



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

The Comprehensive User Guide for the  
**Private Land Schemes Approval System**

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Beneficiary's  
Copy

## Objective of the Document

This document aims to explain the procedures and configurations related to the Private Land Schemes Approval service within the urban boundary.

## Portal Content Overview

The user can browse the portal content through the designated (URL), which is accessed by selecting (**Private Land Schemes Approval Service**) from the services menu of the (**Balady Portal**). Upon selection, the following service options will appear: (**Scheme Approval Request, My Requests, My Tasks, Title Transfer Request**). The user then selects (**Scheme Approval**) to proceed.

## Stages of the Private Land Schemes Approval Service (Within Development Stages)

- 1) Preliminary Approval.
- 2) Approval of Detailed Plans.
- 3) Partial Title Transfer / Full Title Transfer.
- 4) Final Approval.



## Private Land Schemes Approval Tracks

To streamline the schemes approval journey and enhance the real estate investment environment, two tracks have been introduced to complete the approval process within **(60 days)**:

### **The first track:** Preliminary Approval with Gradual Title Transfer

- Preliminary approval of the land scheme.
- Administrative procedures from all parties (**SLA**).
- Gradual title transfer based on specific percentages determined by the implementing party.
- Final approval after implementation is completed (**before the handover of executed works**).
- Time allocation for the acceptance of executed works after final approval.
- Complete sale of the land scheme after the final acceptance of infrastructure works.

### **The second track:** Preliminary and Final Approval with Full Plot Sales Before Implementation

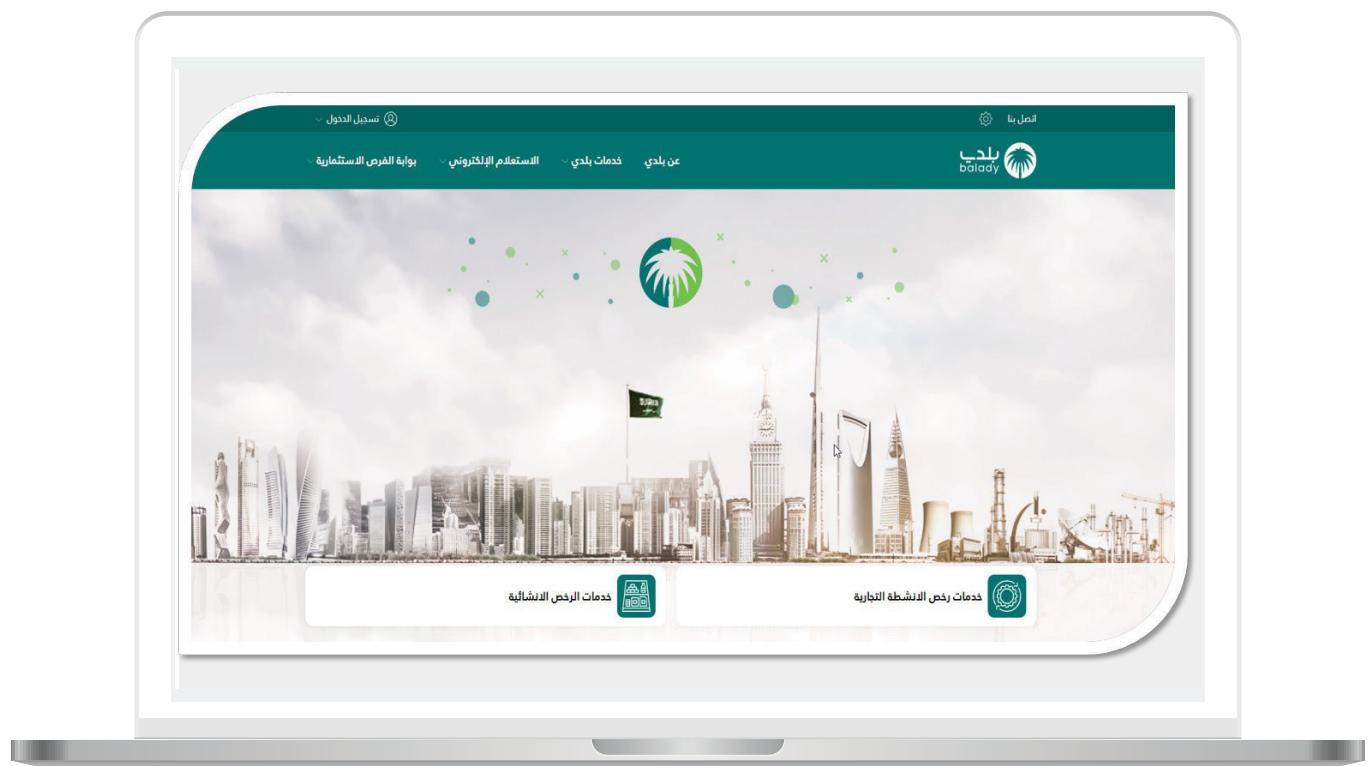
- Execution costs are paid by the developer to the implementing entity.
- Preliminary and final approvals are granted.
- Determination and time allocation (**governance**) of all administrative procedures from all parties (**SLA**).
- Full sale of the land scheme before infrastructure implementation.

## Sequencing of Stages Based on Tracks

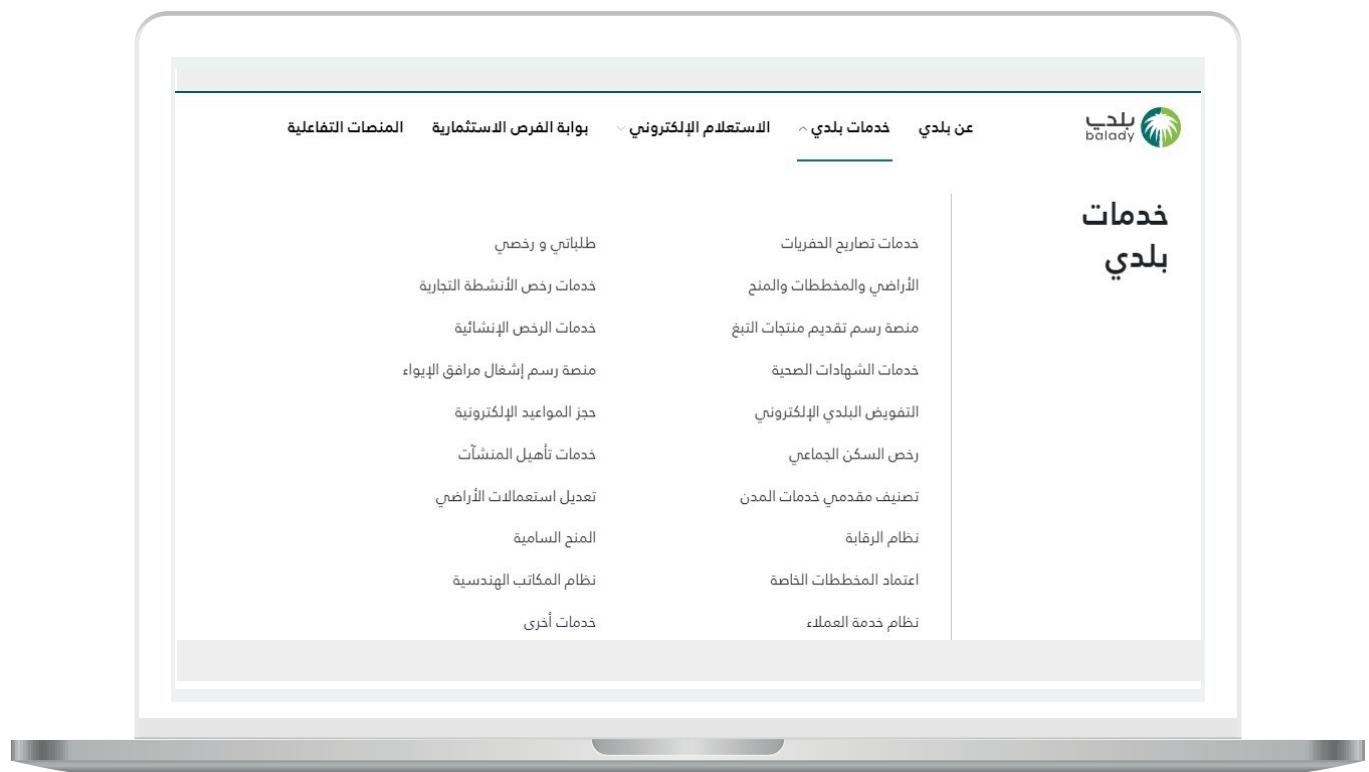


## Accessing the Electronic Portal (Private Land Schemes Approval Service)

The user can access the (Private Land Schemes Approval) portal, by selecting (Balady Services) and then choosing (Private Land Schemes Approval) service. This will display the main (Private Land Schemes Approval Portal) screen.



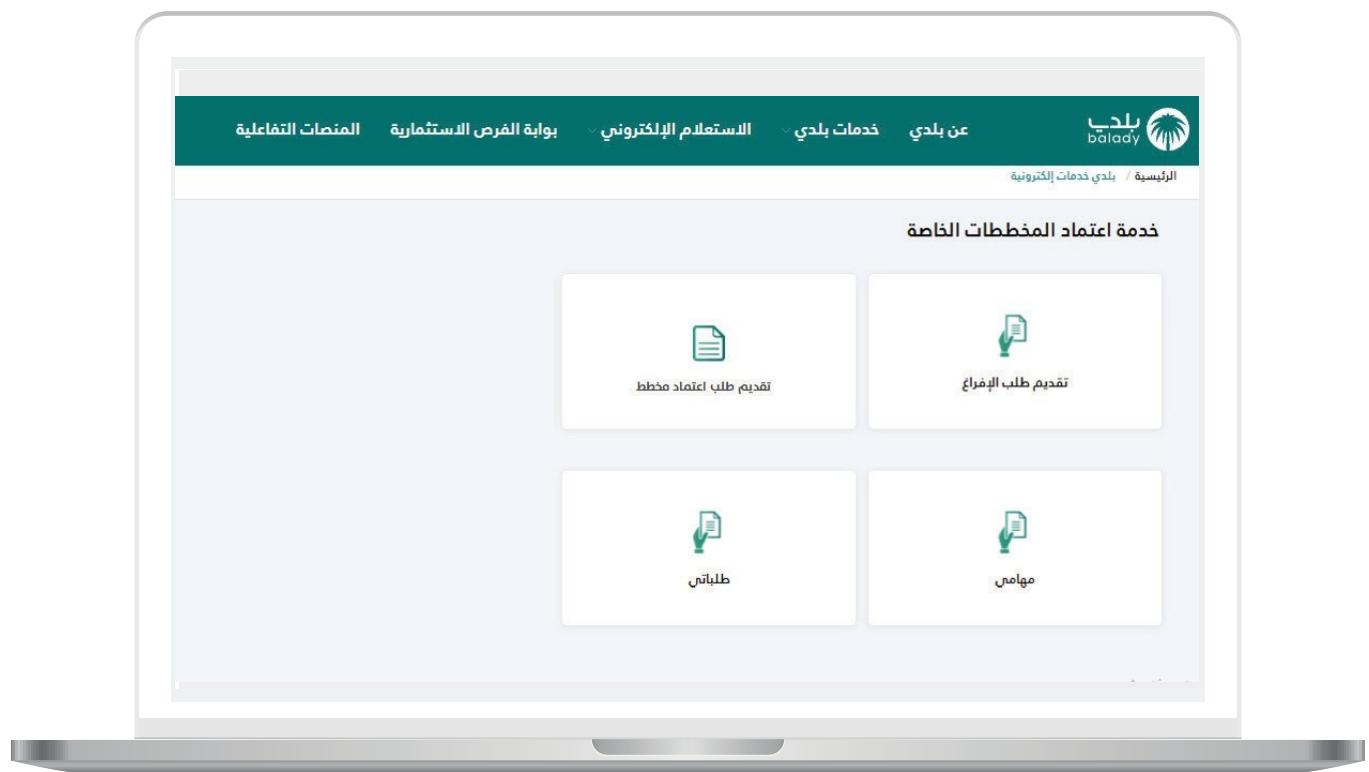
This step is related to the previous step.



## Private Land Schemes Approval Portal

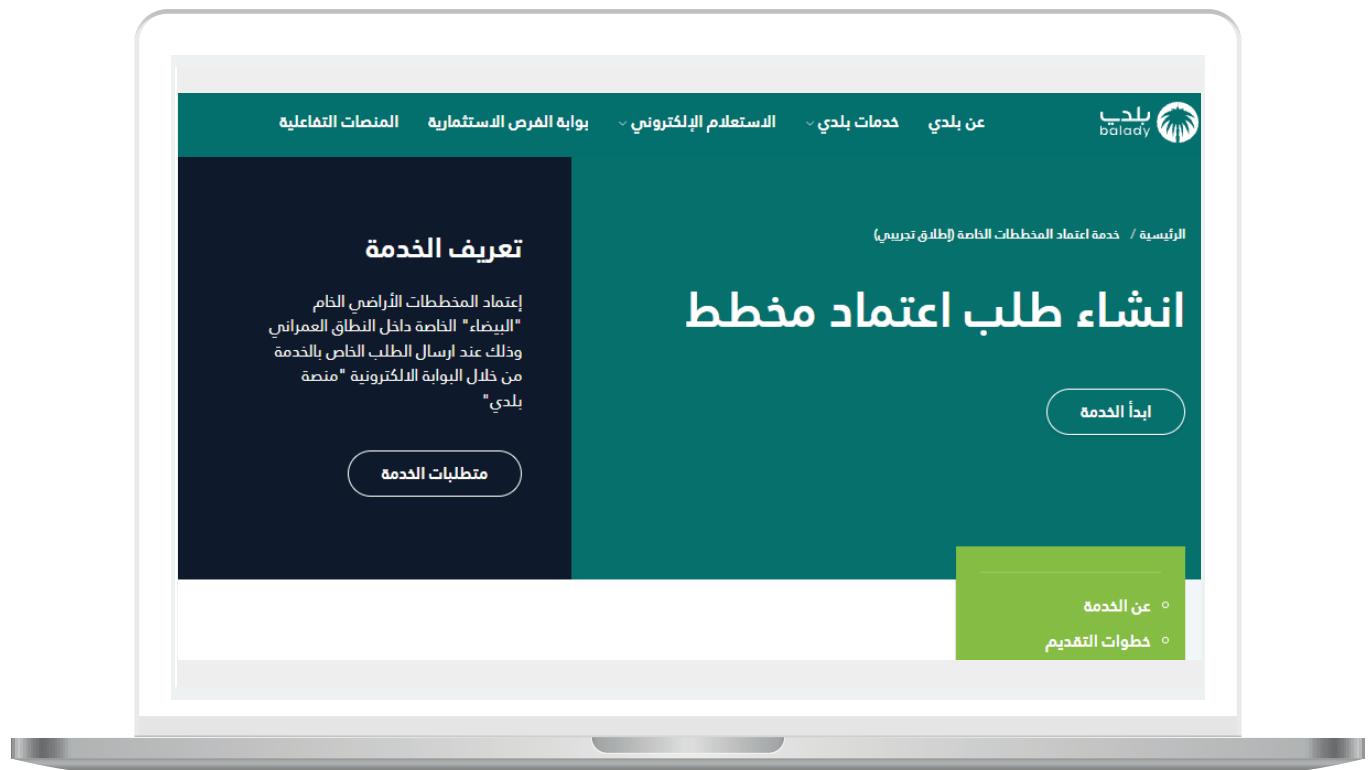
### Application Submission Screen for the Applicant

The applicant submits a scheme approval request by clicking on **(My Services)**, selecting **(Private Land Schemes Approval)** service. The requests can be viewed on the **(My Requests)** page. Tasks requiring action from the applicant can be accessed through the **(My Tasks)** page.

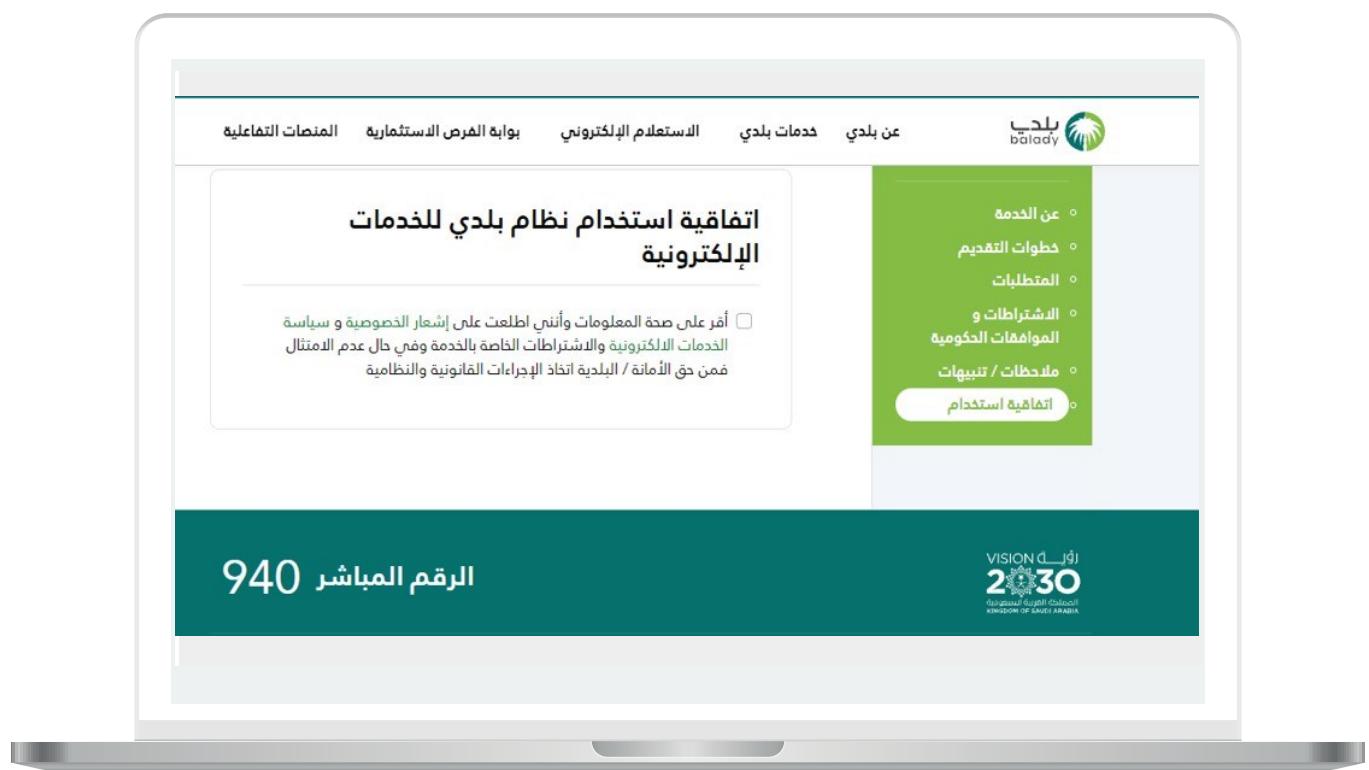


A description of the service and its requirements will be displayed, and the user can choose one of the following options:

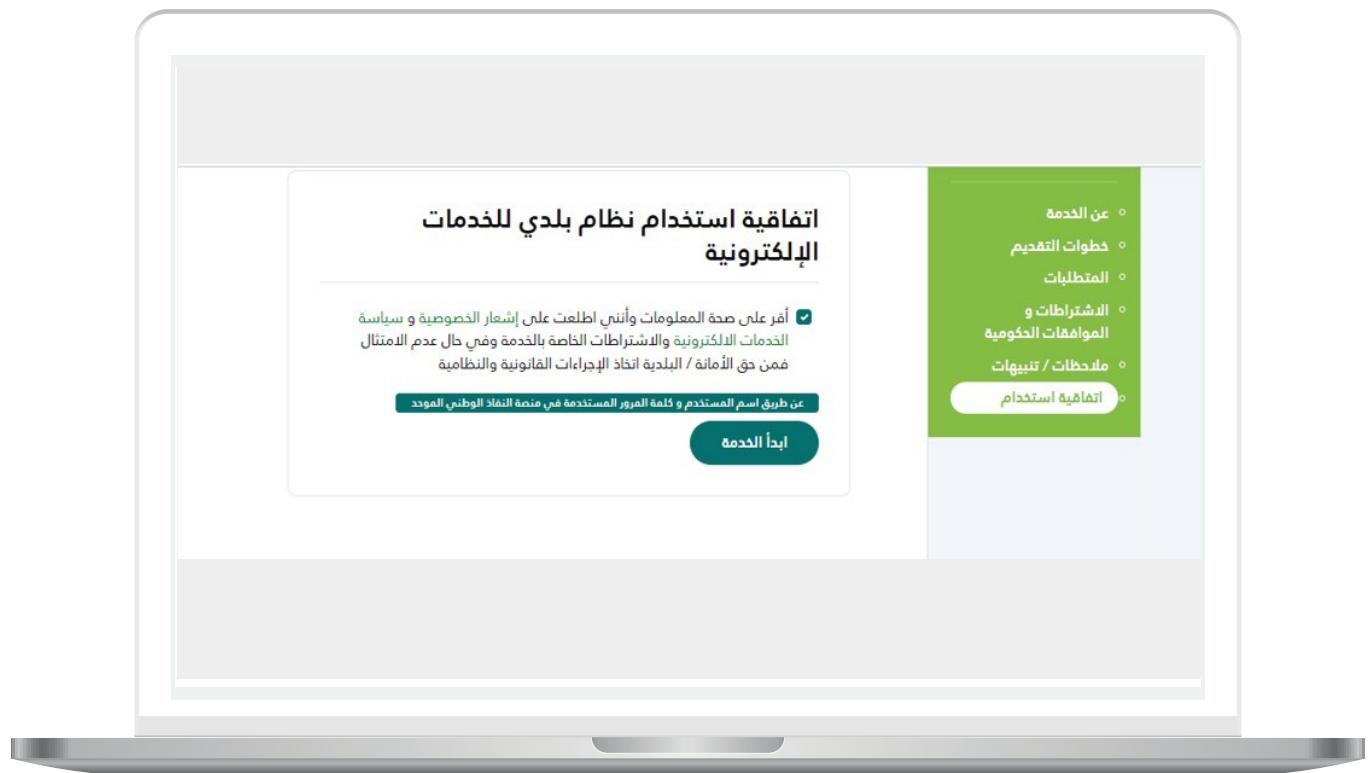
- 1) Start the service immediately by clicking (**Start Service**).
- 2) Review the service requirements and description by clicking (**Service Requirements**).



After reviewing the service requirements, submission steps, conditions, and notifications, the User Agreement will be displayed. The applicant must acknowledge the E-Services Policy and agree to the terms. Once acknowledged, the (Submit Request) button will appear.

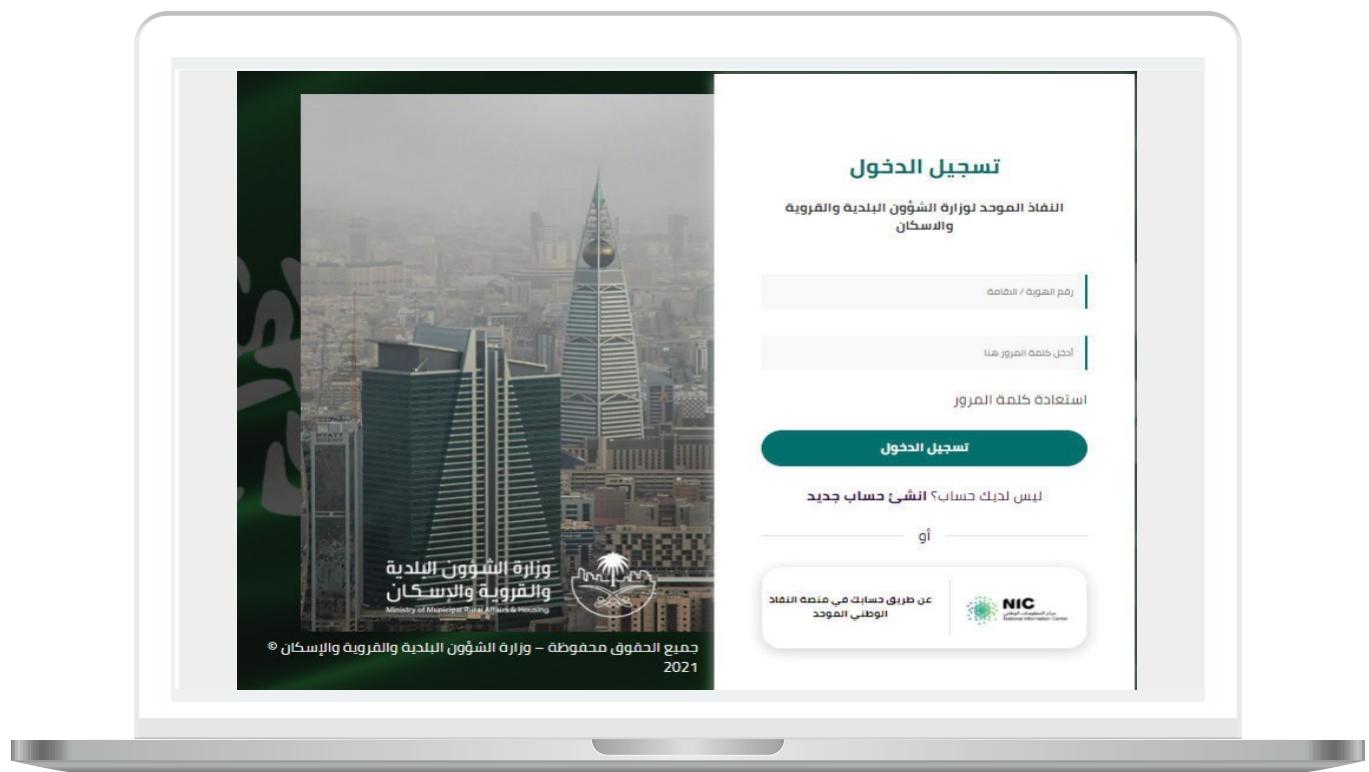


This step is related to the previous step.

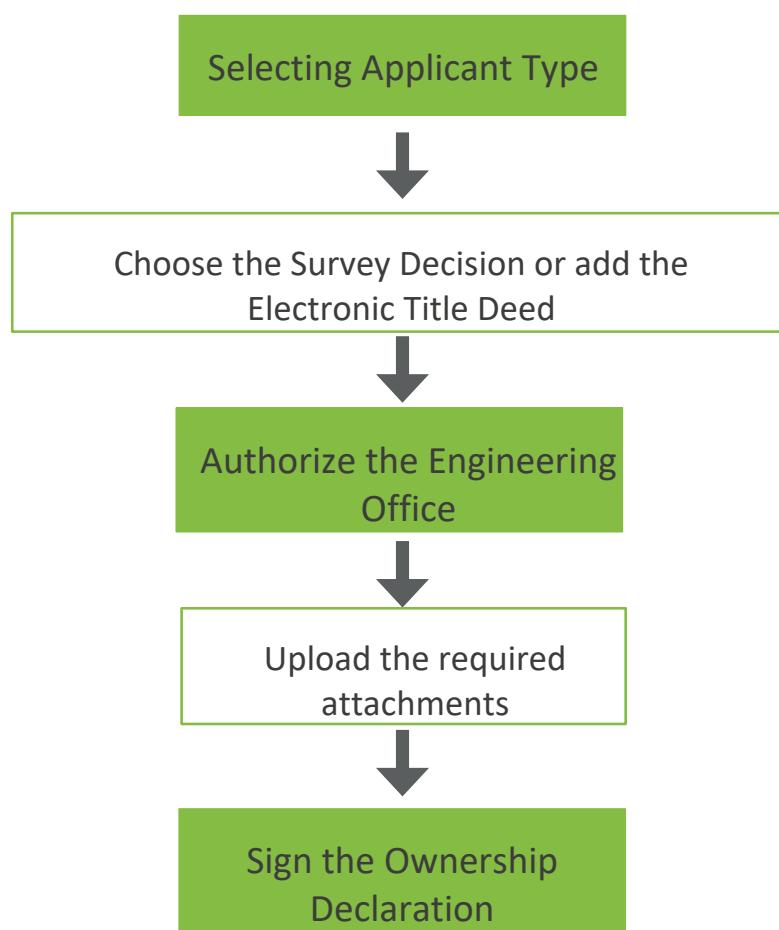


The system will display the login screen, where users can log in using one of the following methods:

- 1) Create an account in (Balady).
- 2) Log in via the (Unified National Access (Absher)).



## Applicant Steps



# Submitting a Private Land Scheme Approval Request Within Development Stages

The applicant's information is retrieved through integration with **(Absher)** or a **(Balady)** account, depending on the login method. The retrieved information includes:

- 1) Applicant Information.
  - 2) Applicant's mobile number.

The user can update the mobile number by clicking the edit icon next to the mobile number field, which opens the mobile number change screen.

حفظ كمسودة
التالي ←

(SAS-2857)

1. معلومات مقدم الطلب
2. بيانات الطلب
3. تفاصي المكتب الهندسي
4. المرفقات
5. تمويد تفهد الملكية

**بيانات مقدم الطلب**

هاتف:

اسم مقدم الطلب:

مقدم الطلب \*
و وكل

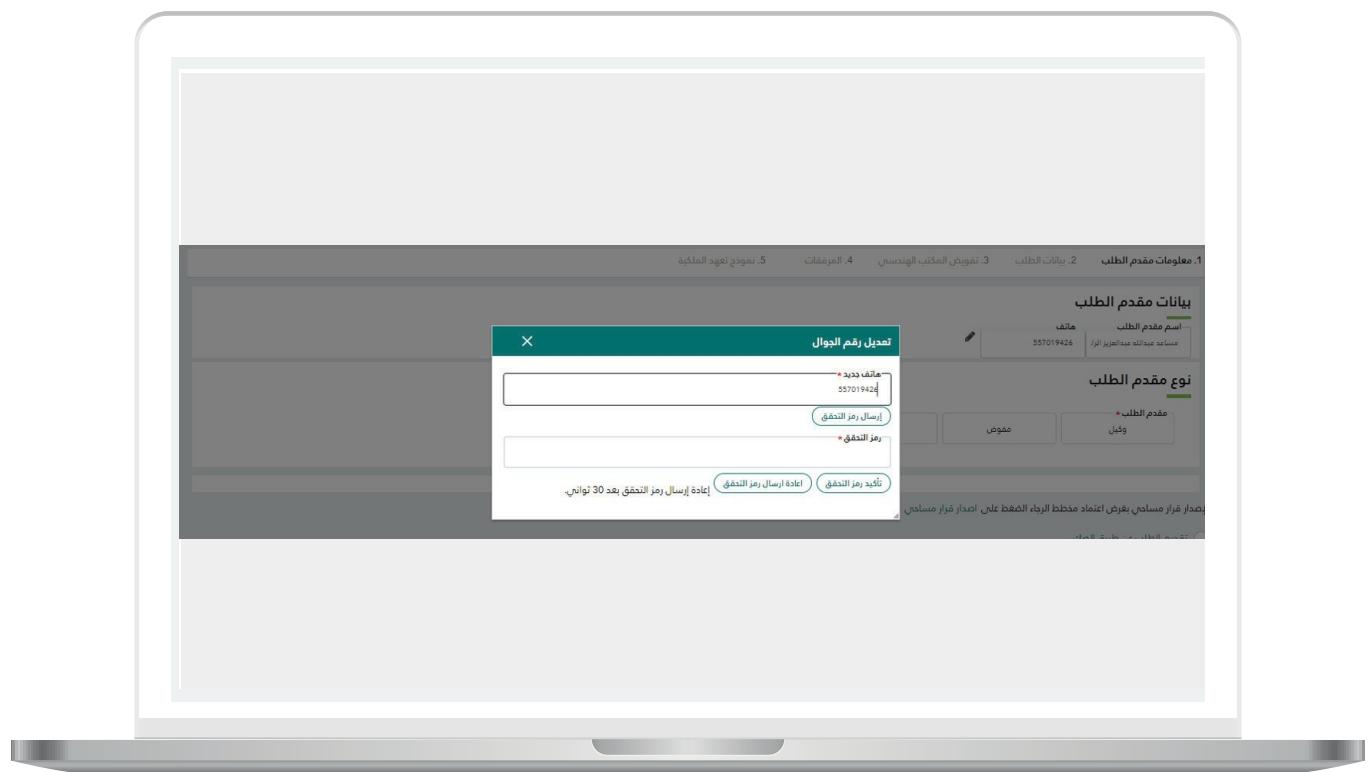
المالك
شركة
مفوض

إصدار فقرار مساحي يعرض اعتماد مخطط الرجا، الصيغة على اصدار فقرار مساحي

تقديم الطلب عن طريق الصك

If the user clicks **(Change Mobile Number)**, the following screen appears. The user enters the new mobile number in the **(New Mobile Number)** field and then sends the verification code by clicking **(Send Verification Code)**.

The system sends a verification code, which the user enters in the **(Verification Code)** field. If the user clicks **(Confirm Verification Code)** and the code is correct, the mobile number is updated. If the verification code is not received, the user can request a new one by clicking **(Resend Verification Code)**. If the user decides not to change the mobile number, they can exit the screen by clicking **(Exit)**.



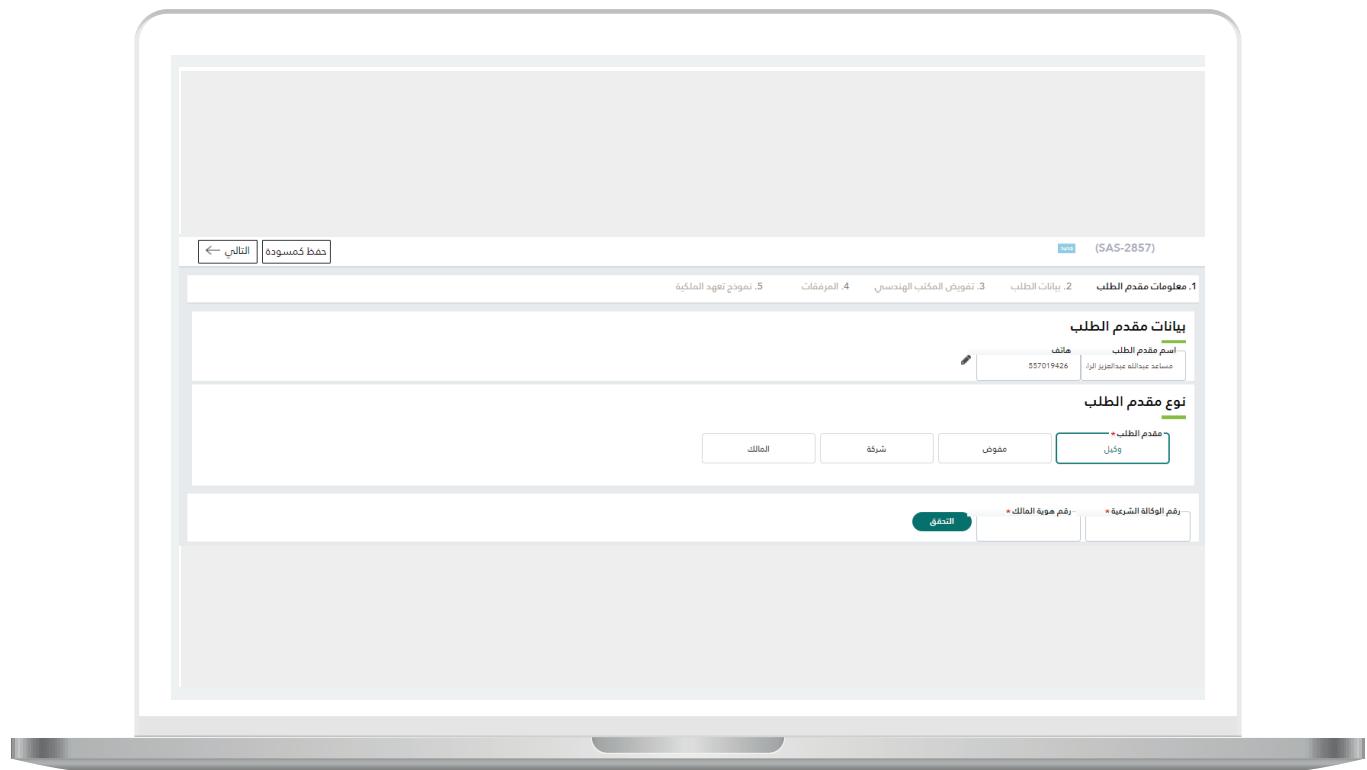
The user selects (**Applicant Type**) and chooses one of the following options:

- 1) Legal Agent: If the user is legally authorized by the scheme owner through a certified power of attorney from the Ministry of Justice.
- 2) Authorized Representative: If the user is authorized to act on behalf of a company or establishment in the Balady delegation system.
- 3) Company: If the scheme is owned by a company or establishment, and the user is a board member or owner.
- 4) Owner: If the user is the scheme owner requesting approval.

If the applicant type is Agent, the user enters the power of attorney details for verification by the Ministry of Justice:

- 1) Power of attorney number.
- 2) Owner's national ID number.

The user clicks **(Verify)**, and the system integrates with the Ministry of Justice to verify and retrieve the power of attorney details. The cadastral decisions related to the scheme approval request are then displayed.



If the applicant type is Authorized Representative, the user selects the entity on whose behalf they are submitting the request from a dropdown list. The system then displays the commercial registration number or the entity's 700 Number, followed by the cadastral decisions for scheme approval.

بيانات مقدم الطلب		
هاتف	اسم مقدم الطلب	
557019426	مساعد عبدالله عبدالعزيز الرا	
نوع مقدم الطلب		
الملك	شركة	مفوض *
		وكيل
رقم . ٧ - السجل التجاري *		
<input type="button" value="إختيار"/>		

This step is related to the previous step.

1. معلومات مقدم الطلب 2. بيانات الطلب 3. تفويض المكتب الهندسي 4. المرفقات 5. نموذج تعهد الملكية

**بيانات مقدم الطلب**

هاتف: 557019426  
اسم مقدم الطلب: مساعد عبدالله العزيز الزرا

**نوع مقدم الطلب**

مقدم الطلب \* مفوض

رقم السجل التجاري: 7000874078

رقم السجل التجاري: 7000874078

رقم السجل التجاري: 7000874078

رقم السجل التجاري: 7000874078

If the applicant type is Company, the user enters the company's commercial registration number. The system verifies if the user is a board member or owner and then displays the cadastral decisions for scheme approval.

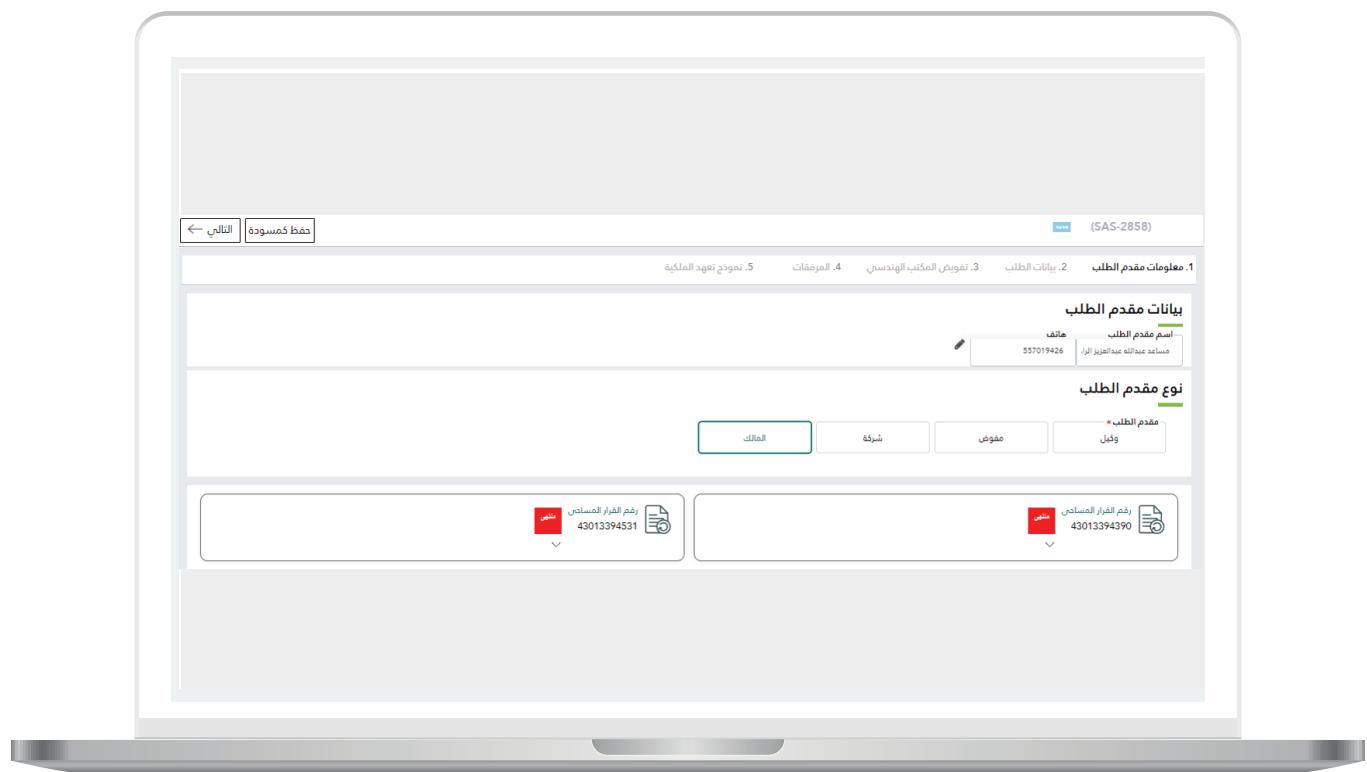
بيانات مقدم الطلب

نوع مقدم الطلب

المالك شريك مفوض وكيل

تحقق

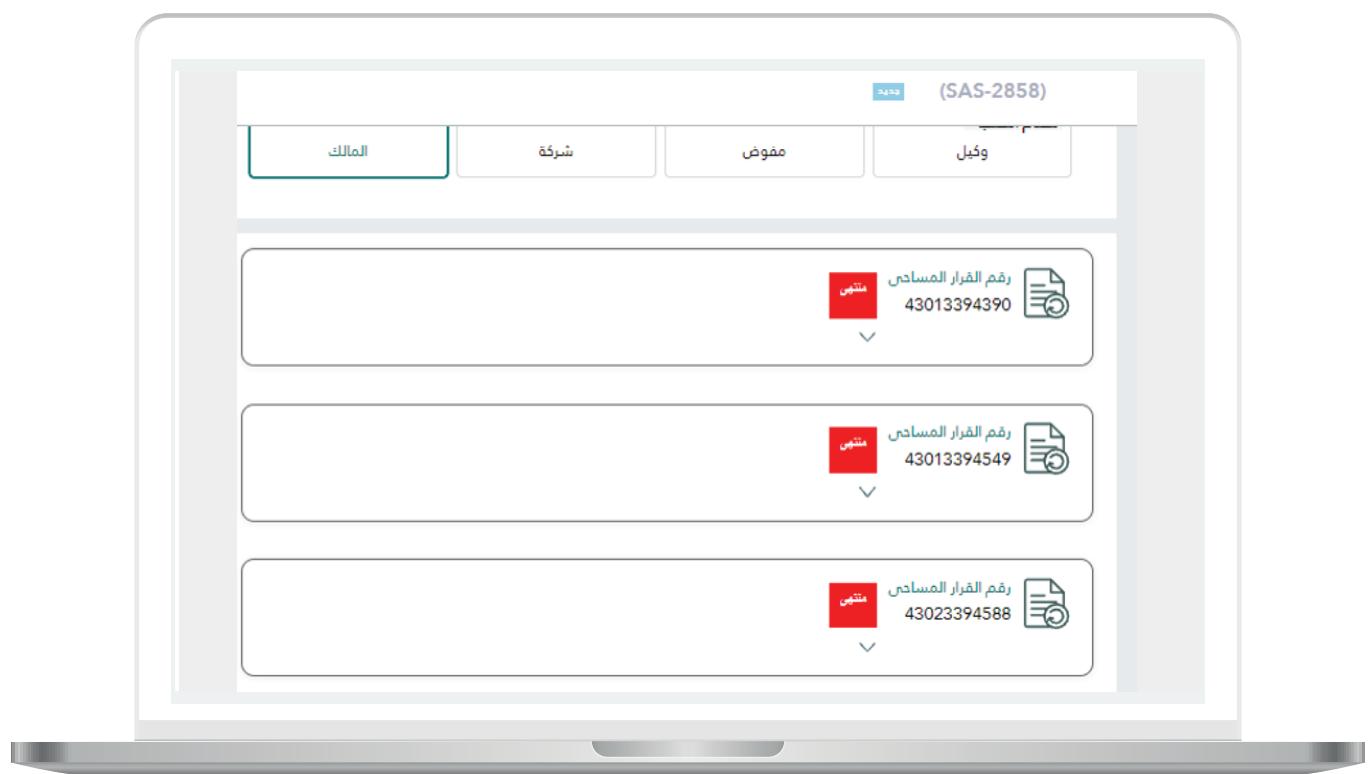
If the applicant type is Owner, the cadastral decisions for scheme approval are displayed.



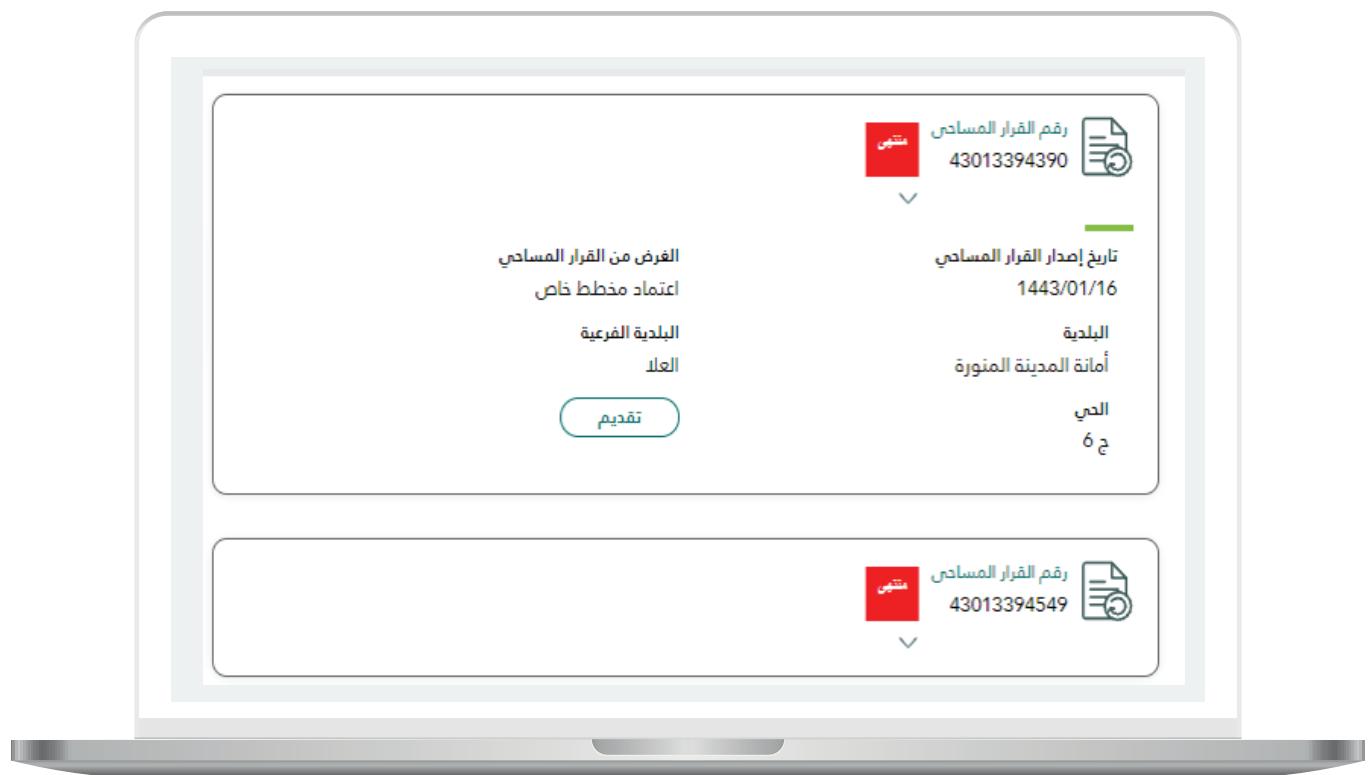
The user selects the Cadastral Decision, and the system displays its details, including:

- Issuance date.
- Purpose of the decision.
- Municipality.
- Secretariat.
- District.

The user then clicks (Submit) to submit the request with the selected cadastral decision.

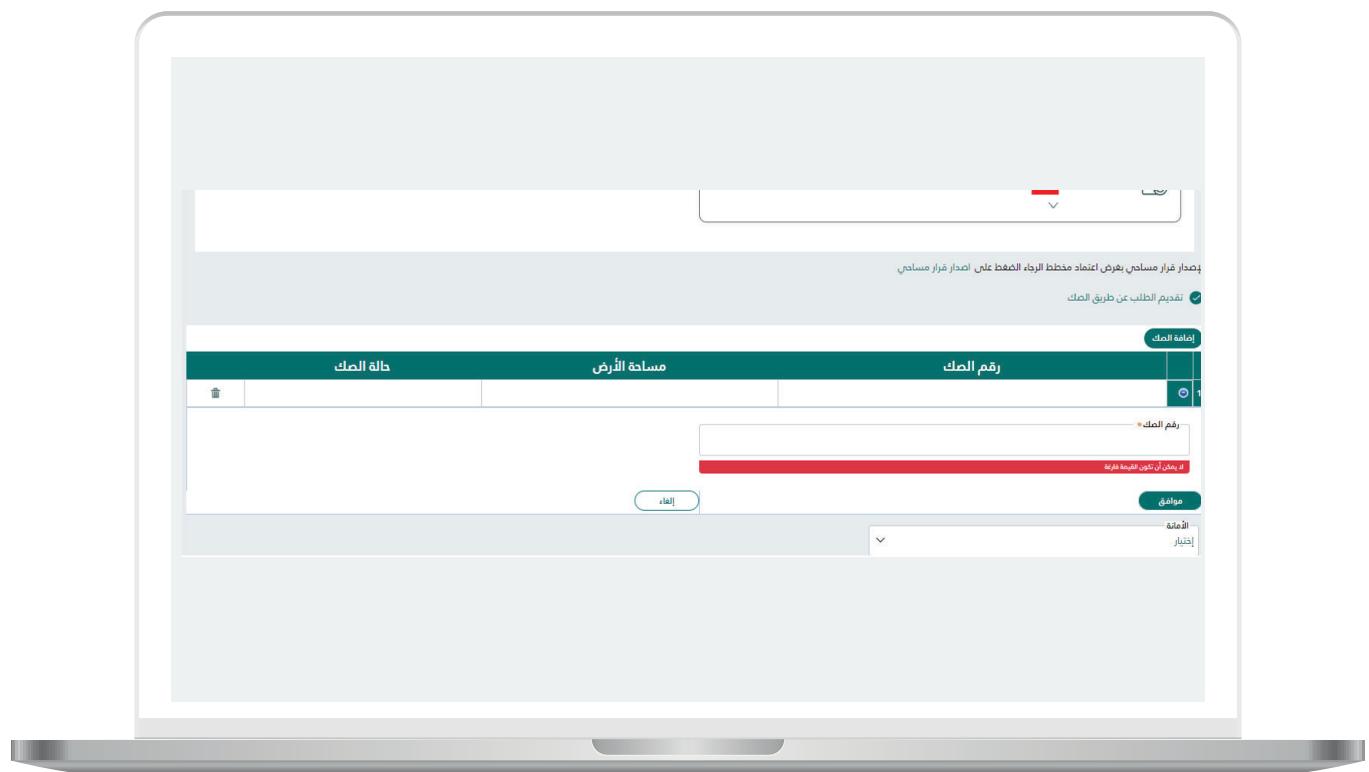


This step is related to the previous step.



If no cadastral decision has been issued for scheme approval, the user can issue one by clicking the provided service link or submit the request using the title deed.

The user enters the Electronic Title Deed Number, and the system verifies it with the Ministry of Justice, retrieving its details. The user then selects the municipality from the dropdown list and clicks **(Next)** at the top of the page.



The system displays the request details, including the applicant's information, cadastral decision details, and title deed data retrieved from the Ministry of Justice.

**Applicant Information: (Applicant Type, Applicant's Name, Mobile Number, Email, National ID).** The system displays the request data (1):

The screenshot shows a computer monitor displaying the SAS-2859 application. The interface is in Arabic and is divided into several sections:

- Top Bar:** Includes buttons for 'الناليب' (Representative), 'خطف كمسودة' (Draft Document), 'رجوع' (Back), and 'خطف كمسودة' (Draft Document) again.
- Header:** Displays the application number (SAS-2859).
- Section 1: معلومات مقدم الطلب (Information of the Requester)**
  - الاسم الكامل (Full Name): مساعدة عبدالله عبد العزيز الراجحي
  - البريد الإلكتروني (Email): sara.mahfouz.othman@gmail.com
  - هاتف (Phone): 0557019426
  - الهوية الوطنية لمقدم الطلب (National ID): 10556668261
- Section 2: بيانات الطلب (Request Information)**
  - العنوان (Address): (Blank)
  - الرقم national (National Number): 43015594531
- Section 3: بيانات القرار المساحي (Survey Decision Information)**
  - نوع القرار المساحي (Type of Survey Decision): (Blank)
  - العنوان (Address): (Blank)

The request details include the applicant's information, cadastral decision details, and title deed data retrieved from the Ministry of Justice.

**Cadastral Decision Details: (Cadastral decision number, Purpose of the decision, Municipality, Secretariat, District).**

**Boundary Information: (Direction of each boundary, Type of boundary, Boundary description from the title deed, Dimensions from the title deed and actual site conditions).** The user clicks (Next) to proceed to the next screen.

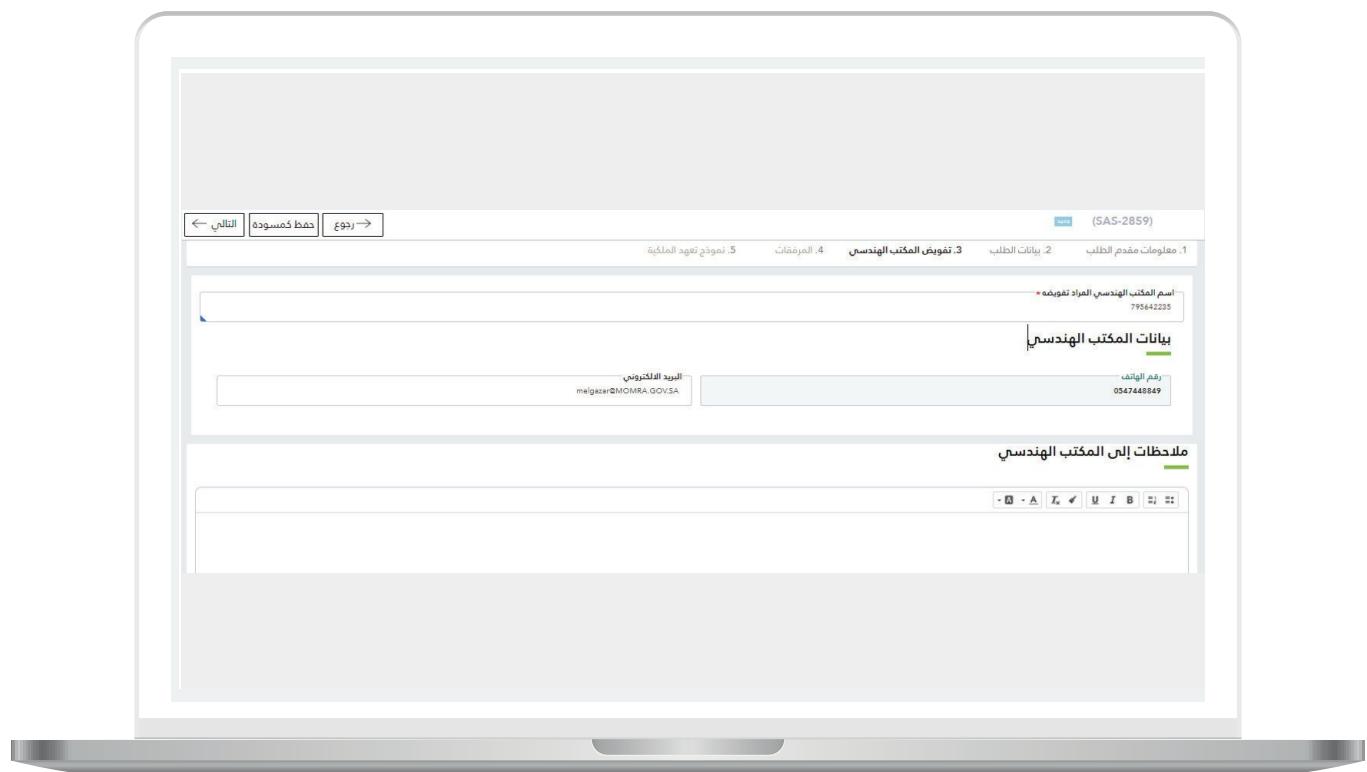
البعاد حسب الطريقة	البعاد حسب الصك	وصف الحد من الصك	نوع الحد	الاتجاه
1438.39	50	عرض 15 متر	شارع	شمال

The user authorizes the Engineering Office for the request by selecting it from the dropdown list (**Select Engineering Office**).

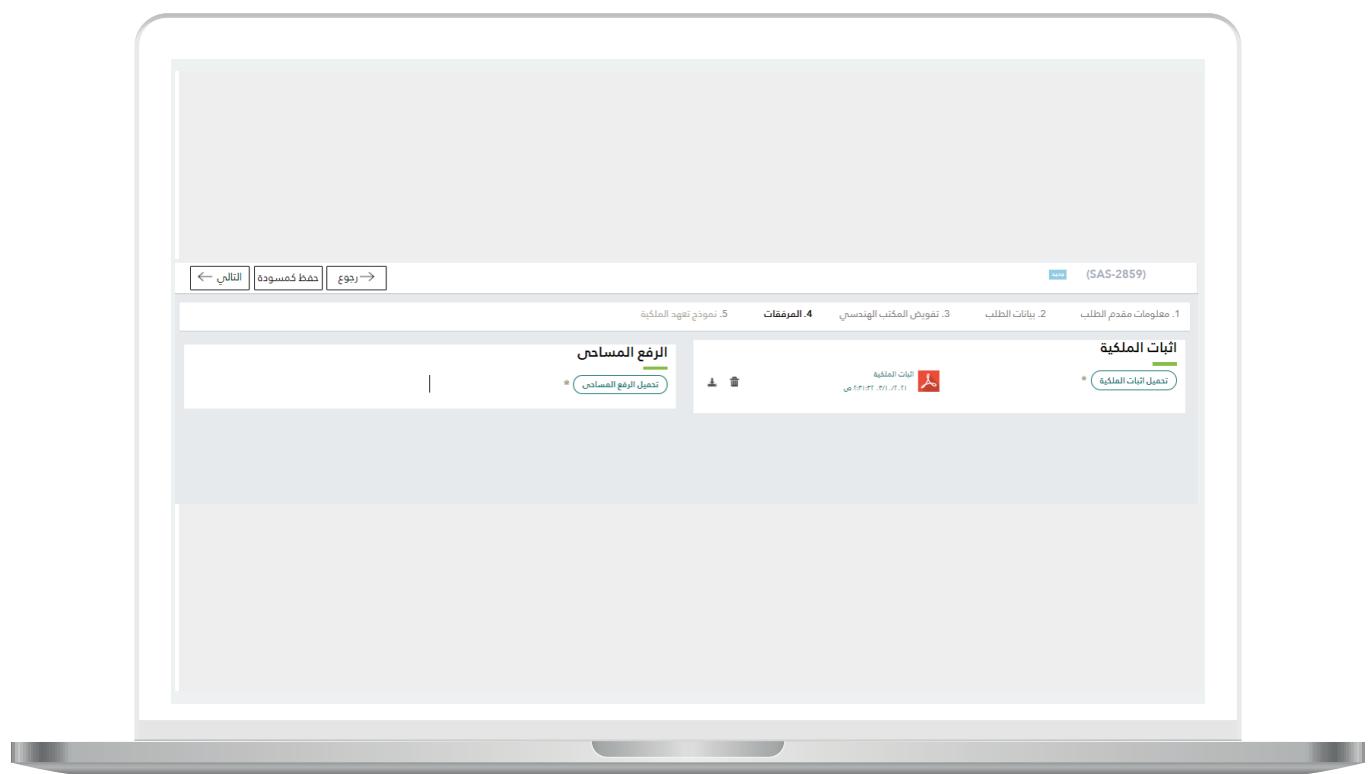
Once selected, the office's details appear on the screen, including:

- 1) Mobile number.
- 2) Email.

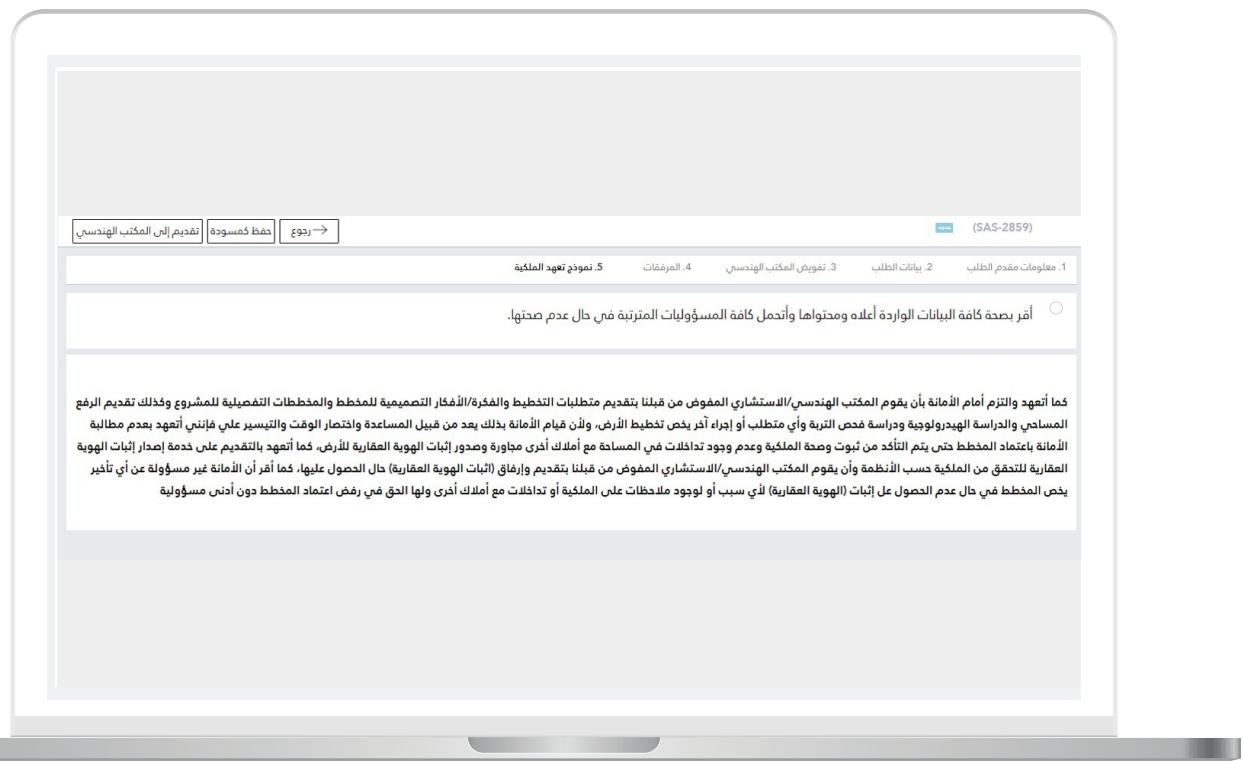
The user can add comments for the engineering office if needed and then click (**Next**) to proceed to the Attachments Page.



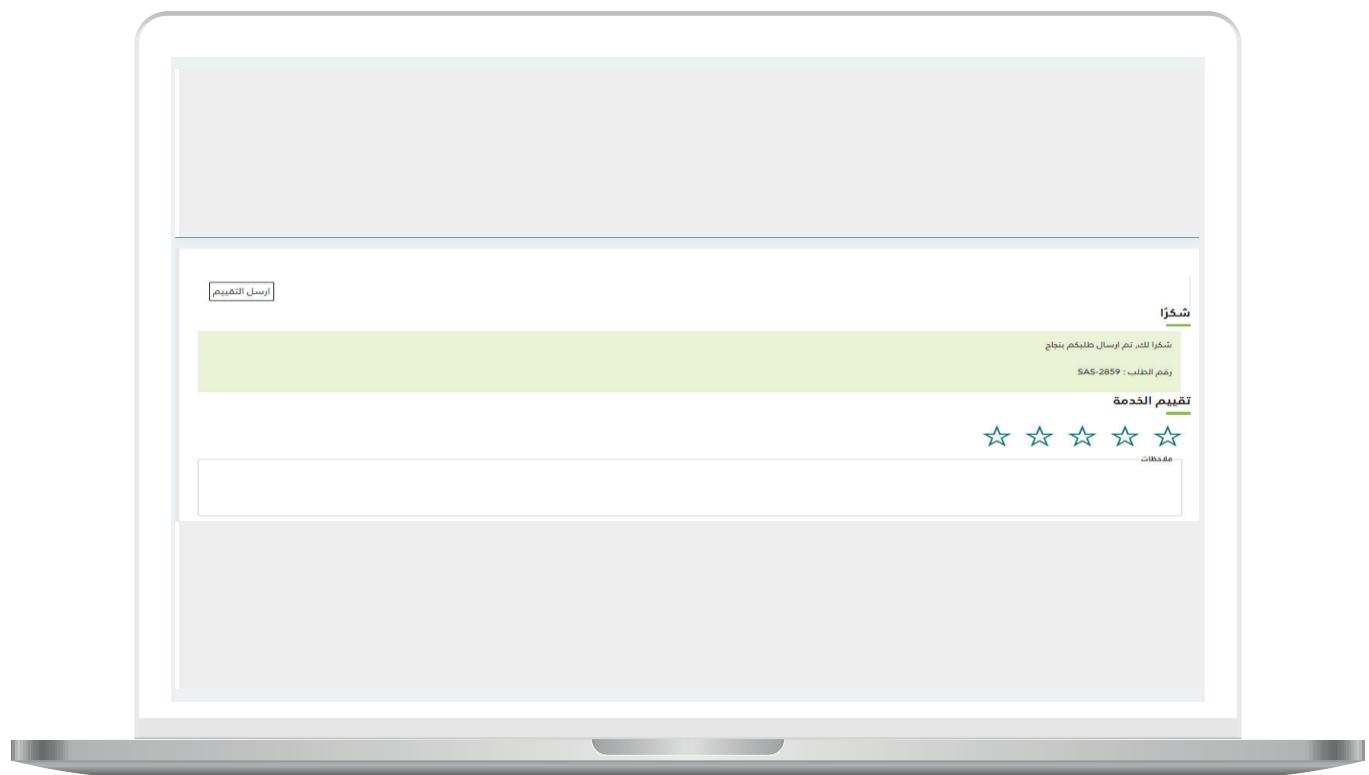
The user uploads the required attachments as per the municipality's settings and clicks **(Next)** to proceed to the next page or **(Back)** to return to the previous page. If needed, the request can be saved in the Task Basket by clicking **(Save as Draft)**.



The user confirms the Ownership Declaration by agreeing to the declaration statement and then submits the request to the engineering office by clicking (Submit to Engineering Office).

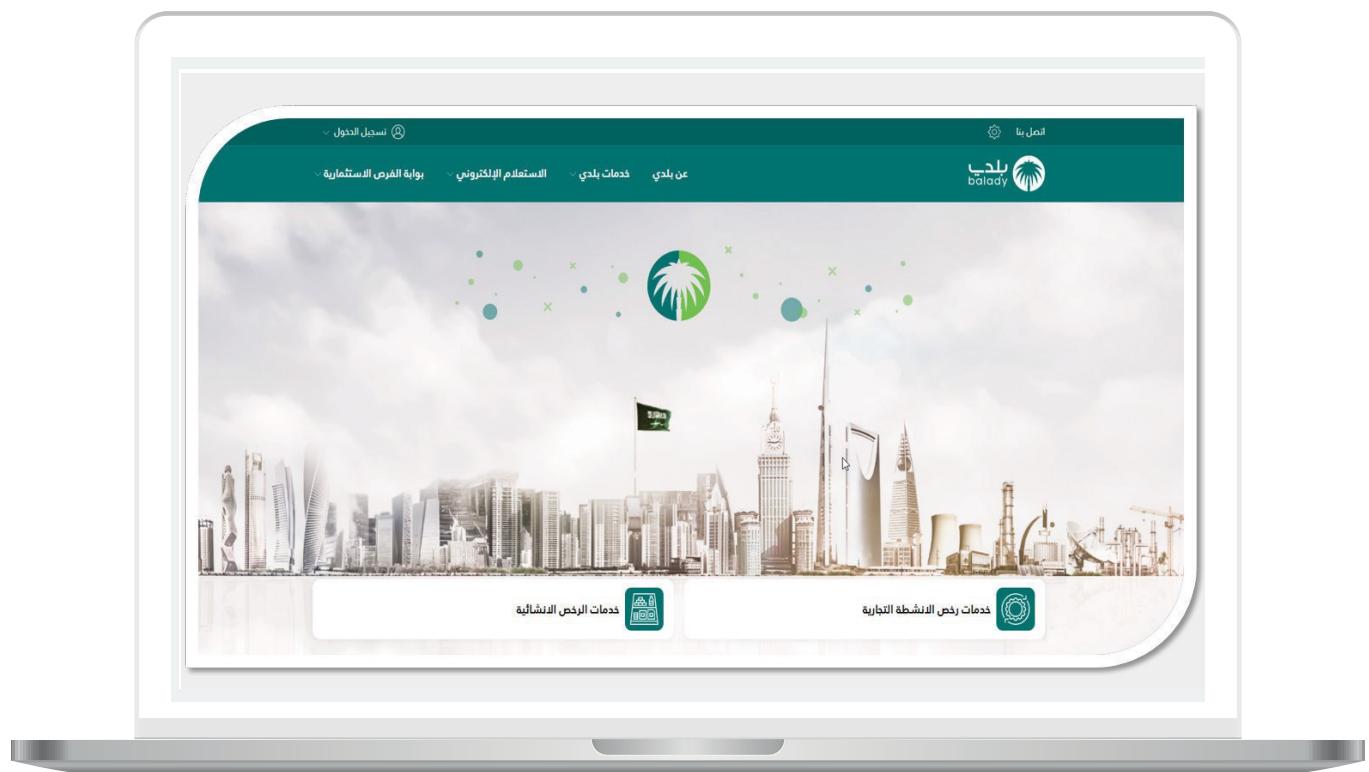


The system displays a confirmation message indicating the request has been successfully submitted, and the request number appears for tracking. The applicant can then evaluate the service and provide feedback by entering comments in the Comments field before submitting the evaluation.

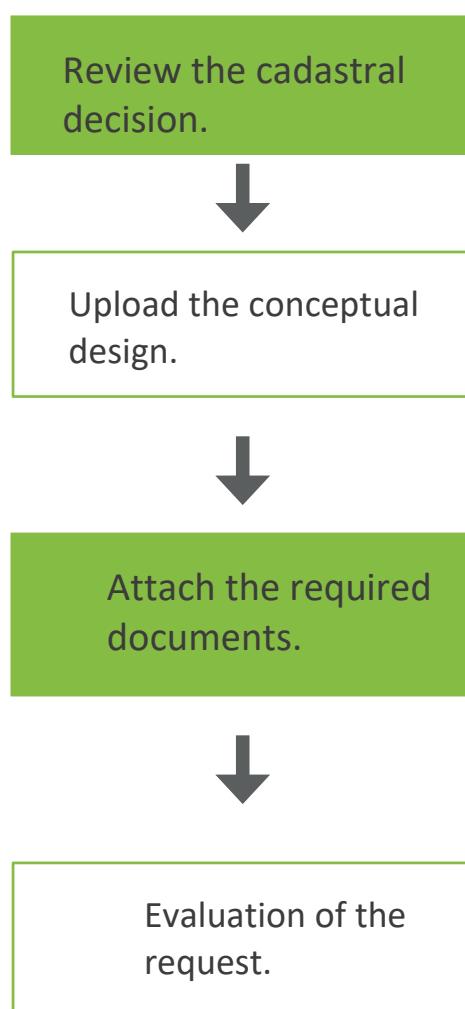


## Accessing the Electronic Portal (Engineering Offices)

The user can access the (**Private Land Schemes Approval Portal**) through the (**Balady Portal**) by selecting (**Balady Services**) and then choosing (**Engineering Offices**). This will display the main (**Engineering Offices**) interface.

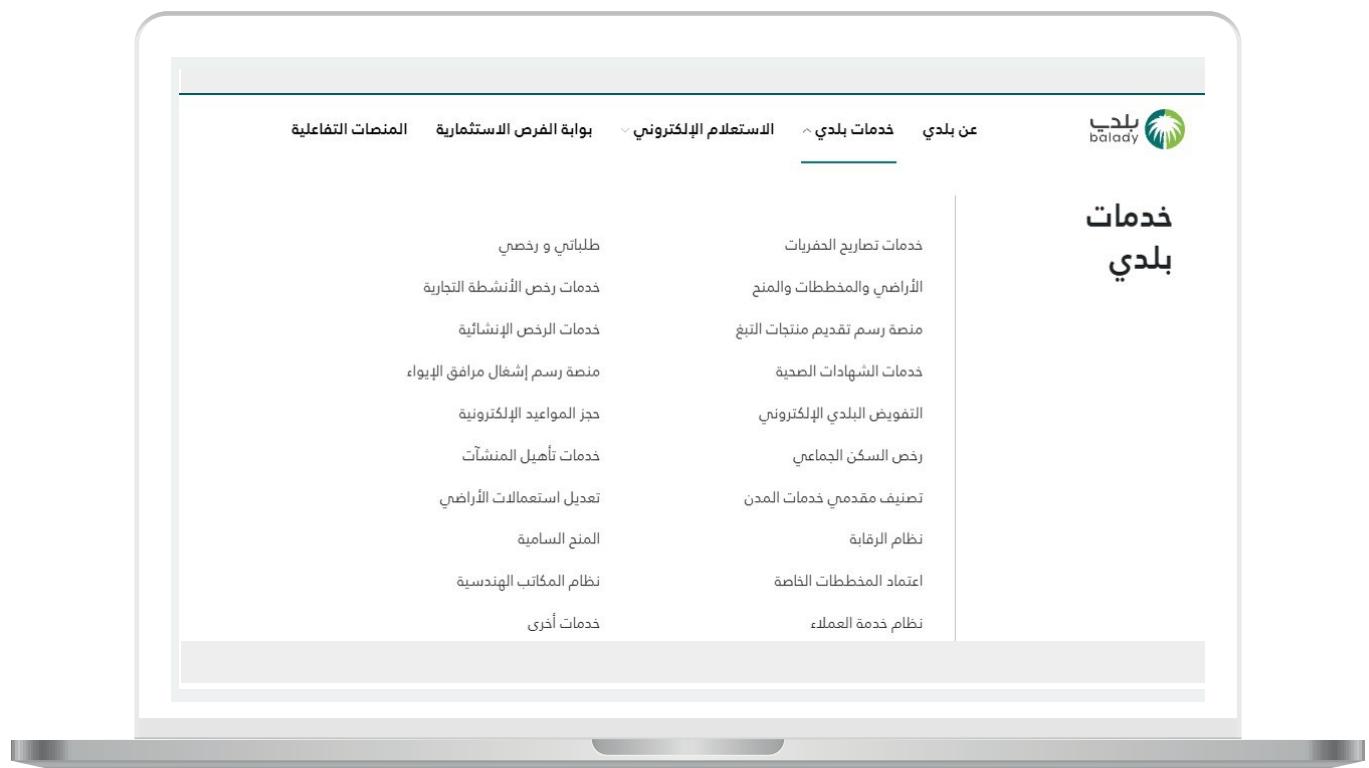


## Engineering Office Steps in the Request Process



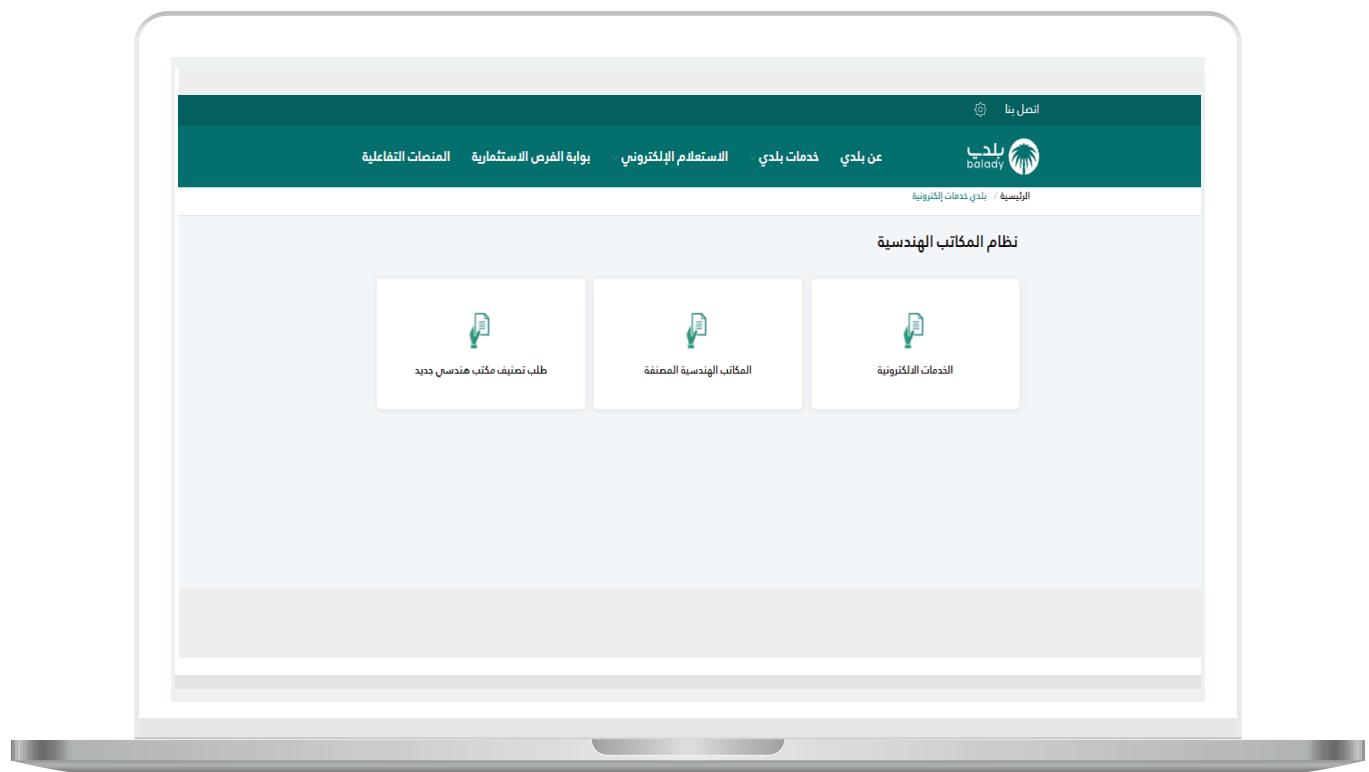
## Accessing the Electronic Portal (Engineering Offices System)

The user can access the (Engineering Offices System) through the (Balady Portal) by selecting (Balady Services) and then choosing (Engineering Offices System). This will display the main (Engineering Offices System) interface.



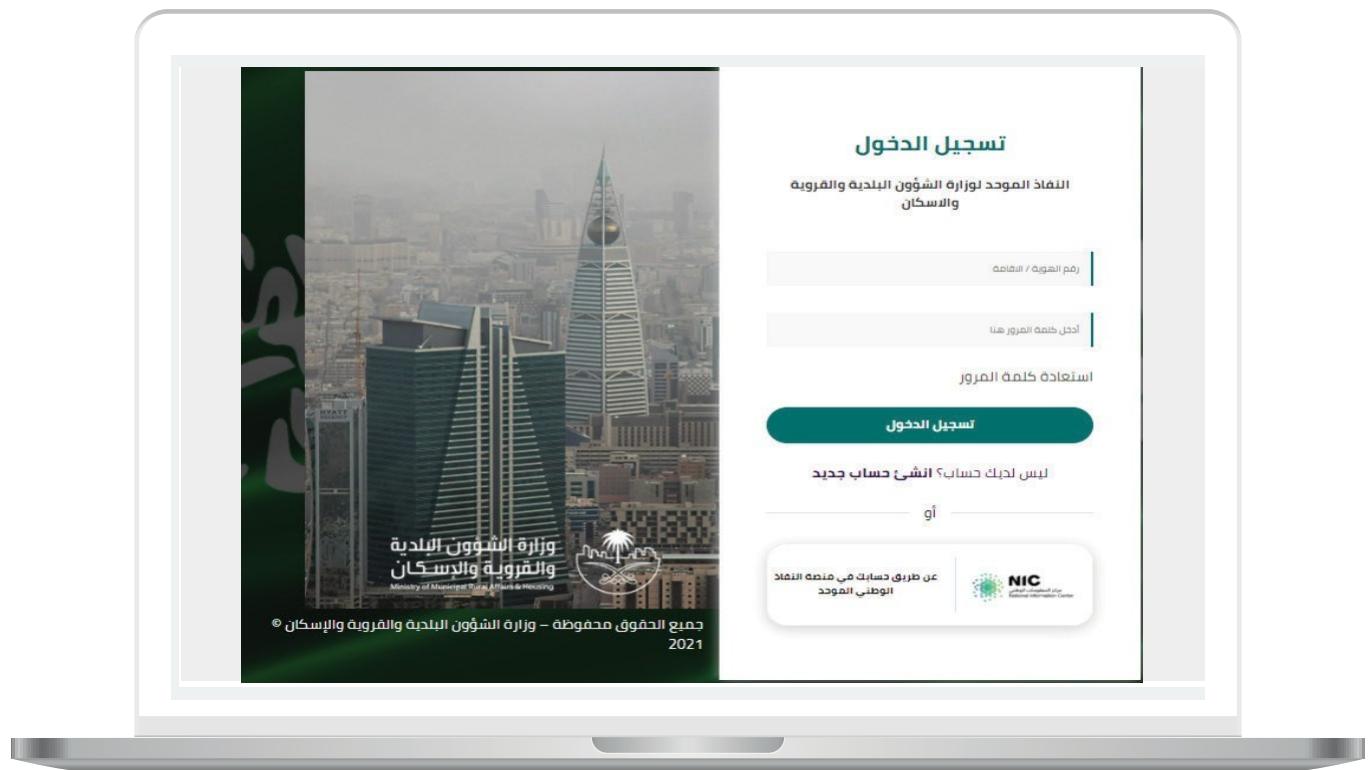
## Submitting a Private Land Scheme Approval Request Within Development Stages (Engineering Office)

The user clicks on E-Services to view the office's requests.

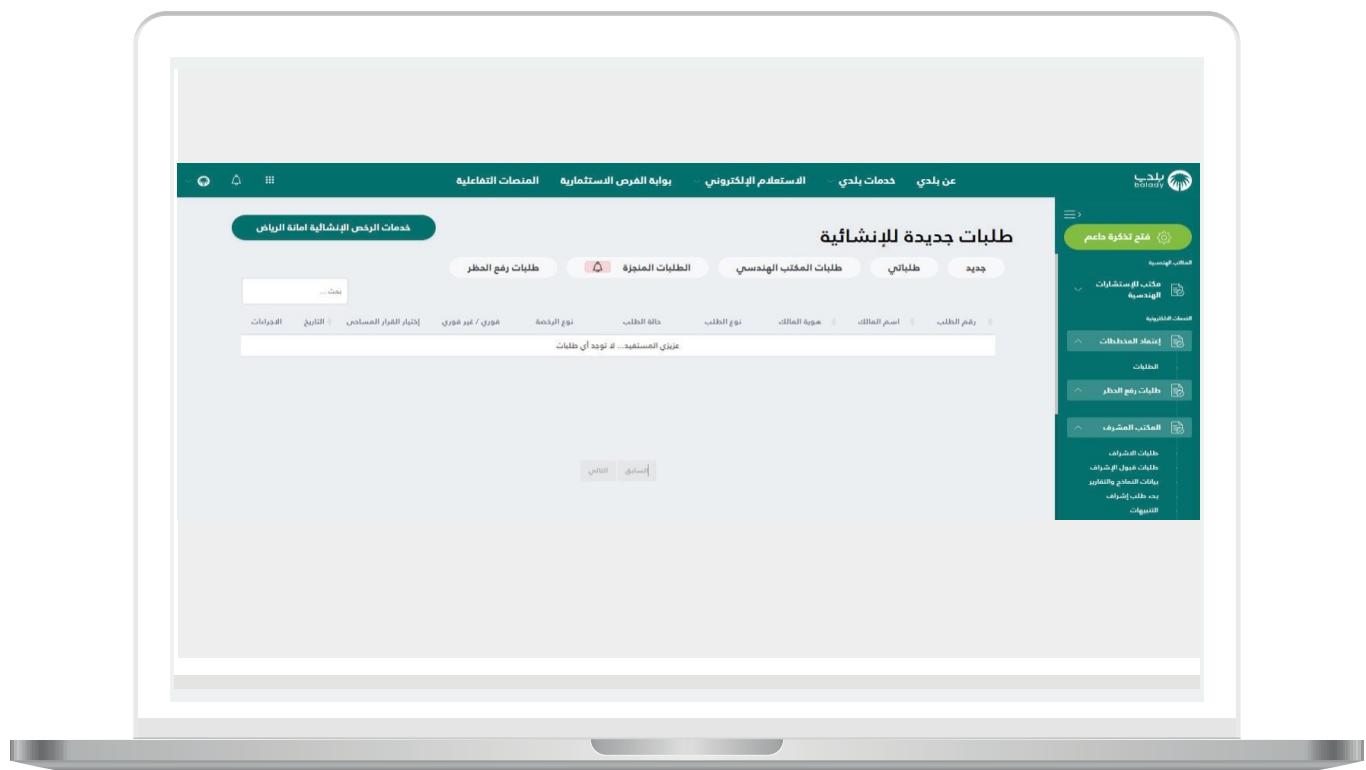


The system will display the login screen, where users can log in using one of the following methods:

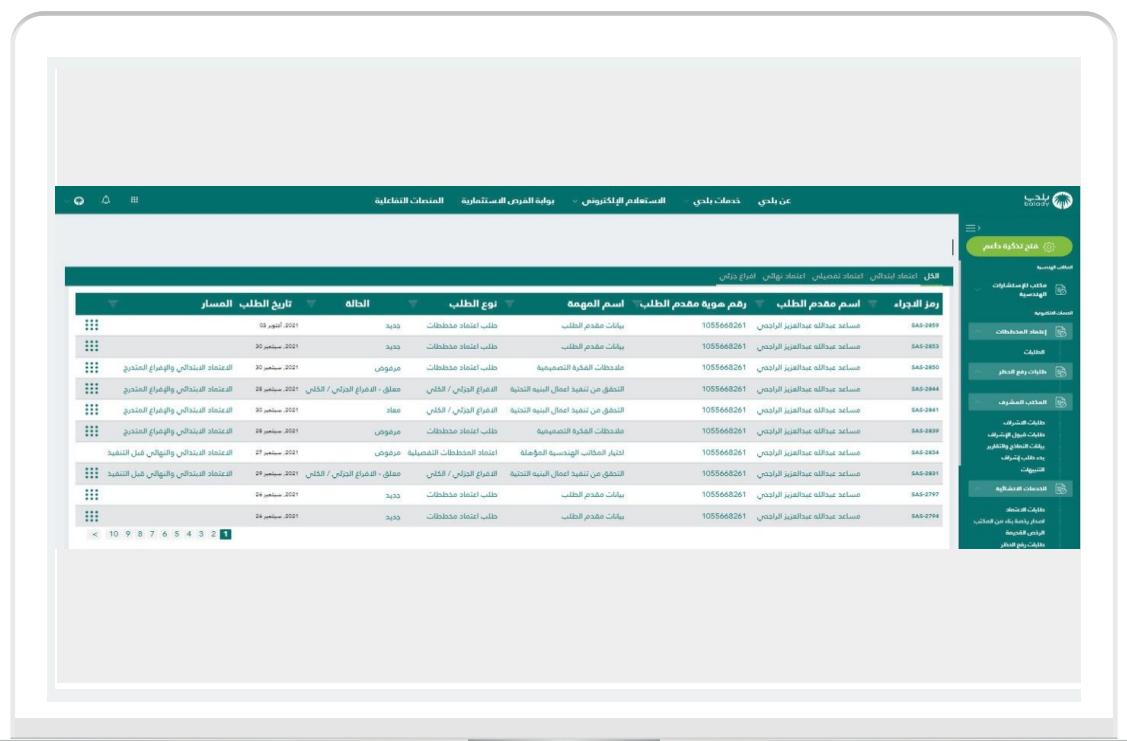
- 1) Create an account in (Balady).
- 2) Log in via the (Unified National Access (Absher)).



The system displays the office's activities and associated requests, allowing the user to select Private Land Schemes Approval Requests.

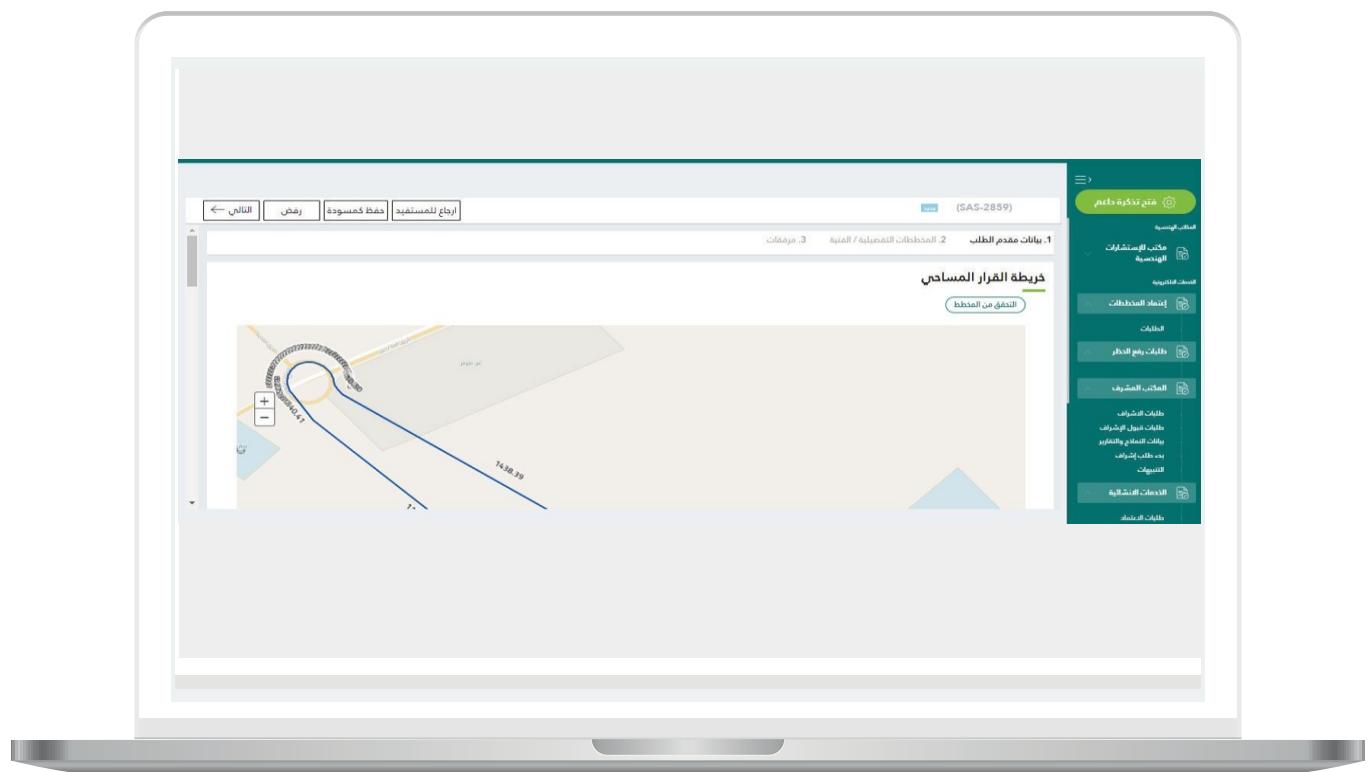


The system then displays the engineering office's requests, which can be filtered based on their status. The user clicks the Action Icon to open the request details.



The user clicks Verify the Scheme, and the system displays the following information: (Cadastral decision map, Applicant details, Surveying data, Applicant's attachments, Applicant's comments, Title deed data). The user can then choose one of the following actions:

- 1) Return to the applicant
- 2) Save the request
- 3) Reject the request.
- 4) Proceed to the next step



The system displays the applicant's details, the cadastral decision, and title deed data retrieved from the Ministry of Justice.

The screenshot shows a user interface for the Private Land Schemes Approval System (SAS). At the top, there are several buttons: 'الالالن' (Arabic), 'رقم' (Number), 'مساحة' (Area), 'مخطط كمسورة' (Enclosed Plan), 'مخطط لمسقىد' (Plan for Occupant), and 'إرطع الممسقىد' (Display Occupant). On the right, there is a reference number: (SAS-2859). Below these are several input fields and labels in Arabic:

- البلدية المقربة: العدد (Local Authority: Number) - empty input field
- البلدية: أئمة العوالي المقربة (Local Authority: Imams of the nearby) - empty input field
- العنوان: (Address) - empty input field
- المساحة من الطبيعة: 678141.0 (Area from Nature: 678141.0) - input field
- المساحة من الملك: 5750 (Area from the Land: 5750) - input field
- اسم العكيل الهندسي: (Name of the Technical Agent) - empty input field
- تاريخ العداد: 1439/10/14 (Billing Date: 1439/10/14) - input field
- رقم الملك: 332505009444 (Land Number: 332505009444) - input field

At the bottom, there is a table with a green header:

رقم الملك	مساحة الأرض	طالة الملك
332505009444	5,750	سازن المخجول

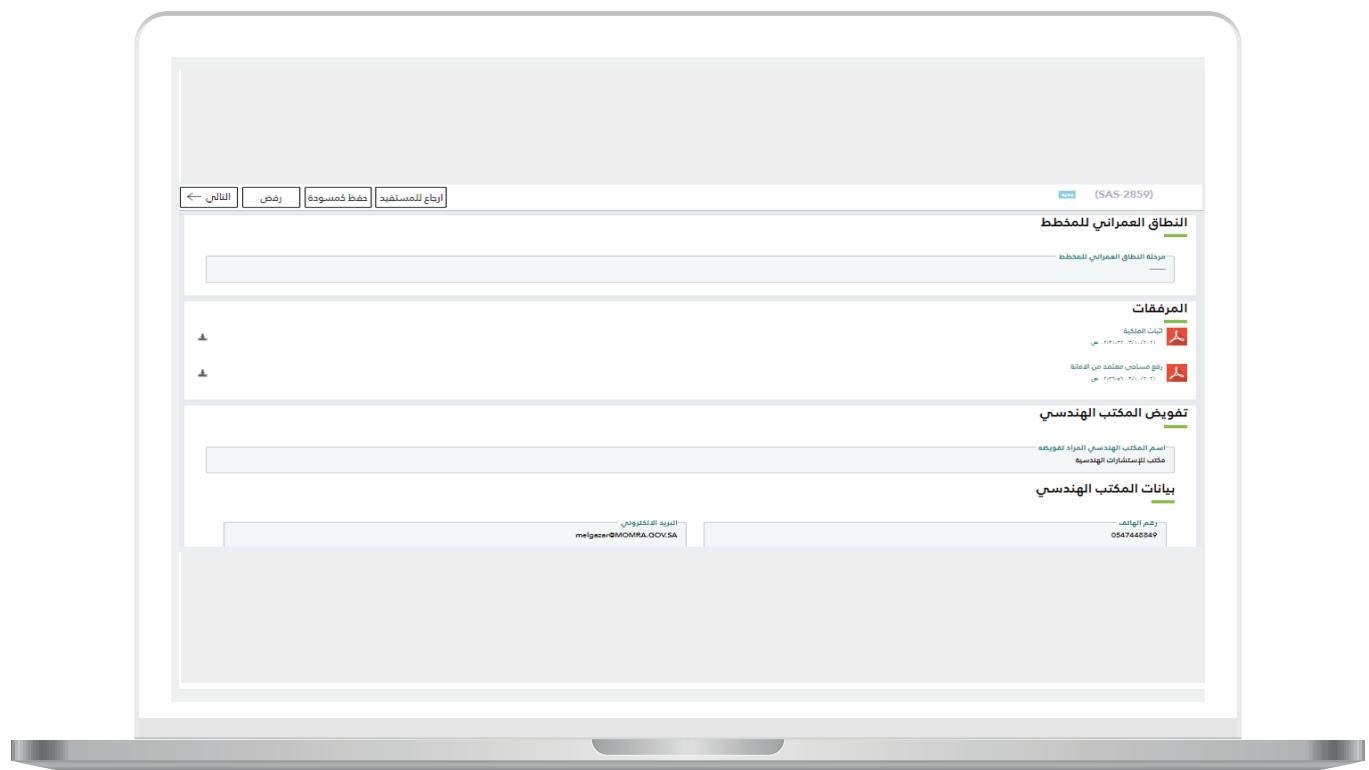
This step is related to the previous step.

بيانات مقدم الطلب

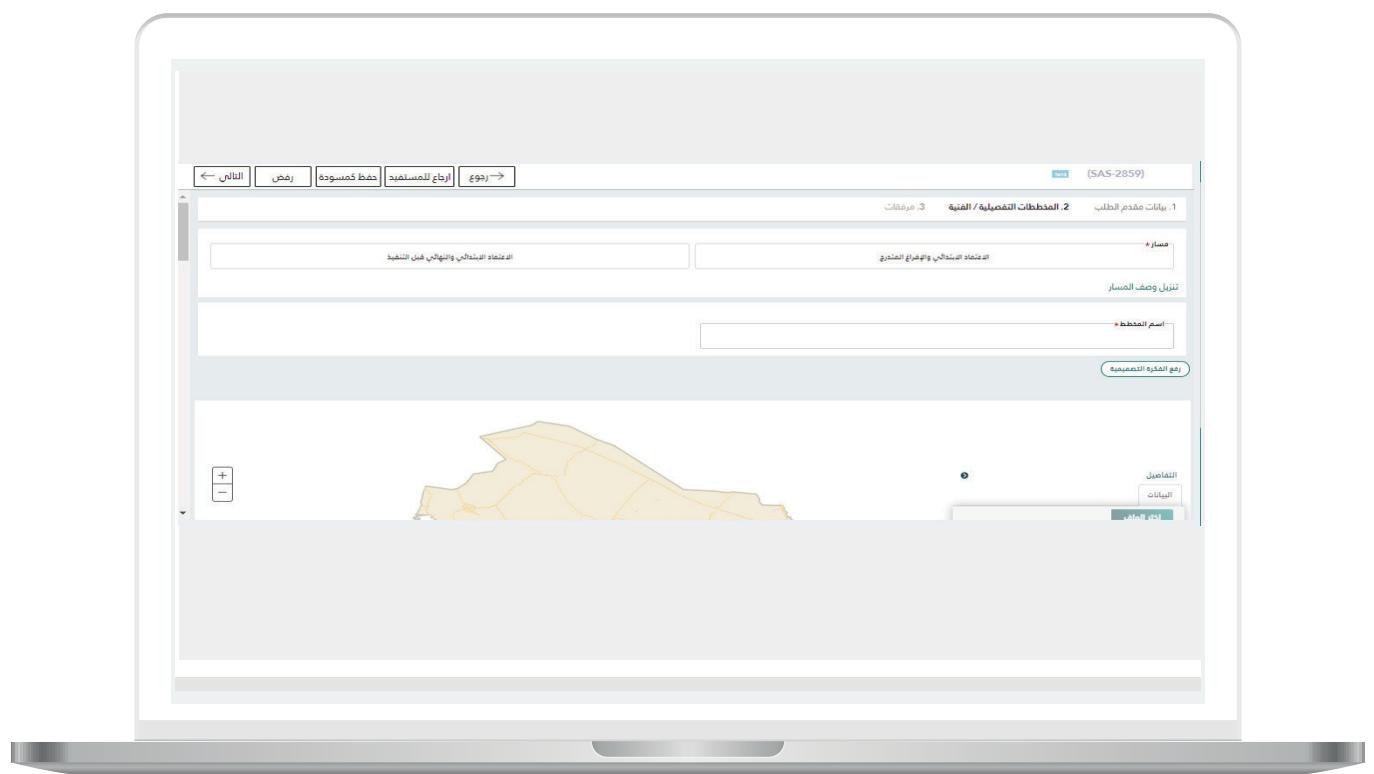
بيانات القرار المسادي

الاسم الكامل	مساعد عبدالله عبد العزيز الراسبي	نوع مقدم الطلب	مالي
البريد الإلكتروني	sara.mahfouz.othman@gmail.com	هاتف	0557019426
رقم الوطنية لمقدم الطلب 1055668261			
رقم القرار المسادي	43013394531		
البلدية	ألمدينة المنورة		
الموعد			

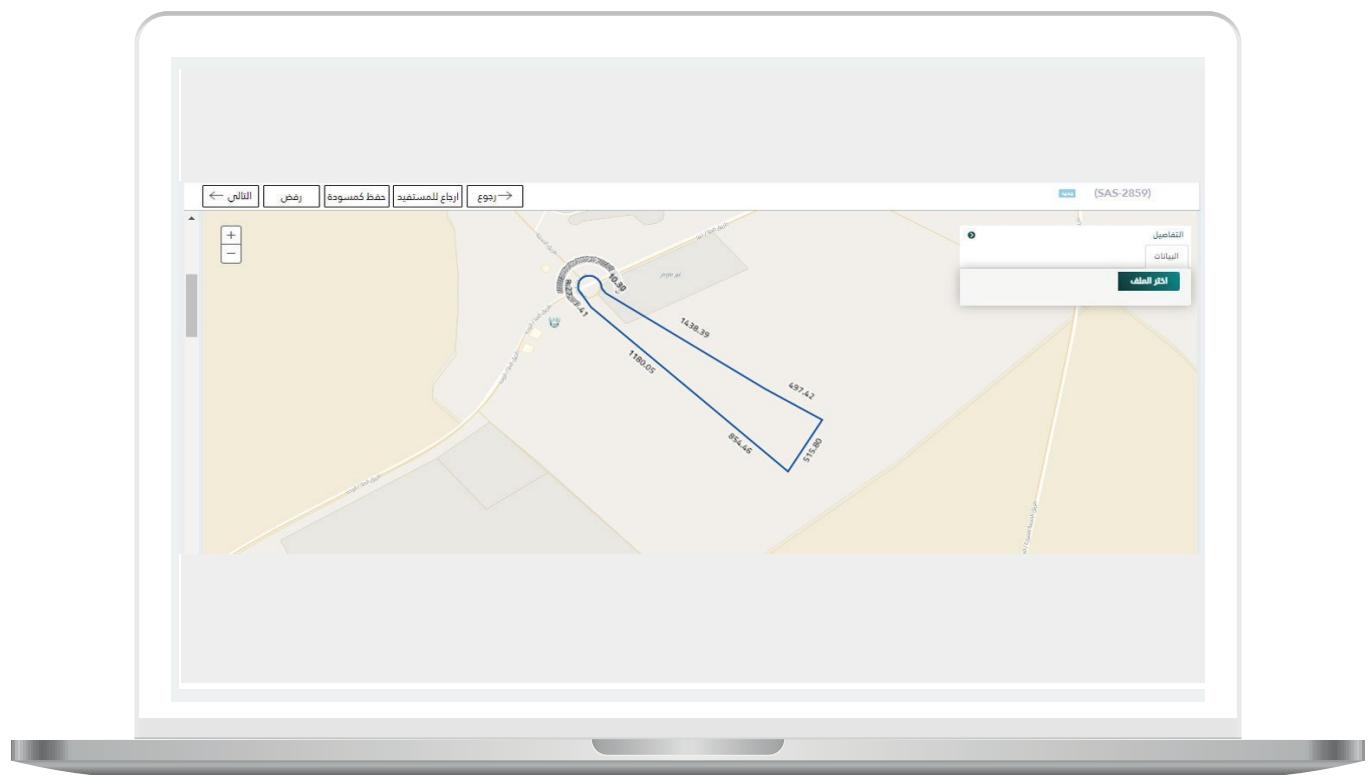
The system displays the urban boundary, the applicant's attachments, and the engineering office's details, then the user clicks Next.



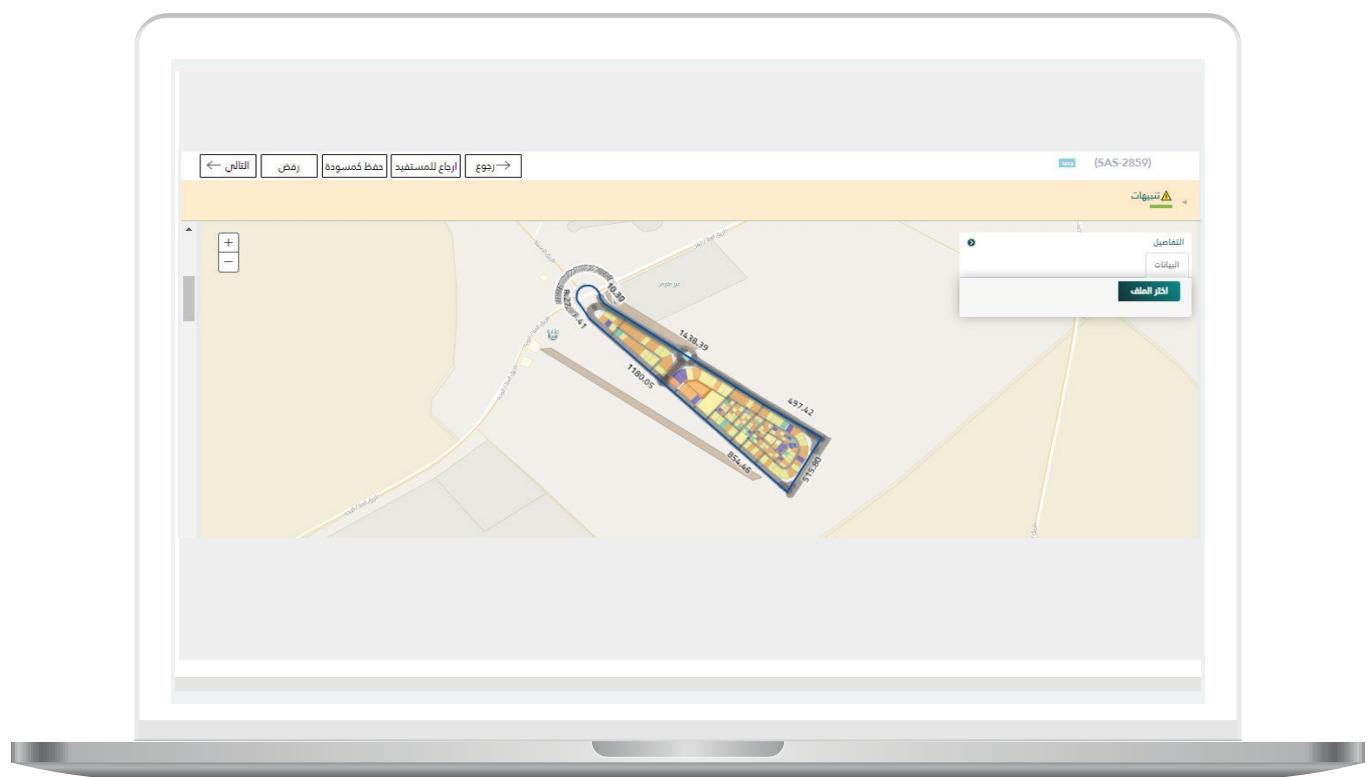
The user selects the Approval Track, downloads the track description, enters the expected scheme name, and uploads the Conceptual Design by clicking Upload Conceptual Design.



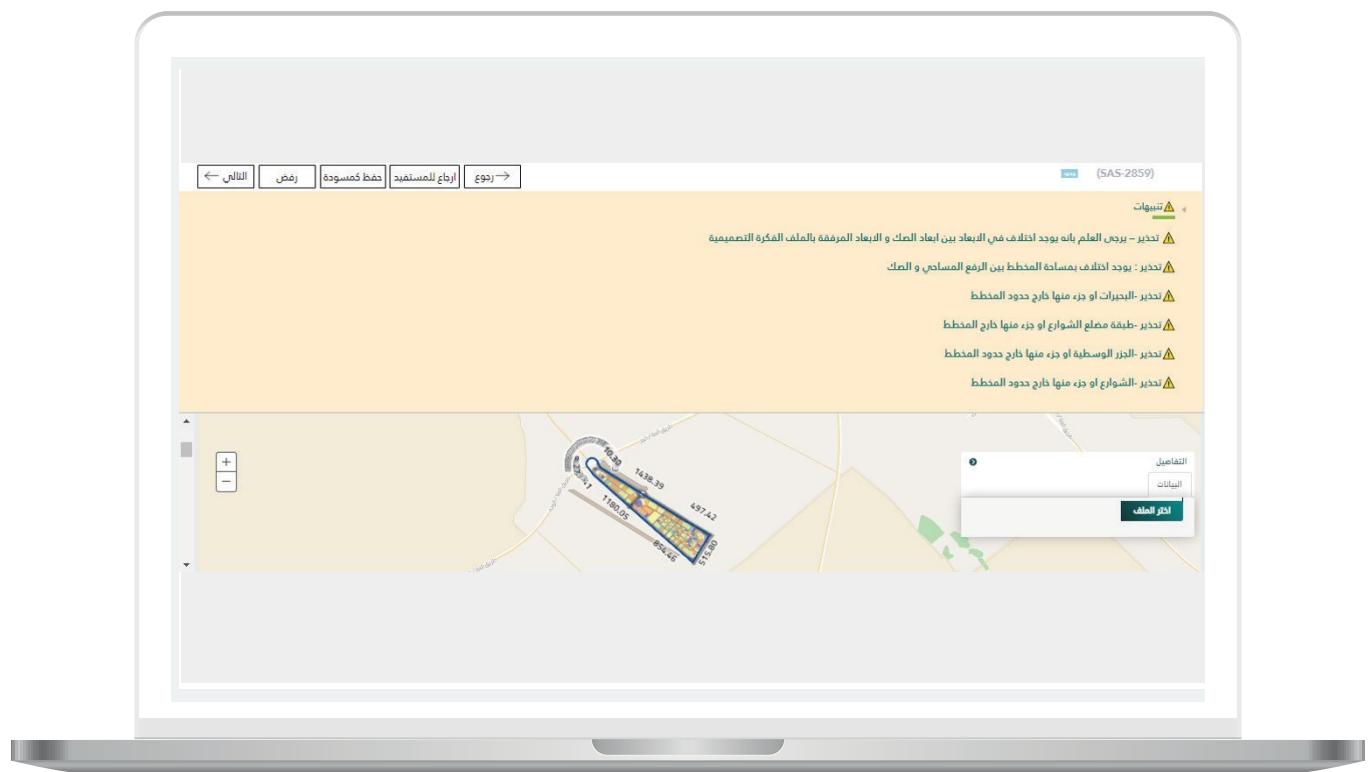
The conceptual design is uploaded by clicking **(Choose File)**.



The Conceptual Design is displayed on the map, along with the scheme-related notifications.

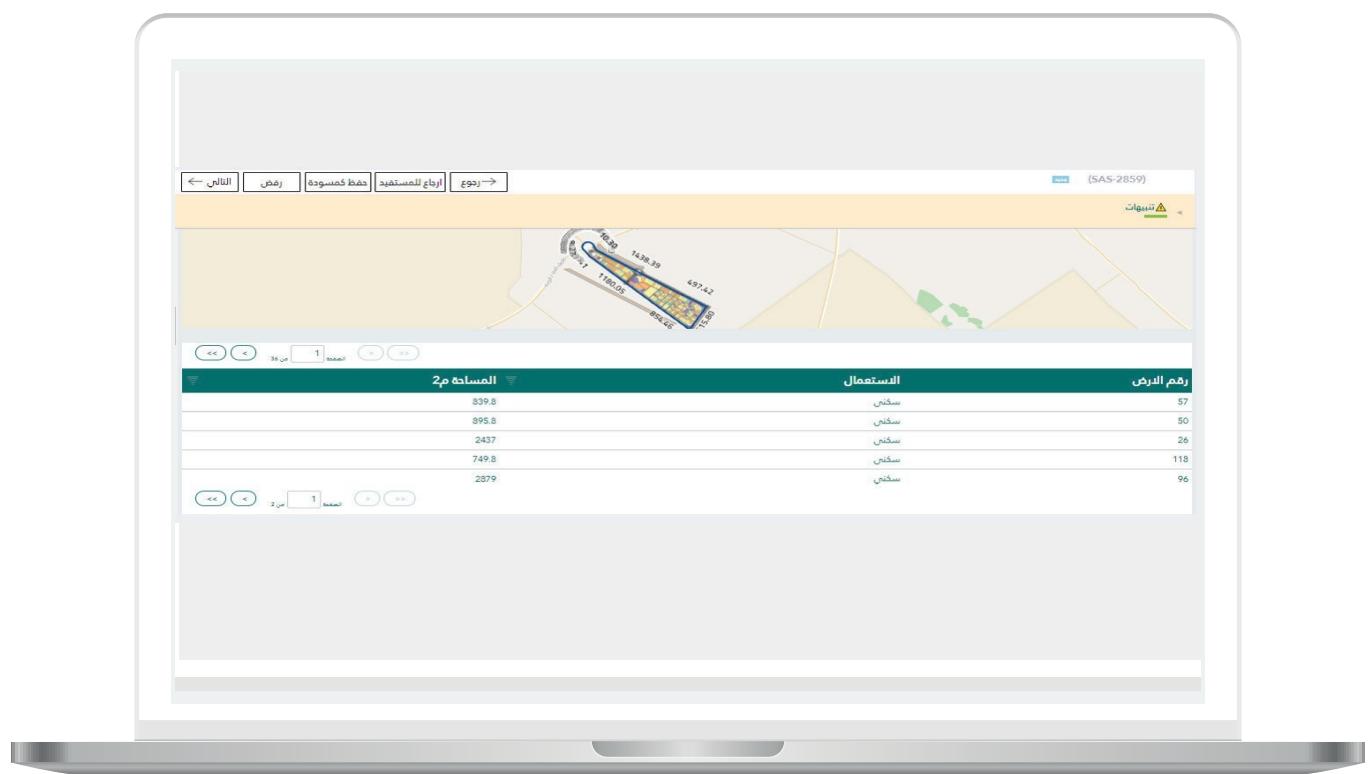


The notifications appear at the top of the screen, while the scheme details are displayed below the map.



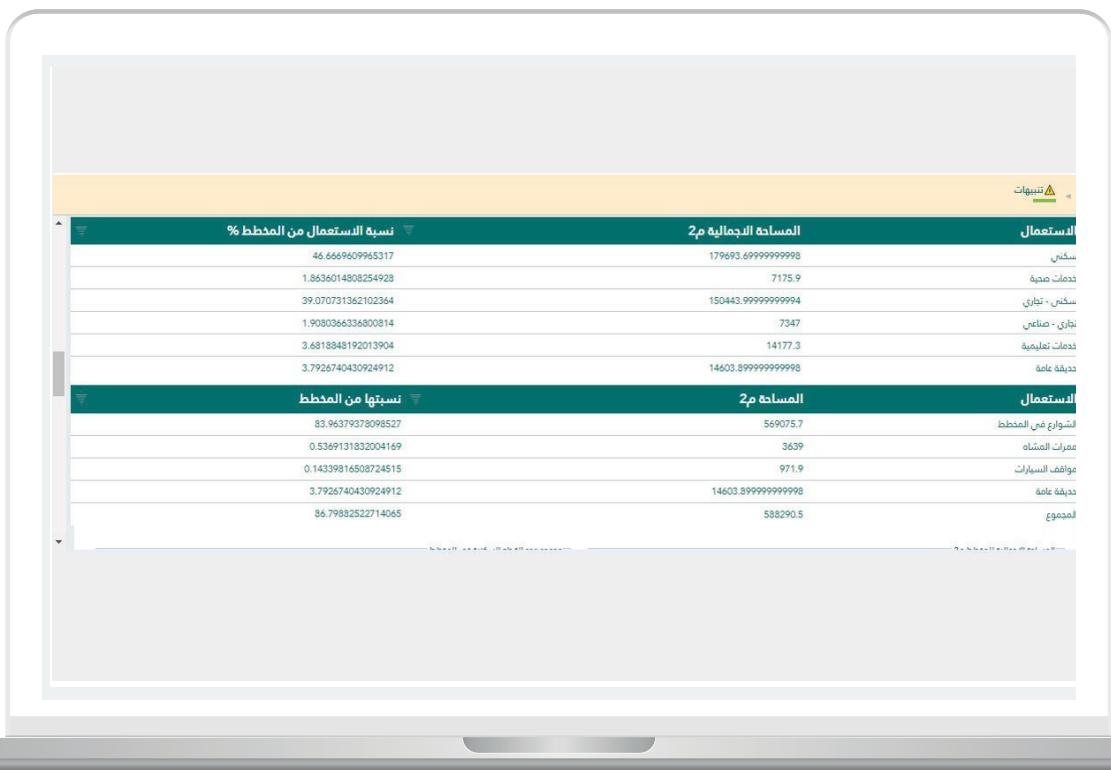
The scheme details displayed below the map include (**Land Table, Usage Table, Planning Ratio Table, Scheme Technical Statistics, Scheme Requirements**).

1) **Land Table:** This includes each plot's number, usage, and area in square meters.



2) Usage Table: This includes land usage, area, and percentage within the scheme.

3) Planning Ratio Table: This includes land usage, area, and percentage within the scheme.



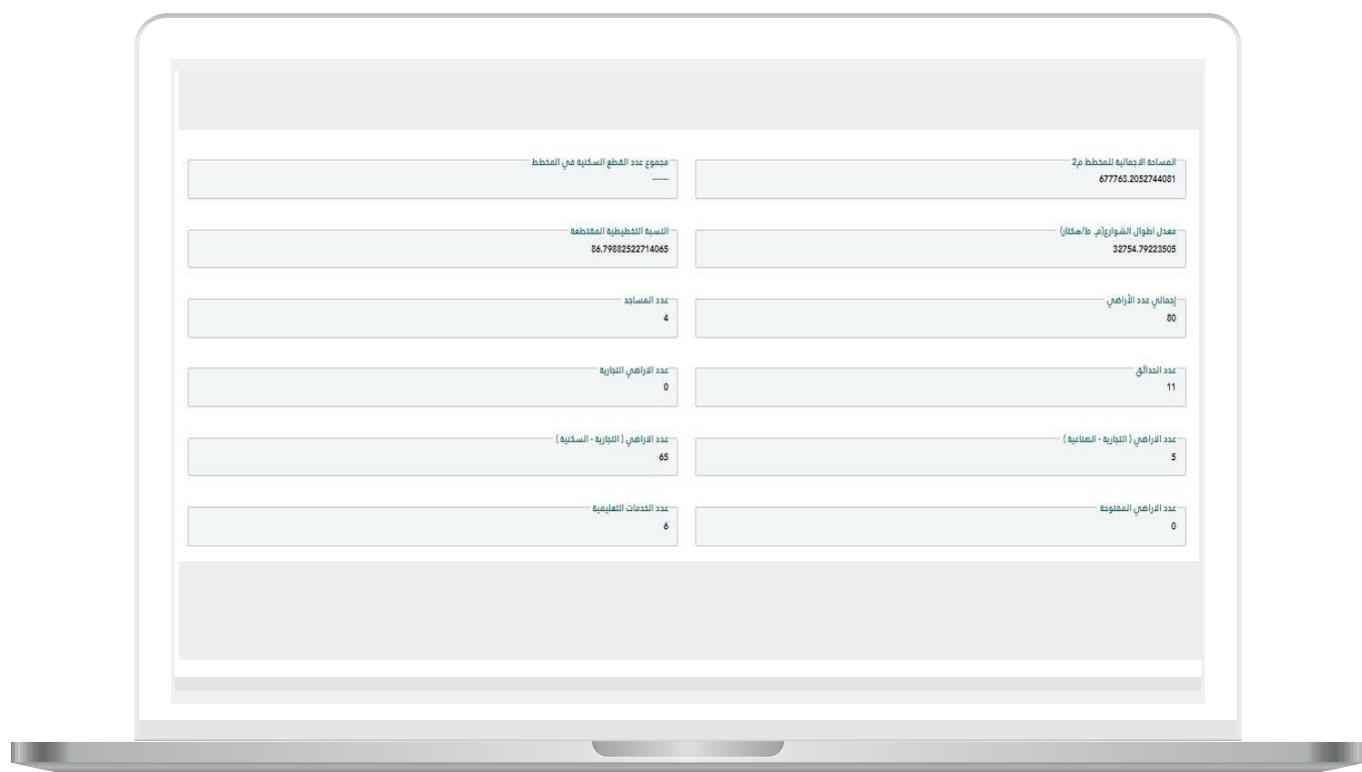
**الاستعمال**

النسبة المئوية من المخطط %	المساحة الجمالية م <sup>2</sup>	الاستعمال
46.6669609965317	179693.69999999998	سكنى
1.8636014908254928	7175.9	خدمات مجمدة
39.070731362102364	150443.99999999994	سكنى - تجاري
1.9080366336800814	7347	تجاري - مناخي
3.6818848192013904	14177.3	خدمات تعليمية
3.7926740430924912	14603.899999999998	جديدة عامة

**الاستعمال**

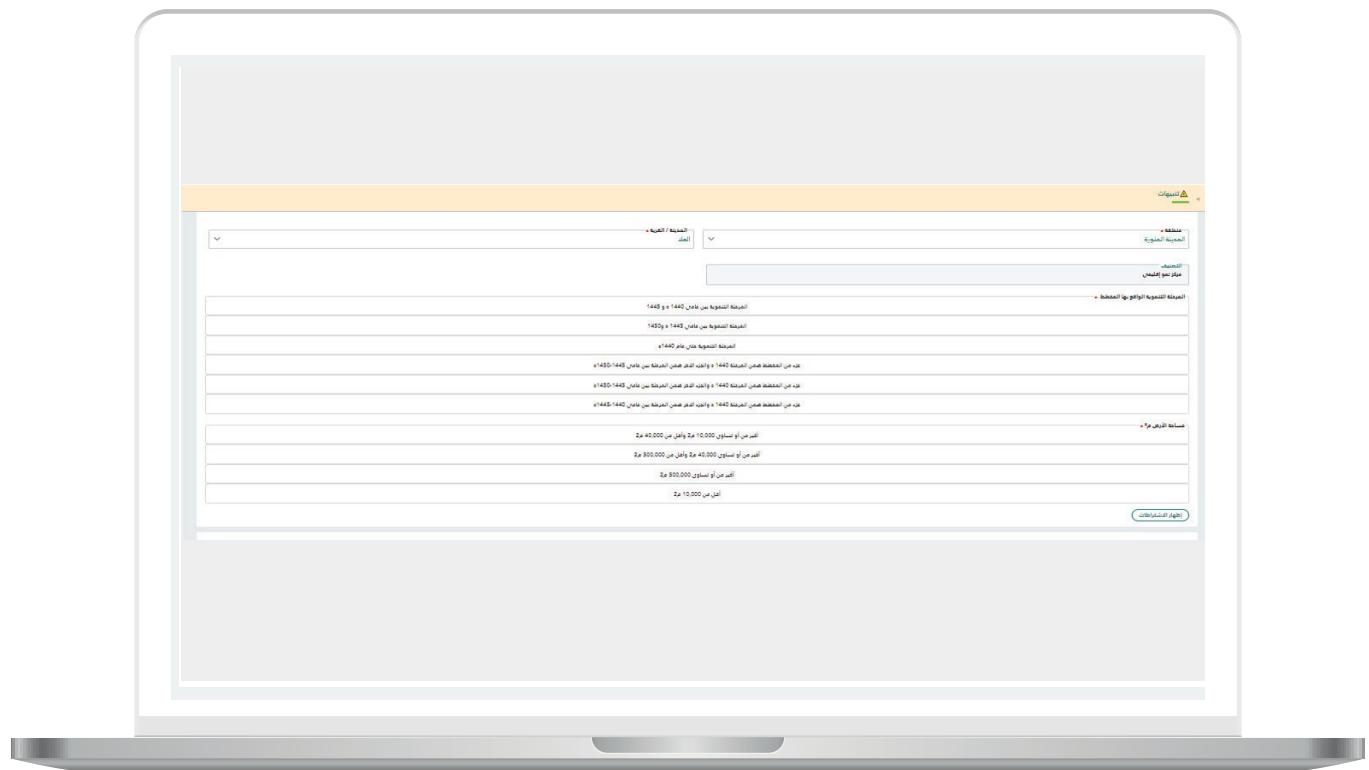
نسبة المخطط %	المساحة م <sup>2</sup>	الاستعمال
83.96379378098527	569075.7	الشوارع في المخطط
0.5369131832004169	3639	ممرات المشاة
0.14339816508724515	971.9	مواقف السيارات
3.7926740430924912	14603.899999999998	جديدة عامة
86.7988252714065	588290.5	المجموع

The system displays the scheme's statistical data, including: **(Total Scheme Area, Number of Residential Plots, Average Street Lengths, Planning Ratio, Total Number of Plots, Number of Mosques, Number of Parks, Number of Commercial Plots, Number of Open Spaces, Number of Educational Facilities, Number of Health Services, Number of Social Services, Number of Cultural Services, Number of Governmental Services, Number of Industrial Services, Number of Light Industrial Services).**

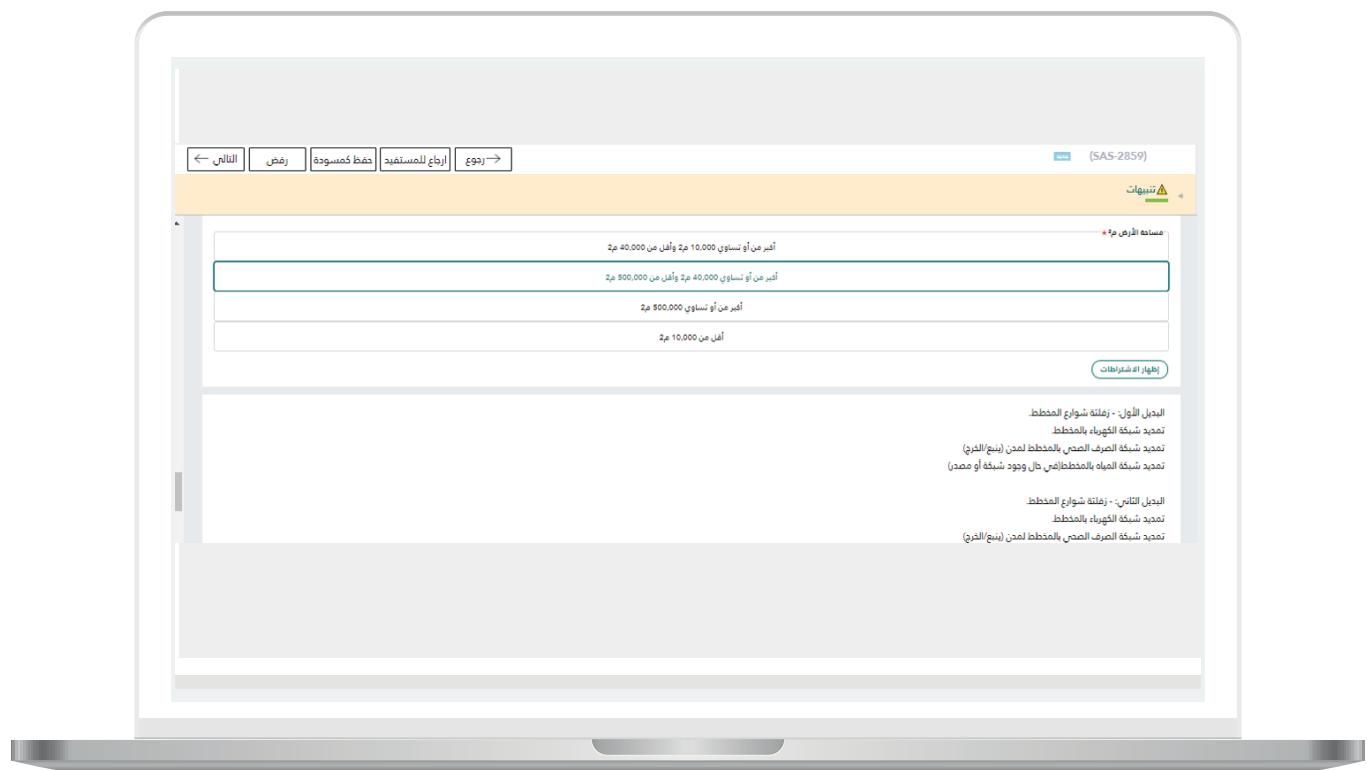


The Urban Boundary Requirements are displayed. The engineering office selects the values for the fields to retrieve the required regulations.

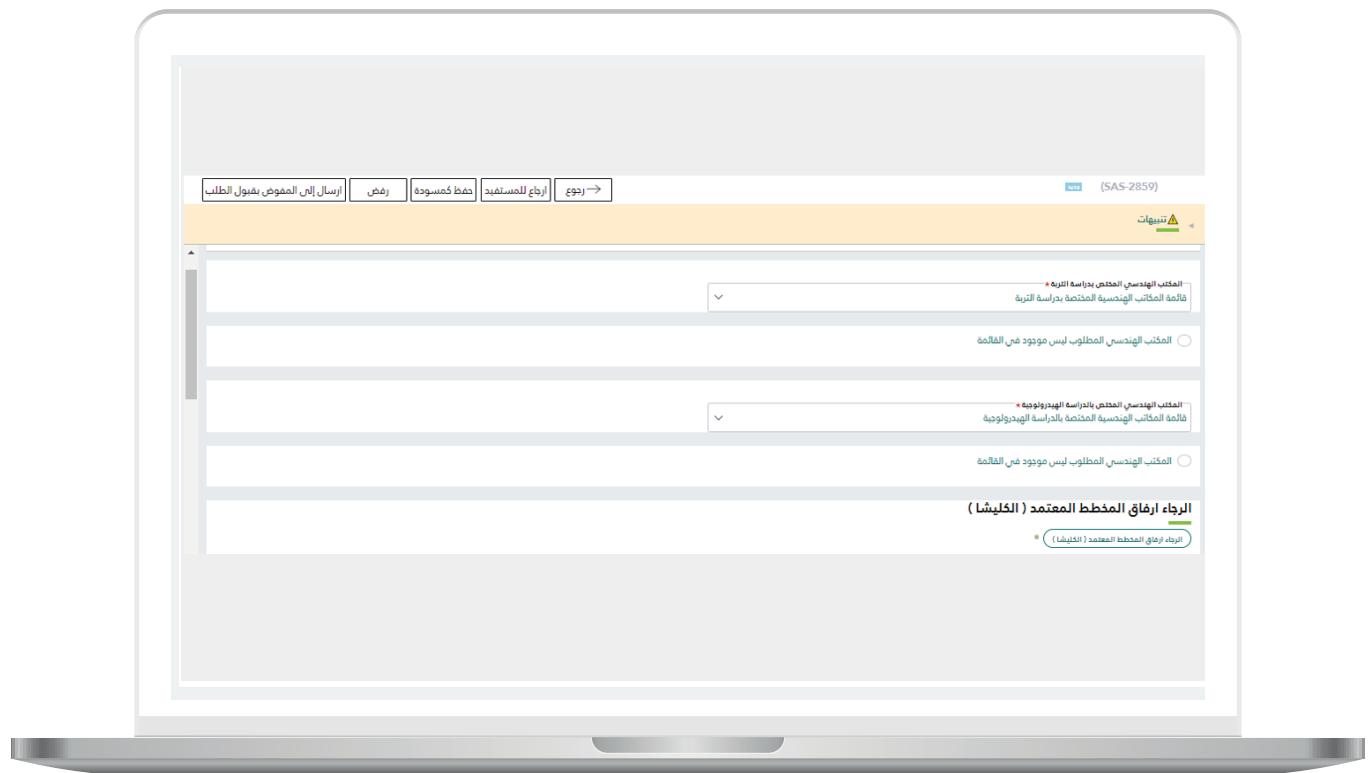
The fields are (Region, City or Village, Urban Boundary of the Scheme, Scheme Area).



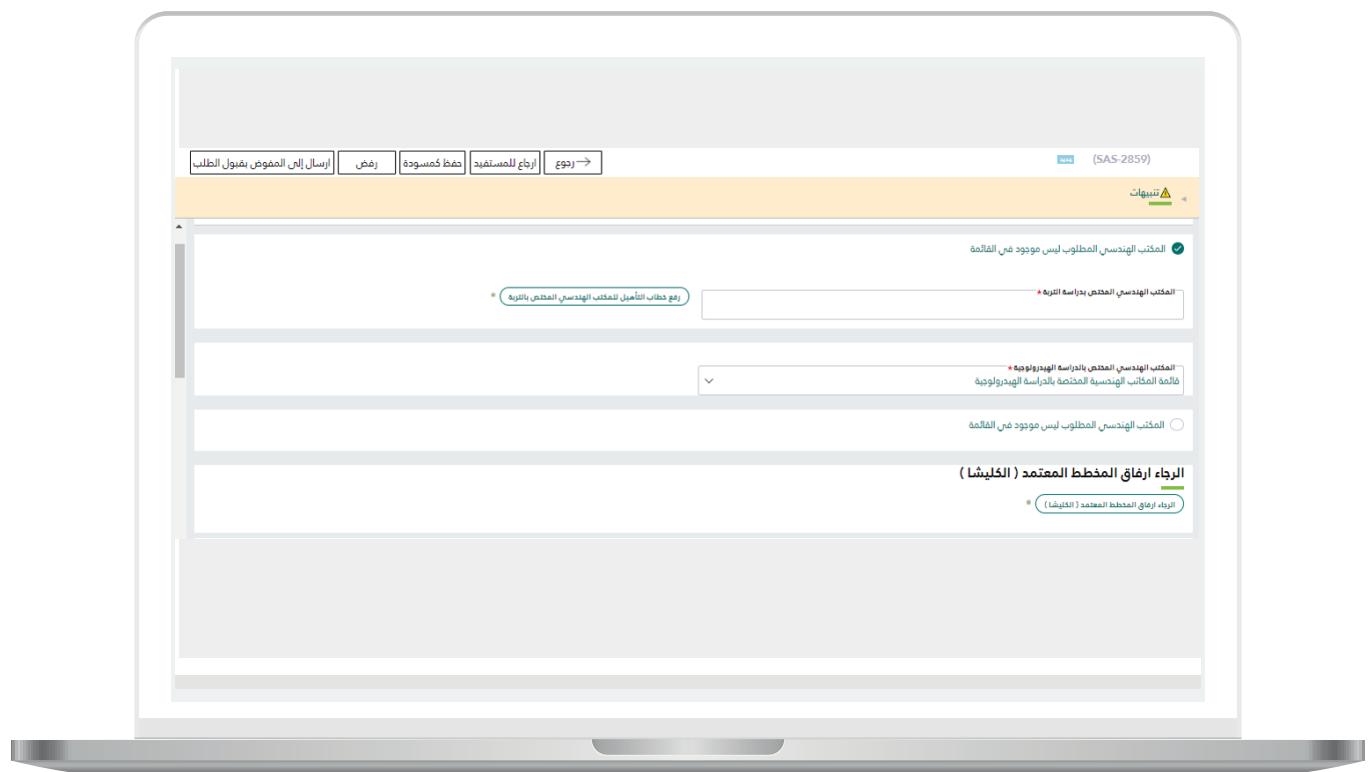
After selecting the required urban boundary regulations, the user clicks Show Regulations, and the scheme regulations are displayed. The user then clicks Next to proceed to the next page.



The Attachments Page is displayed, where the user selects the Accredited Soil and Hydrology Office. If the office is not listed, manual entry is enabled by clicking (The office is not in the list). If this option is selected, the user proceeds to the next step.

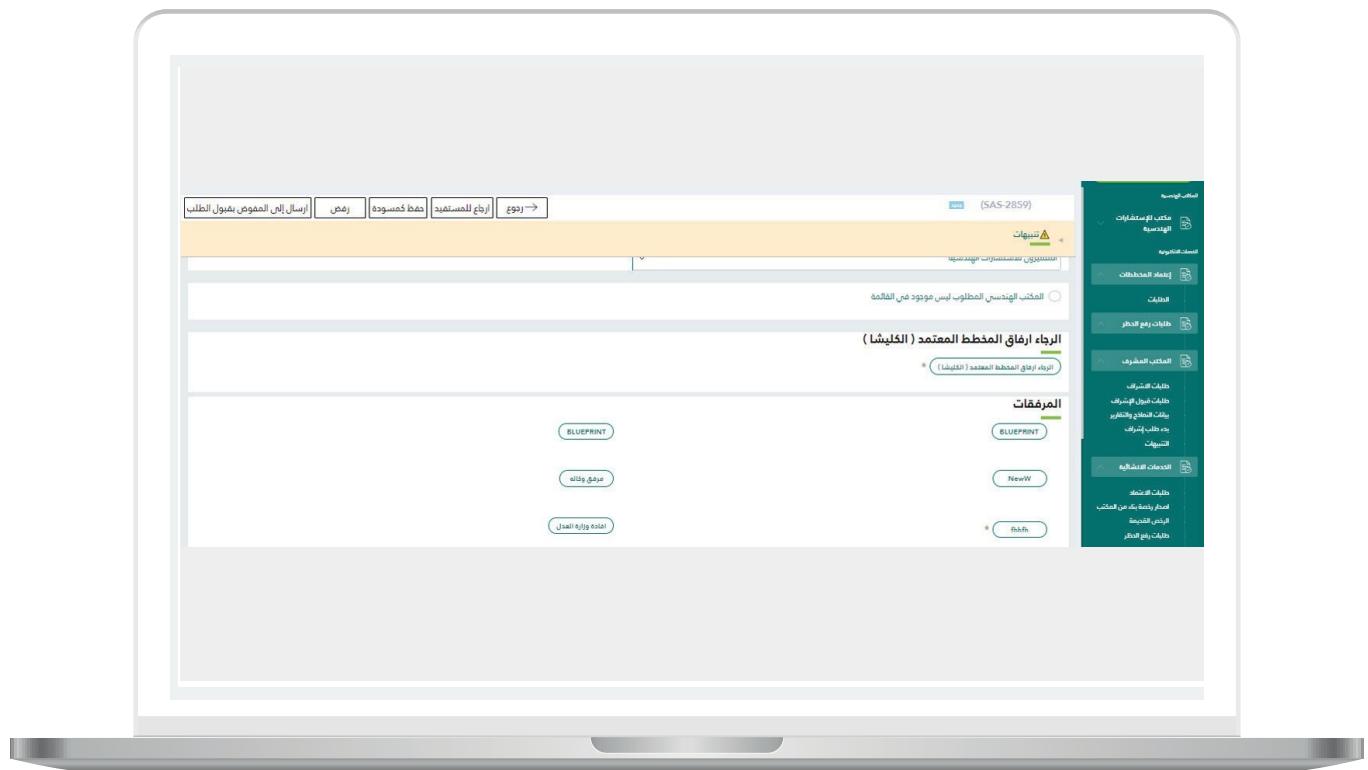


If the office is not listed in the selection, the user enters the office name manually, uploads the Qualification Letter, and the engineering office uploads the Scheme Layout.

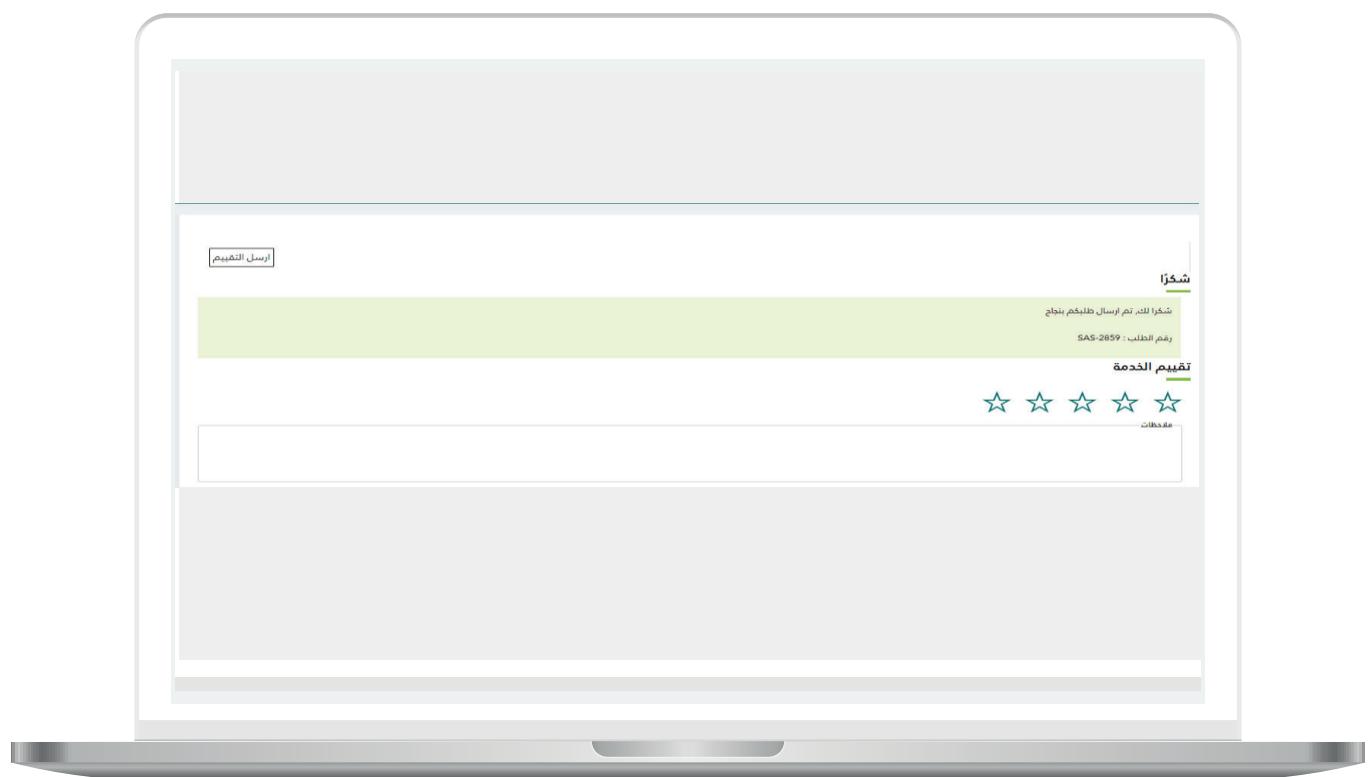


The user uploads the required attachments according to the system's settings. The user clicks on the Attachment Name icon to upload the required attachment.

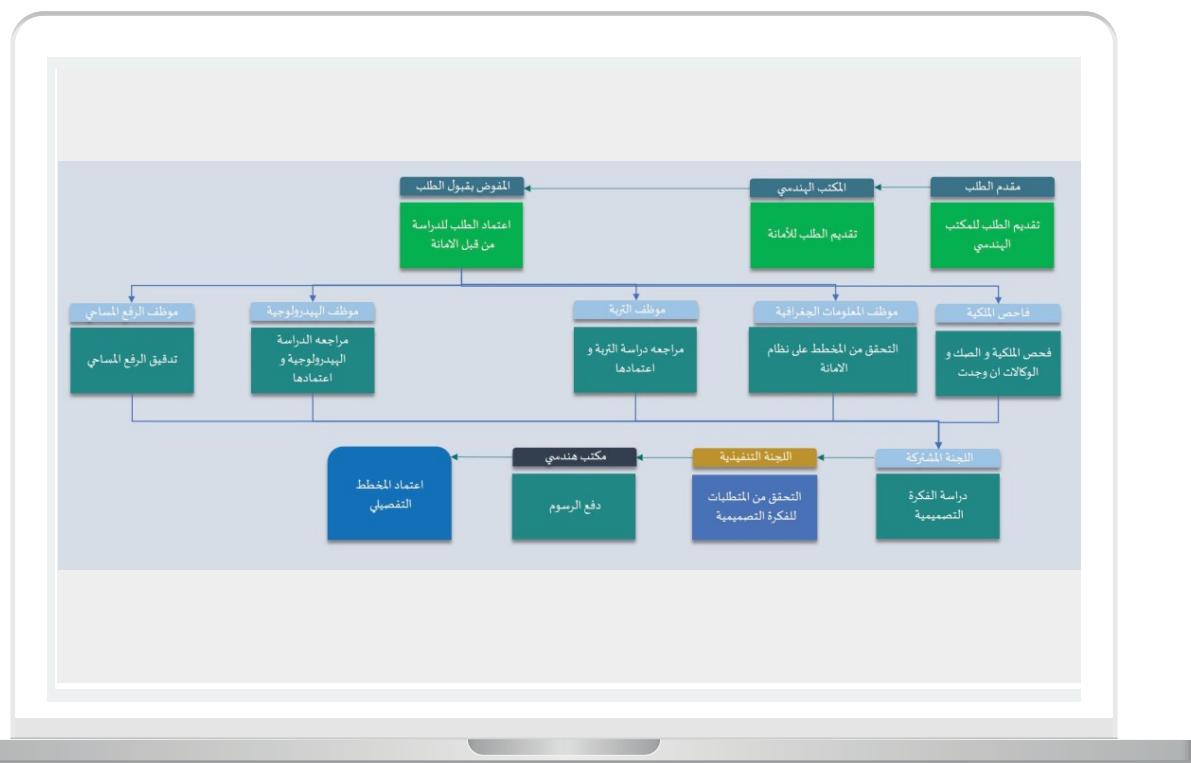
If a star (\*) appears next to an attachment, it is mandatory. The user then clicks Submit to Authorized Entity at the Municipality.



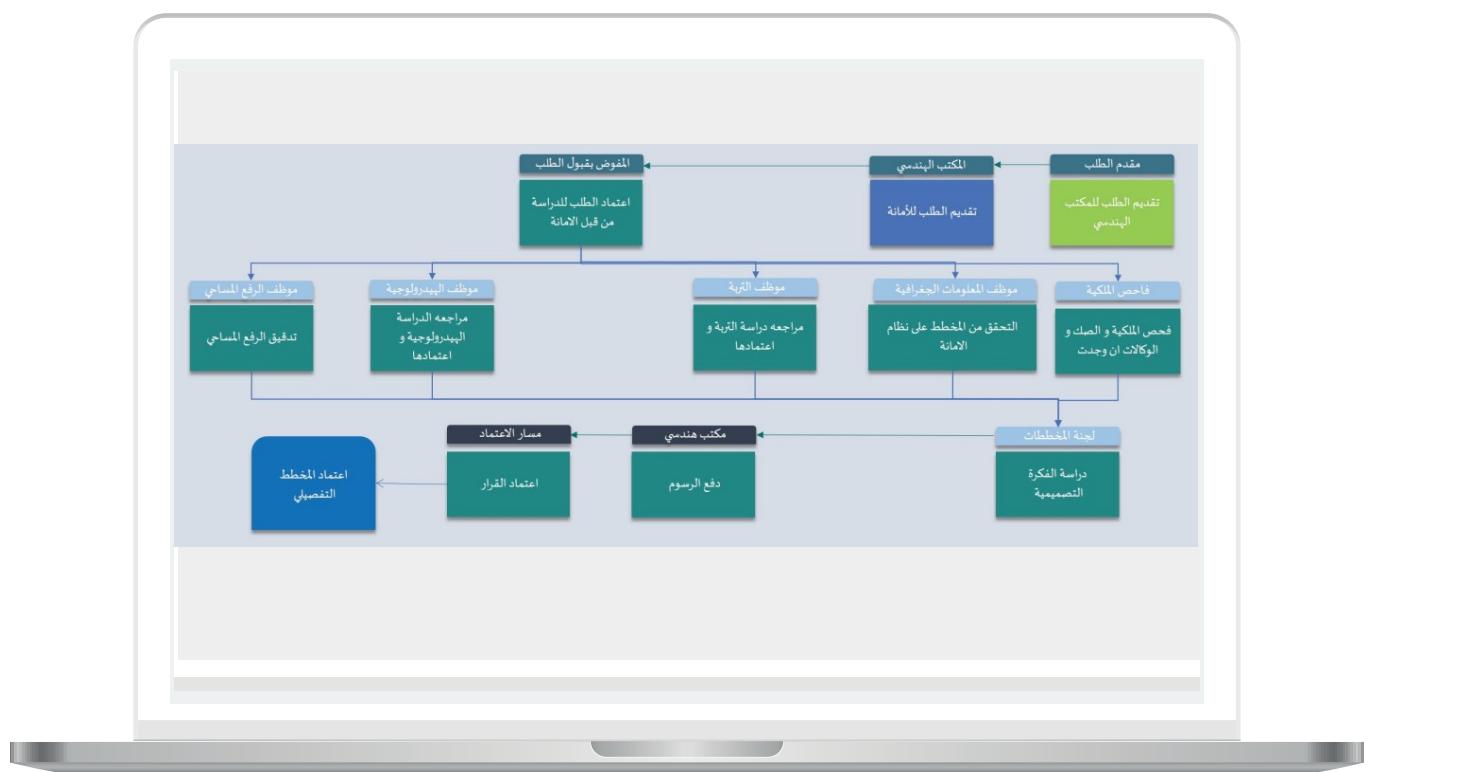
The system displays a message confirming that the request has been successfully submitted, and the request number is shown for tracking by the engineering office. The engineering office evaluates the service, provides feedback by entering comments in the Comments Field, and submits the evaluation.



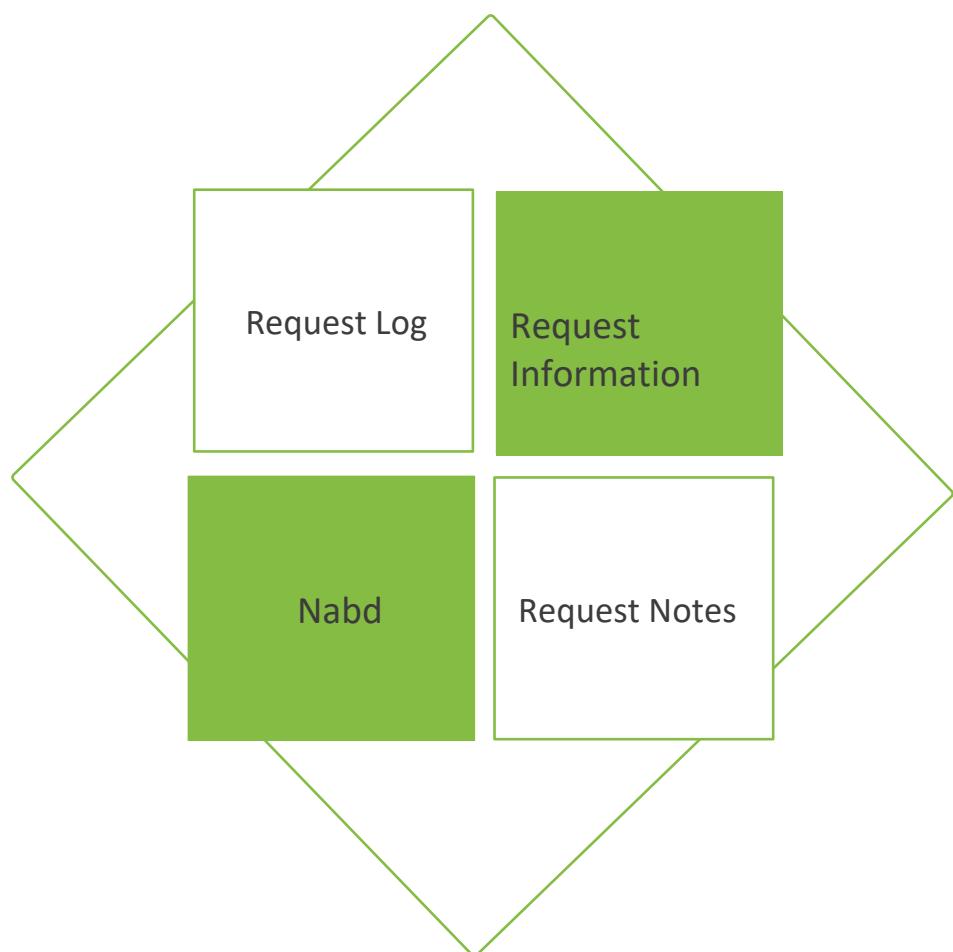
## Workflow Diagram for Preliminary Approval (If a Design and Planning Authority Exists)



## Workflow Diagram for Preliminary Approval (If No Authority Exists)



## Municipality Employee Features



## Request Data at the Municipality

Land Scheme  
Statistical  
Data

Land and Usage  
Data, Planning Ratio,  
Boundary Table

Conceptual  
Design Map

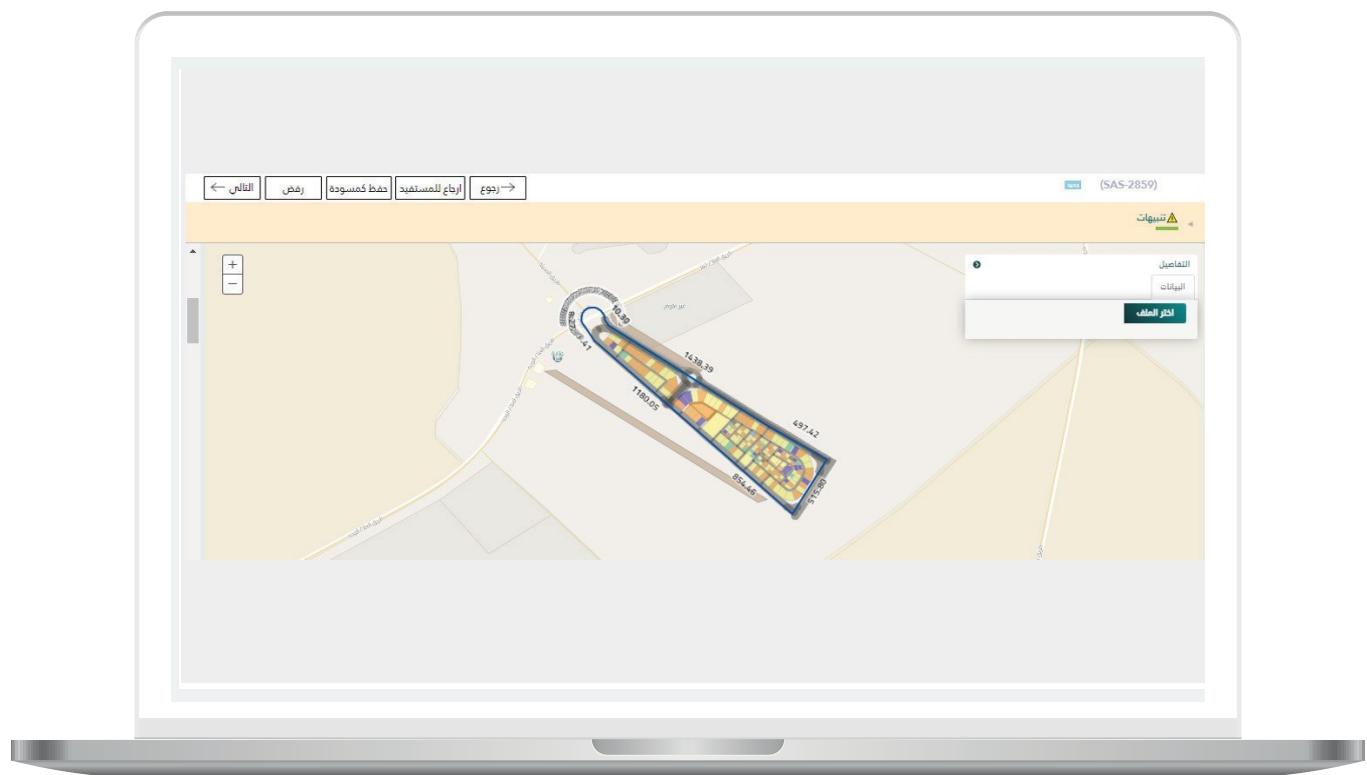
Request  
Attachments  
and Notes

Engineering Office Data

Title Deed Data  
from the  
Ministry of

## Review of Private Land Scheme Approval Request (Within Development Stages)

### Conceptual Design Map



## Land and Usage Data, Planning Ratio, Boundary Table

Table 1: Boundary Table from the Cadastral Decision.

Table 2: Land Table (Includes: Plot Number - Usage - Area).

Table 3: Usage Table (Includes: Usage - Area - Percentage of the Scheme).

Table 4: Planning Ratio Table (Includes: Usage - Area - Percentage of the Scheme).

النوع	مساحة الحدود	وصف الحدود	نوع الحد	نوجة
1428.39	50	عرض 15 متر	شارع	شمال
854.46	50	عرض 30 متر	شارع	الجنوب
1013.22	115	عرض 15 متر وارتفاع عرض 8 متر	شارع	شرق
1180.05	115	عرض 60 متر	شارع	غرب
<b>إجمالي عدد الأراضي</b>				

رقم الأرض	الاستعمال	المساحة م²
57	سكنى	839.8
50	سكنى	895.8
26	سكنى	2437
118	سكنى	749.8
96	سكنى	2879

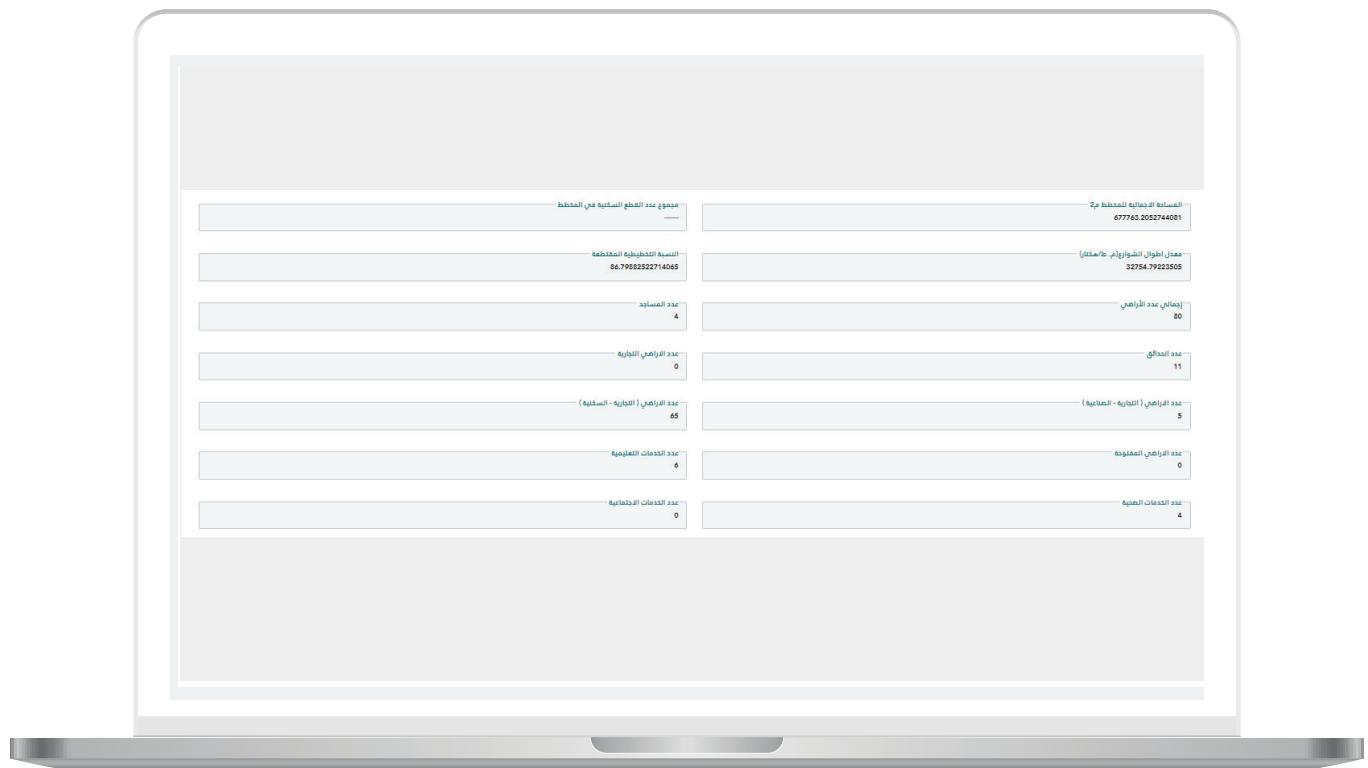
الاستعمال	المساحة الكلية م²	نسبة الاستعمال من المخطط %
سكنى	179693.69999999998	46.669609965317
خدمات مدنية	7175.9	1.8453614808254928
سكنى - تجاري	150443.99999999994	39.070731362102364
تجاري - مكاتب	7347	1.90803663386800814
خدمات تعليمية	14177.3	3.6818848192013904
خدمة عام	14603.899999999998	3.7926740430924912

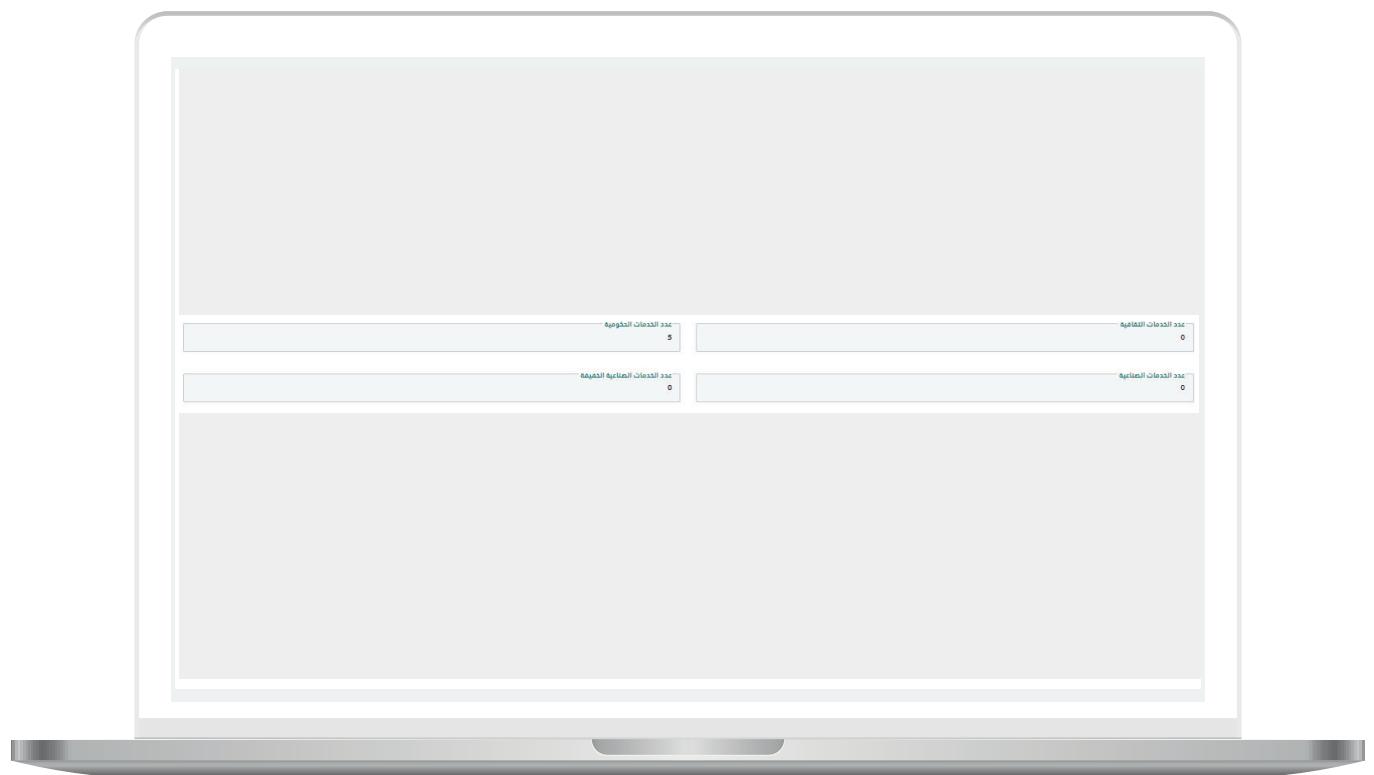
الاستعمال	المساحة م²	نسبة من المخطط %
الشوارع في المخطط	569075.7	33.95379378098527
عمارات الملاهي	3859	0.5369191832004169
مواقف السيارات	971.9	0.143399816508724515
خدمة عام	14603.899999999998	3.7926740430924912
المجموع	588290.5	86.79882522714065

## Land Scheme Statistical Data

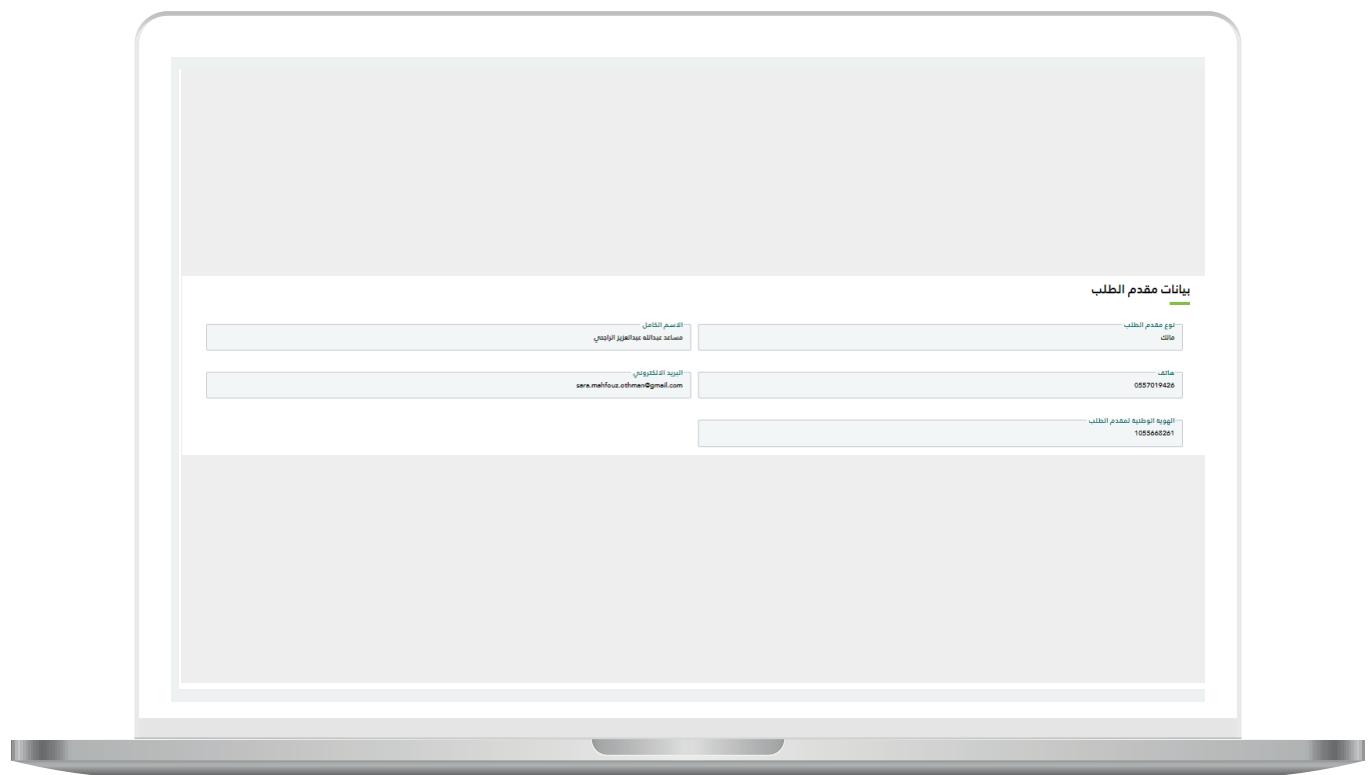
Number of parks	Number of mosques	Number of plots	Planning ratio	Average street lengths	Number of residential plots	Total area
Number of social services	Number of health services	Number of educational services	Number of open land plots	Number of commercial-residential plots	Number of commercial-industrial plots	Number of commercial plots



Number of governmental services	Number of cultural services
Number of light industrial plots	Number of industrial services

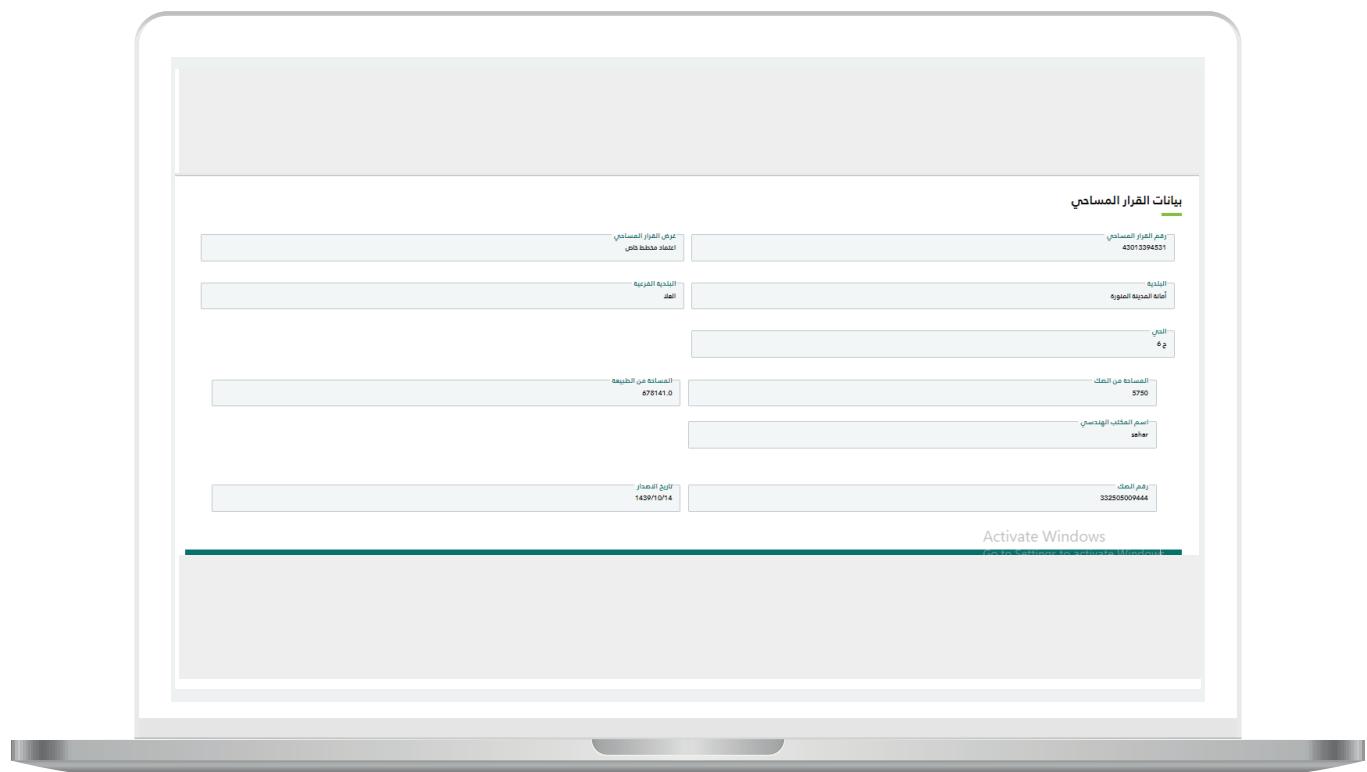


## Applicant Information.



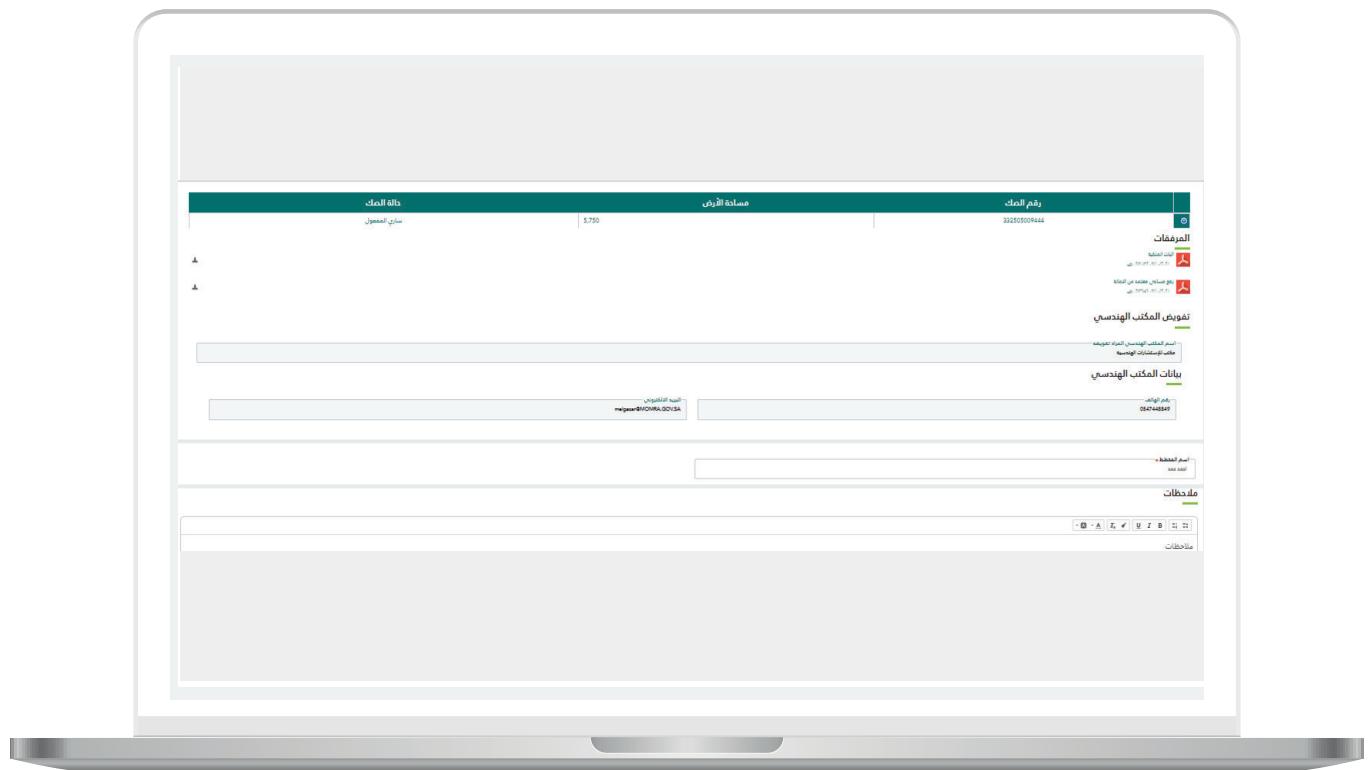
## Cadastral Decision Details

District	Secretariat	Municipality	Purpose of the Decision	Cadastral Decision Number
Title Deed Date	Title Deed Number	Engineering Office Name	Area from Survey	Area from Title Deed

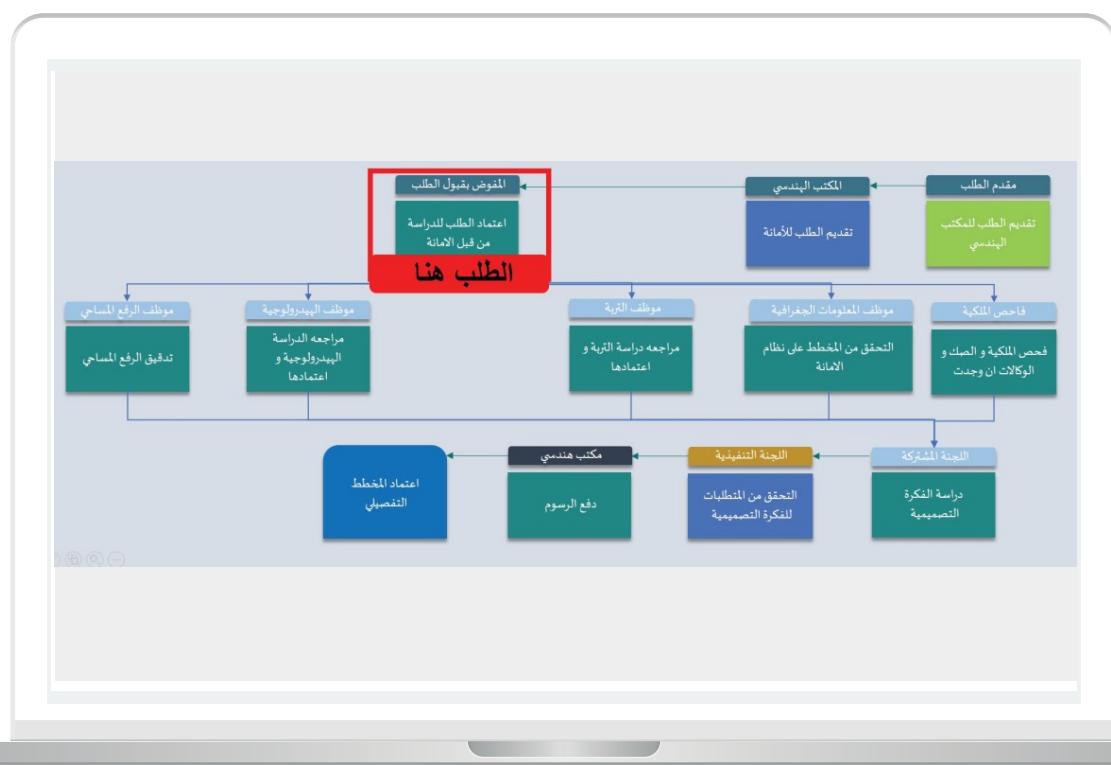


## Title Deed Information

Notes	Land Scheme Name	Engineering Office Data	Request Attachments	Title Deed and Its Details
-------	------------------	-------------------------	---------------------	----------------------------



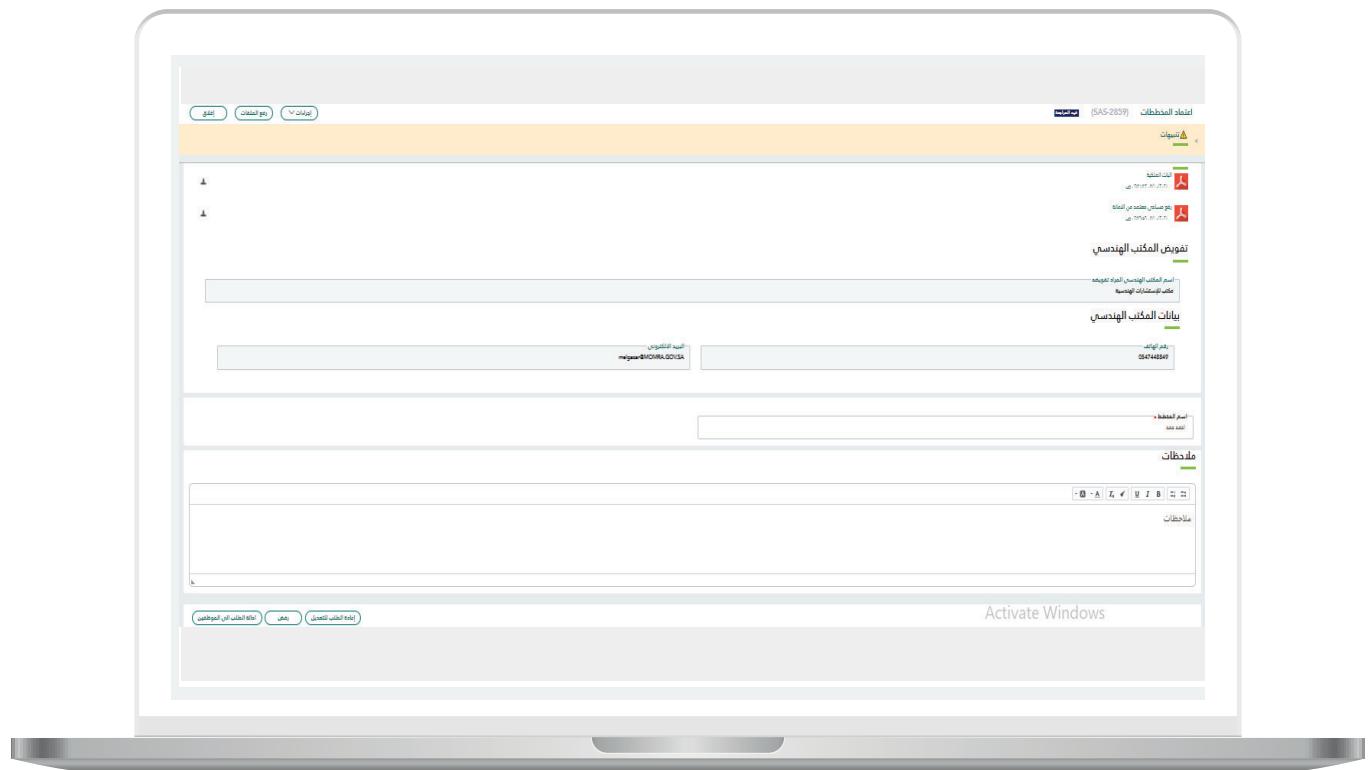
## Workflow Diagram for Preliminary Approval (If a Design and Planning Authority Exists)



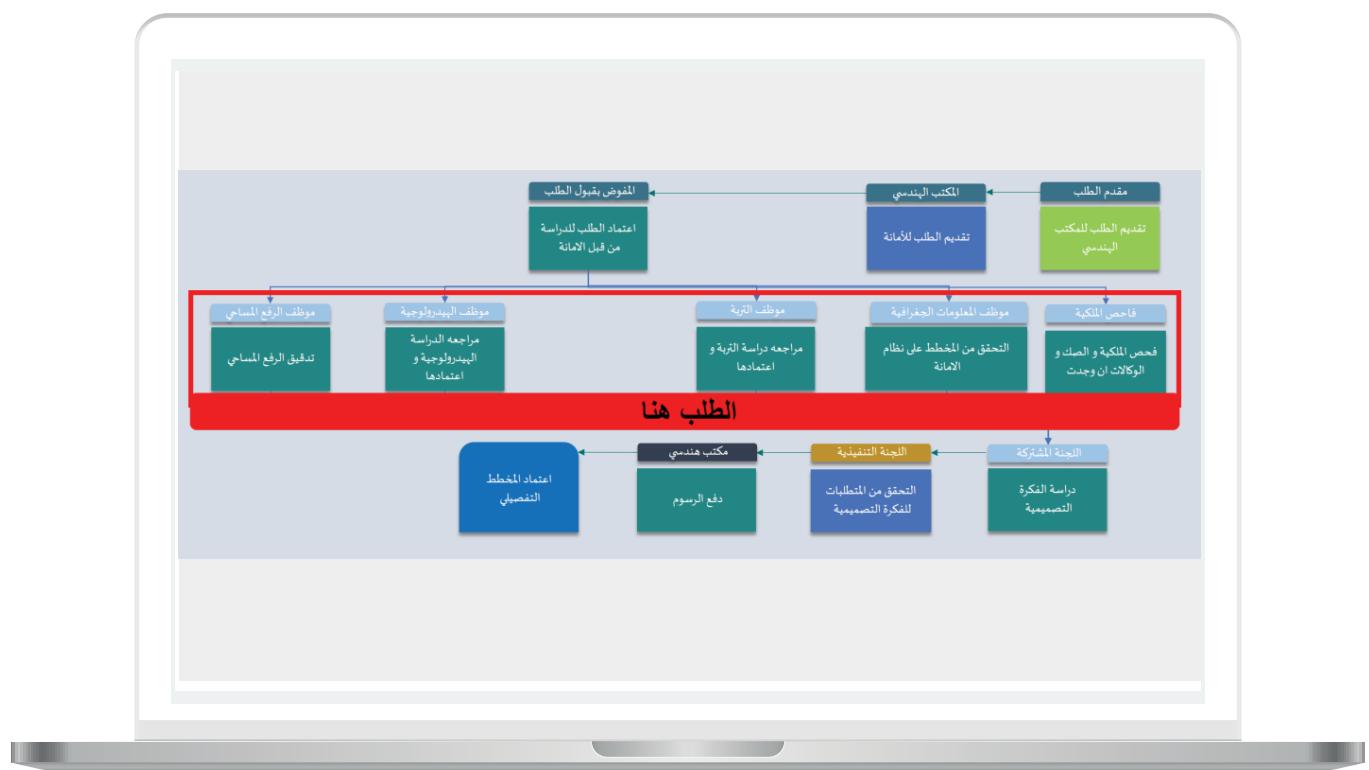
## Review of Private Land Scheme Approval Request Within Development Stages (Authorized Request Approver)

The system displays the request details as explained above, and the user makes a decision from the following options:

- 1) Return for Modification (Send the request back to the engineering office).
- 2) Reject (Send the request back to the engineering office).
- 3) Refer the Request to Staff (Forward the request to the technical staff at the municipality, including soil engineer, hydrology specialist, cadastral survey officer, ownership verification officer, geographic information officer).



## Workflow Diagram for Preliminary Approval (If a Design and Planning Authority Exists)

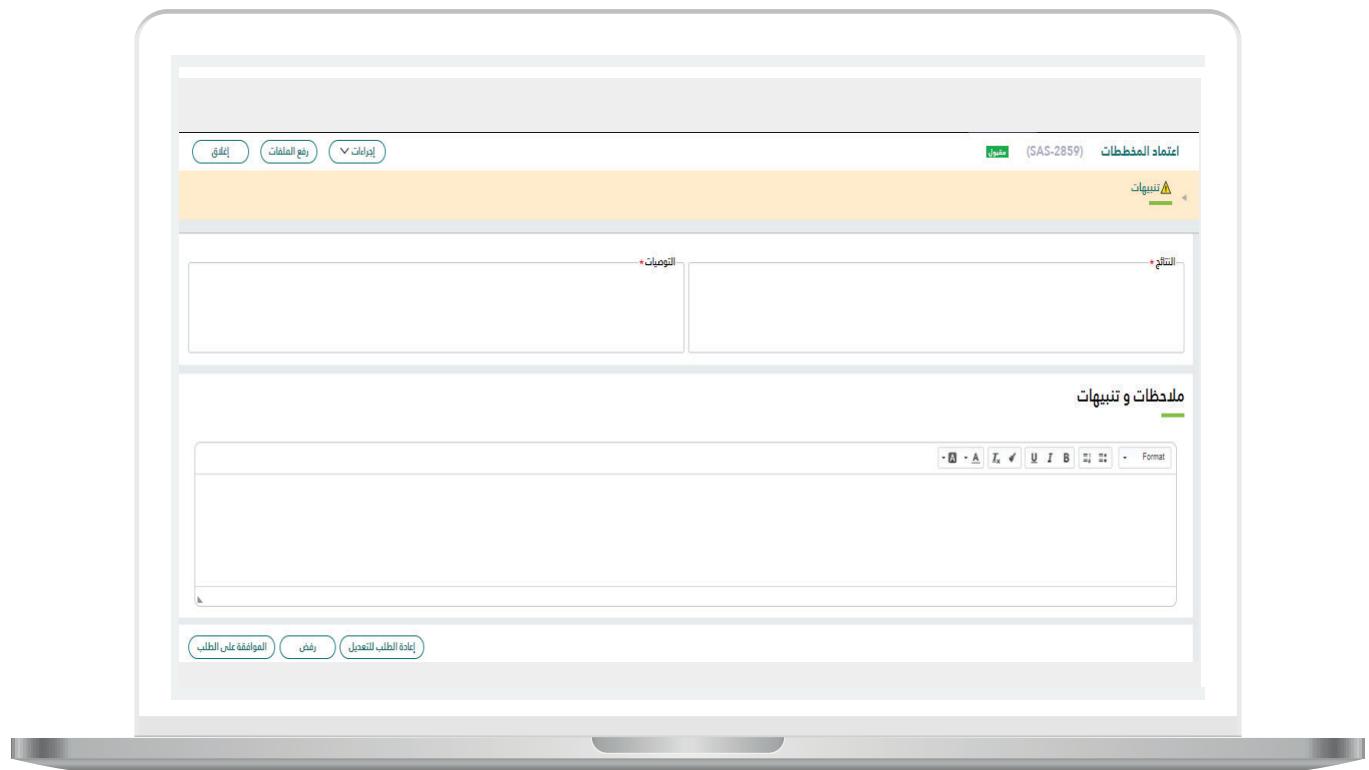


## Review of Private Land Scheme Approval Request Within Development Stages (Soil Engineer)

The system displays the request details as explained above. The user adds results and recommendations to the study, then makes a decision from the following options:

- 1) Return for Modification (Send the request back to the engineering office).
- 2) Reject (Send the request back to the engineering office).
- 3) Approve the Request (Refer the request to the committee).

The decision is saved in the system until all designated staff complete their reviews, after which a final decision is made.

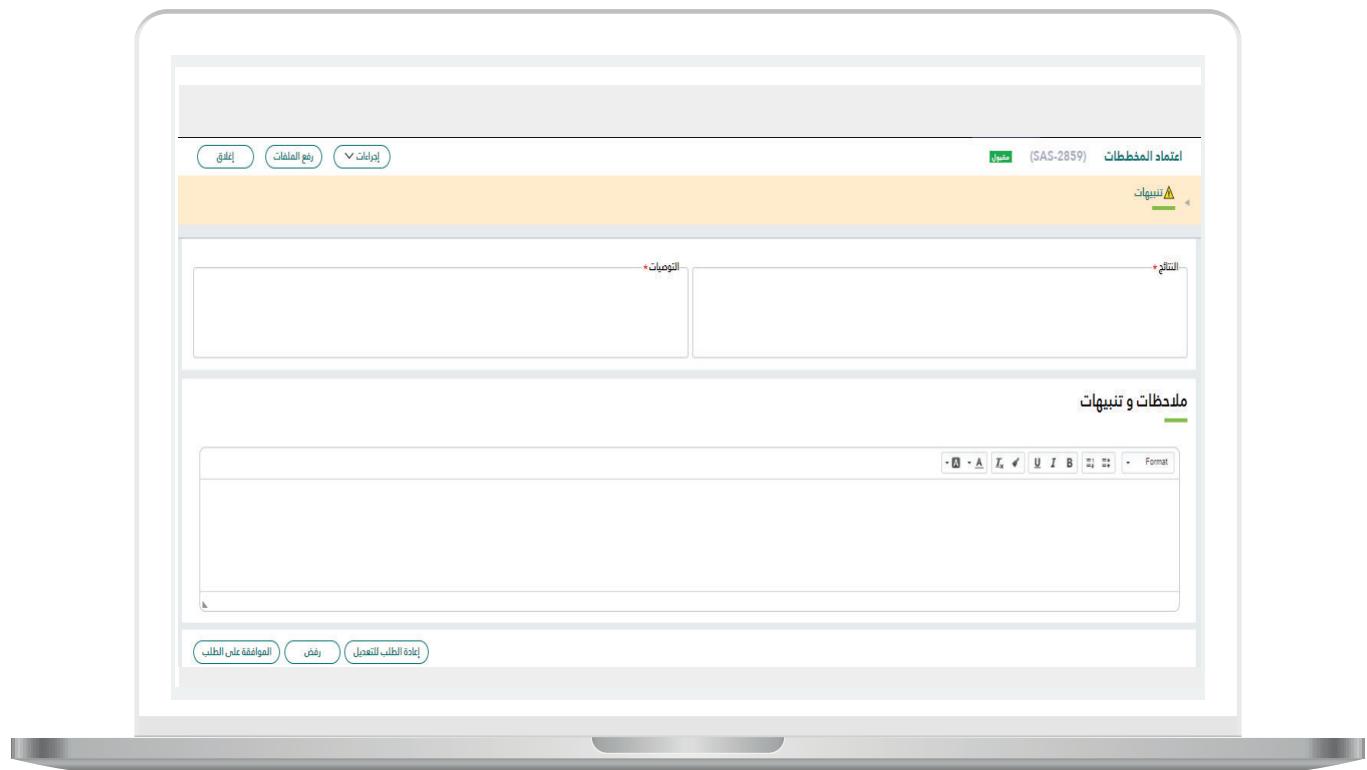


## Review of Private Land Scheme Approval Request Within Development Stages (Hydrology Engineer)

The system displays the request details as explained above. The user adds results and recommendations to the study, then makes a decision from the following options:

- 1) Return for Modification (Send the request back to the engineering office).
- 2) Reject (Send the request back to the engineering office).
- 3) Approve the Request (Refer the request to the committee).

The decision is saved in the system until all designated staff complete their reviews, after which a final decision is made.

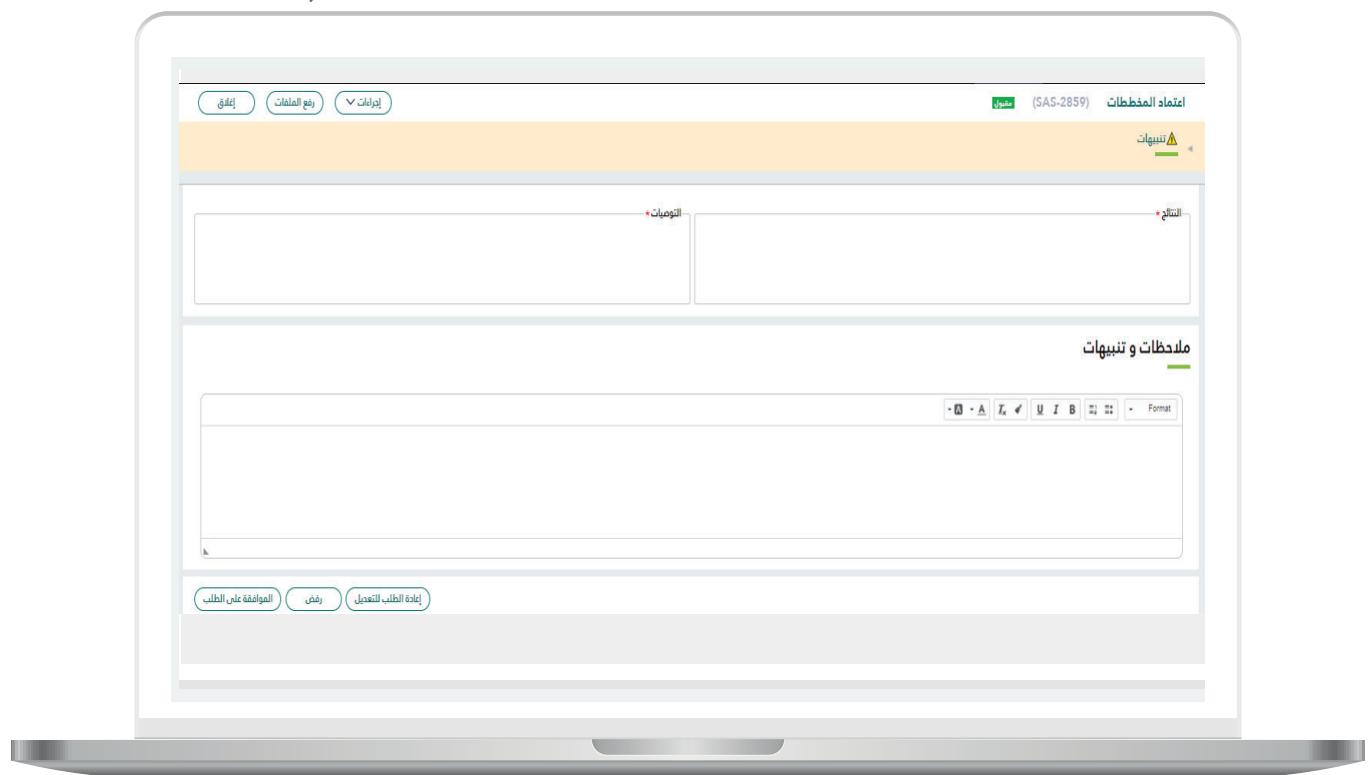


## Review of Private Land Scheme Approval Request Within Development Stages (Ownership Verification Officer)

The system displays the request details as explained above. The user adds results and recommendations to the study, then makes a decision from the following options:

- 1) Return for Modification (Send the request back to the engineering office).
- 2) Reject (Send the request back to the engineering office).
- 3) Approve the Request (Refer the request to the committee).

The decision is saved in the system until all designated staff complete their reviews, after which a final decision is made.



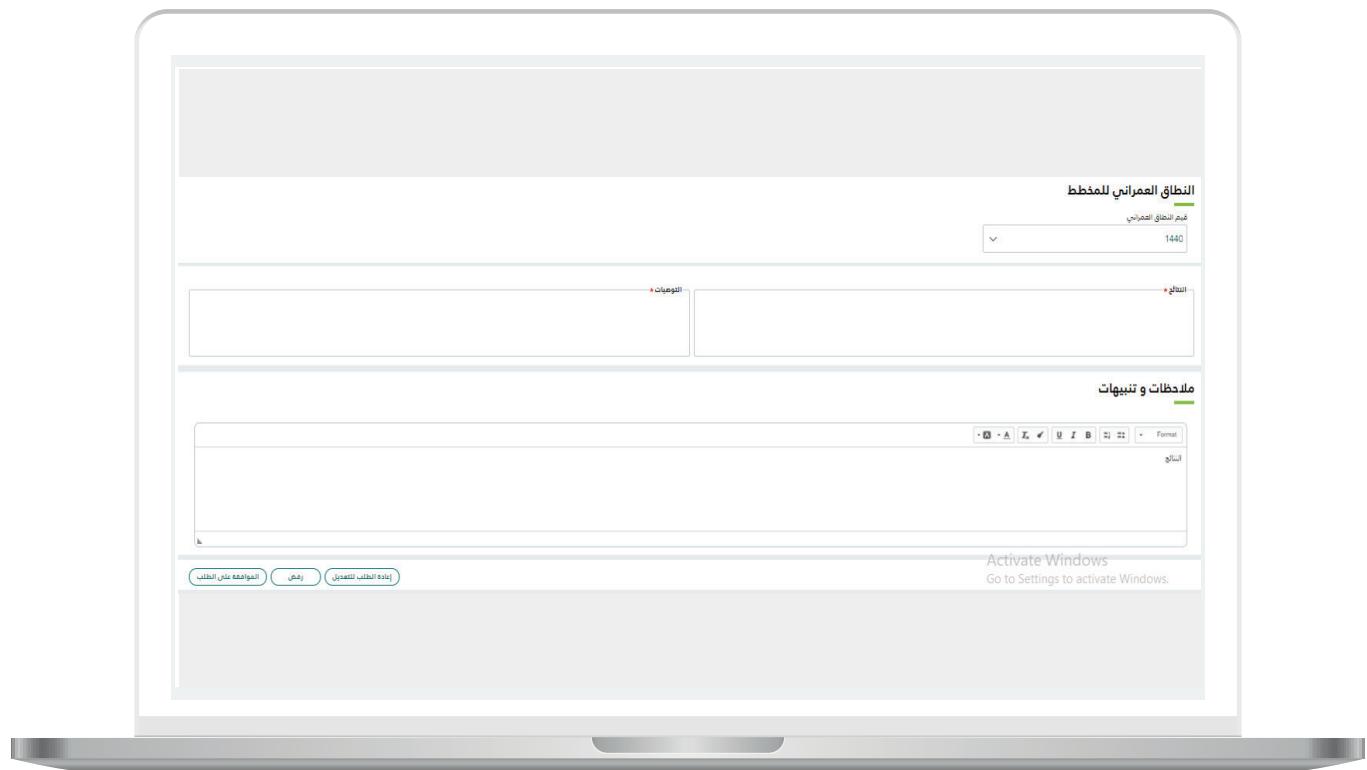
## Review of Private Land Scheme Approval Request Within Development Stages (Geographic Information Officer)

If no urban boundary information is available from the Urban Boundary Service, the user selects the appropriate urban boundary.

The system displays the request details as explained above. The user adds results and recommendations to the study, then makes a decision from the following options:

- 1) Return for Modification (Send the request back to the engineering office).
- 2) Reject (Send the request back to the engineering office).
- 3) Approve the Request (Refer the request to the committee).

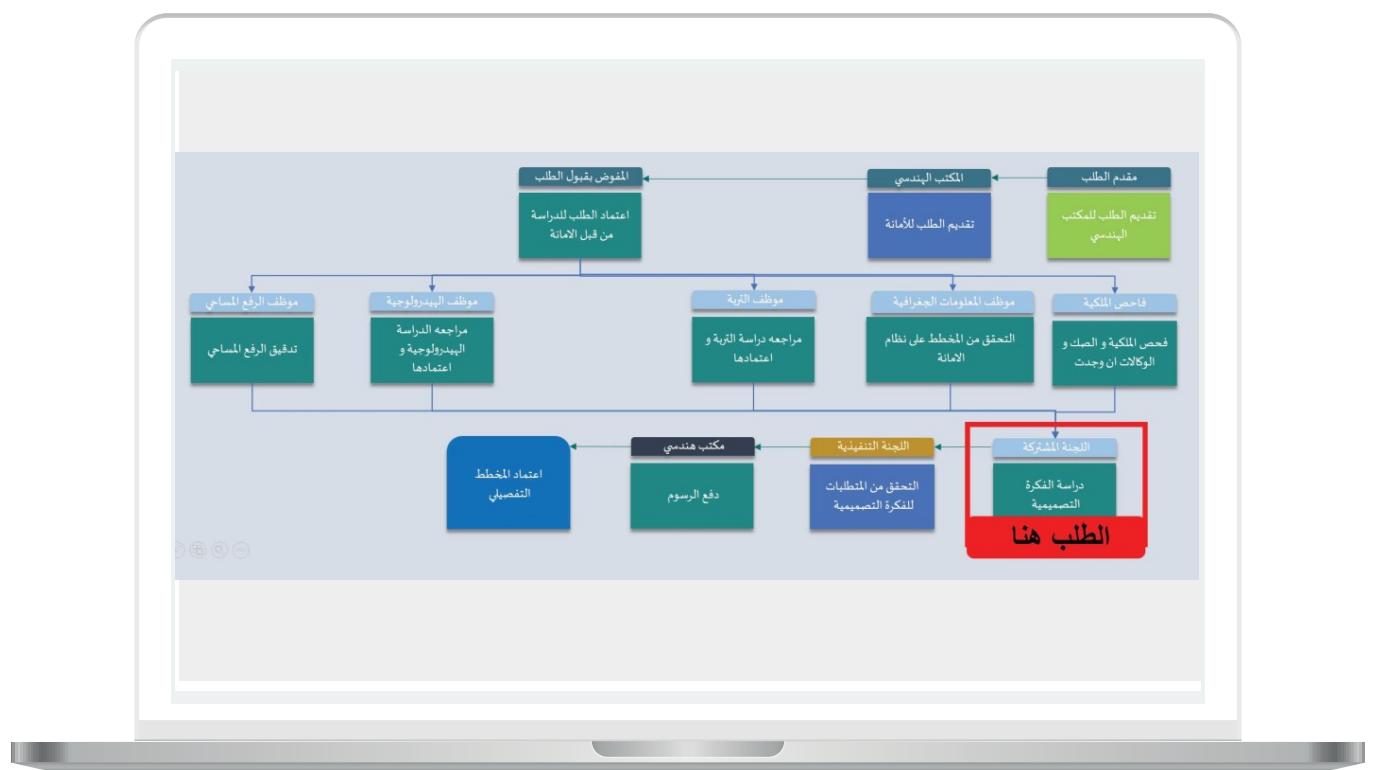
The decision is saved in the system until all designated staff complete their reviews, after which a final decision is made.



## Decision Process by the System After the Technical Staff Review at the Municipality

Decision Matrix After Municipality Staff Review	
The request is referred to the committee	If all staff approve the request.
The request is returned to the engineering office	If one or more staff members reject the request.
The request is returned to the engineering office	If one or more staff members request modifications.
The request is returned to the engineering office	If some staff reject the request while others request modifications.

## Workflow Diagram for Preliminary Approval (If a Design and Planning Authority Exists)



The request is sent to the Joint Committee for Scheme Approval, which consists of two committees: the Technical Committee and the Development Authority Committee. Each committee has assigned weights, with a total sum of 100. For example: The Technical Committee has a weight of 60, while the Development Authority Committee has a weight of 40, and so on. These weights are managed by the Ministry System Administrator.

#### Joint Committee

Development Authority Committee

Joint Technical Committee

#### Details of the Joint Committee and Its Requirements

Approval Percentage	Requirements	Number of Members	Responsible Entity	Committee Name
Managed by the Municipality System Administrator	Member weights must not exceed the total committee weight	No fixed number of members	The Ministry System Administrator	Joint Technical Committee
		No fixed number of members	The Authority System Administrator	Development Authority Committee

### Example of a Joint Committee Setup

The Ministry System Administrator activates the committee and assigns weights to each, ensuring their total equals 100:

Development Authority Committee Weight: 70	Joint Committee Weight: 30
Development Authority Committee Member Weights	Joint Committee Member Weights
Development Authority Member 1: 20	Joint Committee Member 1: 10
Development Authority Member 2: 30	Joint Committee Member 2: 20
Development Authority Member 3: 20	
Total: 70	Total: 30

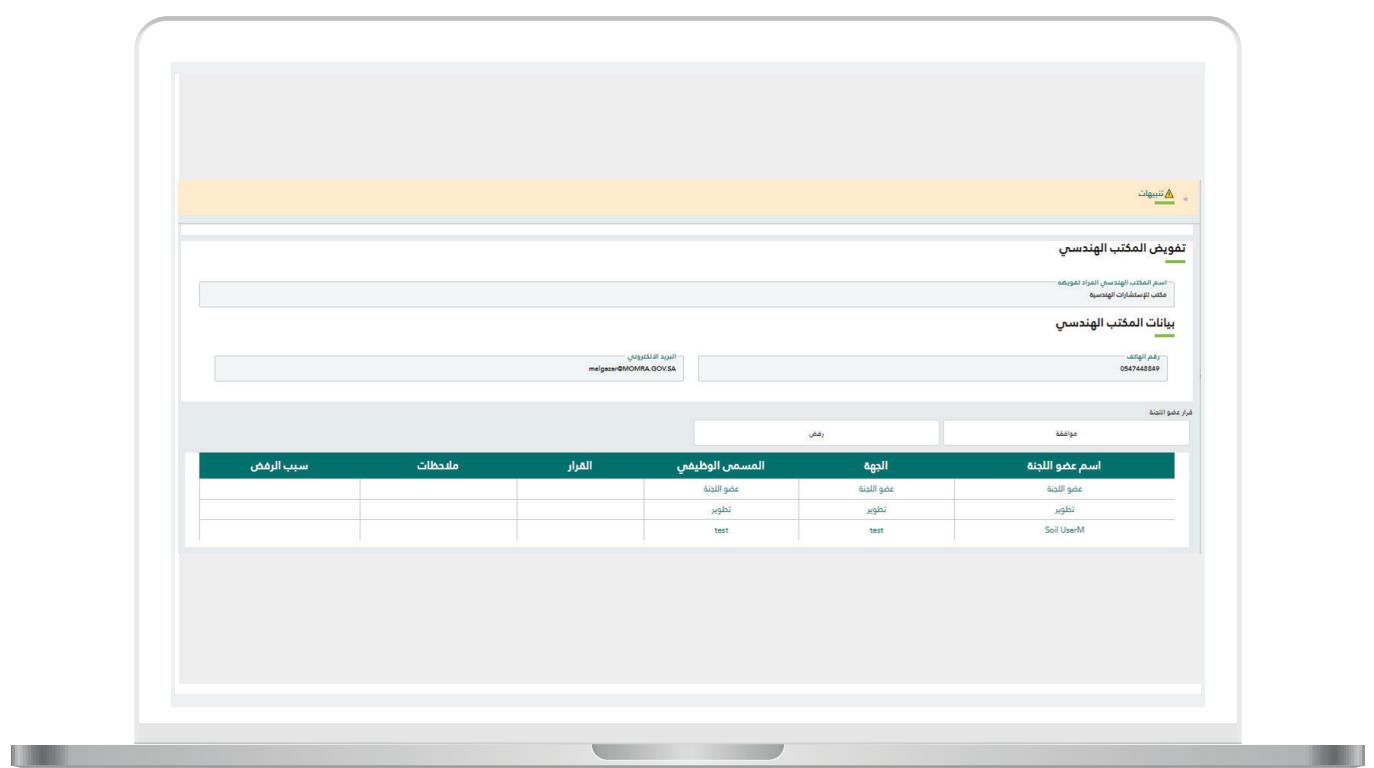
The Municipality System Administrator assigns the approval percentage required for the request.

Example of a Joint Committee Decision on a Request		
Member's decision	Weight of the member	Members of the Committee
Approved	10	Joint Committee Member 1
Rejected	20	Joint Committee Member 2
Rejected	20	Development Authority Member 1
Approved	30	Development Authority Member 2
Approved	20	Development Authority Member 3
The Municipality System Administrator sets the required approval percentage at 60.		
Rejection Percentage	Approval Percentage	
40	60	
The system calculates the approval percentage based on the committee members' decisions and compares it with the required percentage. If the approval percentage is equal to or greater than the required percentage, the request is approved and sent to the Executive Committee. If the approval percentage is lower than the required percentage, the request is rejected and sent back to the engineering office.		

## Review of Private Land Scheme Approval Request Within Development Stages (Joint Committee Member)

The committee member reviews the request and makes a decision to either approve or reject it. If rejected, the system requires the member to provide a reason for rejection. The system displays a table containing the committee members' comments.

The user clicks Submit, and the system saves the member's decision weight. Once the request is approved, it is sent to the Executive Committee. The system generates an attachment containing the committee members' document and meeting minutes.



## Joint Committee Outcomes



04/10/2021



000210-003201



أمانة مطحورة  
المدينة المنورة

### محضر اللجنة المشتركة لاعتماد المخططات

قامت اللجنة المشتركة برئاسة الفكرة التصميمية للطلب رقم SAS-2859 بنظام اعتماد المخططات الخاصة وقد تم حصر قرارات الأعضاء كالتالي :

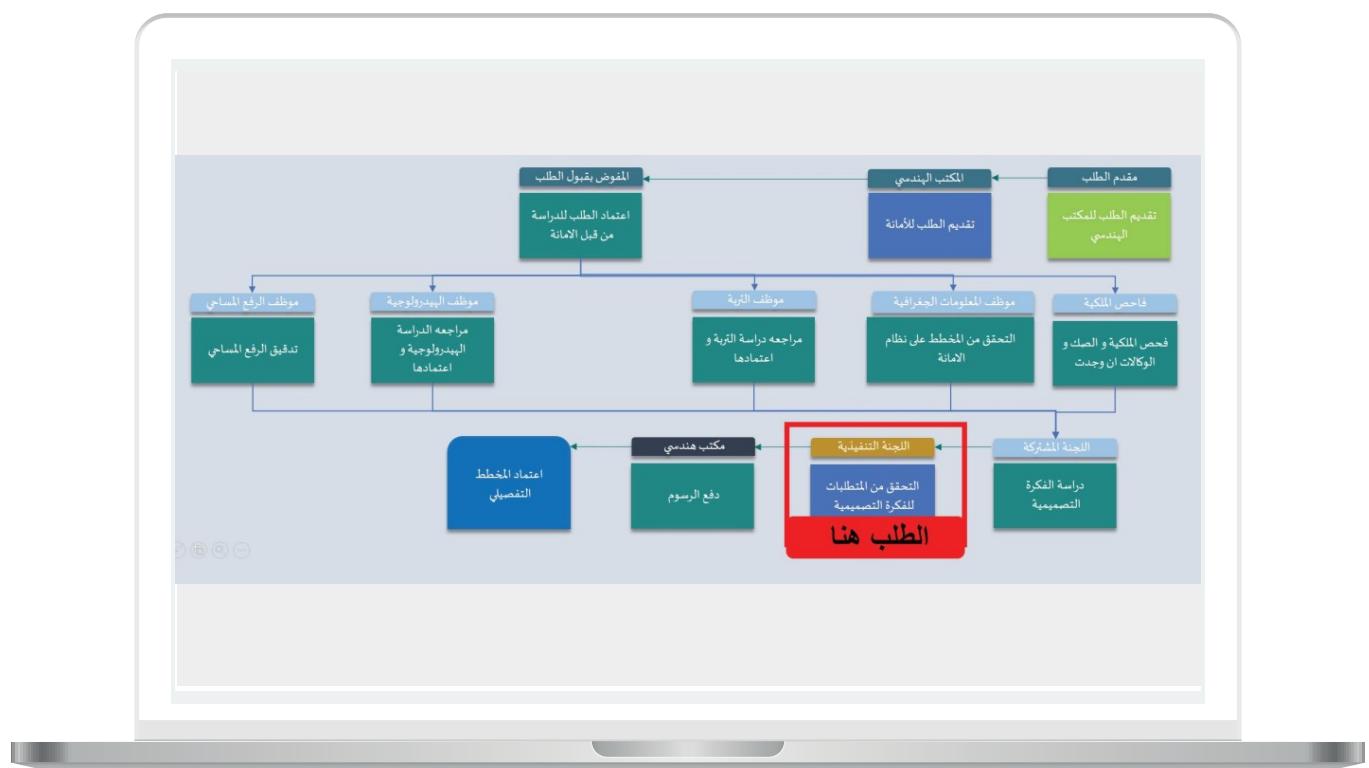
اسم المضي	الجهة	عضو اللجنة	المسس القيفي	قرار عضو اللجنة	ملاحظات	سبب الرفض (إن وجد)
عضو اللجنة	عضو اللجنة	عمرو الدين	عمرو الدين	عمرو الدين	ملاحظات	ملاحظات
عضو اللجنة	عضو اللجنة	عمرو الدين	عمرو الدين	عمرو الدين	ملاحظات	ملاحظات
تطوير	تطوير	تطوير	تطوير	تطوير	ملاحظات	ملاحظات
SoilUserM	test	test	test	test	ملاحظات	ملاحظات

وقد تم دراسة الطلب و الخروج بالمخرجات التالية :

This step is related to the previous step.



## Workflow Diagram for Preliminary Approval (If a Design and Planning Authority Exists)



Executive Committee Details and Requirements				
Approval Percentage	Requirements	Number of Members	Responsible Entity	Committee Name
Managed by the Authority System Administrator	Members' weights must not exceed 100%	No fixed number of members	The Authority System Administrator	Executive Committee

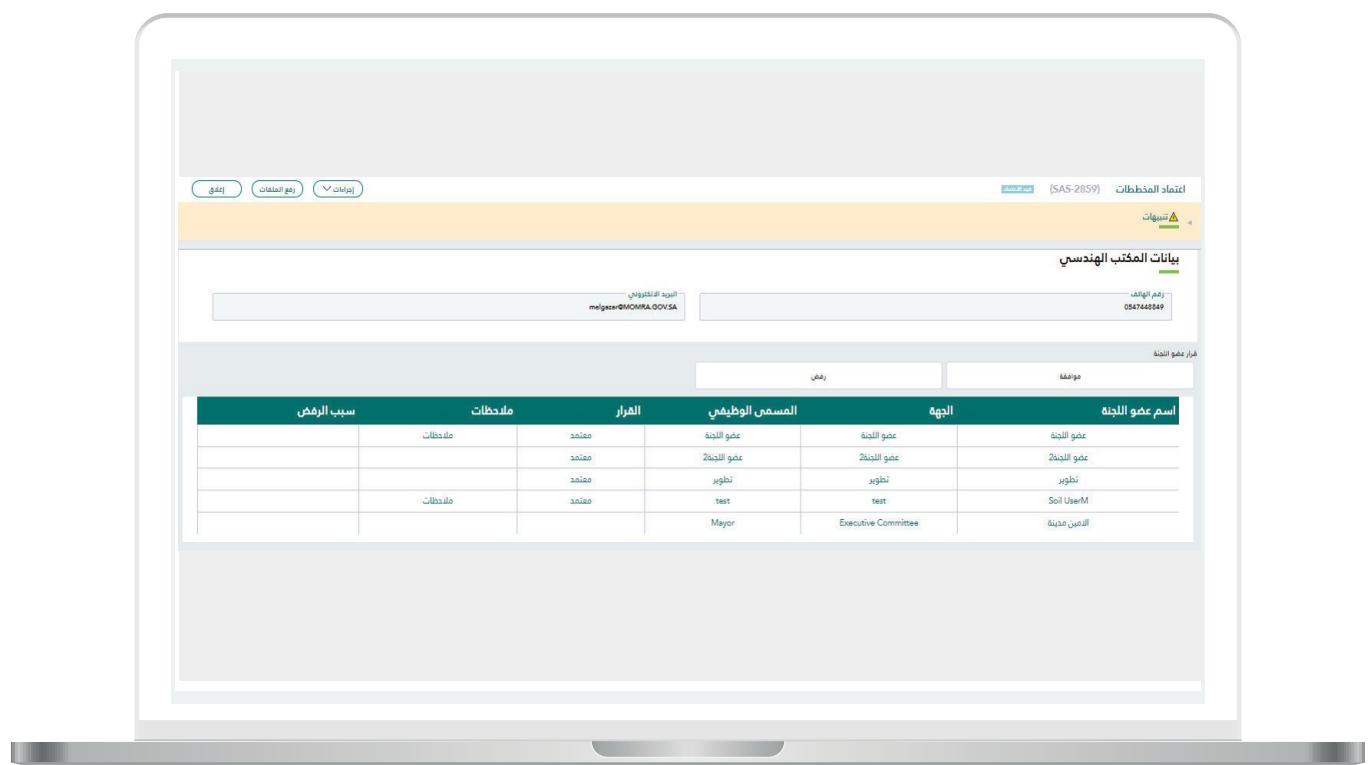
Example of a Joint Committee Setup
The total weight of all Executive Committee members must equal 100.
Executive Committee Members' Weights
Committee Member 1: 40
Committee Member 2: 40
Committee Member 3: 20
Total Weight: 100
The Authority System Administrator assigns the approval percentage required for the request.

Example of a Request Decision by the Executive Committee				
Member's decision	Weight of the member	Members of the Committee		
Approved	40	Joint Committee Member 1		
Rejected	40	Joint Committee Member 2		
Rejected	20	Committee Member 3		
The Municipality System Administrator sets the required approval percentage at 70.				
Rejection Percentage	Approval Percentage			
60	40			
The system calculates the approval percentage based on the committee members' decisions and compares it with the required percentage. If the approval percentage is equal to or greater than the required approval percentage, the request is approved and sent to the engineering office for payment processing. If the approval percentage is lower than the required approval percentage, the request is rejected and sent back to the engineering office.				

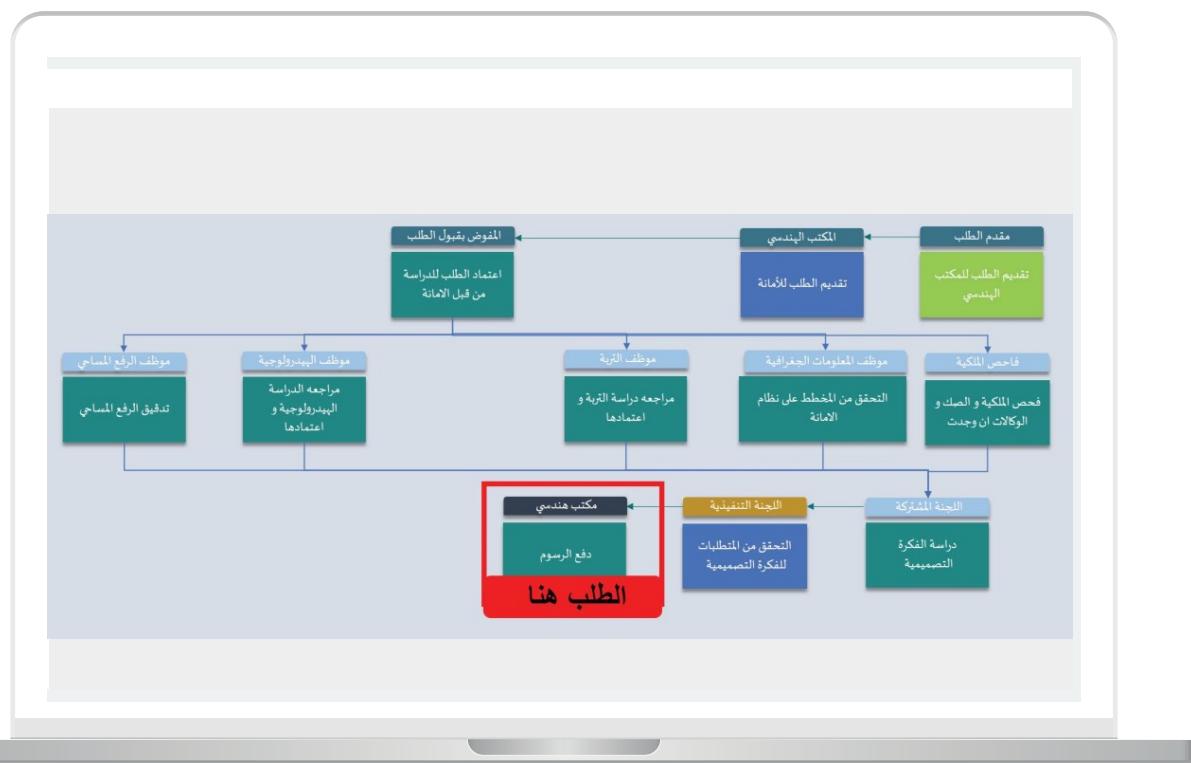
## Review of Private Land Scheme Approval Request Within Development Stages (Executive Committee Member)

The committee member reviews the request and makes a decision to either approve or reject it. If rejected, the system requires the member to provide a reason for rejection. The system displays a table containing the committee members' comments.

The user clicks Submit, and the system saves the member's decision weight. If approved, the request is sent to the engineering office for payment processing. If rejected, the request is returned to the Joint Technical Committee.

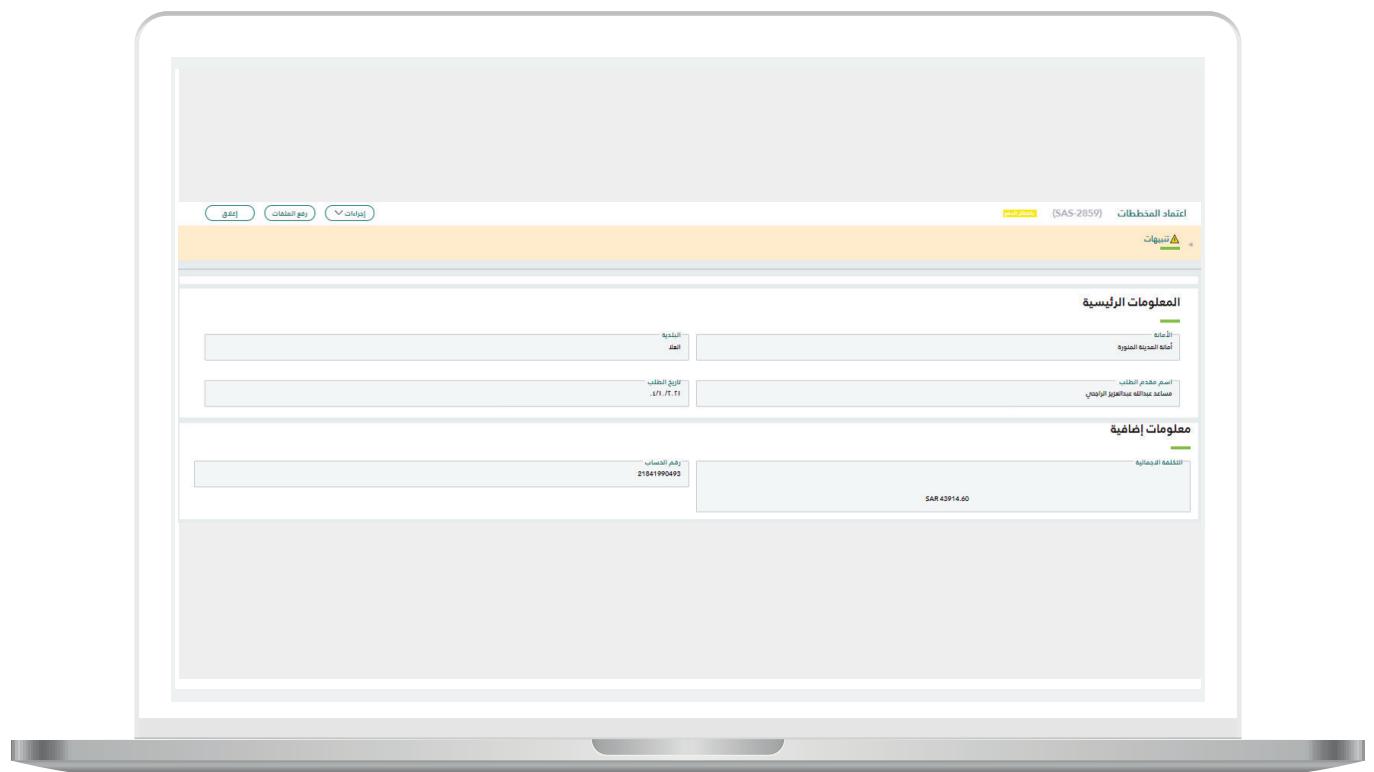


## Workflow Diagram for Preliminary Approval (If a Design and Planning Authority Exists)



## Review of Private Land Scheme Approval Request Within Development Stages (Planning Fees Payment)

The system calculates the planning fees and generates a payment reference number. The request cannot proceed unless the fees are paid. The system integrates with payment systems to verify whether the request has been paid. If paid, the request is sent to the engineering office for the (Detailed Plan Approval) stage.

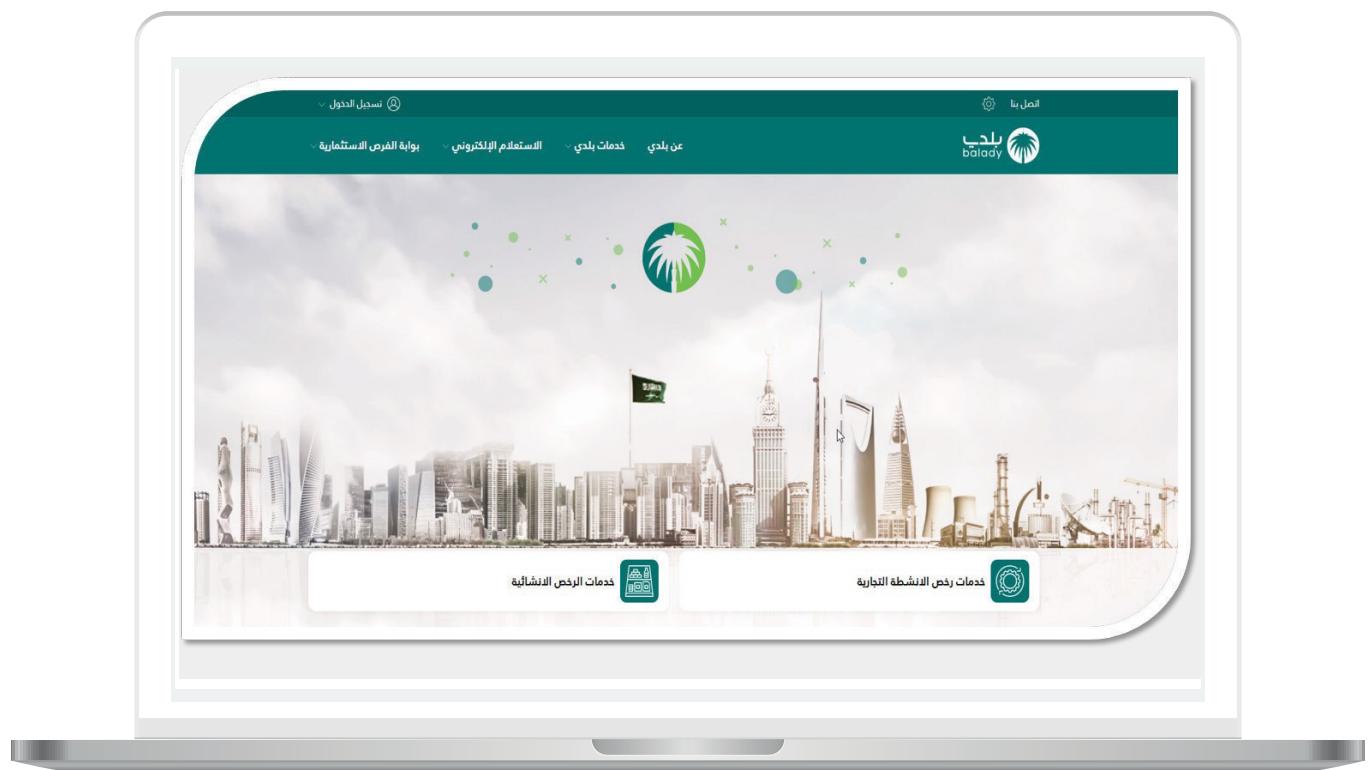


## Detailed Plans Approval (Workflow Diagram for Detailed Approval)

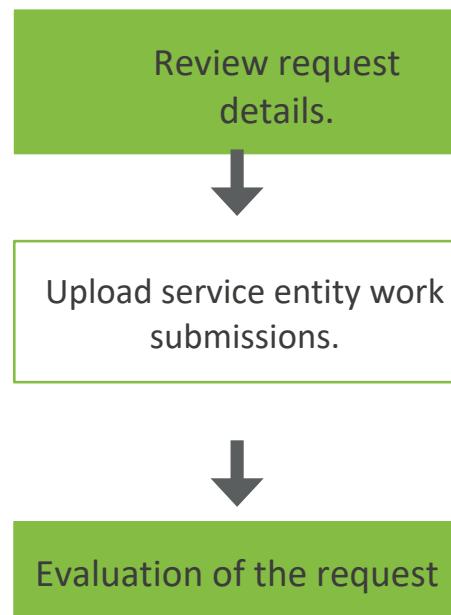


## Accessing the Electronic Portal (Engineering Offices)

The user can access the (**Private Land Schemes Approval Portal**) through the (**Balady Portal**) by selecting (**Balady Services**) and then choosing (**Engineering Offices**). This will display the main (**Engineering Offices**) interface.

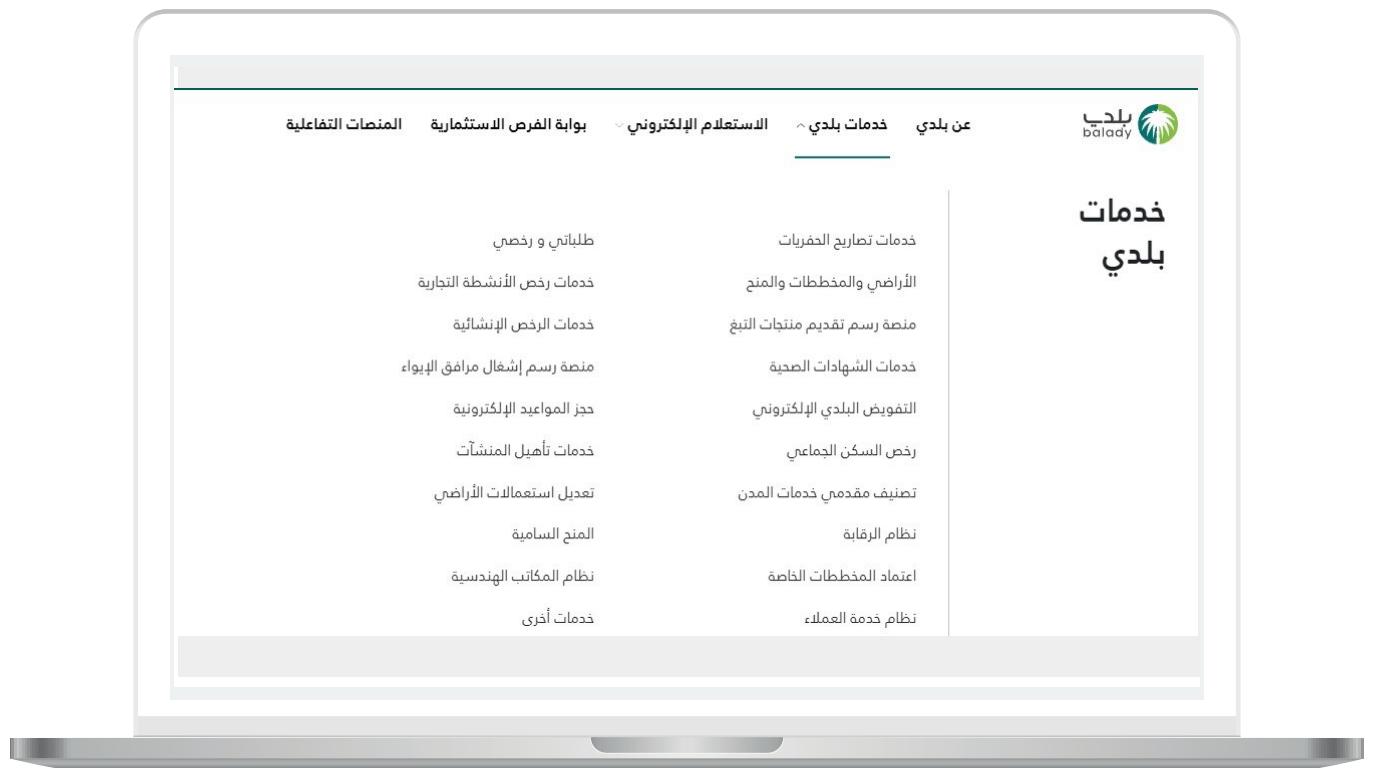


## Engineering Office Steps in the Request Process



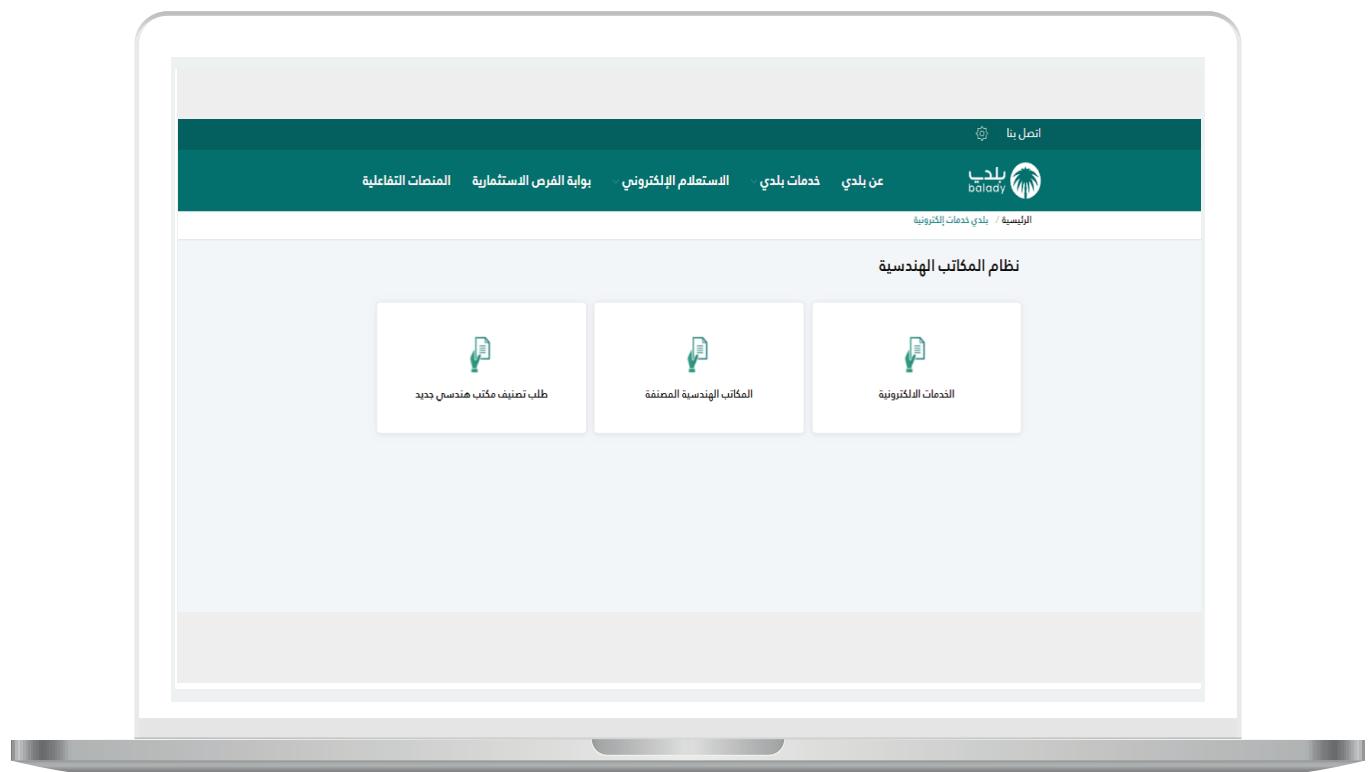
## Accessing the Electronic Portal (Engineering Offices System)

The user can access the (Engineering Offices System) through the (Balady Portal) by selecting (Balady Services) and then choosing (Engineering Offices System). This will display the main (Engineering Offices System) interface.



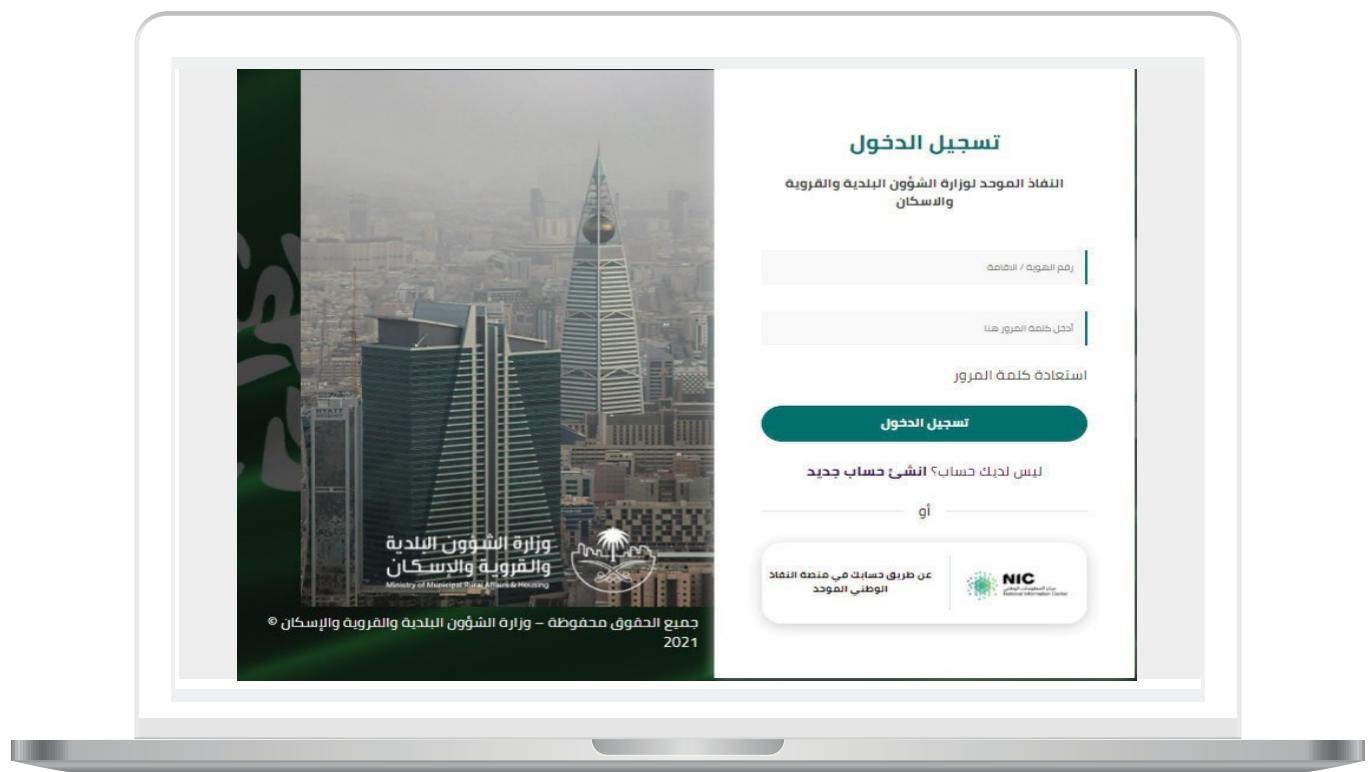
## Submitting a Private Land Scheme Approval Request Within Development Stages (Engineering Office)

The user clicks on E-Services to view the office's requests.

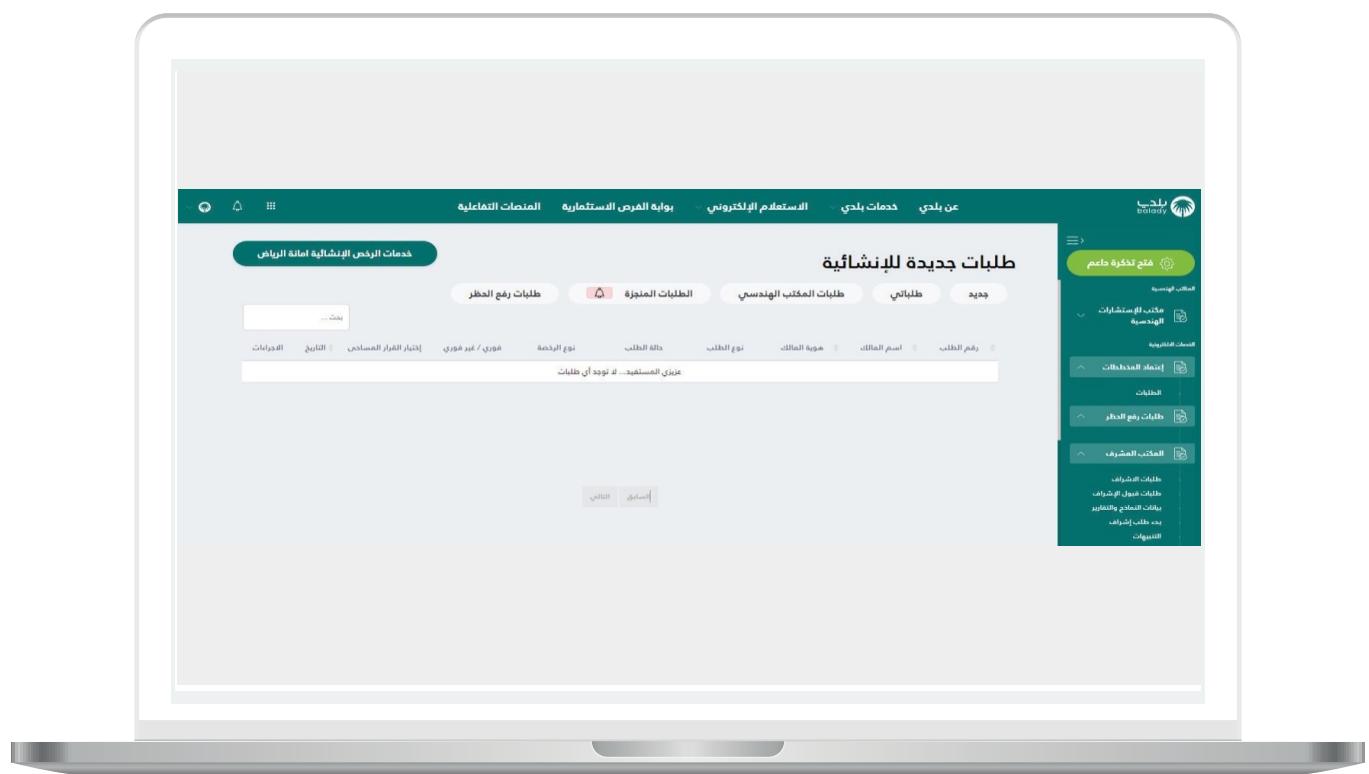


The system will display the login screen, where users can log in using one of the following methods:

- 1) Create an account in (Balady).
- 2) Log in via the (Unified National Access (Absher)).



The system displays the office's activities and associated requests, allowing the user to select Private Land Schemes Approval Requests.



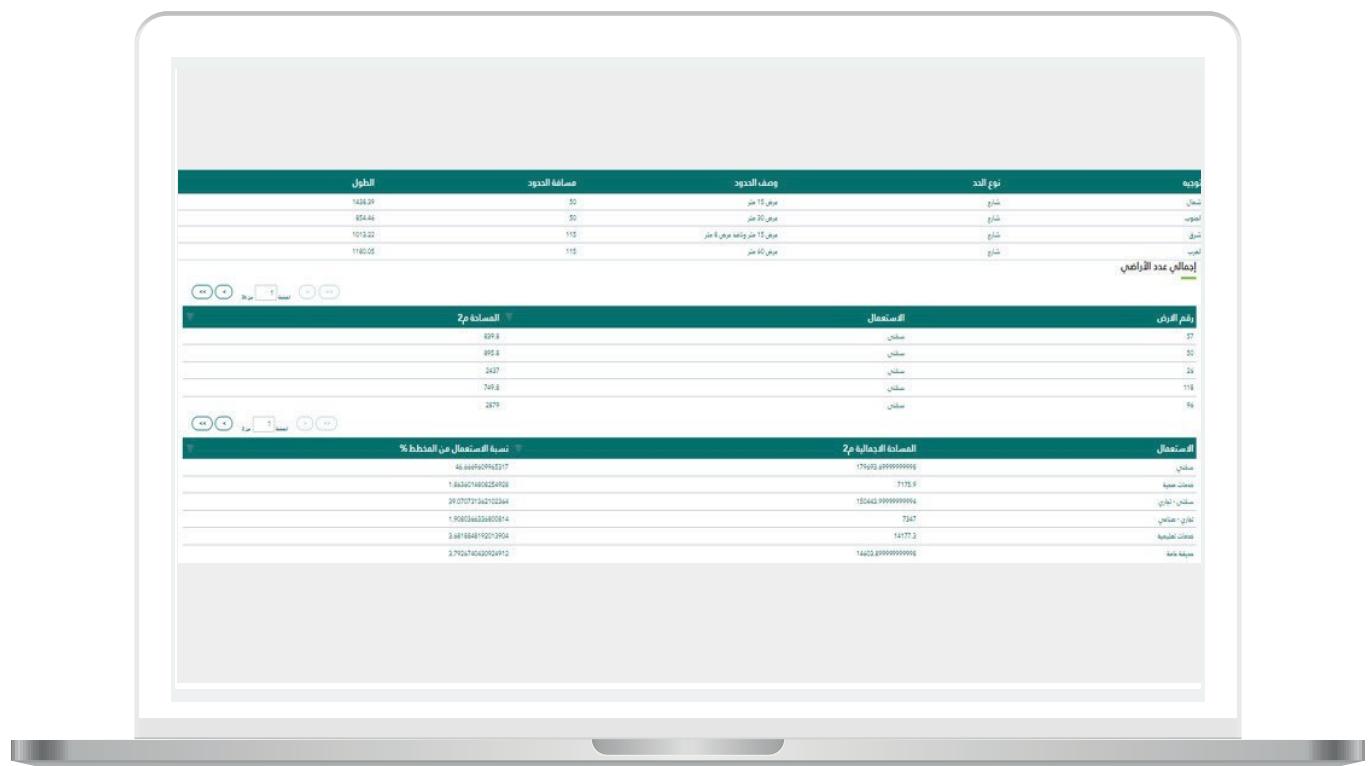
The system then displays the engineering office's requests, which can be filtered based on their status. The user clicks the Action Icon to open the request details.



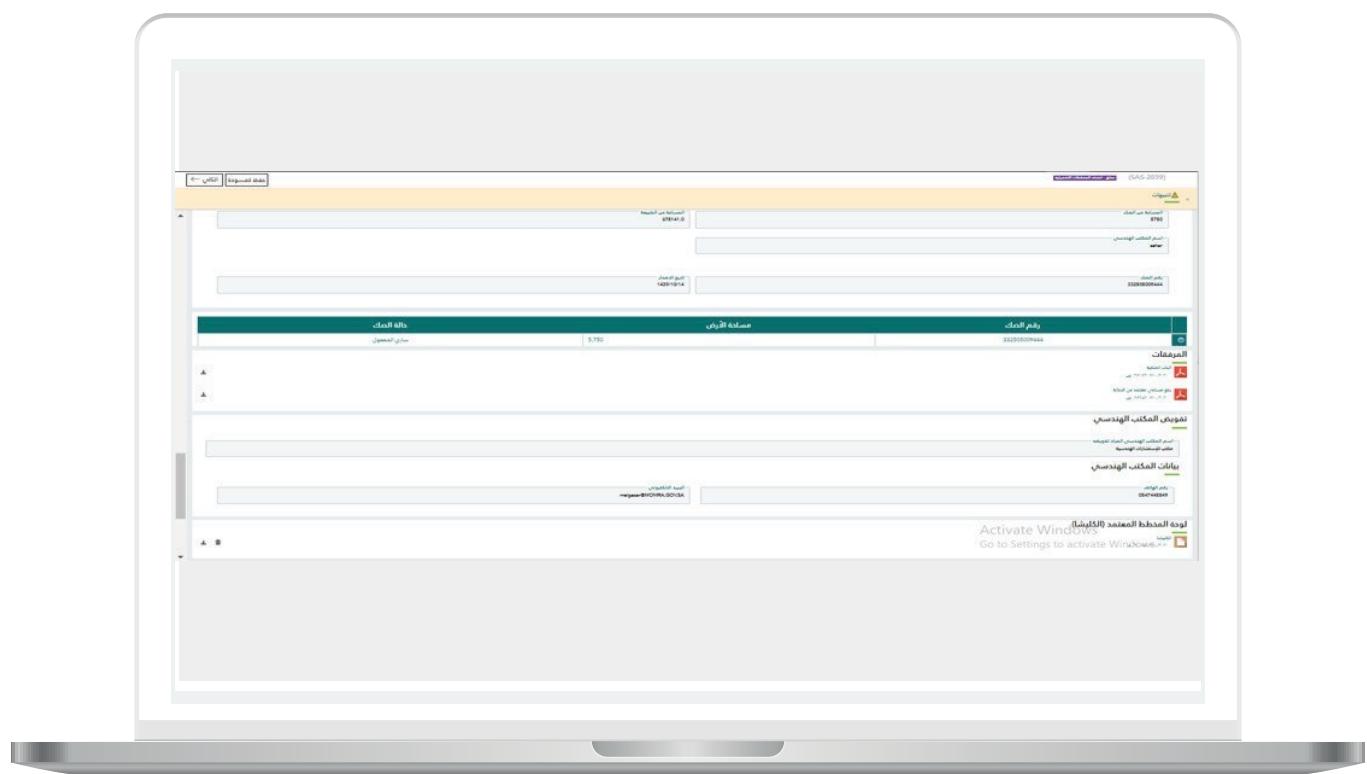
رقم الموجة	اسم الموجة	نوع الطلب	الحالة	تاريخ الطلب	اسم مقدم الطلب	رمز الجواز
1055668261	مساعد مختار عدالعزيز الراجحي	طلب اعتماد مخططات	جديد	03-أغسطس-2021	بيان مقدم الطلب	SAS-2859
1055668261	مساعد مختار عدالعزيز الراجحي	طلب اعتماد مخططات	جديد	20-سبتمبر-2021	بيان مقدم الطلب	SAS-2863
1055668261	مساعد مختار عدالعزيز الراجحي	مخططات المدة التصيمية	جديد	30-سبتمبر-2021	بيان اعتماد مخططات	SAS-2850
1055668261	مساعد مختار عدالعزيز الراجحي	التحقق من تبديد اعمال البناء المتبعة	جديد	28-سبتمبر-2021	الدفوع العزلاني / الخان	SAS-2844
1055668261	مساعد مختار عدالعزيز الراجحي	التحقق من تبديد اعمال البناء المتبعة	جديد	20-سبتمبر-2021	الدفوع العزلاني / الخان	SAS-2841
1055668261	مساعد مختار عدالعزيز الراجحي	مخططات القدرة التصميمية	جديد	28-سبتمبر-2021	بيان اعتماد مخططات	SAS-2859
1055668261	مساعد مختار عدالعزيز الراجحي	ادارة الماسن الاهمية المؤهلة	جديد	27-سبتمبر-2021	عتماد المخططات التصميمية	SAS-2834
1055668261	مساعد مختار عدالعزيز الراجحي	التحقق من تبديد اعمال البناء المتبعة	جديد	29-سبتمبر-2021	الدفوع العزلاني / الخان	SAS-2851
1055668261	مساعد مختار عدالعزيز الراجحي	بيان مقدم الطلب	جديد	24-سبتمبر-2021	طلب اعتماد مخططات	SAS-2797
1055668261	مساعد مختار عدالعزيز الراجحي	بيان مقدم الطلب	جديد	24-سبتمبر-2021	طلب اعتماد مخططات	SAS-2794

The system displays the request details, including the map, land data, scheme statistics, cadastral decision details, and approved template.

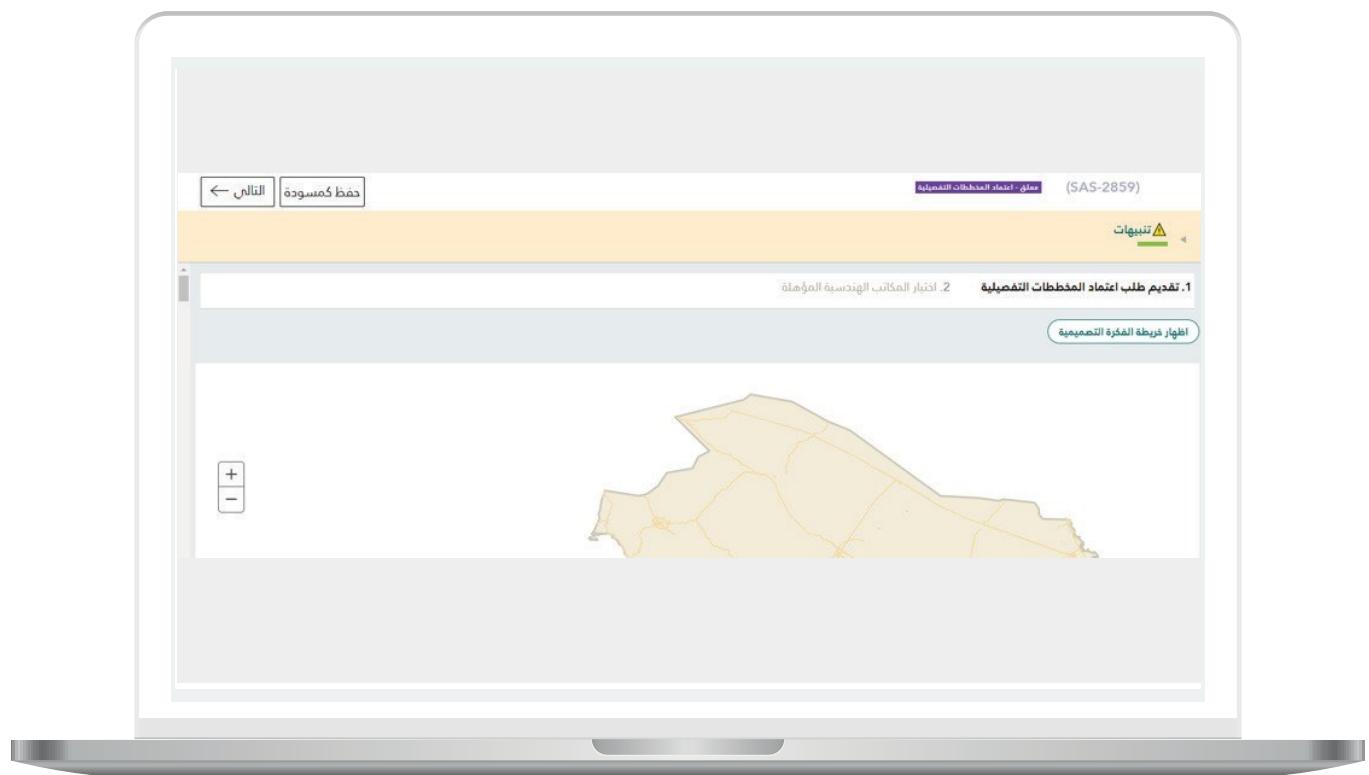
The user clicks on the following.



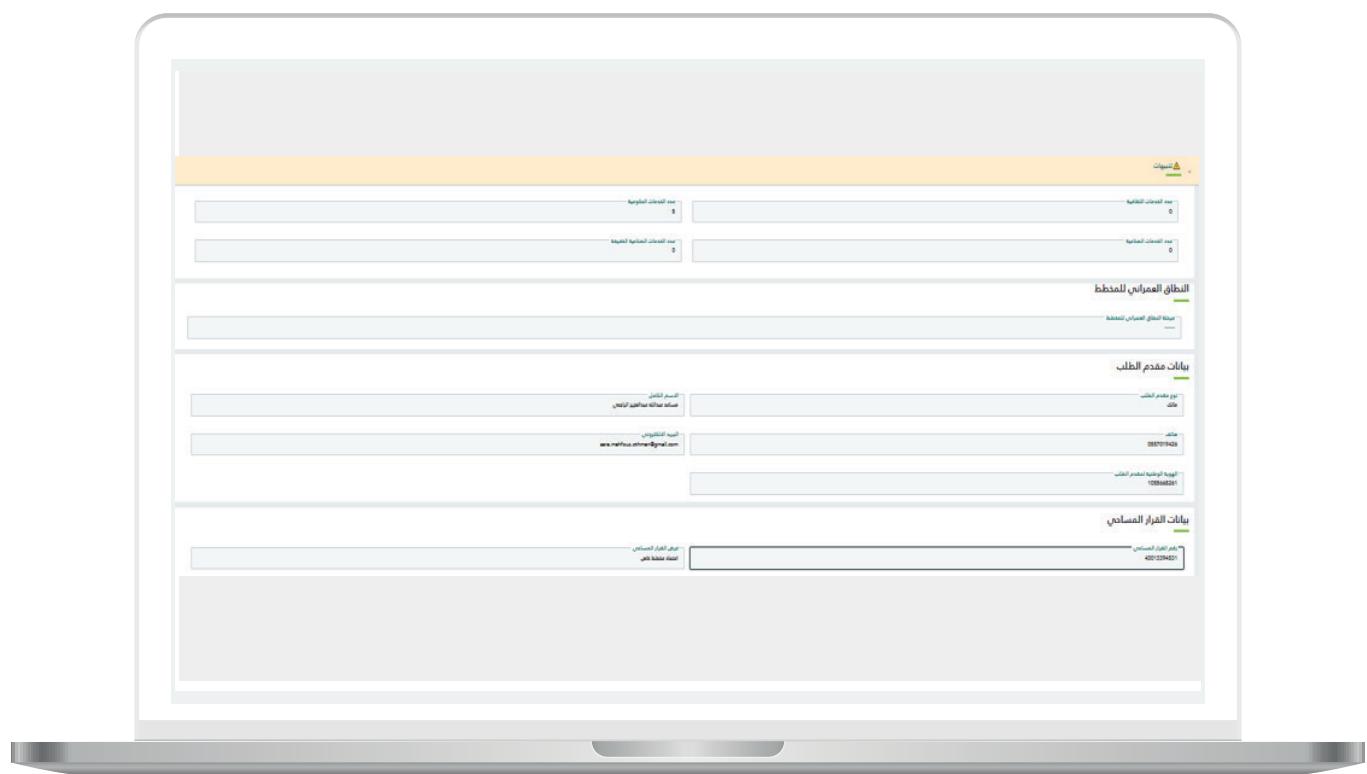
This step is related to the previous step.



This step is related to the previous step.

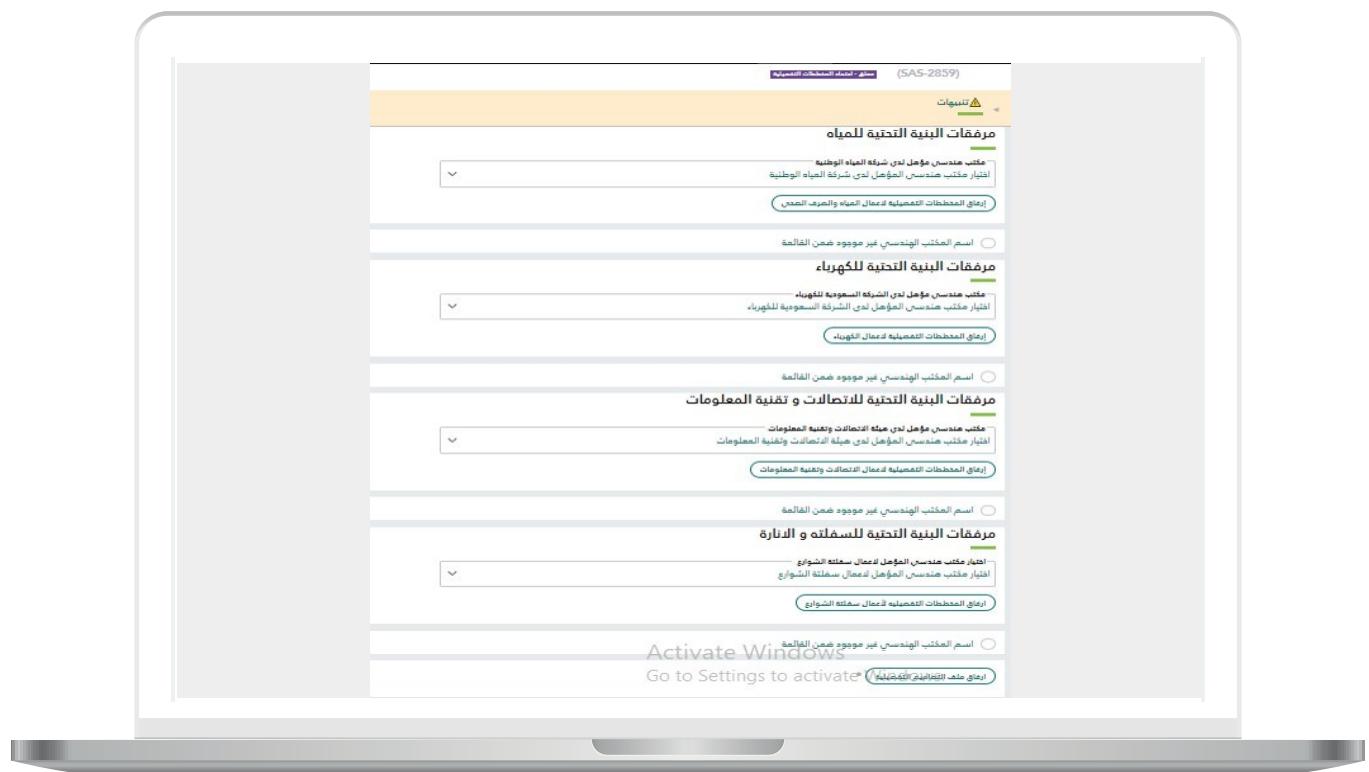


This step is related to the previous step.

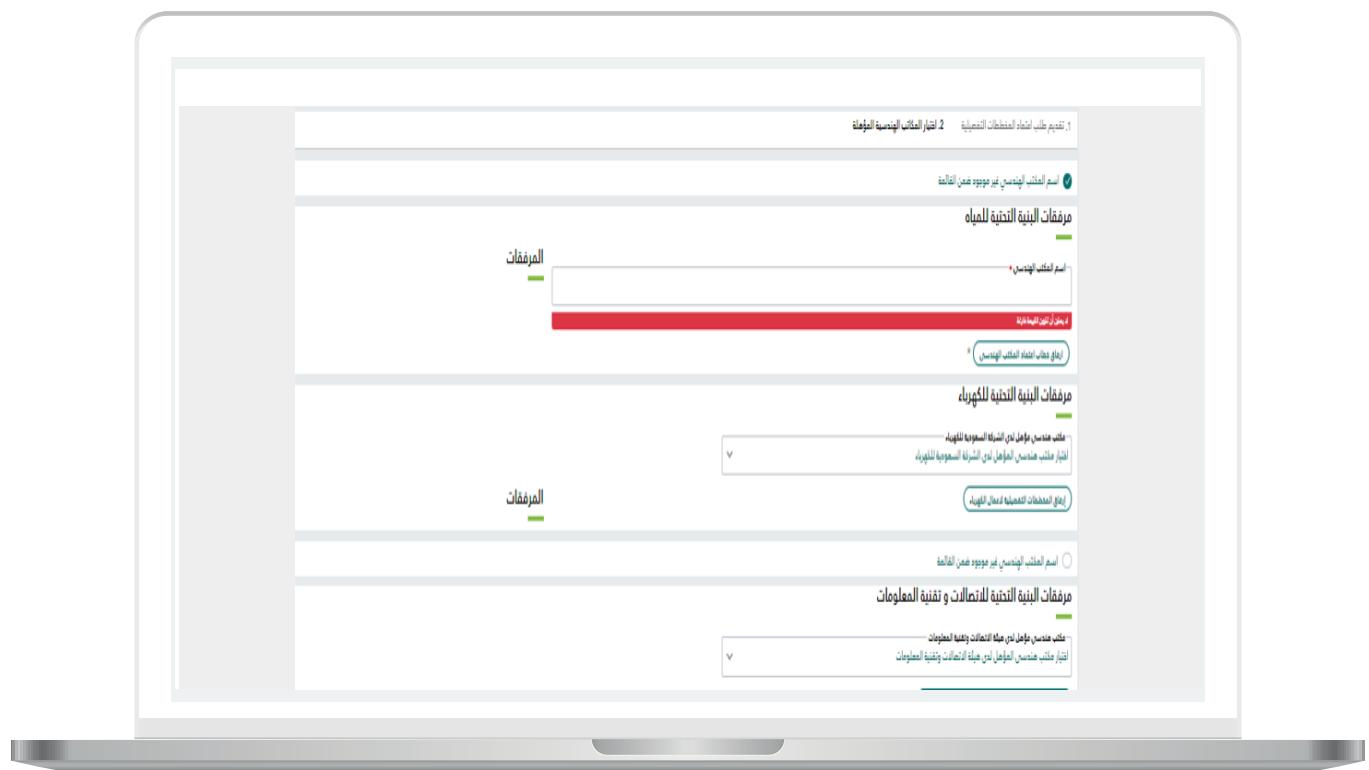


The user selects the accredited engineering office for the service entity from the dropdown list. If the office is not listed, the user enables manual entry, selects (The engineering office is not listed), then enters the office name and uploads the qualification letter.

The user uploads the service entity's work submissions, then attaches the detailed designs and specifies the service entity responsible for the submitted work before referring the request to them.

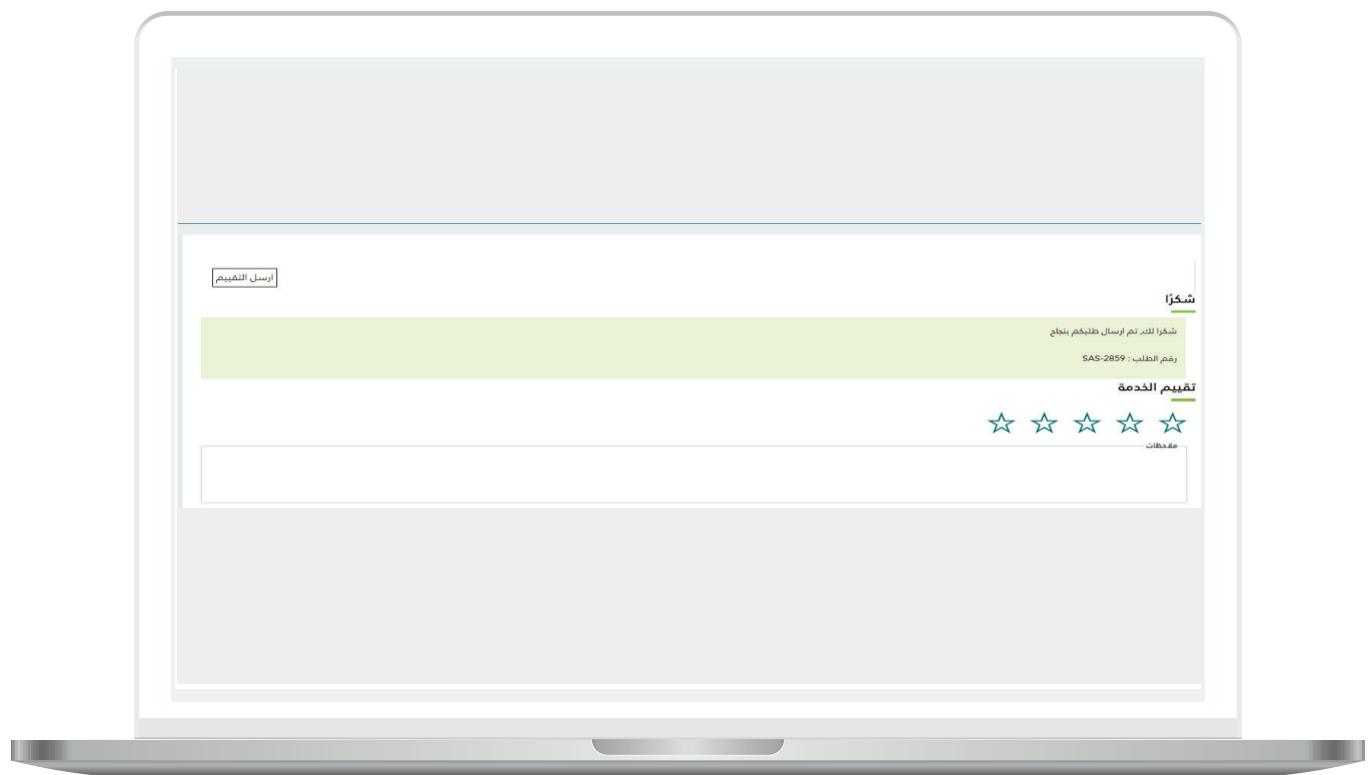


This step is related to the previous step.





The system displays a message confirming that the request has been successfully submitted, and the request number is shown for tracking by the engineering office. The engineering office evaluates the service, provides feedback by entering comments in the Comments Field, and submits the evaluation.



## Submitting a Detailed Plan Approval Request Within Development Stages

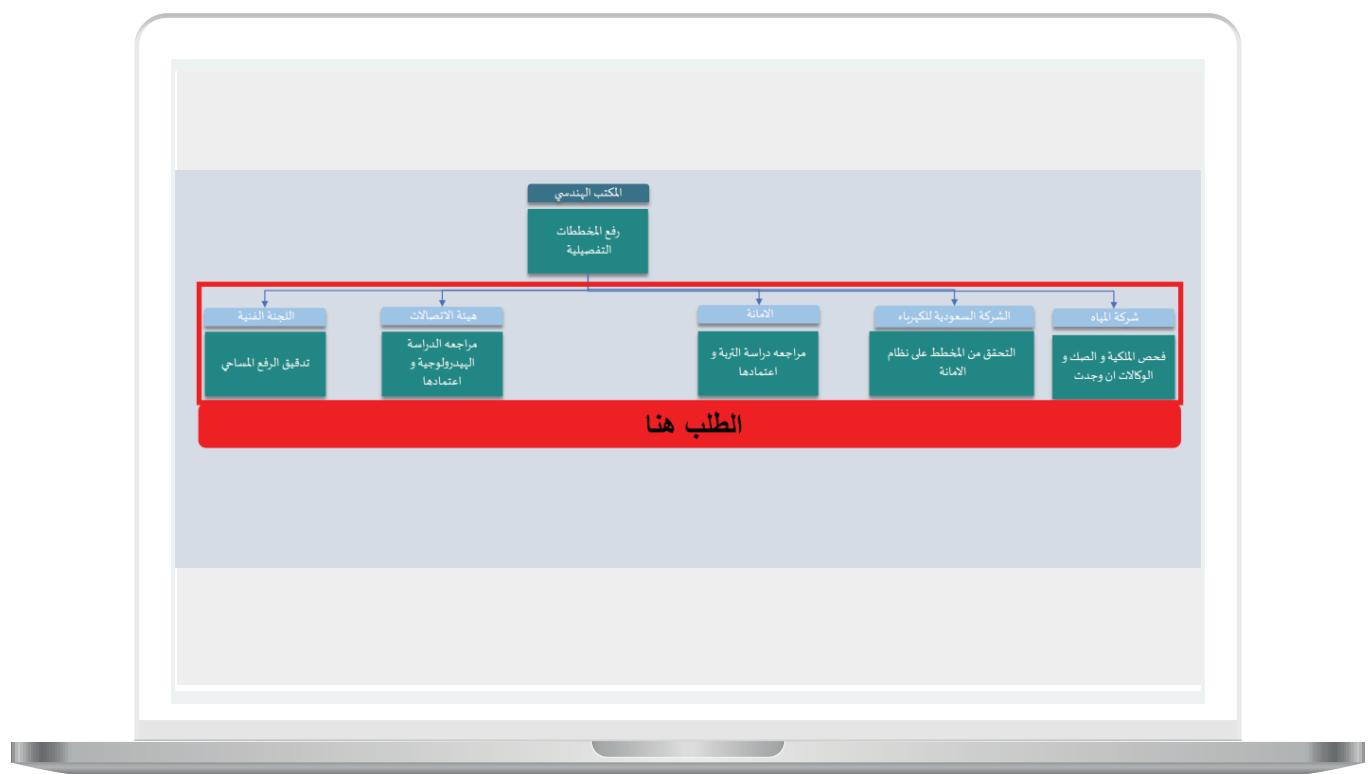
The request is sent to the relevant authorities for infrastructure detailed plan approval based on the attachments provided by the engineering office. The detailed designs are attached and forwarded to the Joint Technical Committee for approval.

### Entities Responsible for Infrastructure Plan Approvals

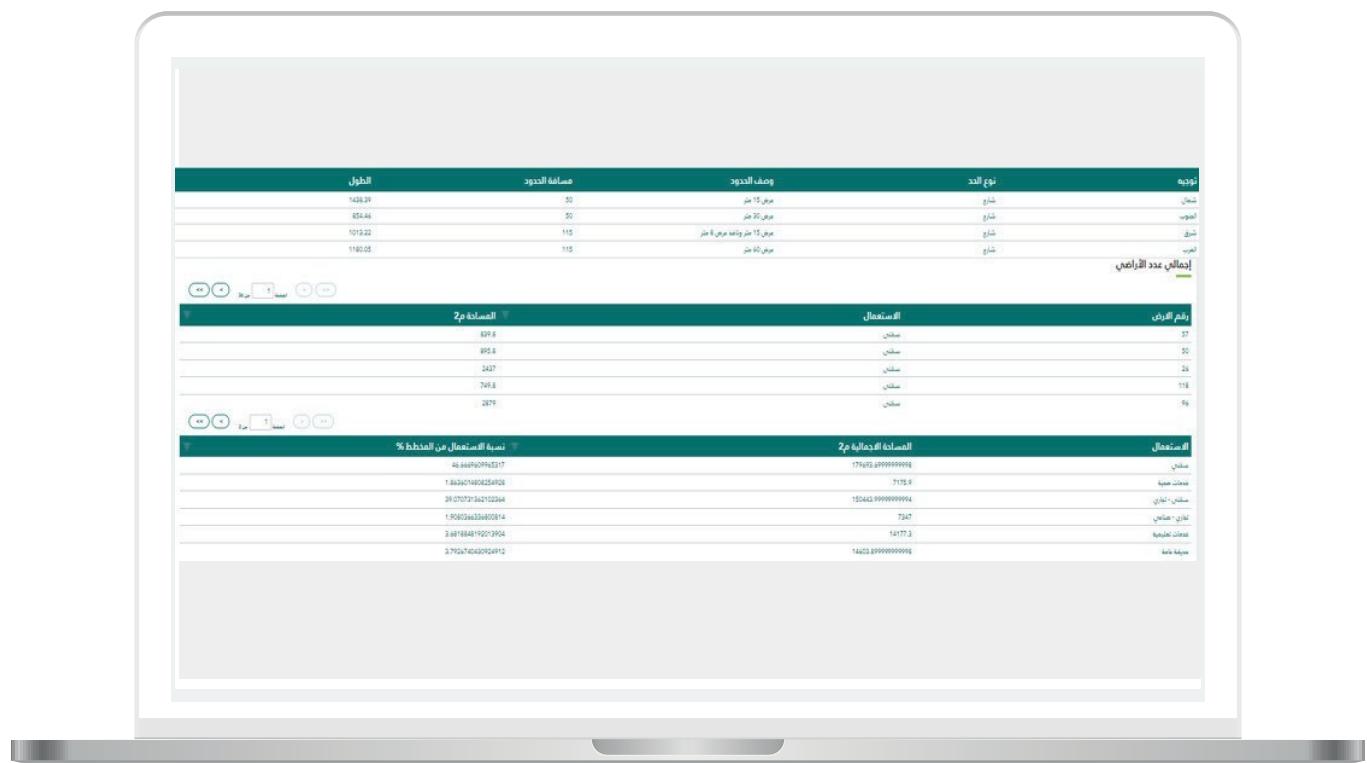
Saudi Electricity Company	Communications and Information Technology Commission
Joint Technical Committee	National Water Company
Municipality	



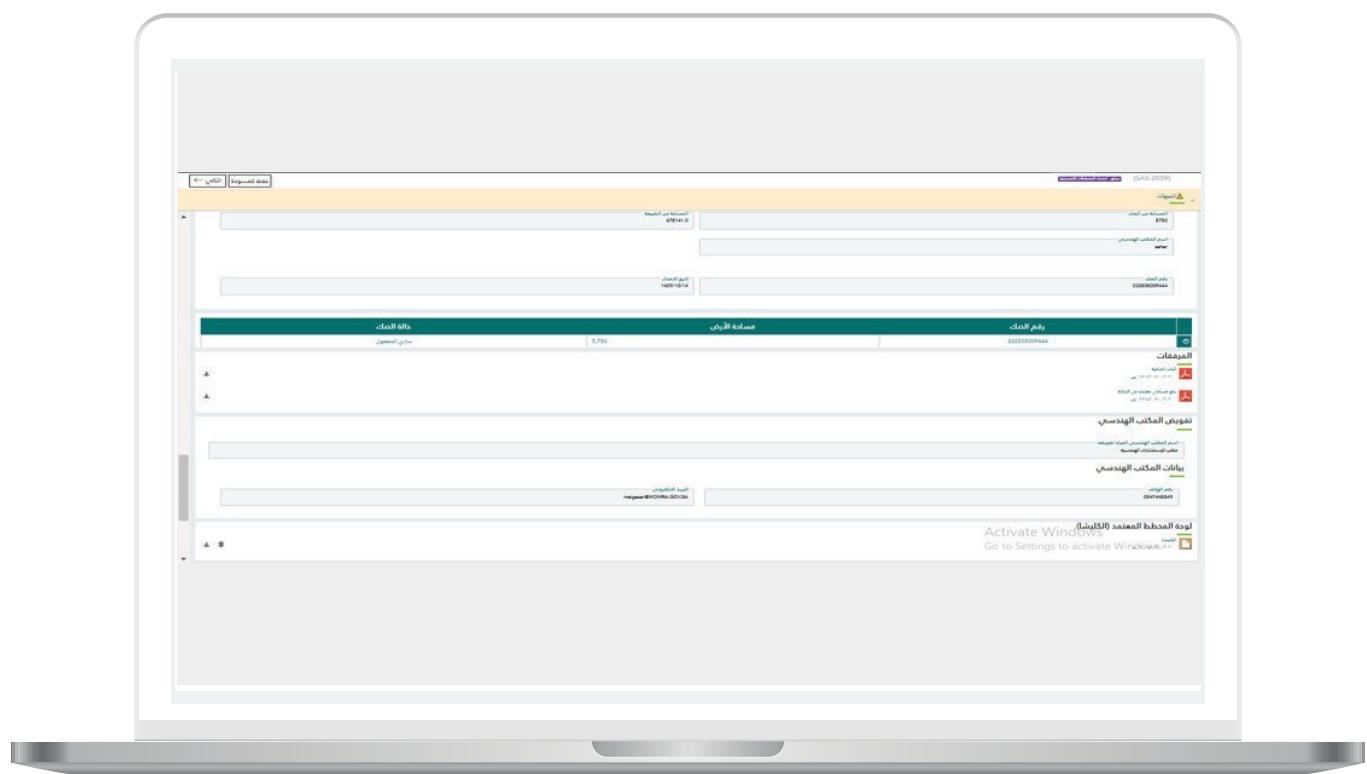
## Workflow Diagram for Detailed Approval



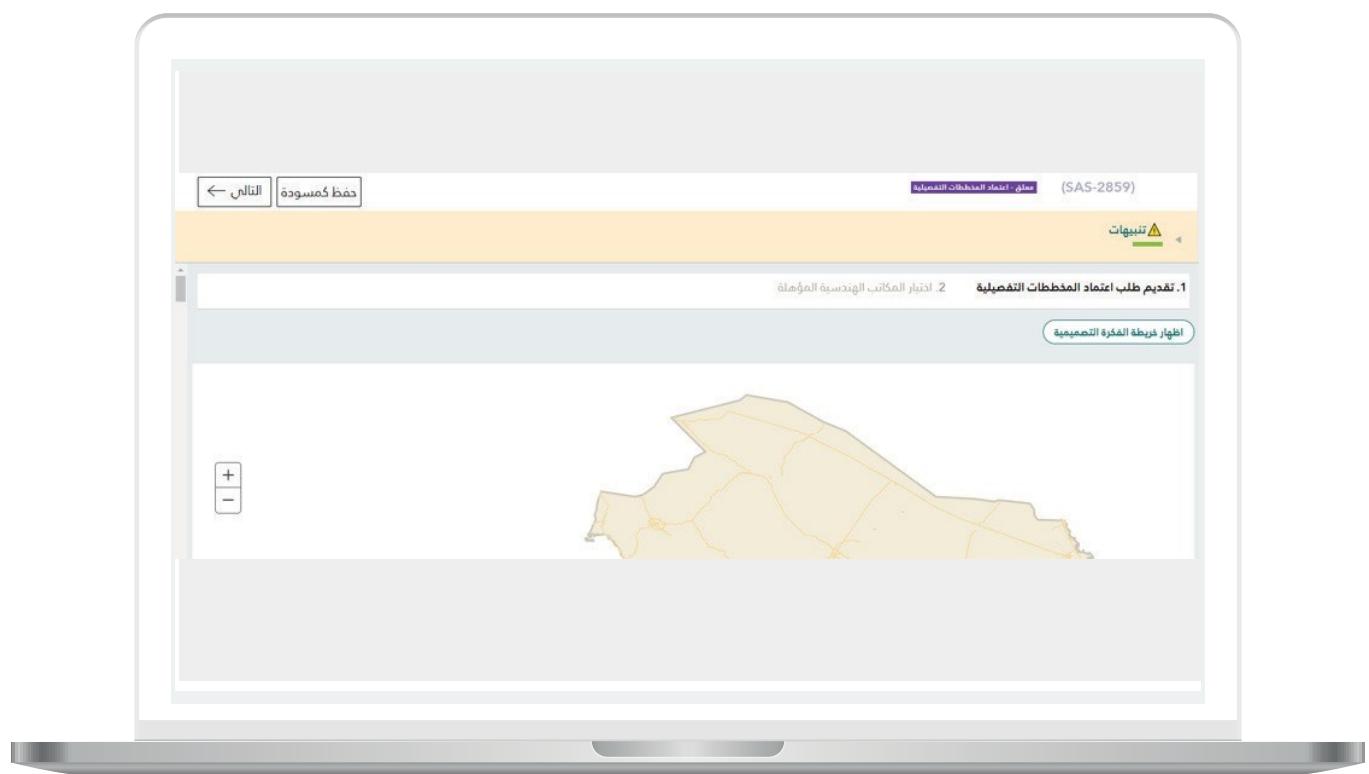
## Review of Detailed Plan Approval Request Within Development Stages (Service Entity)



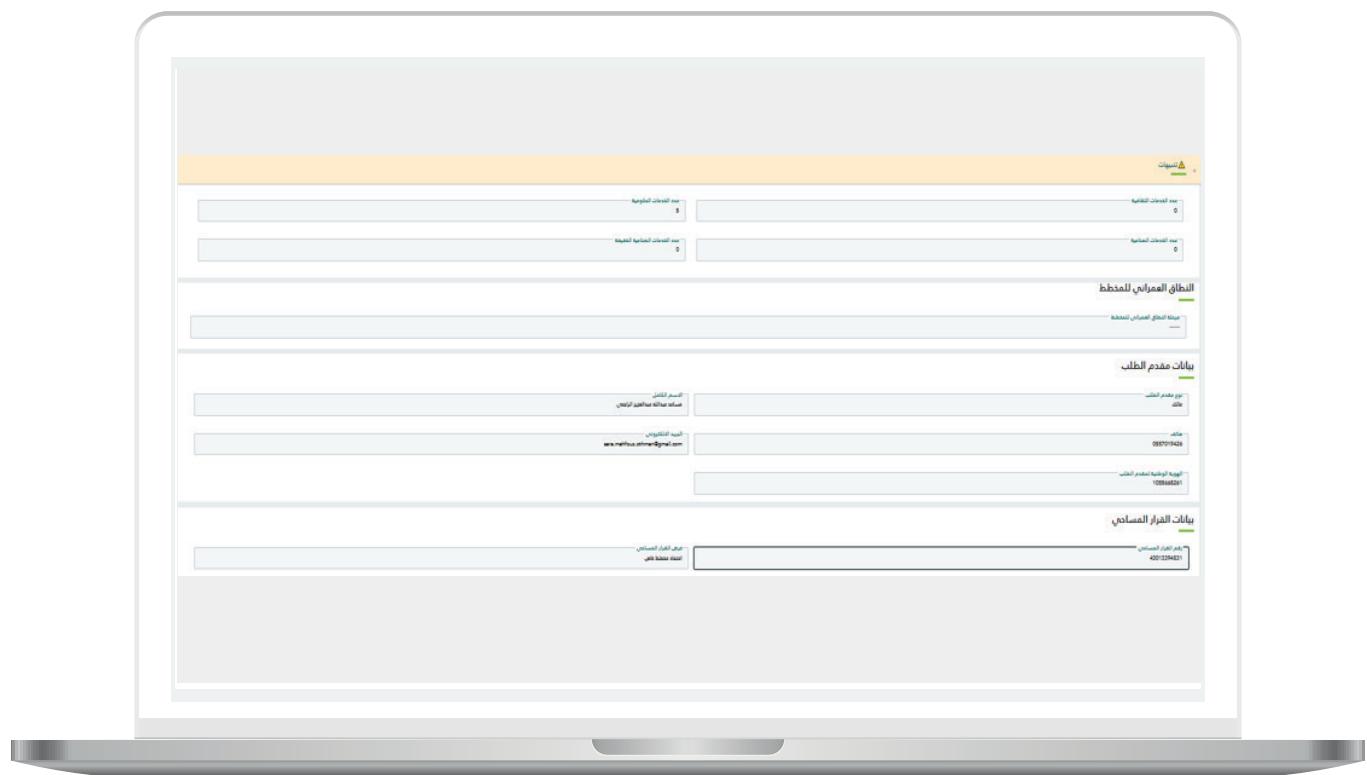
This step is related to the previous step.



This step is related to the previous step.

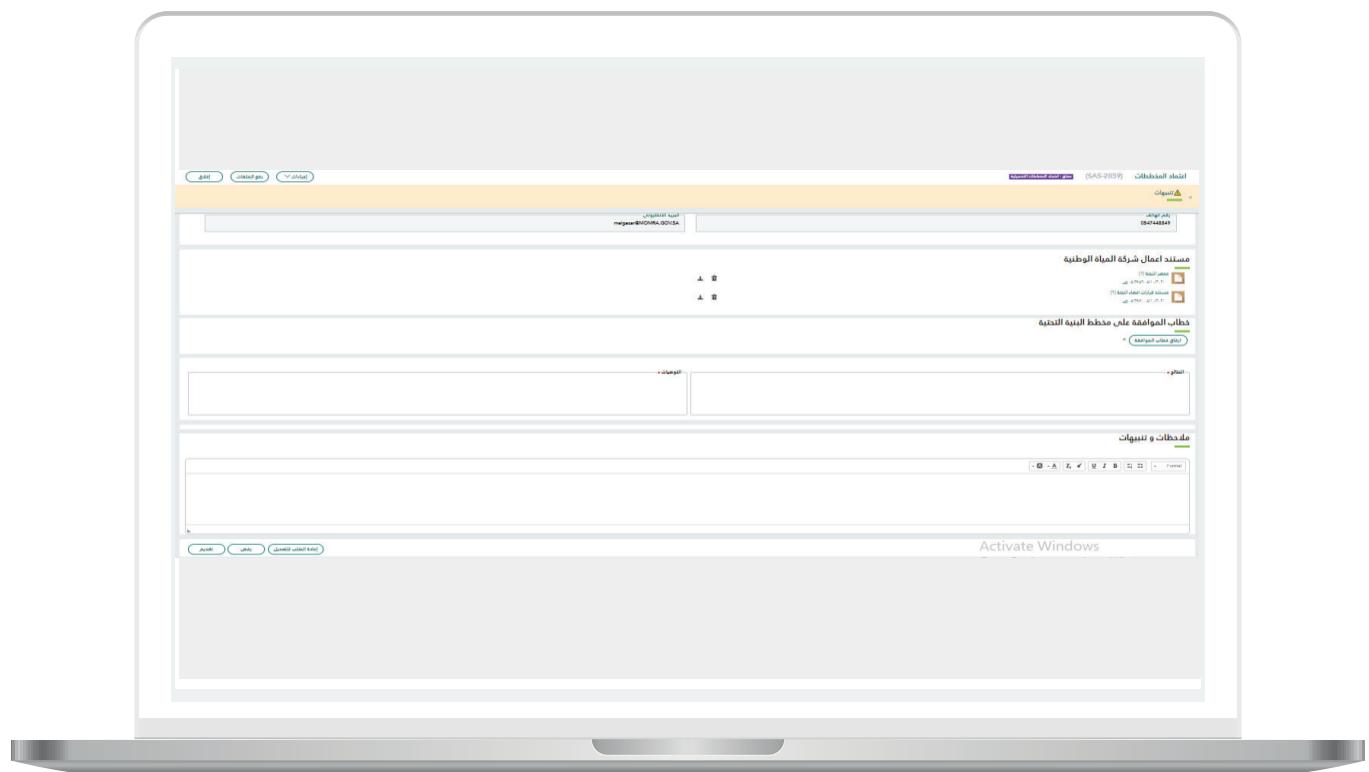


This step is related to the previous step.



The user reviews the service entity work documents. If approved, the user attaches the approval letter for the infrastructure and enters recommendations and findings. The user then makes a decision on the request: Return for Modification, Reject, or Approve.

If the request is returned for modification or rejected, it is sent back to the engineering office. If approved, the value is stored until all relevant entities complete their reviews.



Technical Committee Details and Requirements				
Approval Percentage	Requirements	Number of Members	Responsible Entity	Committee Name
Managed by the Municipality System Administrator	Members' weights must not exceed 100%	No fixed number of members	The Ministry System Administrator	Joint Technical Committee

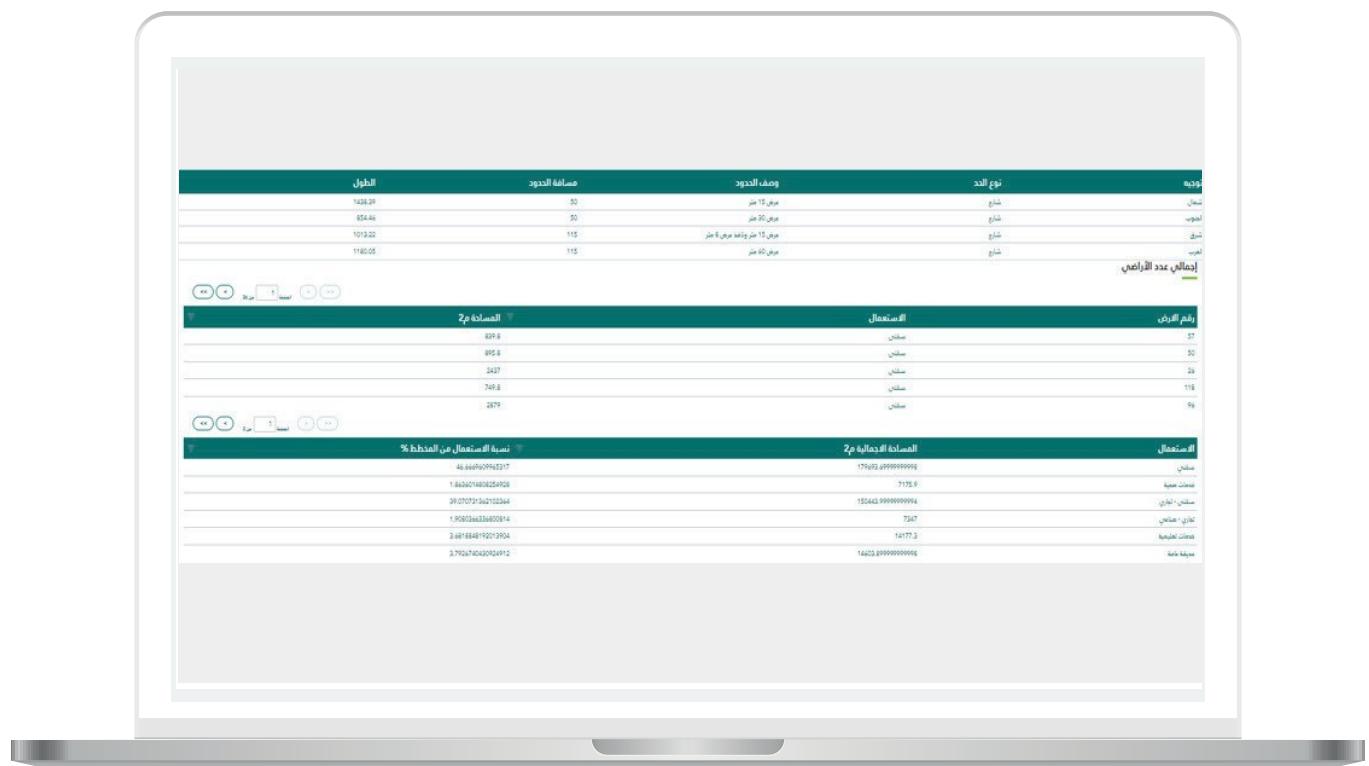
Example of a Joint Committee Setup
The total weight of all Joint Committee members equal 100.
Weight of Committee members
Committee Member 1: 40
Committee Member 2: 40
Committee Member 3: 20
Total Weight: 100
The Municipality System Administrator assigns the approval percentage required for the request.

Example of a Request Decision by the Technical Committee		
Member's decision	Weight of the member	Members of the Committee
Approved	40	Joint Committee Member 1
Rejected	40	Joint Committee Member 2
Rejected	20	Committee Member 3
The Municipality System Administrator sets the required approval percentage at 70.		
Rejection Percentage	Approval Percentage	
60	40	
The system calculates the approval percentage based on the committee members' decisions and compares it with the required percentage. If the approval percentage is equal to or greater than the required approval percentage, the request is approved and sent for final approval. If the approval percentage is lower than the required approval percentage, the request is rejected and sent back to the engineering office.		

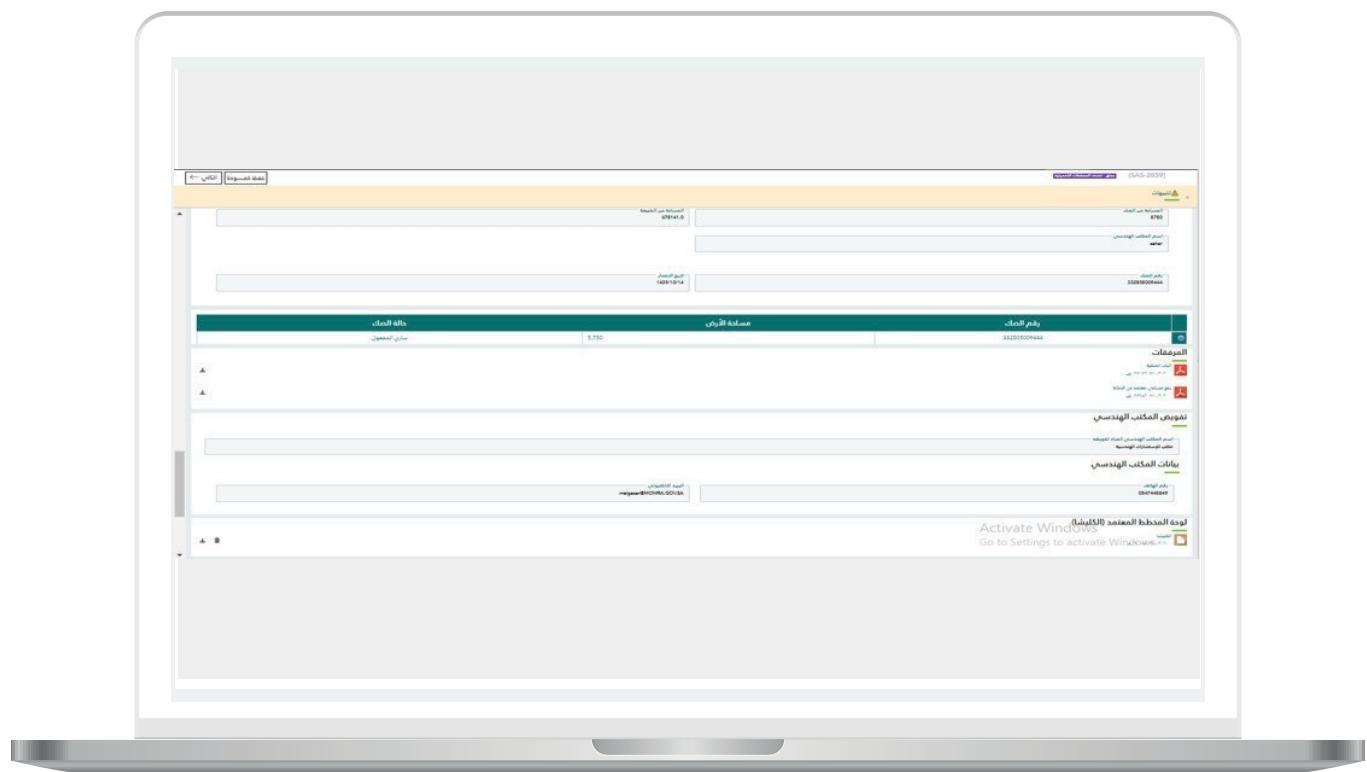


## Review of Detailed Plan Approval Request Within Development Stages (Committee Member)

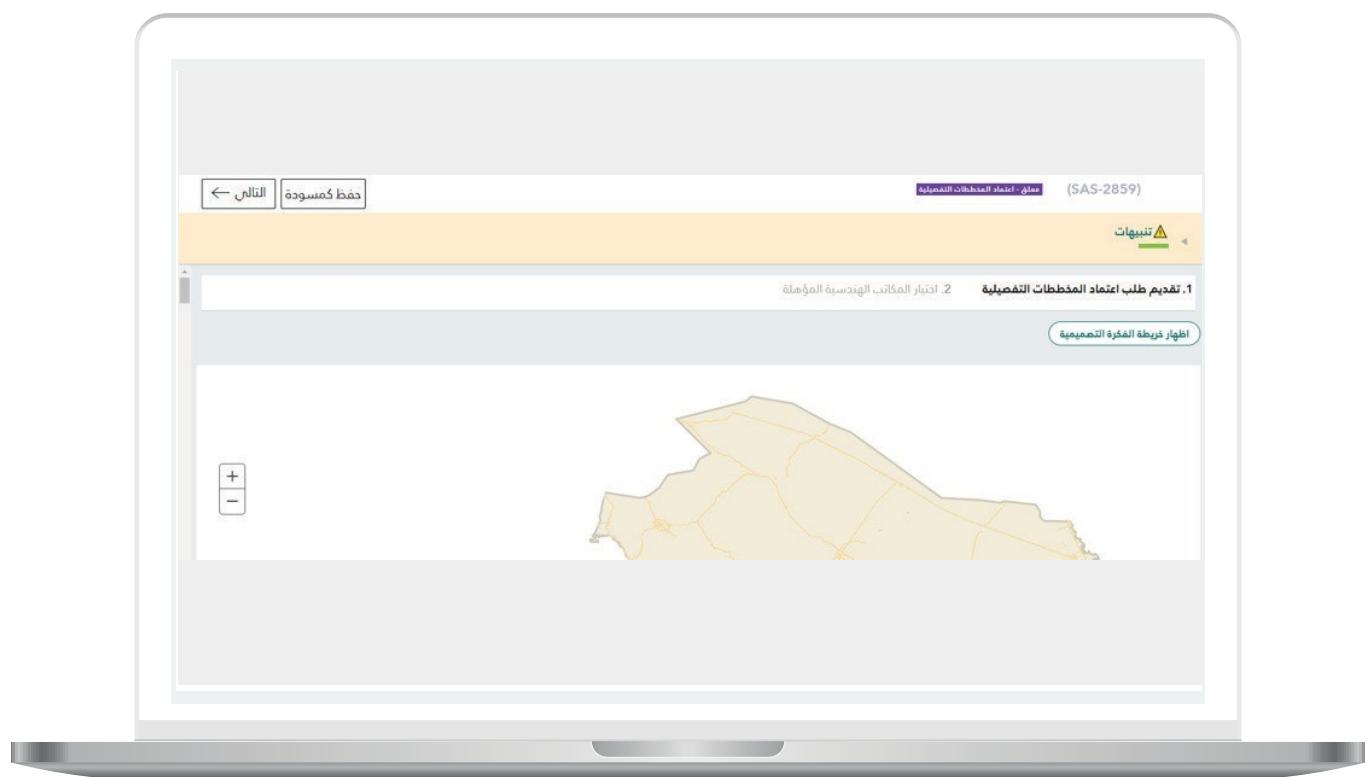
The system displays the request details, including the map, land data, scheme statistics, cadastral decision details, and the approved template.



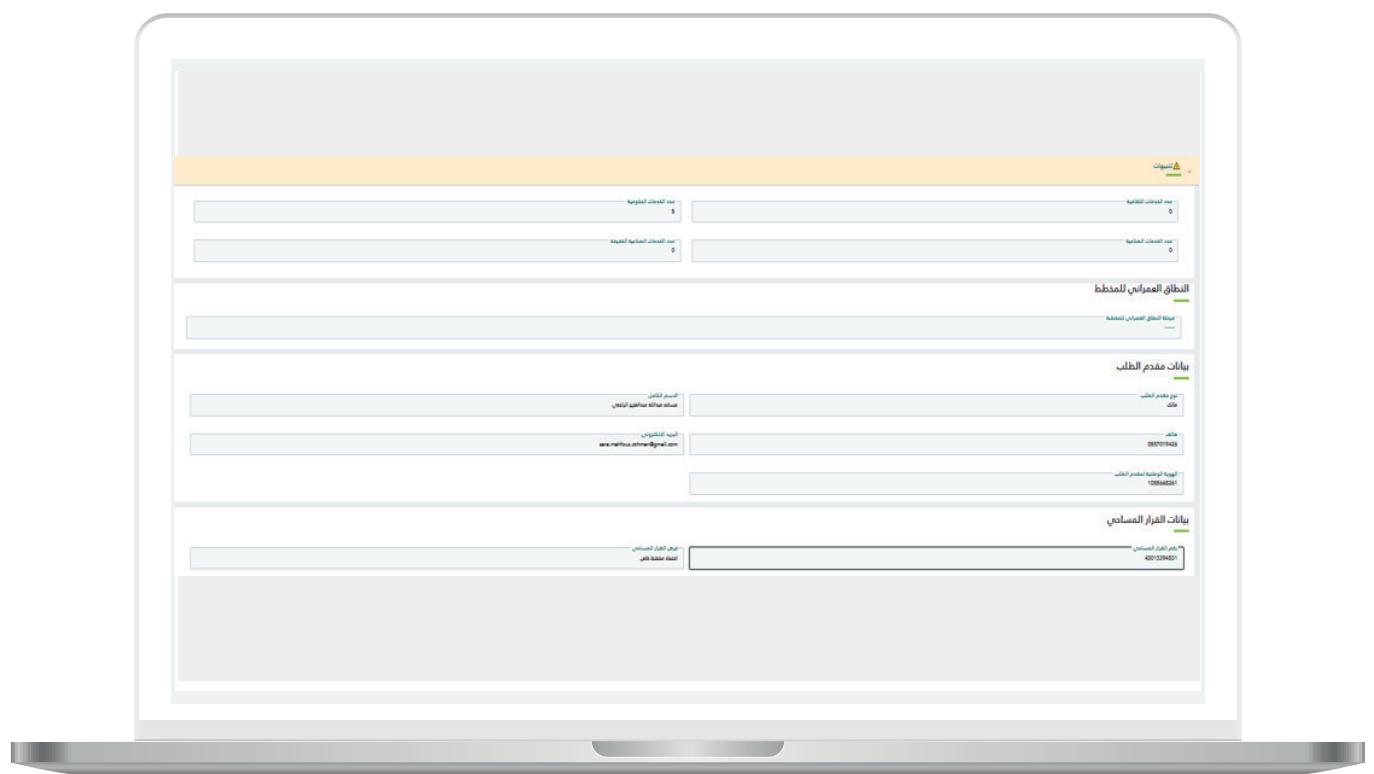
This step is related to the previous step.



This step is related to the previous step.

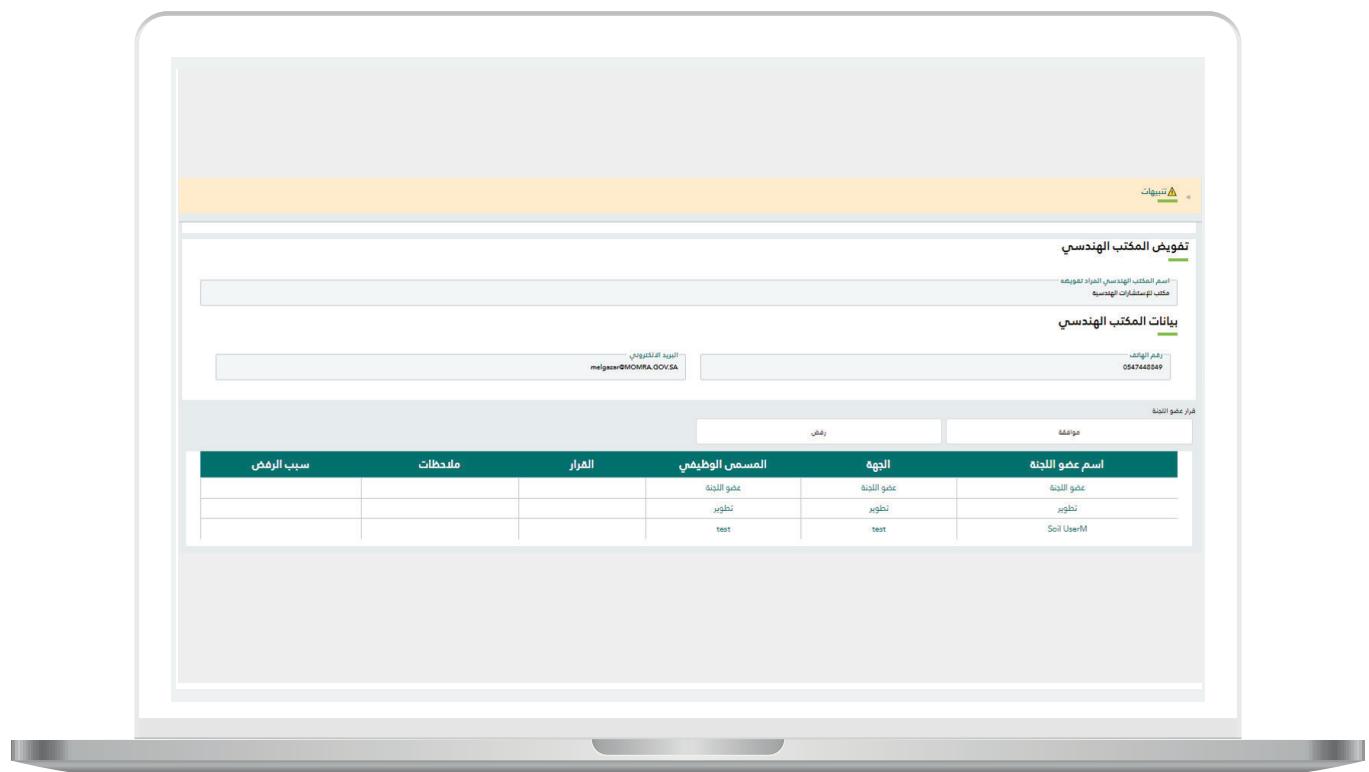


This step is related to the previous step.



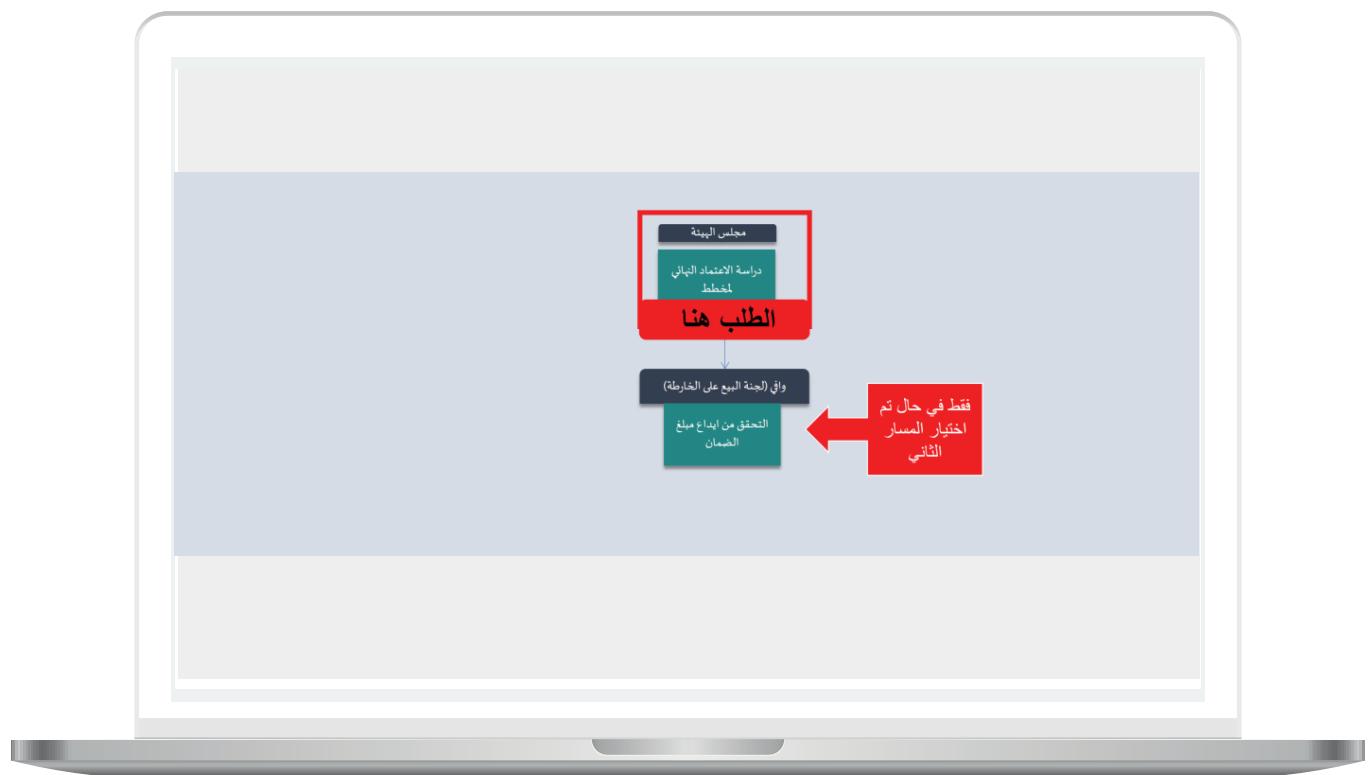
The committee member reviews the request and makes a decision to either approve or reject it. If rejected, the system requires the member to provide a reason for rejection. The system displays a table containing the committee members' comments.

The user clicks Submit, and the system saves the member's decision weight. If approved, the request is sent for final approval.



## Final Plan Approval

Workflow Diagram for Final Plan Approval (If a Development Authority Exists)



Development Authority Council Details and Requirements				
Management	Requirements	Number of Members	Responsible Entity	Committee Name
Managed by the Authority System Administrator	Members' weights must not exceed 100%	No fixed number of members	Authority System Administrator	Development Authority Council

Example of Development Authority Council Setup
The total weight of all Development Authority Council members must equal 100.
Weight of Committee members
Council Member 1: 40
Council Member 2: 40
Council Member 3: 20
Total Weight: 100
The Authority System Administrator assigns the approval percentage required for the request.

### Example of a Request Decision by the Development Authority Council

Member's decision	Weight of the member	Members of the Council
Approved	40	Council Member 1
Rejected	40	Council Member 2
Rejected	20	Council Member 3

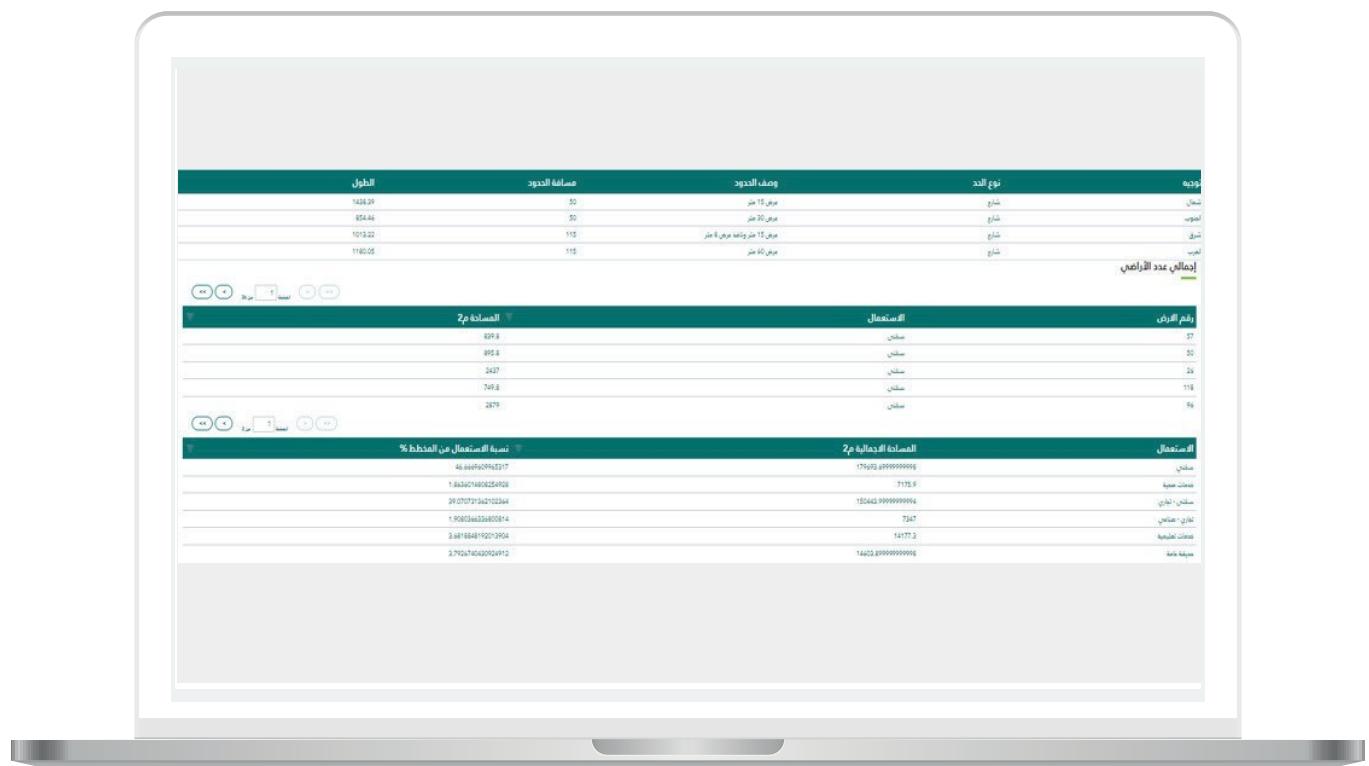
The Authority System Administrator sets the required approval percentage at 70.

Rejection Percentage	Approval Percentage
60	40

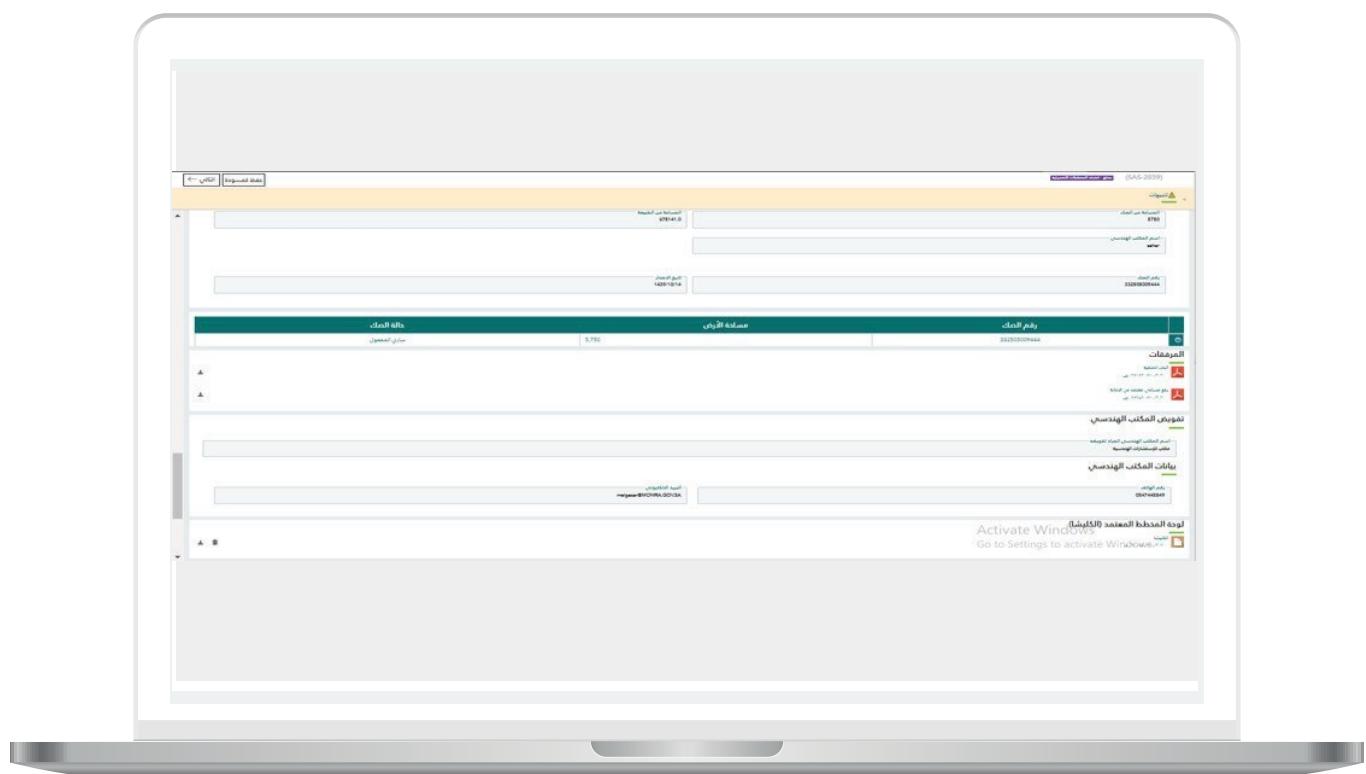
The system calculates the approval percentage based on the committee members' decisions and compares it with the required percentage. If the approval percentage is equal to or greater than the required approval percentage, the request is approved and sent for title transfer. If the approval percentage is lower than the required approval percentage, the request is rejected and sent back to the engineering office.

## Review of Final Plan Approval Request Within Development Stages (Council Member)

The system displays the request details, including the map, land data, scheme statistics, cadastral decision details, and the approved template.

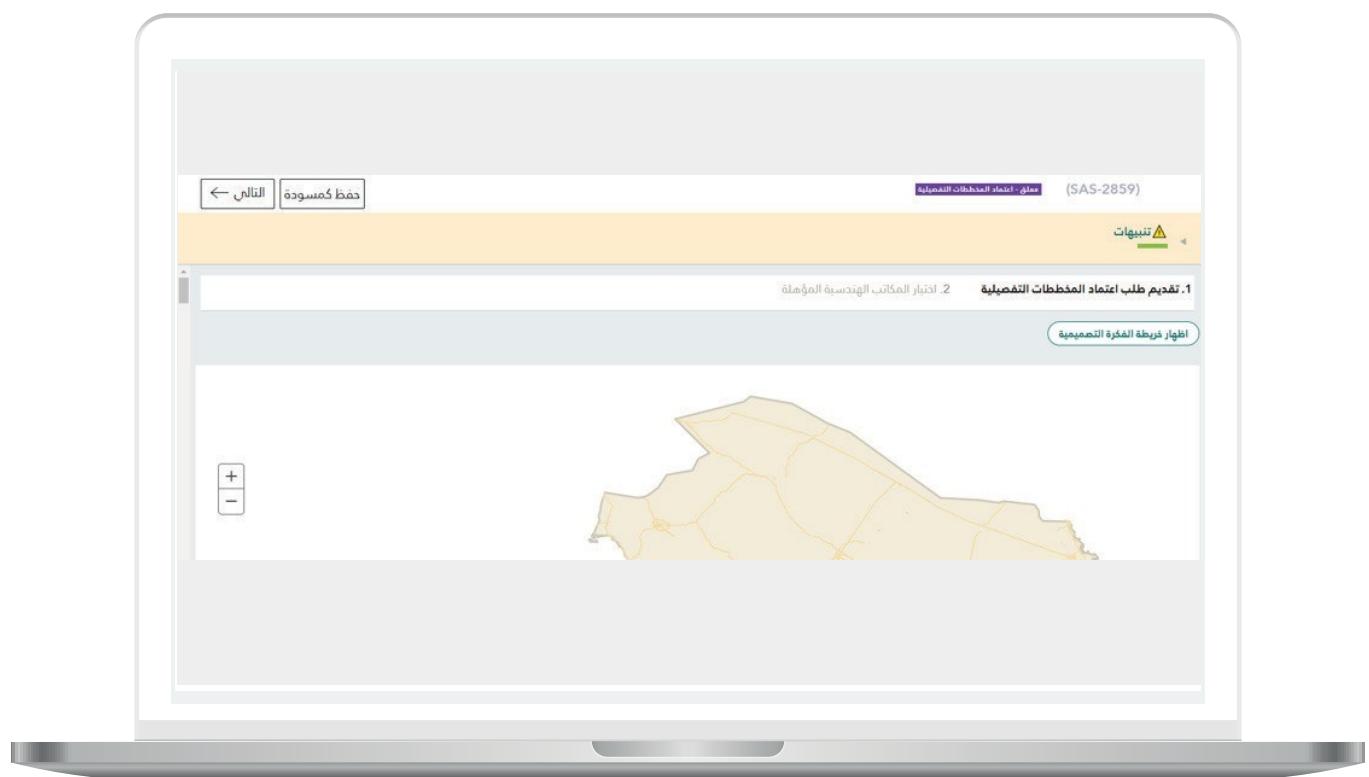


This step is related to the previous step.

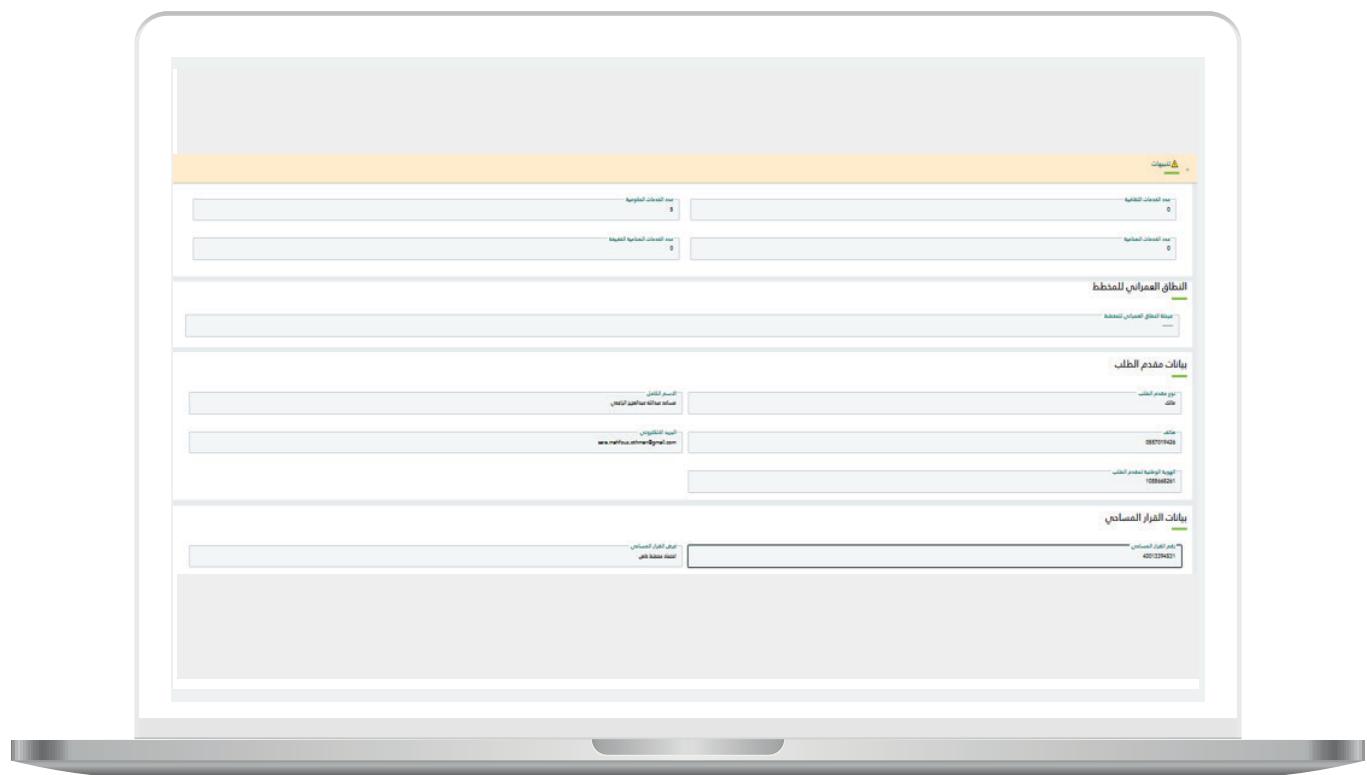




This step is related to the previous step.



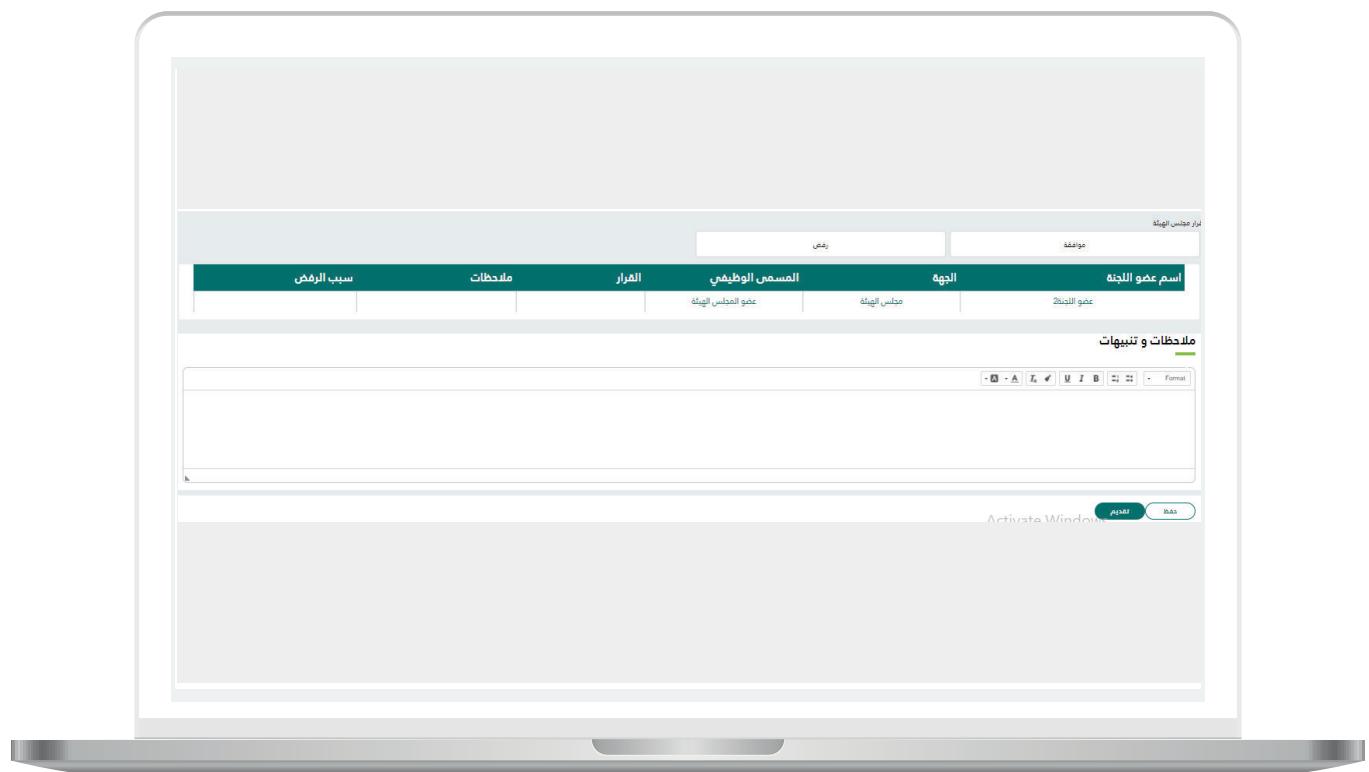
This step is related to the previous step.





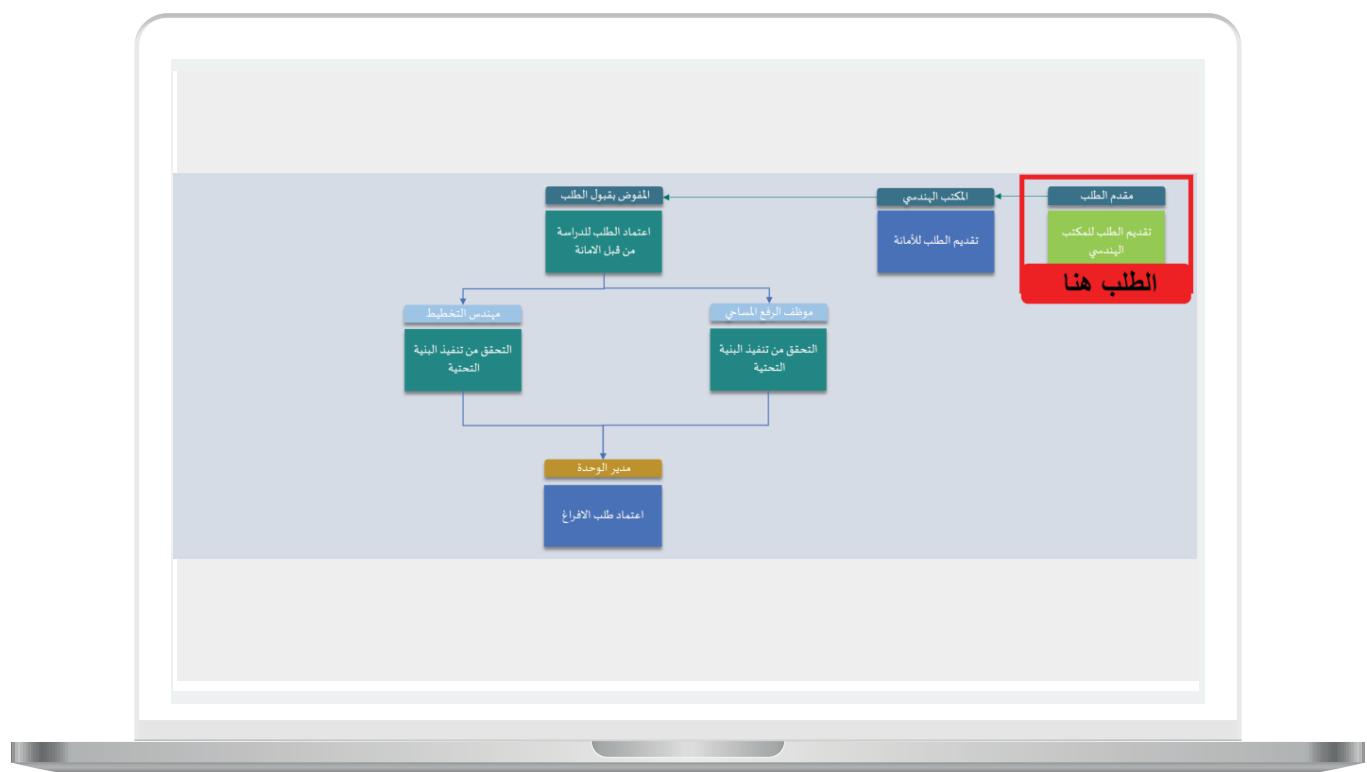
The committee member reviews the request and makes a decision to either approve or reject it. If rejected, the system requires the member to provide a reason for rejection. The system displays a table containing the committee members' comments.

The user clicks Submit, and the system saves the member's decision weight. If approved, the request is sent for title transfer.

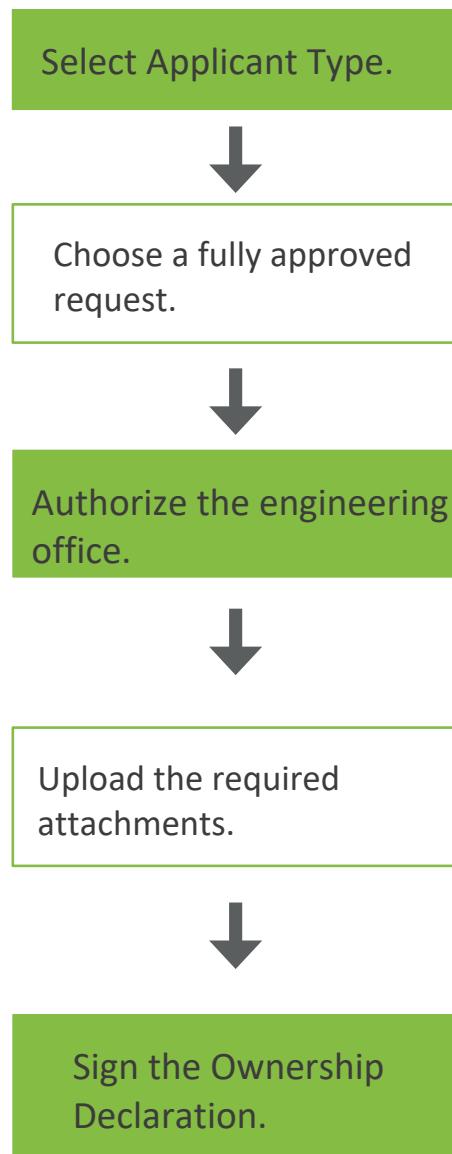


## Partial or Full Title Transfer

### Workflow Diagram for Title Transfer

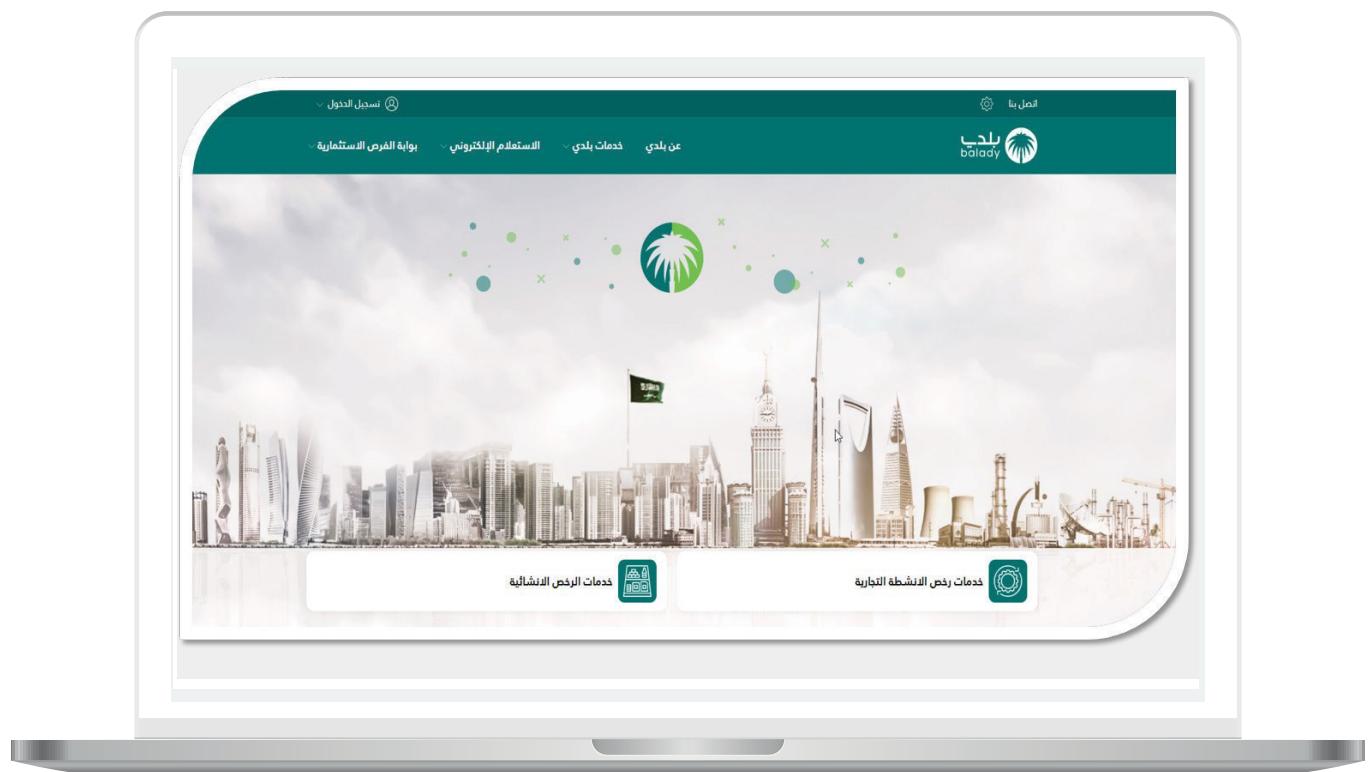


## Applicant Steps



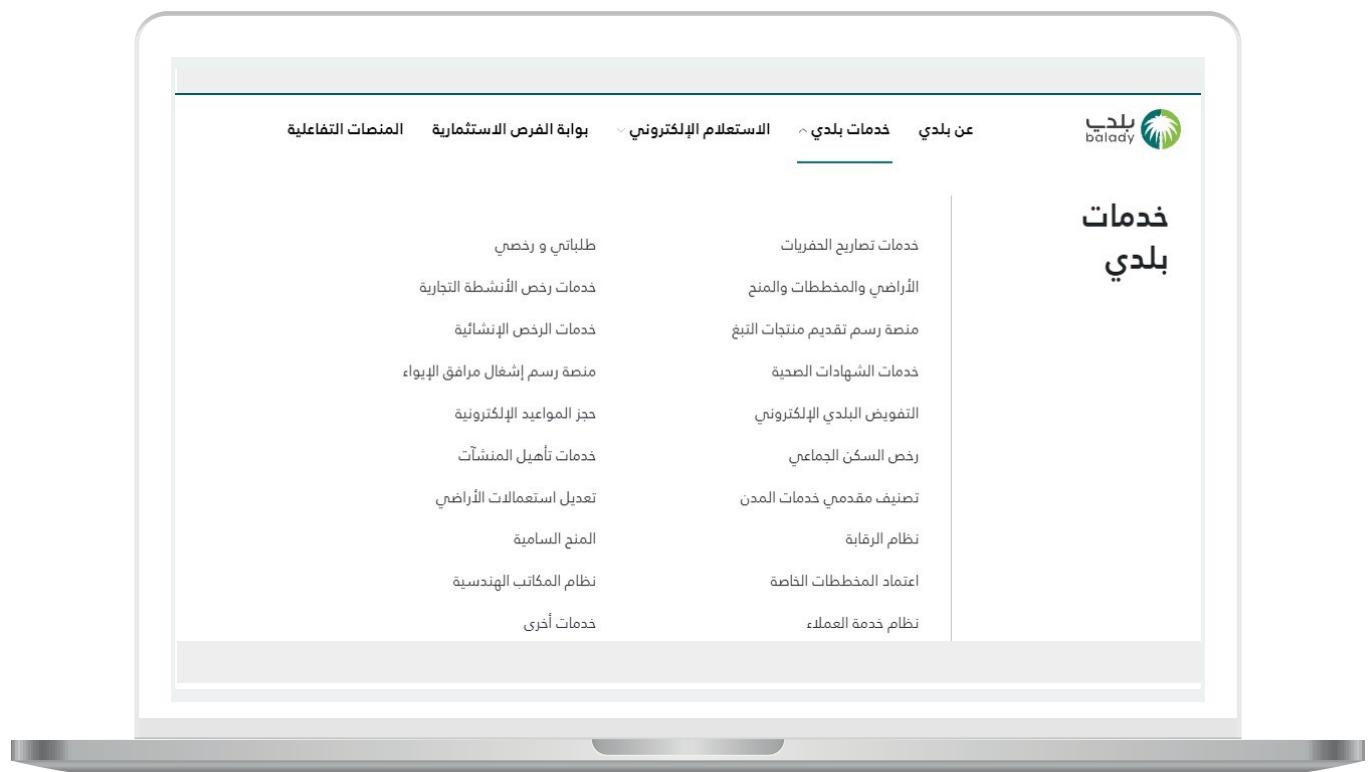
## Accessing the Electronic Portal (Private Land Schemes Approval Service)

The user can access the (**Private Land Schemes Approval Portal**) through the (**Balady**) Portal by selecting (**Balady Services**), then choosing (**Private Land Schemes Approval**) Service, which displays the (**Private Land Schemes Approval**) Portal main interface.



## Accessing the Electronic Portal (Private Land Schemes Approval Service)

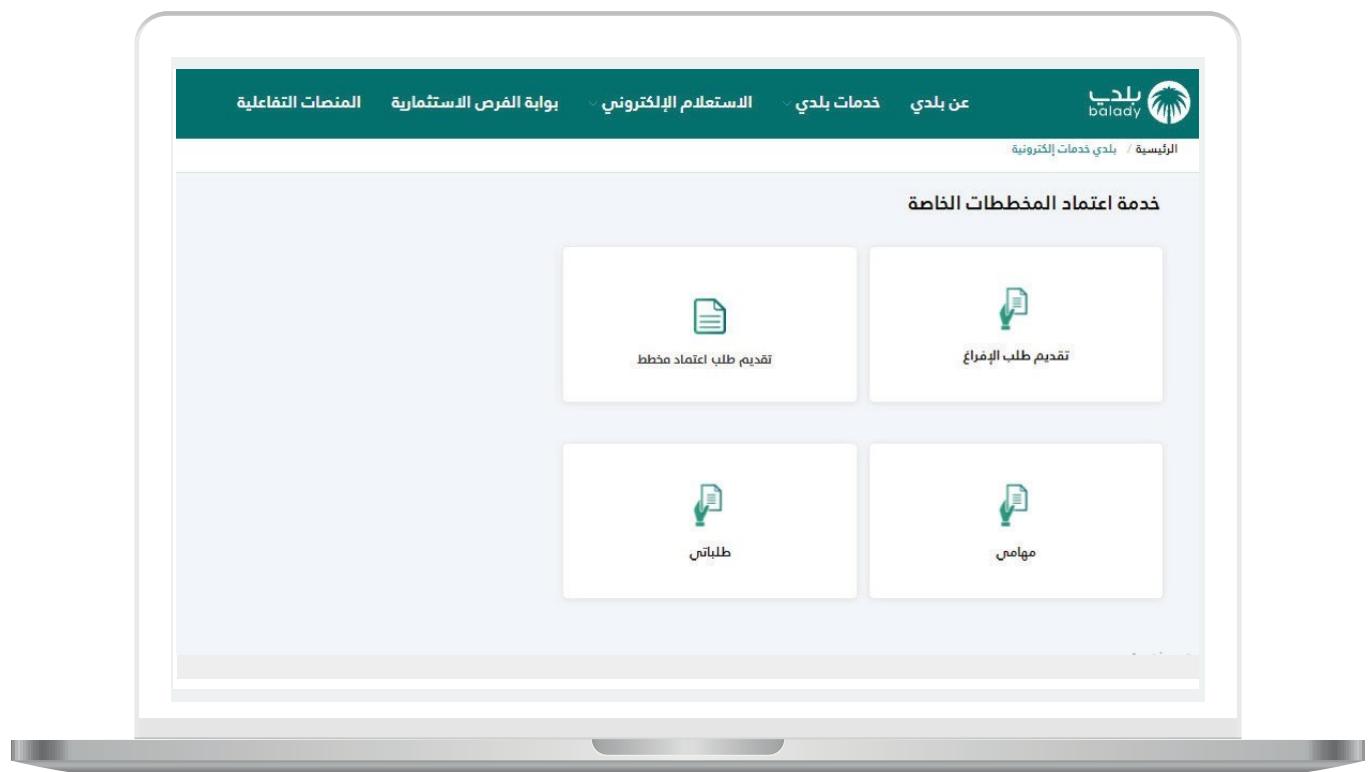
The user can access the (**Private Land Schemes Approval Portal**) through the (**Balady**) Portal by selecting (**Balady Services**), then choosing (**Private Land Schemes Approval**) Service, which displays the (**Private Land Schemes Approval**) Portal main interface.



## Private Land Schemes Approval Portal

### Application Submission Screen for the Applicant

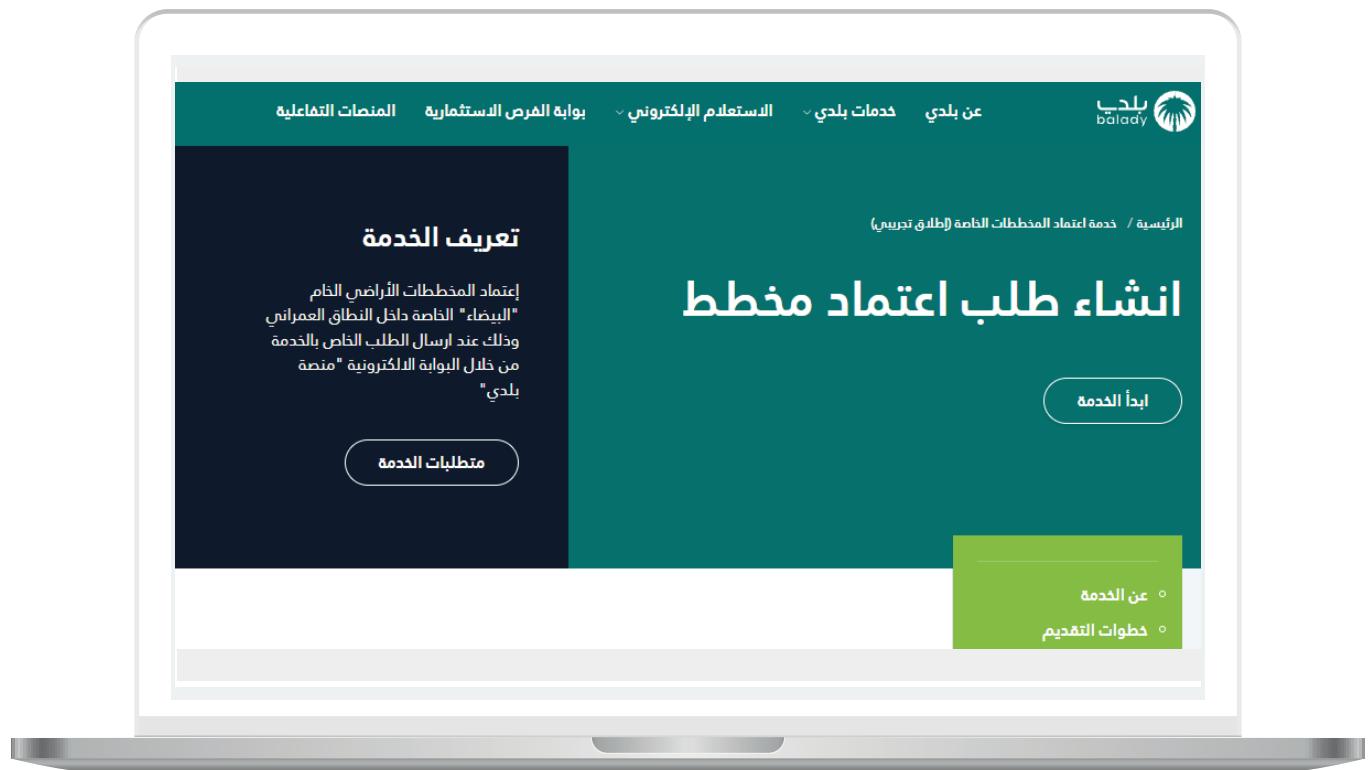
The applicant submits a title transfer request by clicking **(Submit Title Transfer Request)**. The requests can be viewed on the **(My Requests)** page and any tasks requiring action on the **(My Tasks)** page.



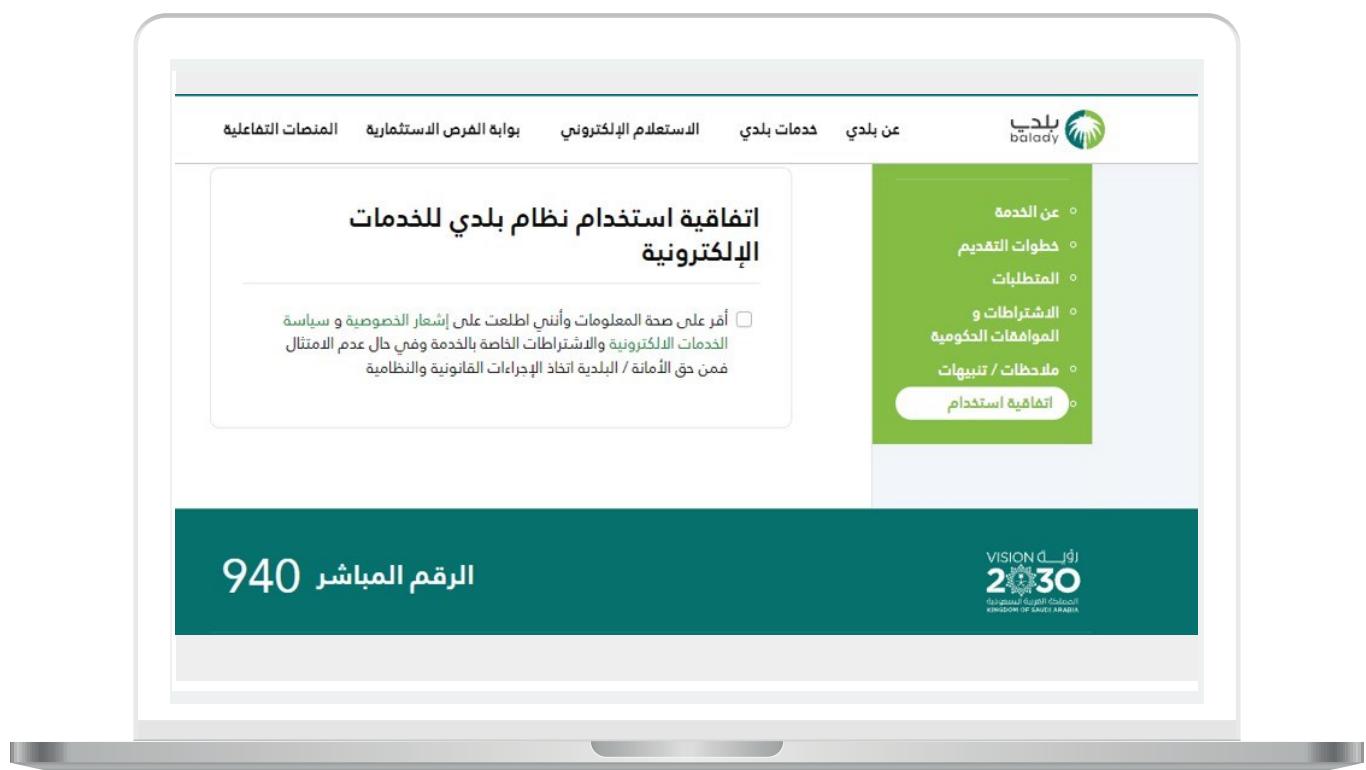


A description of the service and its requirements will be displayed, and the user can choose one of the following options:

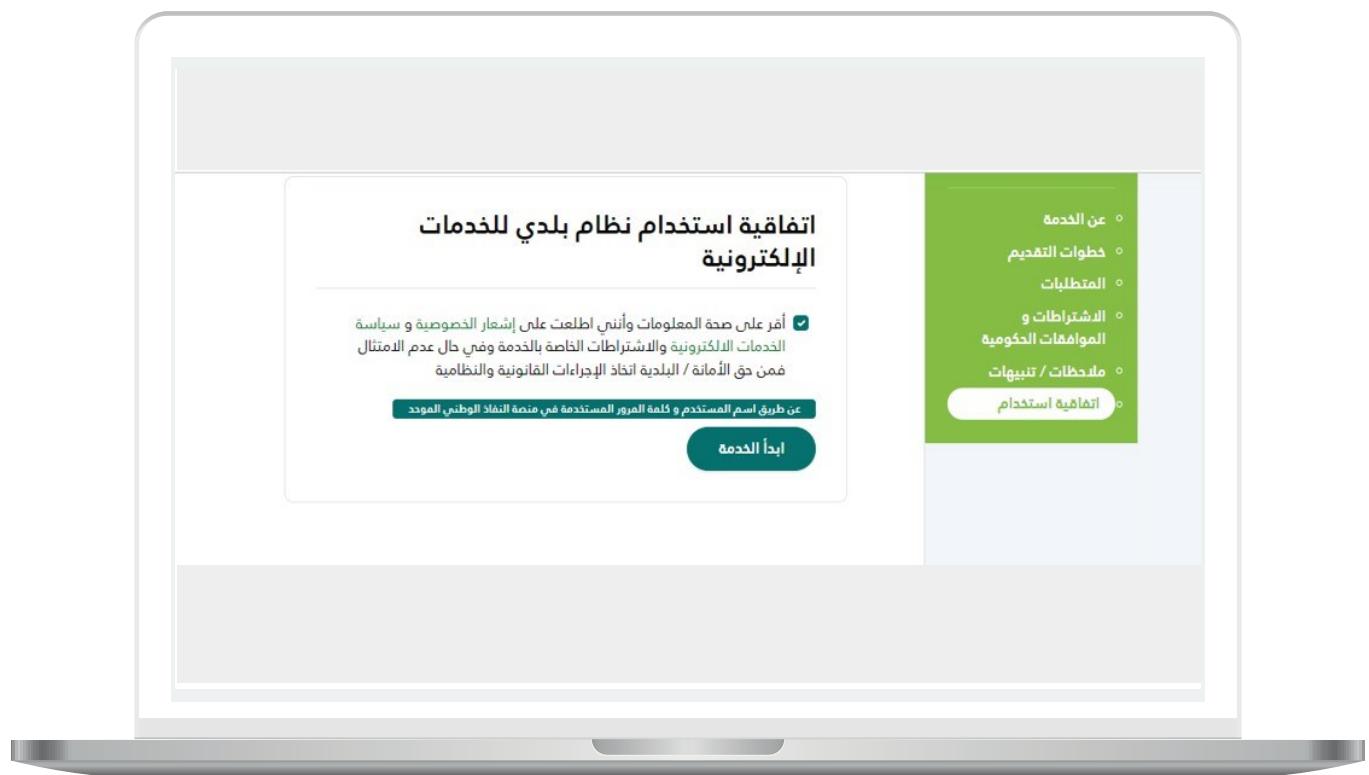
- 1) Start the service immediately by clicking (**Start Service**).
- 2) Review the service requirements and description by clicking (**Service Requirements**).



After reviewing the service requirements, submission steps, conditions, and notifications, the User Agreement will be displayed. The applicant must acknowledge the E-Services Policy and agree to the terms. Once acknowledged, the (Submit Request) button will appear.

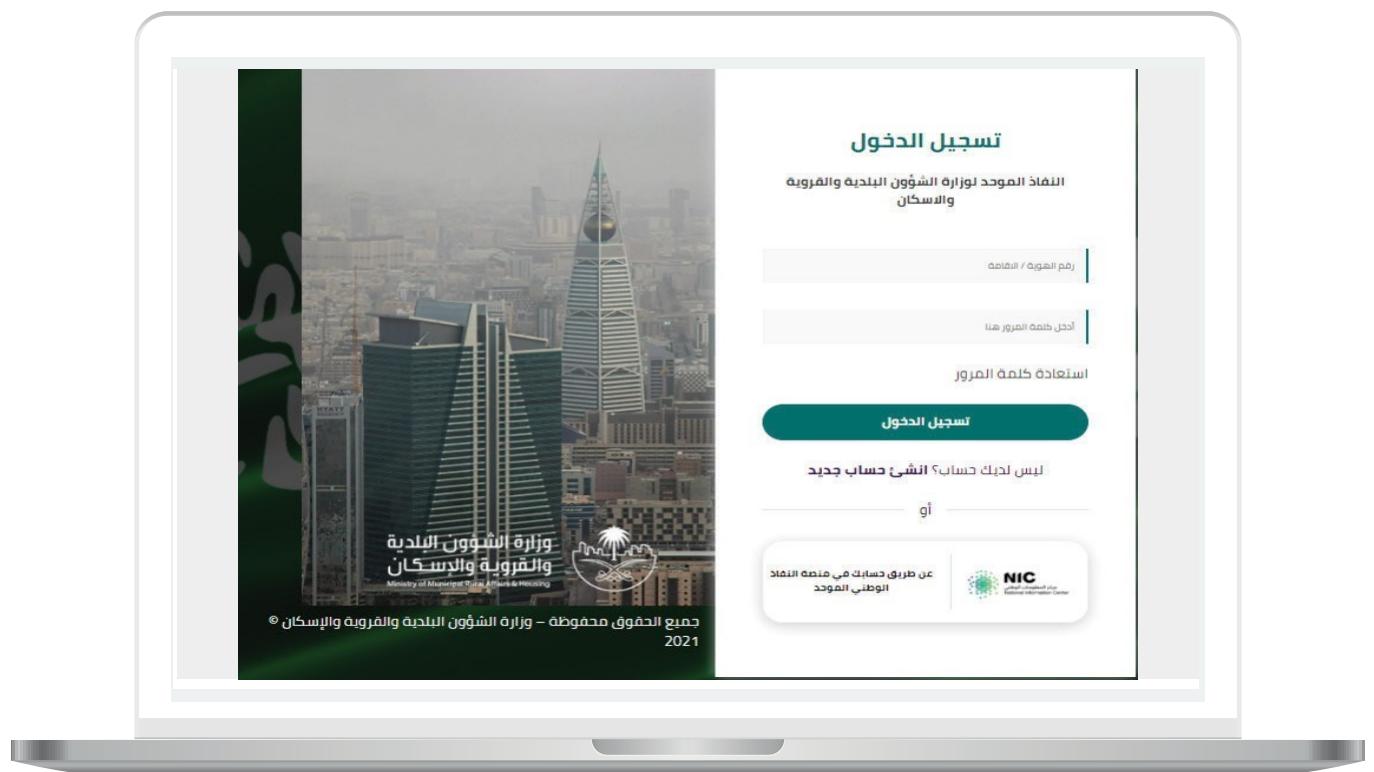


This step is related to the previous step.



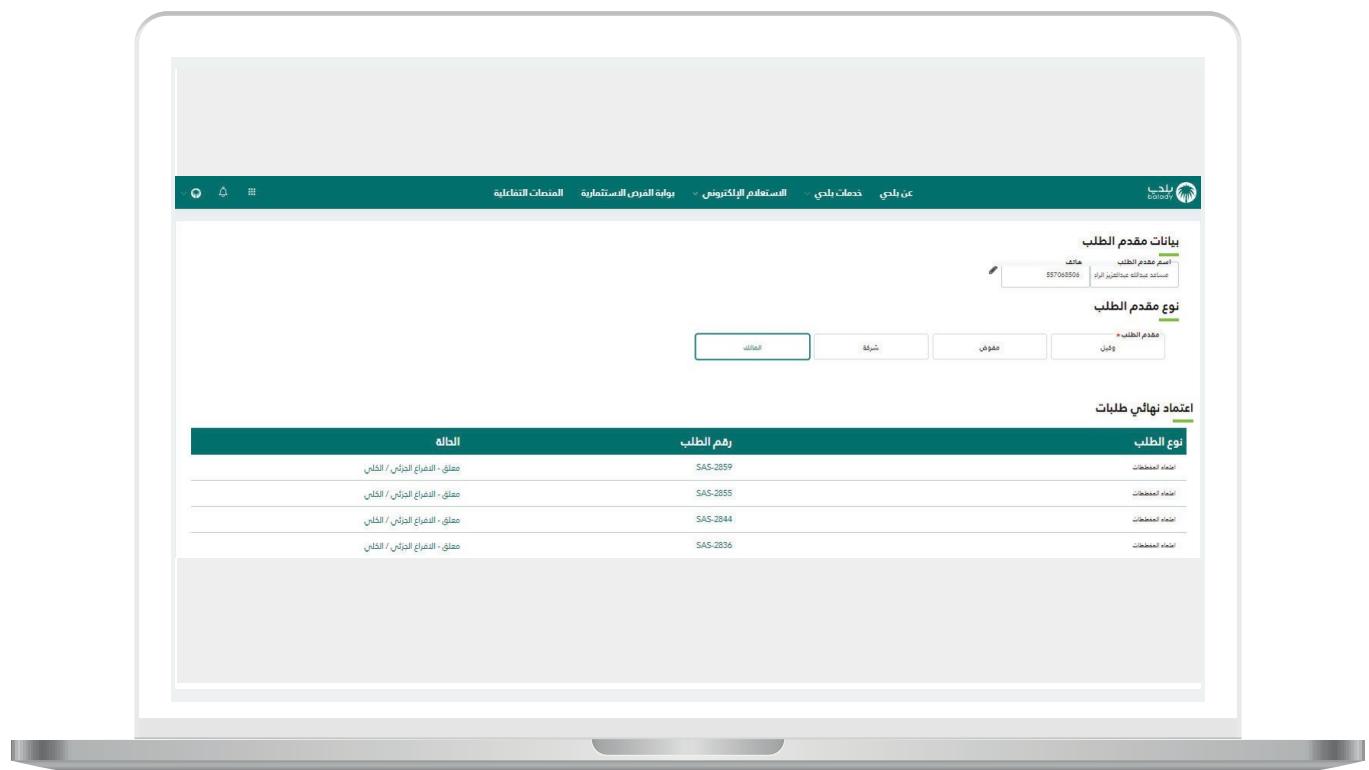
The system will display the login screen, where users can log in using one of the following methods:

- 1) Create an account in **(Balady)**.
- 2) Log in via the **(Unified National Access (Absher))**.



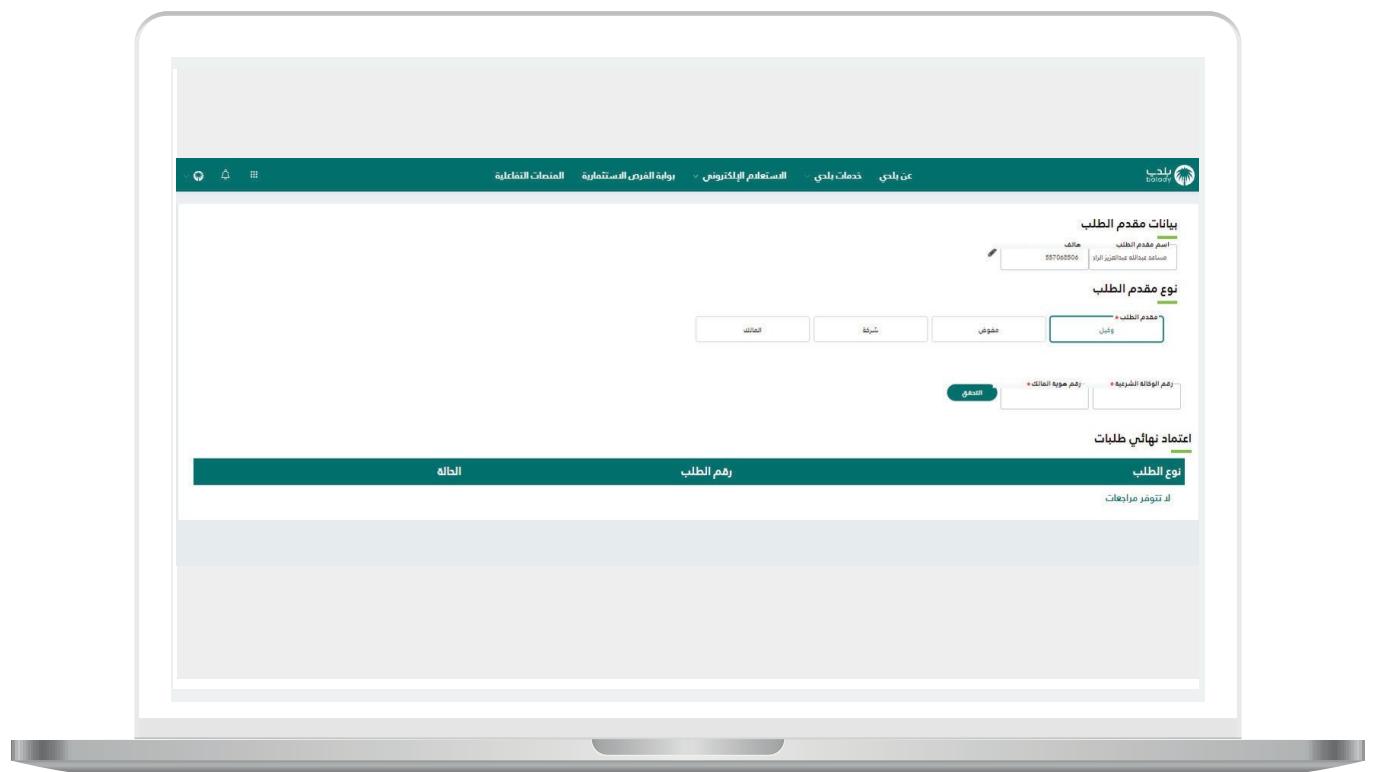
## Submitting a Title Transfer Request - Applicant

If the applicant is the Owner, the system displays the approved final approval requests for the owner, and the user selects the request for title transfer.



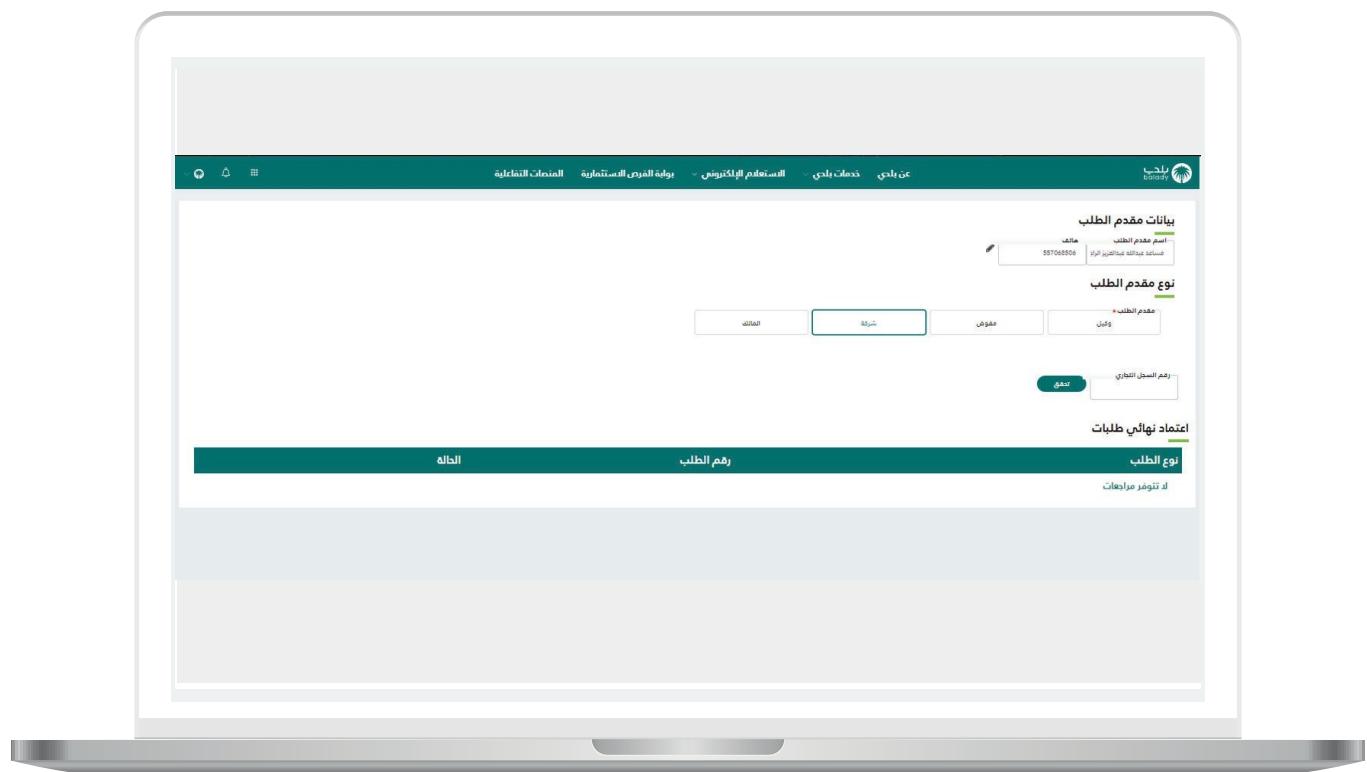
If the applicant is an Agent, the user enters the Power of Attorney number and the Owner's National ID and clicks Verify for validation with the Ministry of Justice.

If verification is successful, the system displays the approved final approval requests for the owner, and the user selects the request for title transfer.

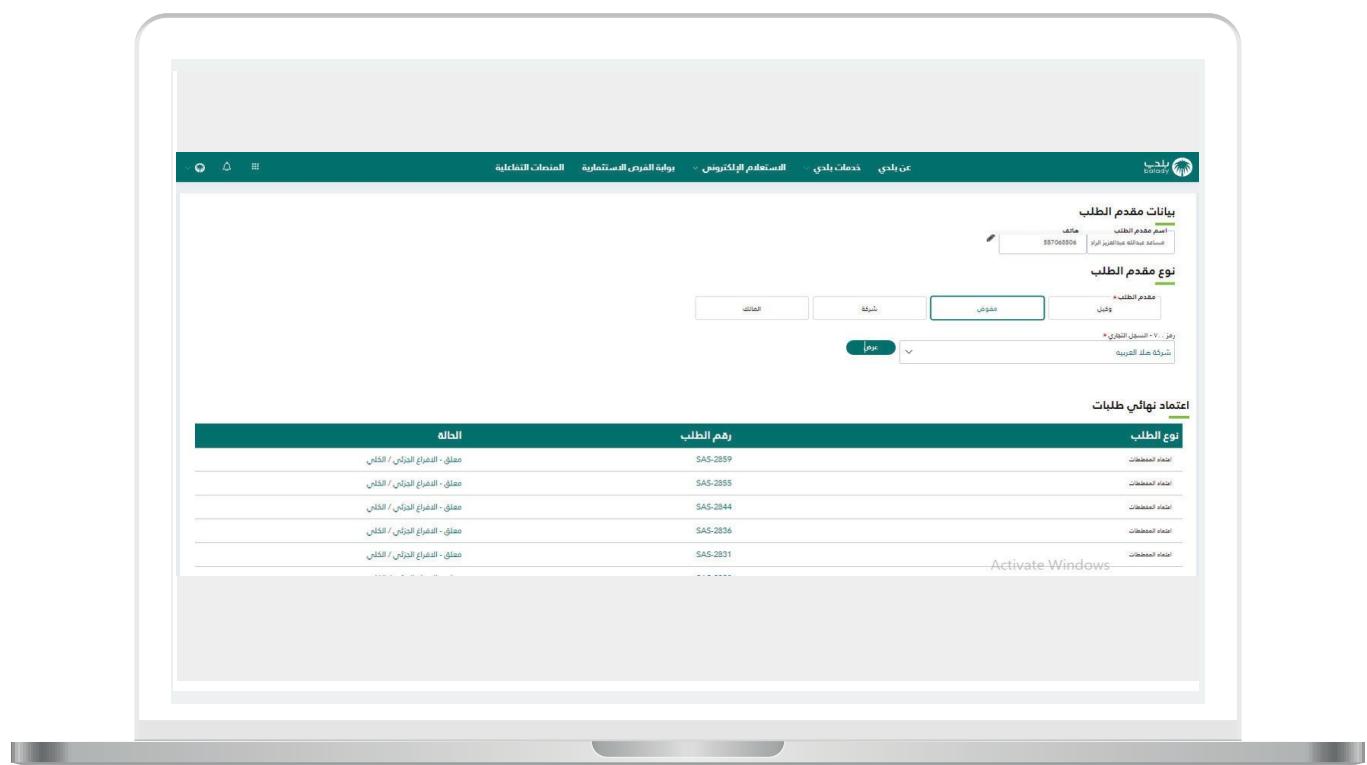


If the applicant is a Company, the user enters the Commercial Register number and clicks Verify for validation. The system then verifies whether the user is one of the company owners.

If verification is successful, the system displays the approved final approval requests for the entity, and the user selects the request for title transfer.

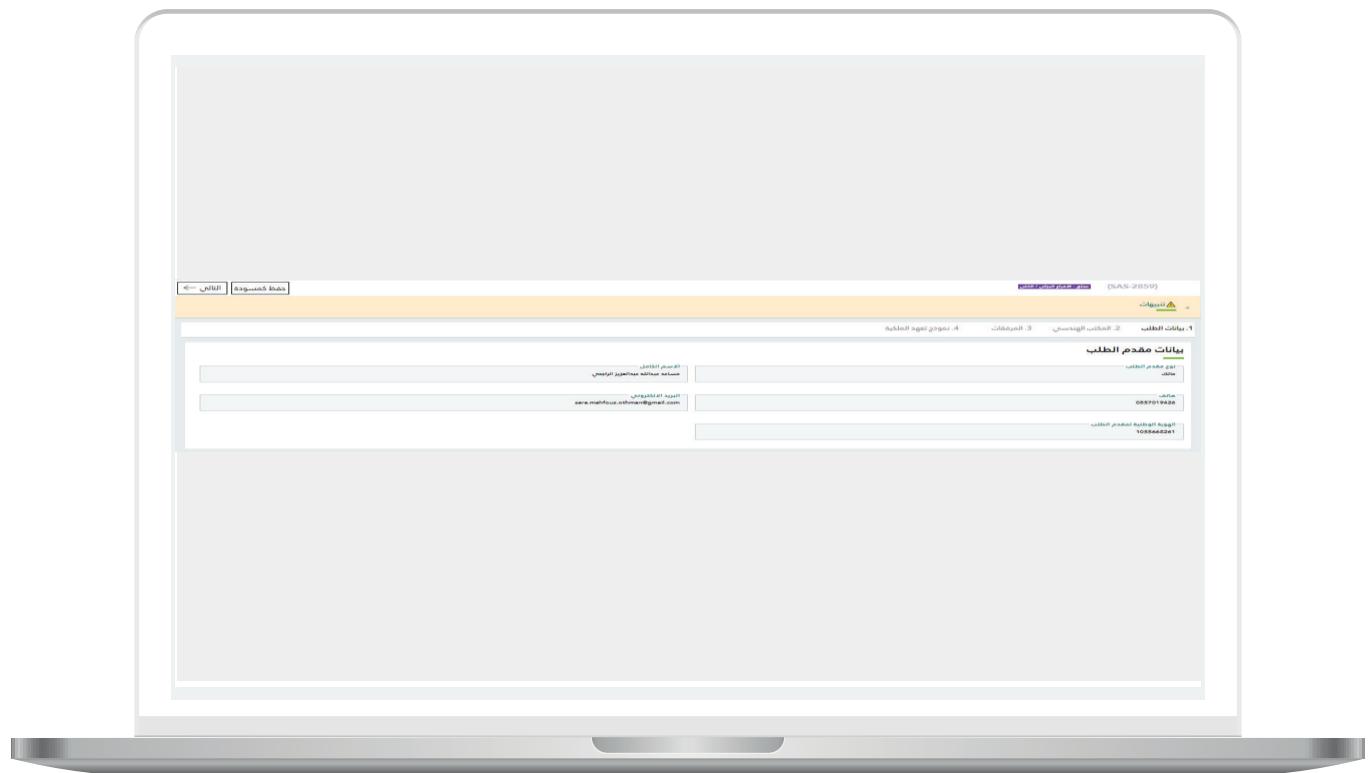


If the applicant is an Authorized Representative, the user selects the authorized entity and clicks Verify. The system then displays the approved final approval requests for the entity, and the user selects the request for title transfer.

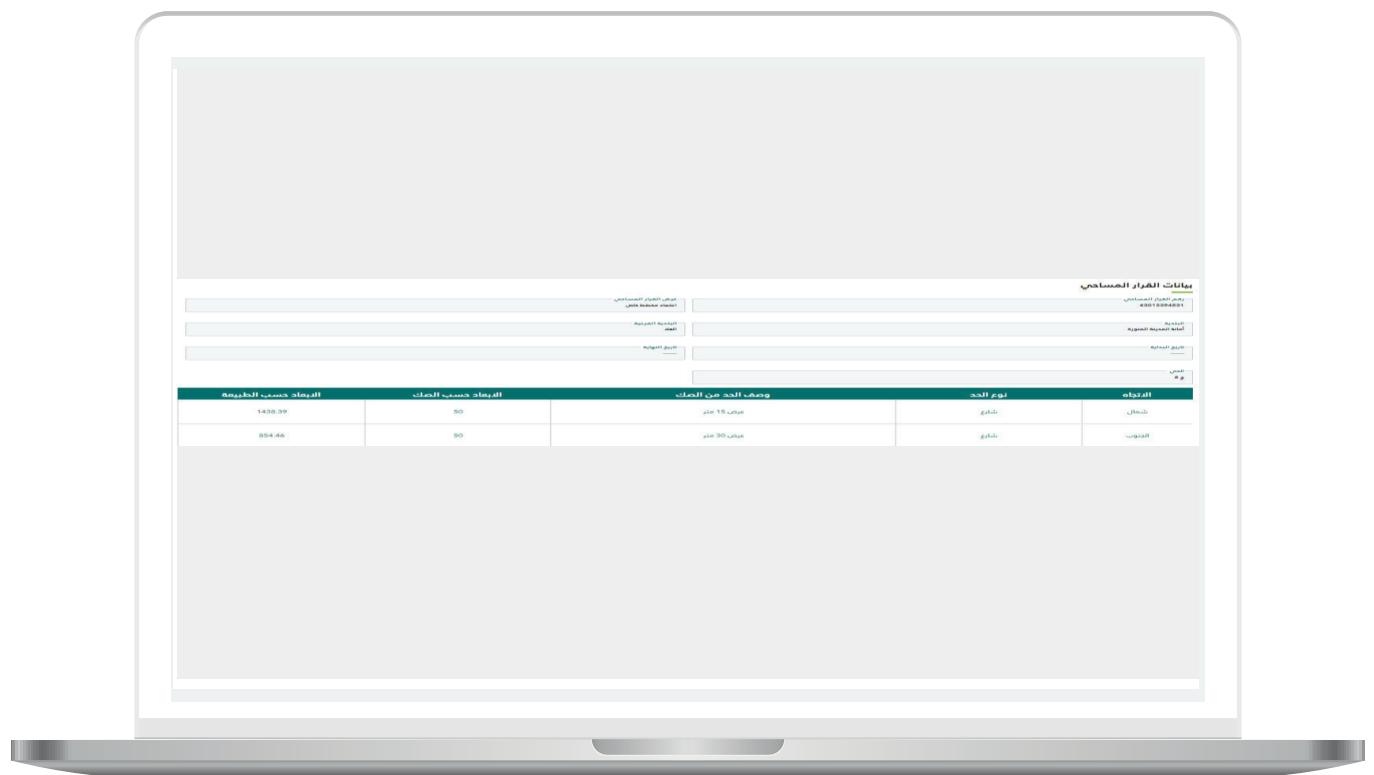


Once the request is selected, the system displays the request details, which include: Applicant information and contains the following fields: Applicant Type, Full Name, Mobile Number, Email Address, National ID Number.

Clicking Next proceeds to the next page.



The system displays cadastral decision details, including the following fields: **(Cadastral Decision Number, Purpose of the Cadastral Decision, Municipality, Sub-Municipality, District, Boundary Table, Area from Title Deed and Actual Survey, Title Deed Data from the Ministry of Justice).**



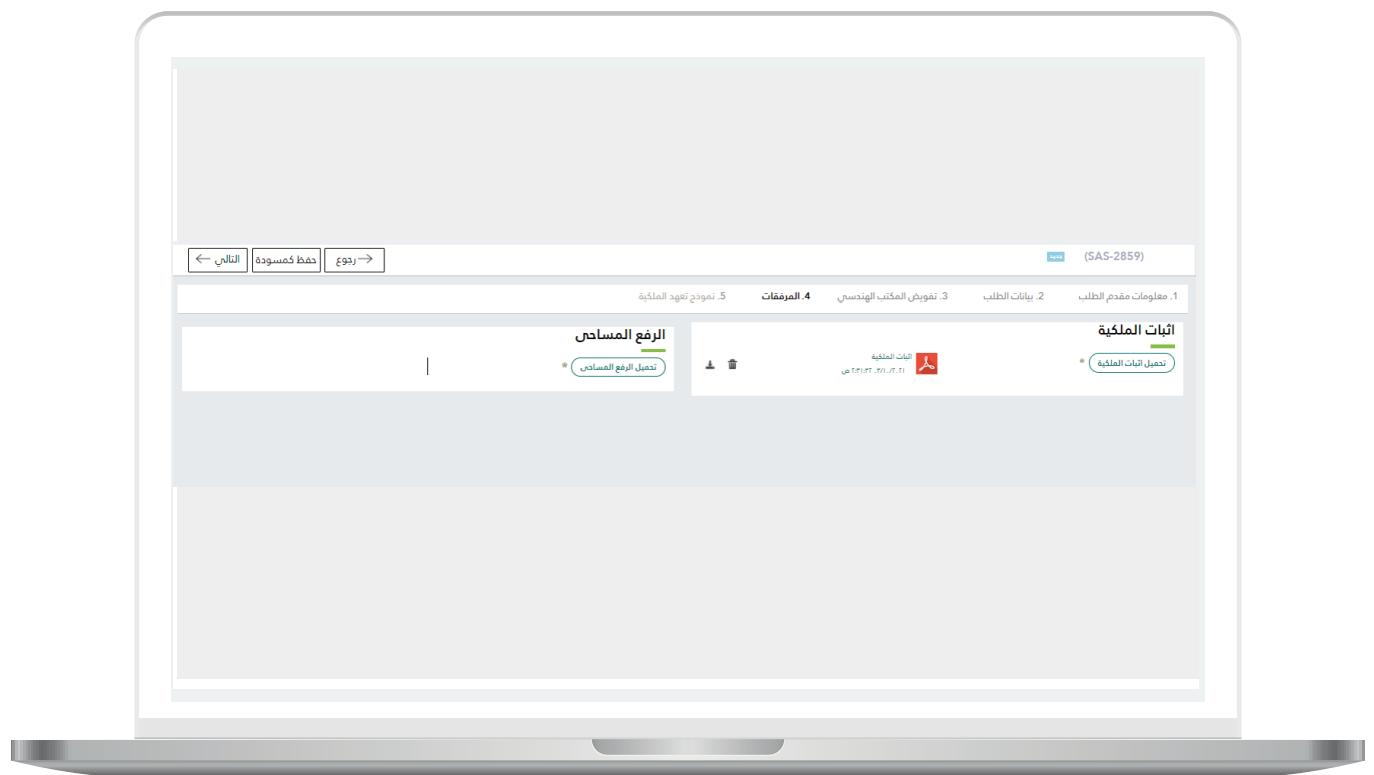
## Submitting a Private Land Scheme Approval Request Within Development Stages

The user authorizes the engineering office for the request by selecting it from a dropdown list labeled (Engineering Office to be Authorized). Once the office is selected, its details are displayed on the screen, including:

- 1) Mobile number.
- 2) Email.

The user can add comments for the engineering office if needed and then click Next to proceed to the Attachments Page.

The user uploads the required attachments as per the municipality's settings and clicks Next to proceed to the next page. Alternatively, the user can click Back to return to the previous page or Save as Draft to store the request in the Task Basket.



The user confirms the Ownership Declaration by agreeing to the declaration statement and then submits the request to the engineering office by clicking Submit to Engineering Office.

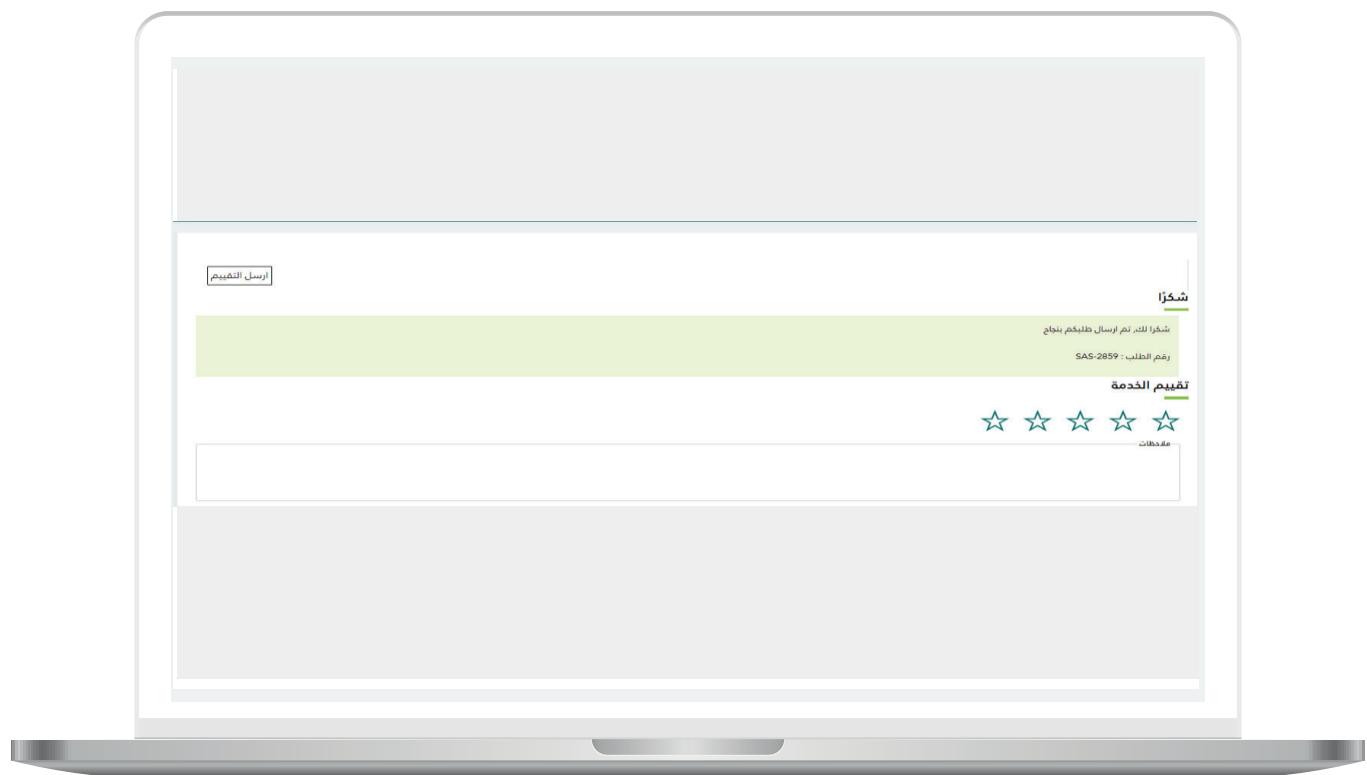
→
رجوع
حفظ مسحودة
تقديم إلى المكتب الهندسي

1. معلومات مقدم الطلب
2. بيانات الطلب
3. توقيع المكتب الهندسي
4. المرفقات
5. نموذج تزود الملكية

أقر بصحبة كافة البيانات الواردة أعلاه ومتداولاها وأتحمل كافة المسؤوليات المترتبة في حال عدم صحتها.

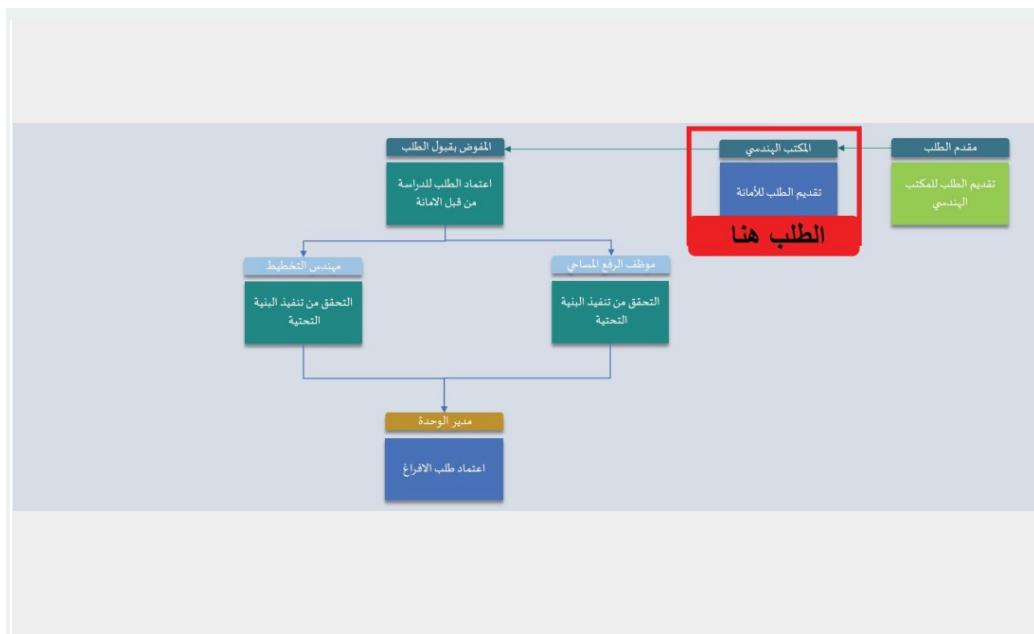
كما أشهد ولتلزم أمام الأمانة أن يقوم المكتب الهندسي/الاستشاري المفوض من قبلنا بتقديم مطالبات التخطيط والقدرة/الأنفصال التجميمية للمخطط والمخططات التفصيلية للمشروع وذلك تقديم المفع  
المساحي والدراسة الهيدرولوجية ودراسة فحص التربة وأي متطلب أو إجراء آخر يخص تخطيط الأرض، ولأن قيام الأمانة بذلك بعد من قبل المساعدة وافتخار الوقت والتيسير على ملئني أشهد بعدم طالبة  
الأمانة باعتماد المخطط حتى يتم التأكد من ثبوت وصحة الملكية وعدم وجود تداخلات في المساحة مع أملاك أخرى مجاورة وصدور إثبات الهوية المقاربة للارض، كما أشهد بتقديم على خدمة إصدار إثبات الهوية  
المقاربة للتحقق من الملكية حسب الأنظمة وأن يقوم المكتب الهندسي/الاستشاري المفوض من قبلنا بتقديم وإرافق إثبات الهوية المقاربة (إثبات الهوية المقاربة) حال الحصول عليهما، كما أقر أن الأمانة غير مسؤولة عن أي تأثير  
يخص المخطط في حال عدم الحصول على إثبات (الهوية المقاربة) لغير سبب أو لوجود ملاحظات على الملكية أو تداخلات مع أملاك أخرى ولها الحق في رفض اعتماد المخطط دون أخذ مسؤولية

The system displays a message that the application is successfully sent, the application number is shown for follow-up by the applicant, the applicant evaluates the service and enters its notes and insights on the service in the Comments field and then sends the evaluation.

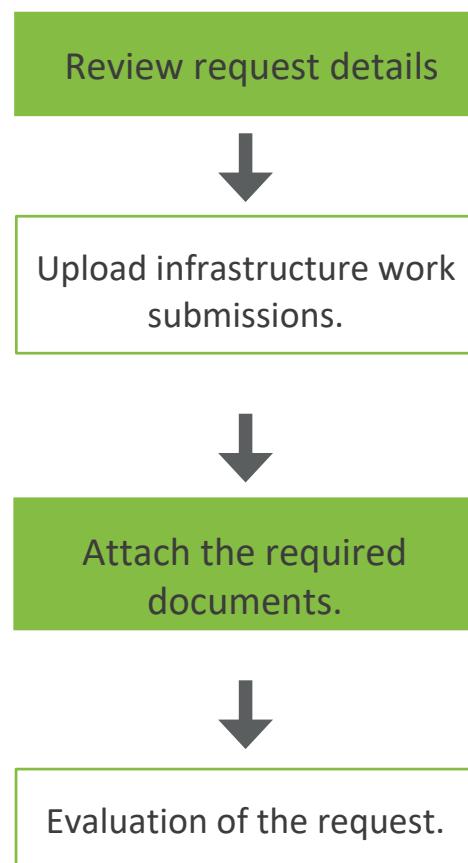




## Workflow Diagram for Title Transfer

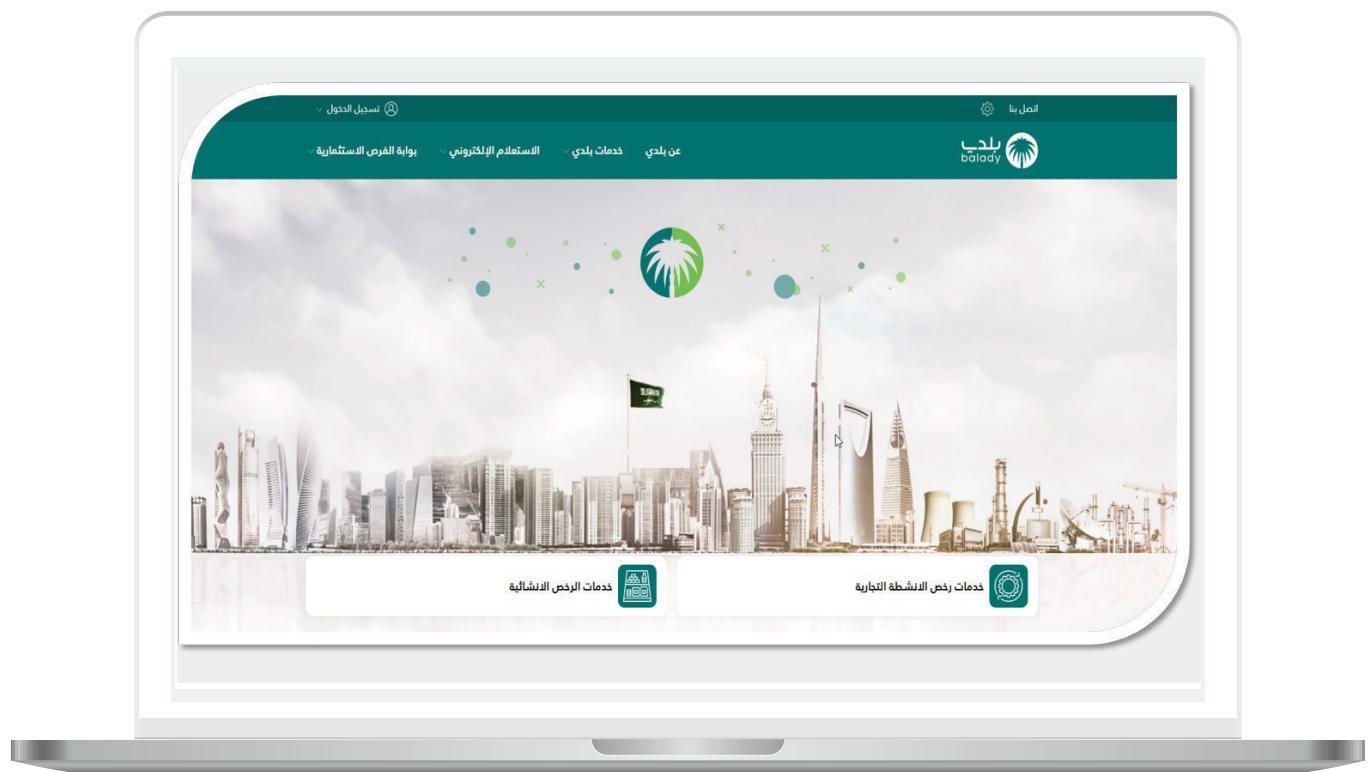


## Engineering Office Steps in the Request Process



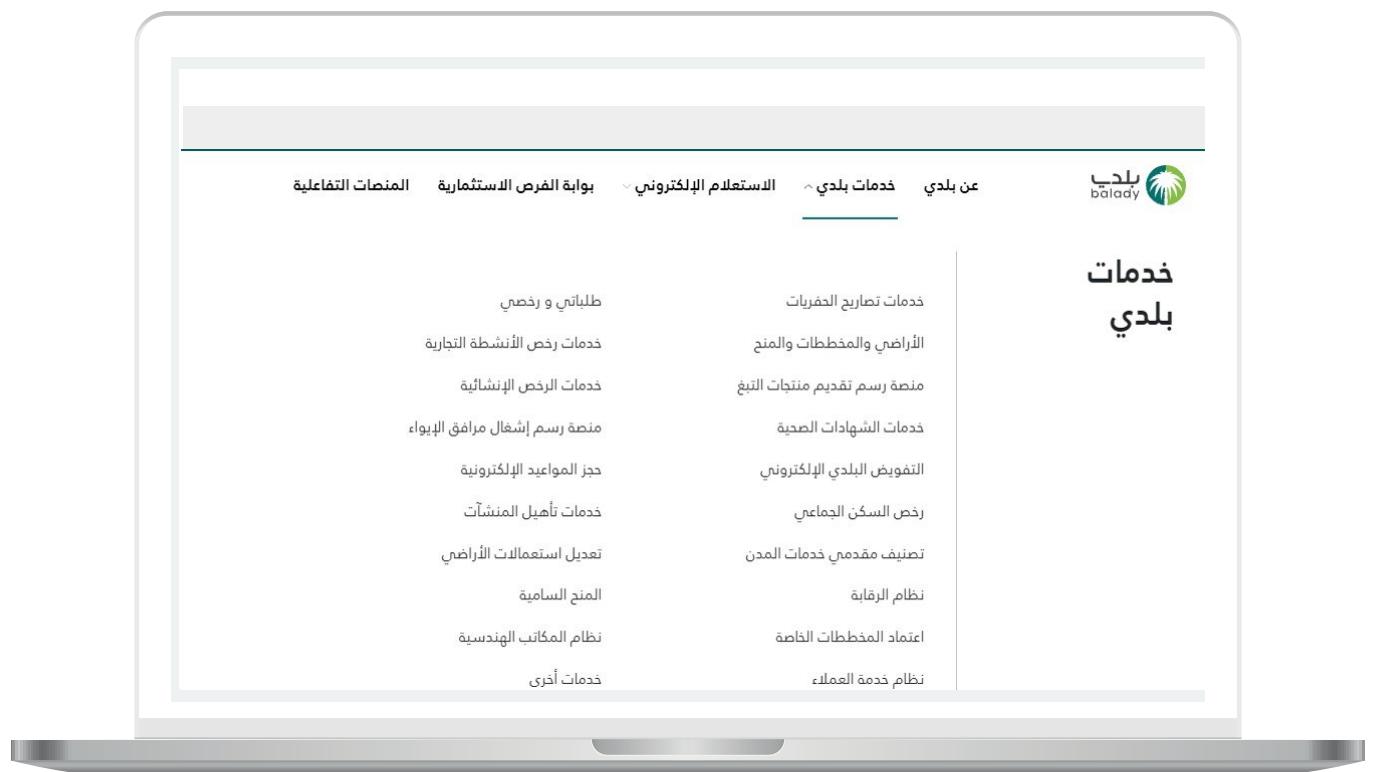
## Accessing the Electronic Portal (Engineering Offices)

The user can access the (Private Land Schemes Approval Portal) through the (**Balady Portal**) by selecting (**Balady Services**) and then choosing (**Engineering Offices**). This will display the main (**Engineering Offices**) interface.

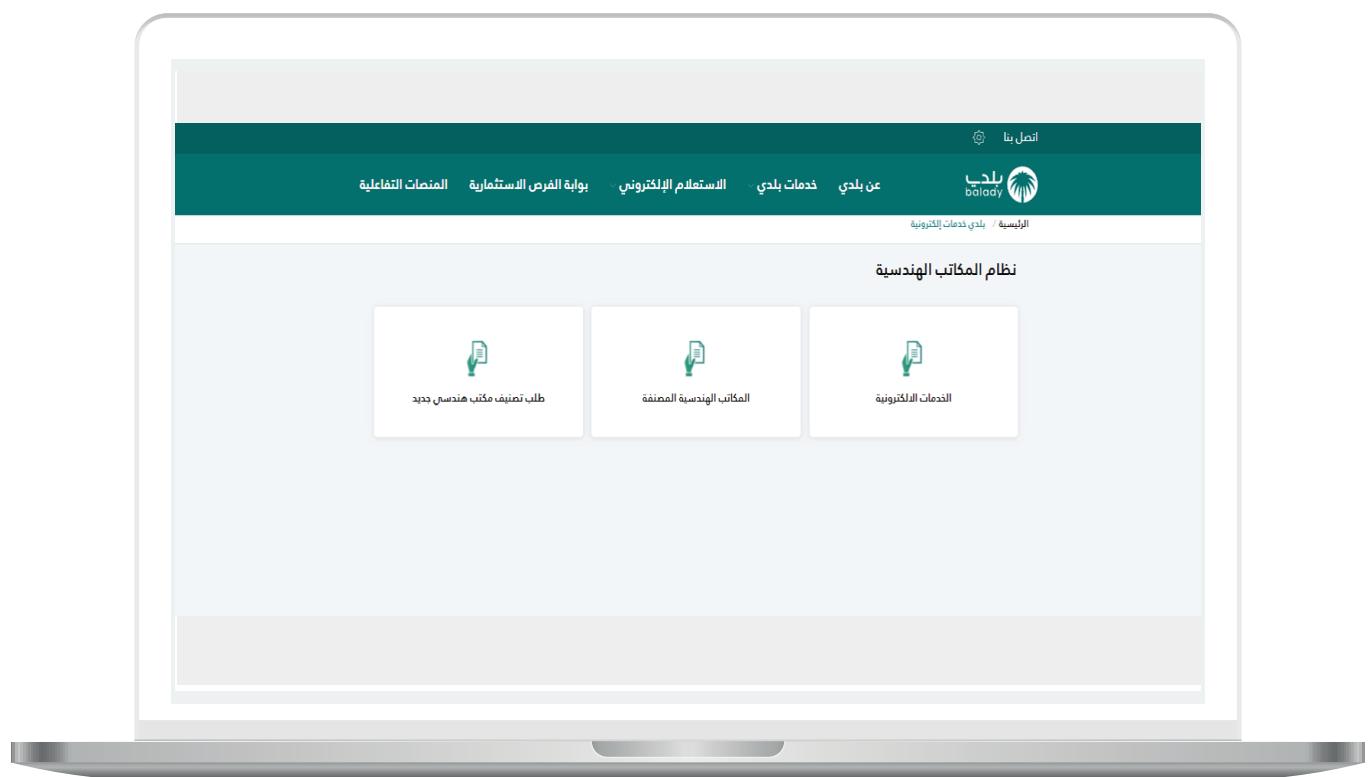


## Accessing the Electronic Portal (Engineering Offices)

The user can access the (**Engineering Offices System**) through the (**Balady Portal**) by selecting (**Balady Services**) and then choosing (**Engineering Offices System**). This will display the main (**Engineering Offices System**) interface.

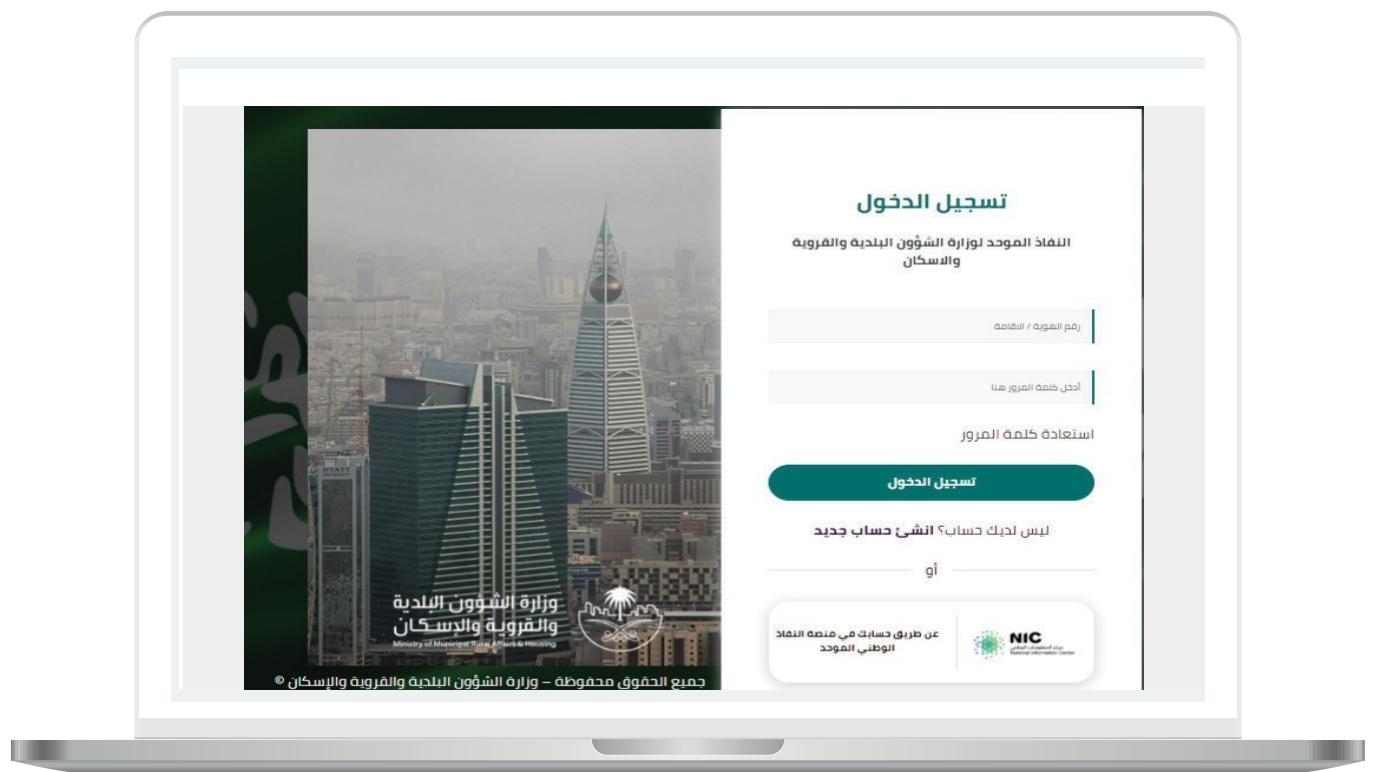


The user clicks on E-Services to view the office's requests.



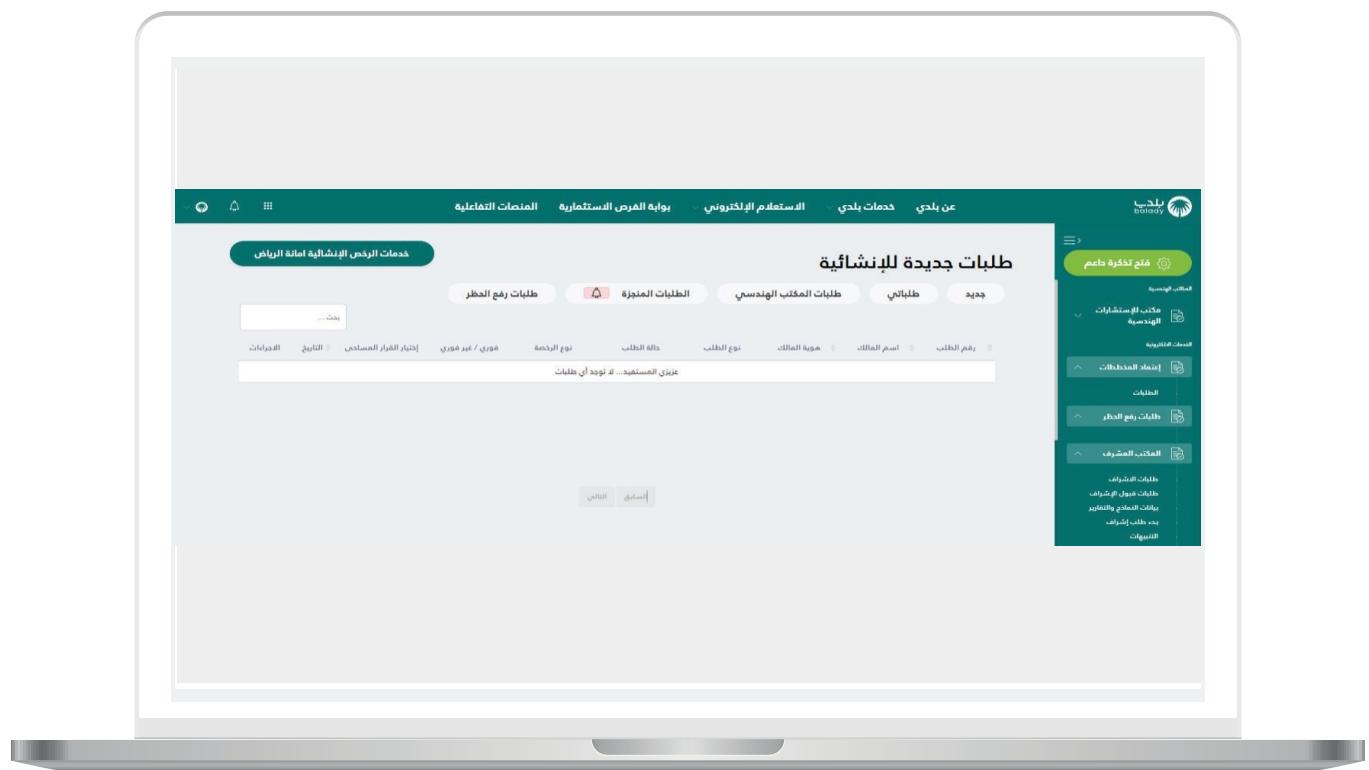
The system will display the login screen, where users can log in using one of the following methods:

- 1) Create an account in (Balady).
- 2) Log in via the (Unified National Access (Absher)).



## Submitting a Title Transfer Request for a Private Land Scheme Within Development Stages (Engineering Office)

The system displays the office's activities and associated requests, allowing the user to select Private Land Schemes Approval Requests.



The system then displays the engineering office's requests, which can be filtered based on their status. The user clicks **(Title Transfer)** to view title transfer requests.

رقم الجراء	اسم مقدم الطلب	رقم هوية مقدم الطلب	نوع الطلب	الدالة	تاريخ الطلب	الكل
SAS-2859	مساعد عبدالله عبد الغفار الرحمن	1055668261	طلب اعتماد مخططات	جدة	05/09/2021	مساعد عبدالله عبد الغفار الرحمن
SAS-2853	مساعد عبدالله عبد الغفار الرحمن	1055668261	طلب اعتماد مخططات	جدة	20/09/2021	مساعد عبدالله عبد الغفار الرحمن
SAS-2850	مساعد عبدالله عبد الغفار الرحمن	1055668261	طلب اعتماد المدرسة المتميزة	جدة	30/08/2021	الاعتماد المبدئي والتفويغ المتدرج
SAS-2844	مساعد عبدالله عبد الغفار الرحمن	1055668261	التحقق من تعيين أعملاء التربية الابتدائية	الفرع الرابع /الرياض /الثانوي	28/08/2021	الاعتماد المبدئي والتفويغ المتدرج
SAS-2841	مساعد عبدالله عبد الغفار الرحمن	1055668261	التحقق من تعيين أعملاء التربية الابتدائية	الفرع الرابع /الرياض /الثانوي	28/08/2021	الاعتماد المبدئي والتفويغ المتدرج
SAS-2839	مساعد عبدالله عبد الغفار الرحمن	1055668261	مخططات المدرسة المتميزة	جدة	30/08/2021	الاعتماد المبدئي والتفويغ المتدرج
SAS-2834	مساعد عبدالله عبد الغفار الرحمن	1055668261	التحقق من تعيين أعملاء التربية الابتدائية	الفرع الرابع /الرياض /الثانوي	27/08/2021	الاعتماد المبدئي والتفويغ المتدرج
SAS-2797	مساعد عبدالله عبد الغفار الرحمن	1055668261	طلب اعتماد مخططات	جدة	26/08/2021	الاعتماد المبدئي والتفويغ المتدرج
SAS-2798	مساعد عبدالله عبد الغفار الرحمن	1055668261	بيانات مقدم الطلب	جدة	26/08/2021	الاعتماد المبدئي والتفويغ المتدرج

## Submitting a Title Transfer Request - Engineering Office

The user selects the request to work on by clicking the Action Icon and can filter all fields displayed on the screen.

عن الدخل خدمات بدء الاستئمارية بوابة المعرفة الالكترونية المستخدم الالكتروني

الكل اعتماد اصحاب اعتماد تفصيلي اعتماد تهاب املاع حذبي

مساعد عبدالله عبدالعزيز ابراهيم SAS-2859

مساعد عبدالله عبدالعزيز ابراهيم SAS-2844

مساعد عبدالله عبدالعزيز ابراهيم SAS-2841

مساعد عبدالله عبدالعزيز ابراهيم SAS-2831

مساعد عبدالله عبدالعزيز ابراهيم SAS-2742

مساعد عبدالله عبدالعزيز ابراهيم SAS-2685

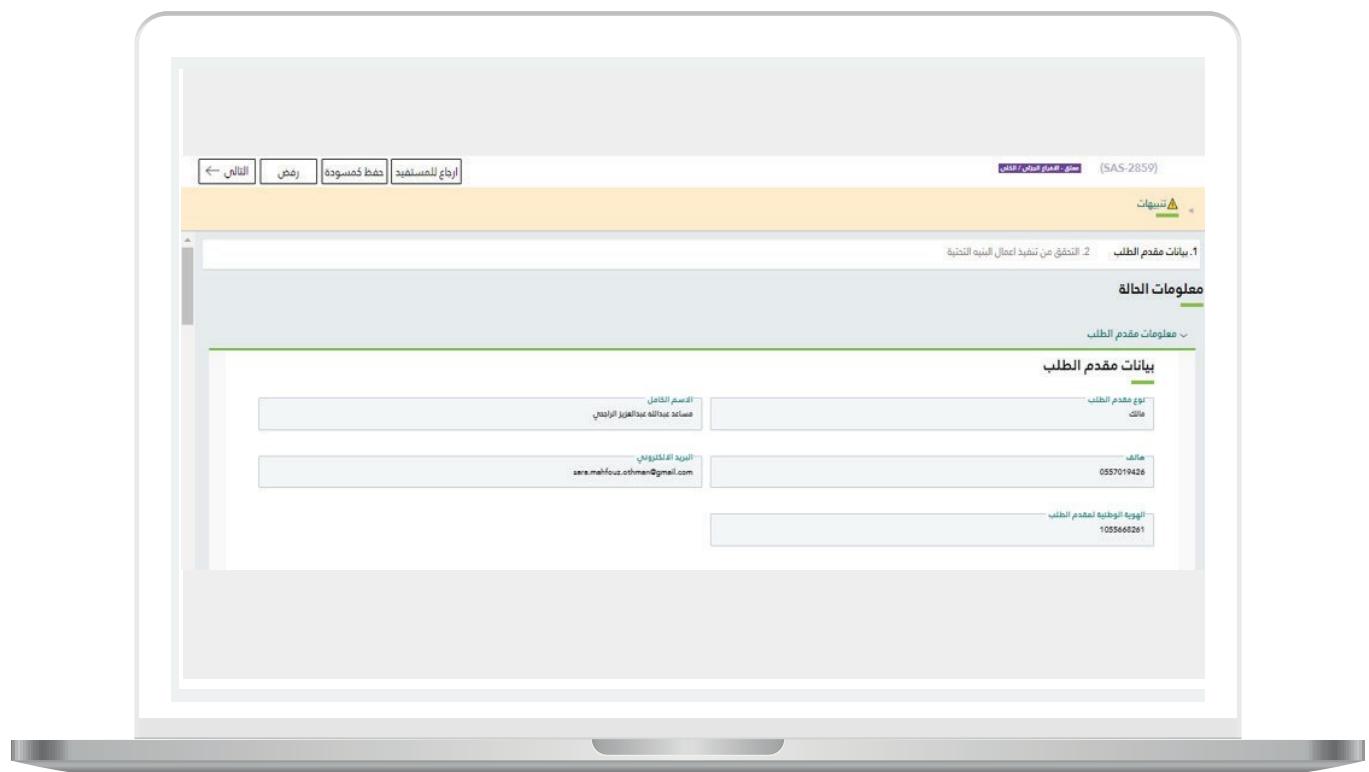
مساعد عبدالله عبدالعزيز ابراهيم SAS-2514

مساعد عبدالله عبدالعزيز ابراهيم SAS-2186

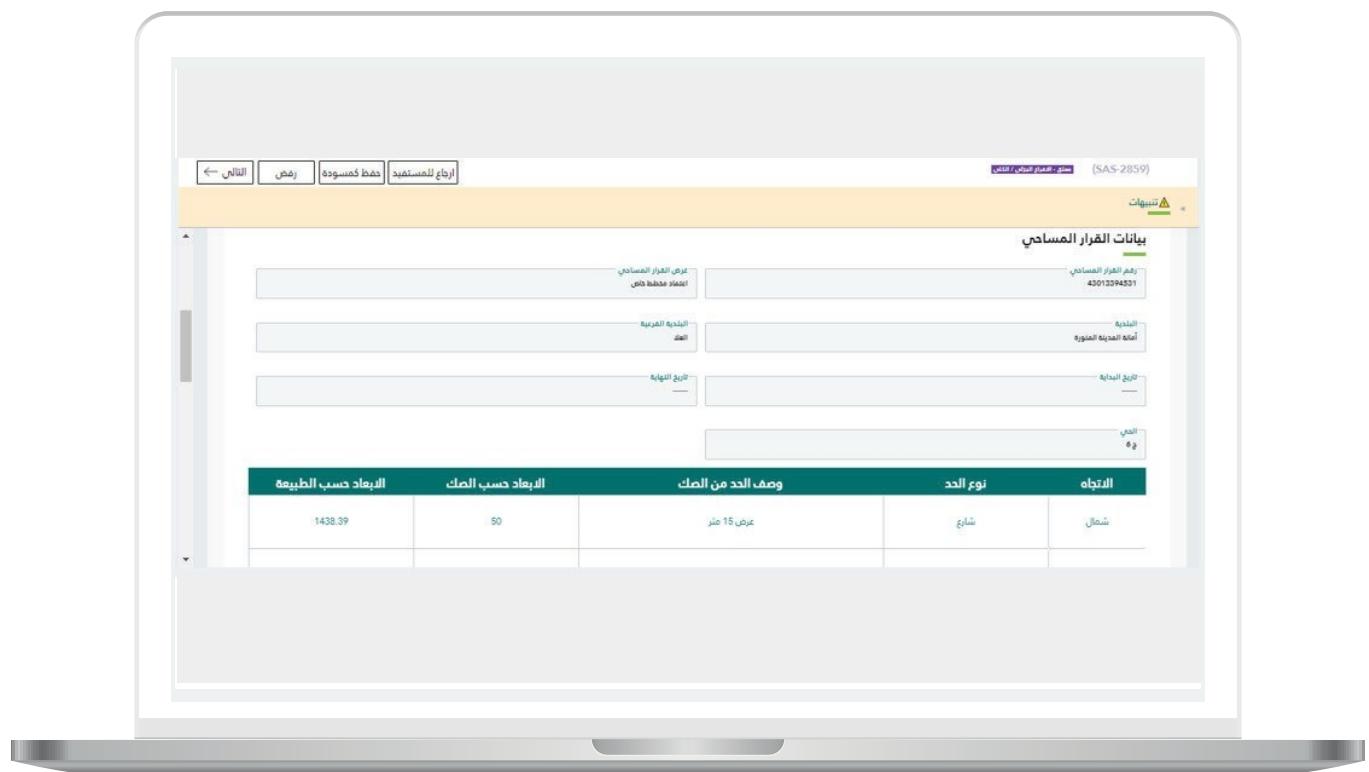
عبدالعزيز محمد صبور الثالث SAS-2117

ضياء حمود سليمان الحمود SAS-1722

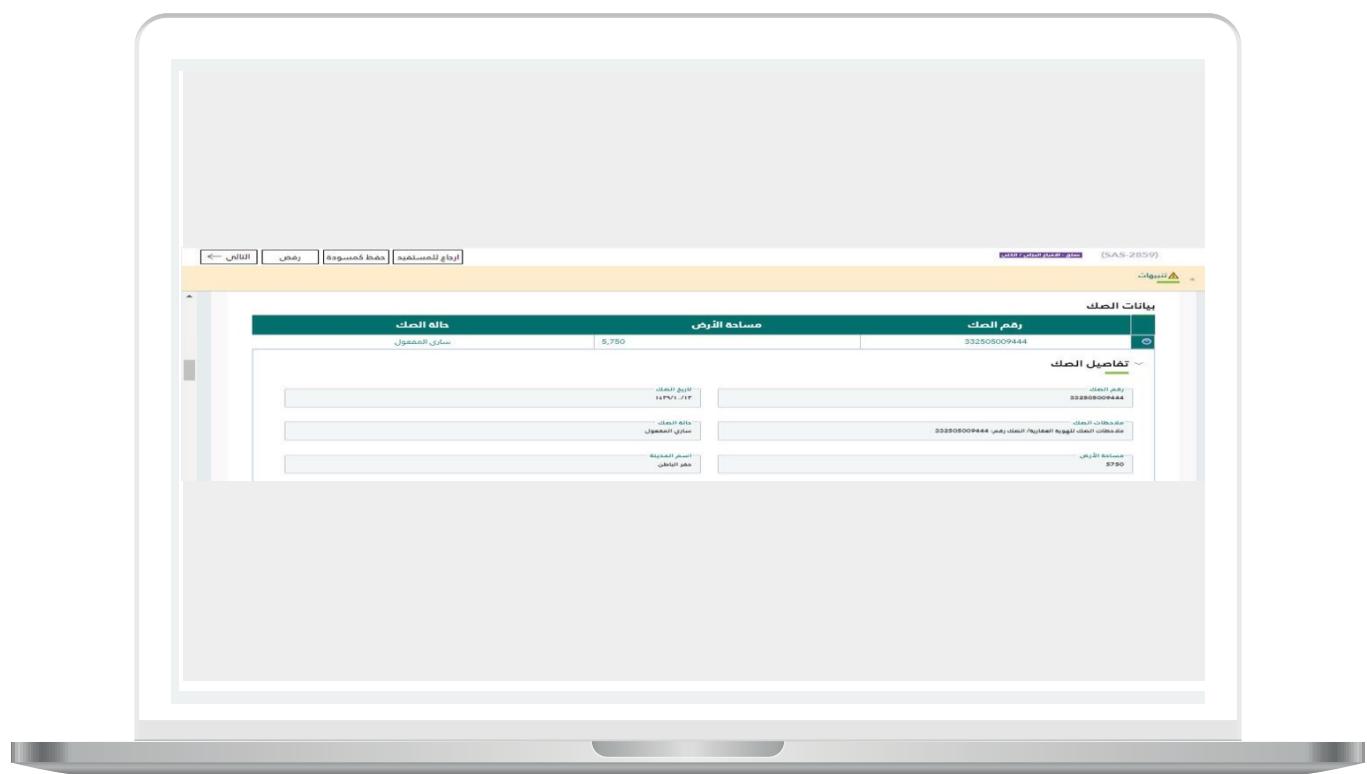
The system displays the request details, including applicant information, cadastral decision details, and electronic title deed information. The user can take one of the following actions: (Return the request to the applicant, Reject the request, Click Next to proceed to the following page, Save the request in the Task Basket by clicking Save as Draft).



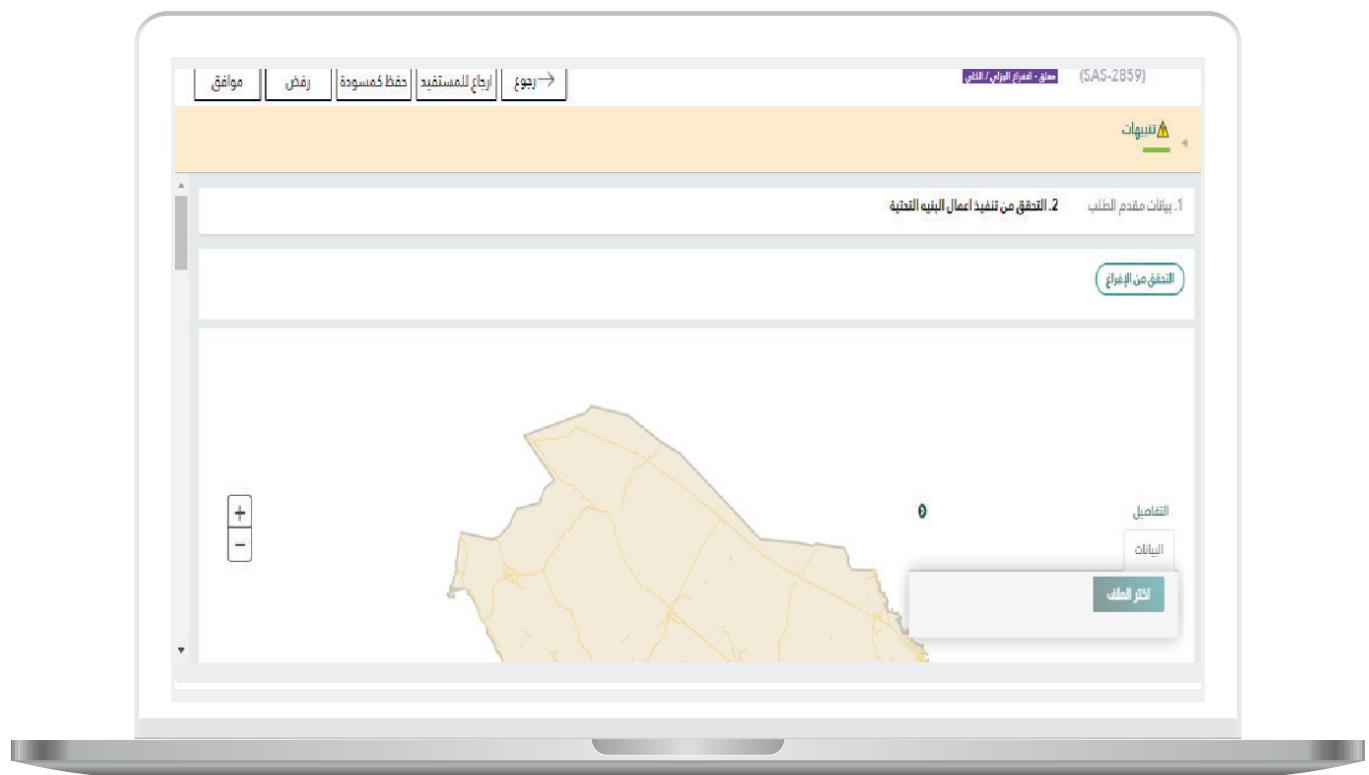
This step is related to the previous step.



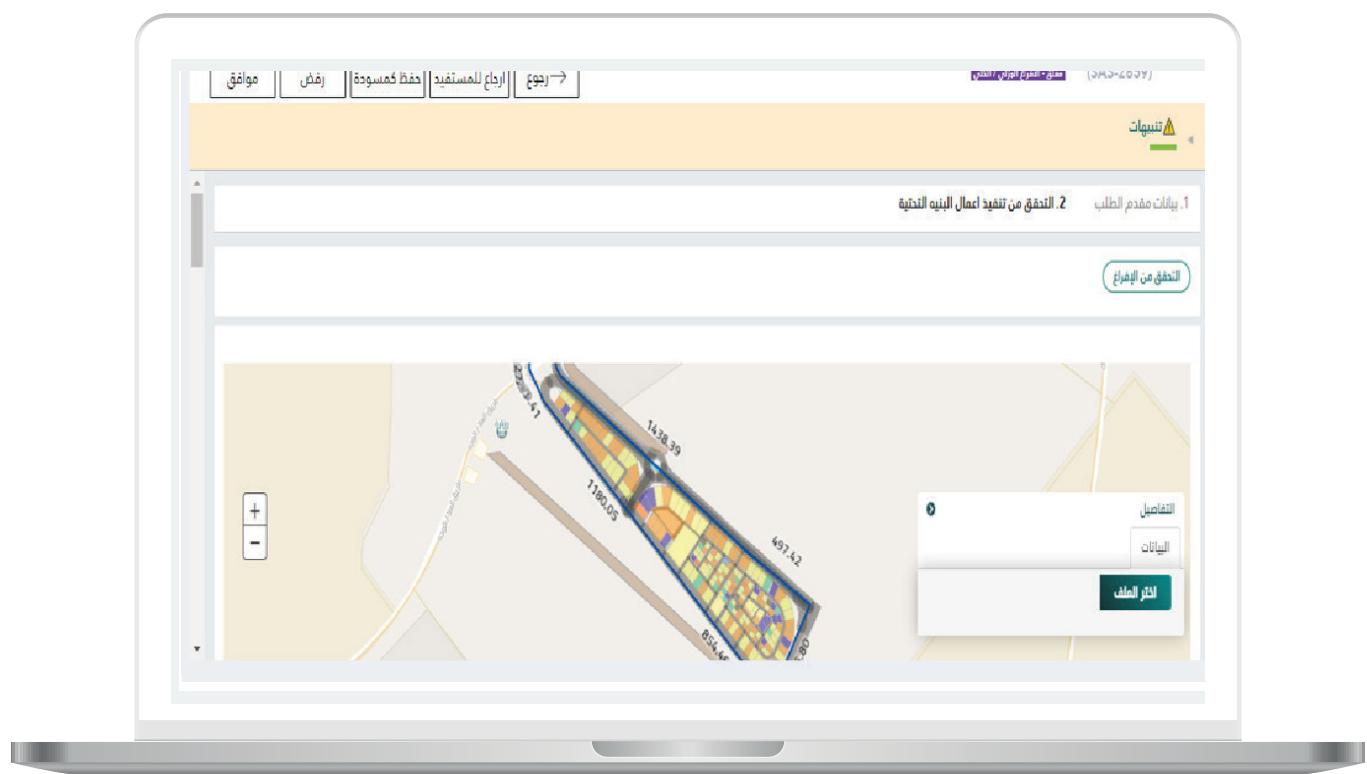
This step is related to the previous step.



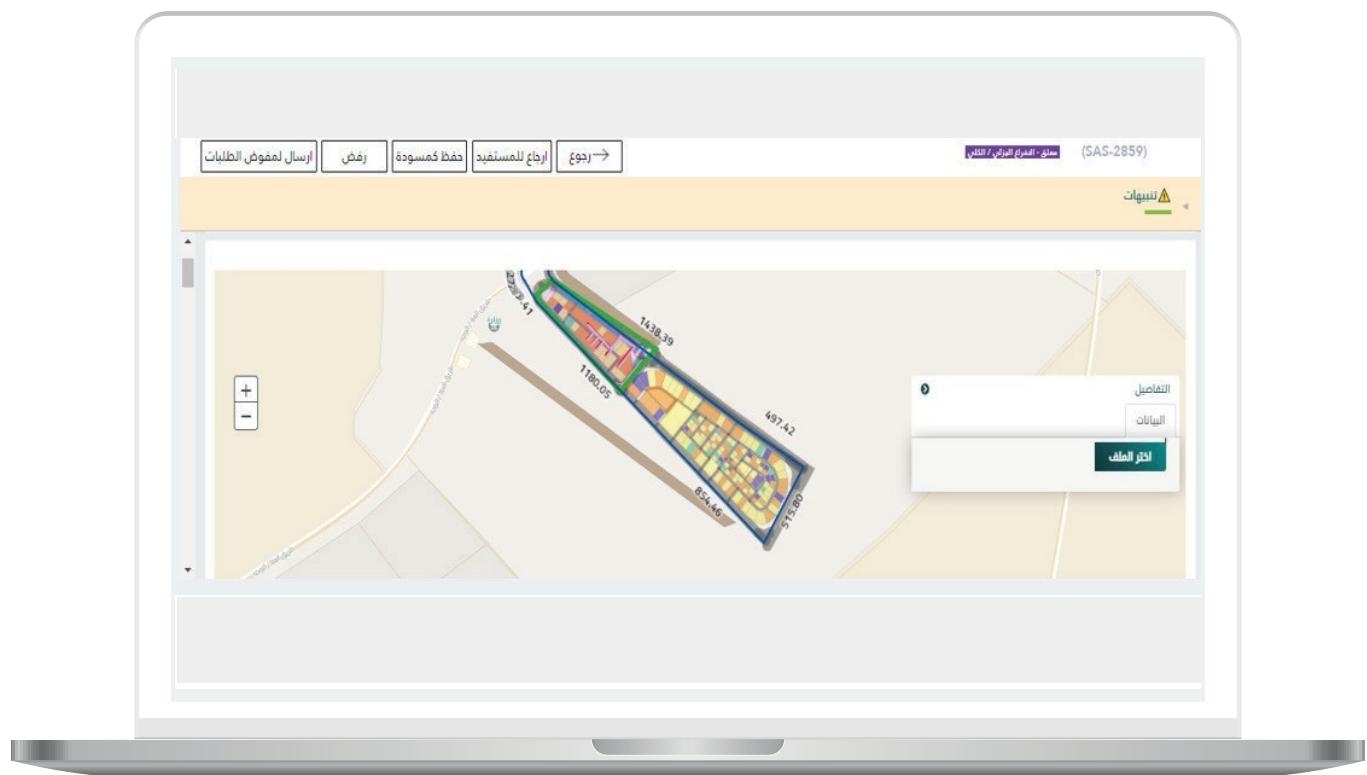
The user clicks **(Verify Title Transfer)**. The system displays the conceptual design for the request and allows title transfer files to be uploaded by clicking **(Choose File)**. The title transfer file includes: **(Surveying data of the section to be transferred, Implemented conceptual design on the actual site, Infrastructure work execution lines)**.



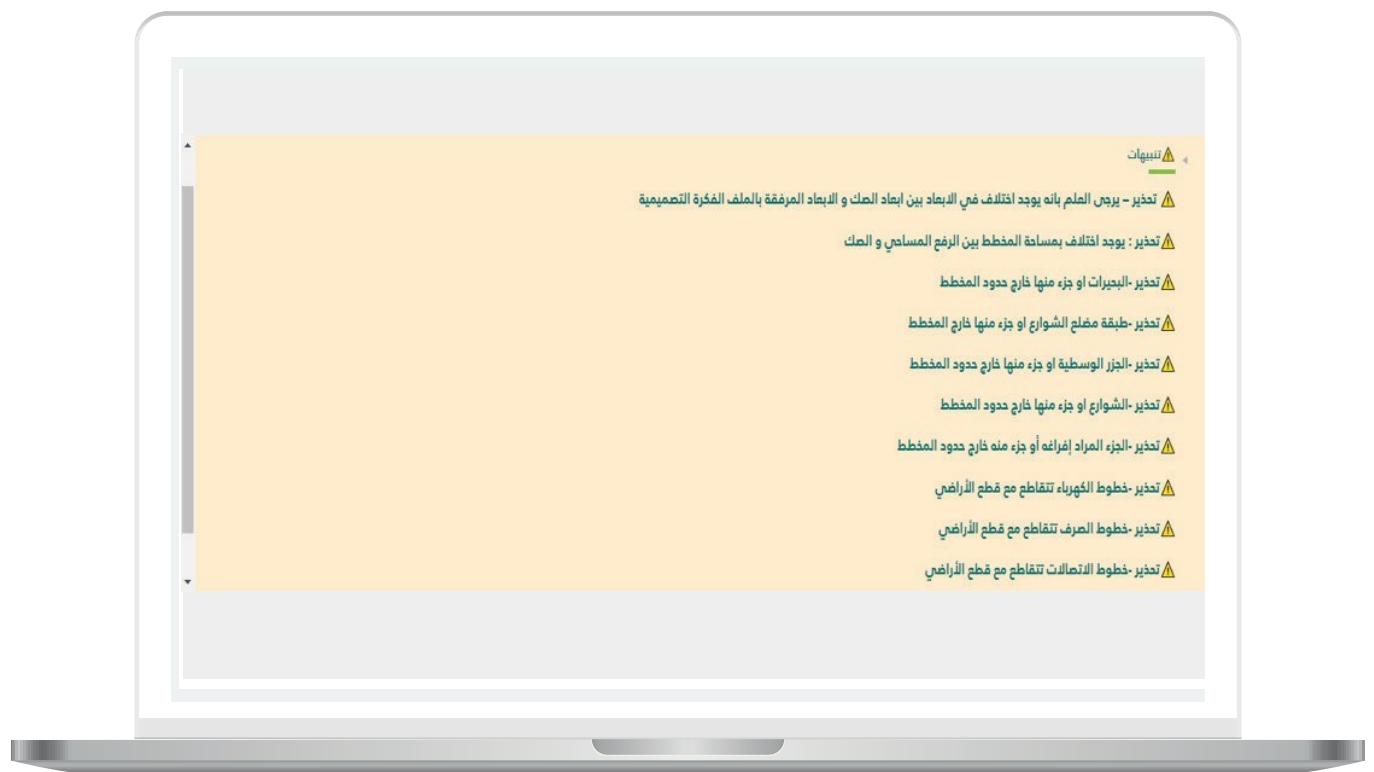
This step is related to the previous step.



Once the files are uploaded, the section to be transferred is highlighted in green. The system then verifies the scheme and displays notifications. Clicking Notifications reveals the notifications on the screen, along with the available decisions for the engineering office: (Back, Return to the applicant, Save as Draft, Reject, Send to the request authorizer).



This step is related to the previous step.



النهايات

٤ تحذير - يرجى العلم بأنه يوجد اختلاف في البعد بين ابعاد الصك و البعد المرفق بالملف الفكرة التصميمية

تحذير : يوجد اختلاف بمساحة المخطط بين الرفع المساحي و الصك

تحذير-الإجراءات او جزء منها خارج حدود المخطط

تحذير-طبقة مخلع الشوارع او جزء منها خارج المخطط

تحذير-الجزء الوسطية او جزء منها خارج حدود المخطط

تحذير-الشوارع او جزء منها خارج حدود المخطط

تحذير-الجزء المراد إفراغه او جزء منه خارج حدود المخطط

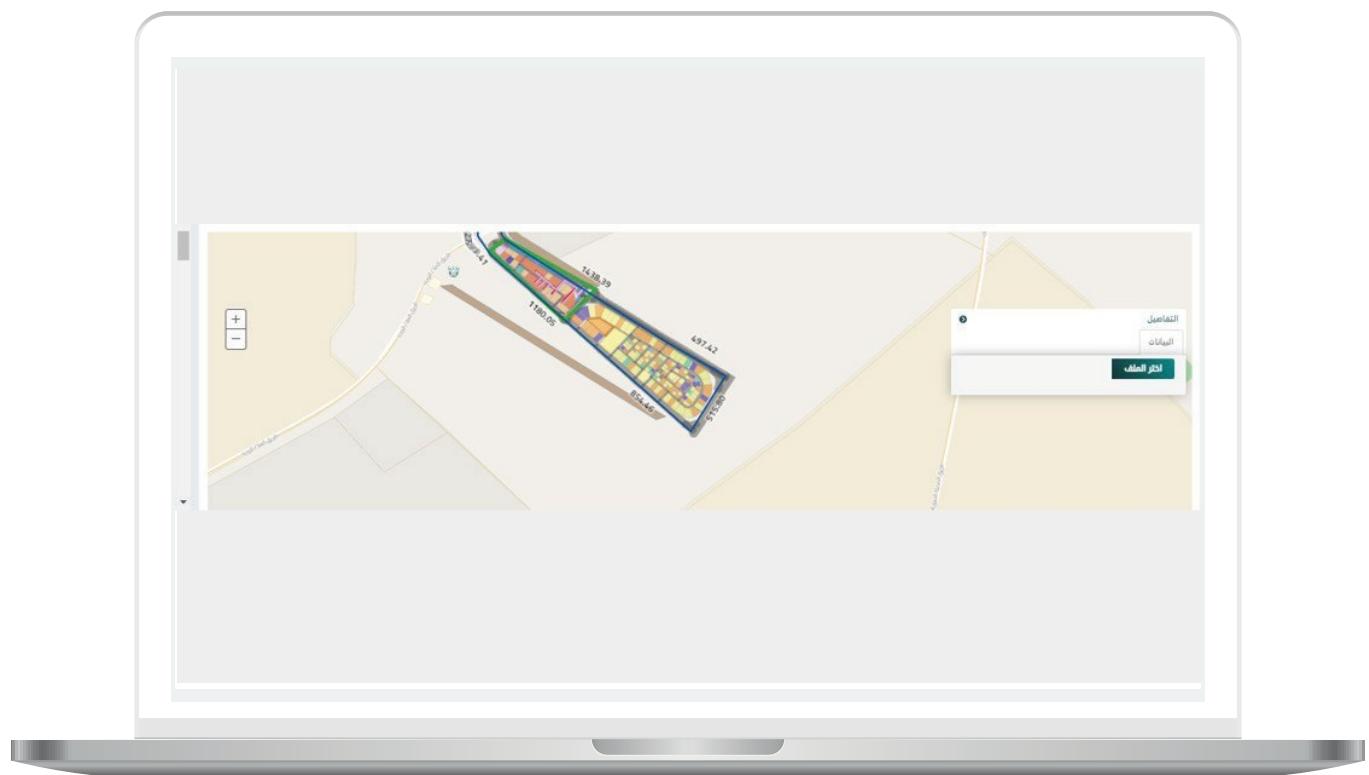
تحذير-خطوط الخوباء تتقاطع مع قطع الأراضي

تحذير-خطوط المصرف تتقاطع مع قطع الأراضي

تحذير-خطوط الاتصالات تتقاطع مع قطع الأراضي

The section to be transferred is displayed in green, and the original conceptual design is shown on the map.

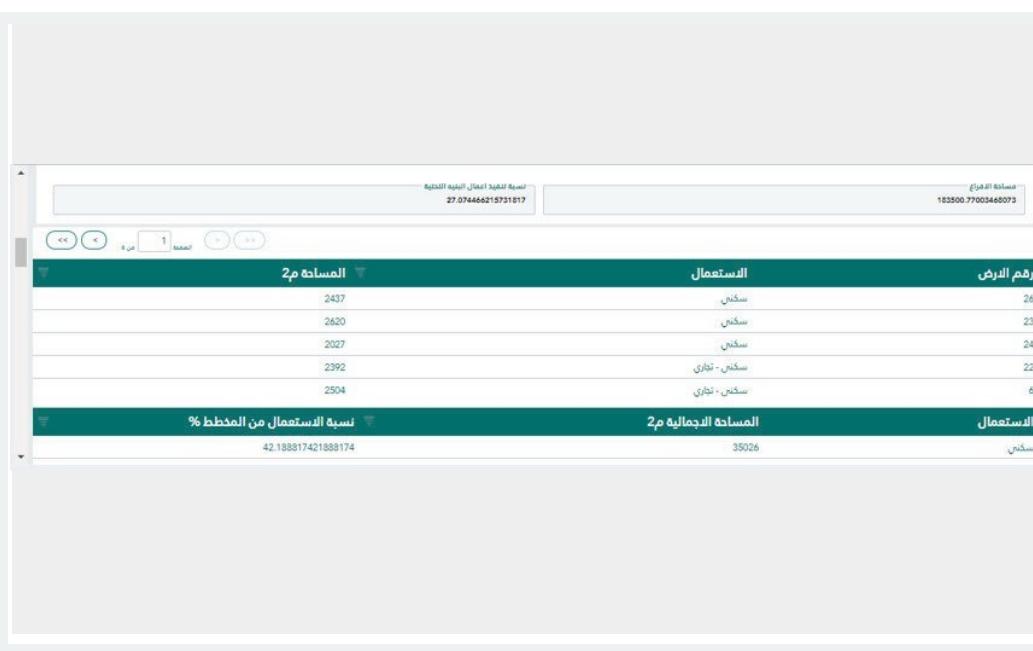
If verification is successful, the system displays the approved final approval requests for the entity, and the user selects the request for title transfer.



The following data is displayed:

1) Title transfer area

2) Title transfer percentage, Land and Usage Table, Planning Ratio

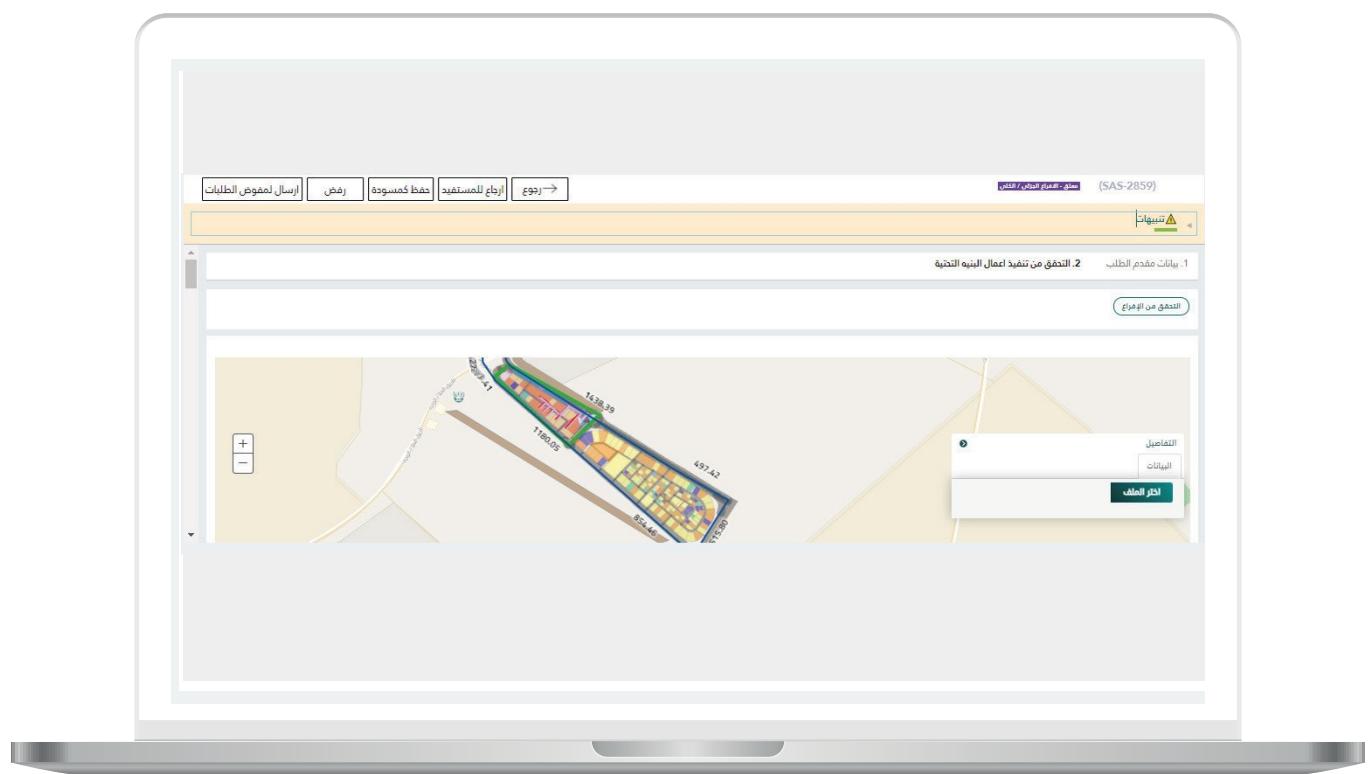


رقم الأرض	المستعمل	المساحة	المساحة المبنية	نسبة المستعمل من المخطط %
26	سكنى	2437		
23	سكنى	2620		
24	سكنى	2027		
22	سكنى - تجاري	2392		
6	سكنى - تجاري	2504		
	سكنى		35026	42.188817421888174

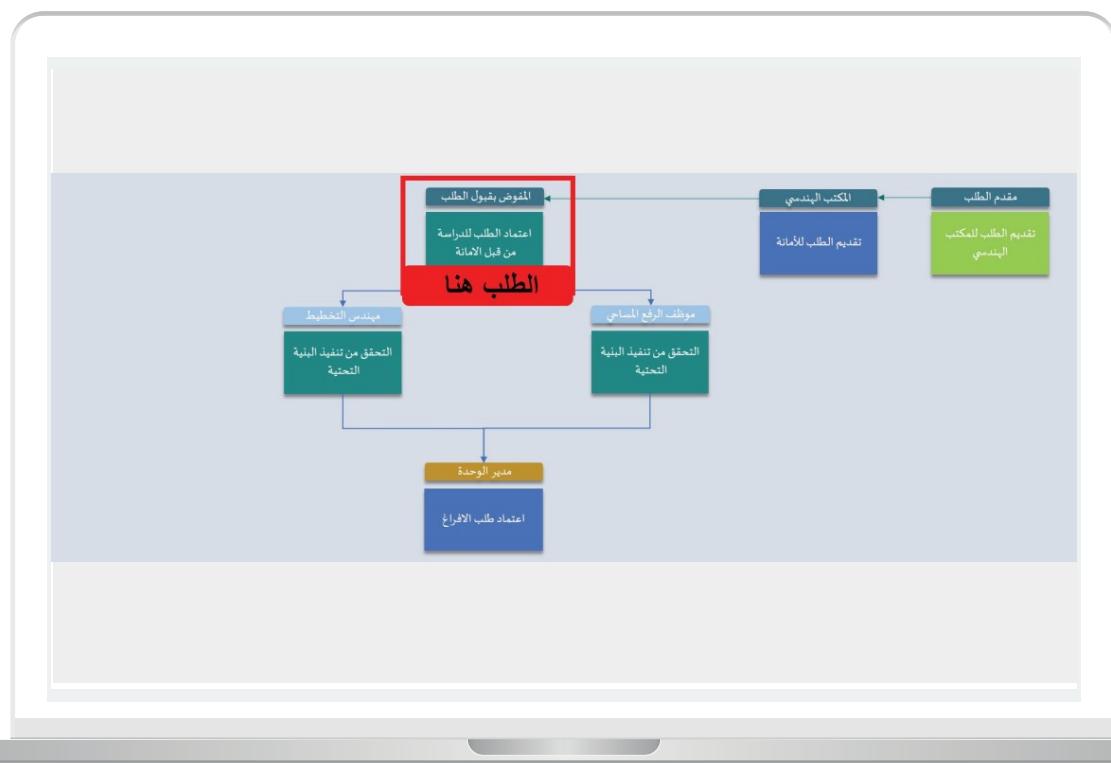
Scheme Statistics Include: (Total area, Number of residential plots, Average street lengths, Planning ratio, Total number of plots, Number of mosques, Number of parks, Number of land types, Number of services (Educational - Religious - Health - Social - Governmental - Industrial)).

المساحة الجماعية المقاطعة	677765.2052744081
مجموع عدد القطع المسكنية في المقاطعة	—
النسبة المقطوعية المقاطعة	2.6910421044446503
معدل انتقال الموارد (٪/هـ)	1131.1092699999999
عدد المساجد	0
إجمالي عدد أفرادها	11
عدد المدارس	1
عدد المدارس (الثانوية - الصناعية)	0
عدد المدارس (الابتدائية - الاعدادية)	14
عدد المدارس (الثانوية - الصناعية)	—

Engineering Office Decision Options: (Back, Return to the applicant, Save as Draft, Reject, Send to the request authorizer at the municipality).



## Workflow Diagram for Title Transfer

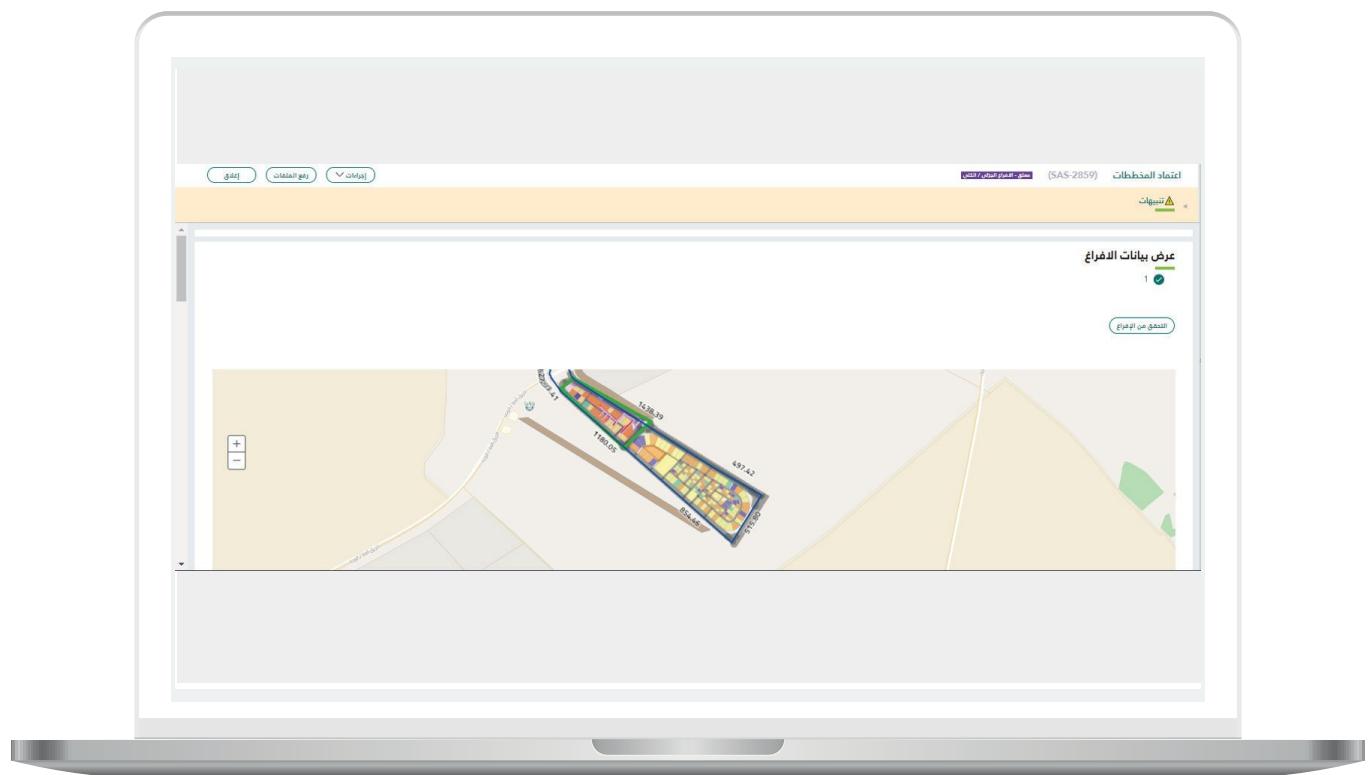


The user logs into their personal account, where assigned tasks are displayed. The user clicks the title transfer request number, which can be identified by its status (Pending - Partial/Full Title Transfer). Clicking the request displays the request details on the screen.

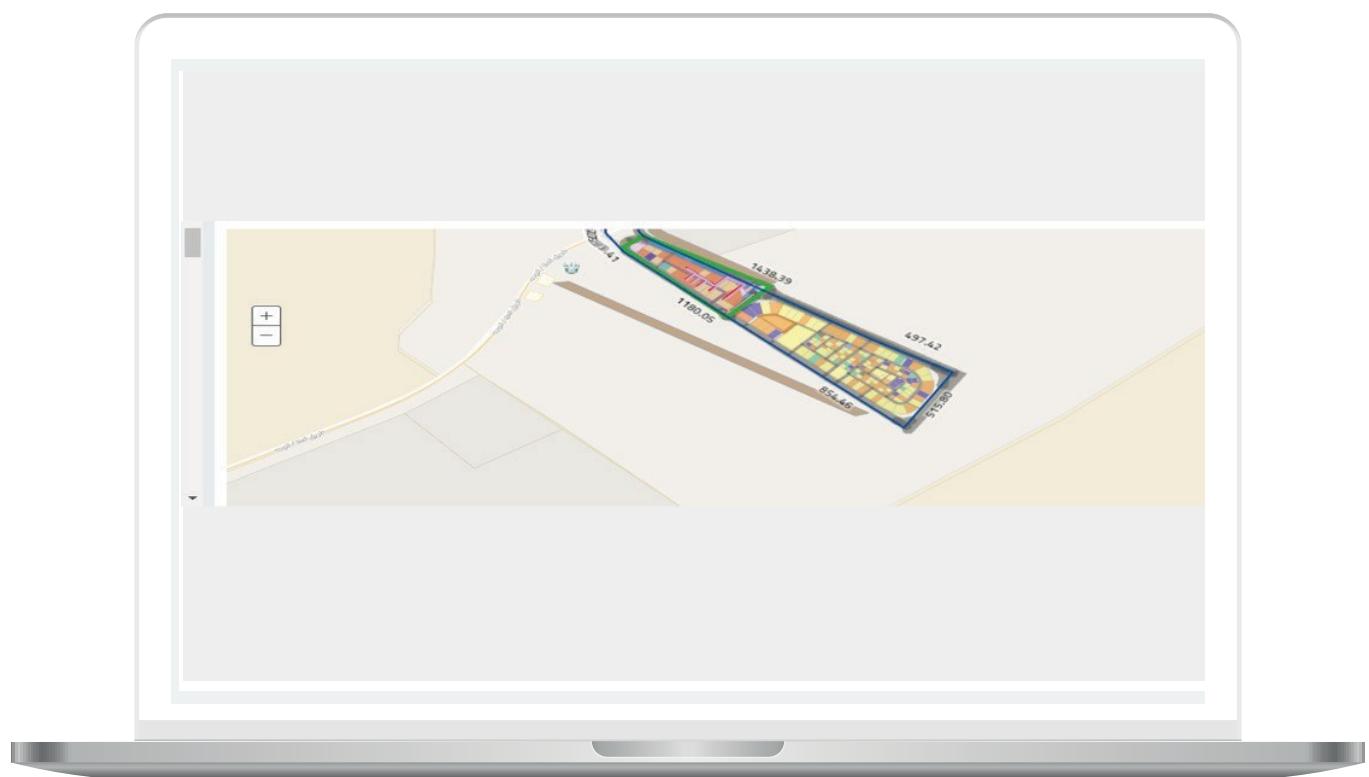
The screenshot displays the user interface of the Private Land Schemes Approval System. On the left, a list of tasks is shown in a table format. The columns include: المسار (Path), تاريخ الطلب (Request Date), الادارة (Administration), نوع الطلب (Type of Request), اسم المهمة (Task Name), رقم هوية (Identification Number), رقم مقدم الطلب (Requester ID), الاسم المتبقي (Remaining Name), رقم الطلب (Request ID), and تاريخ المراجعة (Review Date). The tasks listed are all pending (أجل) and involve title transfers (الاستئجار). On the right, a detailed view of a specific task is shown, including the task name, identification number (1055668261), requester ID (SAS-2859), and a note indicating the request is for a title transfer (استئجار). The right side also shows a sidebar with navigation links: مهامي (Tasks), نسخة المدروج (Draft Copy), قائمة المهام (Tasks List), قاعدة البيانات (Data Dictionary), الدعم التقني (Technical Support), and إضافة مطلب (Add Request).

المسار	تاريخ الطلب	الادارة	نوع الطلب	اسم المهمة	رقم هوية	رقم مقدم الطلب	الاسم المتبقي	رقم الطلب	تاريخ المراجعة
الاستئجار	05/09/2021	الاستئجار	ملحق - الشفاع العزلي / الخالي	دراسة طلب استئجار خليبي خالي	مساعد عبدالله عبدالعزيز	1055668261	الراجحي	SAS-2859	
الاستئجار والإنبار	03/09/2021	قيد المراجعة		طلب استئجار مخطط	مساعد عبدالله عبدالعزيز	1055668261	الراجحي	SAS-2860	
المدروج	27/08/2021	الاستئجار	ملحق - الشفاع العزلي / الخالي	دراسة طلب استئجار خليبي خالي	مساعد عبدالله عبدالعزيز	1055668261	الراجحي	SAS-2814	
المدروج	27/08/2021	الاستئجار والإنبار	ملحق - الشفاع العزلي / الخالي	دراسة طلب استئجار خليبي خالي	مساعد عبدالله عبدالعزيز	1055668261	الراجحي	SAS-2816	
المدروج	27/08/2021	الاستئجار والإنبار	ملحق - الشفاع العزلي / الخالي	دراسة طلب استئجار خليبي خالي	مساعد عبدالله عبدالعزيز	1055668261	الراجحي	SAS-2807	
المدروج	22/08/2021	قيد المراجعة		طلب استئجار مخطط	مساعد عبدالله عبدالعزيز	1055668261	الراجحي	SAS-2781	
المدروج	15/08/2021	قيد المراجعة		طلب استئجار مخطط	مساعد عبدالله عبدالعزيز	1055668261	الراجحي	SAS-2679	

The title transfer cycles are displayed, and the user selects the cycle they want to review. The title transfer cycles are shown on the screen, and the user clicks Verify Title Transfer, which then displays the map along with the request details.



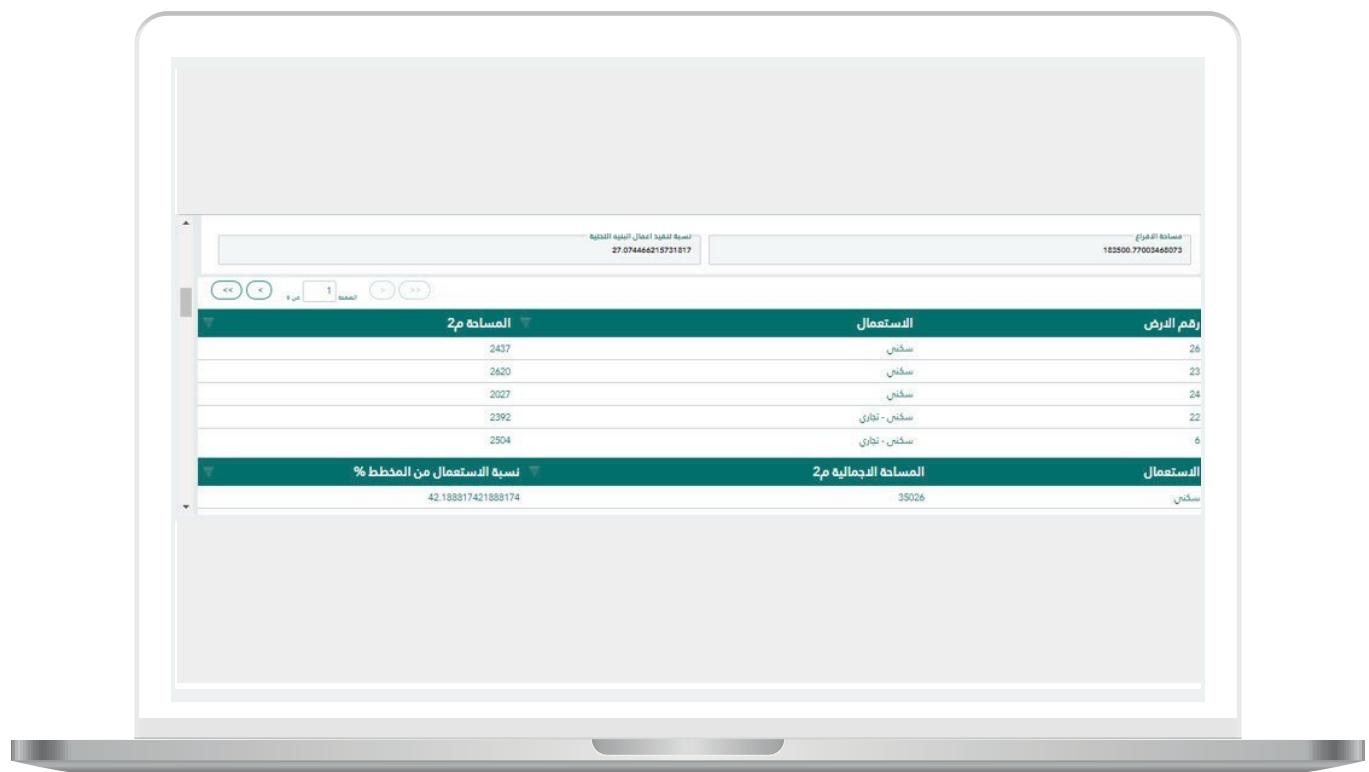
The section to be transferred is highlighted in green, and the original conceptual design is displayed on the map.



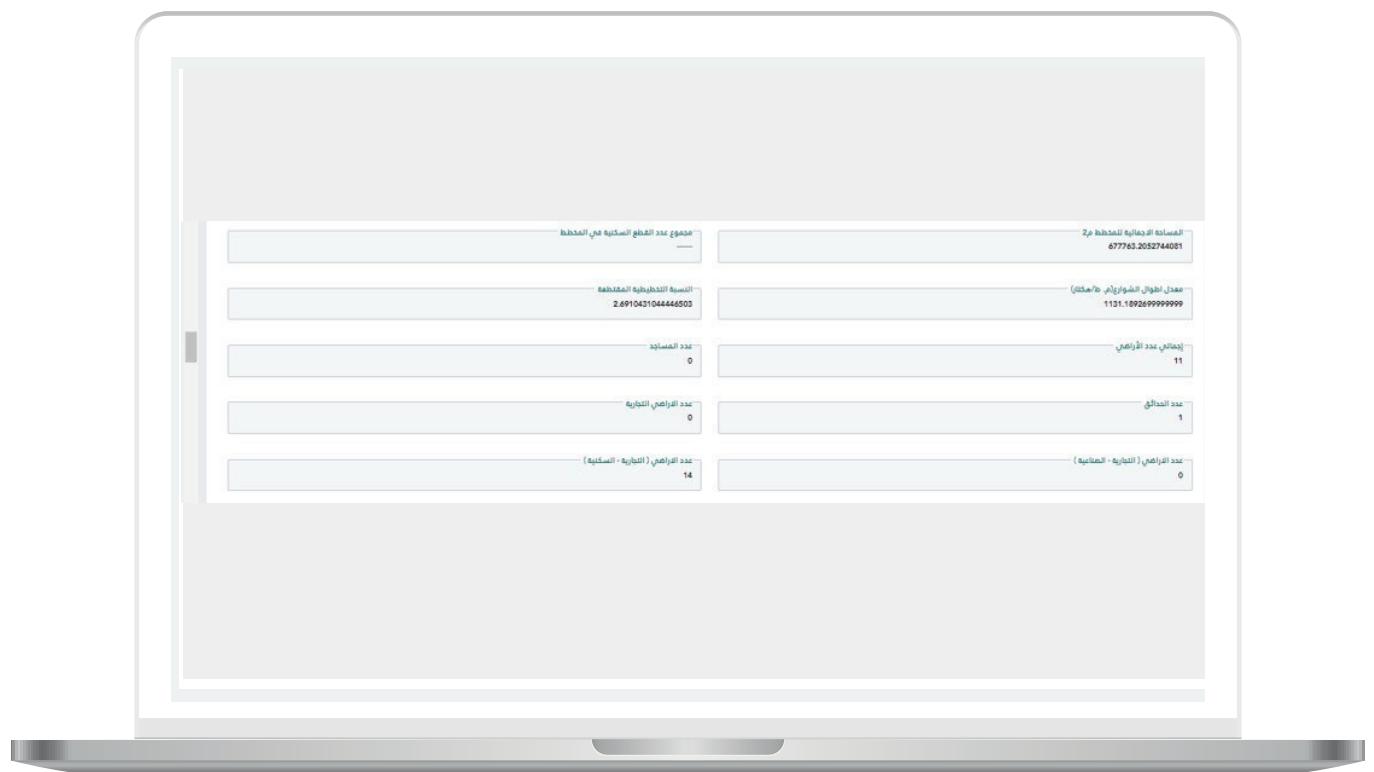
The following data is displayed:

1) Title transfer area

2) Title transfer percentage, Land and Usage Table, Planning Ratio

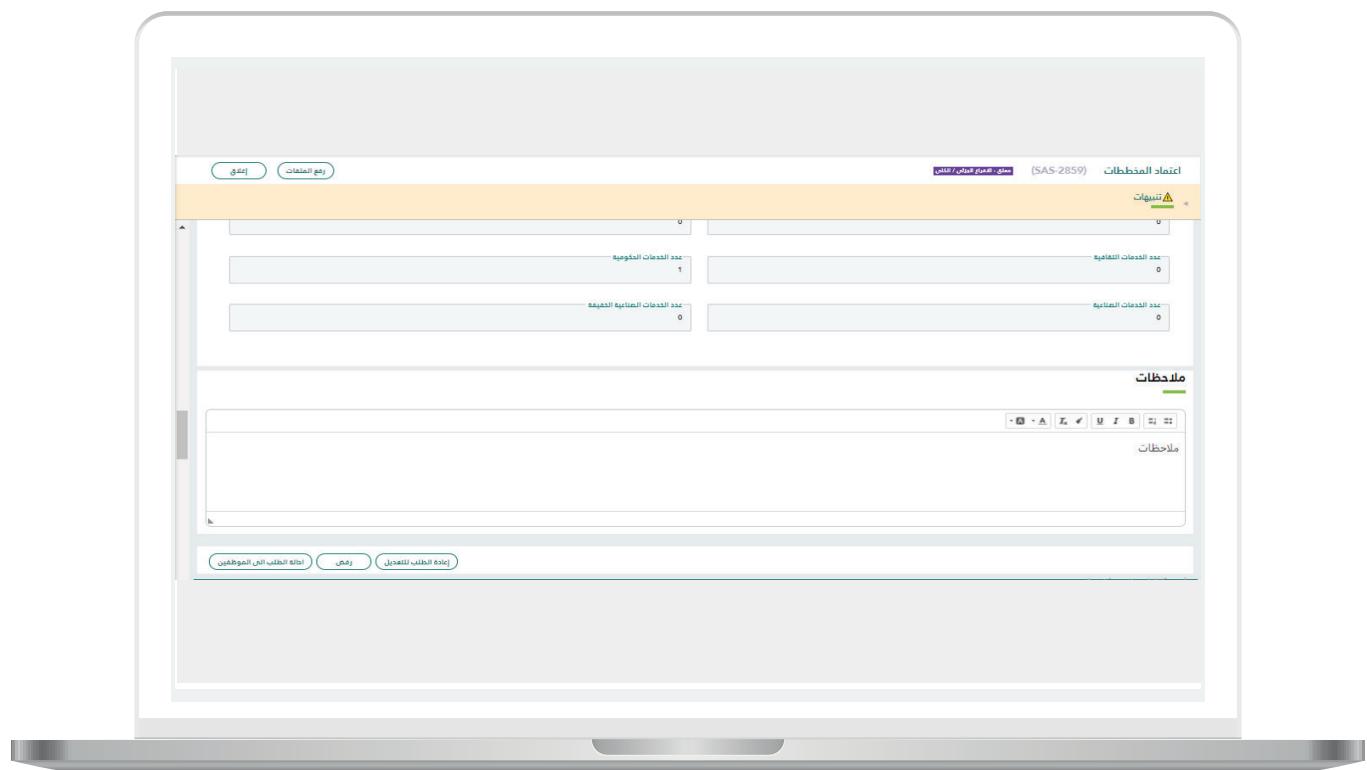


**Scheme Statistics Include: (Total area, Number of residential plots, Average street lengths, Planning ratio, Total number of plots, Number of mosques, Number of parks, Number of land types, Number of services (Educational - Religious - Health - Social - Governmental - Industrial)).**

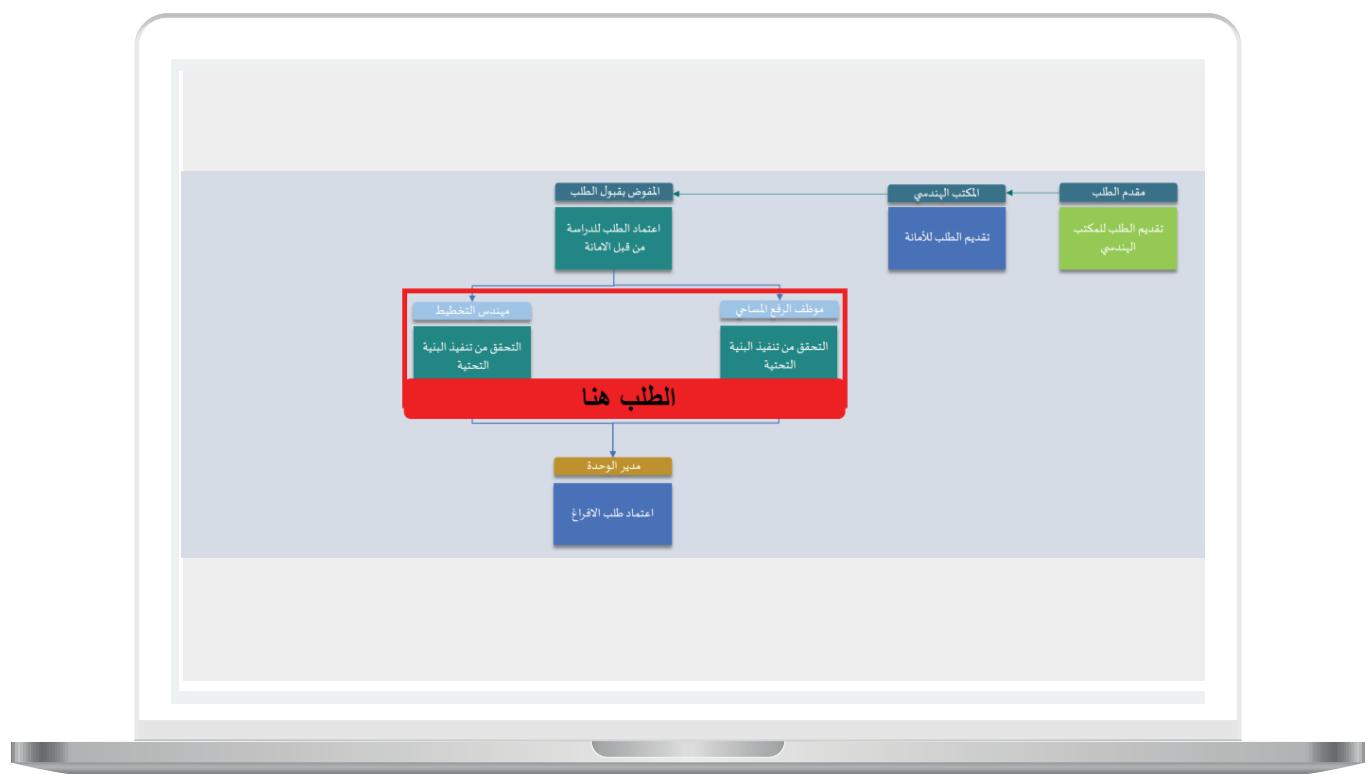


## User Decision Options:

- 1) Return for modification (Sent back to the engineering office).
- 2) (Reject) (Sent back to the engineering office).
- 3) Refer the request to staff (Forwarded to the Surveying Officer and Planning Engineer).



## Workflow Diagram for Title Transfer





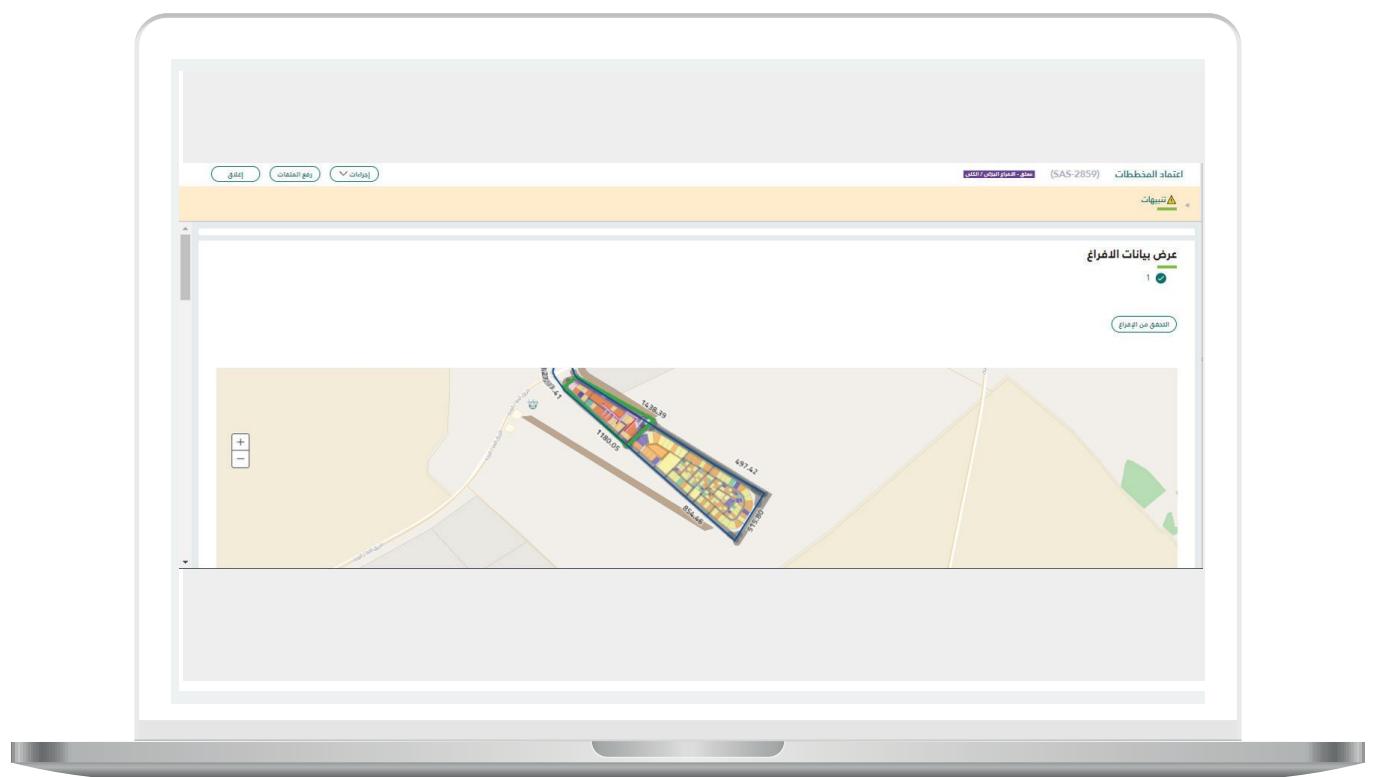
## Review of Title Transfer Request - Surveying Officer

The user logs into their personal account, where assigned tasks are displayed. The user clicks the title transfer request number, which can be identified by its status (Pending - Partial/Full Title Transfer).

Clicking the request displays the request details on the screen.

الوقت المتبقى	رقم المطلب	اسم مقدم الطلب	رقم هوية مقدم الطلب	نوع الطلب	الادارة	تاريخ الطلب	المسار
٢٠٢١-١٠-٥	1055668261	متساعد عبد الله عبد الغني	SAS-2859	دراسة طلب املاع جزئي-خالي	النفط	٢٠٢١-١٠-٥	محلق- الفرعان الذهبي / الخالي
٢٠٢١-١٠-٥	1055668261	متساعد عبد الله عبد الغني	SAS-2860	طلب اعتماد مخططات	فيض المرادحة	٢٠٢١-١٠-٥	محلق- الفرعان الذهبي / الخالي
٢٠٢١-١٠-٢٧	1055668261	متساعد عبد الله عبد الغني	SAS-2814	دراسة طلب املاع جزئي-خالي	النفط	٢٠٢١-١٠-٢٧	محلق- الفرعان الذهبي / الخالي
٢٠٢١-١٠-٢٧	1055668261	متساعد عبد الله عبد الغني	SAS-2816	دراسة طلب املاع جزئي-خالي	النفط	٢٠٢١-١٠-٢٧	محلق- الفرعان الذهبي / الخالي
٢٠٢١-١٠-٢٧	1055668261	متساعد عبد الله عبد الغني	SAS-2807	دراسة طلب املاع جزئي-خالي	النفط	٢٠٢١-١٠-٢٧	محلق- الفرعان الذهبي / الخالي
٢٠٢١-١٠-٢٥	1055668261	متساعد عبد الله عبد الغني	SAS-2781	طلب اعتماد مخططات	فيض المرادحة	٢٠٢١-١٠-٢٥	محلق- الفرعان الذهبي / الخالي
٢٠٢١-١٠-١٩	1055668261	متساعد عبد الله عبد الغني	SAS-2679	دراسة طلب اعتماد مخططات	فيض المرادحة	٢٠٢١-١٠-١٩	محلق- الفرعان الذهبي / الخالي

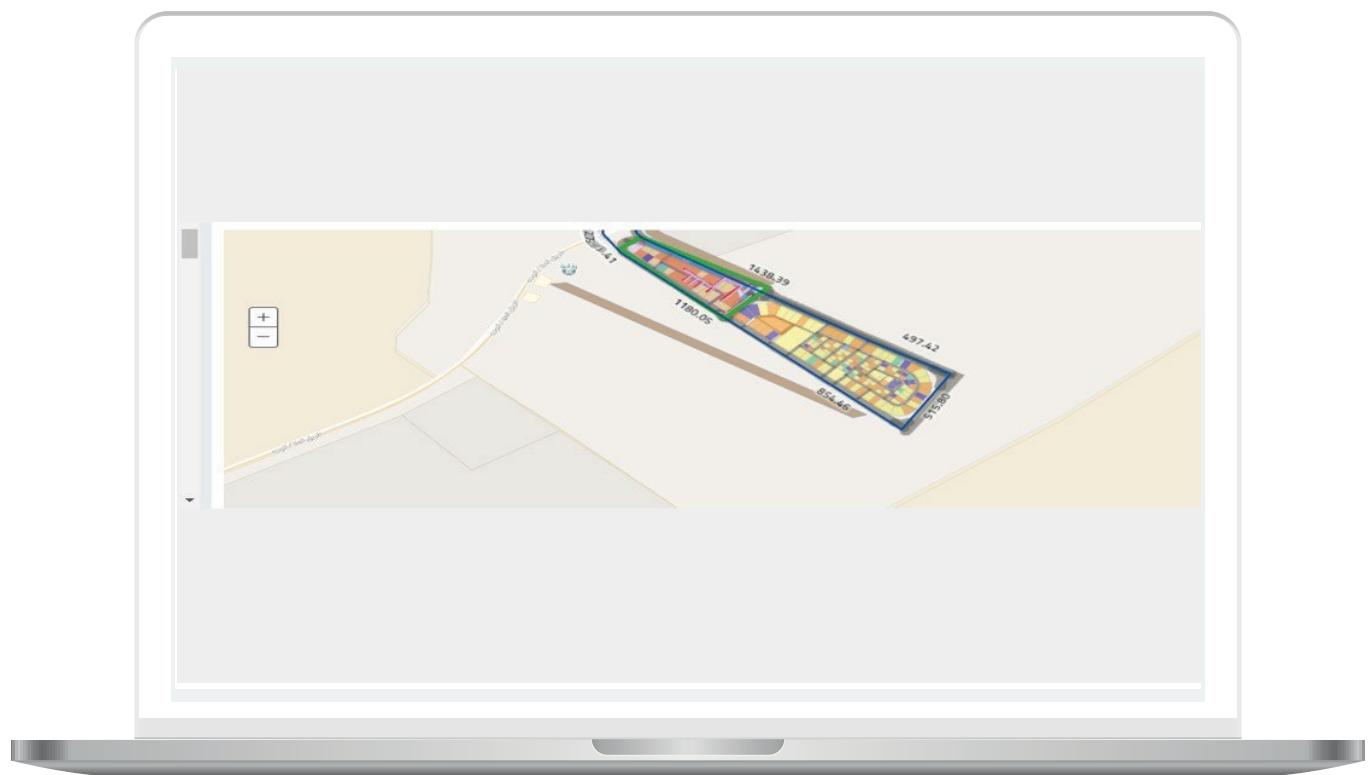
The title transfer cycles are displayed, and the user selects the cycle they want to review. The title transfer cycles are shown on the screen, and the user clicks Verify Title Transfer, which then displays the map along with the request details.





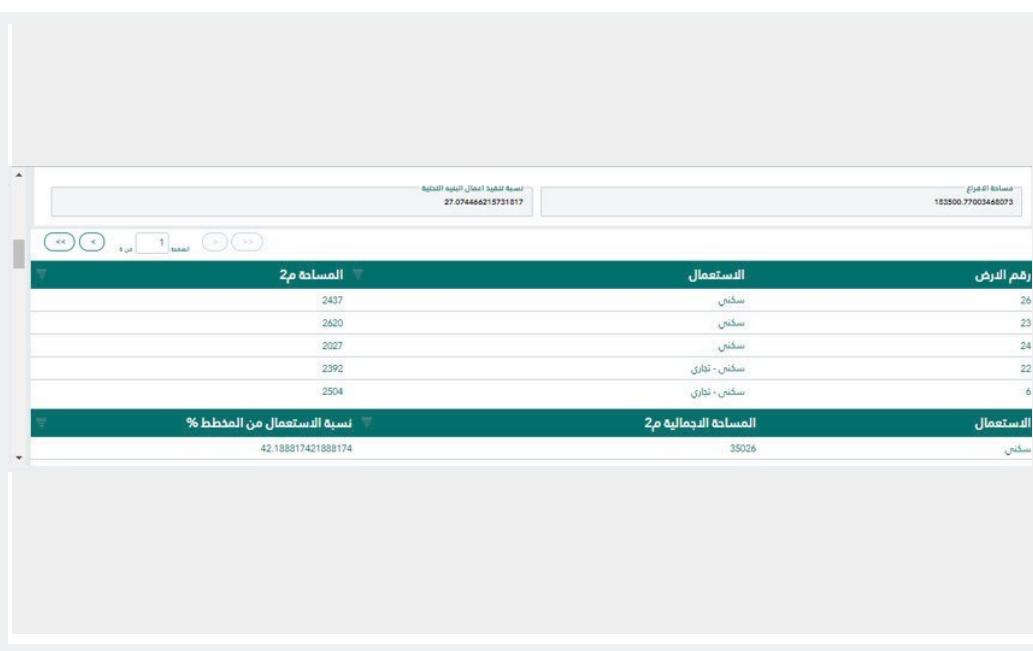
## Review of Title Transfer Request - Surveying Officer

The section to be transferred is highlighted in green, and the original conceptual design is displayed on the map.



The following data is displayed:

- 1) Title transfer area.
- 2) Title transfer percentage, Land and Usage Table, Planning Ratio.

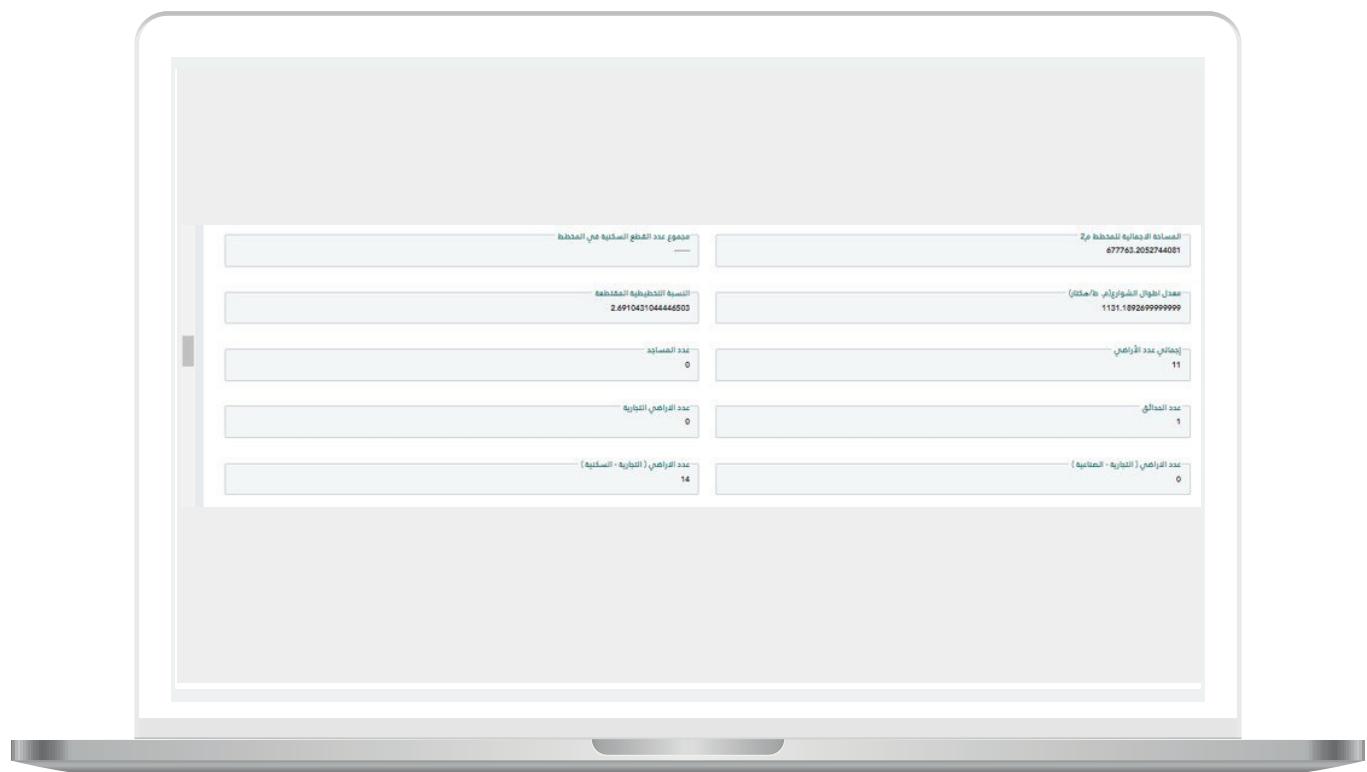


المساحة م <sup>2</sup>	الاستعمال	رقم الأرض
2437	سكنى	26
2620	سكنى	23
2027	سكنى	24
2392	سكنى - تجاري	22
2504	سكنى - تجاري	6

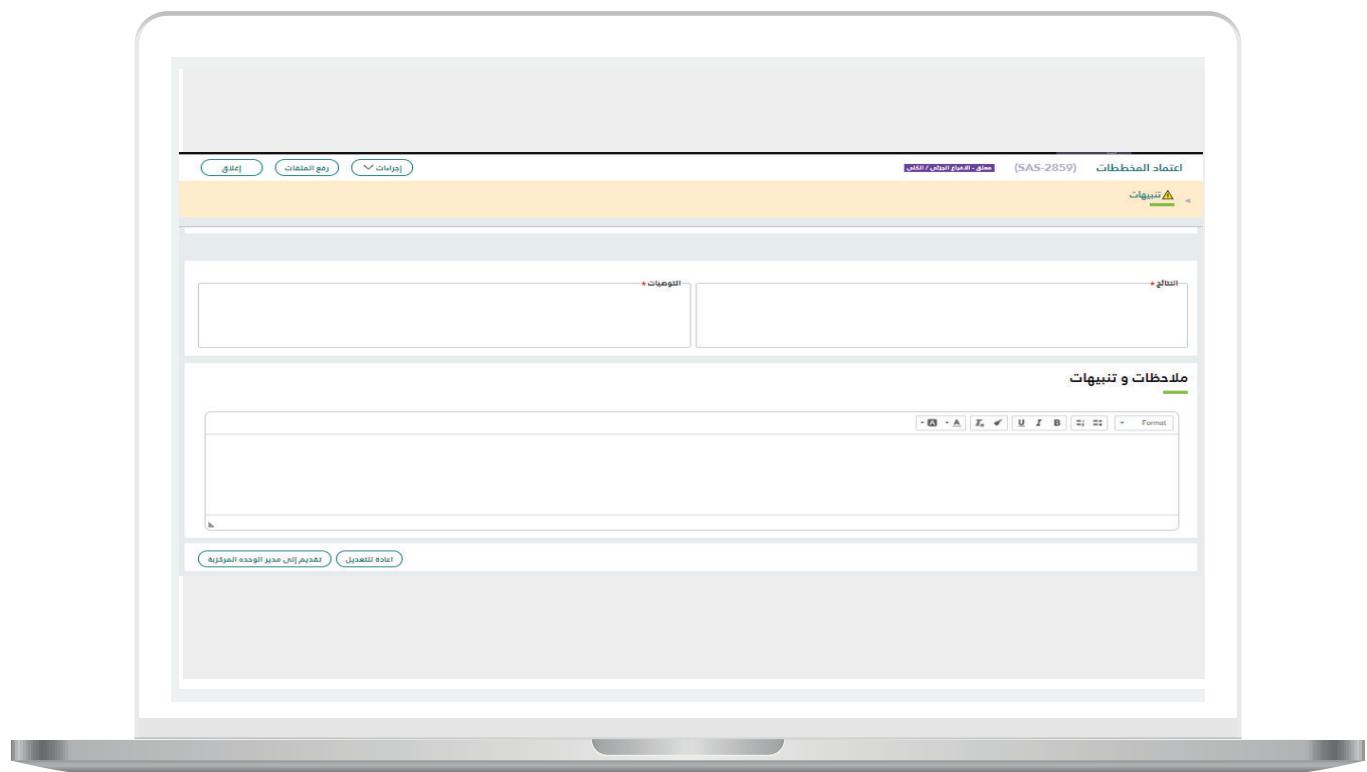
نسبة الاستعمال من المخطط %	المساحة الجمالية م <sup>2</sup>	الاستعمال
42.188817421888174	35026	سكنى

**Scheme Statistics Include: (Total area, Number of residential plots, Average street lengths, Planning ratio, Total number of plots, Number of mosques, Number of parks, Number of land types, Number of services (Educational - Religious - Health - Social - Governmental - Industrial)).**



The user adds results and recommendations, then makes a decision as follows:

- 1) Return for modification (Sent back to the request authorizer).
- 2) Submit to the Central Unit Director.

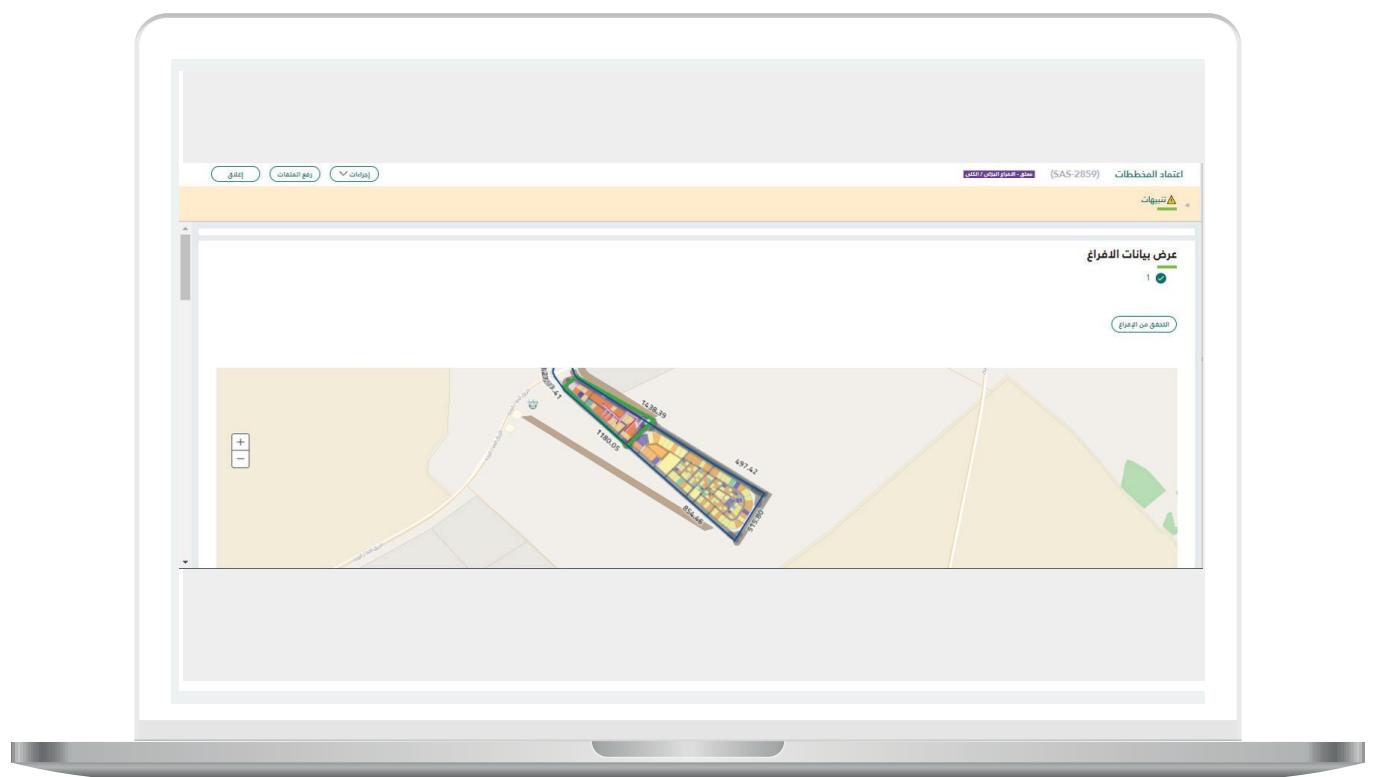


## Review of Title Transfer Request - Planning Engineer

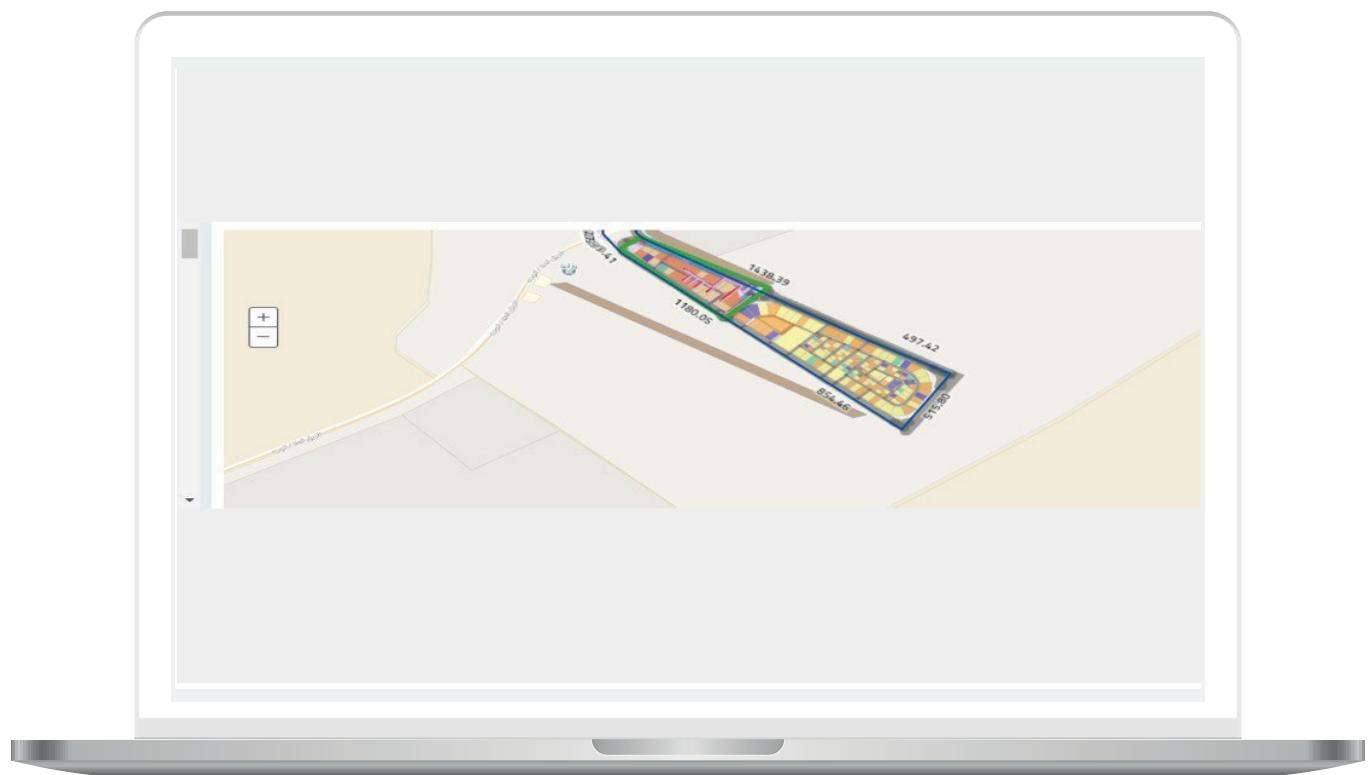
The user logs into their personal account, where assigned tasks are displayed. The user clicks the title transfer request number, which can be identified by its status (**Pending - Partial/Full Title Transfer**). Clicking the request displays the request details on the screen.

الوسم المتبعى	رقم الطلب	اسم مقدم الطلب	رقم موقعة مقدم الطلب	العنوان	نوع الطلب	اسم المهمة	تاريخ الطلب	المسار
مساعد عبدالله عبدالعزيز	SAS-2859	مساعد عبدالله عبدالعزيز	1055668261	الشارع العامي / الكائن	دراسة طلب اضياع جزء من خل	محلق - المفزع العزبي / الكائن	05 / 09 / 2021	العنادل والبراء والمنجع
مساعد عبدالله عبدالعزيز	SAS-2860	مساعد عبدالله عبدالعزيز	1055668261	طلب اعتماد مخطوطة	دراسة طلب اعتماد مخطوطة	قيد المراجعة	05 / 09 / 2021	العنادل والبراء والمنجع
مساعد عبدالله عبدالعزيز	SAS-2814	مساعد عبدالله عبدالعزيز	1055668261	الشارع العامي / الكائن	دراسة طلب اضياع جزء من خل	محلق - المفزع العزبي / الكائن	27 / 08 / 2021	العنادل والبراء والمنجع
مساعد عبدالله عبدالعزيز	SAS-2816	مساعد عبدالله عبدالعزيز	1055668261	الشارع العامي / الكائن	دراسة طلب اضياع جزء من خل	محلق - المفزع العزبي / الكائن	27 / 08 / 2021	العنادل والبراء والمنجع
مساعد عبدالله عبدالعزيز	SAS-2807	مساعد عبدالله عبدالعزيز	1055668261	الشارع العامي / الكائن	دراسة طلب اضياع جزء من خل	محلق - المفزع العزبي / الكائن	27 / 08 / 2021	العنادل والبراء والمنجع
مساعد عبدالله عبدالعزيز	SAS-2781	مساعد عبدالله عبدالعزيز	1055668261	طلب اعتماد مخطوطة	دراسة طلب اعتماد مخطوطة	قيد المراجعة	22 / 08 / 2021	العنادل والبراء والمنجع
مساعد عبدالله عبدالعزيز	SAS-2679	مساعد عبدالله عبدالعزيز	1055668261	طلب اعتماد مخطوطة	دراسة طلب اعتماد مخطوطة	قيد المراجعة	15 / 08 / 2021	العنادل والبراء والمنجع

The title transfer cycles are displayed, and the user selects the cycle they want to review. The title transfer cycles are shown on the screen, and the user clicks Verify Title Transfer, which then displays the map along with the request details.

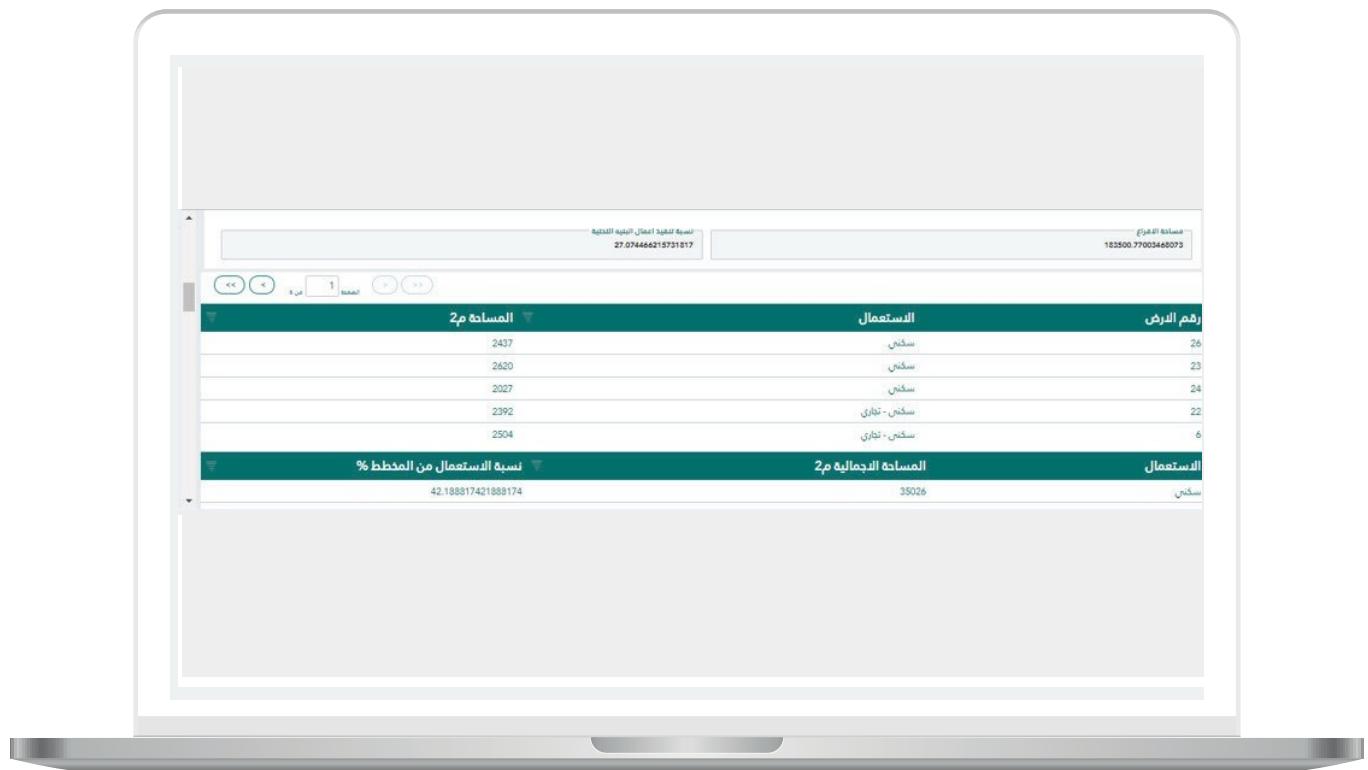


The section to be transferred is highlighted in green, and the original conceptual design is displayed on the map.



The following data is displayed:

- 1) Title transfer area.
- 2) Title transfer percentage, Land and Usage Table, Planning Ratio.



The screenshot shows a table with the following data:

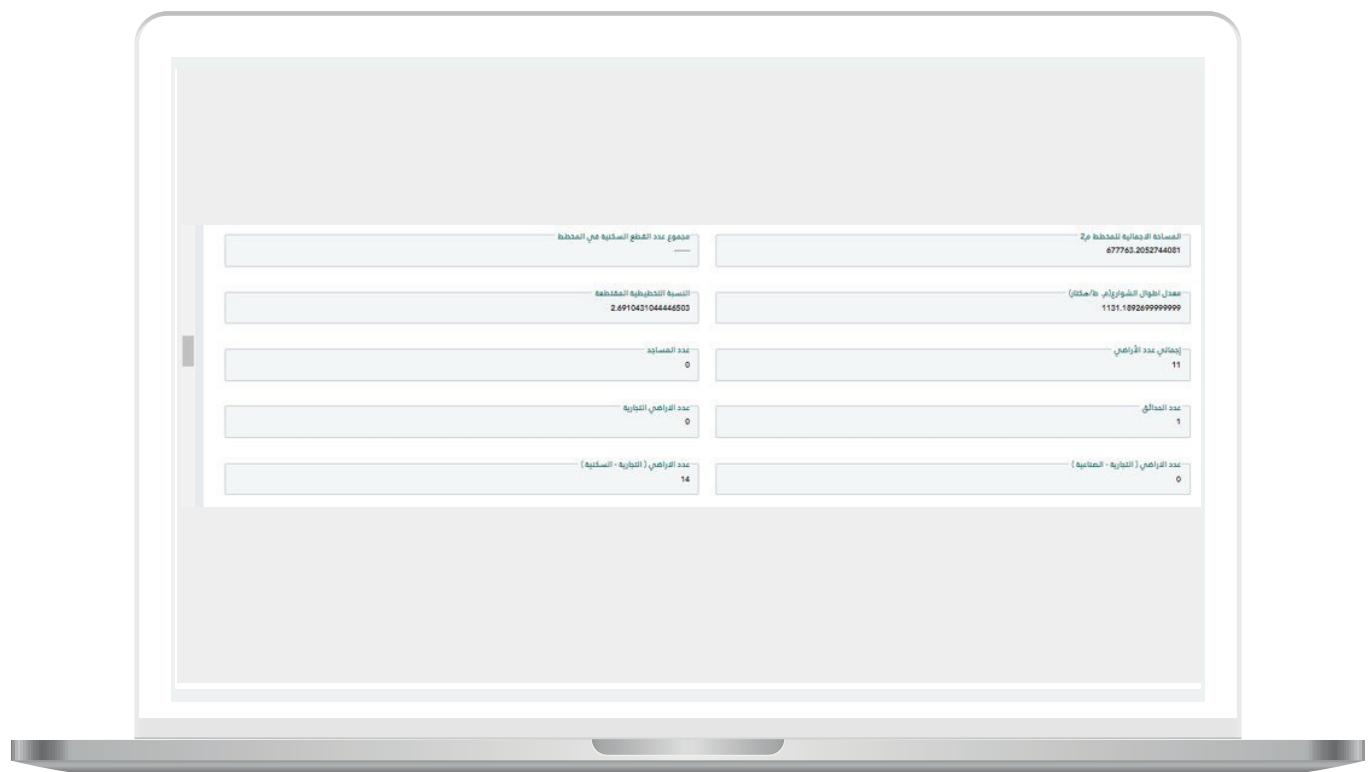
رقم الأرض	الاستعمال	المساحة المعمد م <sup>2</sup>
26	سكنى	2437
23	سكنى	2420
24	سكنى	2027
22	سكنى - تجاري	2392
6	سكنى - تجاري	2504

الاستعمال	المساحة المعمد م <sup>2</sup>	نسبة الاستعمال من المخطط %
سكنى	35026	42.188817421888174

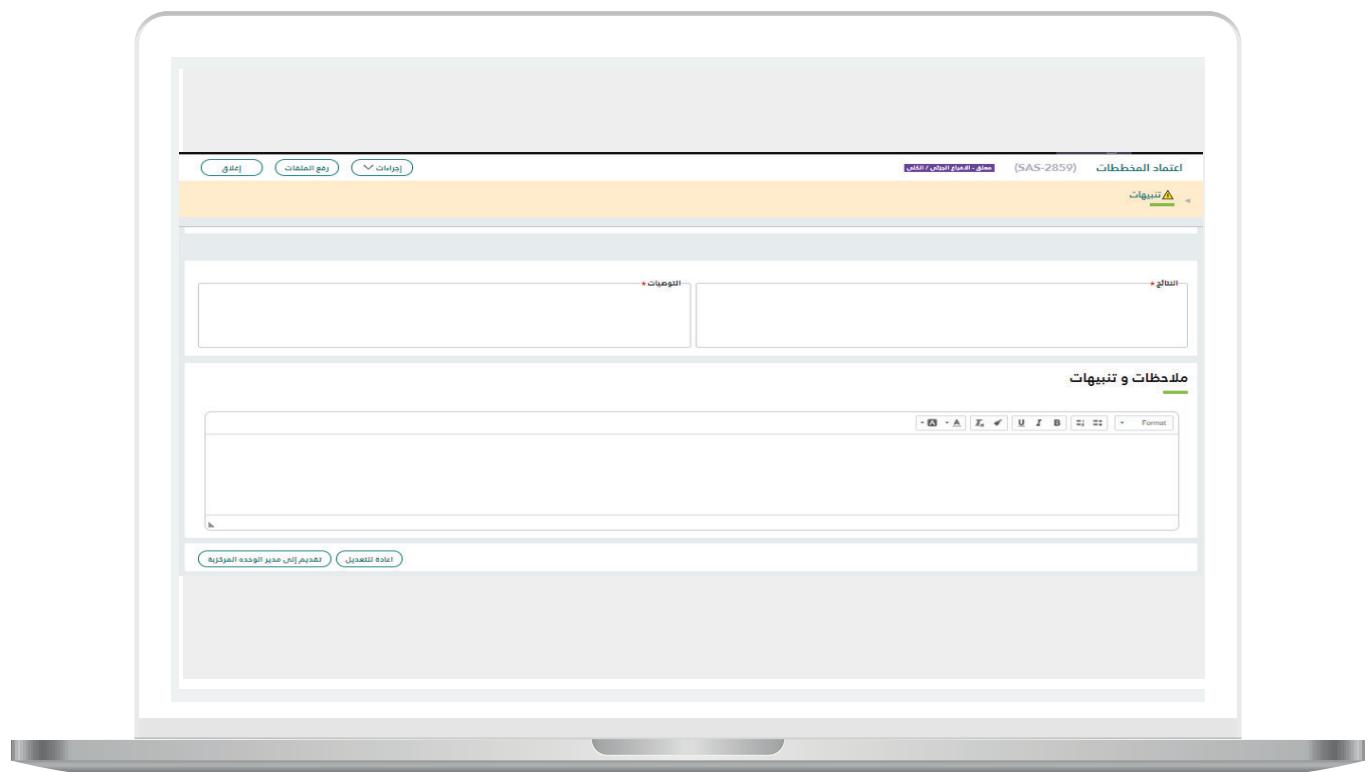


**Scheme Statistics Include: (Total area, Number of residential plots, Average street lengths, Planning ratio, Total number of plots, Number of mosques, Number of parks, Number of land types, Number of services (Educational - Religious - Health - Social - Governmental - Industrial)).**



The user adds results and recommendations, then makes a decision as follows:

- 1) Return for modification (Sent back to the request authorizer).
- 2) Submit to the Central Unit Director.

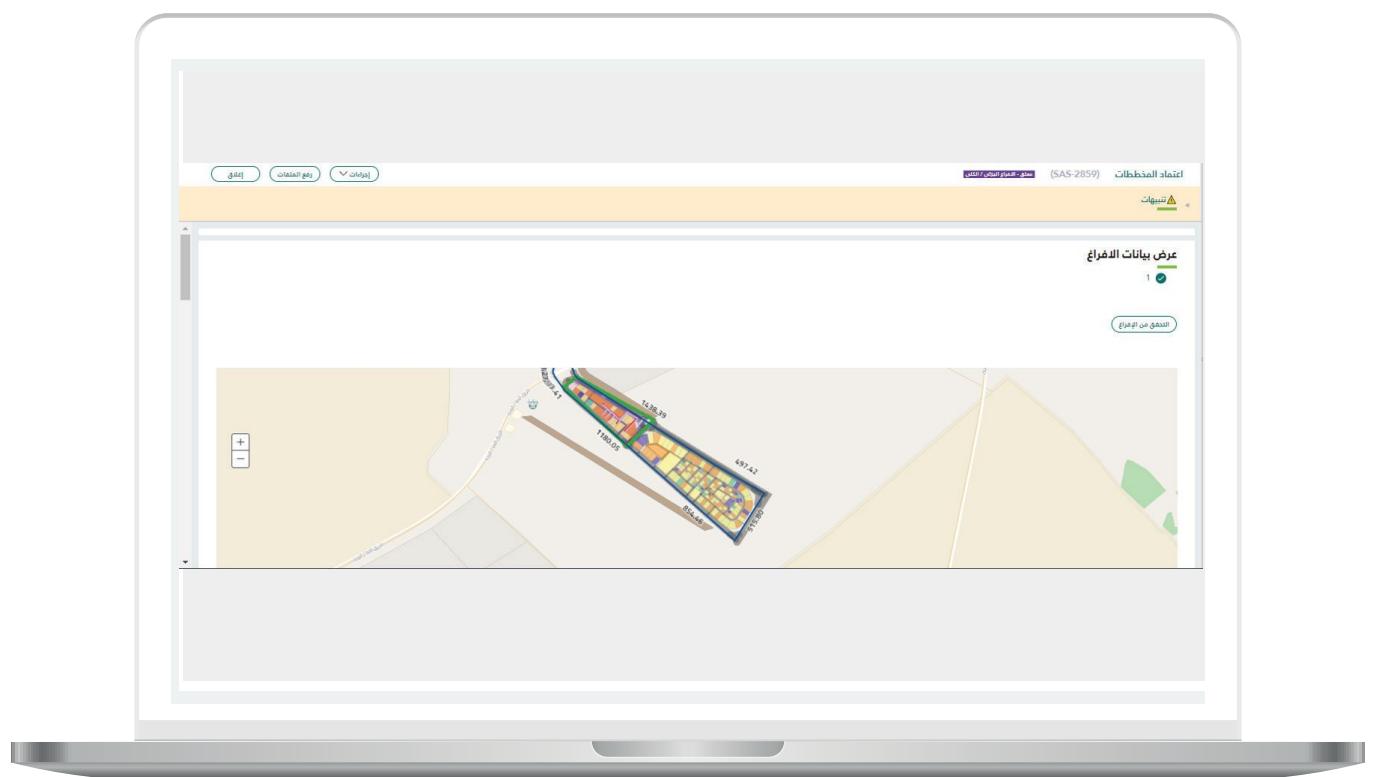




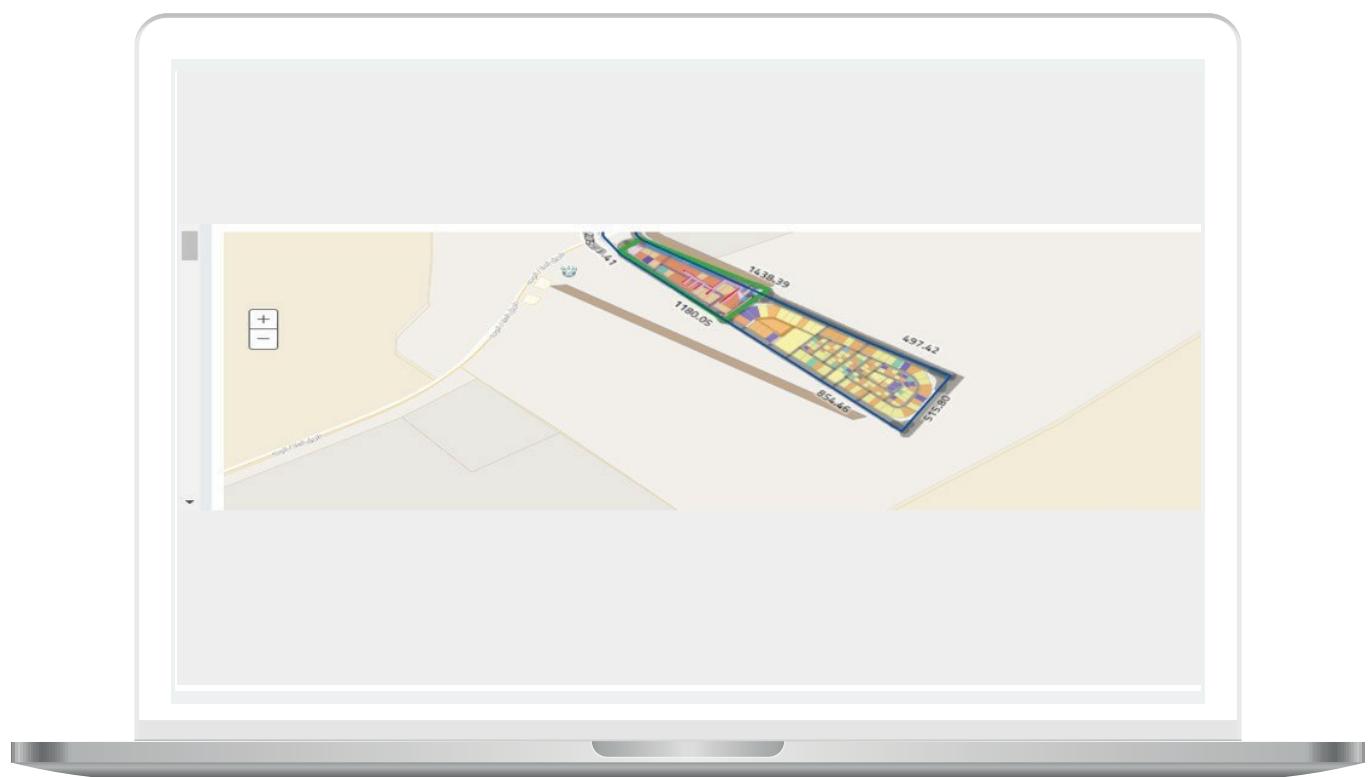
## Review of Title Transfer Request - Central Unit Director

The user logs into their personal account, where assigned tasks are displayed. The user clicks the title transfer request number, which can be identified by its status (**Pending - Partial/Full Title Transfer**). Clicking the request displays the request details on the screen.

The title transfer cycles are displayed, and the user selects the cycle they want to review. The title transfer cycles are shown on the screen, and the user clicks Verify Title Transfer, which then displays the map along with the request details.



The section to be transferred is highlighted in green, and the original conceptual design is displayed on the map.



The following data is displayed:

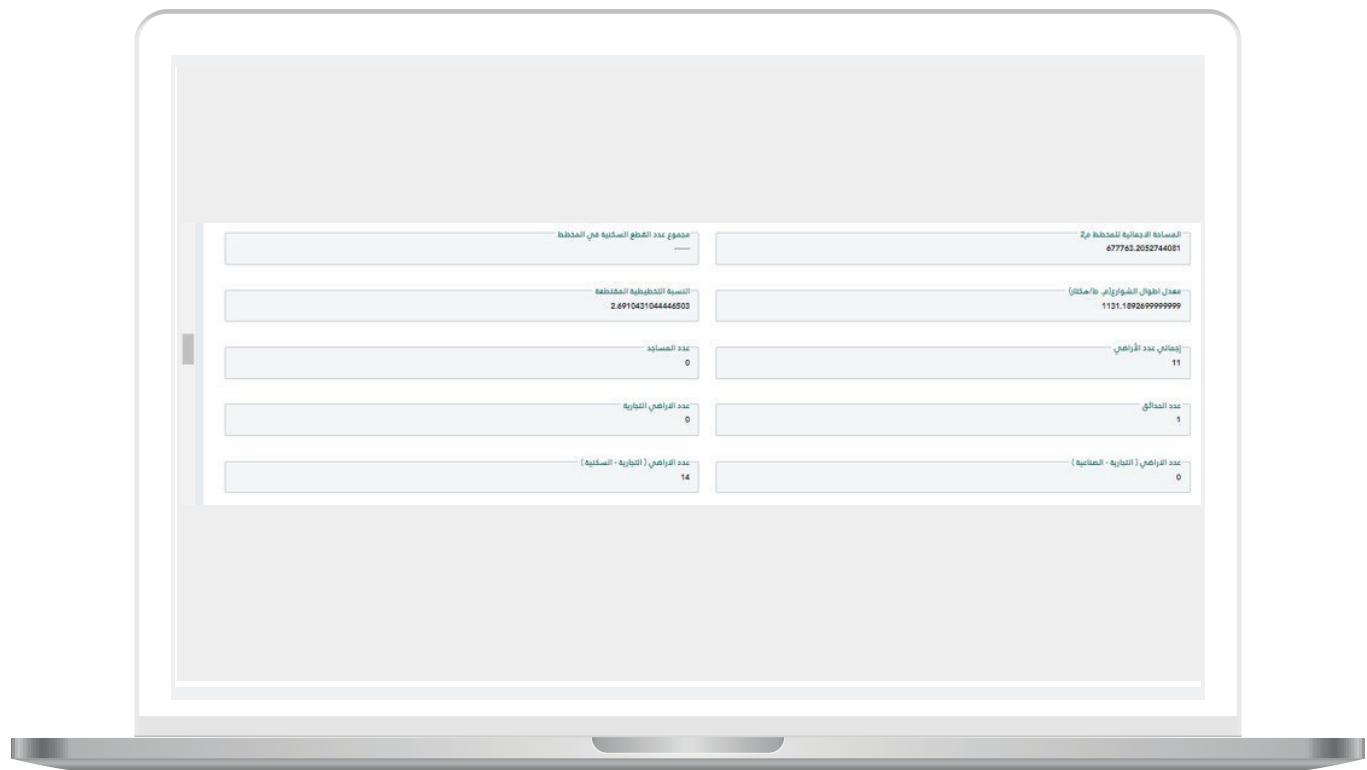
- 1) Title transfer area.
- 2) Title transfer percentage, Land and Usage Table, Planning Ratio.

The screenshot shows a software application window on a computer screen. The window has a light gray header bar with Arabic text and a small QR code. Below the header are two tables. The first table, titled 'المساحة المترم²' (Land Area in square meters), lists several entries with columns for area, usage type, and plot number. The second table, titled 'نسبة الاستعمال من المخطط%' (Usage Ratio from the Plan %), lists a single entry with columns for usage type and plot number. The overall interface is in Arabic and appears to be a part of a larger system for land scheme approval.

المساحة المترم²	الاستعمال	رقم الأرض
2437	سكنى	26
2420	سكنى	23
2027	سكنى	24
2392	سكنى - تجاري	22
2504	سكنى - تجاري	6

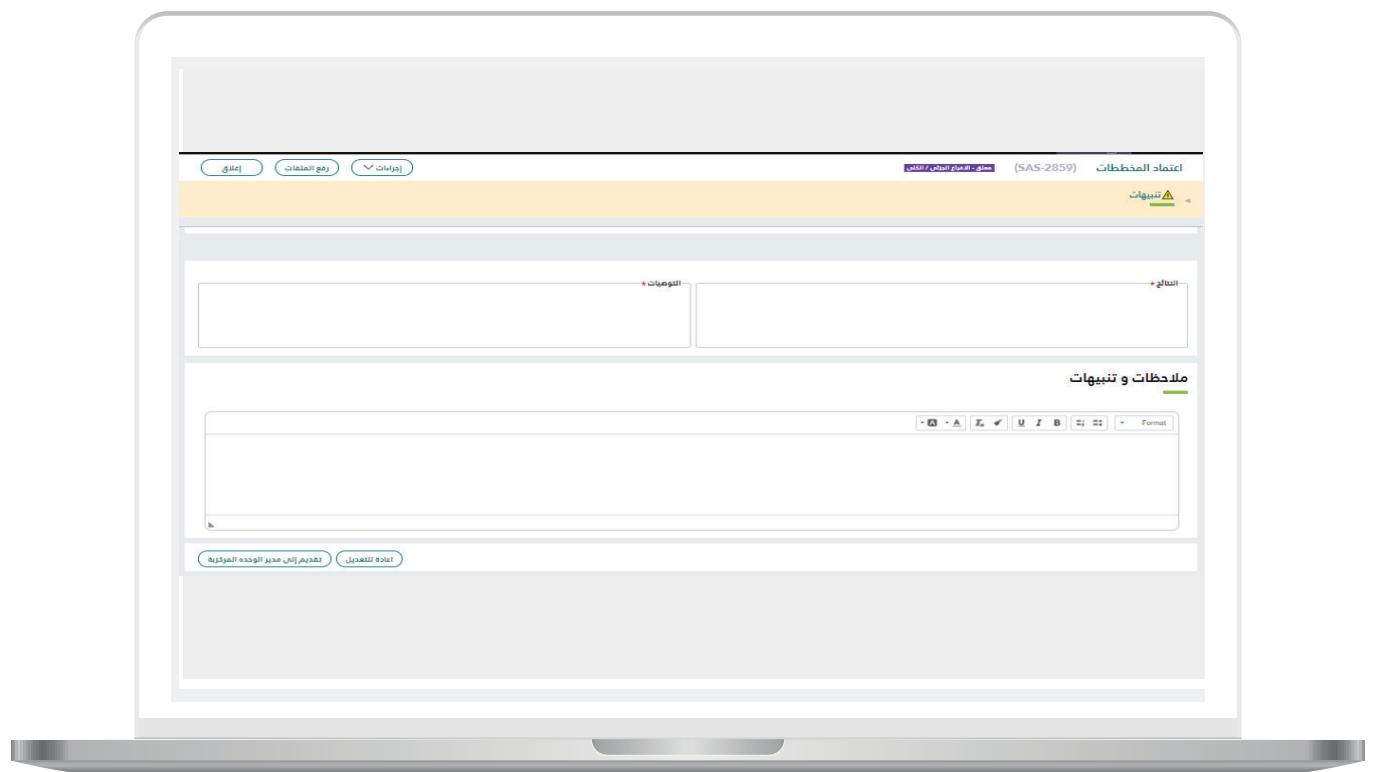
نسبة الاستعمال من المخطط %	المساحة المترم²	الاستعمال
42.188817421888174	35026	سكنى

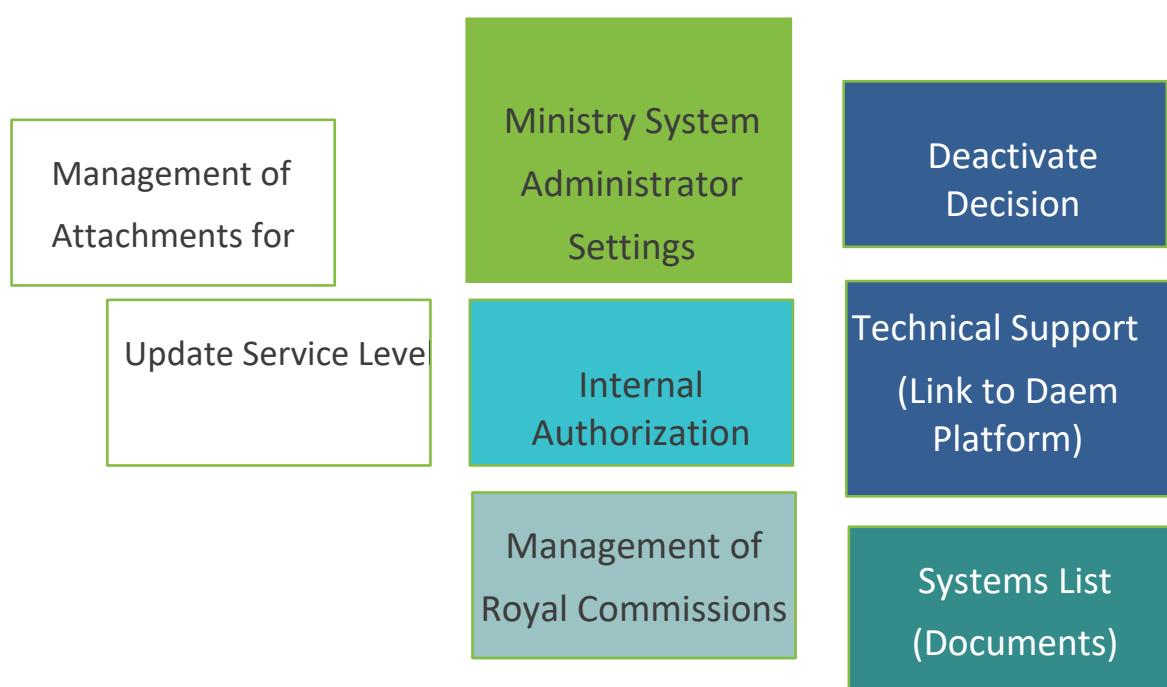
**Scheme Statistics Include: (Total area, Number of residential plots, Average street lengths, Planning ratio, Total number of plots, Number of mosques, Number of parks, Number of land types, Number of services (Educational - Religious - Health - Social - Governmental - Industrial)).**



The user adds results and recommendations, then makes a decision as follows:

- 1) Return for modification (Sent back to the engineering office).
- 2) Approve.







## Update Service Level

The user clicks on Service Level Agreement Settings, where all timed procedures are displayed and can be updated.

### Timed Procedures:

(Request Authorizer, Preliminary Approval, Detailed Plan Review for Paving and Lighting, Development Authority Council, Central Unit Director for Plan Approvals, Conceptual Design Review by the Committee, Detailed Plan Review, Telecommunications and IT Review, Technical Requirements Review After Escalation, Conceptual Design Review, Executive Committee Review, Geographic Information Systems (GIS) Unit Officer, Hydrological Study Audit, Ministry of Housing Review, Detailed Plan Review for Water and Wastewater, Ownership Verification, Request Receiver, Detailed Plan Review for Electricity, Soil Study Audit, Surveying Review).

الاعدادات اتفاقية مستوى الخدمة

اسم الاجراء	الوقت المستهدف	آخر موعد لنتهاء الاجراء	اجراء التصعيد	تحديث
الموعد بغير المطلب	1	2	0	تحديث
الاشتراك	0	0	0	تحديث
دراسة المخططات التفصيلية لتنمية وتنمية	20	28	30	تحديث
مختبر آليات	4	8	10	تحديث
مراجعة واجراء متابعة المخططات	0	0	0	تحديث
دراسة الخدمة الصادرة من قبل الشركة	10	12	15	تحديث
دراسة المخططات التفصيلية لادارات وتنمية المخططات	20	34	22	تحديث
دراسة المخططات التفصيلية بعد التصعيد	12	12	1	تحديث
دراسة الخدمة التفصيلية	14	15	22	تحديث
دراسة اخطاب من لجنة التصعيد	2	3	4	تحديث
موافقة ودعة تقديم المخططات التفصيلية	26	26	0	تحديث
تحقيق اجراء التصعيد وتحديث	2	3	1	تحديث
دراسة ورقة المساند	35	35	5	تحديث
دراسة المخططات التفصيلية لتنمية وادارة الصناعي	20	35	1	تحديث
فهيون المكانة	0	0	12	تحديث
مستوى	20	35	0	تحديث
دراسة المخططات التفصيلية لتنمية	20	35	1	تحديث

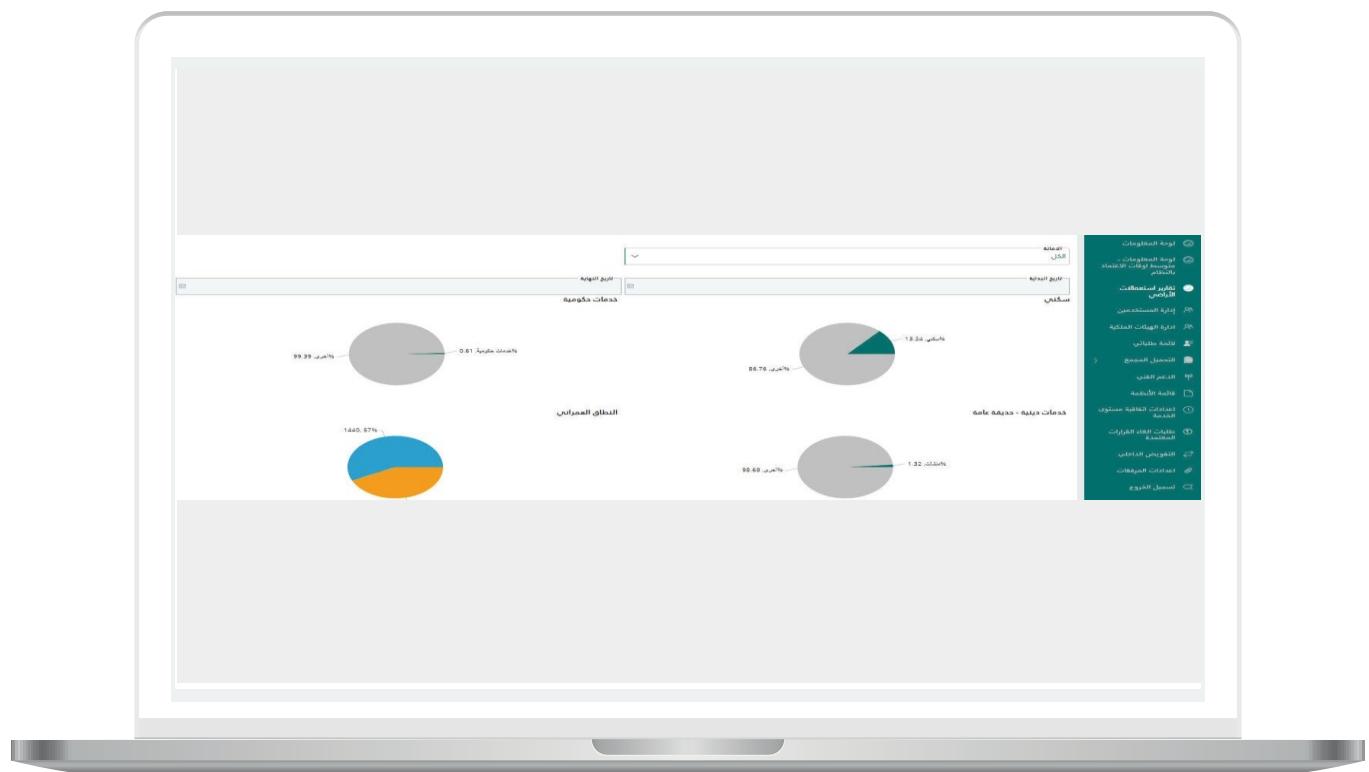
لوحة المعلومات

- لوحة المعلومات
- موسوعة الواء الاصناف بالانفاق
- تقارير استهلاكات
- الاراضي
- ادارة المستخدمين
- ادارة الهيئات الملكية
- لائحة طلبات
- التحميل المجمع
- الدعم الفقري
- قائمة الأنظمة
- ادخالات اتفاقية مستوى
- النقطة
- طلبات اثارة المقررات
- العفوية
- التفوقيات الداخلية
- الاعدادات المرفقات

## Land Use Reports

The user clicks on Service Level Agreement Settings, where all timed procedures are displayed and can be updated.

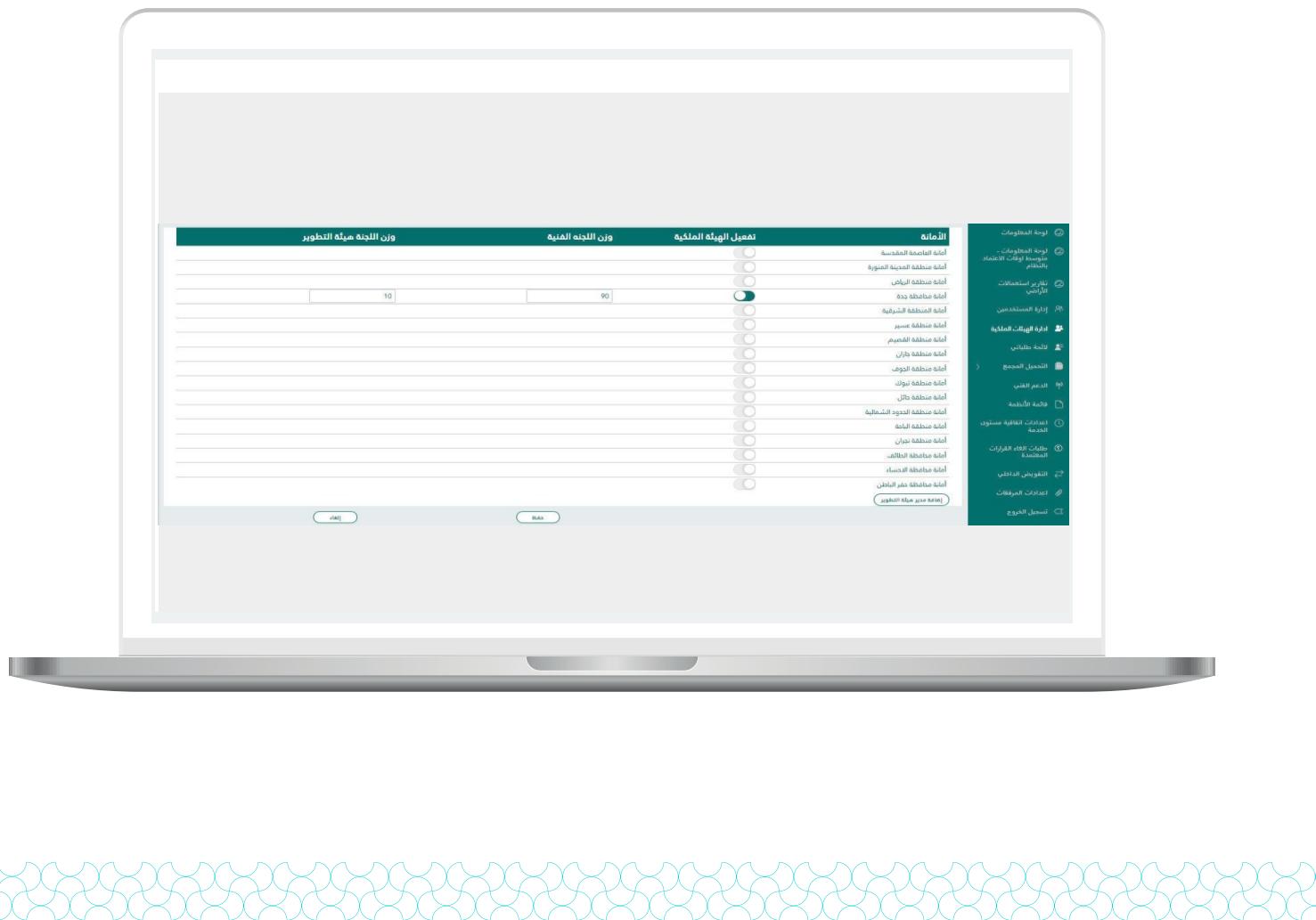
The system displays land use reports, which include: (Percentage of Residential Use, Percentage of Governmental Use, Percentage of Religious Services and Parks, Percentage of Plans by Urban Boundary).



## Management of Royal Commissions

The user controls whether to activate commissions in relevant municipalities or not.

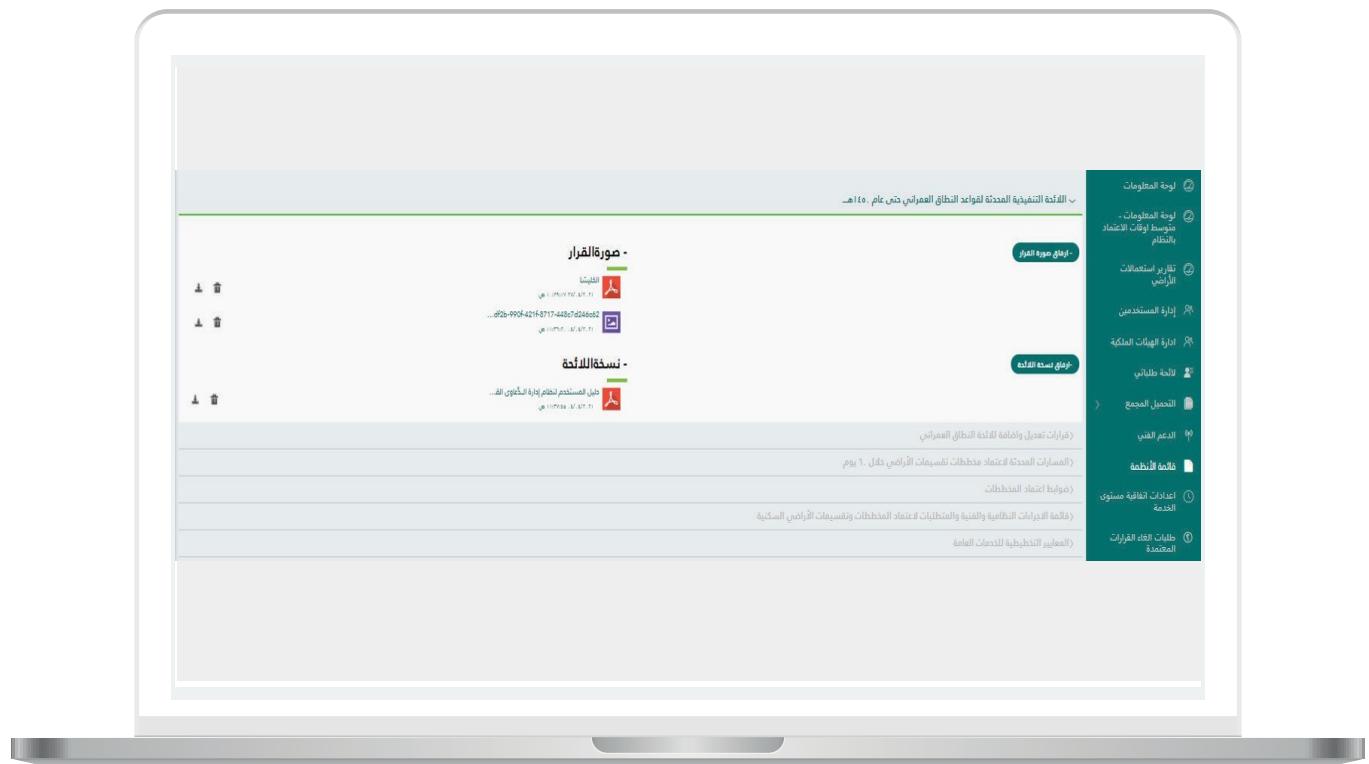
If a commission is activated, the system enables the following committees: **(Technical Committee, Development Authority Committee, Executive Committee)**. This screen also allows the assignment of weights to both the Technical Committee and the Development Authority Committee, which are reflected in the decision-making process.





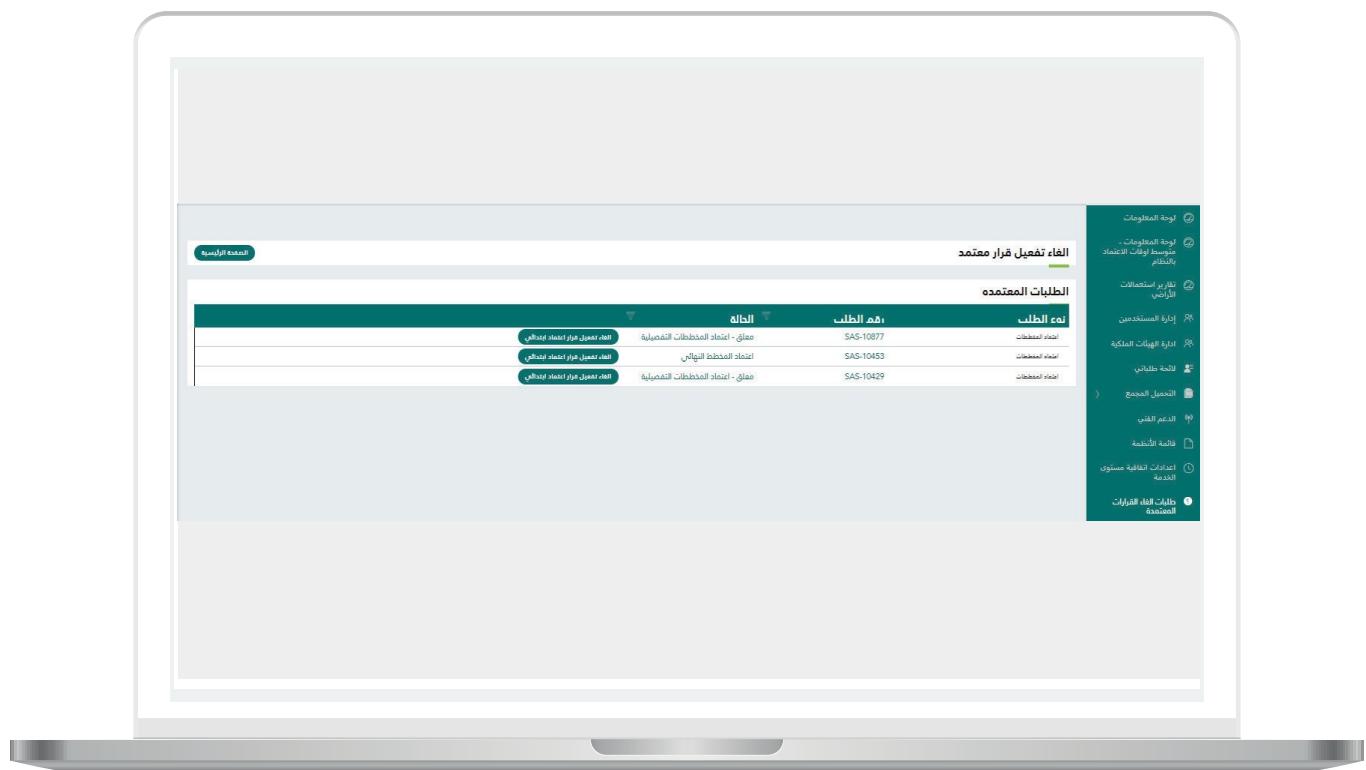
## Systems List

The user can add attachments to assist employees within the system.



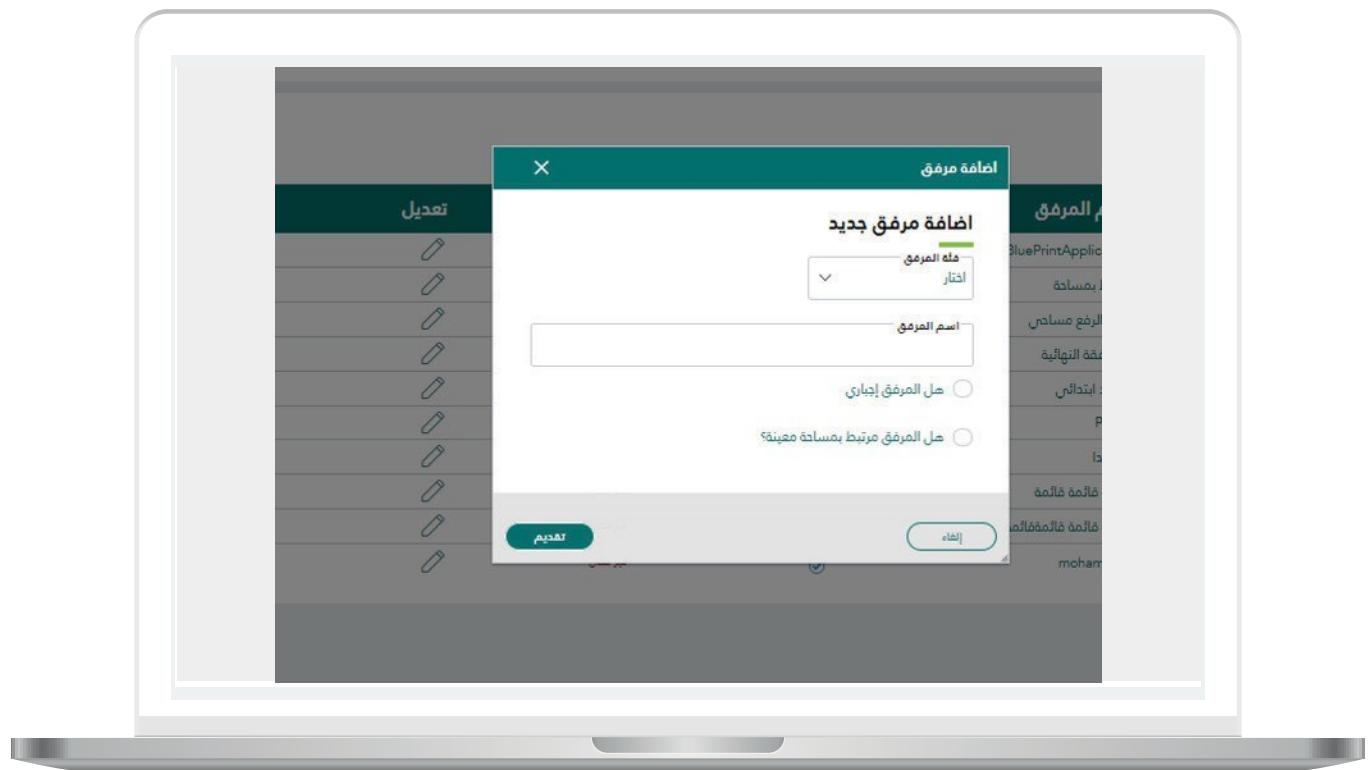
## Deactivating an Approved Decision

The system displays requests for deactivating approved decisions submitted by municipalities, which the Ministry can approve or reject.

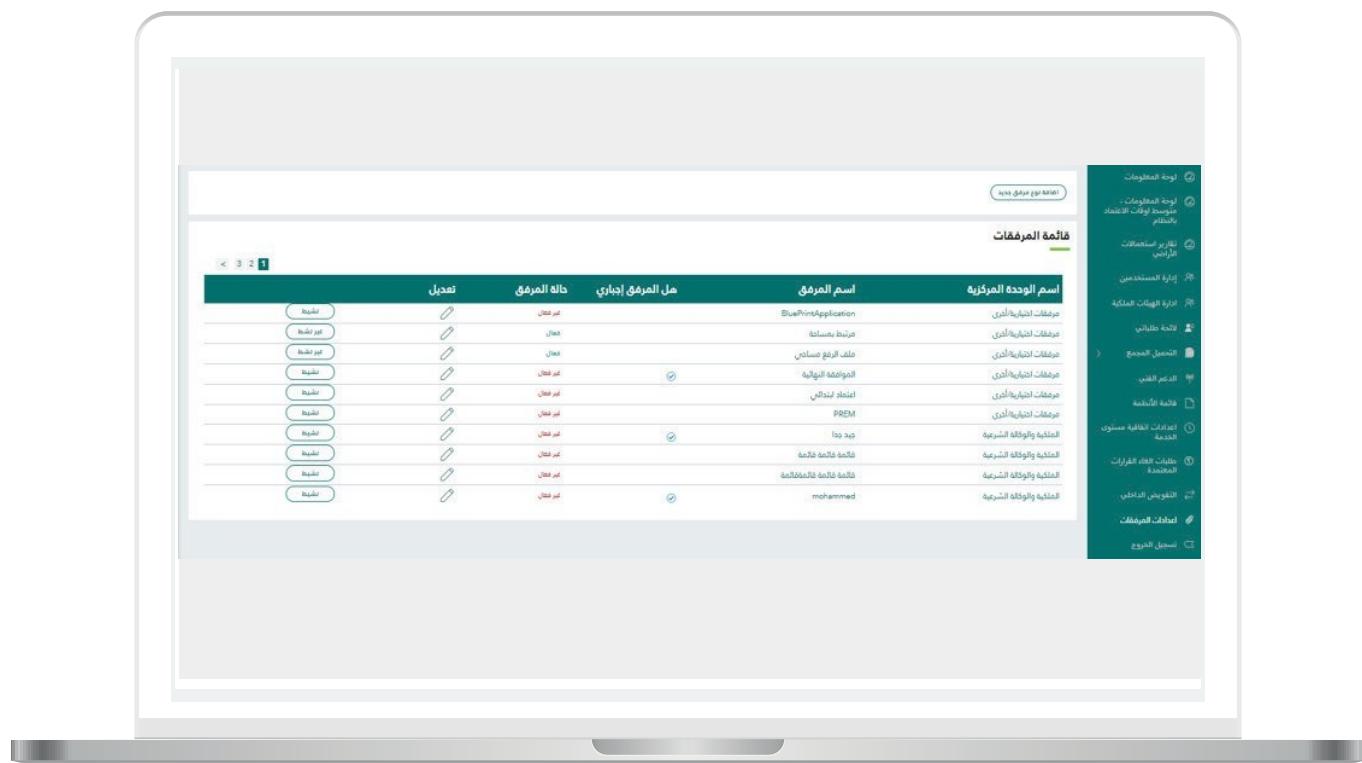


## Attachment Settings

The system displays attachments submitted by engineering offices, allowing users to modify or deactivate them. A new attachment can be added by clicking (Add New Attachment).



This step is related to the previous step.



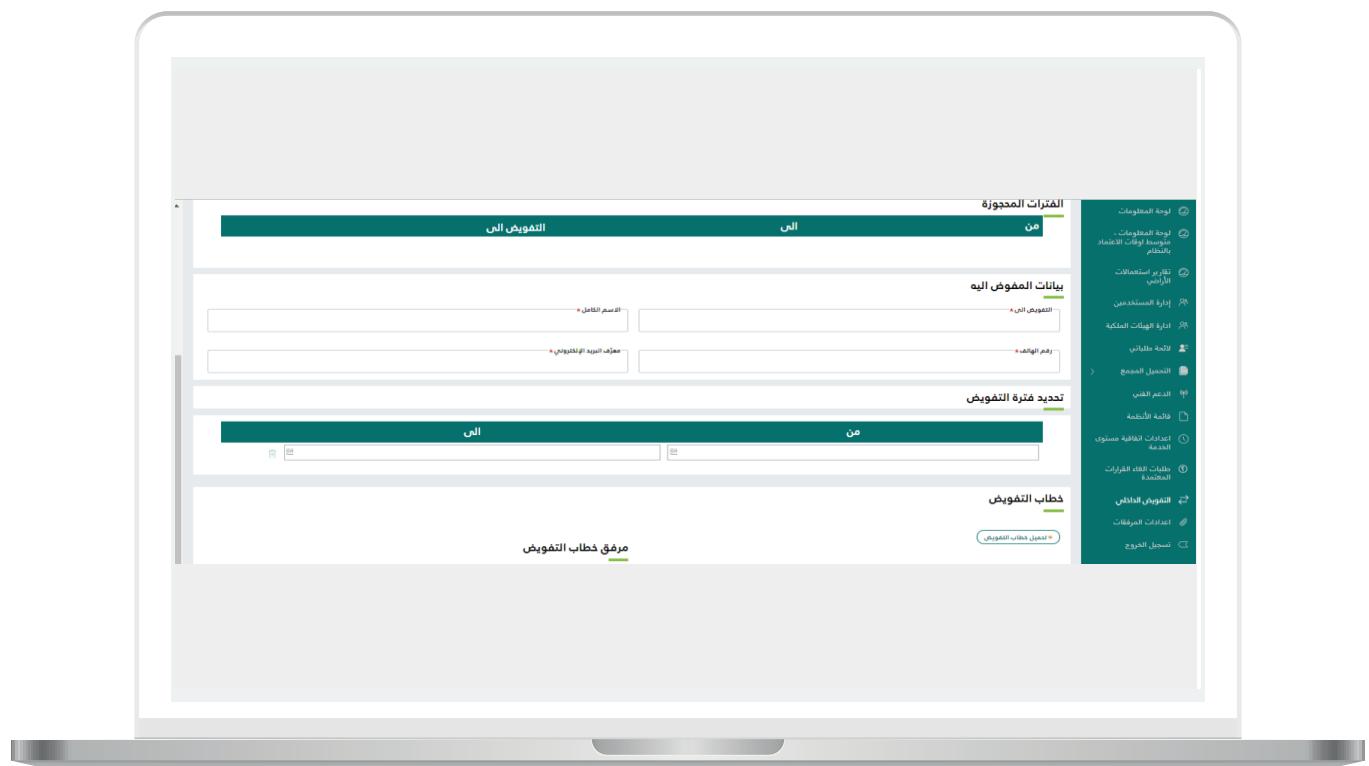
## Internal Authorization

This section allows a user to delegate tasks to another user for a specific period, and the employee type is selected.

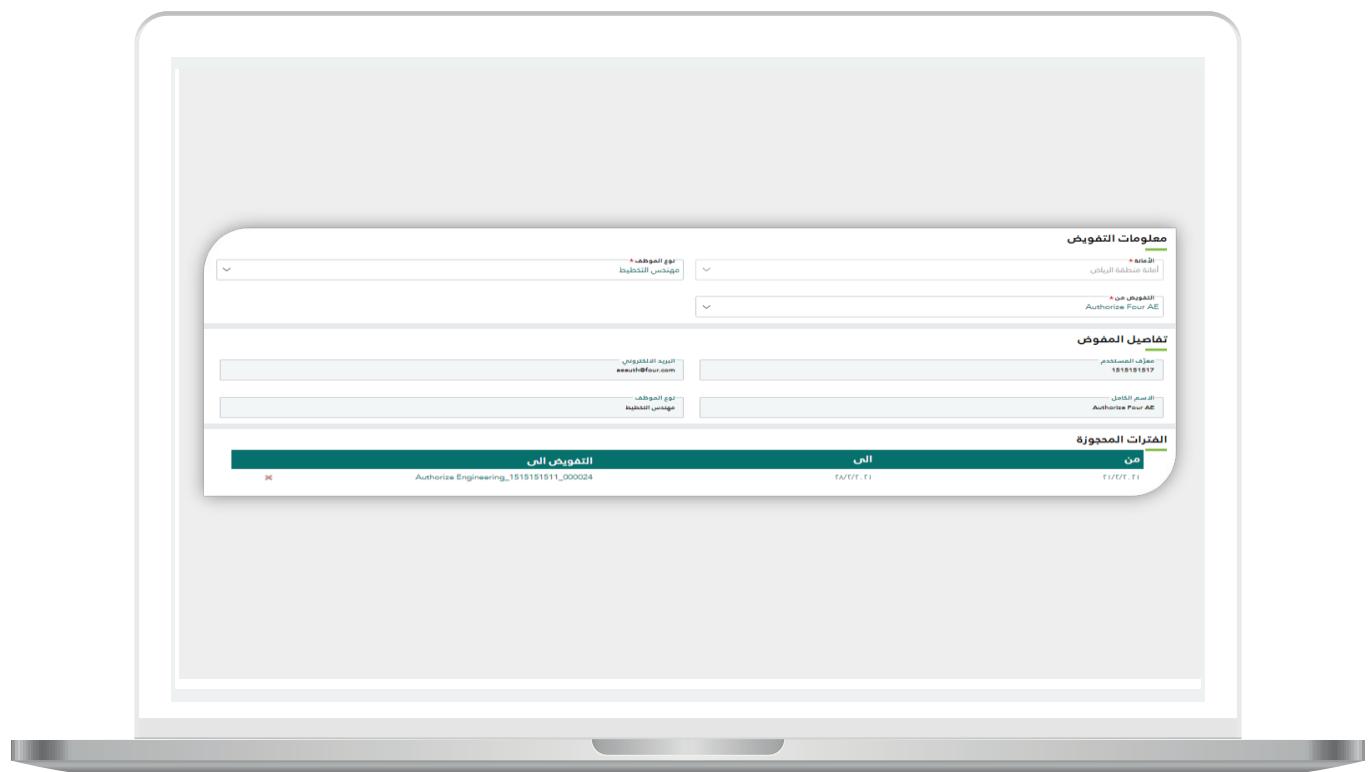
Employee records are then retrieved, and the user selects from the available employees. The reserved periods are displayed, the authorized employee and delegation period are determined, and the authorization letter is attached.

If the authorized employee exists within the system, their details are automatically retrieved.

However, if the employee is outside the system, their details must be entered manually.



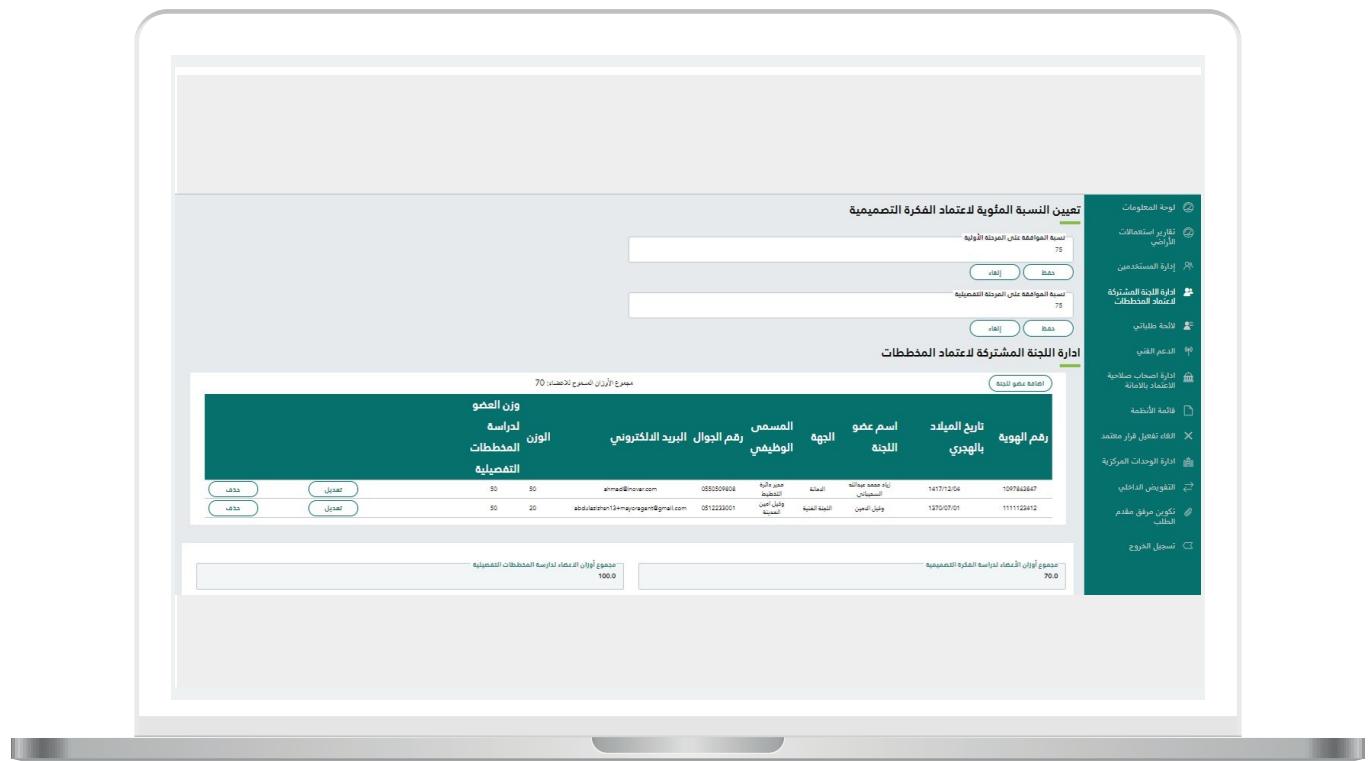
- 1) The employee type (Authorized User) is selected.
- 2) The employee to be delegated from is chosen.
- 3) The authorized employee's details are entered.
- 4) The reserved periods are specified.



## Management of committees

The user adds the approval percentage required for conceptual design and detailed design approvals. The committee members are displayed with their assigned weights and details, including: **(National ID Number, Hijri Birth Date, Committee Member Name, Entity, Job Title, Mobile Number, Email Address, Weights for Phase 1 and Phase 2)**.

Clicking **(Add Committee Member)** opens the next page.



A new user can be added as follows: The user enters the National ID Number and Birth Date, allowing the system to retrieve the name from Absher. Then, the user inputs the Entity Name, Job Title, Mobile Number, and Email Address. Finally, the Member Weight is assigned, and the user clicks Save.

📞|199040 Direct Contact Number  
🐦|@Balady\_CS Customer Service