

MODIFICATIONS TO EXISTING VILLA (MV) (Built Form)

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 Neighbour(s) pertaining any Addition(s) or Omission(s) if it interacts with Neighbour(s).
- Original delegation letter of Owner to Tenant, if tenant is applying for modification(s). Copy of Tenant passport & tenancy agreement to be submitted
- Copy of updated affection plan (from Villa Owner) or Title deed by Dubai Land Department (DLD).
- Group of photos to show area of change(s) inside or outside building where applicable. (*Minimum four photos for Exterior elevations or Interior to show modifications.*)
- Appointment letter by Villa Owner to Consultant and/or Contractor.
- Consultant's and/or Contractor Dubai valid trade license.
- Building permits from TRAKHEES (if any).
- 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 (one Clear & readable Print outs in reasonable scale):

- LIVE signature of Villa Owner or whoever delegated by owner, on cover sheet of below copies.
- Proposed Architecture drawings (Plans, Elevations & sections) to show Addition(s) and/or Omission(s) - (A3 copy)
- Originally Approved Architecture drawings by TRAKHEES - (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 using licensed software.
- 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).

E) General Information & Clarification

- It is the owner sole responsibility to read and understand Villa Design Code and the implication of any modification works on his property. Nakheel bear no responsibility what so ever on approving any modification/extension.

- The owner shall undertake that he will be responsible to any damages to Nakheel properties or public /common areas as a result of his proposed modification works;
- The above mentioned procedure is applicable to approve works that already commenced at site without Nakheel & Trakhees approval. This retrospective approval can be granted for modification works that falls within Villa Design Code. Other works which are against VDC can't be approved and shall be removed.
- NO drawings are required for external painting of a villa, but colour codes to be mentioned;
- If a bank or mortgage company is involved (mortgage or leasing contract), then NOC letter from the bank to be submitted with the application;
- Although Villa Design Code permit certain works to be commenced in site without Nakheel NOC, but gate pass access to be obtained from Security for limited time, these works falls under:
 - ✓ Repair and maintenance done on a like for like basis;
 - ✓ Minor mobile outdoor structures such as BBQ, Kennels, play equipment's, provided they do not exceed the height of the existing boundary walls.
- Modification applications to be submitted in person to Planning Approval Document Controller at Building No. 1, Nakheel sales Office.
- If submitted application is complete, a decision will be convey to the applicant within 5 working days.
- Nakheel Planning Approval Department will keep incomplete submissions for only 5 working days. Failing to re-submit within the period, the applicant needs to re-submit full application again.