



## MODIFICATIONS TO EXISTING APARTMENT (MR) Submission Format

### A) Documents: (Clear & readable)

- Cover letter stating the exact request addressed to Development Control & Urban Planning (DCUP), Dr. Ahmed Ragab – Head of Planning Approvals.
- List of exact Modification(s) with clear description per item.
- MR undertaking letter signed off by the owner (attached)
- Land Purchaser's passport copy for individuals or valid trade license for companies.
- Copy of Contract Particulars page with Nakheel (showing purchaser's name).
- Consultant/Contractor appointment letter by plot Owner, and consultant/Contractor valid trade license.
- Third Party Liability insurance covering Contractor's all risks specific to this job.
- Bank NOC if property is financed by bank.
- Copy of Previous approvals (NOC's) issued by NAKHEEL & TRAKHEES if any.

### B) Forms:

- Signed, Stamped (by Client and Consultant or contractor) filled in Submission Registration Form ([SRF](#)).

Next points C & D for Architecture drawings are required **ONLY** if any modification to layout is proposed (i.e. removing walls, changing bathroom layout...etc.)

### C) Drawing Hardcopies: (Clear & readable in reasonable scale)

[1set A3 size hardcopy, to comply with Standard Submission Format ([SSF](#))]

- Drawings numbers and names to match AUTOCAD & PDF files names.
- LIVE signature of Land purchaser on cover sheet, in addition to consultant/contractor stamp on all drawings.
- Architecture drawings:
  - Coversheet & List of drawings
  - Each drawing to be presented in 2 sheets as one *As Existing* and one *As Proposed*, Clouded area for modification where applicable (floor plans, elevations & sections)

### D) Softcopy of Project's related files, recorded on CD/DVD of the followings (CD [covers](#) as attached):

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

- One AUTOCAD plan/elevation per file.
- File name to follow drawing name.
- Files format to match AUTOCAD LT 2008 or older. (educational version is prohibited)
- File to be purged with minimum hatched areas, blocks, text styles shown.

#### 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) considering the following:

- NO security (passwords) and/or permission restrictions to be shown on any PDF file.
- One plan/elevation 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.

