

Note: All Submissions are to include all the five standard requirements in **A** below, which need to be submitted in both hard & soft copies as detailed below in **B & C** and in accordance with the specified order and graphic standards stated in **D**.

A The Standard Submission Requirements

Hardcopy + Softcopy

Any Application **MUST** contain the following:

1	2	3	4	5
<input type="checkbox"/> Covering Letter	<input type="checkbox"/> Pre-Application Form	<input type="checkbox"/> Checklist	<input type="checkbox"/> Drawings	<input type="checkbox"/> Board
As specified below	Accompanied by all required documents	Specific Checklist for your application	As specified below	Perspectives and Photographs
A4 Size	A4 - Collect from CRUP	A4 - Collect from CRUP	A1 & A3 size	A2 Size, for Design submissions only

B Hardcopy Drawings & Documents

A4, A3, A2 & A1 Sizes

<input type="checkbox"/> Letter, Forms, Supporting Documents	Covering Letter to indicate Development Name, Plot ID, Exact Type of Application and addressed to: Dr. Ahmed Ragab - Head of Planning Approvals - CRUP - Nakheel
<input type="checkbox"/> Sheet Size & Number of Copies	Two Copies A1 size for Design submissions, A3 for Villa Modifications and A4 for signages
<input type="checkbox"/> Perspective or Photographs Board	Min. one A2 size laminated on Foam board, showing Plot ID and project name
<input type="checkbox"/> Signature & Stamps	Consultant life signature and stamp on every sheet with owner's signature on cover
<input type="checkbox"/> Binding	Left-Side Binding, Bound Volumes, no folded sheets

C Softcopy Drawings & Documents

CD

<input type="checkbox"/> CD Sticker Cover	As per Attached Template					
<input type="checkbox"/> Folder Structure	<input type="checkbox"/> Documents	1, 2 & 3 in A above	<input type="checkbox"/> Drawings	4	<input type="checkbox"/> Images	5
	<input type="checkbox"/> Individual PDF files, appropriately named for all of 1,2 & 3 of Submission items in A.		Individual files for sheets Same numbering and titling		Appropriate file type - JPG, Indicate Plot ID	
	<input type="checkbox"/> Related NOCs, MOMs		<input type="checkbox"/> .DWG		<input type="checkbox"/> Perspectives	
			<input type="checkbox"/> .DWF		<input type="checkbox"/> Photographs	
			<input type="checkbox"/> .PDF			

D Drawings Sheets Organization

Note: CRUP receives **ONLY** Architectural, Landscape, External Lighting, Signage and Traffic drawings, **NO** structural, MEP, architectural or construction details to be submitted.

		Sheet No.
<input type="checkbox"/> Cover Sheet	As per the Standard Cover Template including perspectives	G-[01]
<input type="checkbox"/> List of Sheets	list of submitted Sheets - Numbers and Titles	G-[02]
<input type="checkbox"/> Consultants & Plot Information	Affection Plan, Copies of Trade Licenses	G-[03]
<input type="checkbox"/> Standard Design Information	Design Notes, Project Statistics, BUA Calculations	G-[04]
<input type="checkbox"/> Arch Design Information	All Plans, 2-Sections, 3-Elevations,...	A[01, 02, 03,..]
<input type="checkbox"/> External Lighting	Notes, Plans, Elevations, Details, ...	E[01, 02, 03,..]
<input type="checkbox"/> Signage Systems	Notes, Plans, Elevations, Details, ...	S[01, 02, 03,..]
<input type="checkbox"/> Landscape Information Sheets	Notes, Plans, Details, Calculations,..	L-[01, 02, 03,..]
<input type="checkbox"/> Traffic & Parking	Notes, Access, Plans, Details, Signage, Calculations,..	T-[01, 02, 03,..]

Graphic Standards

- Scale: 1:100, 1:200, Graphic Scale, Best Fit Measurement: Metric [00.00] - [13.25m] Standard Label: As attached