



## Client Procedure for Obtaining Initial / Final Master Plan & DCR

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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## 1. Purpose

The purpose of this process is to ensure the accomplishment of minimum planning standards for all the Master Plan requirements, and support the land use goals and policies of developments, in accordance with Trakhees – Urban Planning Guidelines.

The Master Plan is a pre-requisite and serves as a guide for public and private decision-makers regarding the future physical development of the community.

TRAKHEES, as Department of Planning and Development of PCFC, takes on the role of reviewing and approving these services.

## 2. Scope

The scope is from the receipt of a request from a Business Unit for a review of Initial Master Plan approval, Final Master Plan & DCR (Design Control Regulations) and Renewal approval up to issuance.

The Business Units under this scope are Dubai World, NAKHEEL, EZW, 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 and Abbreviations

<b>DPS</b>	<b>TRAKHEES</b> – Civil Engineering Division – Drawing Production System
<b>SMP</b>	Senior Manager Planning, managing Planning Department of <b>TRAKHEES</b> Civil Engineering Division
<b>PM</b>	Planning Manager, <b>TRAKHEES</b> – Civil Engineering Division
<b>PLE</b>	Planning Engineer, <b>TRAKHEES</b> – Civil Engineering Division
<b>SDO</b>	Senior Drawing Officer, <b>TRAKHEES</b> – Civil Engineering Division
<b>SE</b>	Survey Engineer, <b>TRAKHEES</b> – Civil Engineering Division
<b>RE</b>	Review Engineer, <b>TRAKHEES</b> – Civil Engineering Division

<b>FRE</b>	Final Review Engineer
<b>GISE</b>	<b>GIS</b> Engineer, <b>TRAKHEES</b> – Civil Engineering Division
<b>SD</b>	Senior Draughtsman
<b>APS</b>	Administrator Planning Section, <b>TRAKHEES</b> – Civil Engineering Division
<b>DC</b>	Document Controller
<b>SC</b>	Section coordinator
<b>DO</b>	Drawing Office – Trakhees Civil Engineering Division
<b>PLNG</b>	Planning Section – Trakhees Civil Engineering Division
<b>HD</b>	Help Desk
<b>SNO</b>	Submission Number
<b>BPI</b>	Building Permit - Infrastructure
<b>BPA</b>	Building Permit – Architecture
<b>PA</b>	Payment advise
<b>ROW</b>	Right-of-way
<b>NOC</b>	No Objection Certificate
<b>CPR</b>	Civil Engineering Department Project Registration, system where documents are submitted, review, commented/approved online.
<b>PROCESS OWNER</b>	The Section in the Civil Engineering Department as the main owner of the process/project registration, and accordingly distribute to different sections for coordinated review/approval.

For acronyms, kindly refer to [APPENDIX – 1: Definitions & Acronyms](#)

## 4. Procedure



For quick procedural info, please refer to the [Workflow](#) on last page.  
For a more detailed approach, please read below.

#### 4.1 Identification of Process requirements:

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= "Master Plan")

Refer client procedure PCFC-TRK-CED-PL-CP-01 (this procedure) with related Forms/Checklists (refer [section 7.0](#)), and accordingly refer 4.2/4.3/ 4.4.

#### 4.2 Initial Master Plan Approval:

- 4.2.1 Consultant refers to Trakhees website to identify submission requirements by visiting the website <https://www.trakhees.ae/en/ced/Pages/Downloads.aspx> in order to identify Master Plan approval stages, required documents and check list.
- 4.2.2 Consultant requests for Introductory Meeting by communicating with the Planning section to request for an Introductory Meeting to present the initial Master Plan.
- 4.2.3 Consultant proceeds with online submission by uploading the required documents along with a valid site plan and / or title deed showing the project area. The developer/consultant shall submit the required documents online through Trakhees Portal system by mentioning the valid site plan area of the project and / or title deed.
- 4.2.4 Area in the submitted site plan/ title deed shall be verified and fees calculated manually
- 4.2.5 Upon accepting the submission, Trakhees online Fee notification is sent to the consultant to proceed with the payment based on the calculated area (site plan).
- 4.2.6 Consultant proceeds with online payment, As soon as the payment is done, CED will distribute the submission to relevant planning engineers in Trakhees-CED for review/comments.
- 4.2.7 Planning engineers proceed with submission review based on the available initial Master plan Checklist and submission requirements, and accordingly the Review Engineers shall put their comments and conditions, if any.
- 4.2.8 Consultant receives the approved NOC letter/Technical review report.
- 4.2.9 Consultant/ Developer can request for a meeting for any further clarifications where required (if in case comments /conditions)

- 4.2.10 Planning engineers schedule a meeting, if required (In case comments/conditions) and upon request, APS will arrange for a meeting.

### 4.3 Final Master Plan Design & DCR:

- 4.3.1 Consultant/Developer refers to Trakhees website to identify submission requirements, by visiting the website [PCFC.ae](http://PCFC.ae). In order to identify final master plan & DCR submission requirements and check list documents.
- 4.3.2 Consultant communicates with the Planning section to request for an Introductory Meeting to present the final Master Plan & DCR.
- 4.3.3 The Developer / Consultant proceeds with on-line submission by uploading the required documents through the CPR system, by mentioning the built-up area for the Project.
- 4.3.4 Planning engineers proceeds with submission review, Based on the available initial master plan checklist. Trakhees engineers put their comments, feedback and conditions.
- 4.3.5 In case of comments /clarification, Consultant receives the report.
- 4.3.6 In this case Consultant/Developer is free to request for a meeting for clarification.
- 4.3.7 Planning engineers schedule a meeting (In case of pending comments/conditions).
- 4.3.8 In case of approval, Trakhees online payment advice is then sent to the consultant to proceed with the payment based on the calculated built-up area of the project . (see section 6.0 Fees)
- 4.3.9 Consultant proceeds with on-line payment,
- 4.3.10 Once payment is done, Consultant receives the NOC letter along with the stamped drawings

### 4.4 Master Plan Renewal:

- 4.4.1 Consultant refers to Trakhees website to identify submission requirements for Master Plan renewal the developer/consultant has to visit the website <https://www.trakhees.ae/en/ced/Pages/Downloads.aspx>. In order to identify master plan renewal.
- 4.4.2 Trakhees online Fee notification is sent to the consultant to proceed with the payment.
- 4.4.3 Consultant completes the on-line payment, once payment advice is received,

- 4.4.4 Upon payment Trakhees Planning administrator distributes the submission to Engineers for review/comments, or based on the required Renewal.
- 4.4.5 Consultant receives the NOC letter /commented letter.
- 4.4.6 Consultant can request for a meeting for clarification, if required (in case comments / conditions/ resubmission request).
- 4.4.7 Planning Engineers may schedule a meeting, if required (In case there are pending comments/ conditions/ resubmission request).

#### 4.6 DOCUMENT DELIVERY:

Finally, applicant receives a download link to required NOC, immediately after completion of additional payments (if any).

### 5. Process Measurements

No.	Process	Target (Working days)
5.1	Time taken from request to issuance of NOC for Master Plan concept design/Final Design/ Details design	30 WDs

### 6. Service Fees

No.	Service	Fee Code	Fees* (Parameter)
6.1	CED - NOC for initial Master plan	EPPS005	10 Fils per square meter of the total area of the project and a minimum of AED 50,000
6.2	CED - NOC for Final Master Plan with DCR	EPPS014	3 Fils per square meter of approved built up area and a minimum of AED 50,000
6.3	CED-Renewal NOC of Master plan (Concept/Final/Detail Design )	EPPS016	10% of the initial fees and a minimum of AED 50,000

\*The above fees is subjective to 5% VAT.

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

\* Fee/s subject to change.

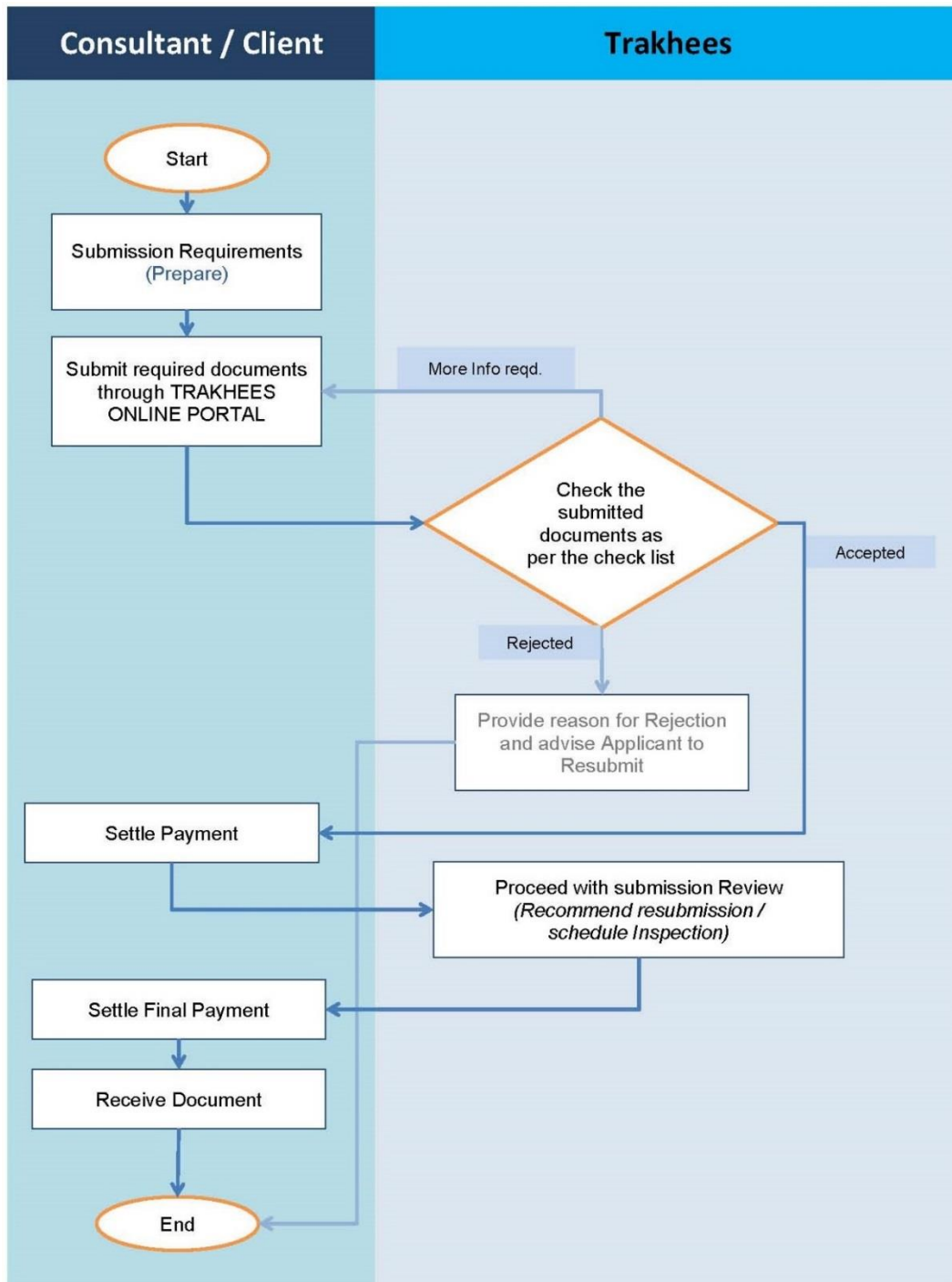
## 7. Documents/ Forms

7.1	Initial Master Plan Approval – Application Form & Checklist	TRK-CED-PL-CF01a
7.2	Final Master Plan Approval – Application Form & Checklist	TRK-CED-PL-CF01b
7.3	Master Plan Revision Approval / DCR Renewal	TRK-CED-PL-CF01c

## 8. Applicable References and Regulations

- 8.1 Urban Planning & MEP Services Regulations & Technical Guidelines.
- 8.2 Business Units/Developers Affection / Site Plans.
- 8.3 Business Units/Developers Master/Land Use Plans.
- 8.4 PCFC – JAFZA/DPA Jebel Ali North Concession Map
- 8.5 TRAKHEES CED –Drawing Office Master Drawings
- 8.6 TRAKHEES CED – GIS and Database.
- 8.7 Special Development Zone Projects – Dubai World
- 8.8 List of CED Services Fees / PCFC Fees & Payment System
- 8.9 Civil Engineering Department Project Registration (CPR).

## 9. Workflow



## APPENDIX 1 – ACRONYMS

<b>ABP</b>	Administrator - BP Section	<b>GIS</b>	Geographical Information System
<b>ASHRAE</b>	American Society of Heating, Refrigeration and Air Conditioning Engineers	<b>GISE</b>	GIS Engineer
<b>Authority</b>	Trakhees	<b>HD</b>	Help Desk
<b>BP</b>	Building Permit	<b>HVAC</b>	Heating, Ventilation, and Air-conditioning
<b>BP number</b>	Building permit application number	<b>ID</b>	Inspection Department
<b>BRDG</b>	Building Regulations and Design Guidelines	<b>JAFZA **</b>	Jebel Ali Free Zone Authority
<b>BU</b>	Business Unit, entities and establishments under the PCFC umbrella (marked **).	<b>JGE</b>	Jumeirah Golf Estate
<b>CCTV</b>	Closed Circuit Television	<b>MEP</b>	Mechanical, Electrical, Plumbing
<b>CDA</b>	Concept Design Approval	<b>NAKHEEL **</b>	Nakheel Properties
<b>CEDSR (- ***)</b>	CPR Submission Number	<b>NOC</b>	No Objection Certificate
<b>CEDPR (- ***)</b>	CPR Project Registration Submission No.	<b>PA</b>	Payment advise
<b>CED</b>	Civil Engineering Department	<b>PCFC **</b>	Ports, Customs & Free Zone Corporation
<b>CPR</b>	CED Process Register	<b>PLE</b>	Planning Engineer
<b>COC</b>	Certificate of Conformity	<b>PLNG</b>	Planning Section
<b>DC</b>	Document Controller	<b>PM</b>	Planning Manager
<b>DCD</b>	Dubai Civil Defence	<b>PROCESS</b>	Section in Civil Engineering Department, as Main owner of process/ Project registration, and accordingly distributes to different sections for coordinated review/approval.
<b>DCR</b>	Development Control Regulation	<b>OWNER</b>	
<b>DED</b>	Department of Economic Development	<b>RA</b>	Risk Assessment
<b>DLTM</b>	Dubai Local Transverse Mercator	<b>RE</b>	Review Engineer
<b>DM</b>	Dubai Municipality	<b>REV</b>	Revision
<b>DMC **</b>	Dubai Maritime City	<b>ROW</b>	Right-of-way
<b>DO</b>	Drawing Office	<b>RTA</b>	Road and Transport Authority
<b>DPA **</b>	Dubai Ports Authority	<b>SC</b>	Section coordinator
<b>DPS</b>	Drawing Production System	<b>SD</b>	Senior Draughtsman
<b>DPW **</b>	Dubai Ports World	<b>SDO</b>	Senior Drawing Officer
<b>DUCAMZ **</b>	Dubai Customs Automobile Zone	<b>SE</b>	Survey Engineer
<b>EIA</b>	Environment Impact Assessment	<b>SMACNA</b>	Sheet Metal & Air Conditioning Contractors National Association
<b>EZW **</b>	Economic Zones World	<b>SM</b>	Senior Manager
<b>FP</b>	Facility Permits section of CED	<b>SNO</b>	Submission Number
<b>FRE</b>	Final Review Engineer	<b>TIS</b>	Traffic Impact Study
<b>FRECOM</b>	An Oracle based system used by <b>EZW</b> in managing facilities		
<b>GB</b>	Green Buildings		

**\*\* Business Unit / entities and establishments under the PCFC umbrella**