



EXTERNAL WORKS AND LANDSCAPE MODIFICATIONS TO EXISTING VILLA (LD) Review Submission

A) Documents: (to be presented in a Clear & readable copies)

- Cover letter stating the exact request(s) addressed to DCUP, Att. Dr. Ahmed Ragab – Head of Planning Approvals.
- List of exact Addition(s) with clear description per item.
- Signed off No Objection Letter (NOC) from Neighbor(s) pertaining any Addition(s) or Omission(s) if it interacts with Neighbor(s).
- Original delegation letter of Owner to Tenant, if tenant is applying for modification(s).
- Copy of updated affection plan (from Villa Owner) and Title deed by Dubai Land Department (DLD).
- Group of photos to show area of change(s) outside building where applicable. *(Minimum four photos for Exterior elevations to show modifications.)*
- Appointment letter by Villa Owner to Consultant and/or Contractor.
- Consultant's valid trade license.
- Previous approvals and/or NOC's issued by NAKHEEL and/or TRAKHEES.

B) Forms:

- Signed, Stamped and filled in Submission Registration (SRF) Form.

C) Drawing Hard copies (Clear & readable Print outs in reasonable scale)

- LIVE signature of Villa Owner or whoever delegated by owner, on cover sheet of below copies.
- Proposed Landscape Architecture drawings (Plans, Elevations & details/sections) to show Addition(s) and/or Omission(s) - (A3 copy)
- Proposed Irrigation Plans and details to demonstrate the supply of water in accordance to specific planting plan
- Lighting Plan and details to demonstrate illumination at night
- Originally Approved Architecture drawings by TRAKHEES, if applicable - (A3 copy)
- As Built Drawings - (A3 copy).

D) Soft copy of Project's related files, recorded on CD/DVD of the followings:

D-1) Project AUTOCAD (Clear & readable) files to be segregated as follows:

- One AUTOCAD plan/elevation, section per file.
- File name to follow drawing name.
- Files format to match AUTOCAD LT 2008 or older.
- File to be purged with minimum hatched areas, blocks, text styles shown.
- Area Calculation files to be shown as follows:
 - NO scale resizing by any means.
 - Every plan to be segregated in separate file.



D-2) PDF copies required:

D-2.1) segregated copies/files of all stated above in item (A&B).

D-2.2) PDF Format of project's AUTOCAD files mentioned in item (D-1) as follows:

- NO security (passwords) and/or permission restrictions to be shown on any PDF file.
- One plan/elevation, Section per PDF file.
- File name to follow drawing name.
- Files format to match ADOBE ACROBAT Reader 6, or older.
- File to be purged with minimum hatched areas, blocks, text styles shown.