

## Client Procedure for Obtaining/Renewing Site Plan/ Lease Drawing

PCFC- Entity (Business Unit) Name : Trakhees – Ports, Customs & Free Zone Corporation

Department Name : Civil Engineering Department (CED)

Section Name : Planning Section

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## Table of Contents

1. Purpose .....	3
2. Scope.....	3
3. Definitions / Acronyms.....	3
4. Procedure.....	4
5. Service Completion Time.....	13
6. Service Fees.....	13
7. Related Forms .....	14
8. References.....	14
9. Contacts:.....	14

## 1. Purpose

The purpose of this procedure is to describe and outline the method on how a Business Unit will apply and obtain Trakhees-CED (Civil Engineering Division) Site Plan or Lease Drawing in support to their project development or leasing of plot.

## 2. Scope

The scope is from the receipt of a request from a Business Unit for a site plan/lease drawing, verification of data, and preparation of plot site plan/lease drawing, review and approval up to issuance.

The Business Units under this scope are EZW, DPW, NAKHEEL, JGE, DMC, LIMITLESS and PCFC. Refer to 'Special Development Zone Projects – Dubai World' maps for the development and project areas of these Business Units

## 3. Definitions / Acronyms

- 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
- JGE: Jumeirah Golf Estate, 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
- SNO: Submission Number

## 4. Procedure

In order to identify Master Plan approval stages, required documents and checklist, the Developer/Consultant can visit the website link below:

[PCFC - Trakhees - CED - Planning](#) (Search= "Site Plan" / "Lease drawing")

### 4.1 Lease Plans for EZW

4.1.1	JAFZA
4.1.1.1	<p><b>Submit Request:</b></p> <p>On the basis that the project or development has been approved and entered in the <b>GIS</b> system, in conjunction with the concession map, the Business Unit must apply to obtain the lease drawing via email through <b>FREECOM</b>.</p> <p>Information defined in the FREECOM system for Lease Drawing as follows:</p> <ul style="list-style-type: none"> <li>• Company and Operating Name</li> <li>• Plot Number</li> <li>• Plot Area</li> </ul> <p>Information defined in the FREECOM system/email for Lease Drawing revision as follows:</p> <ul style="list-style-type: none"> <li>• Company and Operating Name</li> <li>• Plot Number</li> <li>• Plot Area</li> <li>• Reason for revision request</li> </ul>
4.1.1.2	<p><b>Receive Request:</b></p> <p>The GIS Engineer and/or Senior Drawing Officer receive request through email.</p>
4.1.1.3	<p><b>Prepare and Send Drawing</b></p> <p>The GIS Engineer will prepare the lease drawing and forward to Senior Drawing Officer for checking</p>
4.1.1.4	<p><b>Sign and Send Drawing:</b></p> <p>After satisfying the checking process, the Senior Drawing Officer (SDO) will send the drawing to Senior Manager Planning to sign the lease drawing digitally, SDO send the lease drawing.</p>

<b>4.1.1.5</b>	<b>Receive Approved Drawing:</b>  The Business Unit receives Lease Drawing via email.
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<b>4.1.2</b>	<b>TECHNO Park and DUCAMZ</b>
<b>4.1.2.1</b>	<b>Submit Request:</b>  On the basis that the project or development has been approved, the Business Unit must apply to obtain the lease drawing via email.
	Information defined in the email for Lease Drawing as follows: <ul style="list-style-type: none"> <li>• Company and Operating Name</li> <li>• Plot Number</li> <li>• Plot Area</li> </ul> Information defined in the email for Lease Drawing revision as follows: <ul style="list-style-type: none"> <li>• Company and Operating Name</li> <li>• Plot Number</li> <li>• Plot Area</li> </ul> Reason for revision request
<b>4.1.2.2</b>	<b>Receive Request:</b>  The Senior Drawing Officer and/or Senior Draughtsman receive request through email.
<b>4.1.2.3</b>	<b>Prepare and Send Drawing</b>  The Senior Drawing Officer or Senior Draughtsman will prepare the lease drawing and forward to Senior Drawing Officer for checking.  After satisfying the checking process, the Senior Drawing Officer (SDO) will send the drawing to Senior Manger Planning to sign the lease drawing digitally, SDO send the lease drawing.
<b>4.1.2.4</b>	<b>Receive Approved Drawing:</b>  The Business Unit receives Lease Drawing via email.

## 4.2 Site Plans for EZW

4.2.1	JAFZA/Techno Park/DUCAMZ
4.2.1.1	<p><b>Submit Request:</b></p> <p>On the basis that the project or development has been approved, the Business Unit must apply to obtain the site plan/site plan-lease drawing via email.</p> <p>Information defined in the email for Site Plan-Lease as follows:</p> <ul style="list-style-type: none"> <li>• Company Name and Operating Name</li> <li>• Plot Number</li> <li>• Plot Area</li> <li>• PDF and CAD dwg file of the plot/s</li> </ul> <p>Information defined in the email for Site Plan as follows:</p> <ul style="list-style-type: none"> <li>• Plot Number</li> <li>• Plot Area</li> <li>• PDF and CAD dwg file of the plot/s</li> </ul>
4.2.1.2	<p><b>Receive Request:</b></p> <p>The Planning Senior Manager, receive the request through email and review the attached documents, upon satisfying the required matter will notify Senior Drawing Officer and/or Senior Draughtsman to prepare the requested plan.</p>
4.2.1.3	<p><b>Prepare and Send Drawing</b></p> <p>The Senior Drawing Officer or Senior Draughtsman will prepare the Site Plan and forward to EZW for checking and approval.</p>
4.2.1.4	<p><b>Receive &amp; Review:</b></p> <p>The Business Unit shall review and send mark-up drawing and/or approval.</p>

4.2.1.5	<p><b>Amend, Approve and Send Drawing:</b></p> <p>The Senior Draughtsman will amend, if any, the drawing and forward BU approval. Upon the approval by EZW, Senior Draughtsman sends a copy for Planning Engineer for checking. The Senior Draughtsman will make print and forward to the Planning Senior Manager.</p> <p>After satisfying the checking process, the Planning Senior Manager will sign the site plan and send to Planning Administrator for CEO /Director Civil Engineering Department signature.</p> <p>The Planning Administrator/Senior Drawing Officer will notify the Business Unit for collection of the approved/signed copy</p>
4.2.1.6	<p><b>Receive Approved Drawing:</b></p> <p>The Business Unit receives Site Plan/Lease Drawing.</p>

#### 4.3 Site Plans/Lease Drawing for DPW

4.3.1	Jebel Ali Port/ Hamriya Port/ Port Rashid
4.3.1.1	<p><b>Submit Request:</b></p> <p>On the basis that the project or development has been approved, the Business Unit must apply to obtain the site plan/lease drawing via email.</p> <p>Information defined in the email for Site Plan-Lease as follows:</p> <ul style="list-style-type: none"> <li>• Company Name and Operating Name</li> <li>• Plot Number</li> <li>• Plot Area</li> <li>• PDF and CAD dwg file of the plot/s</li> </ul>

	<p>Information defined in the email for Site Plan-Lease revision as follows:</p> <ul style="list-style-type: none"> <li>• Company Name and Operating Name</li> <li>• Plot Number</li> <li>• Plot Area</li> <li>• Reason for revision request</li> </ul> <p>Information defined in the email for Site Plan as follows:</p> <ul style="list-style-type: none"> <li>• Plot Number</li> <li>• Plot Area</li> <li>• PDF and CAD dwg file of the plot/s</li> </ul>
<b>4.3.1.2</b>	<p><b>Receive Request:</b></p> <p>The Planning Senior Manager, receive the request through email and review the attached documents, upon satisfying the required matter will notify Senior Drawing Officer and/or Senior Draughtsman to prepare the requested plan.</p>
<b>4.3.1.3</b>	<p><b>Prepare and Send Drawing</b></p> <p>The Senior Drawing Officer or Senior Draughtsman will prepare the Site Plan and forward to DPW for checking and approval.</p>
<b>4.3.1.4</b>	<p><b>Receive &amp; Review:</b></p> <p>The Business Unit shall review and send mark-up drawing and/or approval</p>
<b>4.3.1.5</b>	<p><b>Amend, Approve and Send Drawing:</b></p> <p>The Senior Draughtsman will amend, if any, the drawing and forward to BU approval. Upon the approval by DPW, Senior Draughtsman sends a copy for Planning Engineer for checking. The Senior Draughtsman will make print and forward to the Planning Senior Manager.</p> <p>After satisfying the checking process, the Planning Senior Manager will sign the site plan and send to Planning Administrator for CEO/Director Civil Engineering Department signature.</p>



	The Planning Administrator/ Senior Drawing Officer will notify the Business Unit for collection of the approved/signed copy
<b>4.3.1.6</b>	<b>Receive Approved Drawing:</b>  The Business Unit receives Site Plan/Lease Drawing

#### 4.4 Site Plans for NAKHEEL/JGE / DMC / LIMITLESS

<b>4.4.1</b>	<b>NAKHEEL/ JGE / DMC / LIMITLESS</b>
<b>4.4.1.1</b>	<b>Submit Request:</b>  On the basis that the project or development has been approved, the Business Unit must apply to obtain the site plan/lease drawing via email.  This must include attachments of the proposed site/affection drawing in pdf and the proposed plot geometry in dwg format. Information of the owner/possessor, land use details must be provided.
<b>4.4.1.2</b>	<b>Receive Request &amp; Prepare Drawing:</b>  The Senior Draughtsman receive request through email and prepares drawing. Send the drawing, copy to requested BU for review and comments
<b>4.4.1.3</b>	<b>Receive &amp; Review:</b>  The Business Unit shall review and send mark-up drawing and/or approval.
<b>4.4.1.4</b>	<b>Amend, Approve and Send Drawing:</b>

	<p>The Senior Draughtsman will amend, if any, the drawing and forward to BU approval. Upon the approval by BU, Senior Draughtsman sends the final drawing for Planning Engineer for checking.</p> <p>After satisfying the checking process, the Planning Senior Manager will sign the site plan and send to Planning Administrator for CEO/Director Civil Engineering Department signature</p> <p>The Planning Administrator will notify the Business Unit for collection of the approved/signed copy</p>
<b>4.4.1.5</b>	<p><b>Receive Approved Drawing:</b></p> <p>The Business Unit receives the signed/approved Site Plan Drawing</p>

#### 4.5 Site Plans/Lease Drawing for PCFC (JAFZA North only for External Parking on Services Corridor under PCFC)

<b>4.5.1</b>	<b>JAFZA North only</b>
<b>4.5.1.1</b>	<p><b>Submit Request:</b></p> <p>On the basis that the project or development has been approved, the Senior Manager Finance (PCFC) must apply to obtain the site plan/lease drawing via email with necessary attachments as follows:</p> <ul style="list-style-type: none"> <li>Proposed external parking drawing from the lessee's consultant/contractor in pdf and dwg format.</li> <li>No Objection letter from EZW.</li> </ul>
<b>4.5.1.2</b>	<p><b>Receive Request &amp; Prepare Drawing:</b></p> <p>The Senior Draughtsman receive request through email. The Senior Draughtsman will prepare the lease drawings and forward to Senior Manager Finance for review and approval</p>
<b>4.5.1.3</b>	<p><b>Review and Approve Drawing:</b></p> <p>The Senior Manager Finance will review, add his comments/approve the drawing and send to Senior Draughtsman.</p>

4.5.1.4	<p><b>Approve and Send Drawing:</b></p> <p>The Senior Draughtsman will amend, if any, the drawing and forward to Senior Manager Finance approval. Upon approval by Senior Manager Finance, Senior Drawing Officer will review and stamp approval. After satisfying the checking process, the Planning Senior Manager will sign the lease drawing digitally.</p> <p>The Senior Drawing Officer / Senior Draughtsman /Planning Manager will send the approved drawing to Senior Manager Finance.</p>
4.5.1.5	<p><b>Receive Approved Drawing:</b></p> <p>The Business Unit receives Site Plan-Lease Drawing.</p>

#### 4.6 Plot Modification/Merging/Subdivision for EZW

4.6.1	JAFZA North & South, Techno Park, DUCAMZ
4.6.1.1	<p><b>Submit Request:</b></p> <p>On the basis that the project or development has been approved, JAFZA Area (entered in the GIS system and in conjunction with the Concession Map), Techno Park or DUCAMZ, will send a request via email with information i.e. drawing, area on the plot modification with CAD dwg file.</p>
4.6.1.2	<p><b>Receive, Review &amp; Approve:</b></p> <p>Upon receipt, the SMP will send the request to PLE will check the plot modification request in relation and against the Master Plan and Urban Planning &amp; MEP Services Regulations &amp; Technical Guidelines. If there is any comment, PLE should forward the comments to SDO to inform EZW. If approve, will send approval to SMP.</p>
4.6.1.3	<p><b>Final Review and Approval:</b></p> <p>After satisfying the checking process, the SMP will forward the approval to SDO.</p>
4.6.1.4	<p><b>Inform Business Unit:</b></p> <p>The SDO update work log and Master drawing and send email to inform the Business Unit of approval and copy GISE to update the GIS data.</p>

## 5. Service Completion Time

	Service	Completion Time
5.1	Time taken from receiving a request to issue/renew Site Plans/Lease Plans through GIS / FREECOM	3 WD
5.2	Time taken from receiving a request to issue/renew Site Plans/Lease Plans /Drawing (OTHERS)	6 WD (from request date to issuance of 1 <sup>st</sup> Draft)
5.3	Time taken from receiving a request to issue the modified plot/s	6 WD

## 6. Service Fees

	Service	Service Description	Fees (AED)	Code
6.1	Lease Drawing/Site Plan	Copy of Issued Site Plan (Leased)	EDDO026	AED 250 Annual with the Lease
		Issue/Renewal Site Plan (Grant/Owned)	EDDO024	AED 250 Every 2 Years
		Issue Site Plan (Leased) in format (PDF/DWG)	EDDO016	AED 250
6.2	Creation OR Modification of Facilities	NOC for Plot Amalgamation and Subdivision	EDDO025	AED 320/plot
6.3	Urgent Requests	Planning Urgent Service	EPPS039	AED 100/service
<b>**</b> Developers Can apply for urgent service if the requested Site Plan shall be done within 24 hours with additional fees of 100 AED to the service fee of the Site Plan/Lease Plan as shown Procedure No. 7 (Service Fees).				

\* 10 AED Innovation fees and 10 AED for knowledge fees are to be added for each service.

## 7. Related Forms

Not Applicable

## 8. References

- 9.1 Urban Planning & MEP Services Regulations & Technical Guidelines
- 9.2 Business Units/Developers Affection Plans
- 9.3 Business Units/Developers Master/Land Use Plans
- 9.4 Dubai Municipality GIS Department
- 9.5 TRAKHESS CED –Drawing Office Master Drawings
- 9.6 TRAKHESS CED – GIS and Database
- 9.7 Special Development Zone Projects – Dubai World

## 9. Contacts:

All queries with regards to the above procedures or submission are to be addressed to **Planning**

### Administrator:

- Telephone: 04 4485972
- Email: [ced.planning@pcfc.ae](mailto:ced.planning@pcfc.ae)