procedures for projects involving group of Villas & Townhouses. A single Mobilization & Signboard NOC can be issued for the entire development having group of villas shared in one mobilization layout and assigned to same Consultant/Contractor. For such cases, a single submission shall be made along with detailed list of villa plots in addition to all required documents as per service application form.

Your cooperation and compliance on the mentioned initiative would be highly appreciated.

Yours faithfully,



Eng. Abdulla Belhoul

Director – Civil Engineering Division

