

CIVIL ENGINEERING DIVISION

Title : **Obtaining / Renewing Planning General NOC Process**

CONTENTS

- 1. PURPOSE**
- 2. SCOPE**
- 3. APPLICABLE REGULATIONS & REFERENCES**
- 4. DEFINITIONS**
- 5. PROCEDURE**
 - 5.1 Planning General NOC (ROW related)**
 - 5.2 Planning General NOC (Land Use Related)**
- 6. PLANNING DEPARTMENT CONTACT**
- 7. ATTACHMENTS**
 - 7.1. Flow Chart**

CIVIL ENGINEERING DIVISION

1.0 Purpose

The purpose of this procedure is to obtain approval from Trakhees-CED (Civil Engineering Division) by the Developer's Contractor/Consultant on Planning General NOC for their continuous development and upgrades on the following Right-of Way areas and Land Use related:

Right-of-way (ROW) Related

- Additional Access (*)
- Landscaping on the Service and Infrastructure Corridors (*)
- Temporary Diversion Road (*)
- External Parking (*)
- Road Cutting (*)
- Private Company (*)
- Signboard on Service and Infrastructure Corridors
- Road Signs for Major Development

Land Use Related

- Plot Amalgamation and Subdivision
- Changing the Building Use from Private Villa to Commercial Use (as clinic, nursery..)
- Changing of Land and Building use
- Land Temporary Use
- Removal of Control Point
- Land Allocation-public services/facilities
- Modify the number of floors or increase the building ratio (*)
- DCR Amendment (**)

Notes:

- (*) - denotes process through Building Permit
 (**)- denotes to be reviewed with Building Permit

2.0 Scope

The scope is from the Developers or *Business Unit* consultants/contractor obtaining up to receiving the Planning General No Objection Certificate.

For area under this scope, refer to 'Special Development Zone Projects – Dubai World' maps for the development and project areas of these *Business Units*

3.0 References

Urban Planning & MEP Services Regulations & Technical Guidelines
 Business Units/Developers Affection Plans
 Business Units/Developers Master/Land Use Plans
 PCFC – JAFZA/DPA Jebel Ali North Concession Map
 TRAKHESS CED –Drawing Office Master Drawings
 TRAKHESS CED – GIS and Database
 Special Development Zone Projects – Dubai World
 JCIVNT01 – TRAKHESS – Civil Engineering Department IT Server
 List of CED Services Fees / PCFC Fees & Payment System

CIVIL ENGINEERING DIVISION

4.0 Definitions

BU	Business Unit, entities and establishments for which the site plan is to be provided.
PCFC	Ports Customs & Free Zone Corporation, The Corporation
JAFZA	Jebel Ali Free Zone Authority
DPA	Dubai Ports Authority
EZW	Economic Zones World, a business unit
DPW	Dubai Ports World, a business unit
NAKHEEL	Nakheel PJSC, a business unit
DMC	Dubai Maritime City, a business unit
LIMITLESS	LIMITLESS L.L.C. , a business unit
DUCAMZ	Dubai Customs Automobile Zone, a business unit
FREECOM	An Oracle base system use by EZW in managing facilities
TRAKHEES	Department of Planning and Development of Ports, Customs and Free Zone Corporation
GIS	Geographical Information System
LL Plan / Master plan	TRAKHEES – Civil Engineering Division – Drawing Office Section master drawings
SMP	Senior Manager Planning, managing Planning Department of TRAKHEES Civil Engineering Division
SMGDO	Senior Manager GIS & Drawing Office, TRAKHEES – Civil Engineering Division
SM	Service Manager, TRAKHEES – Civil Engineering Division
PLE	Planning Engineer, TRAKHEES – Civil Engineering Division
SDO	Senior Drawing Officer, TRAKHEES – Civil Engineering Division
DSM	Deputy Survey Manager, TRAKHEES – Civil Engineering Division
SD	Senior Draughtsman, TRAKHEES – Civil Engineering Division
GISE	GIS Engineer, TRAKHEES – Civil Engineering Division



CIVIL ENGINEERING DIVISION

APS	Administrator Planning Section, TRAKHESS – Civil Engineering Division
DO	Drawing Office – Trakhees Civil Engineering Division
PLNG	Planning Section – Trakhees Civil Engineering Division
HD	Help Desk
SNO	Submission Number
BPI	Building Permit - Infrastructure
BPA	Building Permit - Architecture

CIVIL ENGINEERING DIVISION

5.0 Procedure

5.1 Planning NOC (ROW related)

The services in this process are listed as follows:

- Additional Access (*)
- Landscaping on the Service and Infrastructure Corridors (*)
- Temporary Diversion Road (*)
- External Parking (*)
- Road Cutting (*)
- Private Company (*)
- Signboard on Service and Infrastructure Corridors
- Road Signs for Major Development

Notes:

(*) - Denotes process through Building Permit - Infrastructure

5.1.1 Submit Documents

The developer consultant/contractor to submit to HD the following documents:

- Covering Letter
- Appointment Letter
- Trade License – Consultant\contractor
- Trade License – Owner
- Dubai Municipality NOC for Foreign Consultant
- NOC from Business Unit/Owner/Lessee
- Copy of Plot Lease Drawing/Site Plan
- Location Plan
- Setting-out Plan / Existing Services Layout
- Detailed Drawings
- Utilities Master Plan Drawings (for Bridges, External & Internal Roads; note: not required if available with Trakhees – Planning Department)

5.1.2 Receive Submission & Notify APS

HD will log/register and archive the submission request and provide SNO (submission number) and notify APS.

For processes through BP:

BP will send a review request to APS.

5.1.3 Send Request to Planning

APS will send notification to Planning to review the submitted documents for approval.

5.1.4 Review Submitted Documents

PLNG will review the documents and send reply to APS with their comments or approval.

CIVIL ENGINEERING DIVISION

5.1.5 Send Notice to Consultant/Contractor for Payment

Process under Planning:

Upon approval, APS will send payment advise fee to CONS/CONT for payment.

On objection of the submission, APS will send the comment/s to the CONS/CONT.

Process under Building Permit:

Upon approval or objection, APS will send approval or objection to Building Permit.

Building Permit will contact CONS/CONT on the approval or objection of the submission.

5.1.6 Pay Project Planning Fee & Notify

The consultant/contractor will pay the Planning fee to PCFC-Trakhees finance counter and notify APS.

5.1.7 Check Payment & Issue

After verifying payment, APS will contact the CONS/CONT for collection of NOC.

5.2 Planning NOC (Land Use Related)

The services in this process are listed as follows:

- Plot Amalgamation and Subdivision
- Changing the Building Use from Private Villa to Commercial Use (as clinic, nursery..)
- Changing of Land and Building use
- Land Temporary Use
- Removal of Control Point
- Land Allocation-public services/facilities
- Modify the number of floors or increase the building ratio (*)
- DCR Amendment (**)

Notes:

(*) - denotes process through Building Permit

(**) - denotes to be reviewed with Building Permit

5.2.1 Submit Documents

The developer consultant/contractor to submit to HD the following documents:

- Covering Letter
- Appointment Letter
- Trade License – Consultant/contractor
- Trade License – Owner
- Dubai Municipality NOC for Foreign Consultant
- NOC from Business Unit/Owner/Lessee
- Land Department/Dubai Municipality Affection Plan
- Affection Plan from Business Unit
- Final/Detail Design Master Plan & DCR (note: not required if available with Trakhees – Planning Department)

CIVIL ENGINEERING DIVISION

5.2.2 Receive Submission & Notify APS

HD will log/register and archive the submission request and provide SNO (submission number) and notify APS.

For processes through BP:

BP will send a review request to APS.

5.2.3 Send Request to Planning

APS will send notification to Planning to review the submitted documents for approval.

5.2.4 Review Submitted Documents

PLNG will review the documents and send reply to APS with their comments or approval.

5.2.5 Send Notice to Consultant/Contractor for Payment

Process under Planning:

Upon approval, APS will send payment advise fee to CONS/CONT for payment.

On objection of the submission, APS will send the comment/s to the CONS/CONT.

Process under Building Permit:

Upon approval or objection, APS will send approval or objection to Building Permit.

Building Permit will contact CONS/CONT on the approval or objection of the submission.

5.2.6 Pay Project Planning Fee & Notify

The consultant/contractor will pay the Planning fee to PCFC-Trakhees finance counter and notify APS.

5.2.7 Check Payment & Issue

After verifying payment, APS will contact the CONS/CONT for collection of NOC.

6.0 Planning Department Contact

All queries with regards to the above procedures or submission to be addressed to Planning Department Administrator at ced.planning@trakhees.ae or call 04-4485972.

7.0 Attachments

Flow Chart