



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

The Comprehensive User Guide for the Private Land Schemes Approval System

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.

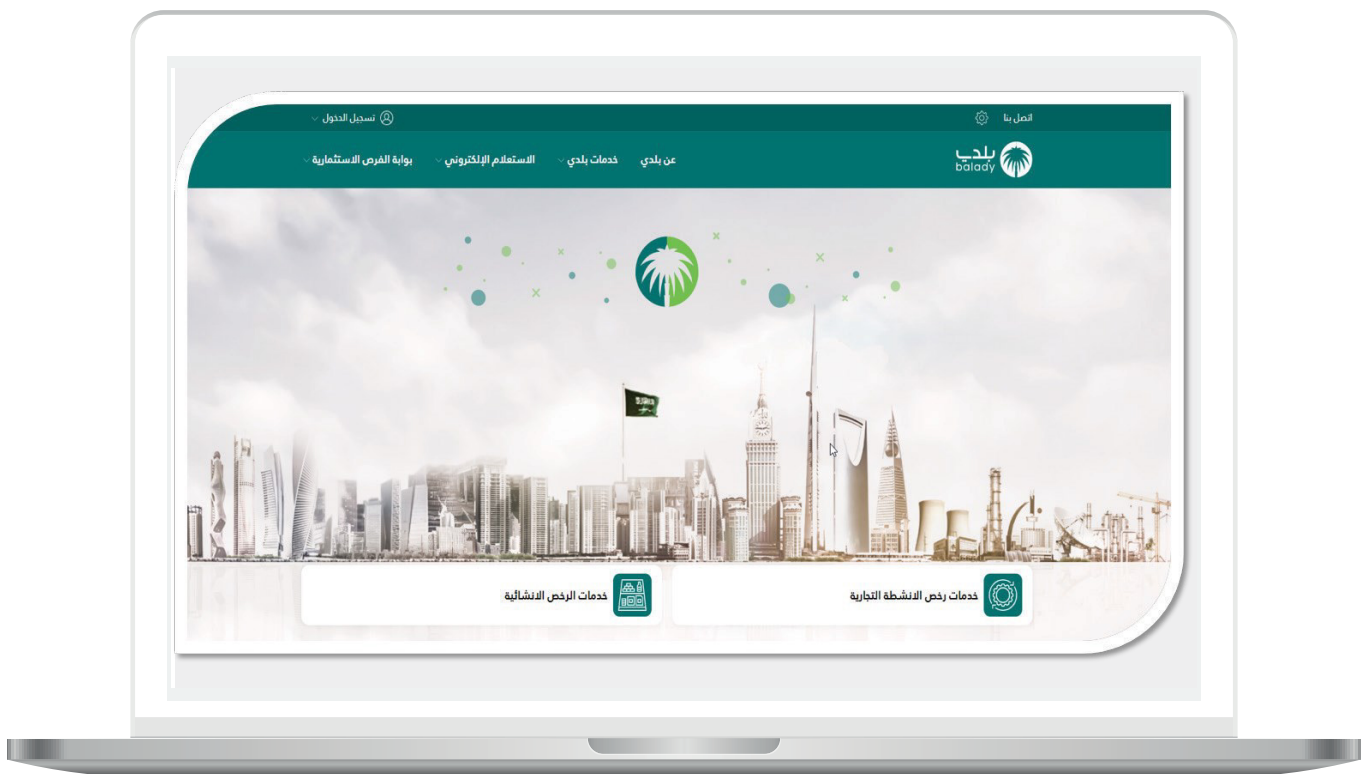


Sequencing of Stages Based on Tracks

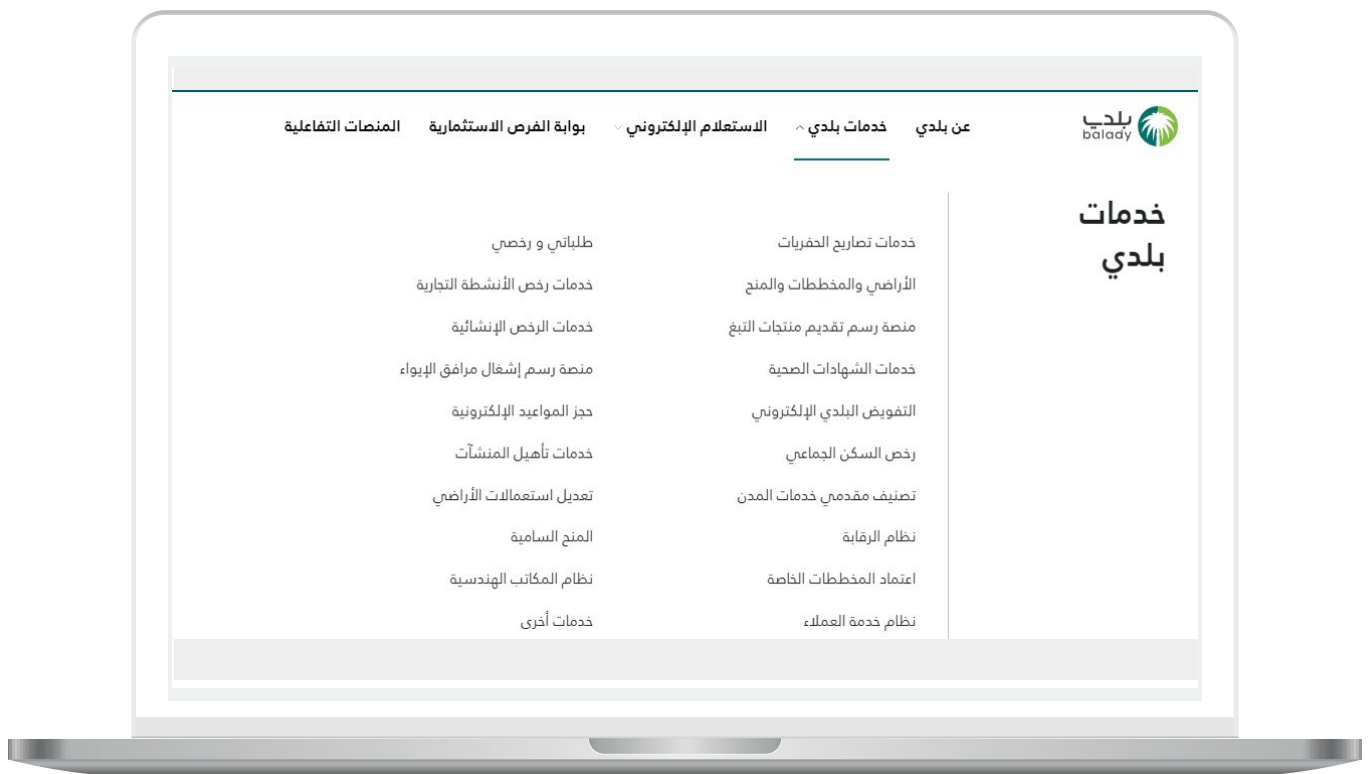


Accessing the Electronic Portal (Private Land Schemes Approval Service)

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.



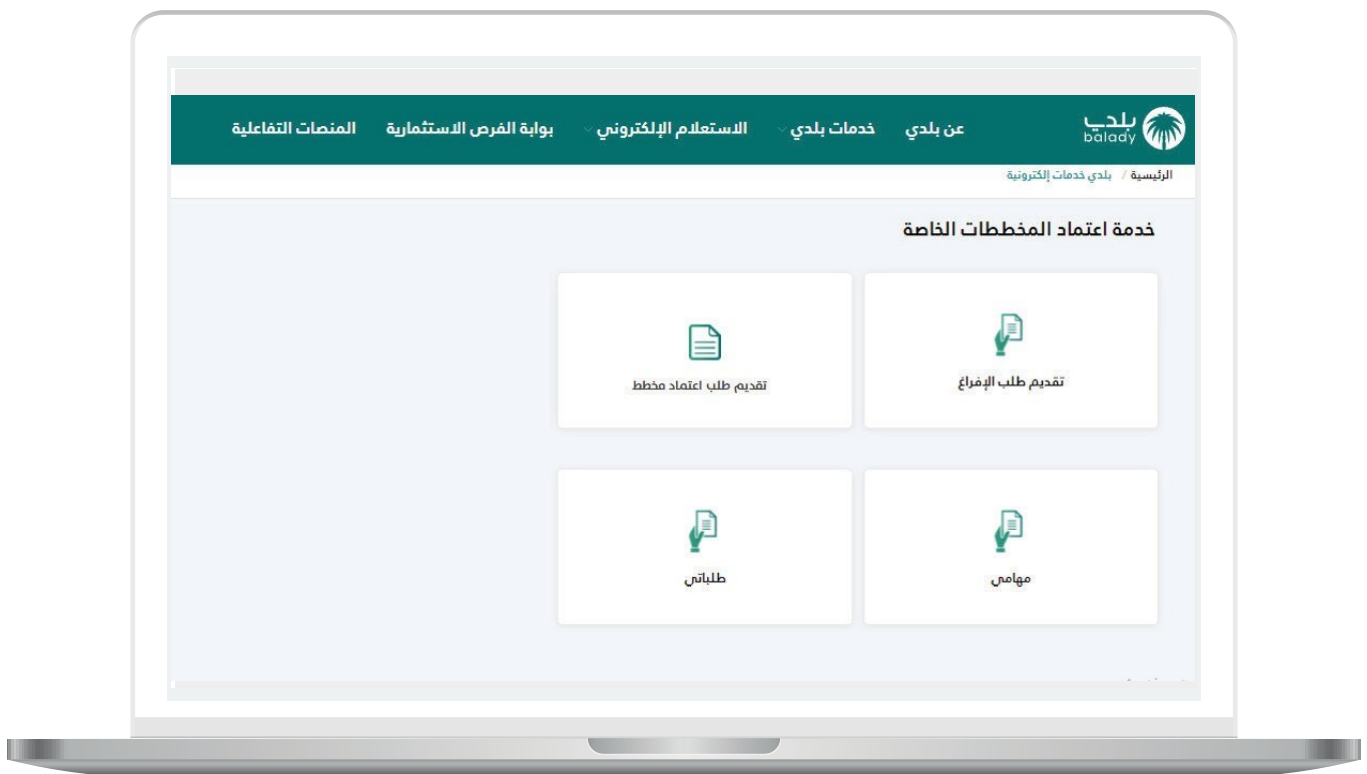
This step is related to the previous step.



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.

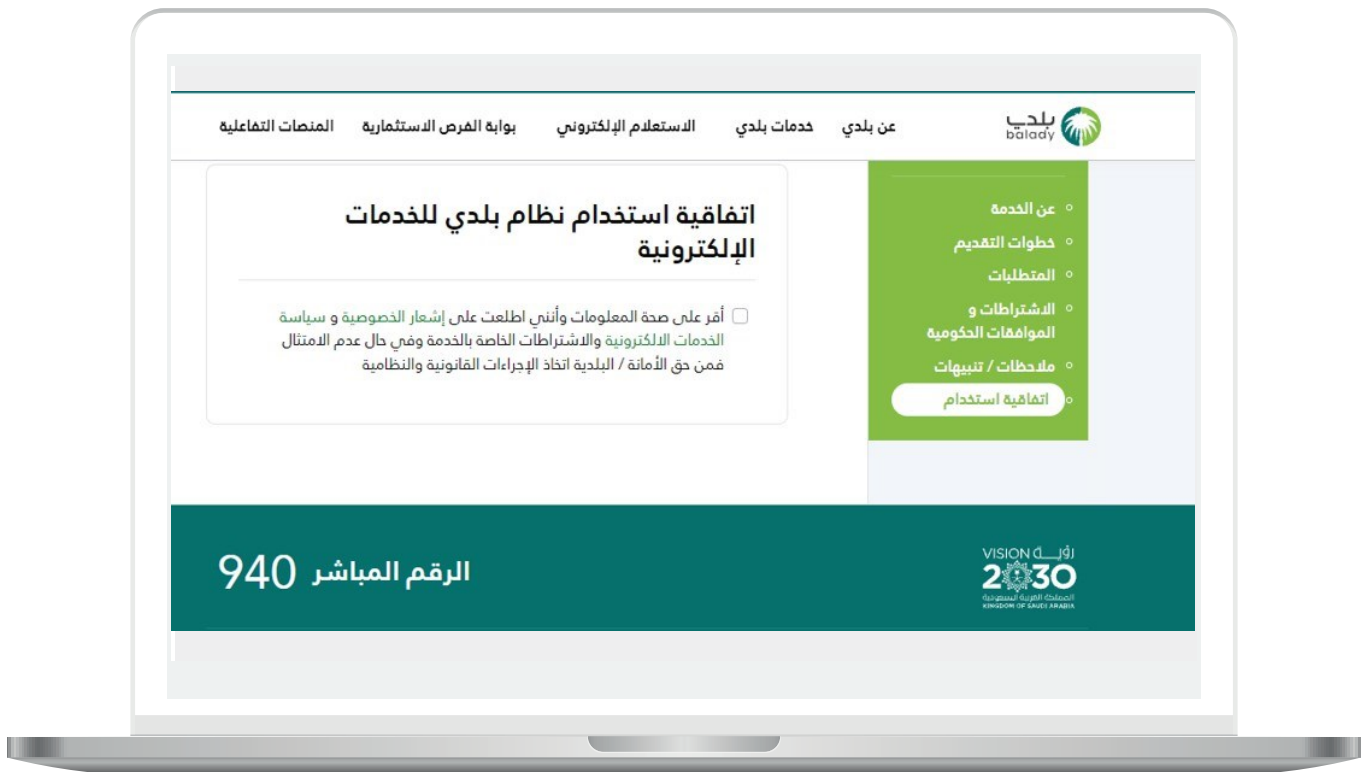


A description of the service and its requirements will be displayed, and the user can choose one of the following options:

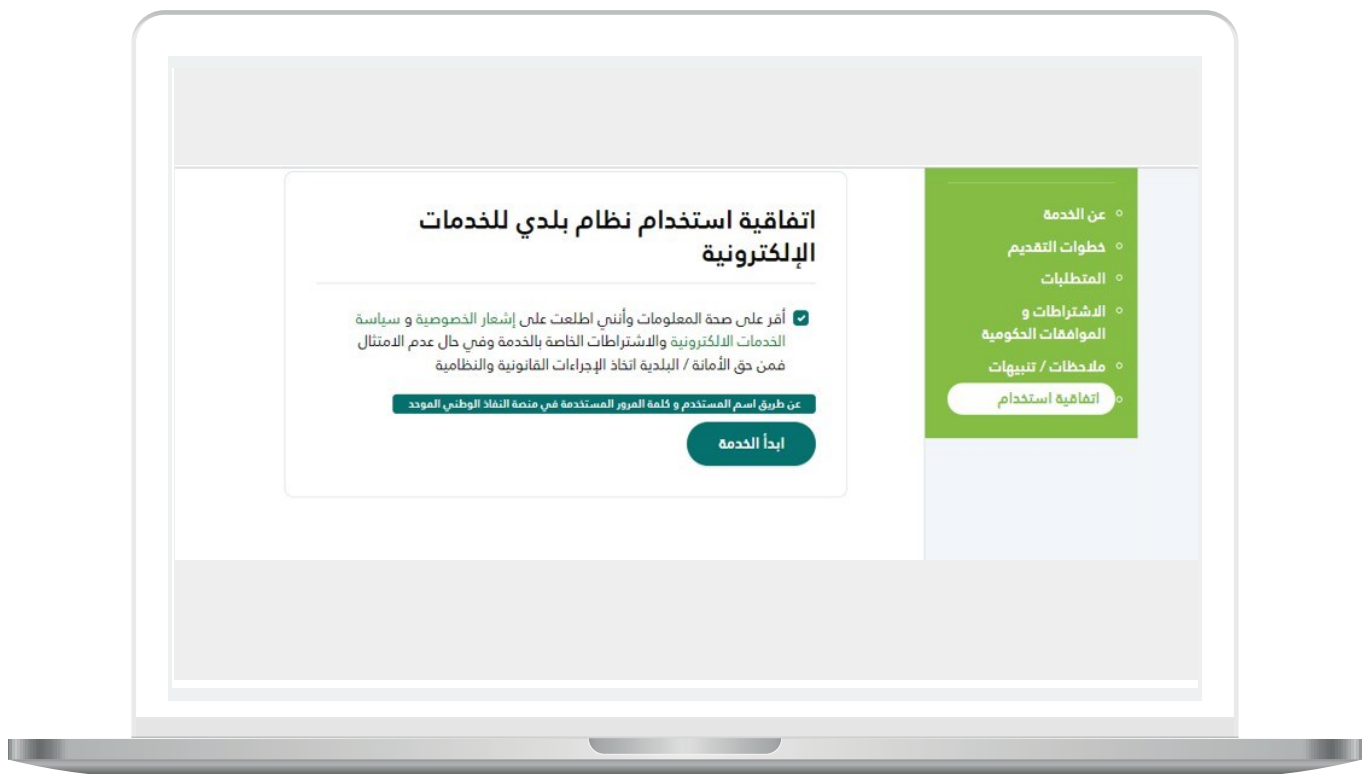
- 1) Start the service immediately by clicking (**Start Service**).
- 2) Review the service requirements and description by clicking (**Service Requirements**).



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.

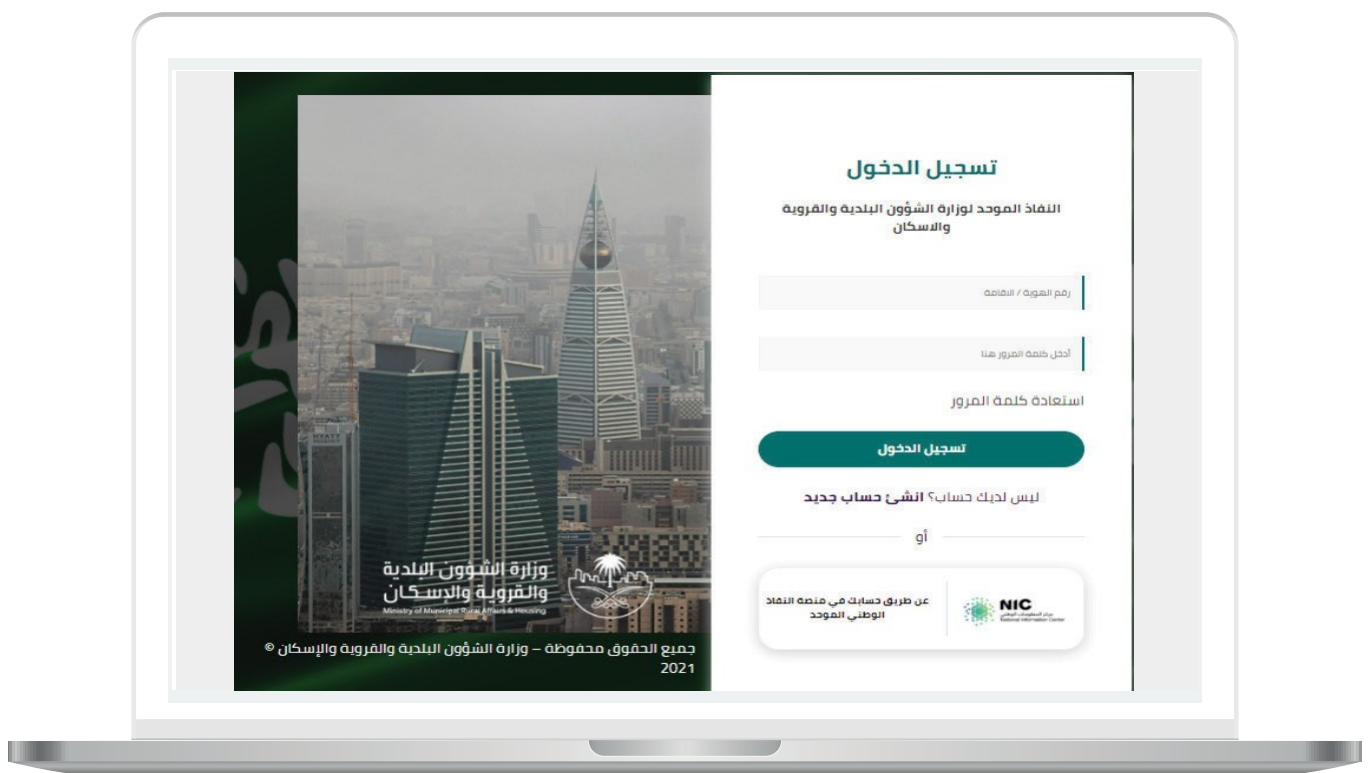


This step is related to the previous step.

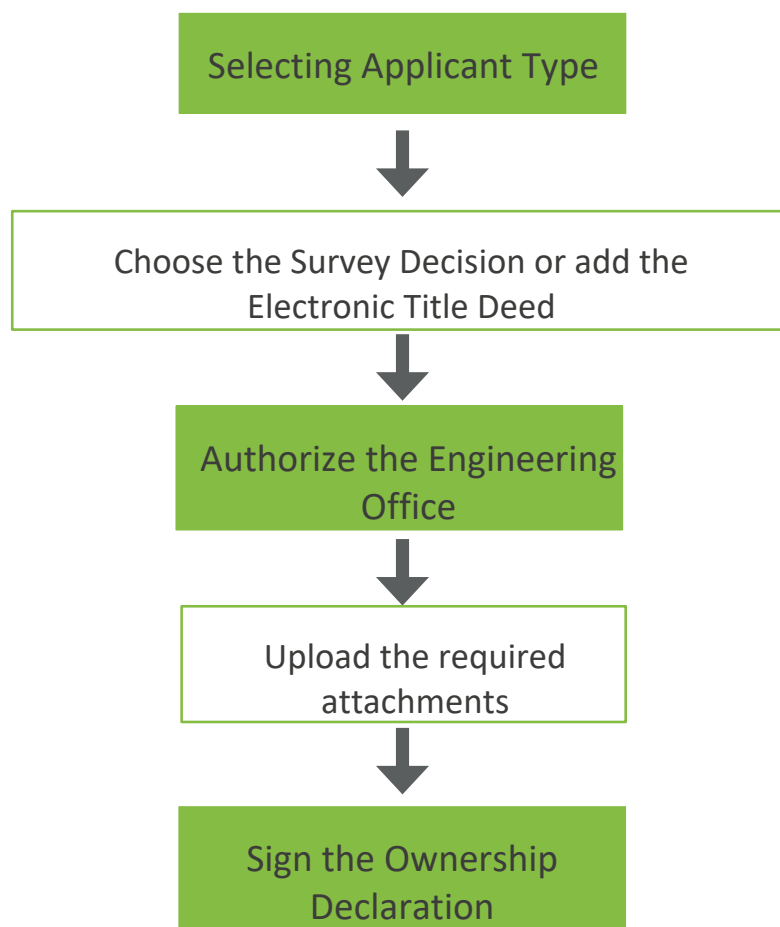


The system will display the login screen, where users can log in using one of the following methods:

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



Applicant Steps

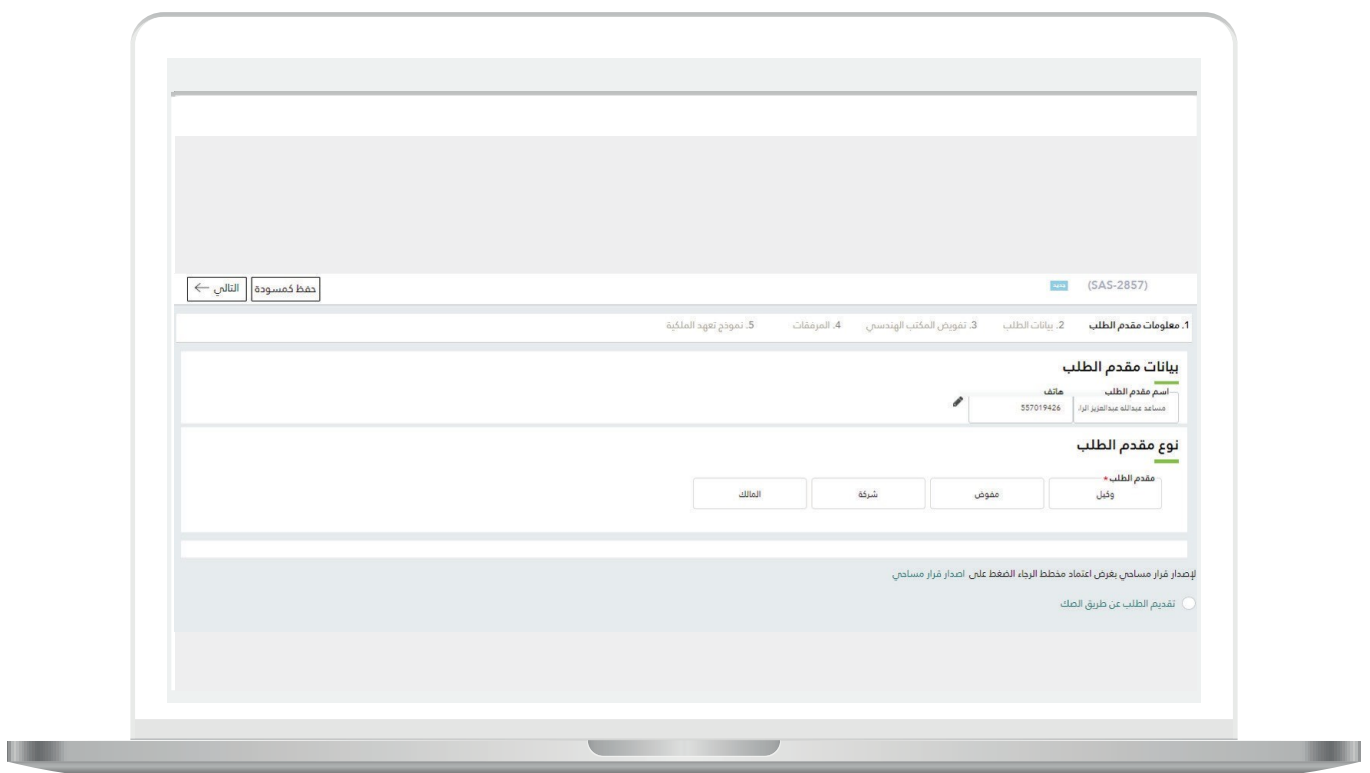


Submitting a Private Land Scheme Approval Request With- in Development Stages

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

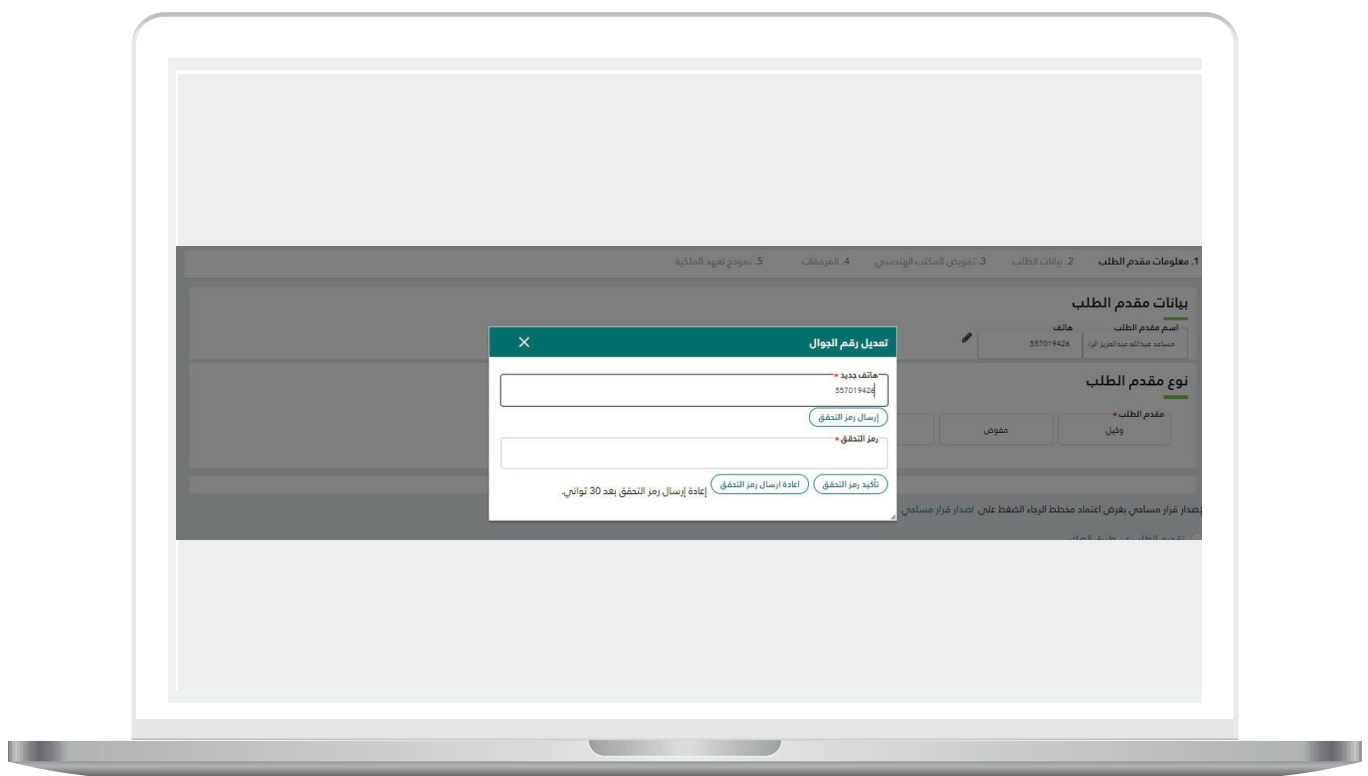
- 1) Applicant Information.
- 2) Applicant's mobile number.

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.



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.

The screenshot displays a web application interface for the Private Land Schemes Approval System. At the top, there is a navigation bar with a 'Home' button and a user ID '(SAS-2857)'. Below the navigation bar, a breadcrumb trail shows the steps: 1. معلومات مقدم الطلب, 2. بيانات الطلب, 3. تفويض المكتب الهندسي, 4. المرفقات, 5. نموذج تفويض الملكية. The main content area is titled 'بيانات مقدم الطلب' (Applicant Data) and contains a form with the following fields: 'اسم مقدم الطلب' (Applicant Name) with a value of '557019426', 'هاتف' (Phone), and 'مساعدته عبد العزيز الراجحي' (Abdulaziz Al Rajhi, his assistant). Below this, there is a section titled 'نوع مقدم الطلب' (Applicant Type) with four radio button options: 'مقدم الطلب' (Applicant), 'وكيل' (Agent), 'مفوض' (Authorized Representative), and 'المالك' (Owner). The 'وكيل' option is currently selected. At the bottom of the form, there is a checkbox labeled 'تقديم الطلب عن طريق المالك' (Submit the request through the owner) which is unchecked. A note at the bottom states: 'إصدار قرار مساحي: يفرض اعتماد مخطط الرجاء المخطط على إصدار قرار مساحي' (Issuance of a cadastral decision: requires the adoption of the proposed plan on the issuance of a cadastral decision).

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.

The screenshot displays a web application interface for the Private Land Schemes Approval System. The top navigation bar includes a 'التالي' (Next) button and a 'حفظ كمسودة' (Save as Draft) button. The main content area is titled '1. معلومات مقدم الطلب' (1. Requester Information) and contains a sub-section 'بيانات مقدم الطلب' (Requester Data). This section includes a table with the following data:

اسم مقدم الطلب	هاتف
مسعود عبدالله عبدالعزيز الرا	557019426

Below the table, there is a section titled 'نوع مقدم الطلب' (Requester Type) with four radio button options: 'مقدم الطلب' (Requester), 'وكيل' (Agent), 'مفوض' (Authorized), and 'شركة' (Company). The 'وكيل' option is selected. At the bottom, there are two input fields: 'رقم هوية المالك' (Owner's ID Number) and 'رقم الوكالة الشرعية' (Legal Agency Number), with a 'التحقق' (Verify) button next to them.

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

اسم مقدم الطلب: مساعدة عبدالله عبدالعزيز الرا

هاتف: 557019426

نوع مقدم الطلب

مقدم الطلب * وکیل مفوض شركة المالك

رمز - V... - السجل التجاري * وزارة الشؤون الإسلامية والدعوة والإرشاد

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.

The screenshot displays a web application interface for the Private Land Schemes Approval System. The interface is presented on a laptop screen. At the top, there is a navigation bar with five items: 1. معلومات مقدم الطلب (Requester Information), 2. بيانات الطلب (Request Data), 3. تفويض المكتب الهندسي (Engineering Office Authorization), 4. المرفقات (Attachments), and 5. نموذج تعهد الملكية (Property Commitment Model). The main content area is titled 'بيانات مقدم الطلب' (Requester Information). It contains a form with the following fields: 'اسم مقدم الطلب' (Requester Name) with the value 'مساعدة عبدالله عبدالعزيز الرا', 'هاتف' (Phone) with the value '557019426', and 'نوع مقدم الطلب' (Requester Type) with a dropdown menu showing 'مقدم الطلب *' (Requester *). Below the dropdown menu, there are four buttons: 'المالك' (Owner), 'شركة' (Company), 'مفوض' (Authorized), and 'وكيل' (Agent). The 'شركة' button is currently selected. At the bottom of the form, there is a 'رقم السجل التجاري' (Commercial Register Number) field and a 'تدقيق' (Verify) button.

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

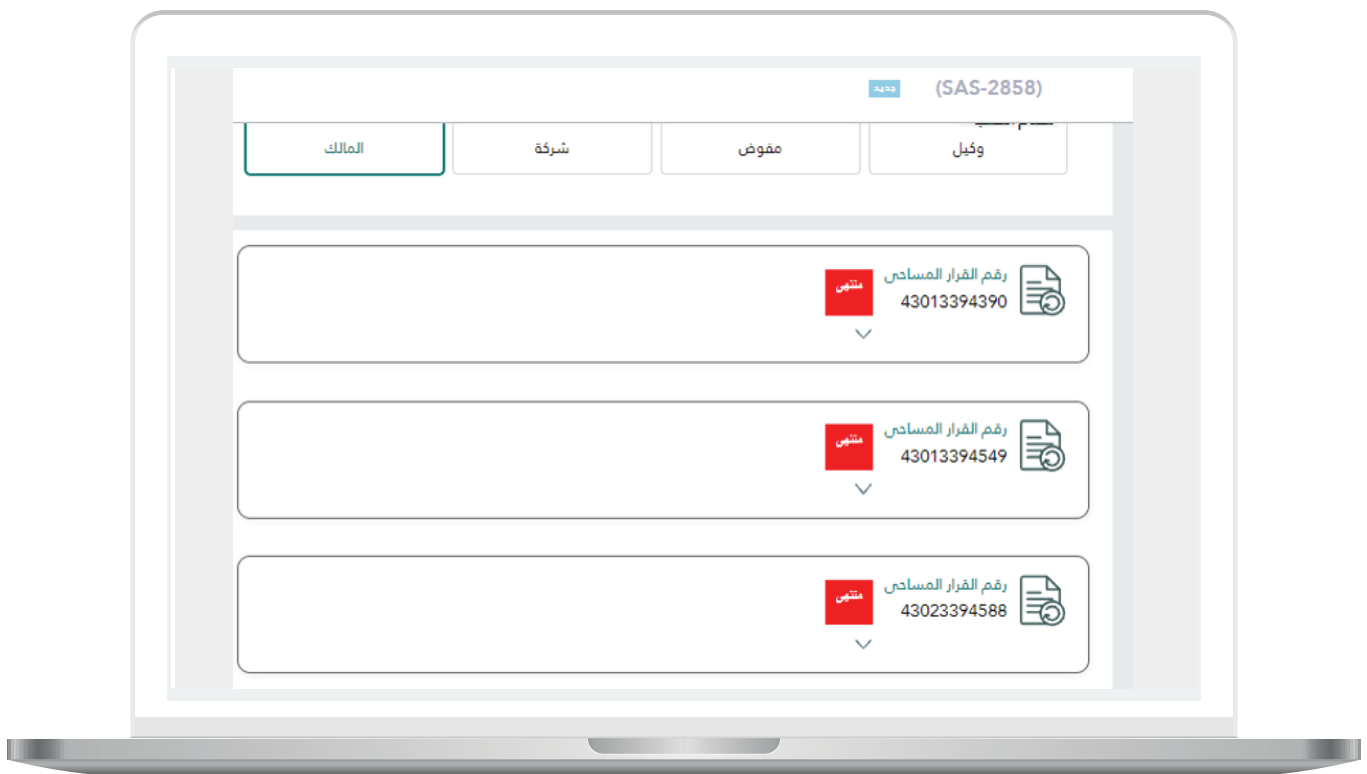
The screenshot displays the 'بيانات مقدم الطلب' (Applicant Information) section of the Private Land Schemes Approval System. The interface is in Arabic and includes the following elements:

- Navigation Bar:** Located at the top, it contains a 'التالي' (Next) button and a 'حفظ كمسودة' (Save as Draft) button. The system ID '(SAS-2858)' is also visible.
- Section Header:** 'بيانات مقدم الطلب' (Applicant Information) is prominently displayed.
- Form Fields:**
 - اسم مقدم الطلب** (Applicant Name): A text field containing 'مساعدة عبدالله عبدالعزيز الزار'.
 - هاتف** (Phone): A text field containing '557019426'.
- Radio Buttons:** Under the heading 'نوع مقدم الطلب' (Applicant Type), there are four radio buttons: 'مقدم الطلب' (Applicant), 'وکیل' (Lawyer), 'مفوض' (Agent), and 'المالك' (Owner). The 'المالك' (Owner) option is selected.
- Document Uploads:** At the bottom, there are two document upload fields, each with a red 'مرفوع' (Uploaded) status indicator and a document icon. The first field is labeled 'رقم القرار المساحي' (Cadastral Decision Number) with the value '43013394531'. The second field is labeled 'رقم القرار المساحي' (Cadastral Decision Number) with the value '43013394390'.

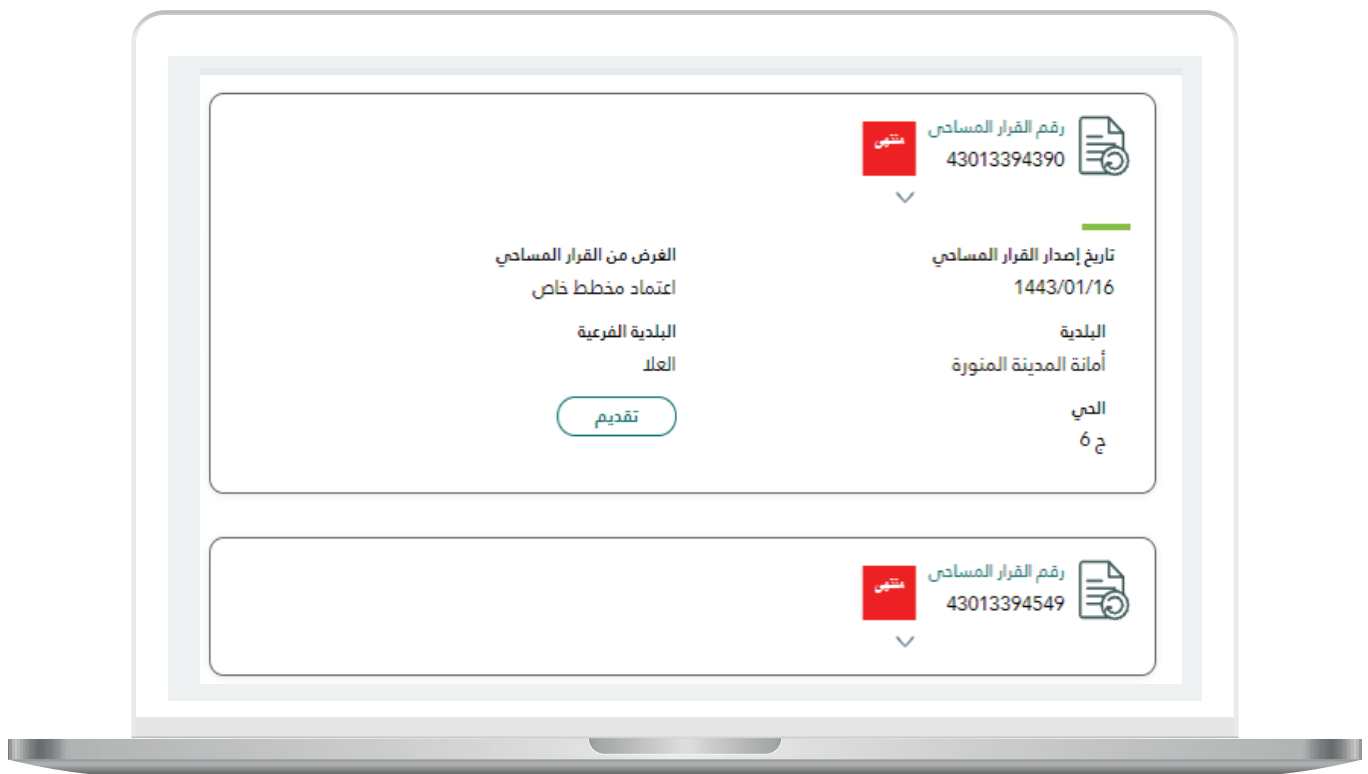
The user selects the Cadastral Decision, and the system displays its details, including:

- 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.

إصدار قرار مساحي بغرض اعتماد مخطط الرجاء المخطط على إصدار قرار مساحي

تقديم الطلب عن طريق المسك

رقم المسك	مساحة الأرض	حالة المسك

المحافظة

موافق

إلغاء

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 displays a web application interface for the Private Land Schemes Approval System. The interface is presented on a laptop screen. At the top, there is a navigation bar with a title bar and a search bar. Below the navigation bar, there is a main content area with a sidebar on the left and a main panel on the right. The sidebar contains a list of menu items: 1. معلومات مقدم الطلب (Applicant Information), 2. بيانات الطلب (Request Data), 3. تفويض المكتب الهندسي (Engineering Office Authorization), 4. المرفقات (Attachments), and 5. نموذج نهج الملكية (Property Approach Model). The main panel displays the details for the selected menu item, 'بيانات مقدم الطلب' (Applicant Information). The details are organized into two sections: 'بيانات مقدم الطلب' (Applicant Information) and 'بيانات القرار المساحي' (Cadastral Decision Data). The 'بيانات مقدم الطلب' section includes fields for: نوع مقدم الطلب (Applicant Type), الاسم الكامل (Full Name), هاتفي (My Phone Number), البريد الإلكتروني (Email Address), and الهوية الوطنية لمقدم الطلب (National ID of Applicant). The 'بيانات القرار المساحي' section includes fields for: عرض القرار المساحي (Cadastral Decision Display) and رقم القرار المساحي (Cadastral Decision Number). The interface is in Arabic and uses a clean, modern design with a light blue and white color scheme.

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.

التالي ← حفظ كمسودة → ردوع → (SAS-2859)

بيانات القرار المساحي

رقم القرار المساحي: 43013394531

غرض القرار المساحي: اعتماد مخطط خاص

البلدية الفرعية: العك

البلدية: أمانة العاصمة المنورة

تاريخ التولية: —

تاريخ التولية: —

الحج: ج هـ

الاتجاه	نوع الحد	وصف الحد من المك	الابعاد حسب المك	الابعاد حسب الطبيعة
شمال	شارع	عرض 15 متر	50	1438.39

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:

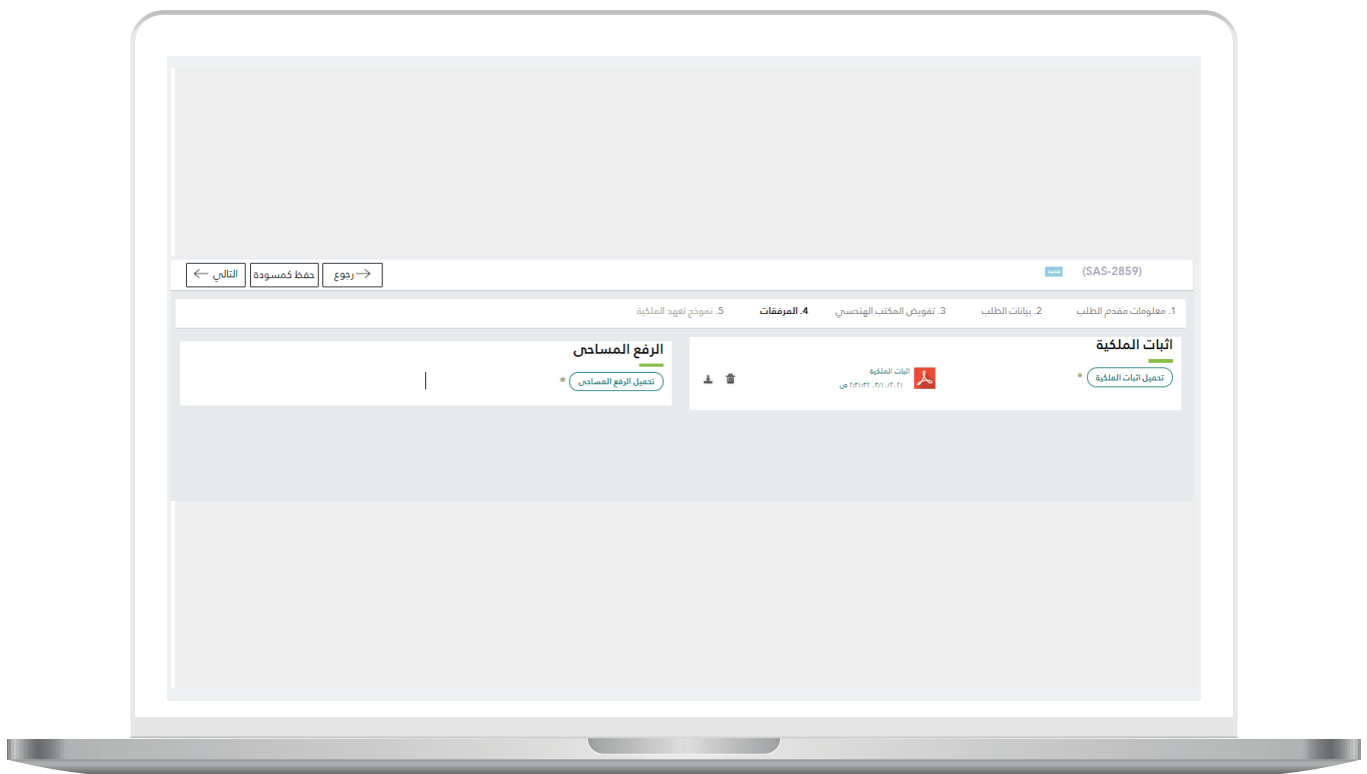
1) Mobile number.

2) Email.

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

The screenshot displays a web form titled 'SAS-2859' on a laptop screen. The form is in Arabic and includes a navigation bar at the top with buttons for 'التالي' (Next), 'حفظ كمسودة' (Save as Draft), and 'رجوع' (Back). Below the navigation bar, there is a list of steps: 1. معلومات مقدم الطلب, 2. بيانات الطلب, 3. تفويض المكتب الهندسي (highlighted), 4. المرفقات, and 5. نموذج تعهد الملكية. The main content area shows a form for selecting an engineering office. It includes a dropdown menu for 'اسم المكتب الهندسي المراد تفويضه' (Name of the engineering office to be authorized) with the value '798642255'. Below this, there is a section titled 'بيانات المكتب الهندسي' (Engineering office data) with fields for 'رقم الهاتف' (Phone number) with value '0547448849' and 'البريد الإلكتروني' (Email) with value 'malgaza@MOMRA.GOV.SA'. At the bottom, there is a section titled 'ملاحظات إلى المكتب الهندسي' (Comments to the engineering office) with a text area and a rich text editor toolbar.

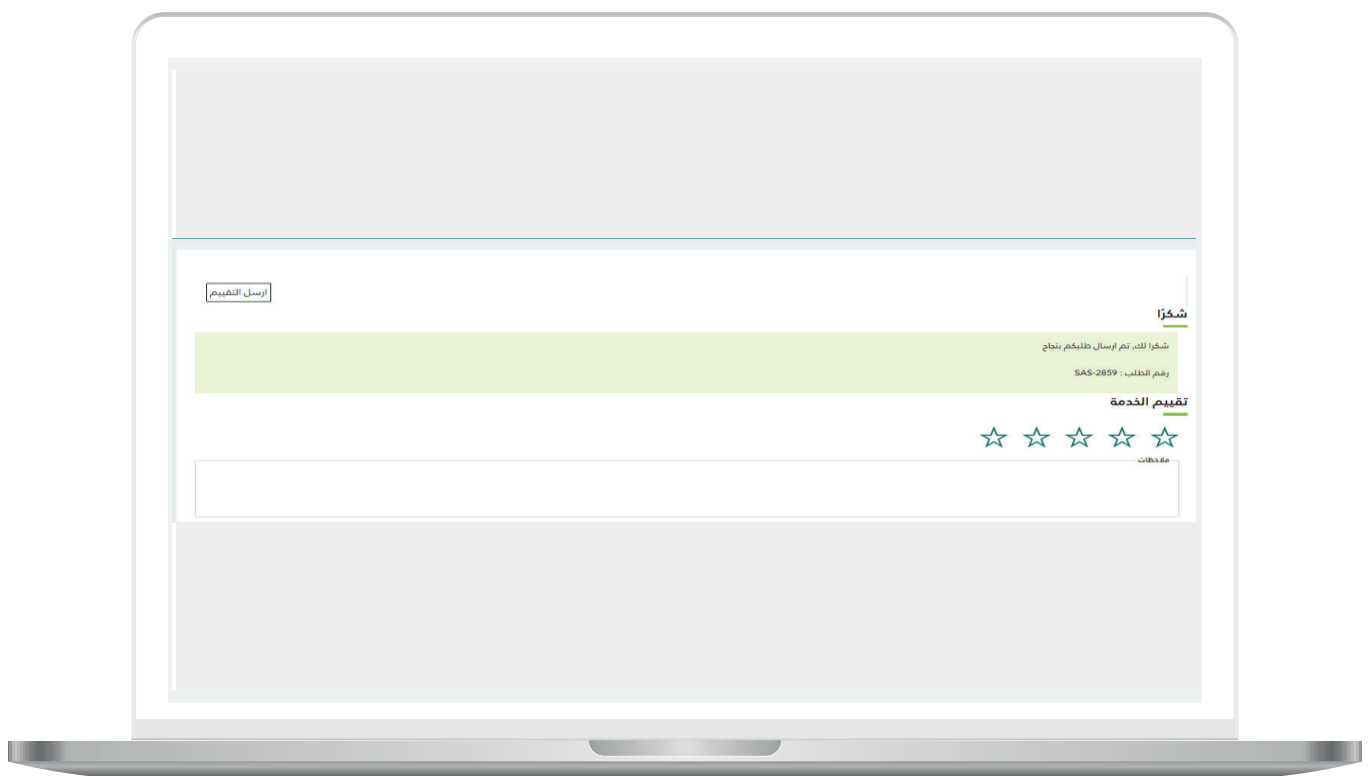
The user uploads the required attachments as per the municipality's settings and clicks **(Next)** to proceed to the next page or **(Back)** to return to the previous page. If needed, the request can be saved in the Task Basket by clicking **(Save as Draft)**.



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)**.

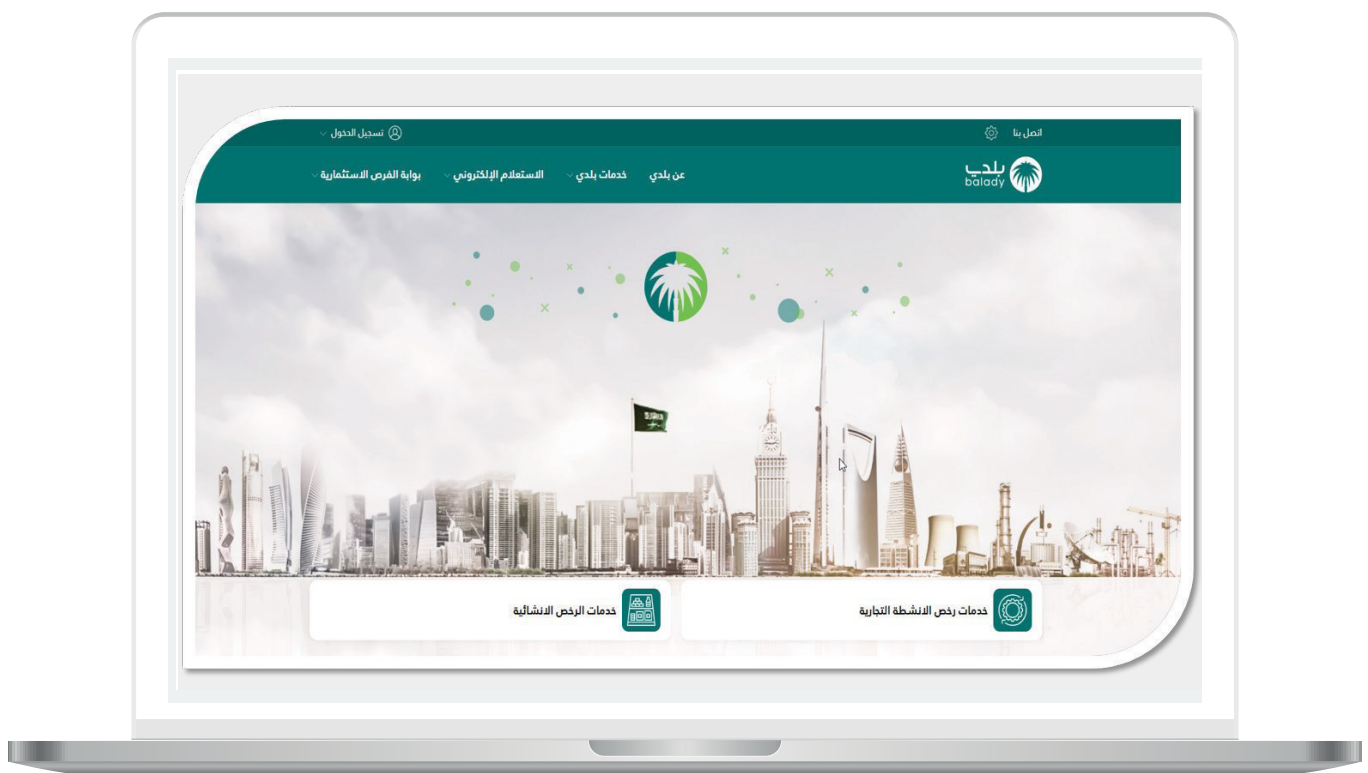
The screenshot displays a web application interface for the Private Land Schemes Approval System. At the top, there is a navigation bar with a logo and the text "The Comprehensive User Guide for the Private Land Schemes Approval System - Beneficiary". Below the navigation bar, the main content area is titled "5. نموذج تعهد الملكية" (5. Ownership Declaration Model). The interface includes a sidebar with a list of steps: 1. معلومات مقدم الطلب (1. Applicant Information), 2. بيانات الطلب (2. Request Data), 3. تقرير المكتب الهندسي (3. Engineering Office Report), 4. المرفقات (4. Attachments), and 5. نموذج تعهد الملكية (5. Ownership Declaration Model). The current step, 5, is highlighted. The main content area contains a form with a title "أقر بصحة كافة البيانات الواردة أعلاه ومحتواها وأنحمل كافة المسؤوليات المترتبة في حال عدم صحتها." (I confirm the accuracy of all data entered above and its content, and I accept all responsibilities arising in case of its inaccuracy). Below the title, there is a large text area with a declaration statement in Arabic. The statement reads: "كما أتعهد والتزم أمام الأمانة بأن يقوم المكتب الهندسي/الاستشاري المفوض من قبلنا بتقديم متطلبات التخطيط والفكرة/الأفكار التصميمية للمخطط والمخططات التفصيلية للمشروع وكذلك تقديم الرفع المساحي والدراسة الهيدرولوجية ودراسة فحص التربة وأي متطلب أو إجراء آخر يخص تخطيط الأرض. ولأن قيام الأمانة بذلك يعد من قبيل المساعدة واختصار الوقت والتيسير علي فإنتهي أتعهد بعدم مطالبة الأمانة باعتماد المخطط حتى يتم التأكد من ثبوت وصحة الملكية وعدم وجود تداخلات في المساحة مع أملاك أخرى مجاورة وصحور إثبات الهوية العقارية للأرض. كما أتعهد بالتقديم على خدمة إصدار إثبات الهوية العقارية للتحقق من الملكية حسب الأنظمة وأن يقوم المكتب الهندسي/الاستشاري المفوض من قبلنا بتقديم وإرفاق (إثبات الهوية العقارية) حال الحصول عليها. كما أقر أن الأمانة غير مسؤولة عن أي تأخير يخص المخطط في حال عدم الحصول على إثبات (الهوية العقارية) لأي سبب أو لوجود ملاحظات على الملكية أو تداخلات مع أملاك أخرى ولها الحق في رفض اعتماد المخطط دون أدنى مسؤولية".

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.

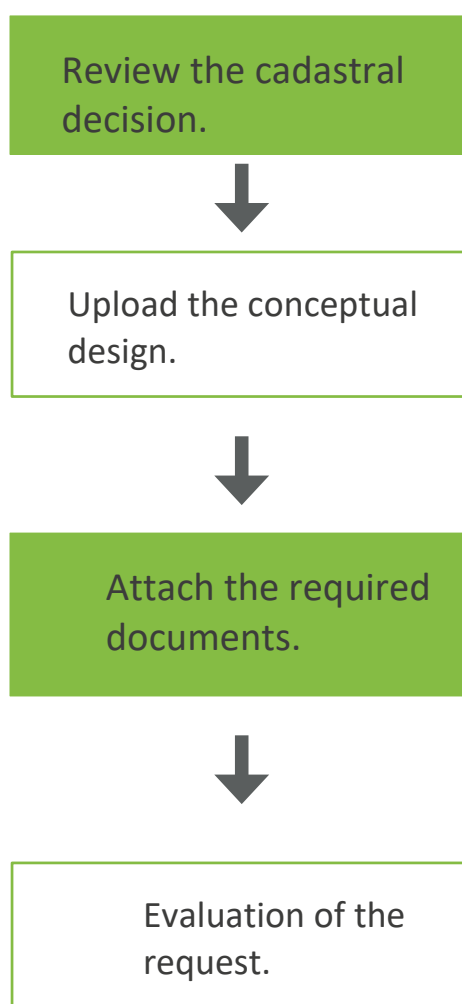


Accessing the Electronic Portal (Engineering Offices)

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.

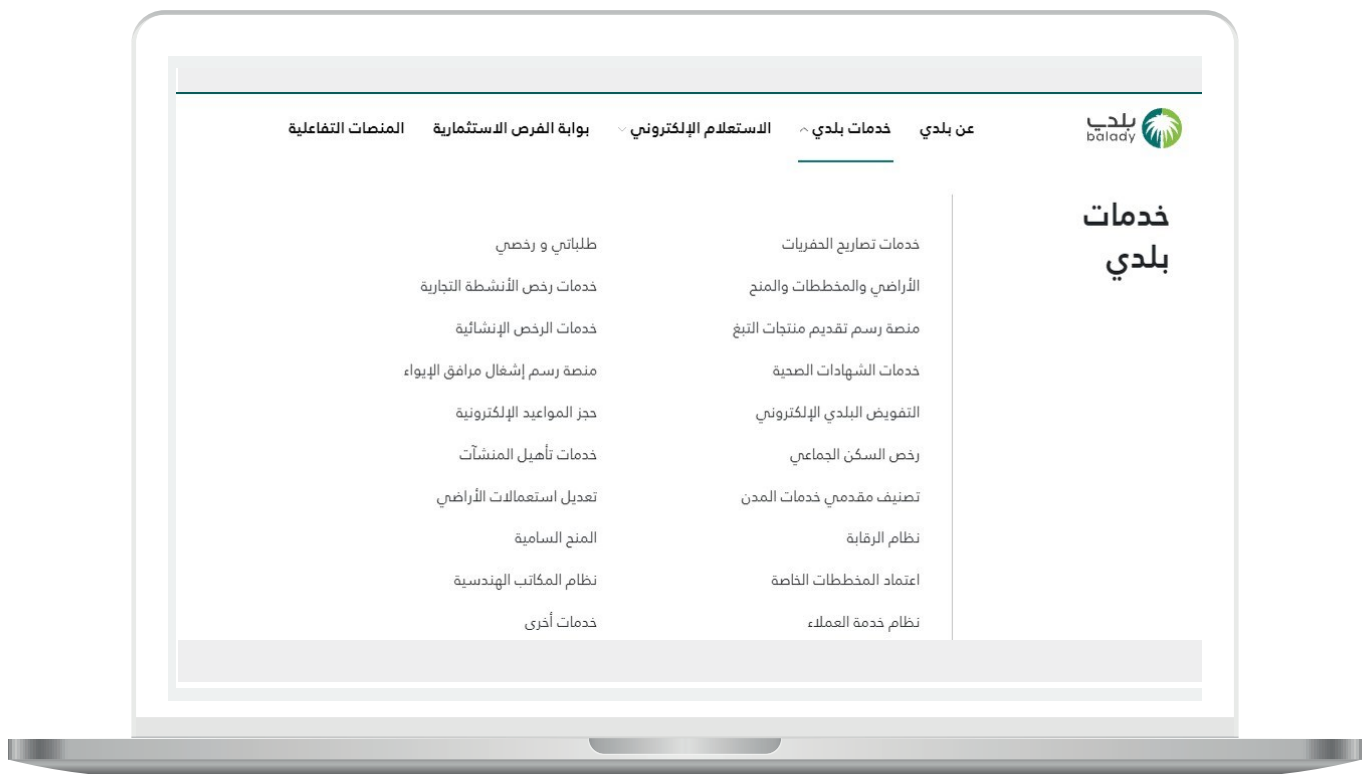


Engineering Office Steps in the Request Process



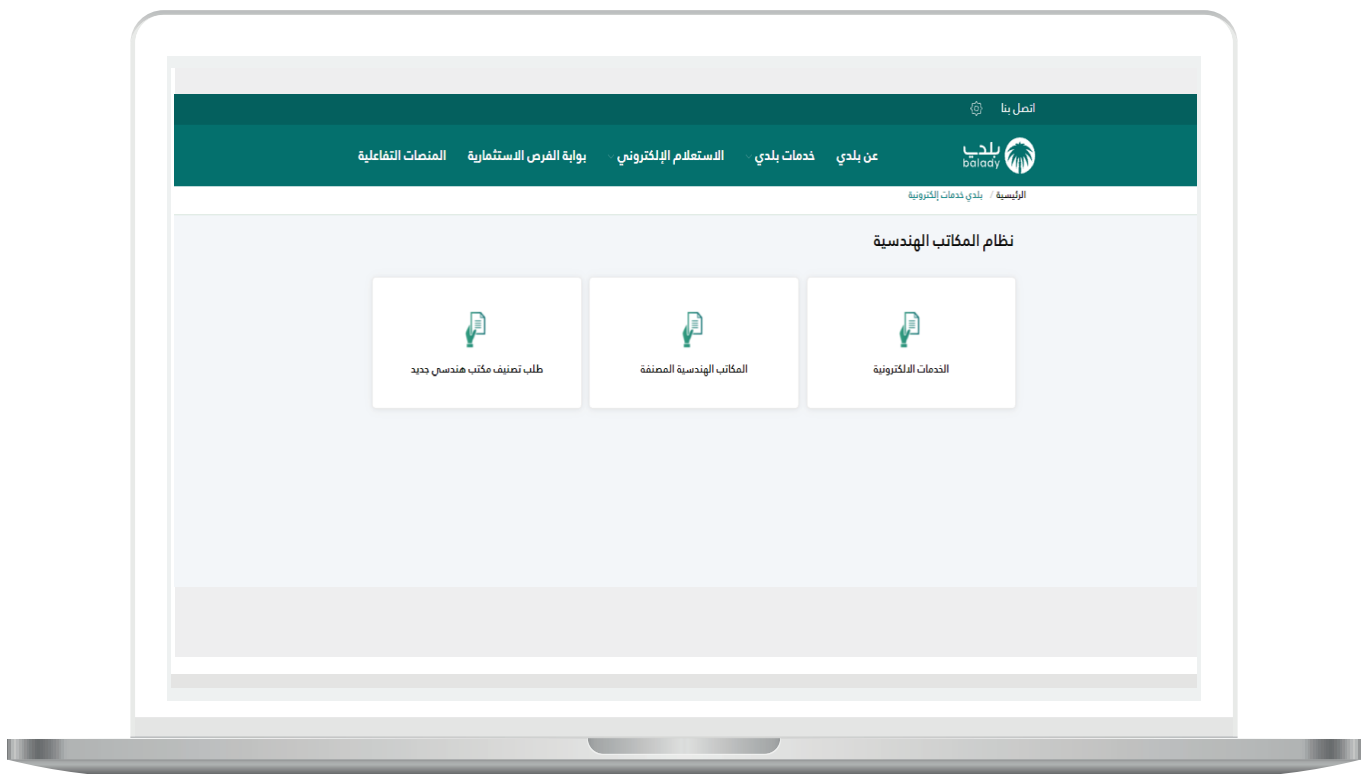
Accessing the Electronic Portal (Engineering Offices System)

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.



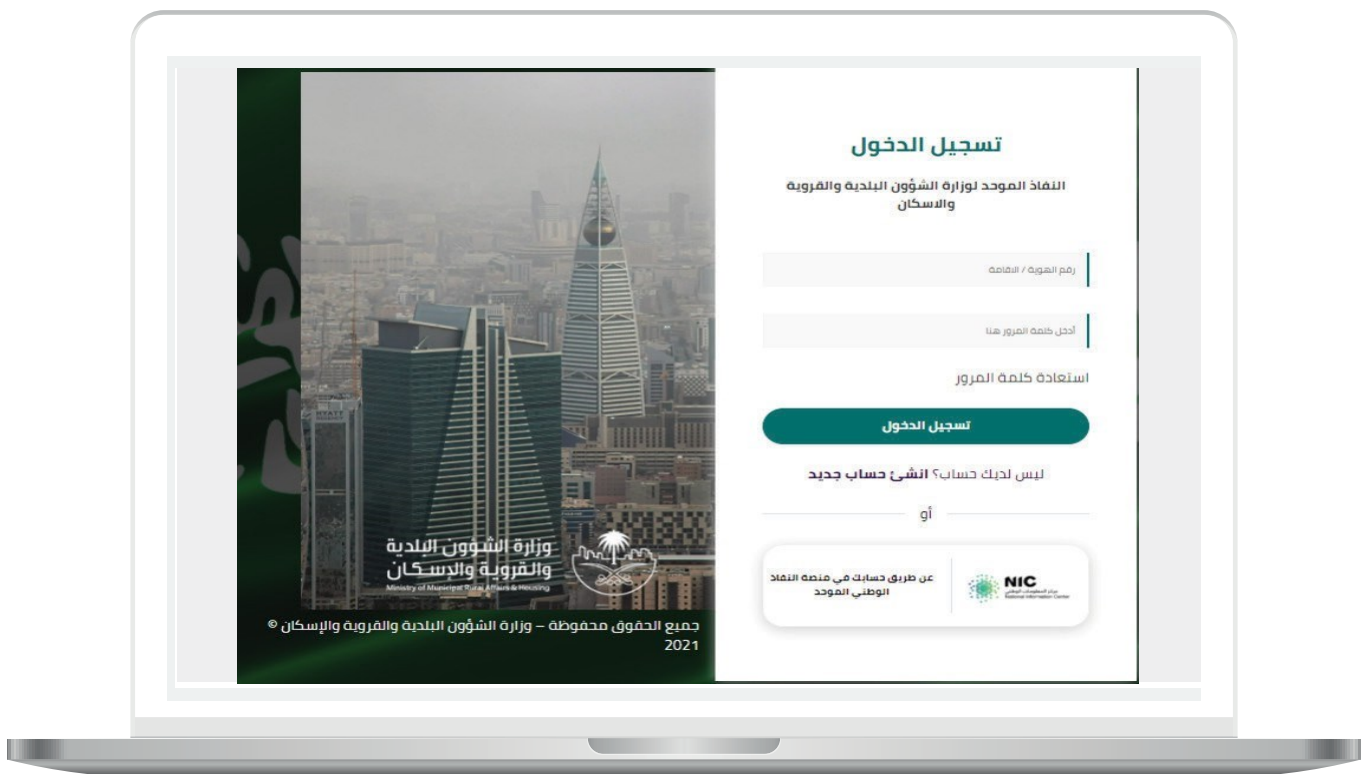
Submitting a Private Land Scheme Approval Request Within Development Stages (Engineering Office)

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

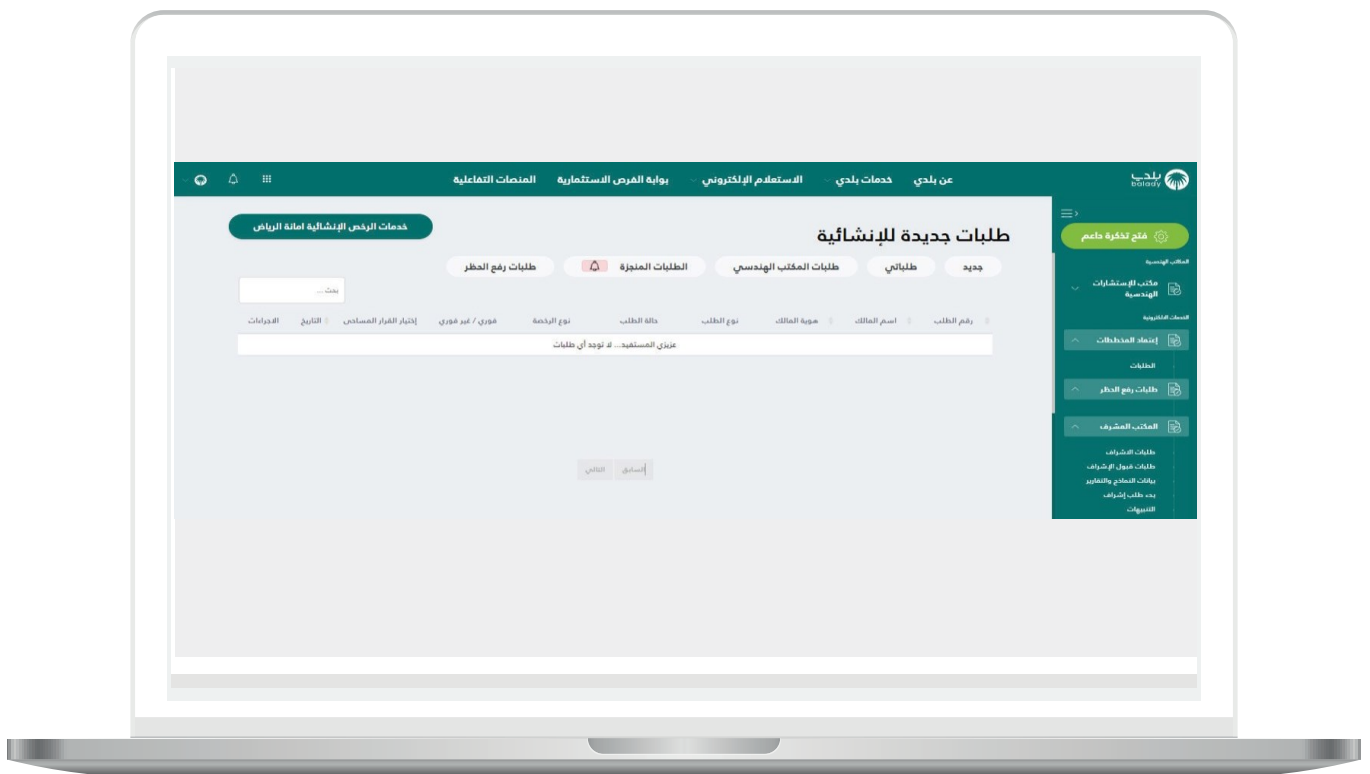


The system will display the login screen, where users can log in using one of the following methods:

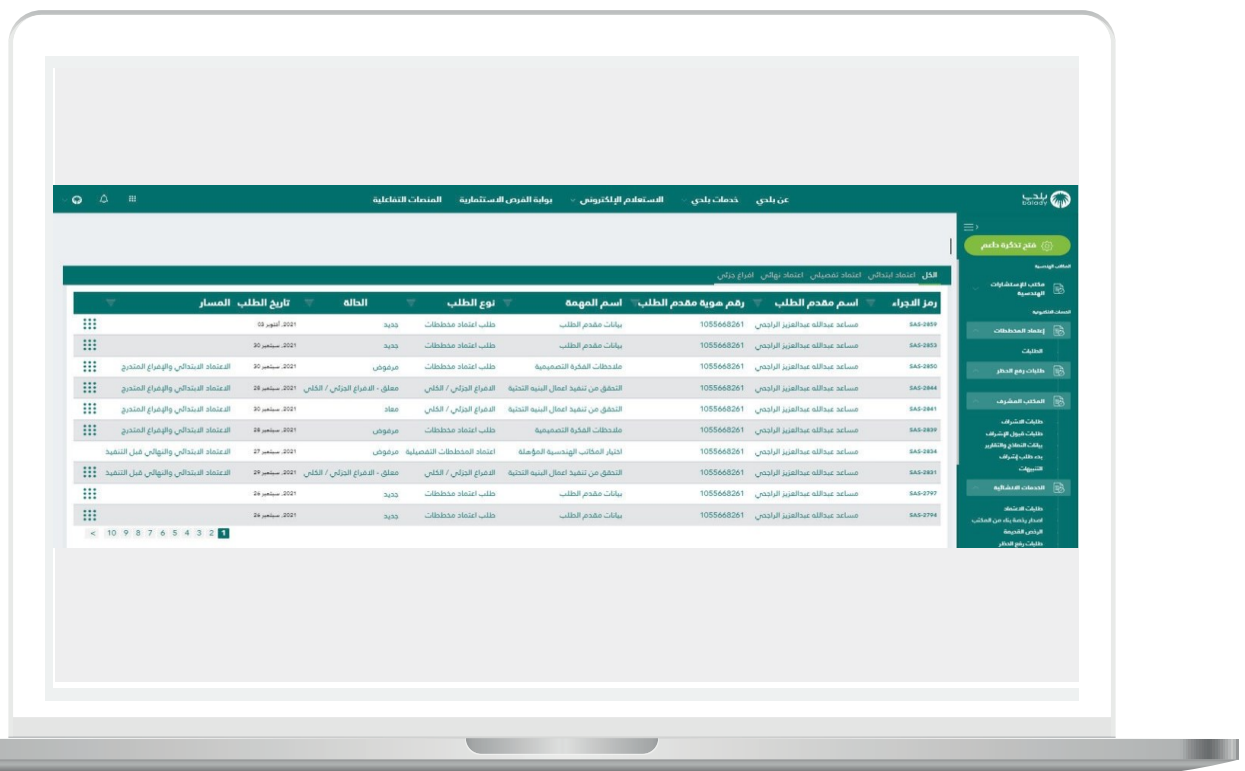
- 1) Create an account in (**Balady**).
- 2) Log in via the (**Unified National Access (Absher)**).



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



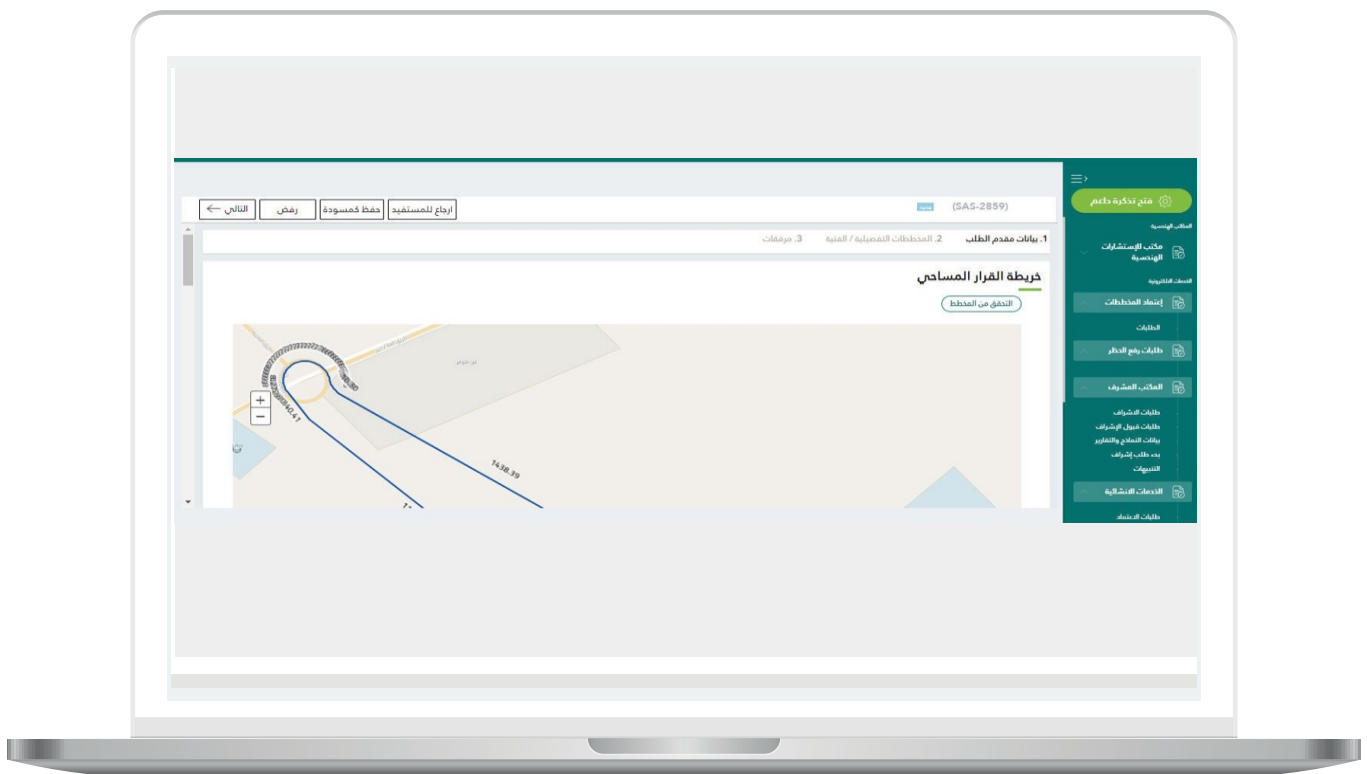
The system then displays the engineering office's requests, which can be filtered based on their status. The user clicks the Action Icon to open the request details.



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 displays a web application interface for the Private Land Schemes Approval System. At the top, there are navigation buttons: "التالي" (Next), "رفض" (Reject), "حفظ كمسودة" (Save as Draft), and "إرجاع للمستفيد" (Return to Beneficiary). A user ID "(SAS-2859)" is visible in the top right corner.

The main content area is divided into several sections:

- البلدية الفرعية (Sub-Municipality):** A text field containing "العلا".
- البلدية (Municipality):** A text field containing "أمانة المدينة المنورة".
- الحي (District):** A text field containing "ج 6".
- المساحة من الطبيعة (Natural Area):** A text field containing "678141.0".
- المساحة من التعك (Built-up Area):** A text field containing "5750".
- اسم المكتب الهندسي (Engineering Office Name):** A text field containing "sahar".
- تاريخ القصد (Date of Decision):** A text field containing "1439/10/14".
- رقم التعك (Built-up Area Number):** A text field containing "332505009444".

At the bottom, there is a table with three columns: "حالة المك" (Status), "مساحة الأرض" (Land Area), and "رقم المك" (Number). The table contains one row of data:

حالة المك	مساحة الأرض	رقم المك
ساري المفعول	5,750	332505009444

This step is related to the previous step.

The screenshot shows a web application interface for land scheme approval. The form is titled 'بيانات مقدم الطلب' (Applicant Data) and 'بيانات القرار المساحي' (Survey Data). It contains various input fields for personal and survey information.

بيانات مقدم الطلب

الاسم الكامل مسعود عبدالله عبدالعزيز الراشدي	نوع مقدم الطلب مالك
البريد الإلكتروني sara.mahfouz.othman@gmail.com	هاتف 0557019426
الهوية الوطنية لمقدم الطلب 1055660261	

بيانات القرار المساحي

مركز القرار المساحي اتحاد مخططات خاص	رقم القرار المساحي 43013094531
البلدية الفرعية الغلف	البلدية أمانة المدينة المنورة

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

التالي <

رفض

حفظ كمسودة

إرجاع للمسئفد

SAS-2859

النطاق العمراني للمخطط

مراجعة النطاق العمراني للمخطط

المرفقات

البيانات المرفقة

ملف مستند

ملف مستند

تفويض المكتب الهندسي

اسم المكتب الهندسي المراد تفويضه

مكتب الاستشارات الهندسية

بيانات المكتب الهندسي

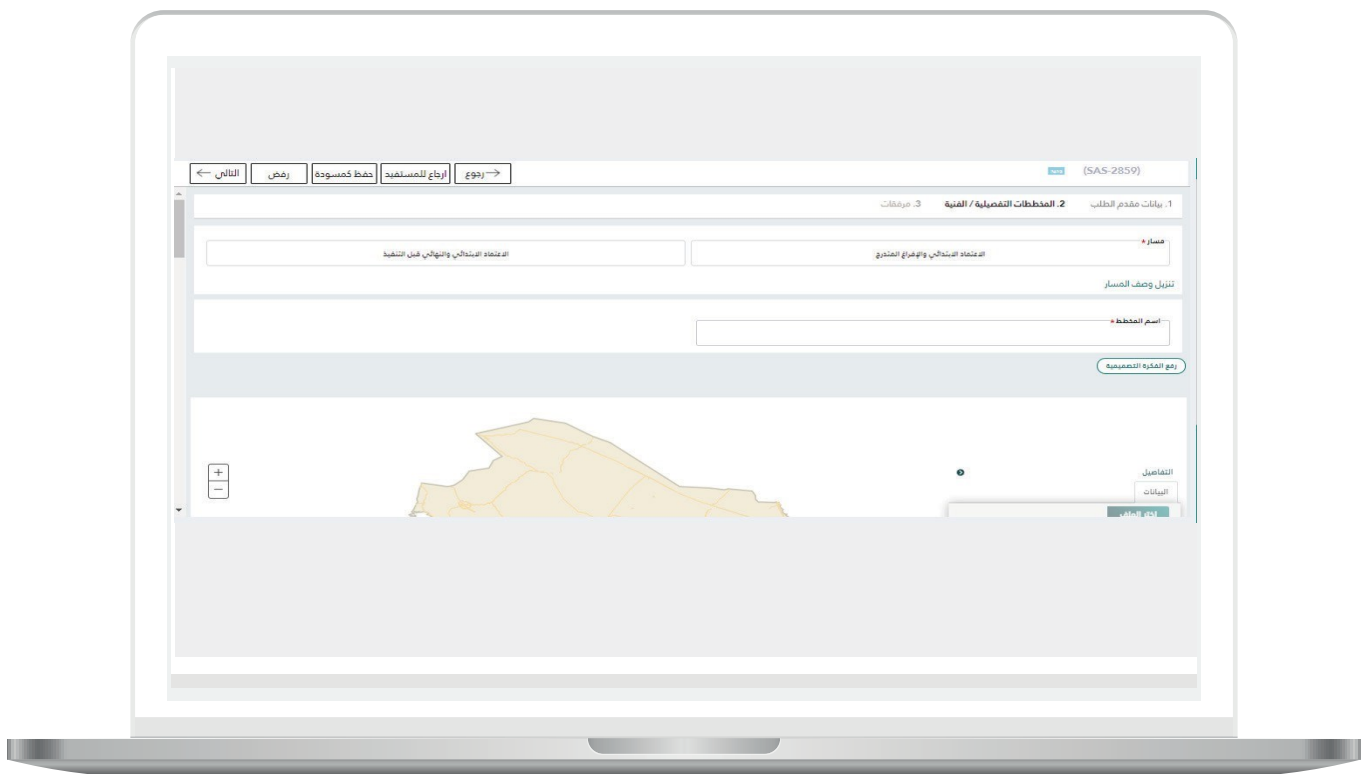
رقم الهاتف

0547442549

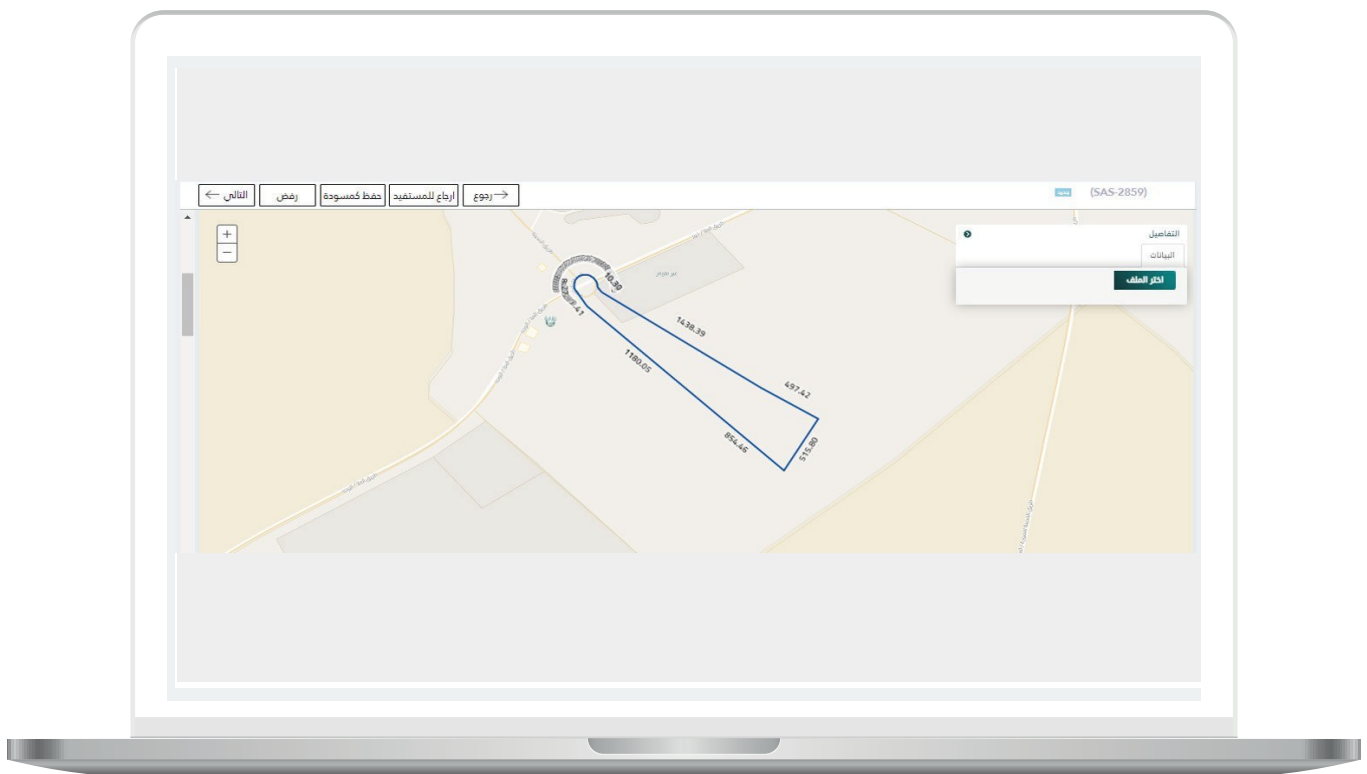
البريد الإلكتروني

malgenc@MOHRA.GOV.SA

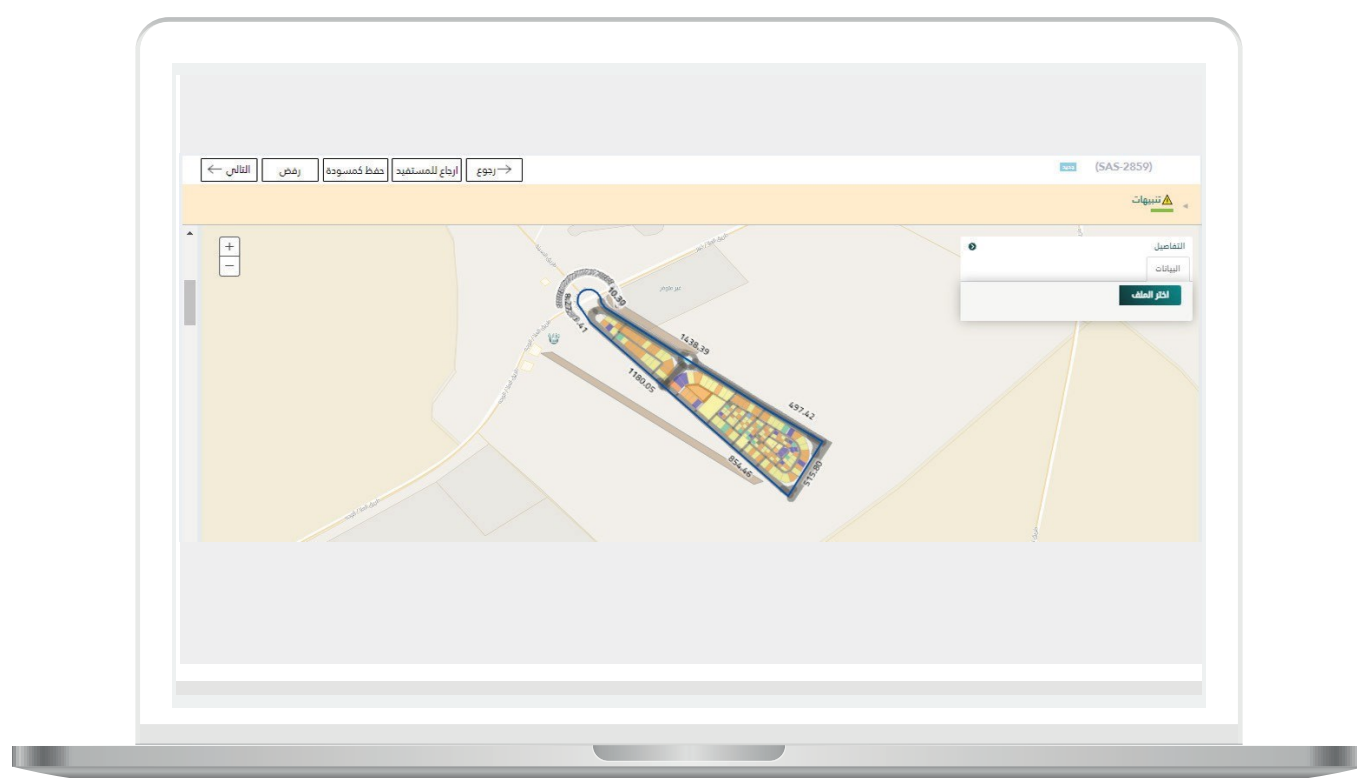
The user selects the Approval Track, downloads the track description, enters the expected scheme name, and uploads the Conceptual Design by clicking Upload Conceptual Design.



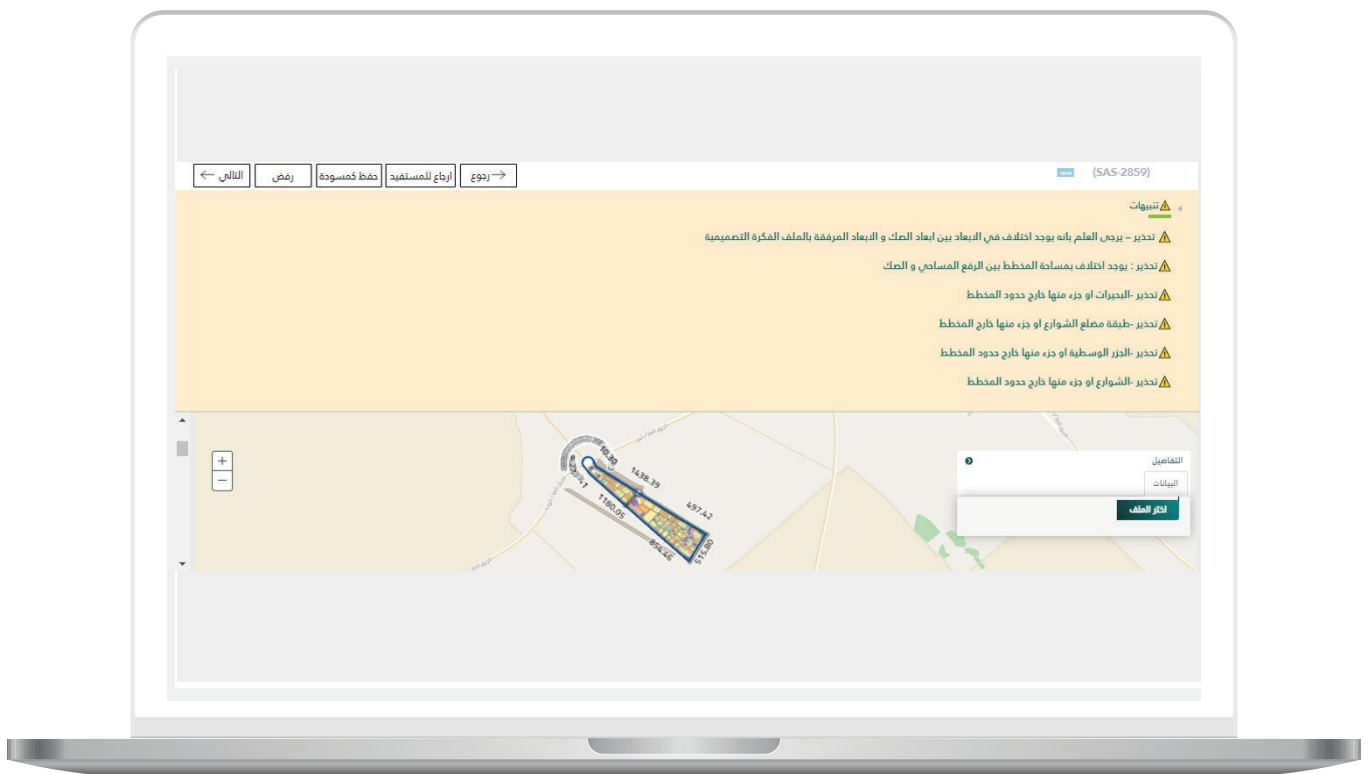
The conceptual design is uploaded by clicking **(Choose File)**.



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

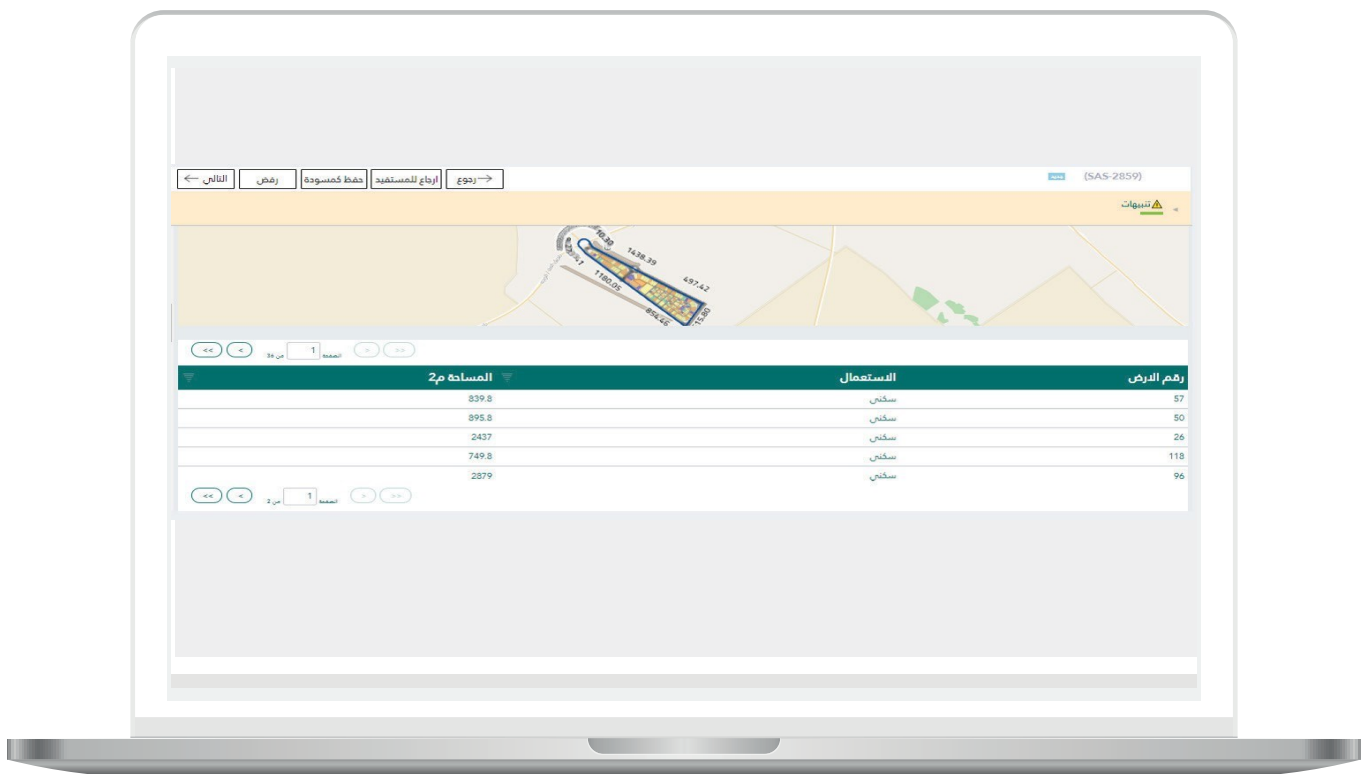


The notifications appear at the top of the screen, while the scheme details are displayed below the map.



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	المساحة الاجمالية م2	نسبة الاستعمال من المخطط %
سكني	179693.69999999998	46.6669609965317
خدمات صحية	7175.9	1.8636014808254928
سكني - تجاري	150443.99999999994	39.070731362102364
تجاري - صناعي	7347	1.9080366336800814
خدمات تعليمية	14177.3	3.6818848192013904
خدمة عامة	14603.899999999998	3.7926740430924912

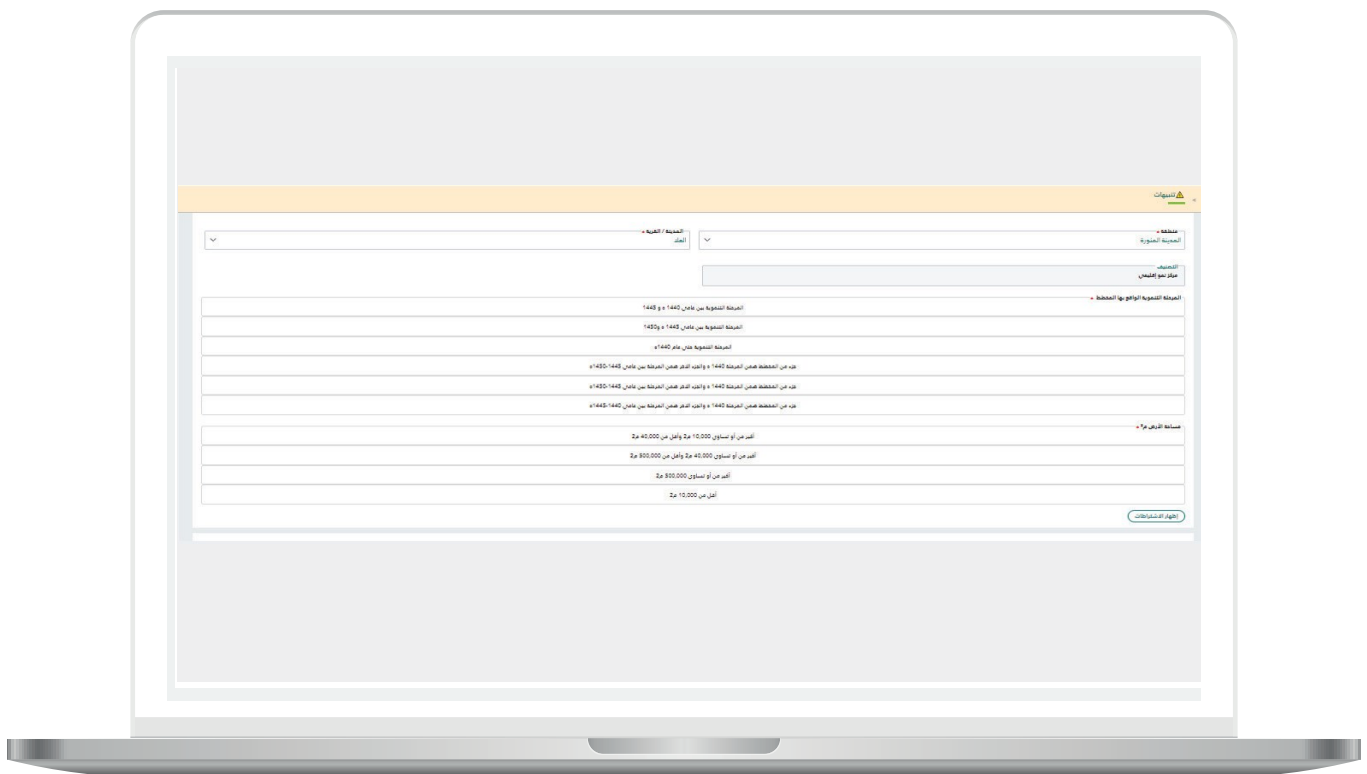
الاستعمال	المساحة م2	نسبتها من المخطط
الشوارع في المخطط	569075.7	83.96379378098527
عمارات المشاة	3639	0.5369131832004169
مواقف السيارات	971.9	0.14339816508724515
خدمة عامة	14603.899999999998	3.7926740430924912
المجموع	588290.5	86.79982522714065

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).

المساحة الاجمالية للمخطط م2 67763.2052744061	مجموع عدد القطع السكنية في المخطط —
معدل اطوال الشوارع/م. /هكتار 32754.79223505	النسبة التخطيطية المخططة 66.79682522714065
إجمالي عدد الأراضي 80	عدد المساكن 4
عدد الحدائق 11	عدد الأراضي التجارية 0
عدد الأراضي (التجارية - الصناعية) 5	عدد الأراضي (التجارية - السكنية) 65
عدد الأراضي المصنوعة 0	عدد الخدمات التعليمية 6

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 screenshot displays a web application interface for the Private Land Schemes Approval System. At the top, there is a navigation bar with buttons: «التالي» (Next), رفض (Reject), حفظ كمسودة (Save as Draft), الرجوع للمستفيد (Return to Beneficiary), and «الرجوع» (Return). The user ID (SAS-2859) is visible in the top right corner. Below the navigation bar, there is a section titled «تعليمات» (Instructions) with a green arrow icon. The main content area is divided into two sections. The first section, titled «مساحة الأرض م²» (Land Area m²), contains a table with four rows of input fields for land area ranges. The second section, titled «إظهار الاشتراطات» (Show Regulations), contains a list of regulations. The regulations are organized into two groups: «البنية الأولى - زملة شوارع المخطط» (First Building - Planned Street Zone) and «البنية الثانية - زملة شوارع المخطط» (Second Building - Planned Street Zone). Each group includes a list of regulations with checkboxes for selection.

مساحة الأرض م²
أقل من أو تساوي 10,000 م² وأقل من 40,000 م²
أكثر من أو تساوي 40,000 م² وأقل من 900,000 م²
أكثر من أو تساوي 900,000 م²
أقل من 10,000 م²

إظهار الاشتراطات

البنية الأولى - زملة شوارع المخطط

- تعميد شبكة الكهرباء بالمخطط
- تعميد شبكة الصرف الصحي بالمخطط لمعدن (بنج الكريج)
- تعميد شبكة المياه بالمخطط (في حال وجود شبكة أو مصدر)

البنية الثانية - زملة شوارع المخطط

- تعميد شبكة الكهرباء بالمخطط
- تعميد شبكة الصرف الصحي بالمخطط لمعدن (بنج الكريج)

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.

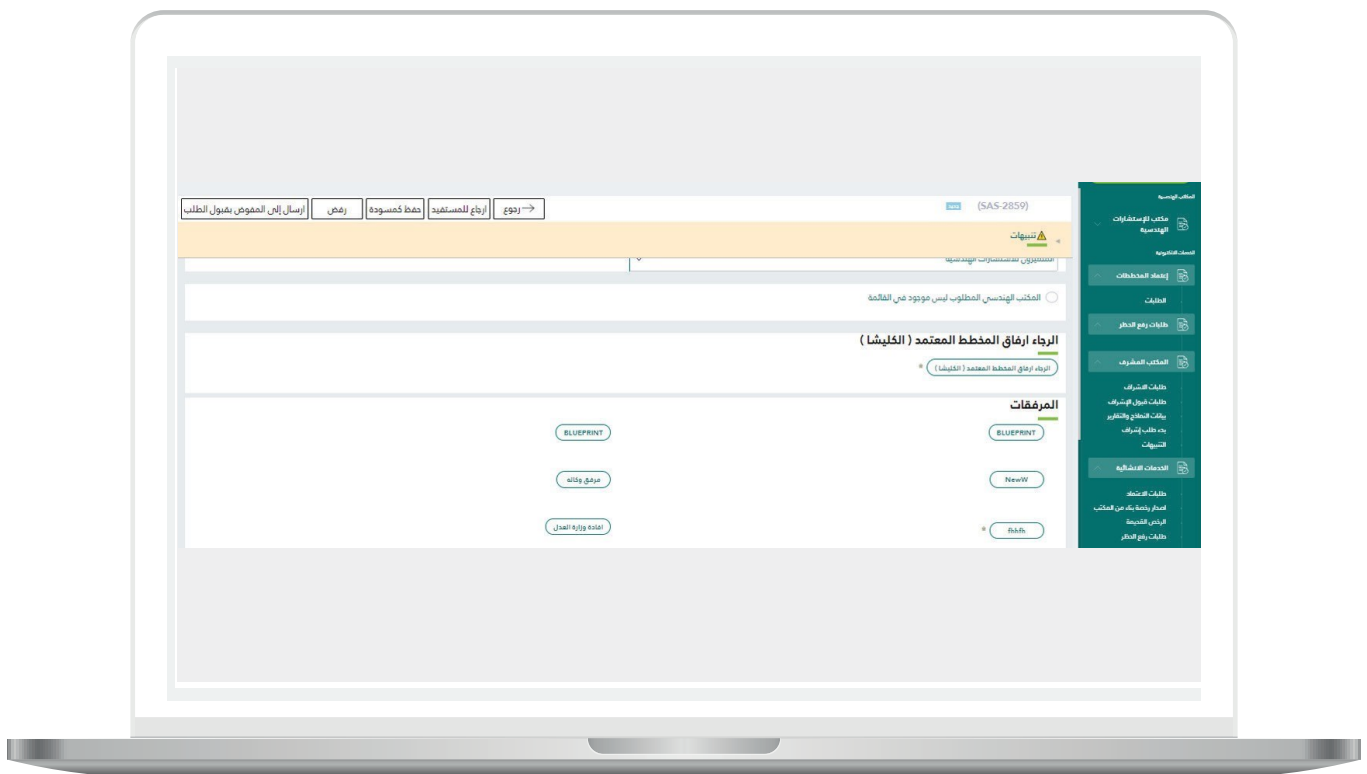
The screenshot shows a web application interface for the Attachments Page. At the top, there is a navigation bar with buttons: "إرسال إلى المفوض بقبول الطلب", "رفض", "حفظ كمسودة", "إرجاع للمستفيد", and "ردود". To the right of these buttons is a user profile icon and the text "(SAS-2859)". Below the navigation bar is a yellow banner with a warning icon and the text "تنبيهات". The main content area is divided into two sections. The first section is titled "المكتب الهندسي المختص بدراسة التربة" and contains a dropdown menu with a downward arrow. Below the dropdown is a radio button labeled "المكتب الهندسي المطلوب ليس موجود في القائمة". The second section is titled "المكتب الهندسي المختص بدراسة الهيدرولوجية" and contains a dropdown menu with a downward arrow. Below the dropdown is a radio button labeled "المكتب الهندسي المطلوب ليس موجود في القائمة". At the bottom of the page, there is a section titled "الرجاء إرفاق المخطط المعتمد (الكليشا)" and a button labeled "إرفاق ارفاق المخطط المعتمد (الكليشا)".

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.

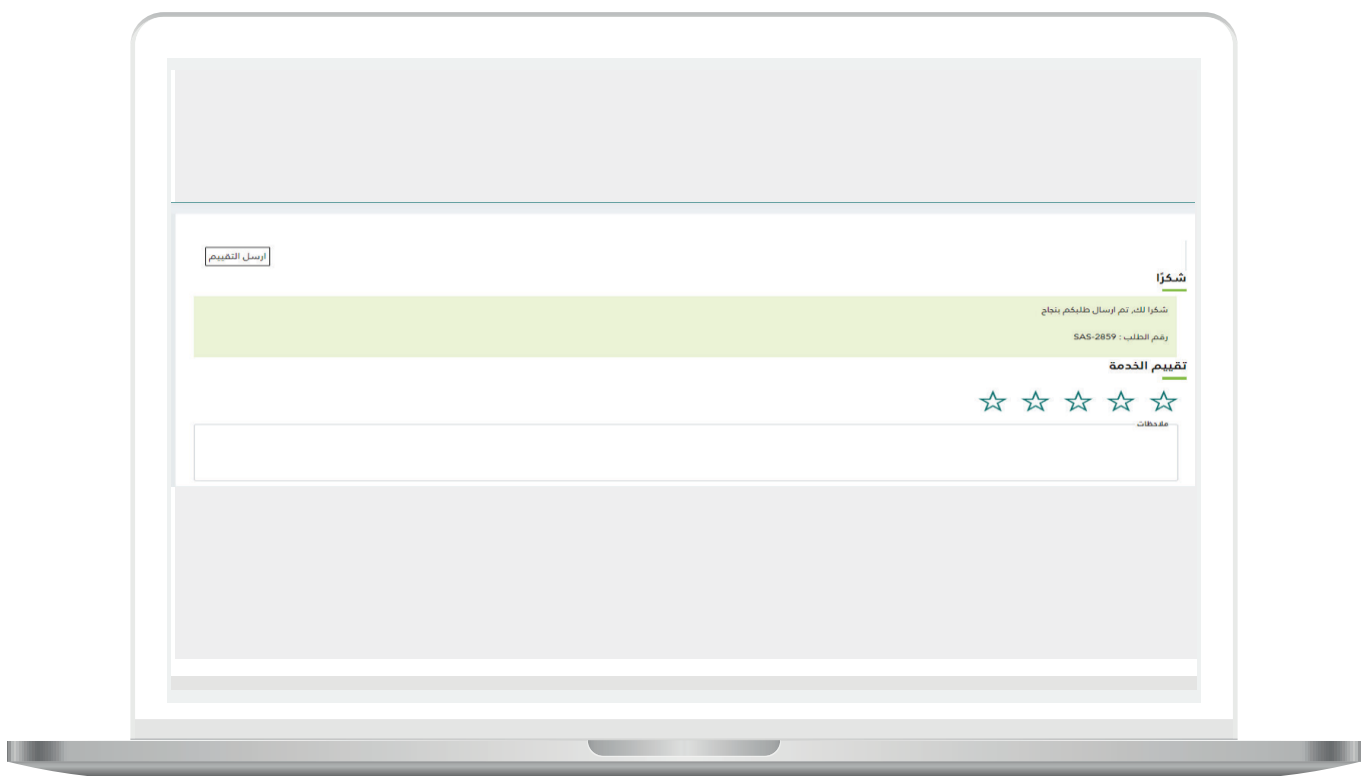
The screenshot displays the 'المكتب الهندسي' (Engineering Office) section of the system. At the top, there is a navigation bar with buttons: 'إرسال إلى المفاوض بقبول الطلب' (Send to the negotiator with acceptance of the request), 'رفض' (Reject), 'حفظ كمسودة' (Save as draft), 'إرجاع للمستفيد' (Return to the beneficiary), and 'رجوع' (Back). The user ID 'SAS-2859' is visible in the top right corner. Below the navigation bar, there is a yellow banner with the text 'تنبيهات' (Notifications). The main content area is divided into several sections. The first section is titled 'المكتب الهندسي المطلوب ليس موجود في القائمة' (The required engineering office is not in the list) and contains a text input field for 'المكتب الهندسي المختص بدراسة التربة' (Engineering office specializing in soil study) and a button 'رفع خطاب التأمين للمكتب الهندسي المختص بالتربة' (Upload the insurance letter to the engineering office specializing in soil). The second section is titled 'المكتب الهندسي المختص بدراسة الهيدرولوجية' (Engineering office specializing in hydrology) and contains a dropdown menu for 'قائمة المكاتب الهندسية المختصة بدراسة الهيدرولوجية' (List of engineering offices specializing in hydrology). The third section is titled 'المكتب الهندسي المطلوب ليس موجود في القائمة' (The required engineering office is not in the list) and contains a radio button. The fourth section is titled 'الرجاء إرفاق المخطط المعتمد (الكليشا)' (Please attach the approved plan (klisha)) and contains a text input field for 'الرجاء إرفاق المخطط المعتمد (الكليشا)' (Please attach the approved plan (klisha)).

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.

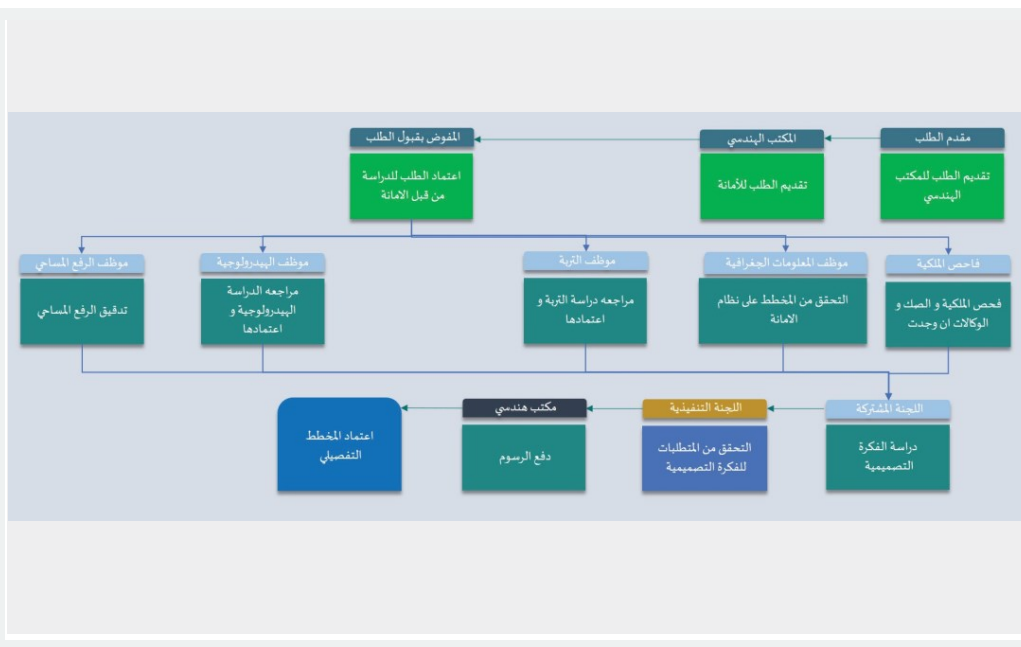
If a star (*) appears next to an attachment, it is mandatory. The user then clicks Submit to Authorized Entity at the Municipality.



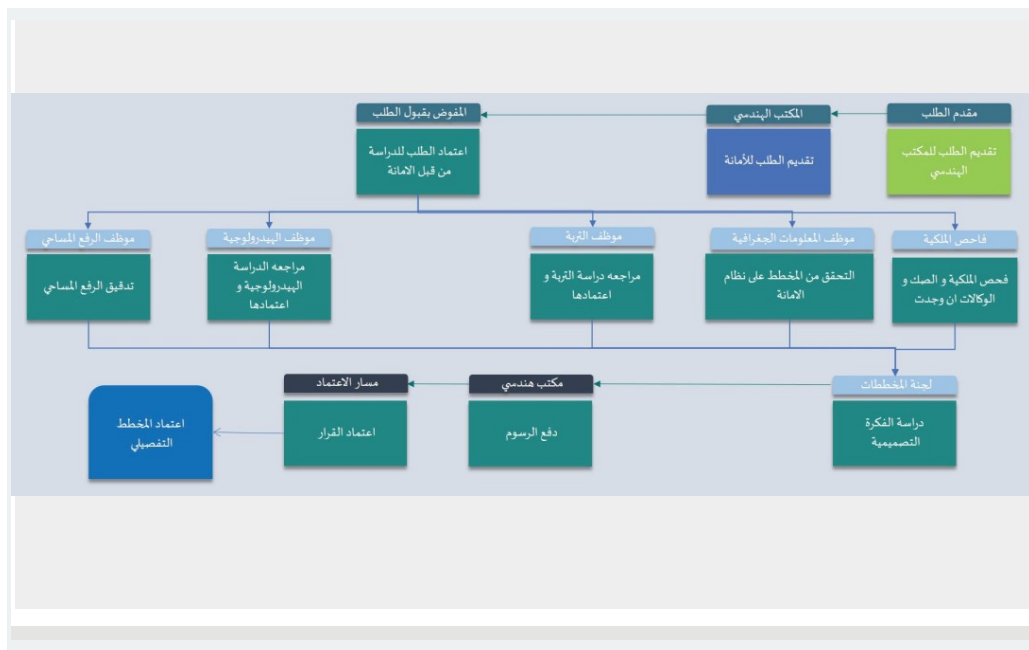
The system displays a message confirming that the request has been successfully submitted, and the request number is shown for tracking by the engineering office. The engineering office evaluates the service, provides feedback by entering comments in the Comments Field, and submits the evaluation.



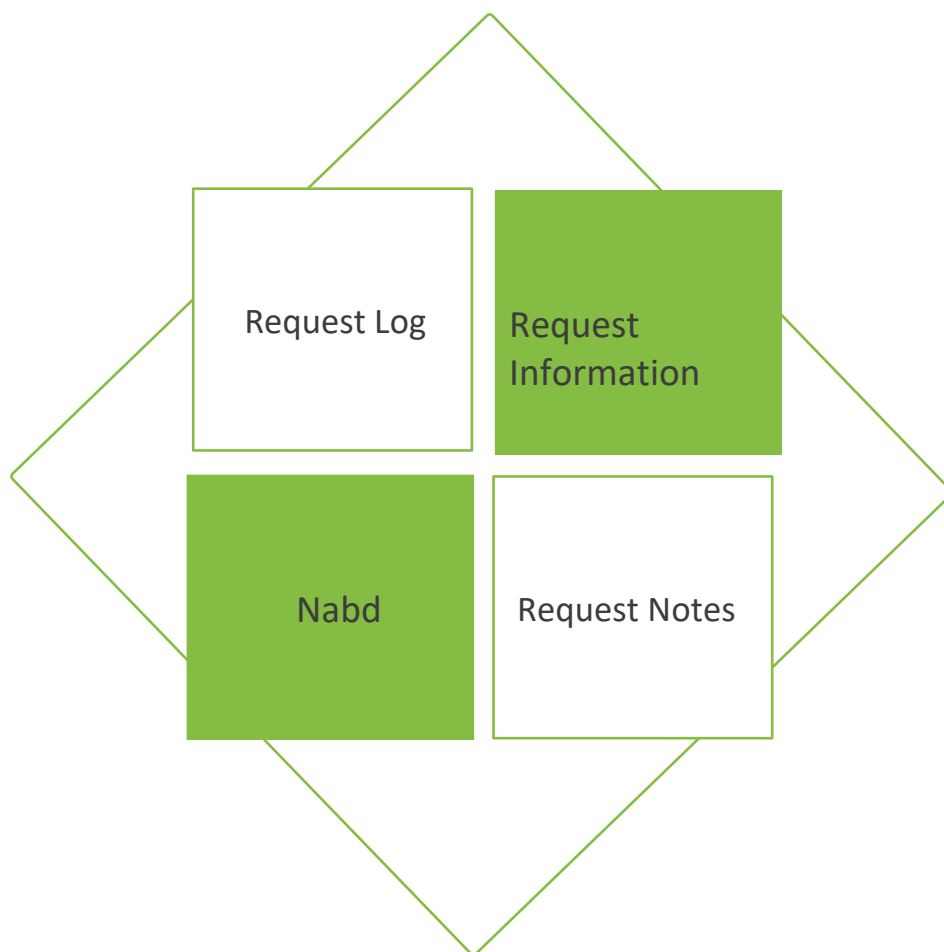
Workflow Diagram for Preliminary Approval (If a Design and Planning Authority Exists)



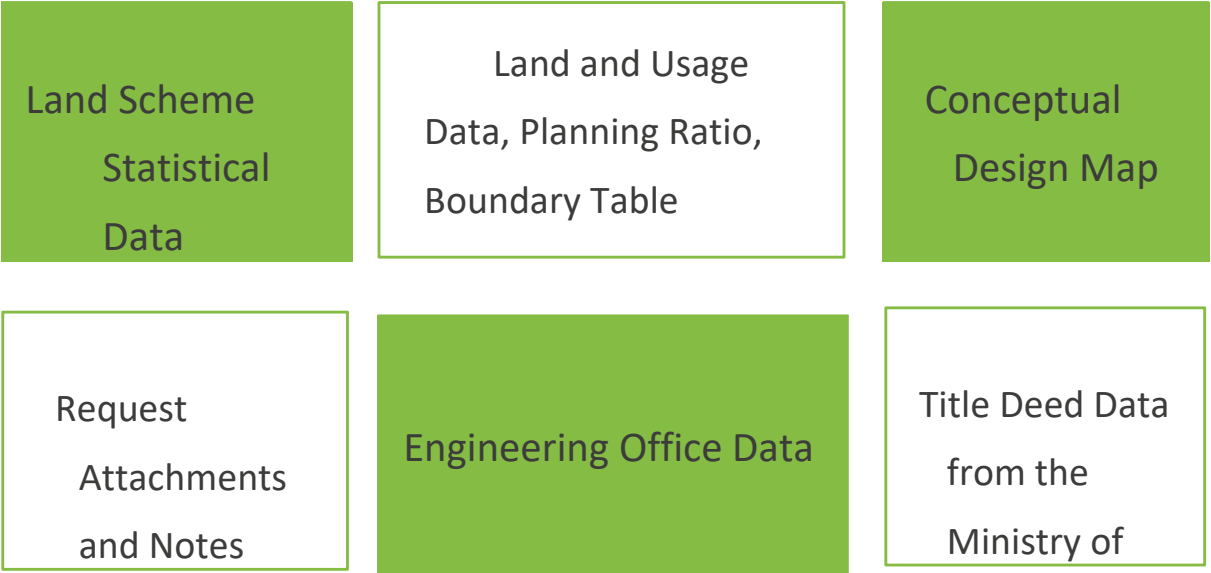
Workflow Diagram for Preliminary Approval (If No Authority Exists)



Municipality Employee Features

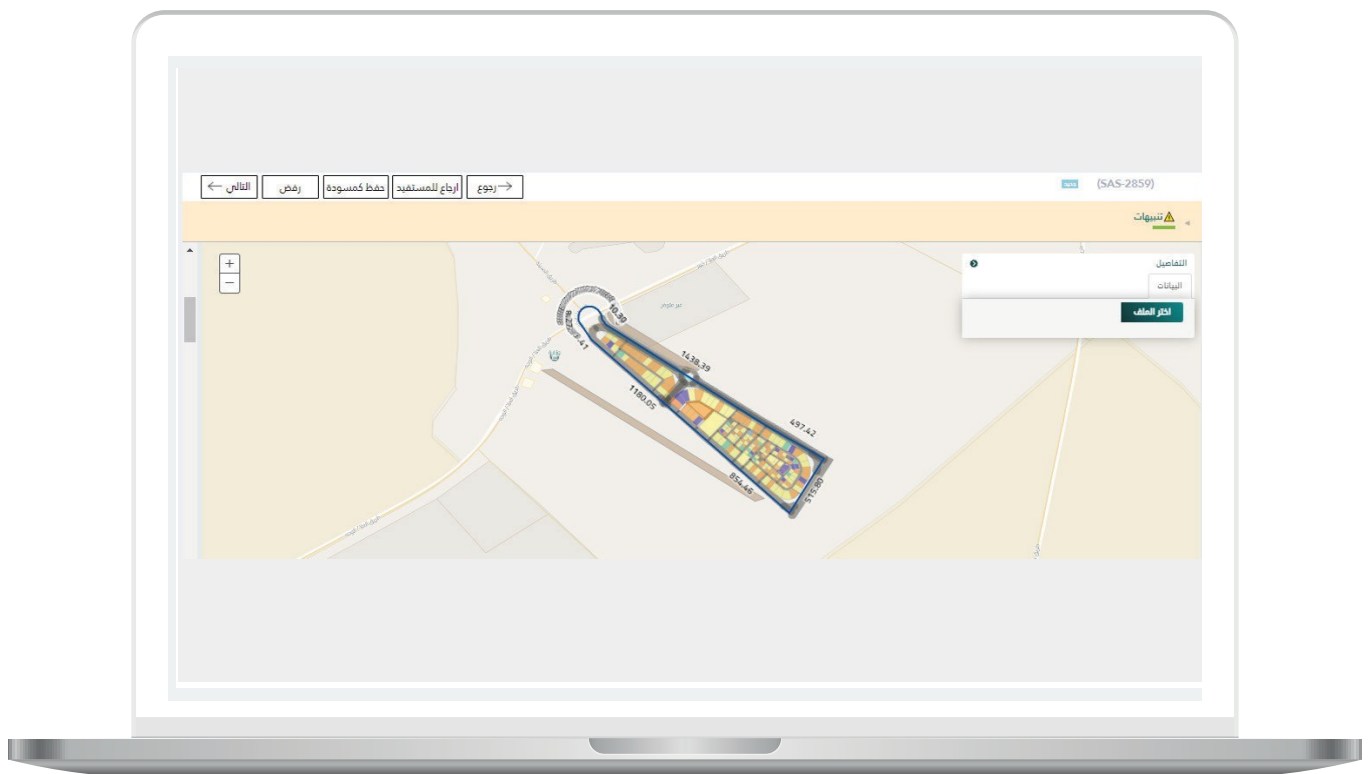


Request Data at the Municipality



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).

توجيه	نوع الحد	وصف الحدود	مسافة الحدود	الطول
شمال	شارع	عرض 15 متر	50	1438.39
الجنوب	شارع	عرض 30 متر	50	854.46
شرق	شارع	عرض 15 متر وناحذ عرض 8 متر	115	1013.22
الغرب	شارع	عرض 60 متر	115	1180.05
إجمالي عدد الأراضي				
رقم الأرض	الاستعمال	المساحة م ²		
57	سكني	859.8		
50	سكني	895.8		
26	سكني	2437		
118	سكني	749.8		
96	سكني	2879		
الاستعمال	المساحة الإجمالية م ²	نسبة الاستعمال من المخطط %		
سكني	179893.69999999998	46.6669609985317		
خدمات صحية	7175.9	1.8636014808254928		
سكني - تجاري	150443.99999999994	39.070731362102364		
تجاري - صناعي	7347	1.9080366336800814		
خدمات تعليمية	14177.3	3.6818848192013904		
حديقة عامة	14603.899999999998	3.7926740430924912		
الاستعمال	المساحة م ²	نسبتها من المخطط		
الشوارع في المخطط	569075.7	83.96379378098527		
ممرات المشاة	3639	0.5369131832004169		
مواقف للسيارات	971.9	0.14339816503724515		
حديقة عامة	14603.899999999998	3.7926740430924912		
الاجمعي	588290.5	86.79852522714065		

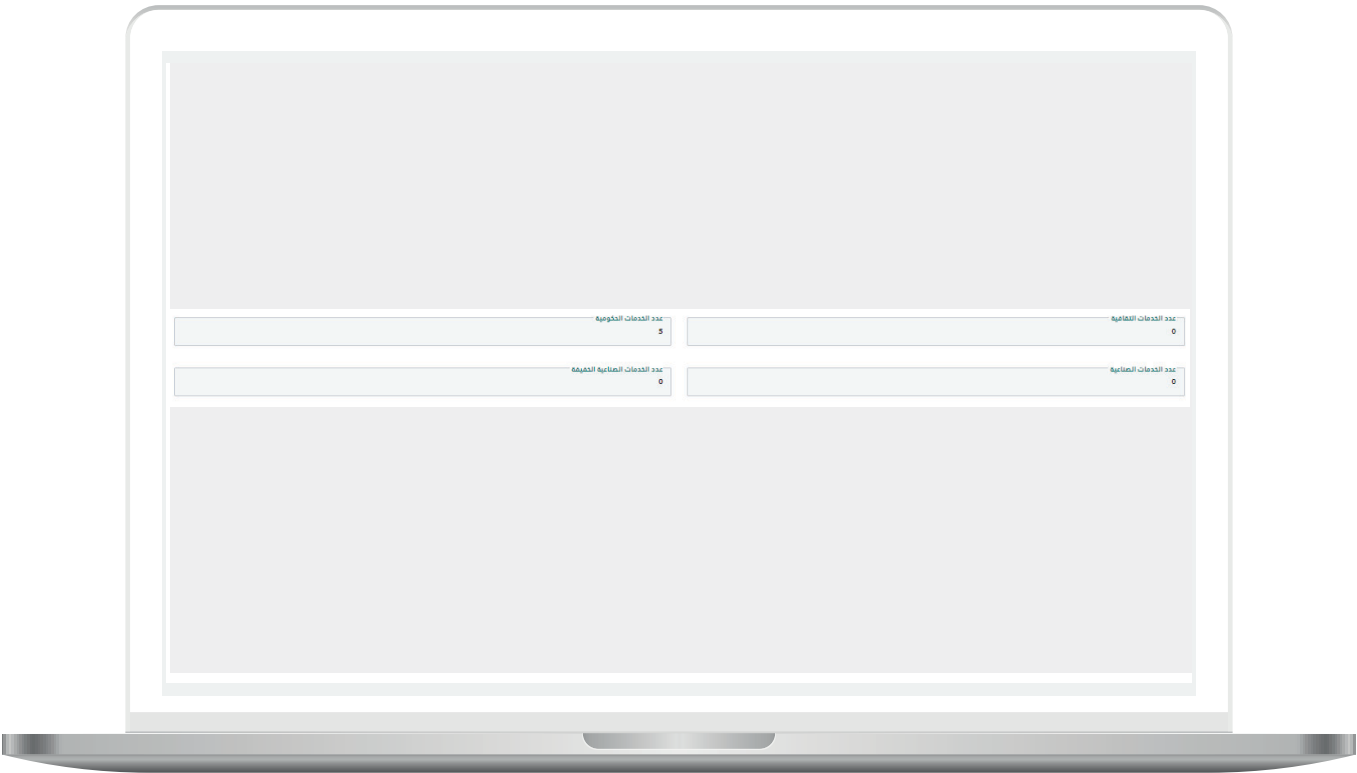
Land Scheme Statistical Data

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

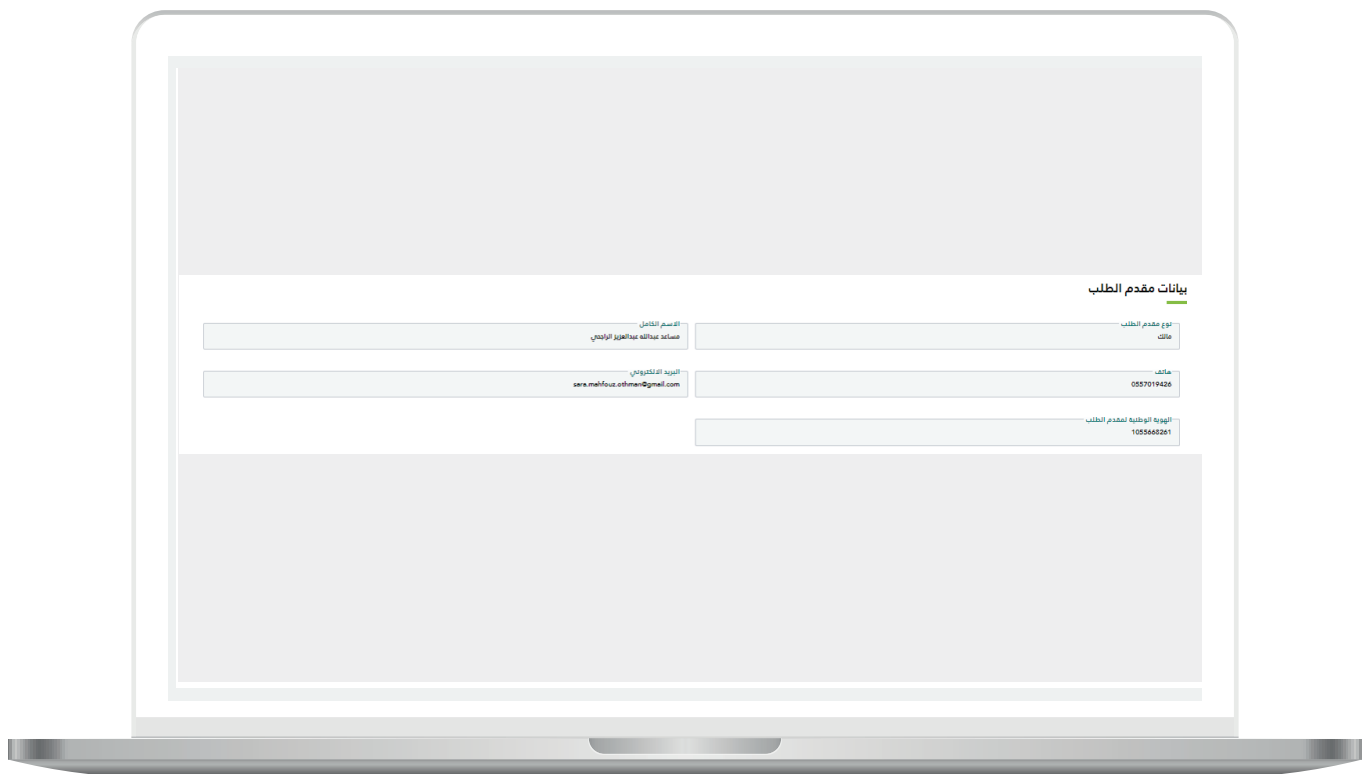
The laptop screen shows a data entry form with the following fields and labels (from top to bottom, left to right):

- مجموع عدد النسخ السكنية في المخطط (Total number of residential copies in the plan) - Input field: 077763.2052744051
- النسبة التطبيقية للمخطط (Application ratio of the plan) - Input field: 86.7982522714065
- عدد المساكن (Number of houses) - Input field: 4
- عدد الأراضي التجارية (Number of commercial lands) - Input field: 0
- عدد الأراضي (التجارية - السكنية) (Number of lands (commercial - residential)) - Input field: 45
- عدد الخدمات التعليمية (Number of educational services) - Input field: 6
- عدد الخدمات الترفيهية (Number of recreational services) - Input field: 0
- إجمالي عدد الأراضي (Total number of lands) - Input field: 80
- عدد المناطق (Number of areas) - Input field: 11
- عدد الأراضي (التجارية - الصناعية) (Number of lands (commercial - industrial)) - Input field: 5
- عدد الأراضي المصنوعة (Number of manufactured lands) - Input field: 0
- عدد الخدمات العامة (Number of public services) - Input field: 4

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



Applicant Information.



بيانات مقدم الطلب

الاسم الكامل محمد بن خالد بن العزيز الزاهد	نوع مقدم الطلب شخص
البريد الإلكتروني mohd.khalid.azhaz@gmail.com	هاتف 0557019426
	الهوية الوطنية لمقدم الطلب 105568591

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

بيانات القرار المساحي

رقم القرار المساحي: 42013294251
 غرض القرار المساحي: التفاد مخطط قس

البلدية: أمانة المدينة المنورة
 البلدية القرية: العق

الحي: ج 6

المساحة من التفتك: 5750
 المساحة من الخريطة: 675141.0

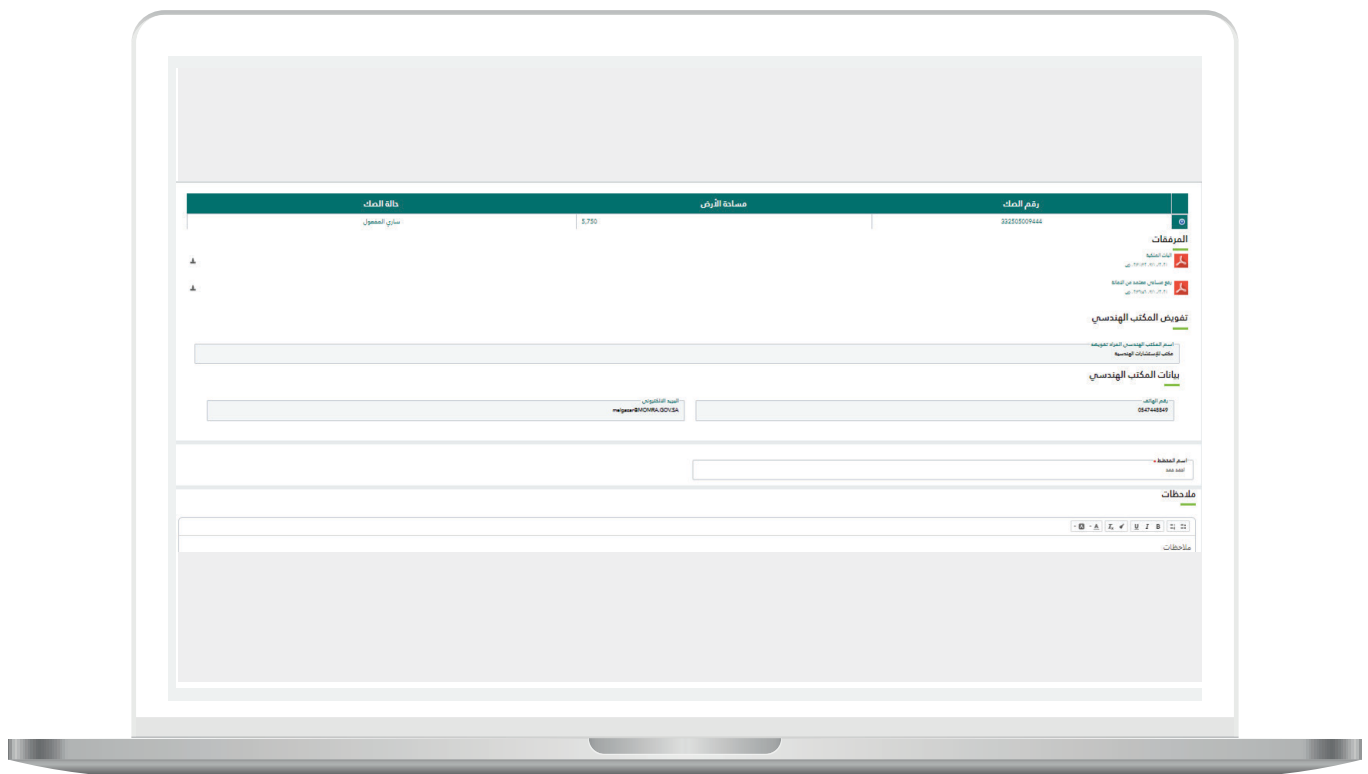
اسم المكتب الهندسي: adher

رقم التفتك: 532505009444
 تاريخ التفتك: 1439/10/14

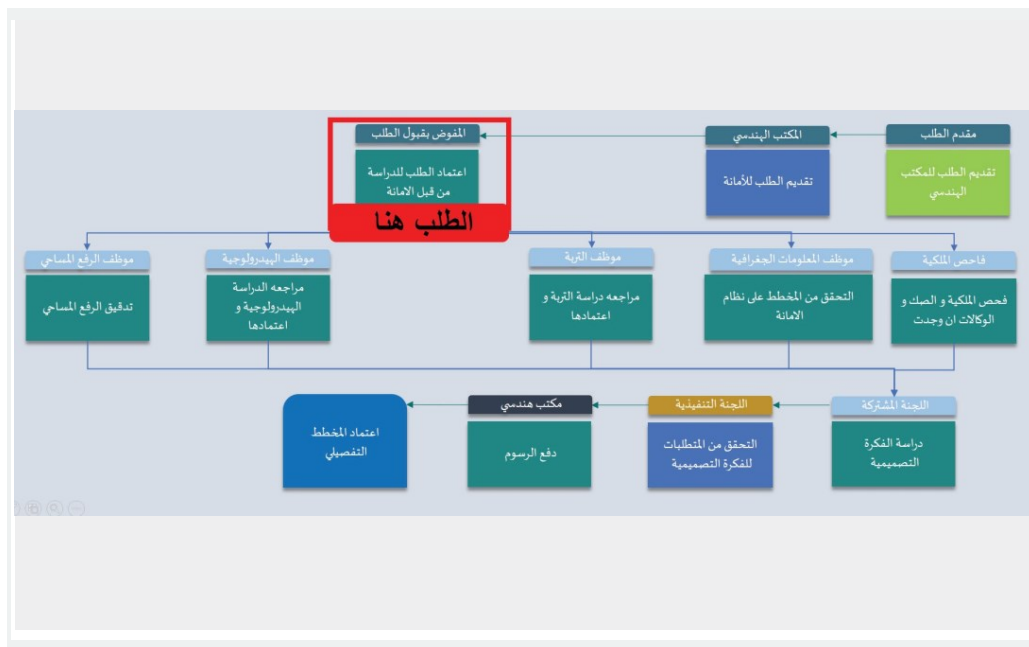
Activate Windows

Title Deed Information

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



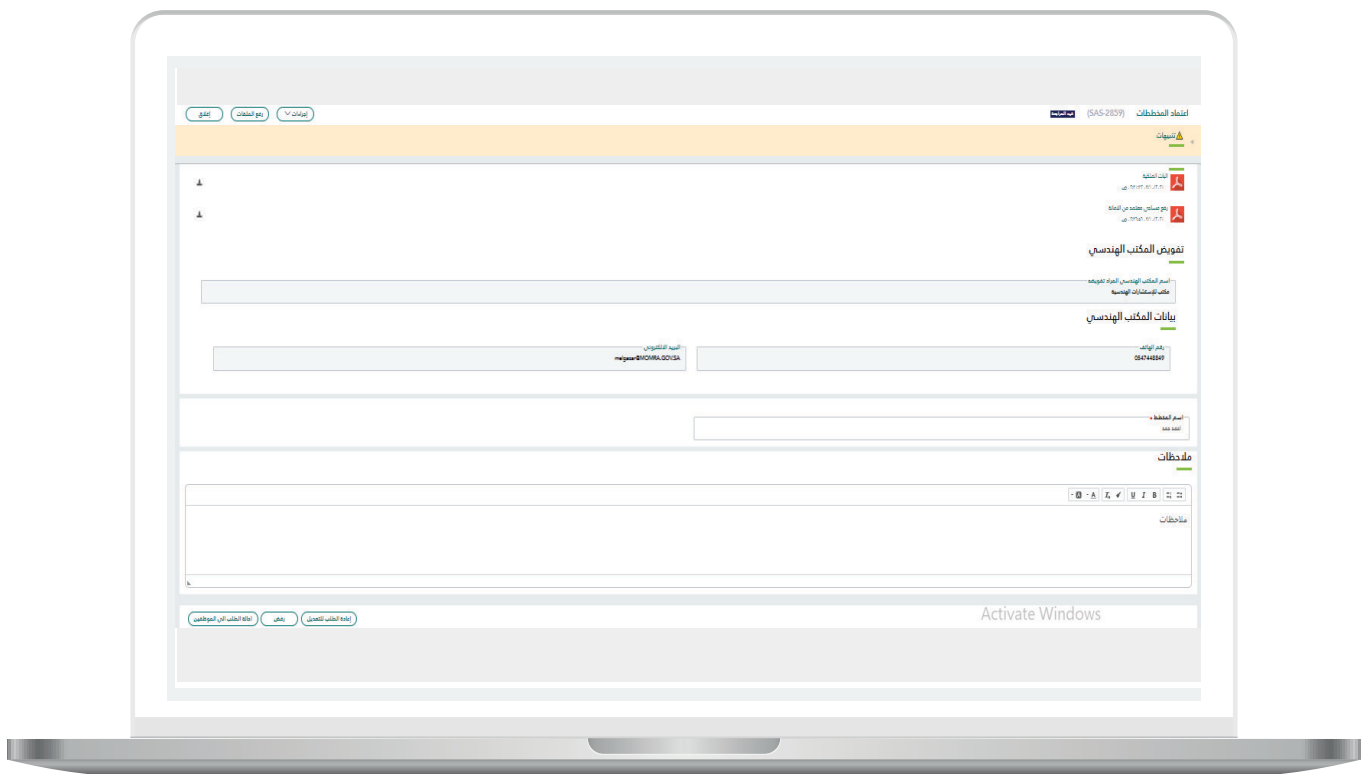
Workflow Diagram for Preliminary Approval (If a Design and Planning Authority Exists)



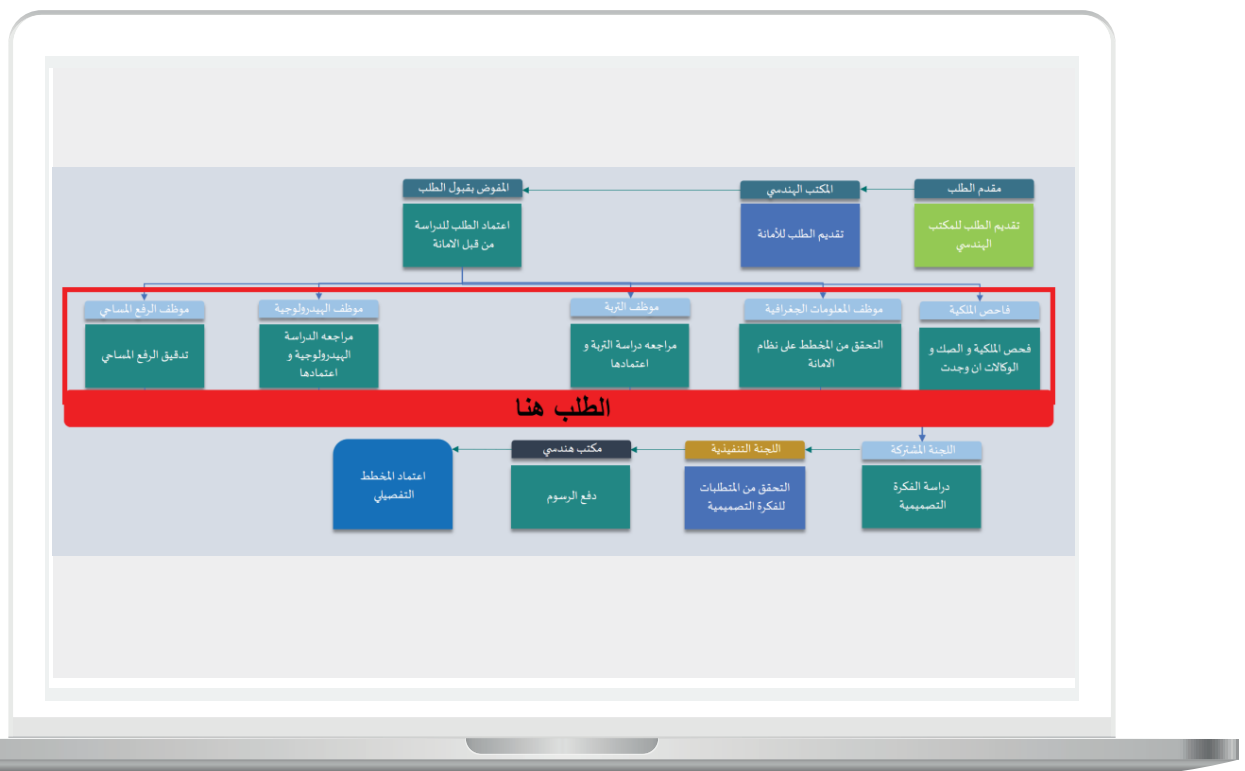
Review of Private Land Scheme Approval Request Within Development Stages (Authorized Request Approver)

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)

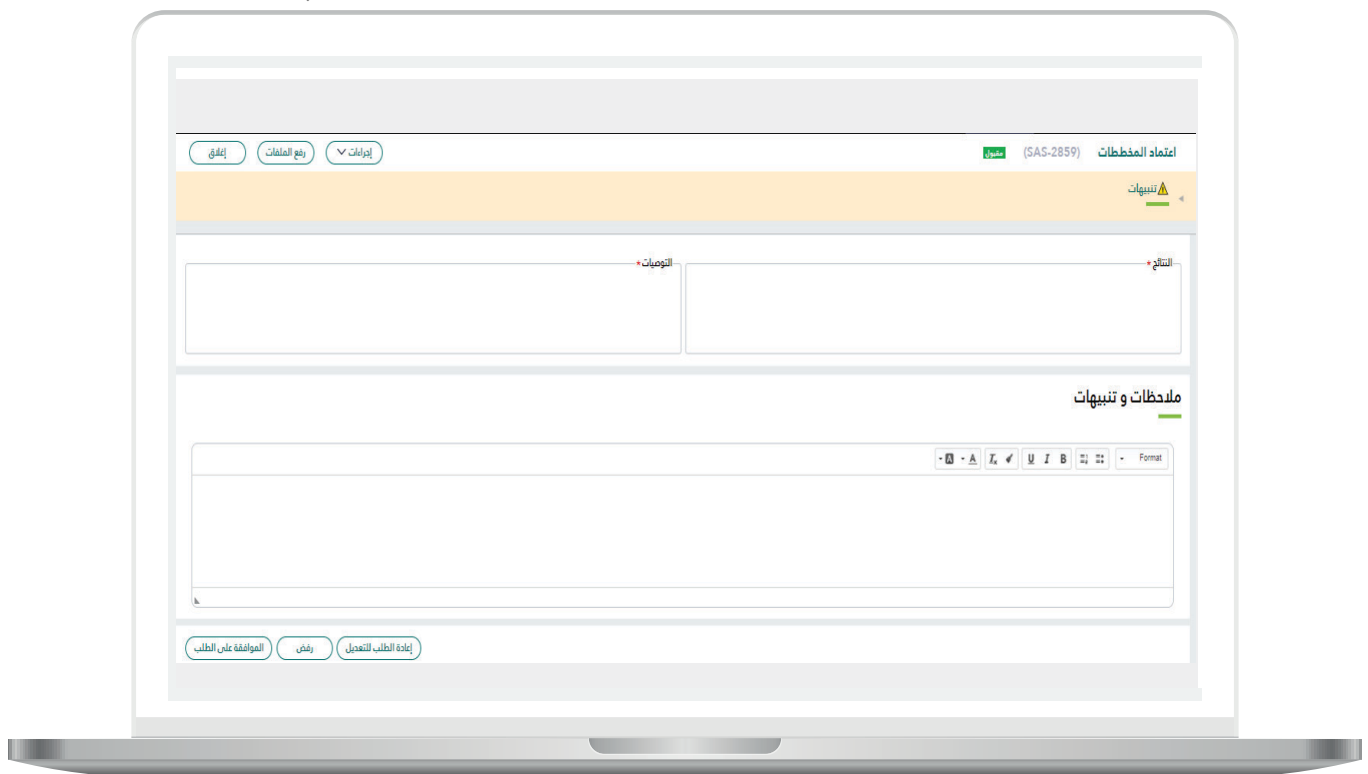


Review of Private Land Scheme Approval Request Within Development Stages (Soil Engineer)

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.

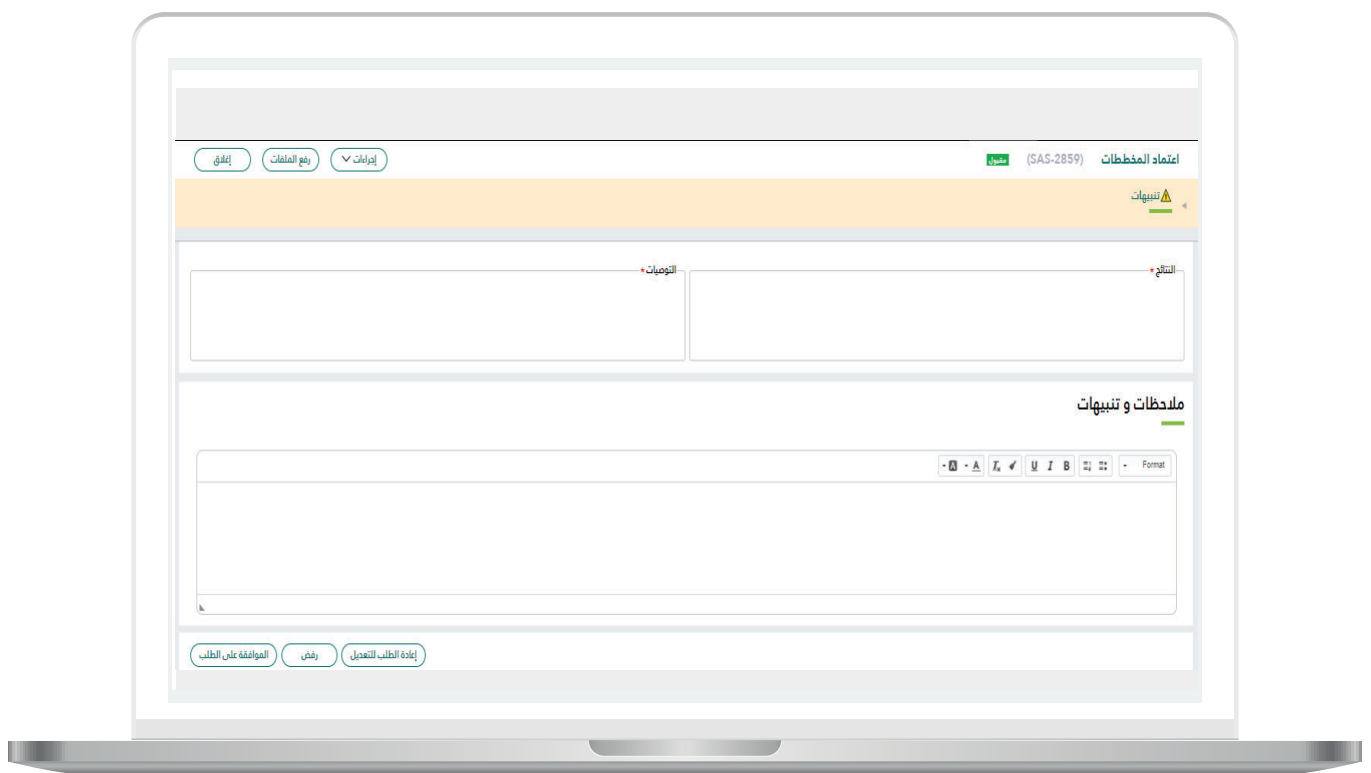


Review of Private Land Scheme Approval Request Within Development Stages (Hydrology Engineer)

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.

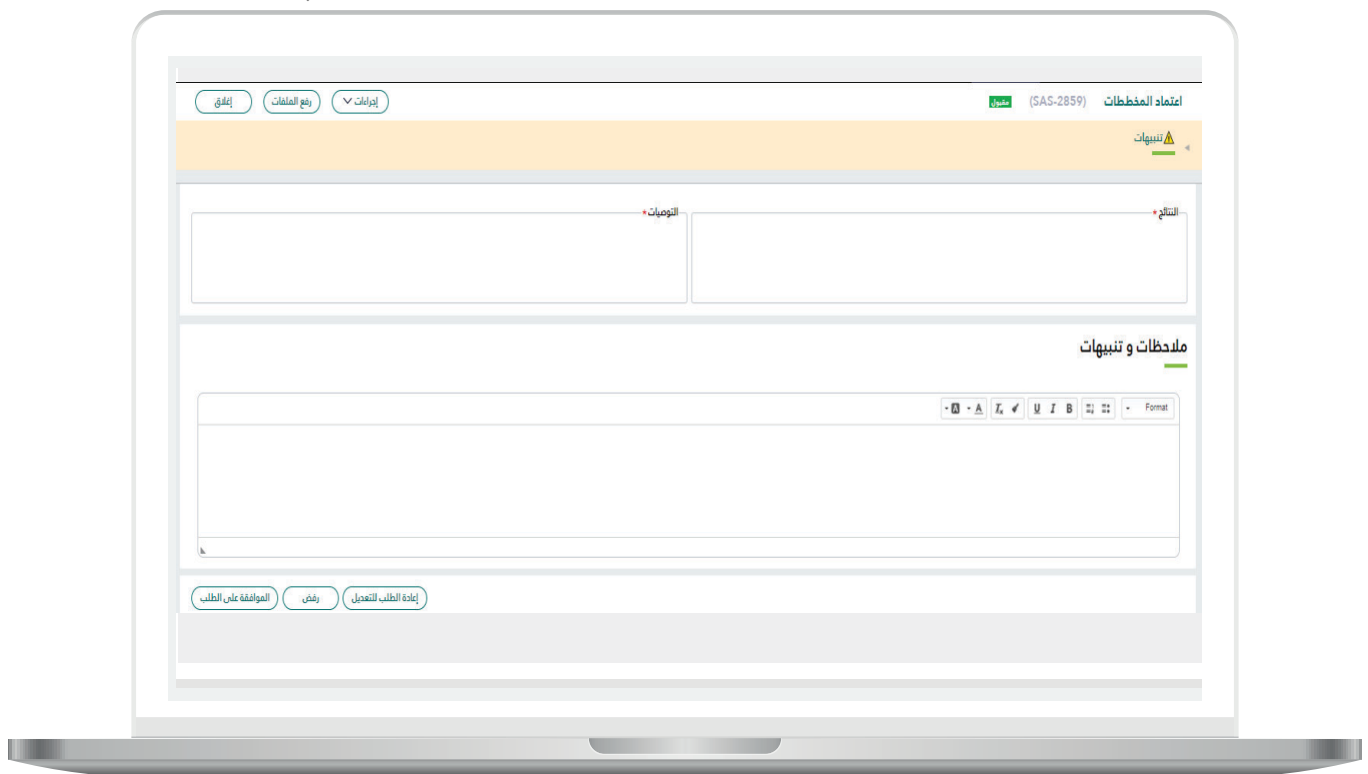


Review of Private Land Scheme Approval Request Within Development Stages (Ownership Verification Officer)

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.



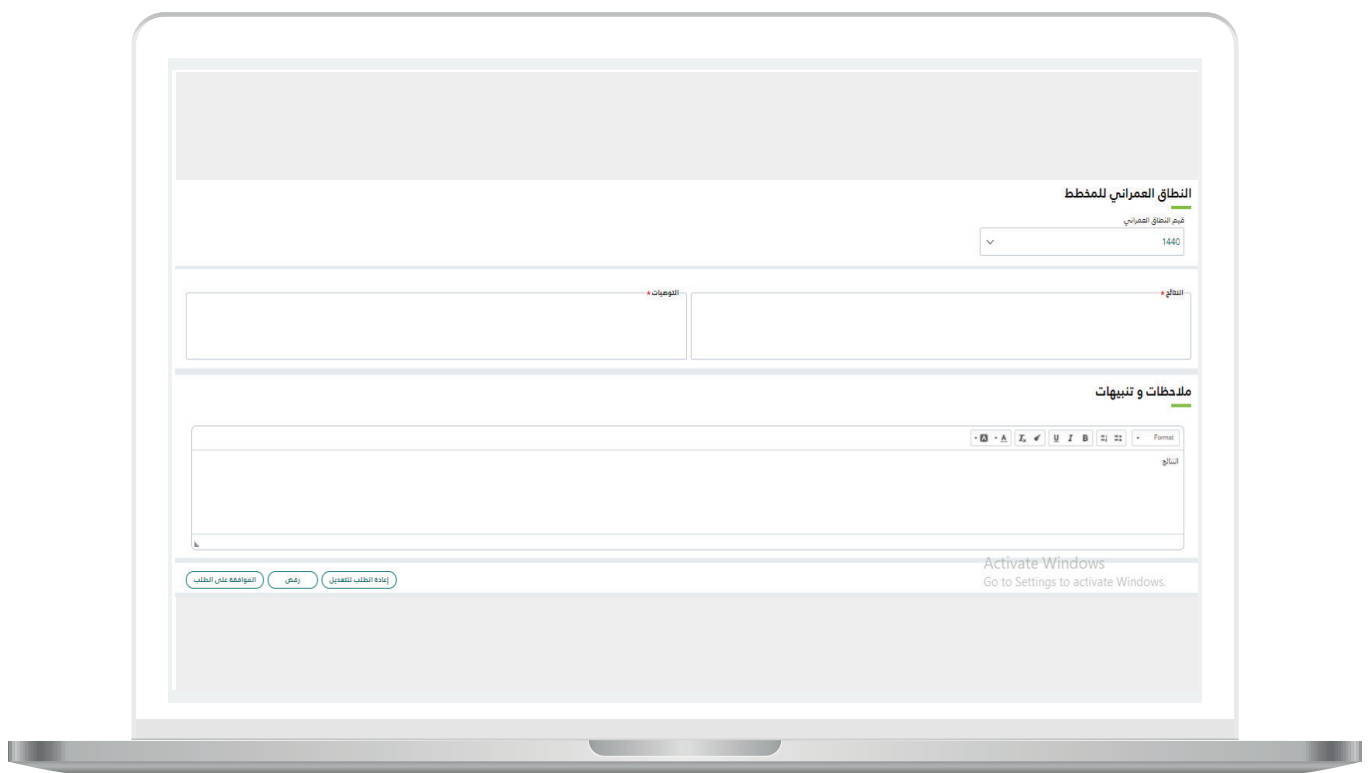
Review of Private Land Scheme Approval Request Within Development Stages (Geographic Information Officer)

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**).

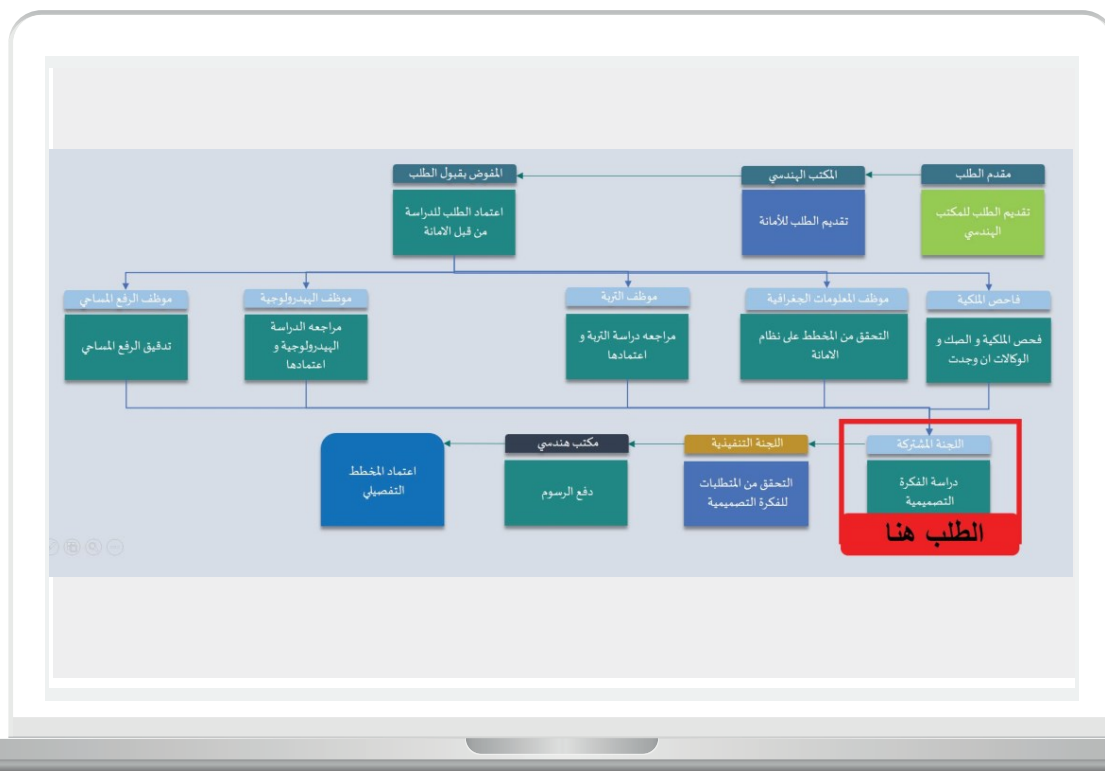
The decision is saved in the system until all designated staff complete their reviews, after which a final decision is made.



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)



<p>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.</p>	
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.

The screenshot displays a web application interface for reviewing a Private Land Scheme Approval Request. The interface is in Arabic and includes the following elements:

- Header:** A yellow bar with the text "تنبيهات" (Notifications) and a warning icon.
- Section 1: تفويض المكتب الهندسي** (Engineering Office Delegation). It contains a text input field for "اسم المكتب الهندسي المراد تفويضه" (Name of the engineering office to be delegated) and a dropdown menu for "مكتب الاستشارات الهندسية" (Engineering Consultancy Office).
- Section 2: بيانات المكتب الهندسي** (Engineering Office Data). It includes a text input field for "البريد الإلكتروني" (Email) with the value "meh@mcra.gov.sa" and a text input field for "رقم الهاتف" (Phone Number) with the value "0547442549".
- Form Fields:** Two input fields for "رقم" (Number) and "مواصفة" (Specification).
- Table:** A table with 6 columns: "اسم عضو اللجنة" (Committee Member Name), "الجهة" (Authority), "المسمى الوظيفي" (Job Title), "القرار" (Decision), "ملاحظات" (Remarks), and "سبب الرفض" (Reason for Rejection). The table has 3 rows of data.

اسم عضو اللجنة	الجهة	المسمى الوظيفي	القرار	ملاحظات	سبب الرفض
عضو اللجنة	عضو اللجنة	عضو اللجنة			
تطوير	تطوير	تطوير			
Soil User/M	test	test			

Joint Committee Outcomes



This step is related to the previous step.

VISION رؤية 2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

أمانة منطقة
المدينة المنورة

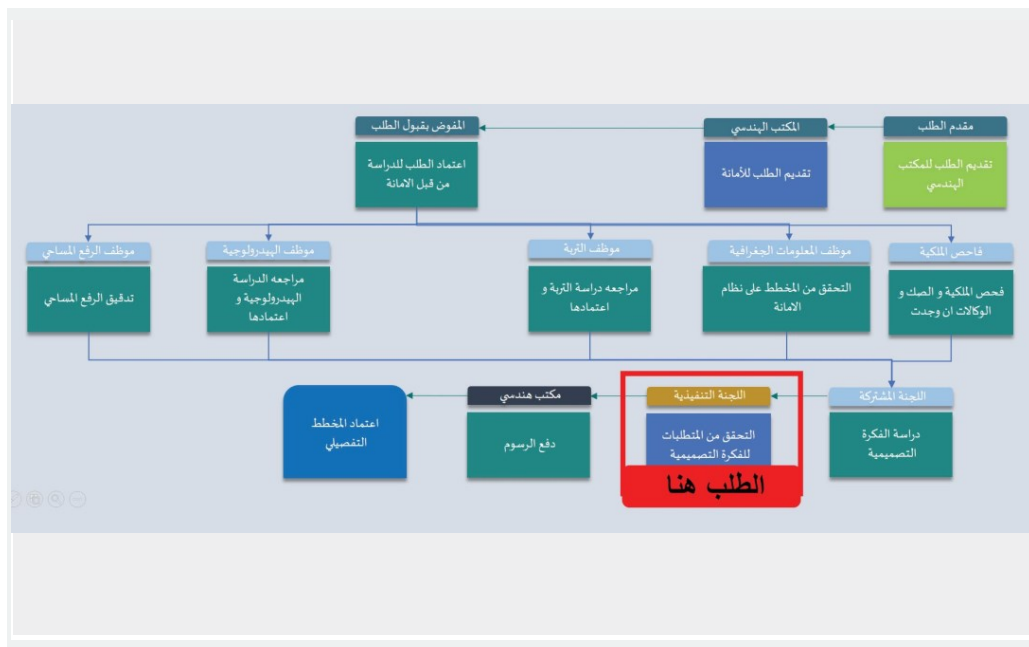
رقم المستند: 000209-003201 تاريخ المستند: 04/10/2021

قرارات اعضاء اللجنة المشتركة لاعتماد المخططات

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

اسم العضو	الجهة	الاسم الوظيفي	قرار عضو اللجنة	ملاحظات	سبب رفض (إن وجد)
عضو اللجنة	عضو اللجنة	عضو اللجنة	موافقة	ملاحظات	
عضو اللجنة 2	عضو اللجنة 2	عضو اللجنة 2	موافقة		
تطوير	تطوير	تطوير	موافقة		
Soil UserM	test	test	موافقة	ملاحظات	

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

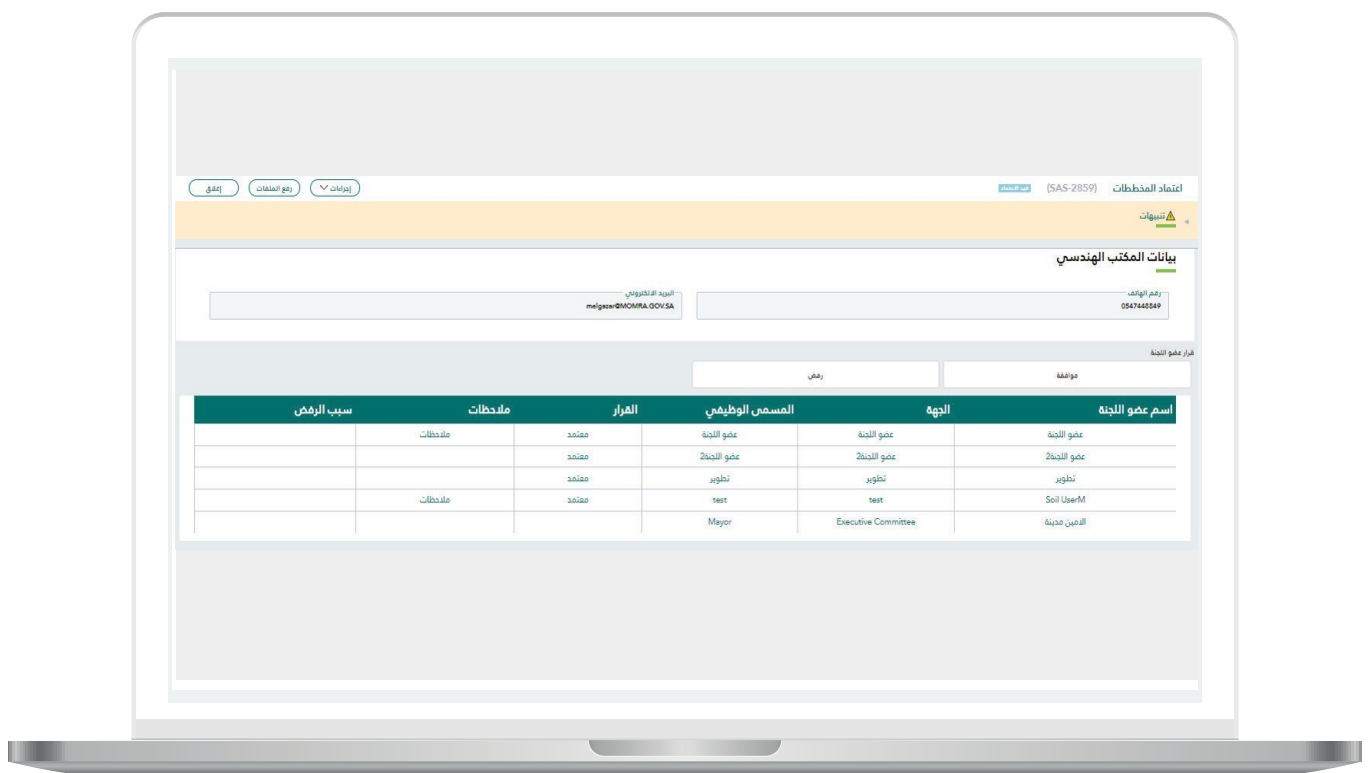
Example of a Joint Committee Setup	
The total weight of all Executive Committee members must equal 100.	
Executive Committee Members' Weights	
Committee Member 1: 40	
Committee Member 2: 40	
Committee Member 3: 20	
Total Weight: 100	
The Authority System Administrator assigns the approval percentage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

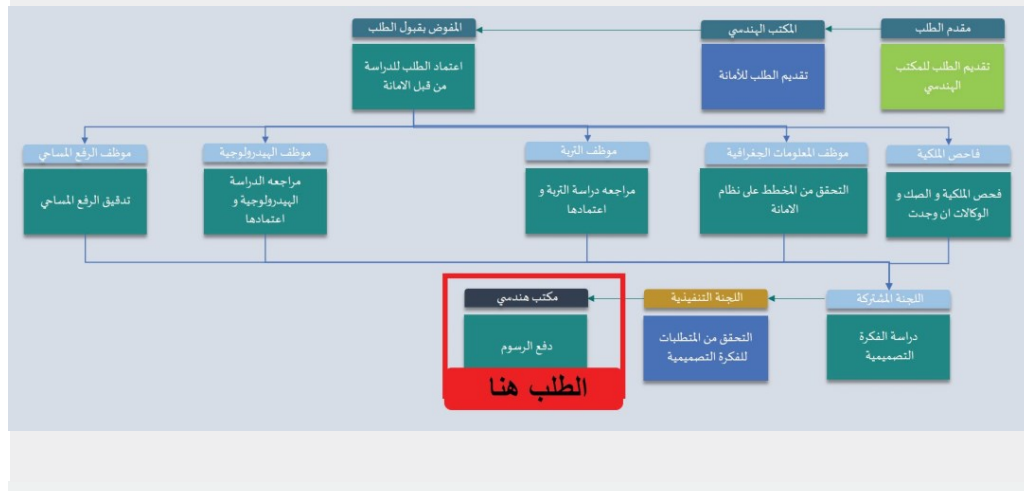
Review of Private Land Scheme Approval Request Within Development Stages (Executive Committee Member)

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.

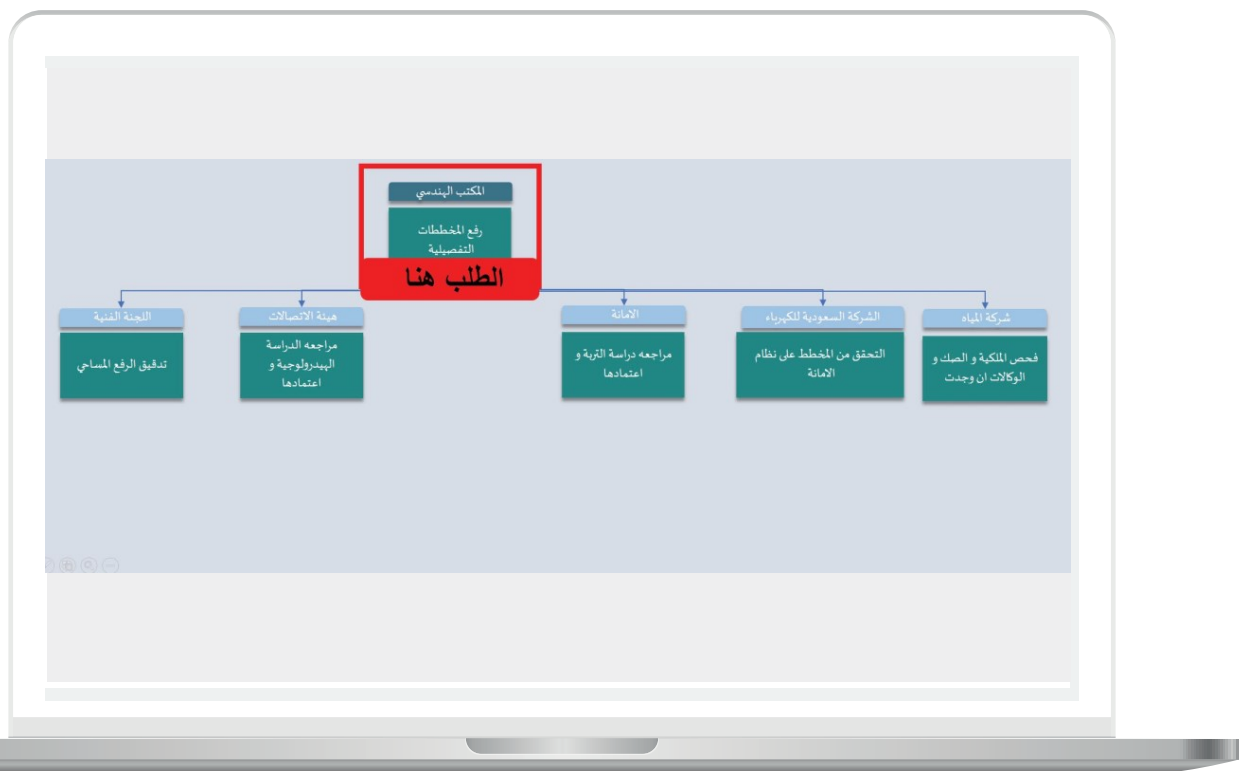


Workflow Diagram for Preliminary Approval (If a Design and Planning Authority Exists)



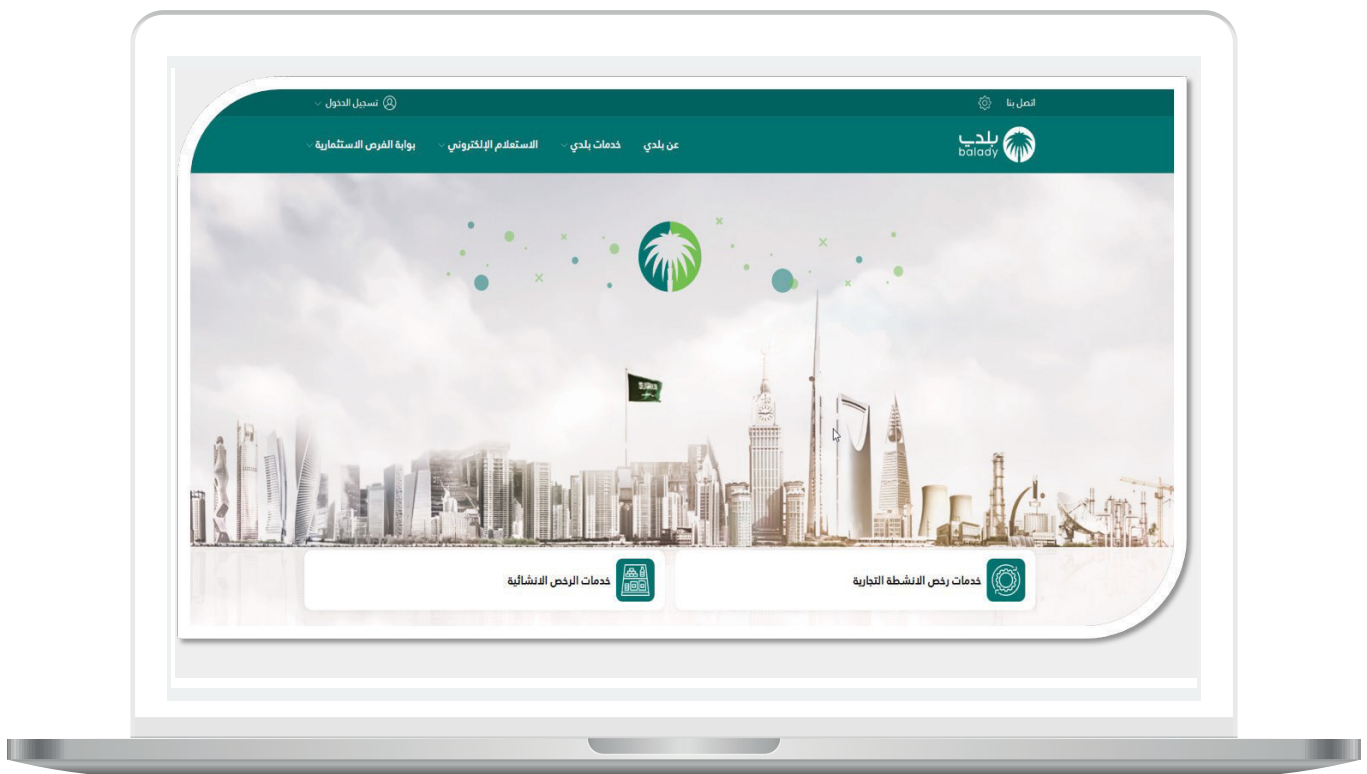
Review of Private Land Scheme Approval Request Within Development Stages (Planning Fees Payment)

Detailed Plans Approval (Workflow Diagram for Detailed Approval)

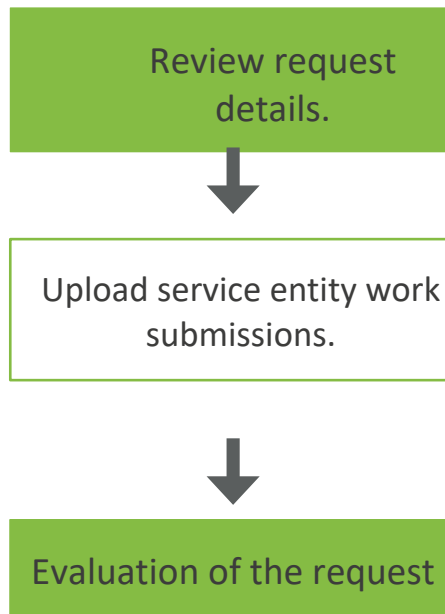


Accessing the Electronic Portal (Engineering Offices)

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.

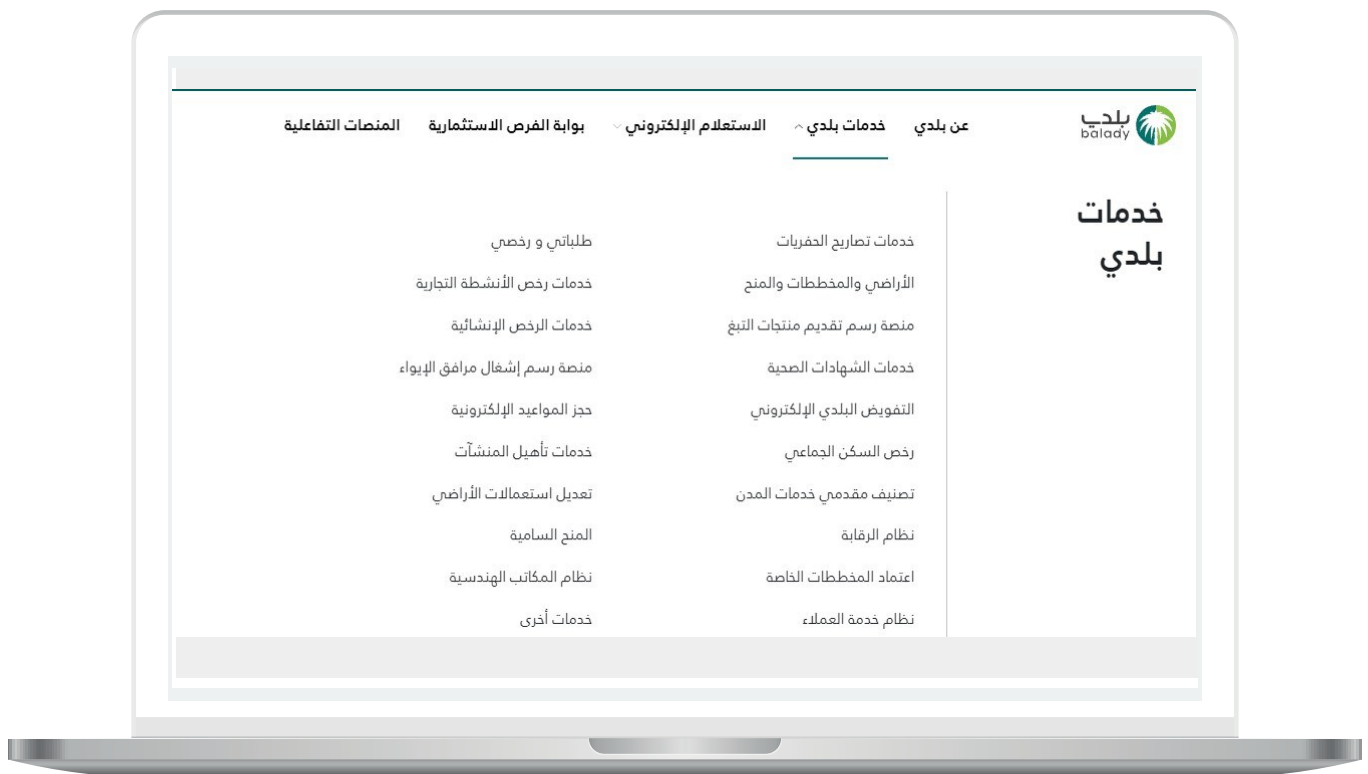


Engineering Office Steps in the Request Process



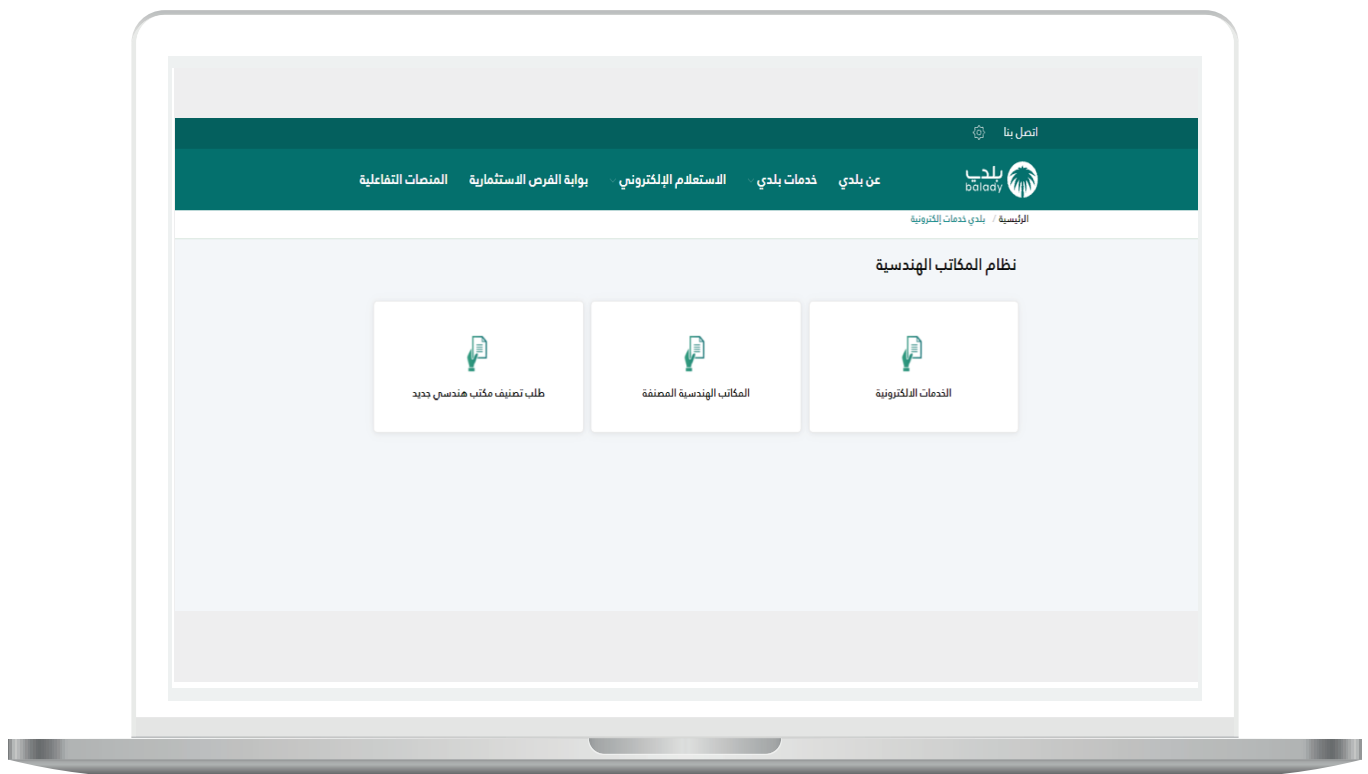
Accessing the Electronic Portal (Engineering Offices System)

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.



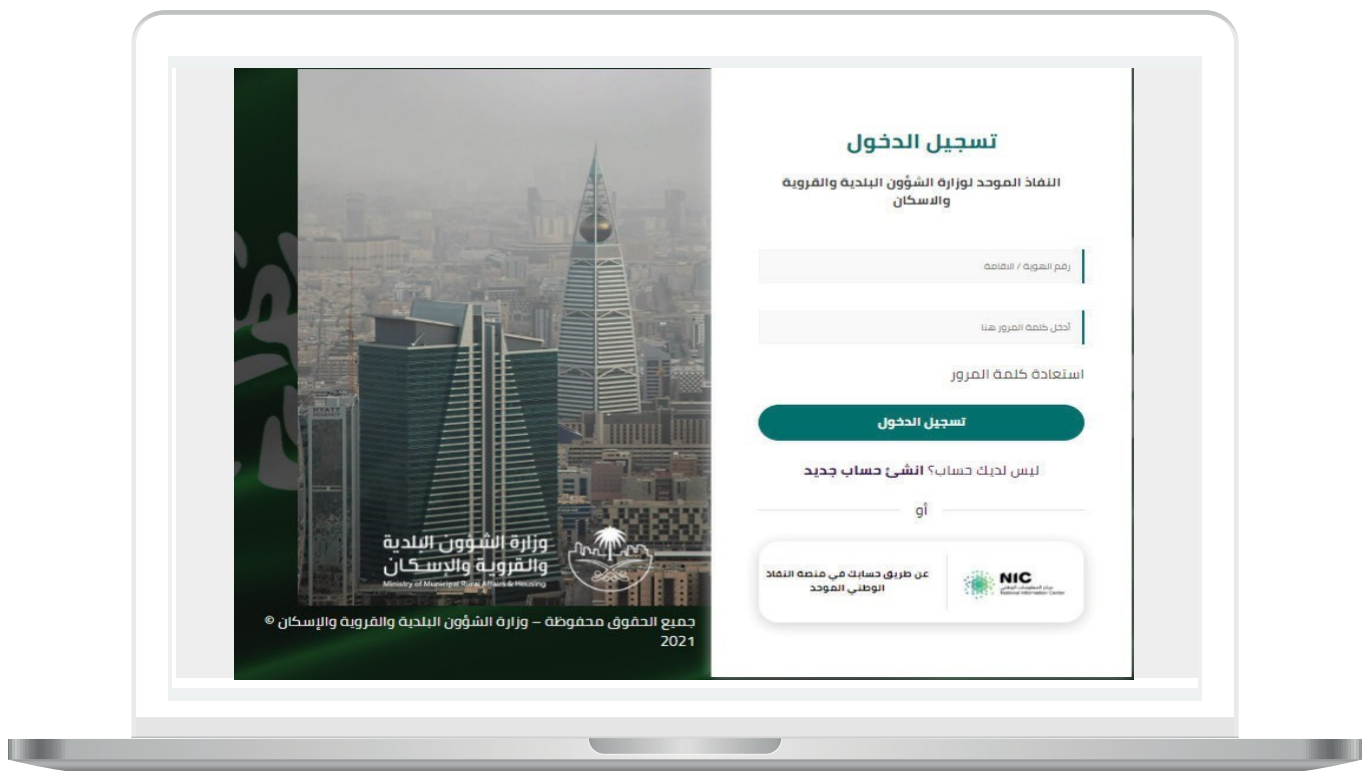
Submitting a Private Land Scheme Approval Request Within Development Stages (Engineering Office)

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

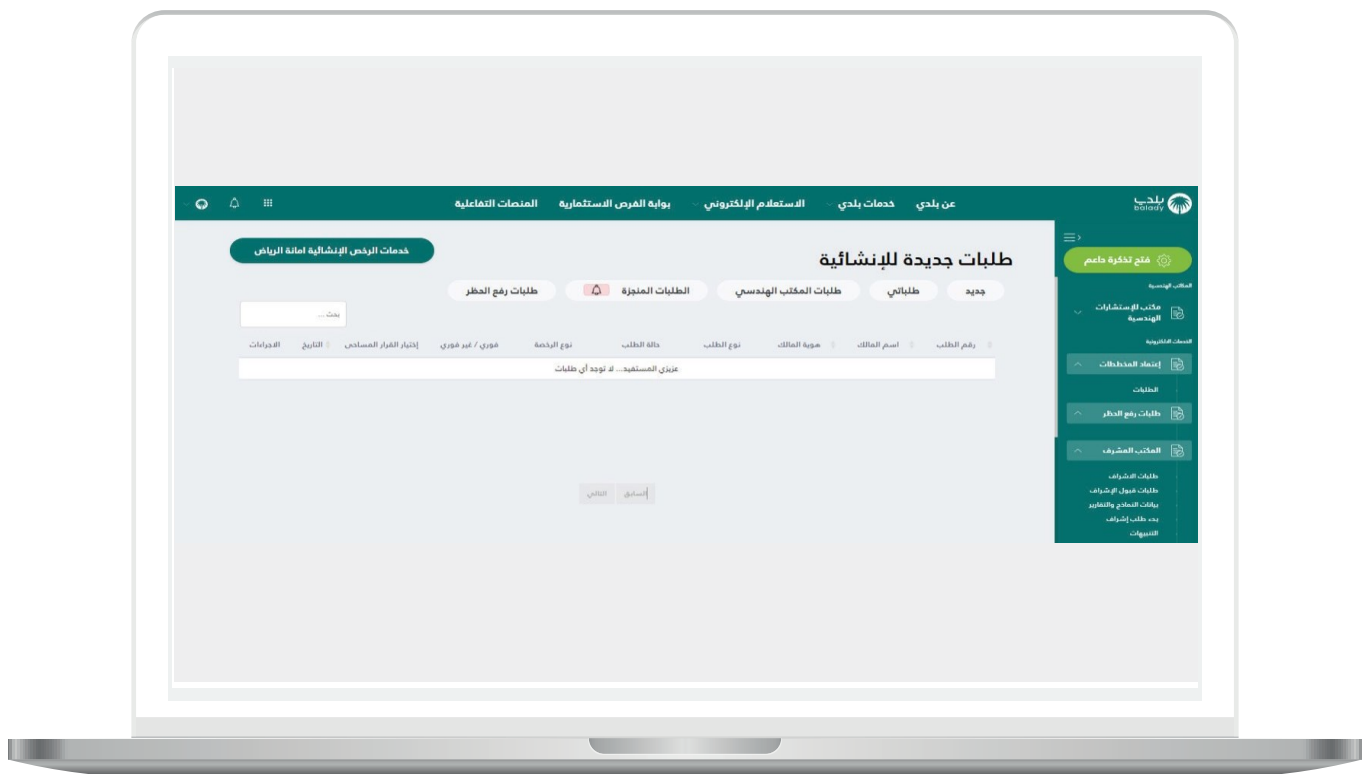


The system will display the login screen, where users can log in using one of the following methods:

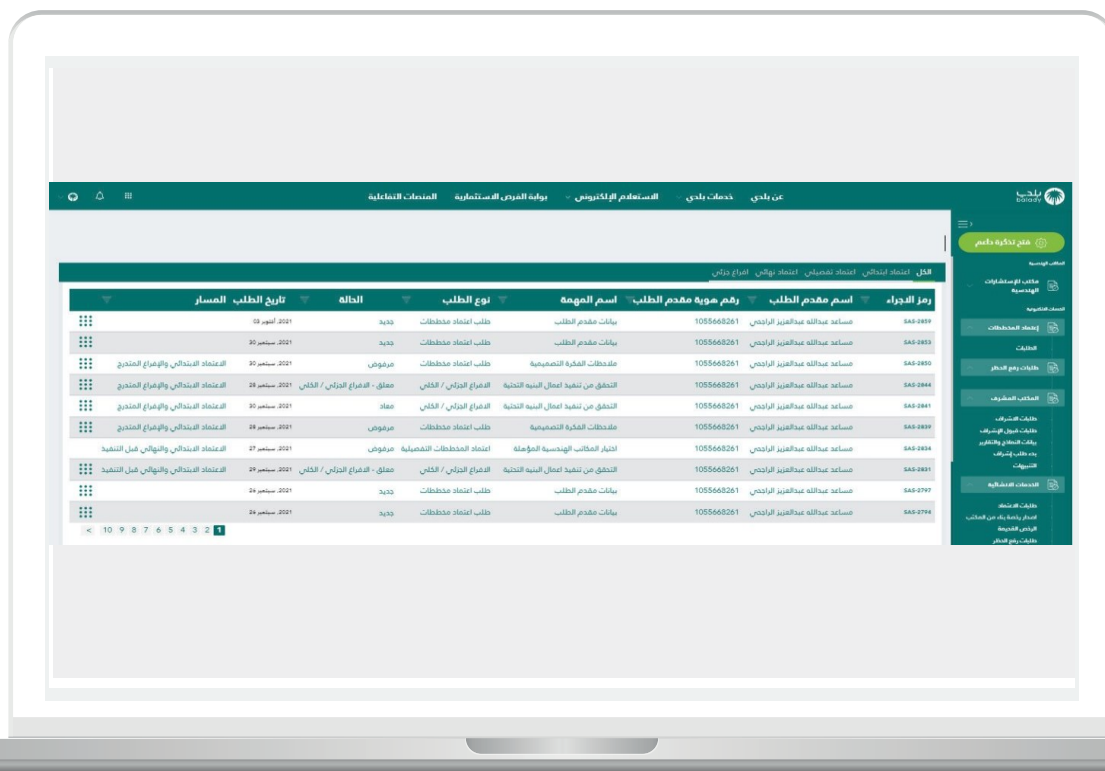
- 1) Create an account in (Balady).
- 2) Log in via the (Unified National Access (Absher)).



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

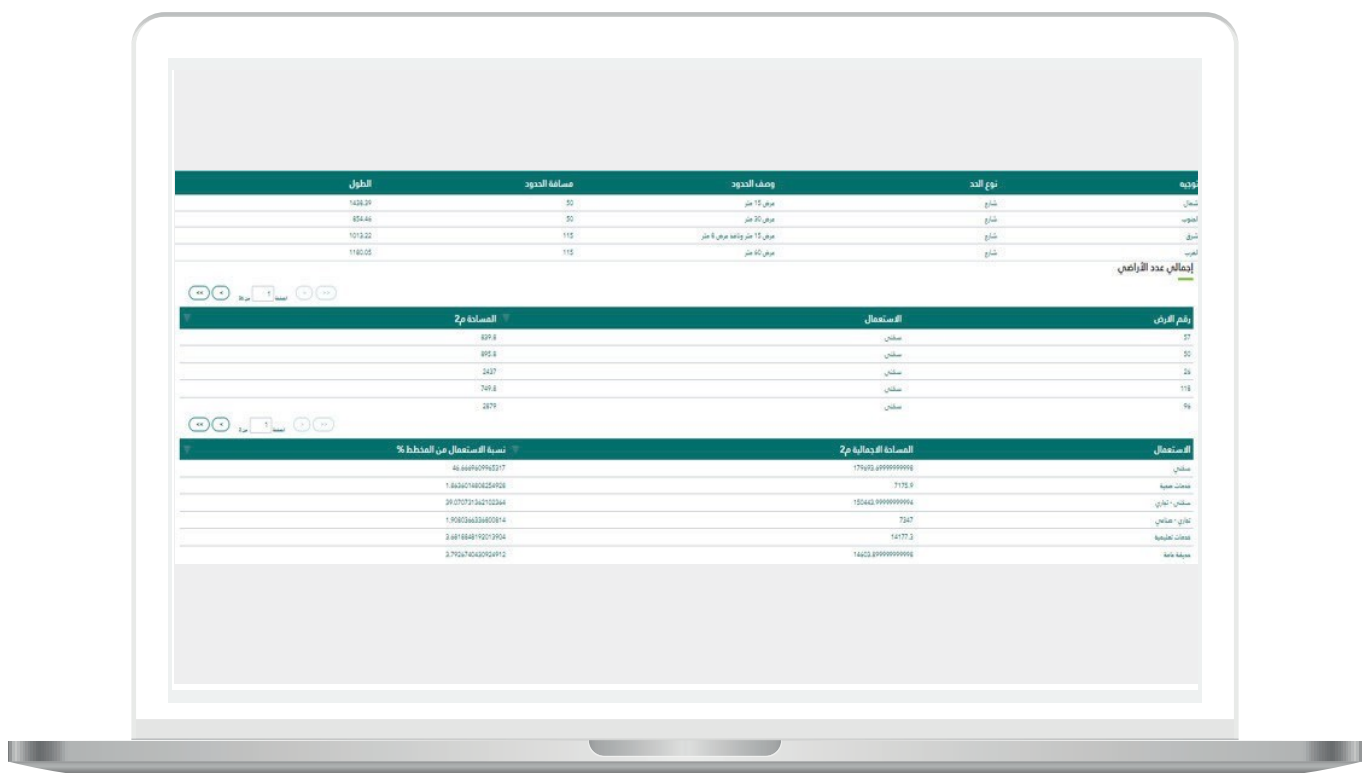


The system then displays the engineering office's requests, which can be filtered based on their status. The user clicks the Action Icon to open the request details.

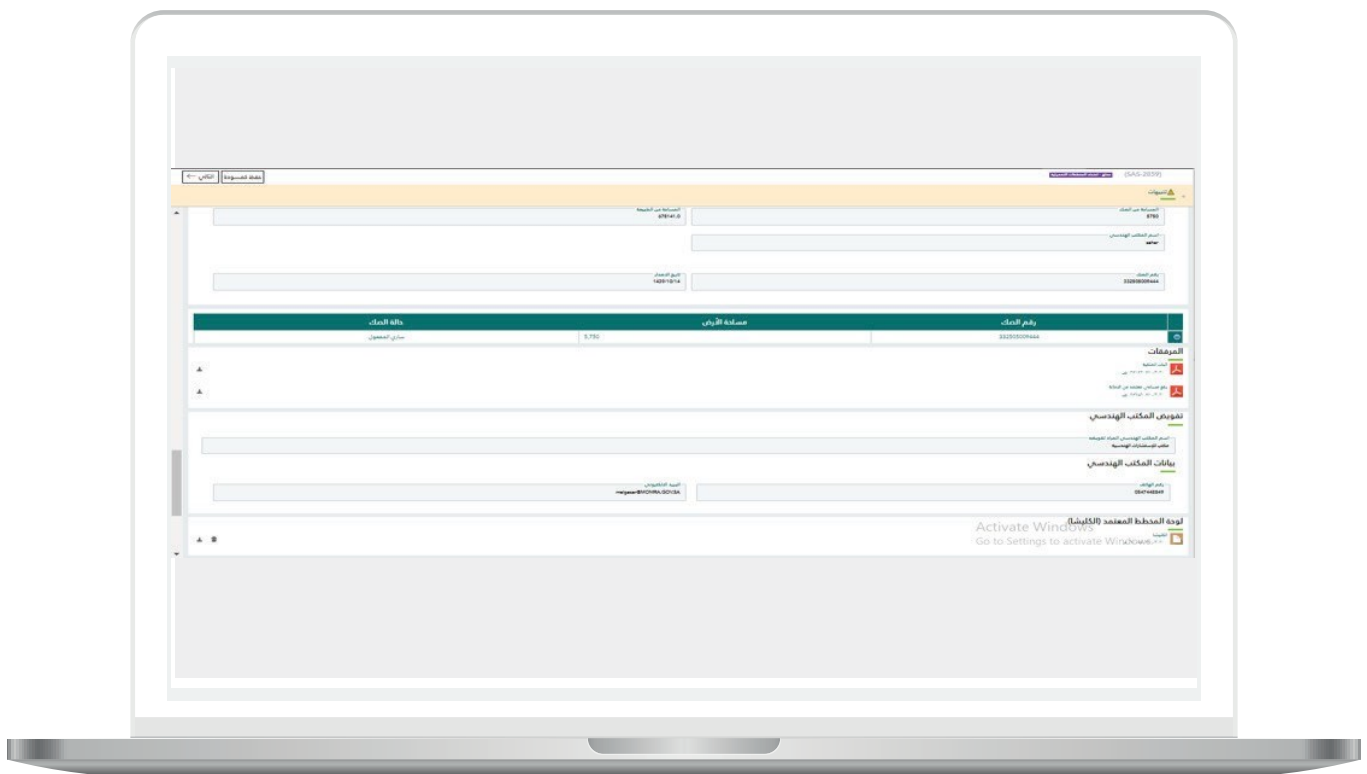


The system displays the request details, including the map, land data, scheme statistics, cadastral decision details, and approved template.

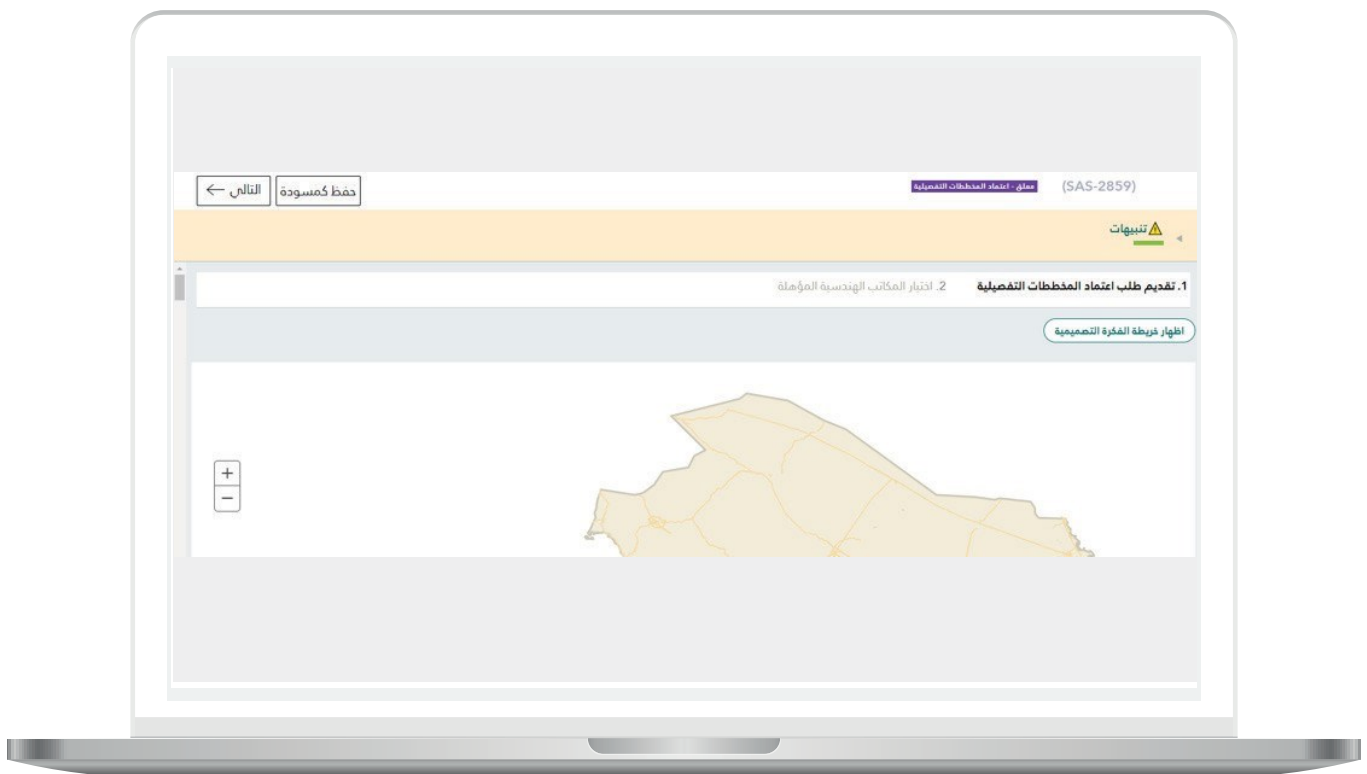
The user clicks on the following.



This step is related to the previous step.



This step is related to the previous step.



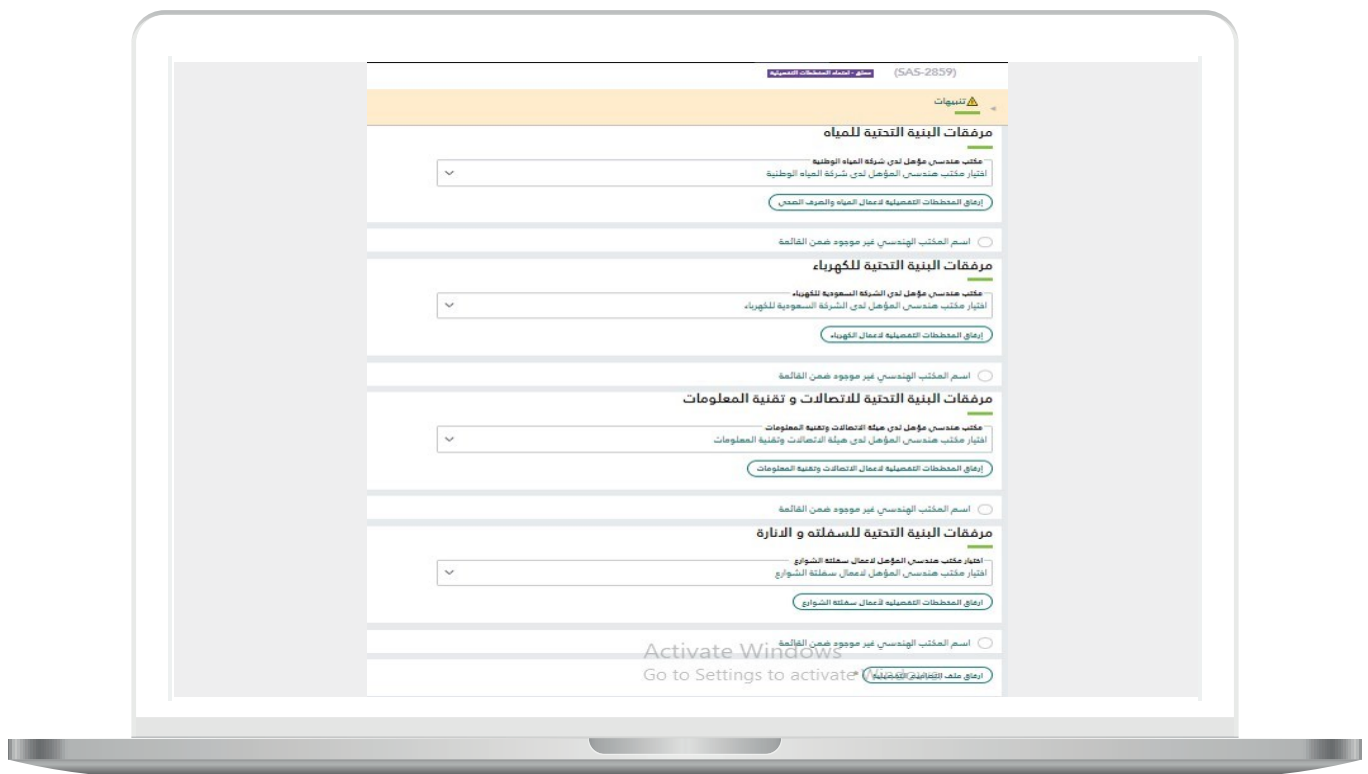
This step is related to the previous step.

The form is titled "البيانات" (Data) and is divided into several sections:

- البيانات الشخصية** (Personal Data): This section contains four input fields for personal information, each with a label and a dropdown menu for selection.
 - البيانات الشخصية (Personal Data)
 - البيانات الشخصية (Personal Data)
 - البيانات الشخصية (Personal Data)
 - البيانات الشخصية (Personal Data)
- البيانات المهنية** (Professional Data): This section contains one input field for professional information.
 - البيانات المهنية (Professional Data)
- بيانات مقدم الطلب** (Applicant Data): This section contains four input fields for applicant information, each with a label and a dropdown menu for selection.
 - البيانات الشخصية (Personal Data)
 - البيانات الشخصية (Personal Data)
 - البيانات الشخصية (Personal Data)
 - البيانات الشخصية (Personal Data)
- بيانات القرار المساحي** (Survey Decision Data): This section contains one input field for survey decision information.
 - البيانات الشخصية (Personal Data)

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.

1. تقديم طلب امتداد المنطقة التنموية 2. اختيار المالك الهندسية المؤهلة

اسم المالك الهندسي غير موجود ضمن القائمة

مرافق البنية التحتية للمياه

المرافق

اسم المالك الهندسي

المرافق

مرافق البنية التحتية للكهرباء

مكتب هندسي مؤهل من الشركة السعودية للكهرباء

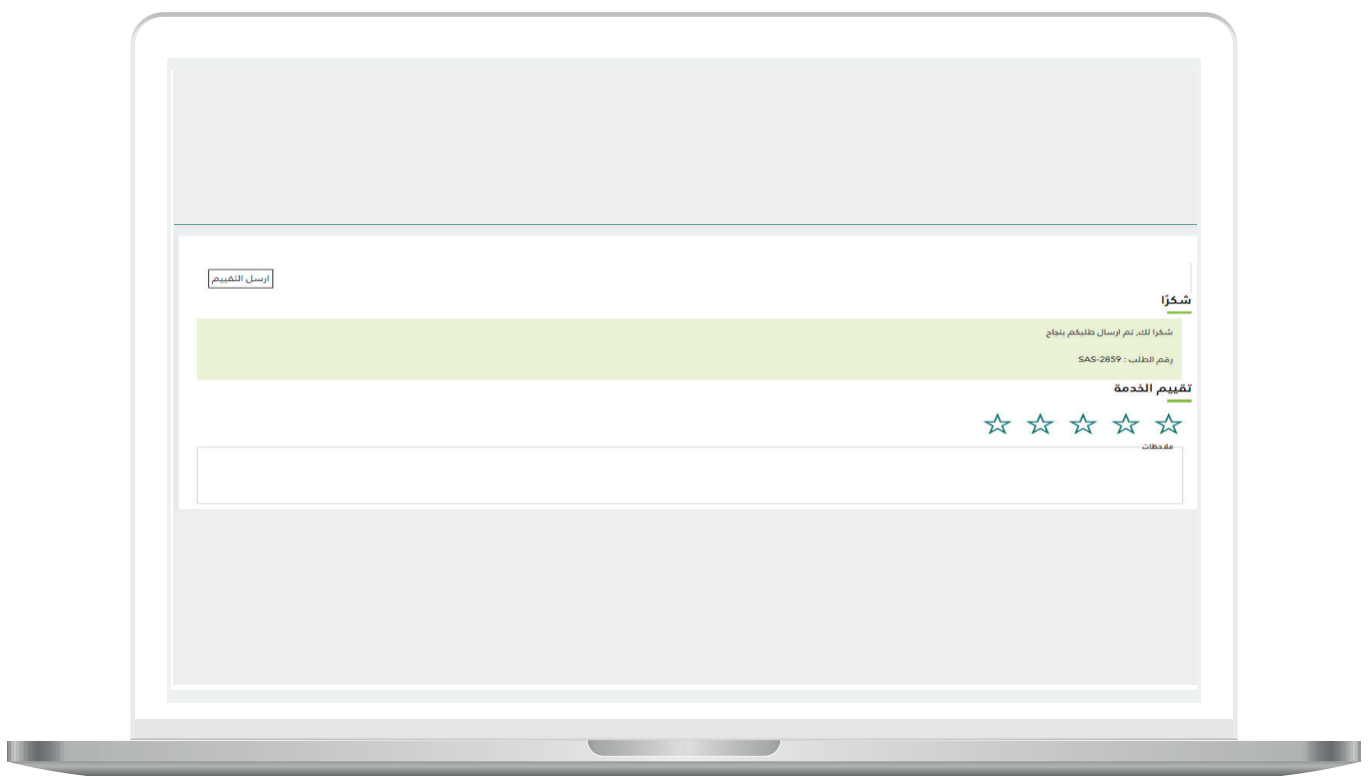
المرافق

مرافق البنية التحتية للاتصالات وتقنية المعلومات

مكتب هندسي مؤهل من هيئة الاتصالات وتقنية المعلومات



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.



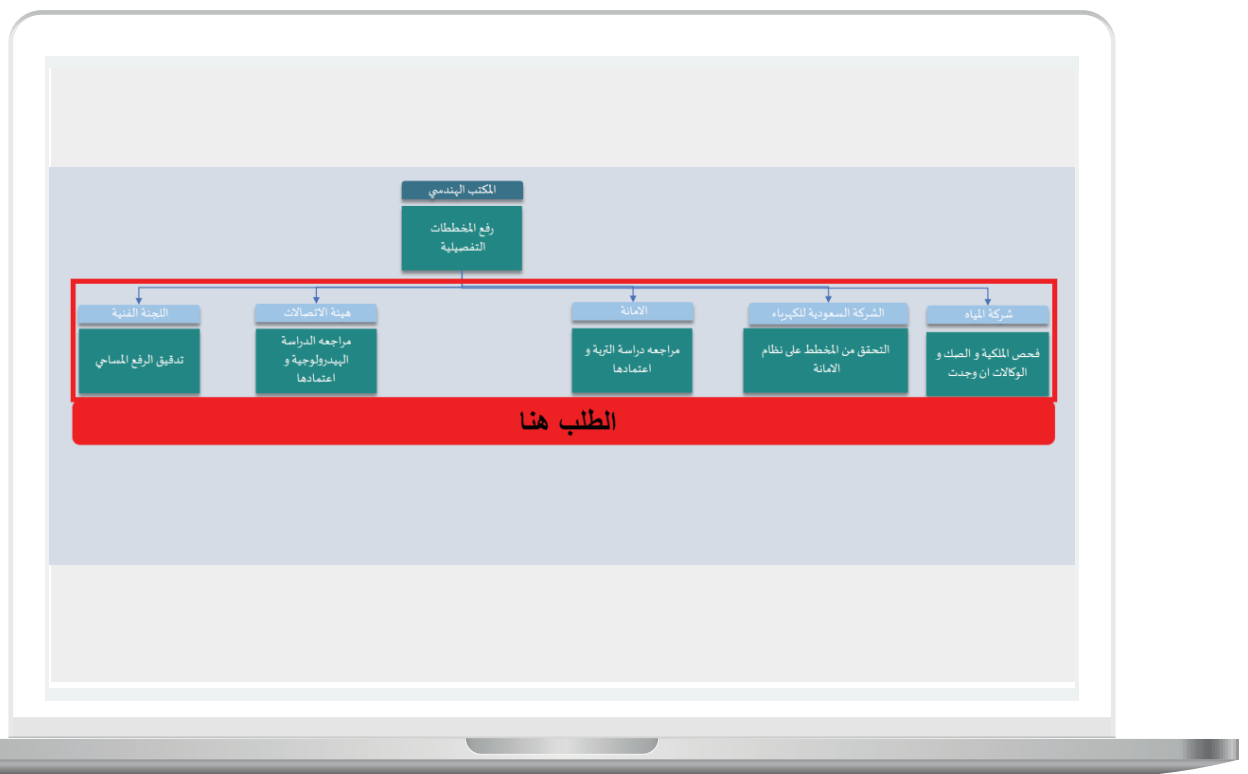
Submitting a Detailed Plan Approval Request Within Development Stages

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	

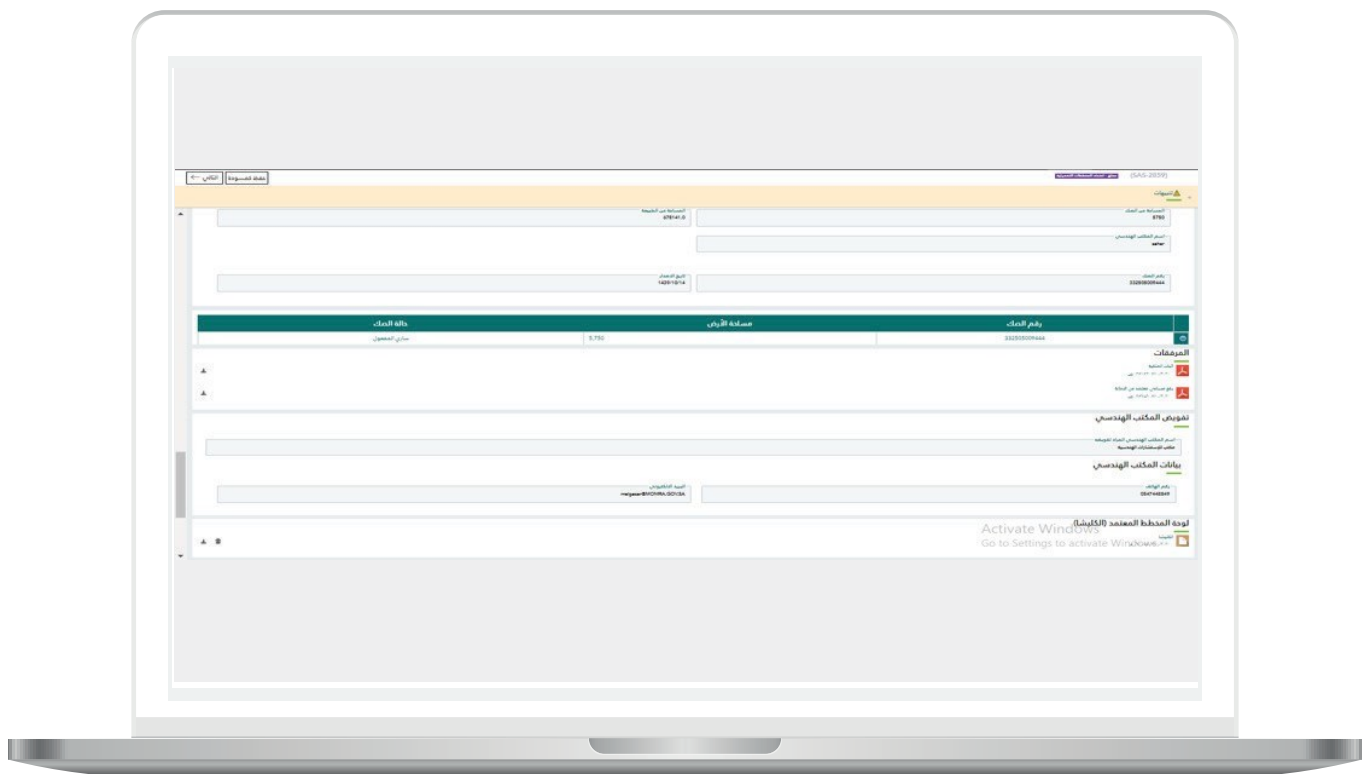
Workflow Diagram for Detailed Approval



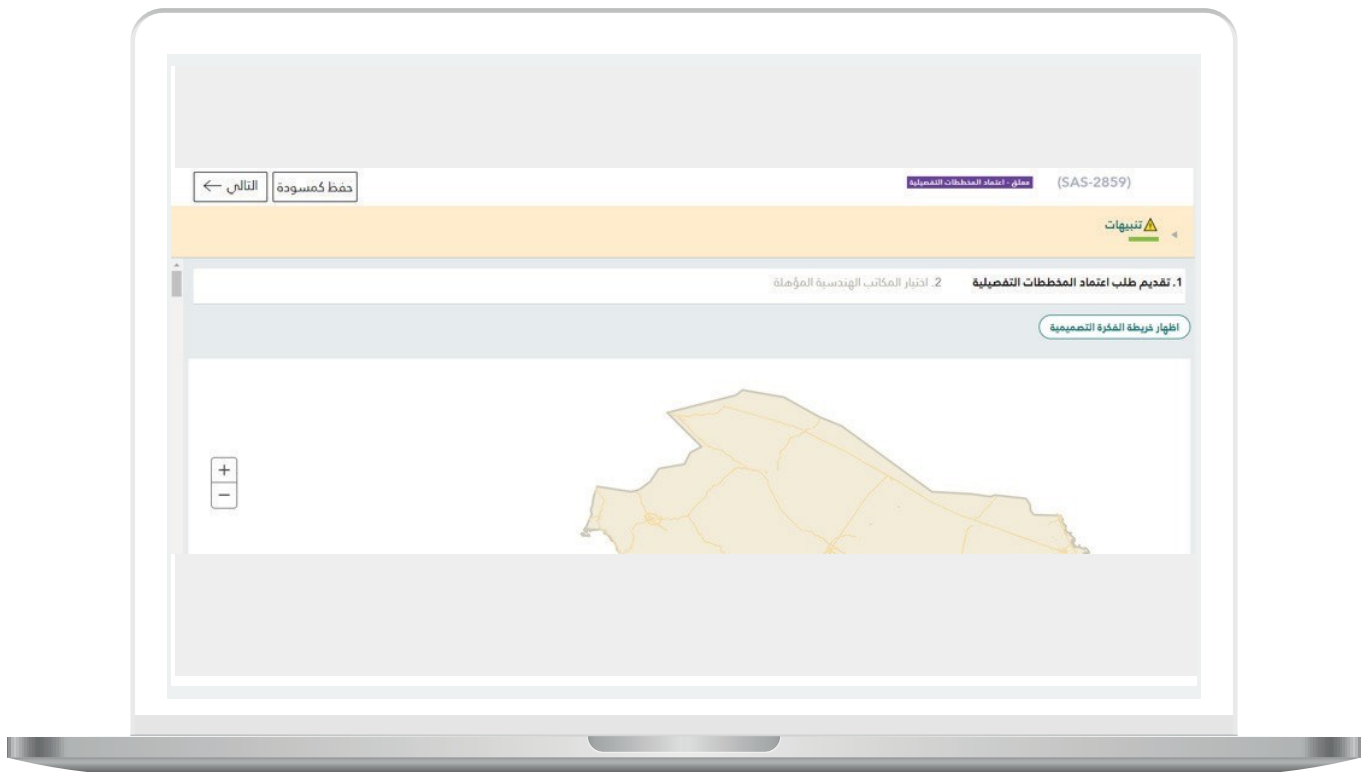
Review of Detailed Plan Approval Request Within Development Stages (Service Entity)

تاريخ	نوع الدد	وصف الددود	مساحة الددود	الطول
شمال	شارع	معرض 15 متر	30	1428.29
الجنوب	شارع	معرض 20 متر	30	854.46
شرق	شارع	معرض 15 متر واطار معرض 8 متر	115	1013.22
غرب	شارع	معرض 20 متر	115	1180.05
إجمالي عدد الأراضي				
رقم الأرض	المساحة	المساحة م2		
27	مستطيل	891.4		
30	مستطيل	895.4		
24	مستطيل	2427		
118	مستطيل	748.4		
69	مستطيل	2879		
المساحة	المساحة م2	نسبة المساحة من المنطقة %		
مستطيل	175473.89999999994	46.84492096217		
مستطيل	7178.8	1.8636074802654528		
مستطيل - الحادي	150462.99999999994	38.07072316210284		
مستطيل	7547	1.938296338800514		
مستطيل	146177.2	3.681848152013954		
مستطيل	14623.899999999994	3.7624740432924112		

This step is related to the previous step.



This step is related to the previous step.



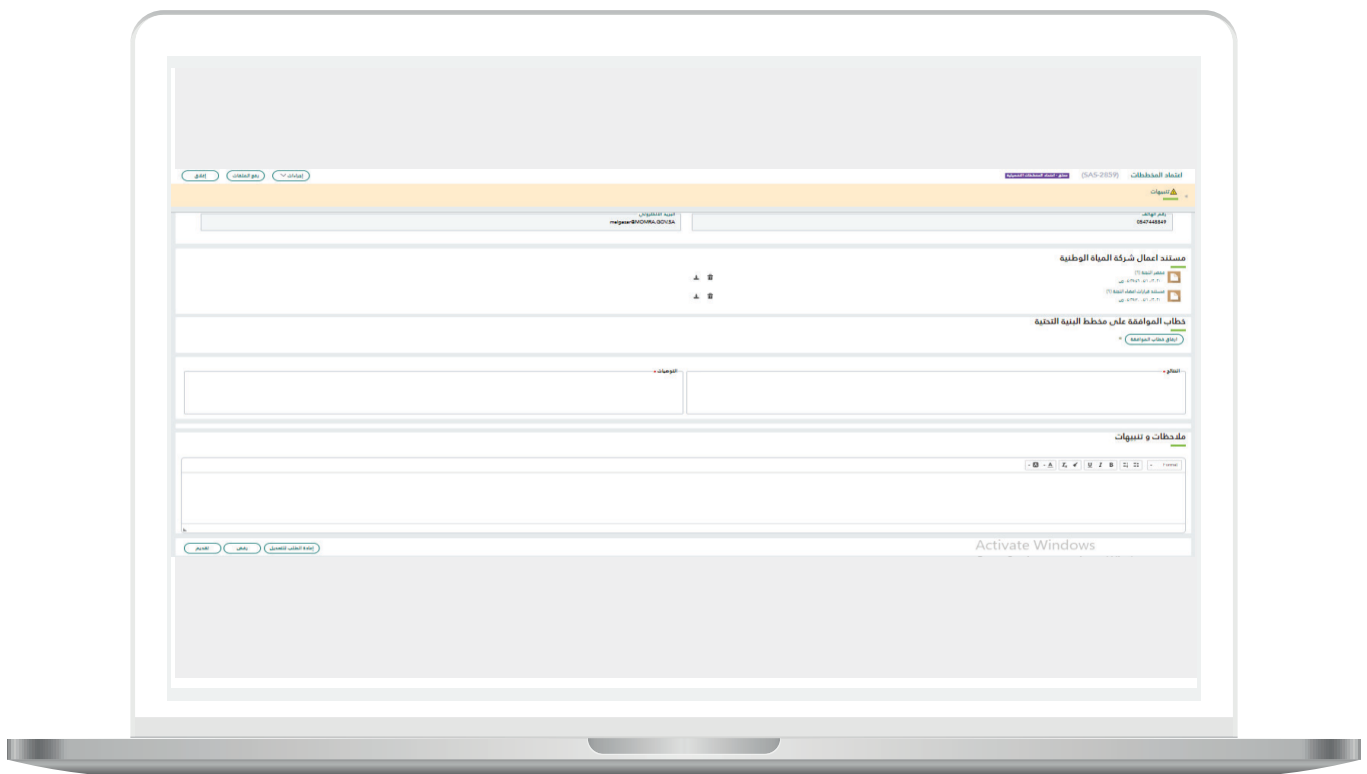
This step is related to the previous step.

The form is titled "البيانات" (Data) and is divided into several sections:

- البيانات الشخصية** (Personal Data): Includes fields for "الاسم الكامل" (Full Name), "رقم الهوية" (ID Number), "الجنس" (Gender), "تاريخ الميلاد" (Date of Birth), "البريد الإلكتروني" (Email), and "رقم الهاتف" (Phone Number).
- البيانات المهنية** (Professional Data): Includes fields for "المهنة" (Profession) and "الدرجة العلمية" (Academic Degree).
- البيانات المالية** (Financial Data): Includes fields for "الدخل الشهري" (Monthly Income) and "القيمة المضافة" (Value Added).
- البيانات الاجتماعية** (Social Data): Includes fields for "الترتيب الاجتماعي" (Social Rank) and "الدرجة الاجتماعية" (Social Degree).
- البيانات القانونية** (Legal Data): Includes fields for "الترتيب القانوني" (Legal Rank) and "الدرجة القانونية" (Legal Degree).
- البيانات الإدارية** (Administrative Data): Includes fields for "الترتيب الإداري" (Administrative Rank) and "الدرجة الإدارية" (Administrative Degree).

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.



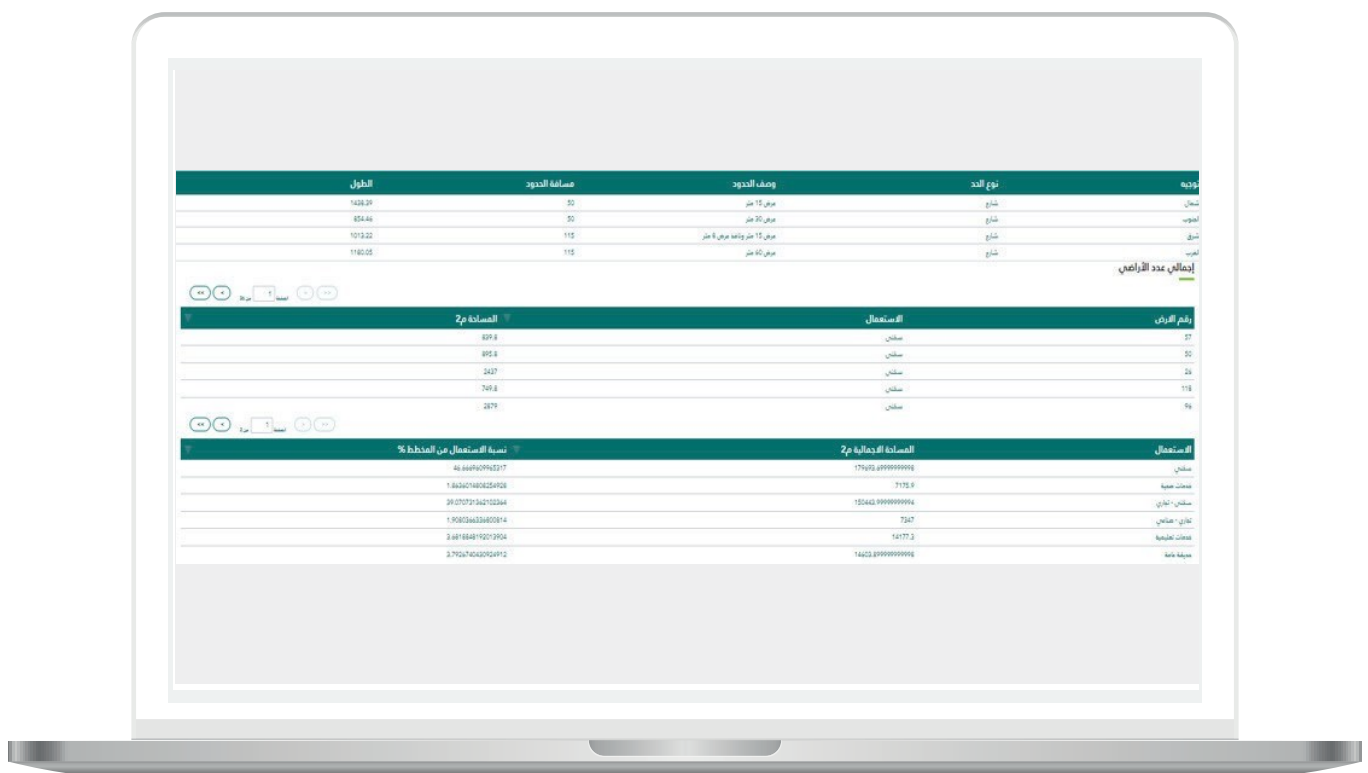
Technical Committee Details and Requirements				
Approval Percentage	Requirements	Number of Members	Responsible Entity	Committee Name
Managed by the Municipality System Administrator	Members' weights must not exceed 100%	No fixed number of members	The Ministry System Administrator	Joint Technical Committee

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.	

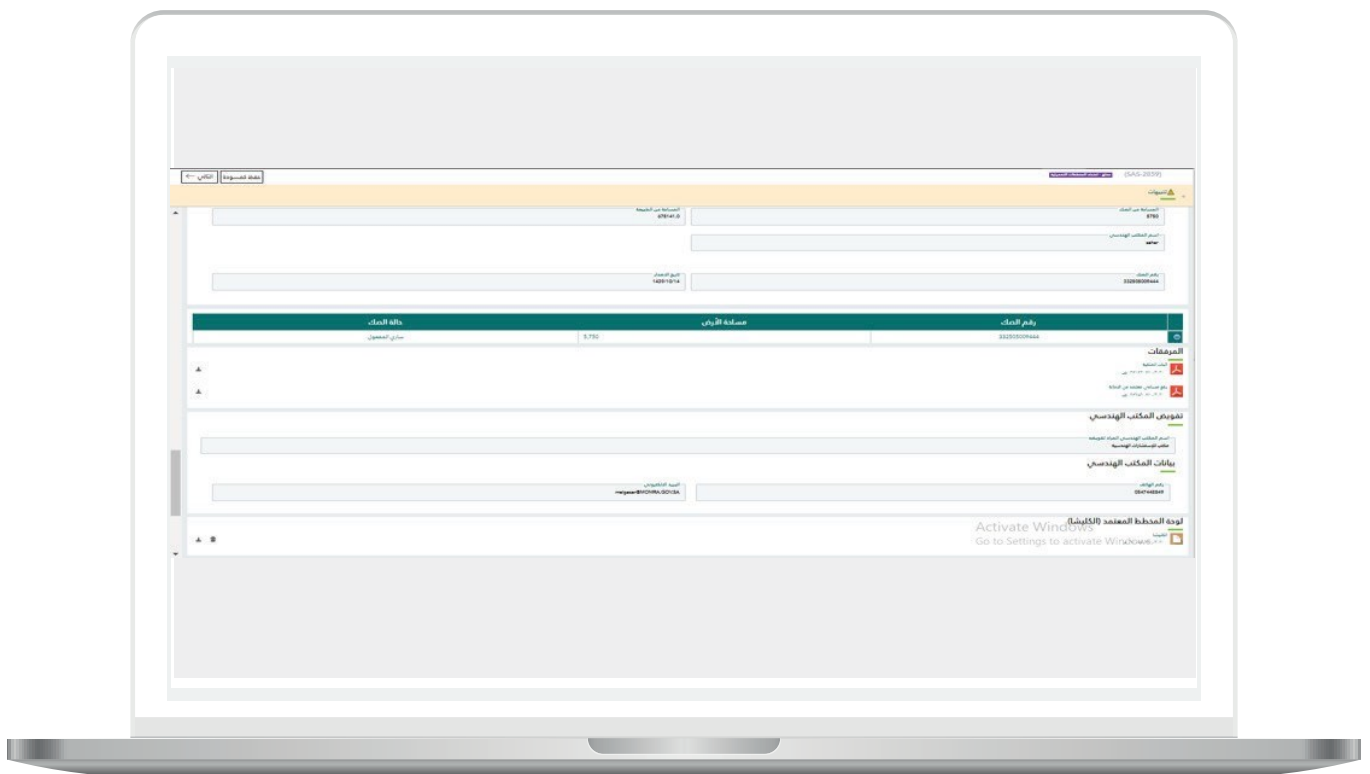
Example of a Request Decision by the Technical Committee		
Member's decision	Weight of the member	Members of the Committee
Approved	40	Joint Committee Member 1
Rejected	40	Joint Committee Member 2
Rejected	20	Committee Member 3
The Municipality System Administrator sets the required approval percentage 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)

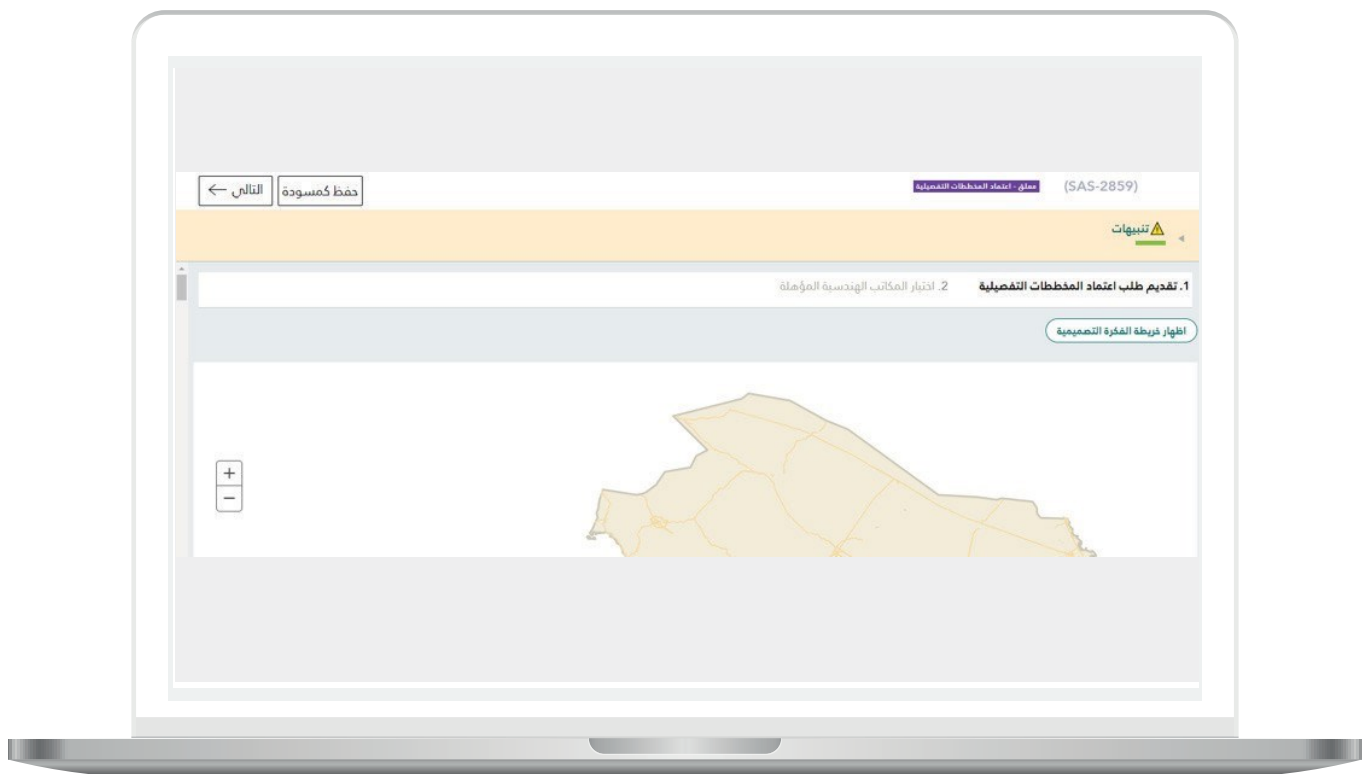
The system displays the request details, including the map, land data, scheme statistics, cadastral decision details, and the approved template.



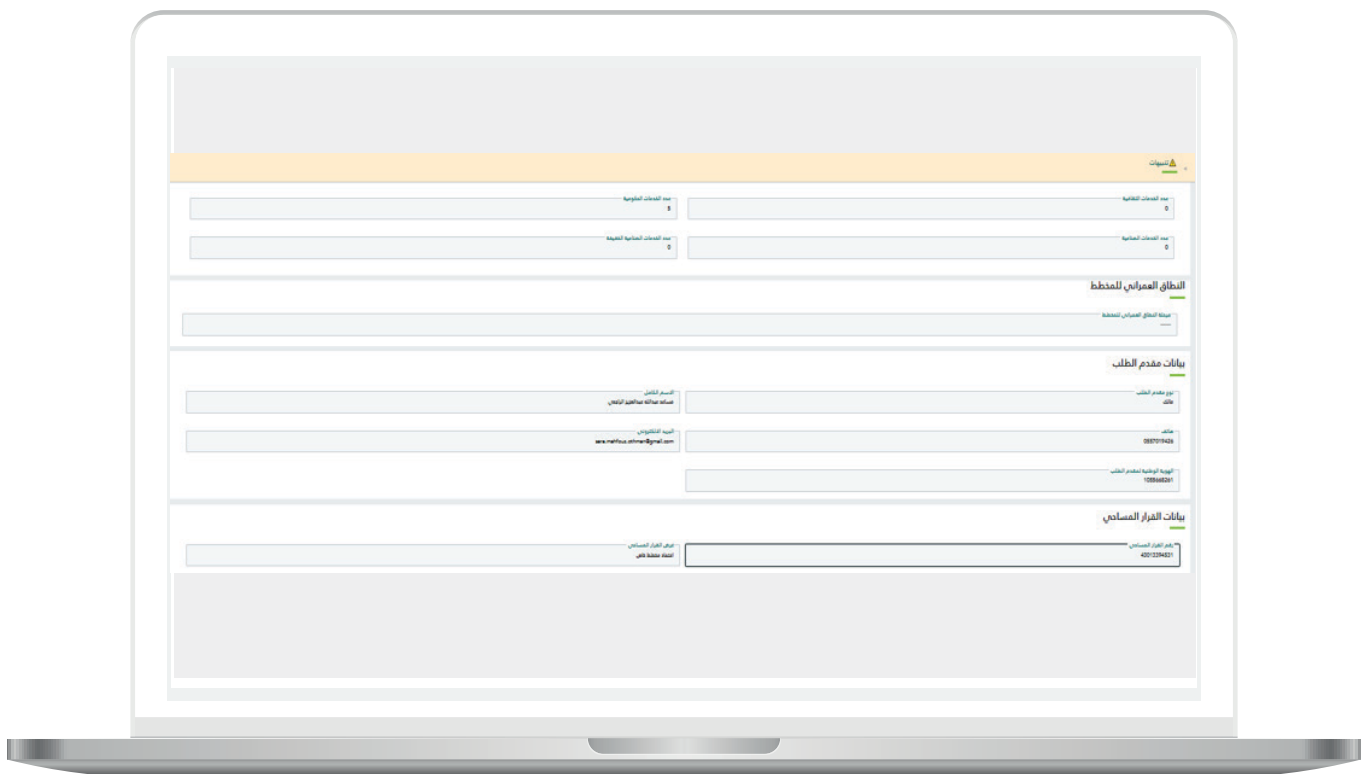
This step is related to the previous step.



This step is related to the previous step.



This step is related to the previous step.



The form is titled "البيانات" (Data) and is divided into several sections:

- البيانات الشخصية** (Personal Data):
 - الاسم الكامل (Full Name): [Text Field]
 - رقم الهوية (ID Number): [Text Field]
 - الاسم (Name): [Text Field]
 - رقم الهاتف (Phone Number): [Text Field]
 - البريد الإلكتروني (Email): [Text Field]
- البيانات المهنية** (Professional Data):
 - الاسم (Name): [Text Field]
 - الرقم (Number): [Text Field]
- البيانات المالية** (Financial Data):
 - الاسم (Name): [Text Field]
 - الرقم (Number): [Text Field]
- البيانات العامة** (General Data):
 - الاسم (Name): [Text Field]
 - الرقم (Number): [Text Field]
- البيانات الخاصة** (Special Data):
 - الاسم (Name): [Text Field]
 - الرقم (Number): [Text Field]

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.

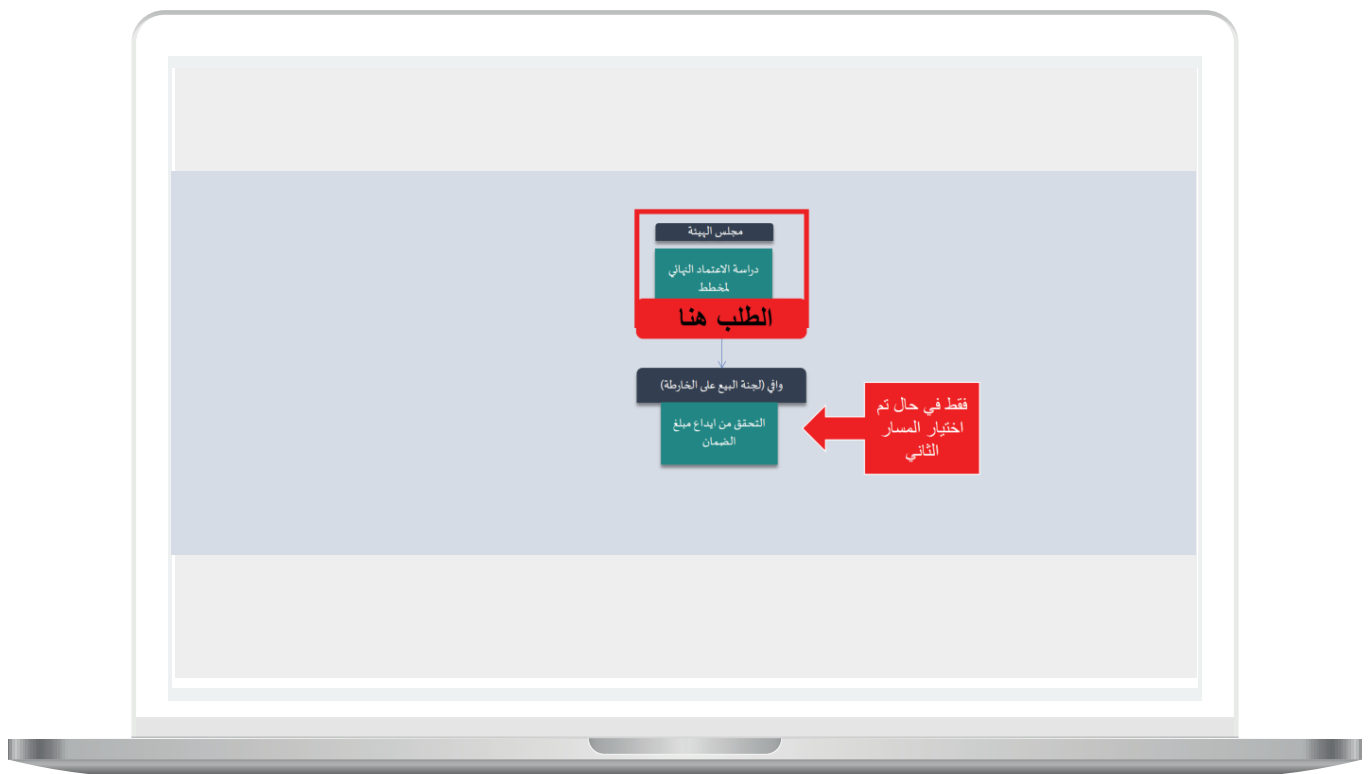
The user clicks Submit, and the system saves the member's decision weight. If approved, the request is sent for final approval.

The screenshot shows a web application interface for a committee decision-making process. The interface is displayed on a laptop screen. At the top, there is a header bar with a yellow background and a green icon. Below the header, the main content area is divided into sections. The first section is titled "تفويض المكتب الهندسي" (Engineering Office Delegation) and contains a form with a dropdown menu for "اسم المكتب الهندسي المراد تفويضه" (Name of the engineering office to be delegated) and a text input for "مكتب الاستشارات الهندسية" (Engineering Consultancy Office). The second section is titled "بيانات المكتب الهندسي" (Engineering Office Data) and contains a form with a dropdown menu for "الجهة المانحة" (Issuing Authority) and a text input for "رقم الهاتف" (Phone Number). Below these sections, there is a table with the following columns: "اسم عضو اللجنة" (Committee Member Name), "الجهة" (Authority), "المسمى الوظيفي" (Job Title), "القرار" (Decision), "ملاحظات" (Remarks), and "سبب الرفض" (Reason for Rejection). The table contains three rows of data. The first row has "عضو اللجنة" in the first column, "عضو اللجنة" in the second, "عضو اللجنة" in the third, "تطوير" in the fourth, and "تطوير" in the fifth. The second row has "عضو اللجنة" in the first column, "عضو اللجنة" in the second, "عضو اللجنة" in the third, "تطوير" in the fourth, and "تطوير" in the fifth. The third row has "عضو اللجنة" in the first column, "عضو اللجنة" in the second, "عضو اللجنة" in the third, "تطوير" in the fourth, and "تطوير" in the fifth. Below the table, there is a section titled "قرار عضو اللجنة" (Committee Member Decision) with a dropdown menu for "وافق" (Agree) and a text input for "ملاحظات" (Remarks).

اسم عضو اللجنة	الجهة	المسمى الوظيفي	القرار	ملاحظات	سبب الرفض
عضو اللجنة	عضو اللجنة	عضو اللجنة	تطوير	تطوير	
عضو اللجنة	عضو اللجنة	عضو اللجنة	تطوير	تطوير	
عضو اللجنة	عضو اللجنة	عضو اللجنة	تطوير	تطوير	

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

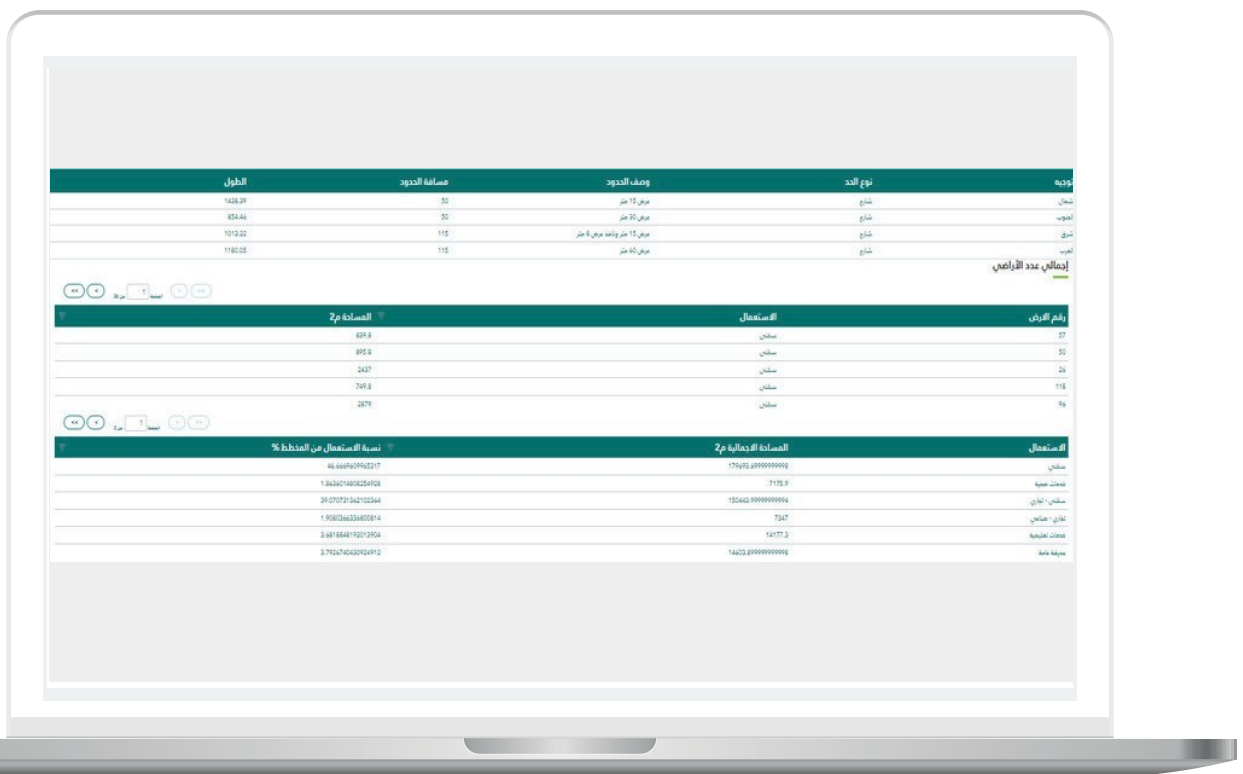
The Authority System Administrator sets the required approval percentage at 70.

Rejection Percentage	Approval Percentage
60	40

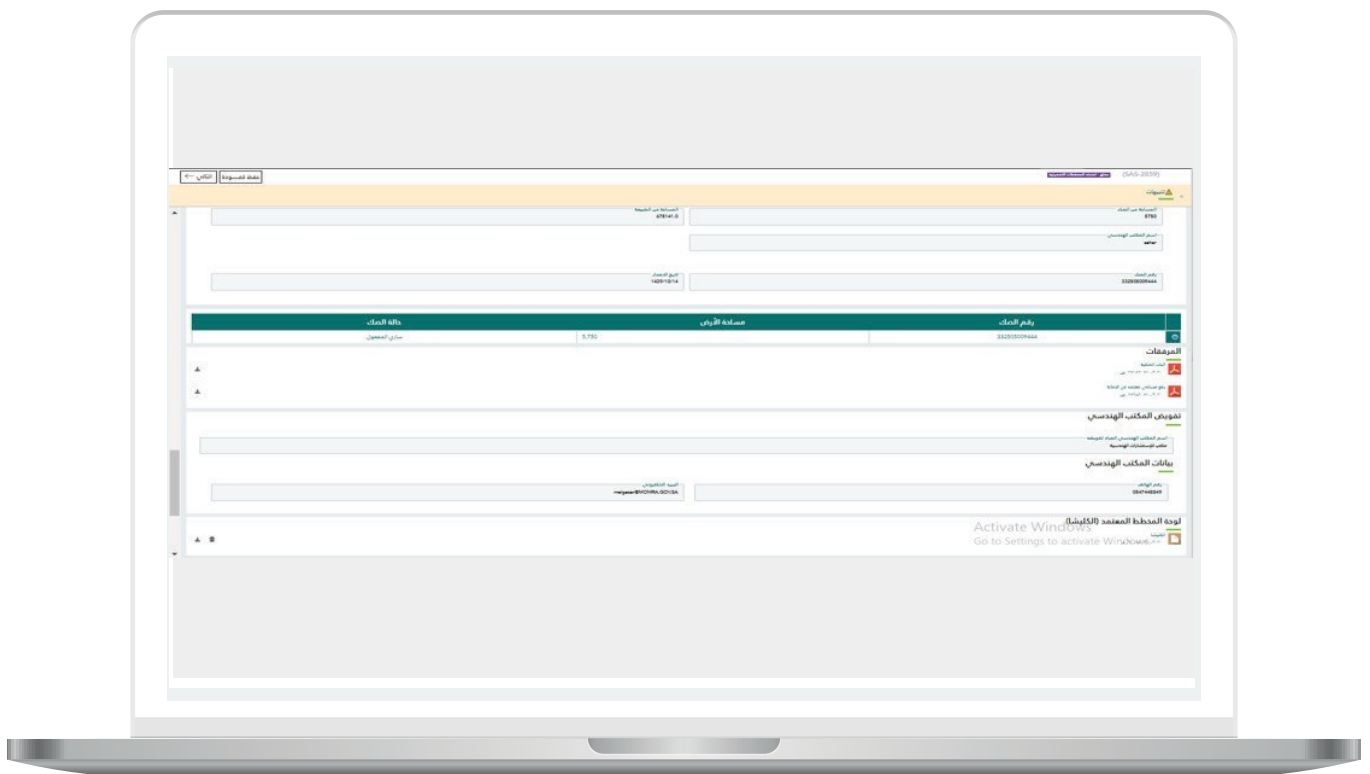
The system calculates the approval percentage based on the committee members' decisions and compares it with the required percentage. If the approval percentage is equal to or greater than the required approval percentage, the request is approved and sent for title transfer. If the approval percentage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

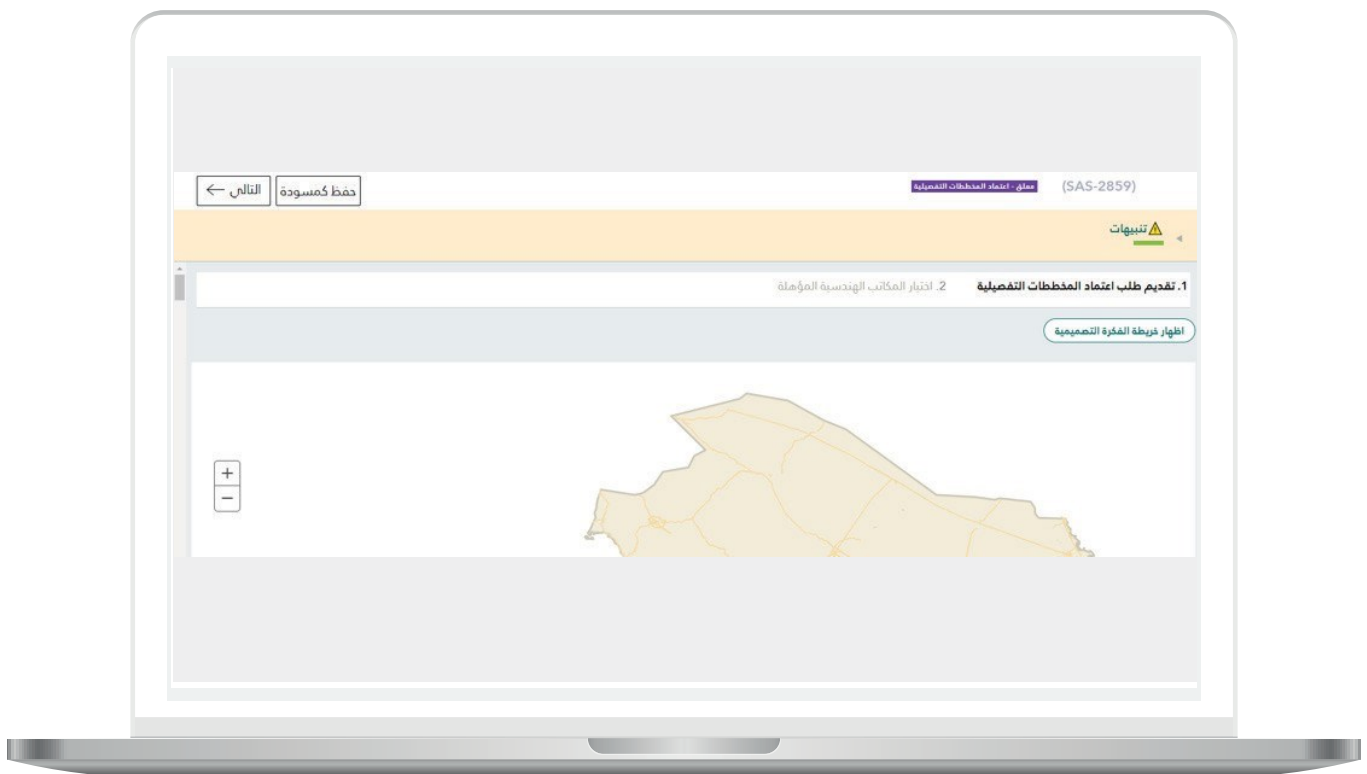
The system displays the request details, including the map, land data, scheme statistics, cadastral decision details, and the approved template.



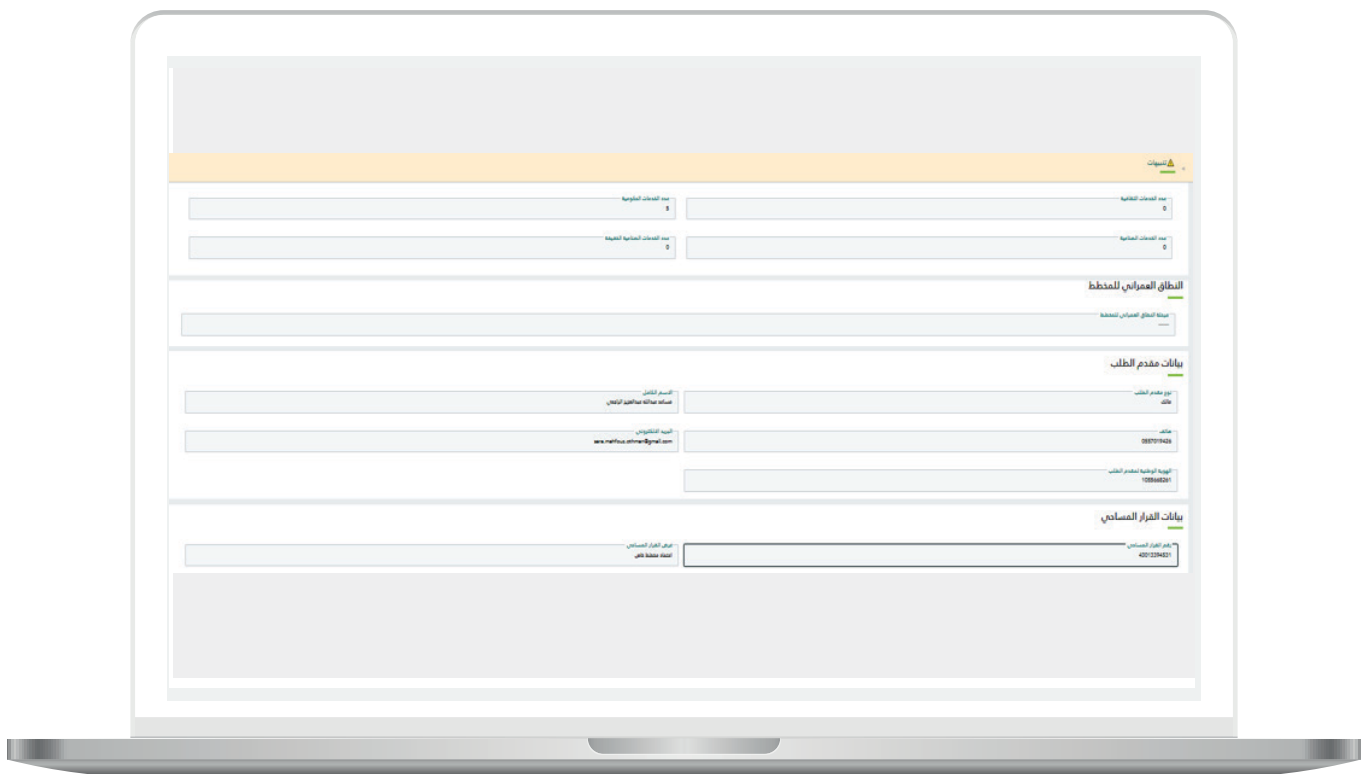
This step is related to the previous step.



This step is related to the previous step.



This step is related to the previous step.

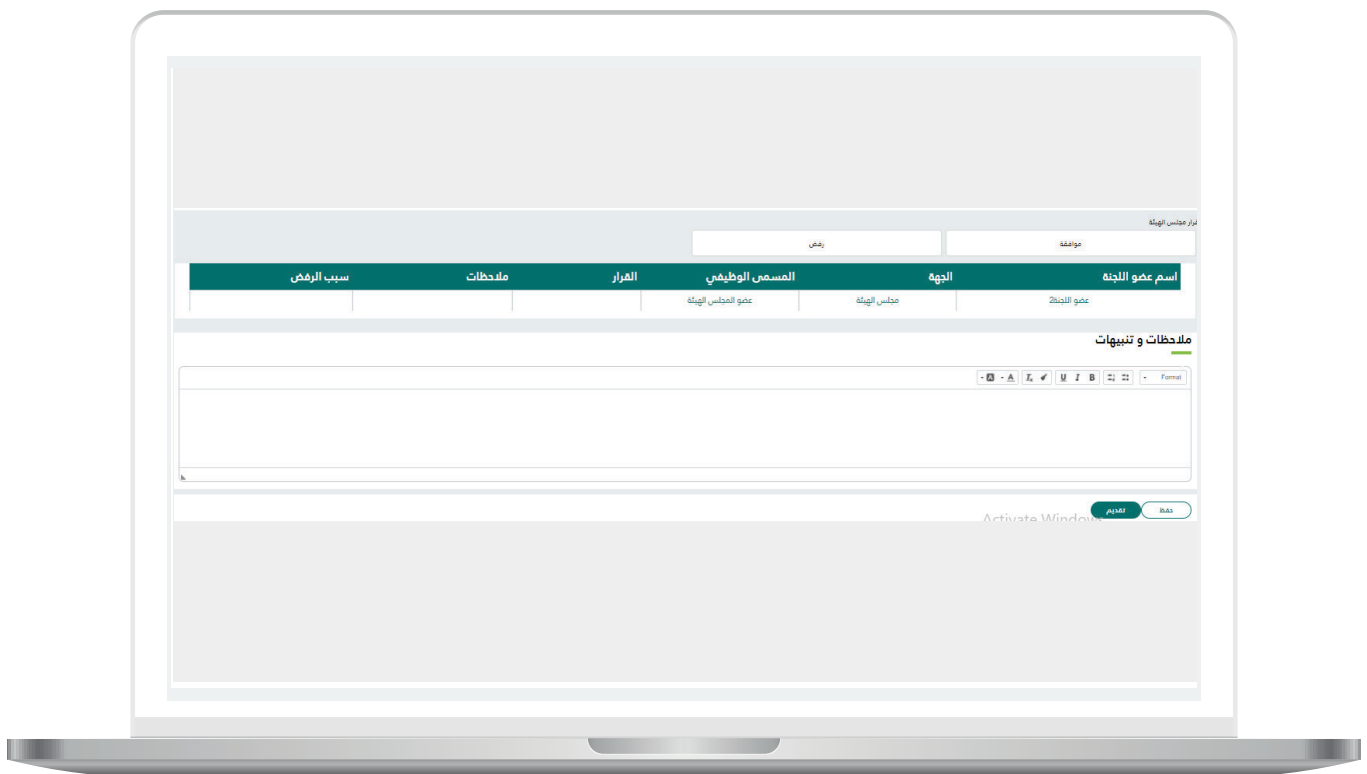


The form is titled "البيانات" (Data) and is divided into several sections for inputting personal and contact information. The sections are as follows:

- البيانات الشخصية** (Personal Data): This section contains four input fields for personal information, each with a label and a dropdown menu for selection.
- البيانات المهنية** (Professional Data): This section contains two input fields for professional information, each with a label and a dropdown menu for selection.
- البيانات المالية** (Financial Data): This section contains two input fields for financial information, each with a label and a dropdown menu for selection.
- البيانات التعليمية** (Educational Data): This section contains two input fields for educational information, each with a label and a dropdown menu for selection.
- البيانات الاجتماعية** (Social Data): This section contains two input fields for social information, each with a label and a dropdown menu for selection.
- البيانات المهنية** (Professional Data): This section contains two input fields for professional information, each with a label and a dropdown menu for selection.
- البيانات المالية** (Financial Data): This section contains two input fields for financial information, each with a label and a dropdown menu for selection.
- البيانات التعليمية** (Educational Data): This section contains two input fields for educational information, each with a label and a dropdown menu for selection.
- البيانات الاجتماعية** (Social Data): This section contains two input fields for social information, each with a label and a dropdown menu for selection.

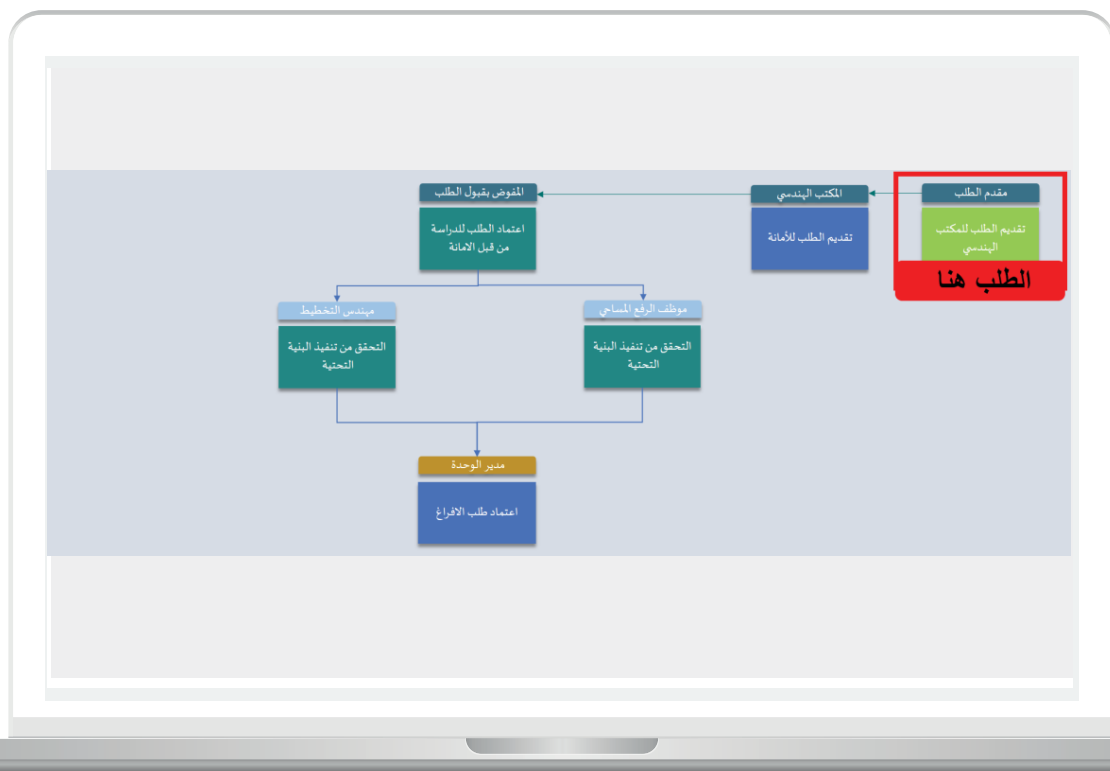
The committee member reviews the request and makes a decision to either approve or reject it. If rejected, the system requires the member to provide a reason for rejection. The system displays a table containing the committee members' comments.

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

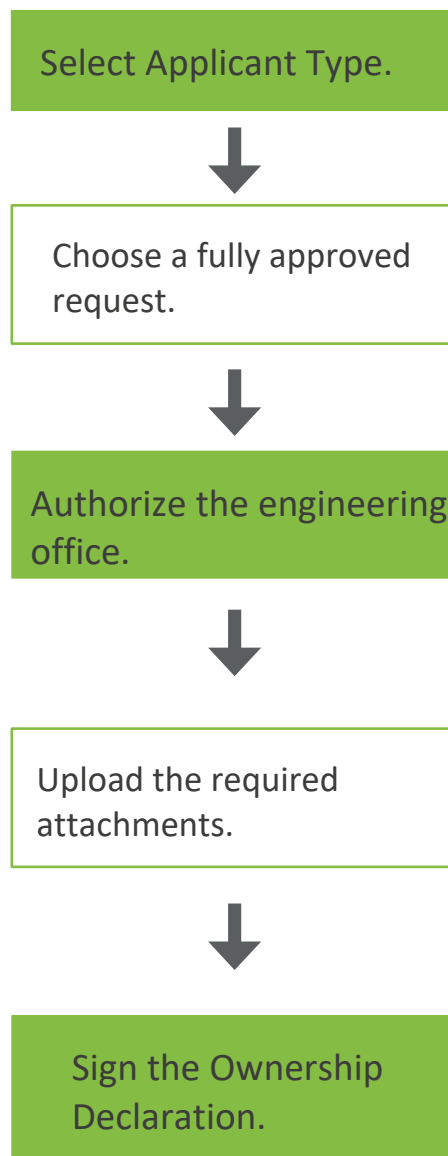


Partial or Full Title Transfer

Workflow Diagram for Title Transfer

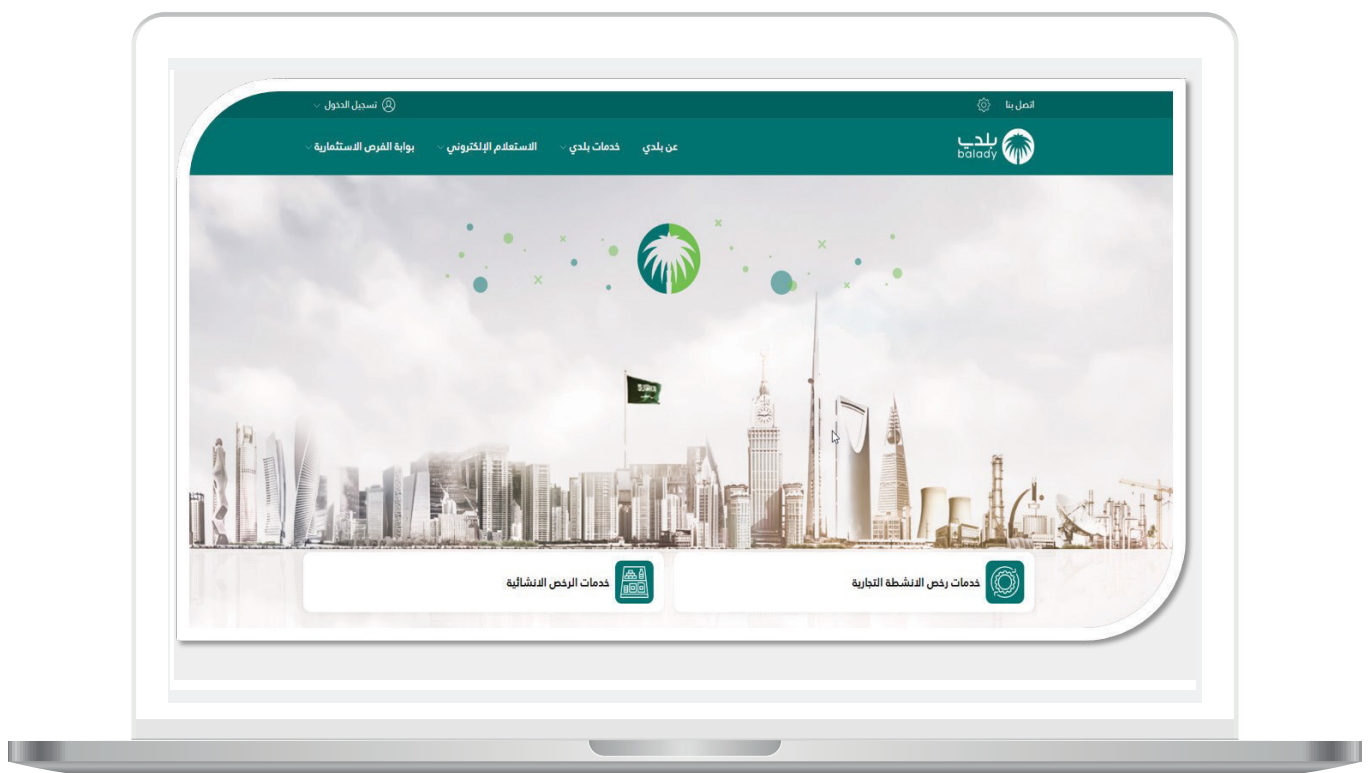


Applicant Steps



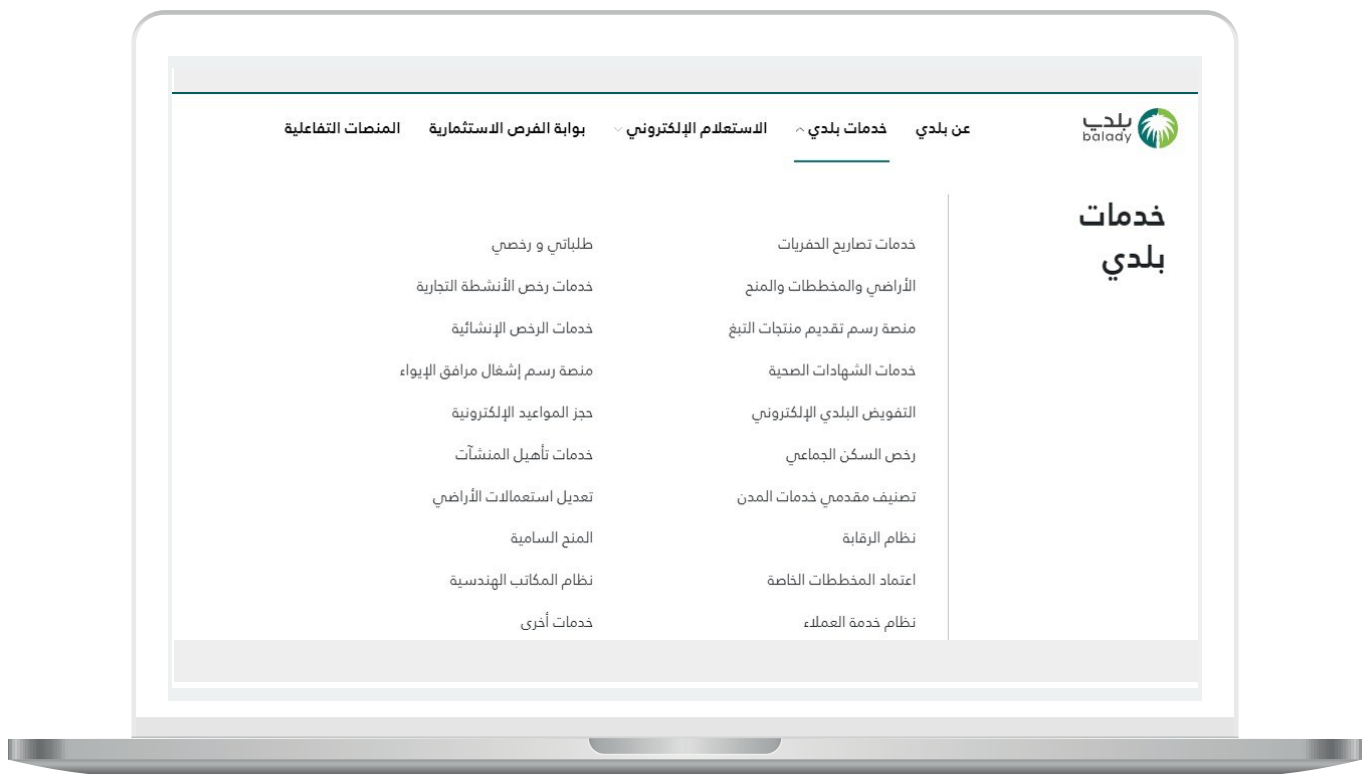
Accessing the Electronic Portal (Private Land Schemes Approval Service)

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)

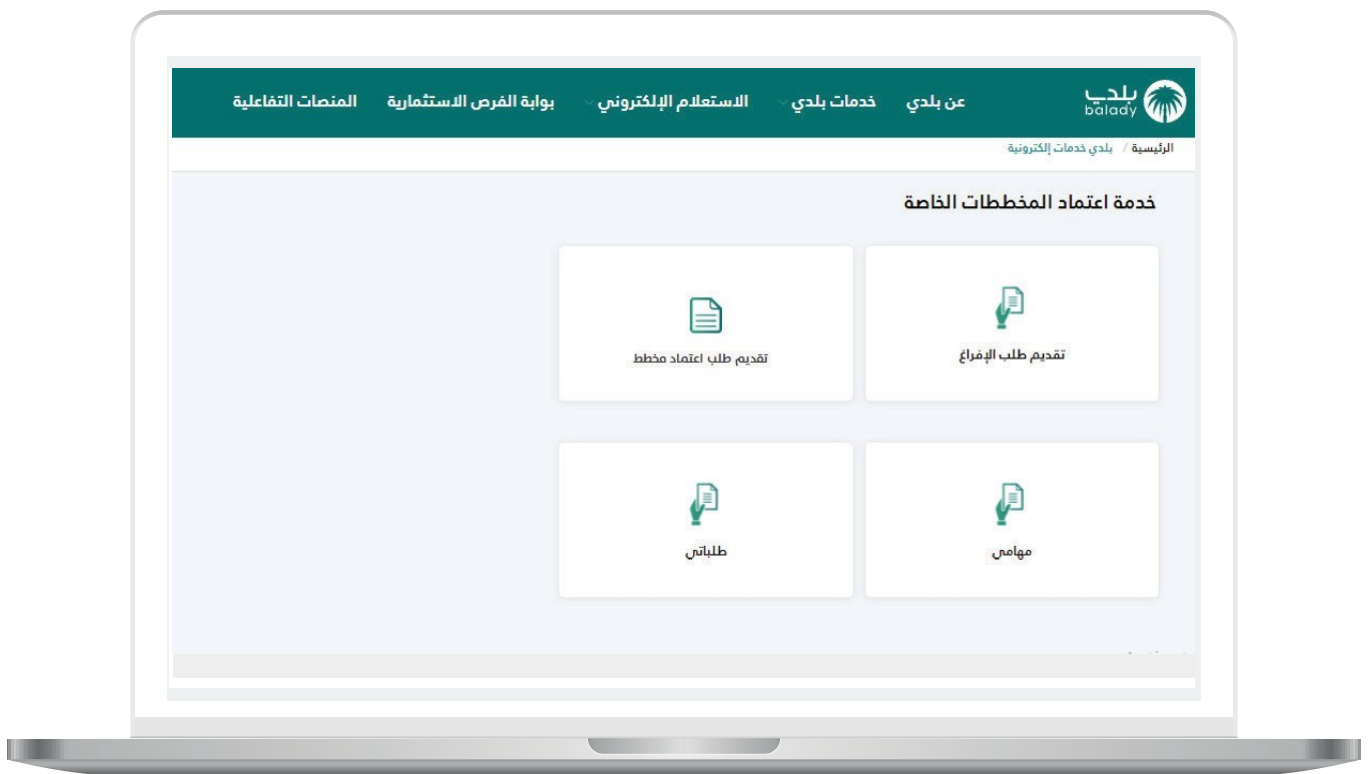
The user can access the **(Private Land Schemes Approval Portal)** through the **(Balady)** Portal by selecting **(Balady Services)**, then choosing **(Private Land Schemes Approval)** Service, which displays the **(Private Land Schemes Approval)** Portal main interface.



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.

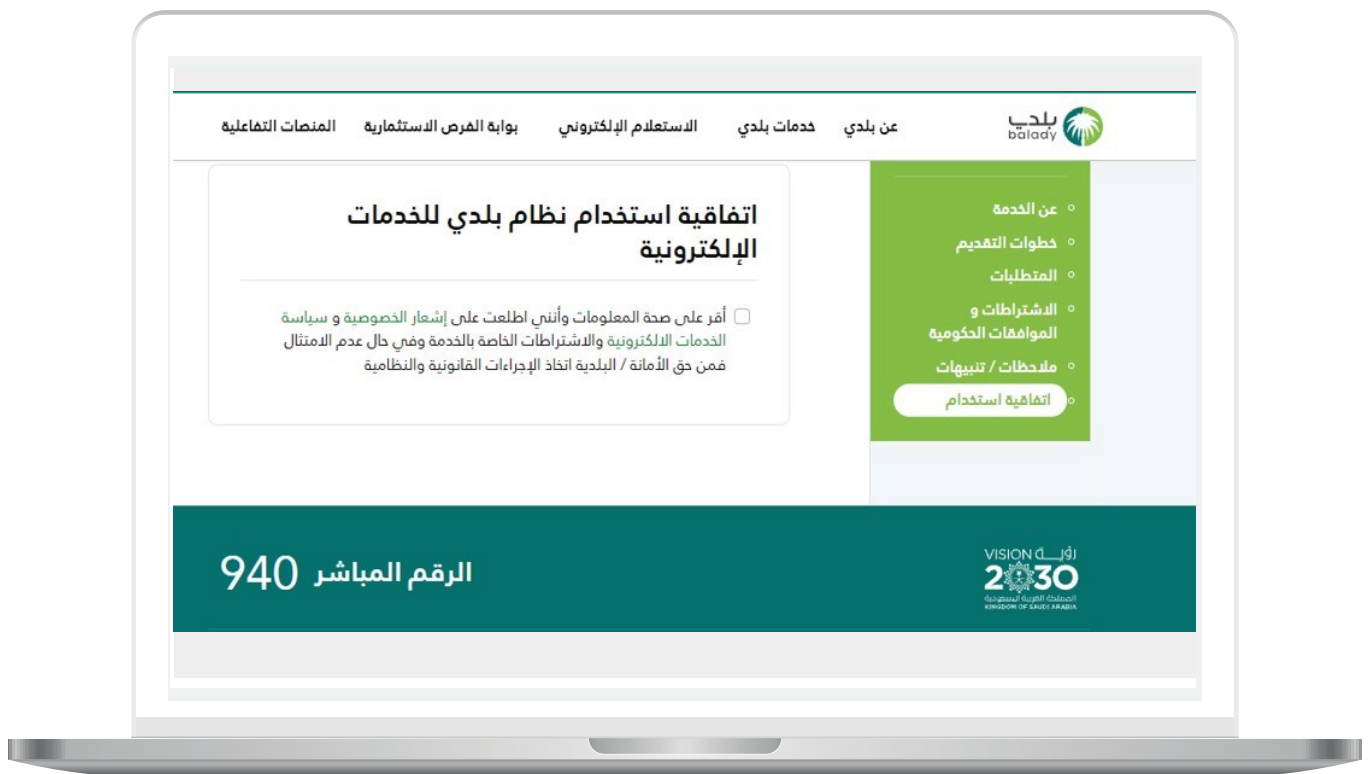


A description of the service and its requirements will be displayed, and the user can choose one of the following options:

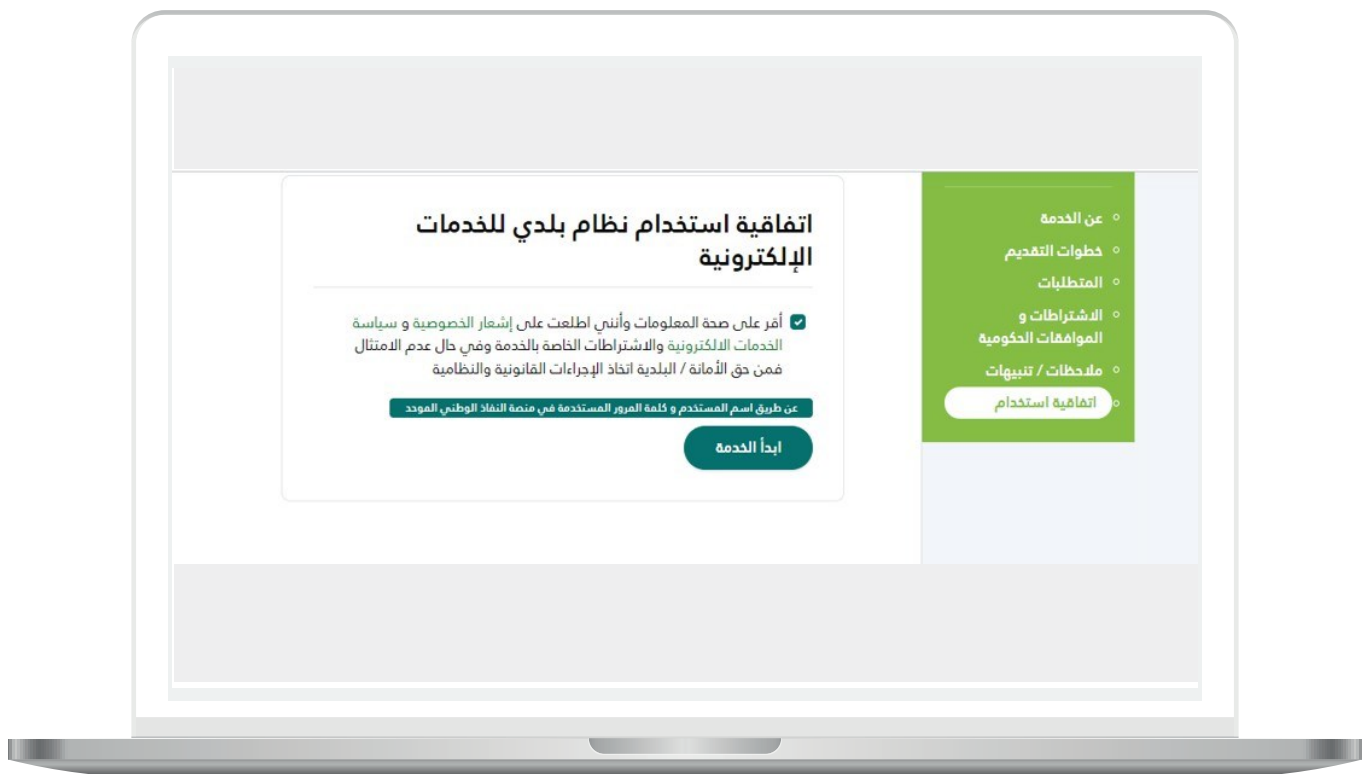
- 1) Start the service immediately by clicking (**Start Service**).
- 2) Review the service requirements and description by clicking (**Service Requirements**).



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.

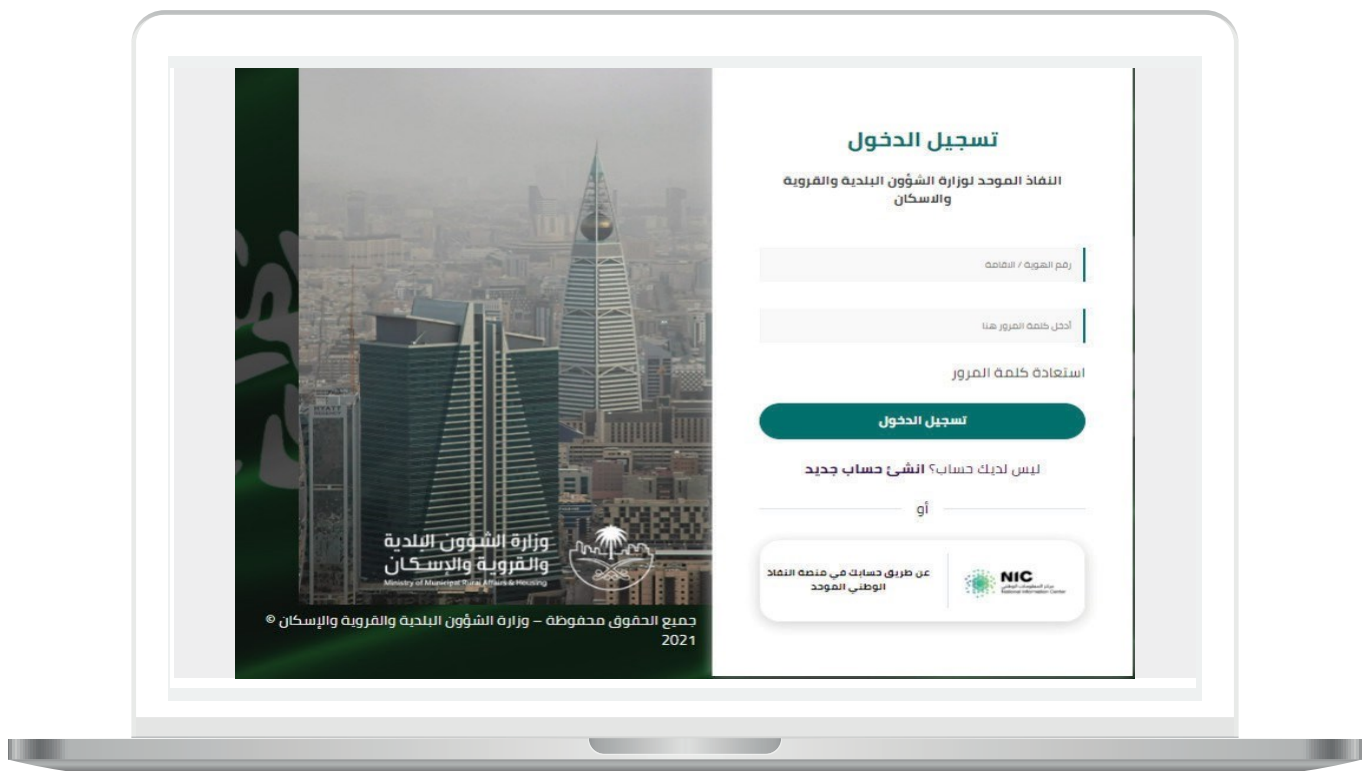


This step is related to the previous step.



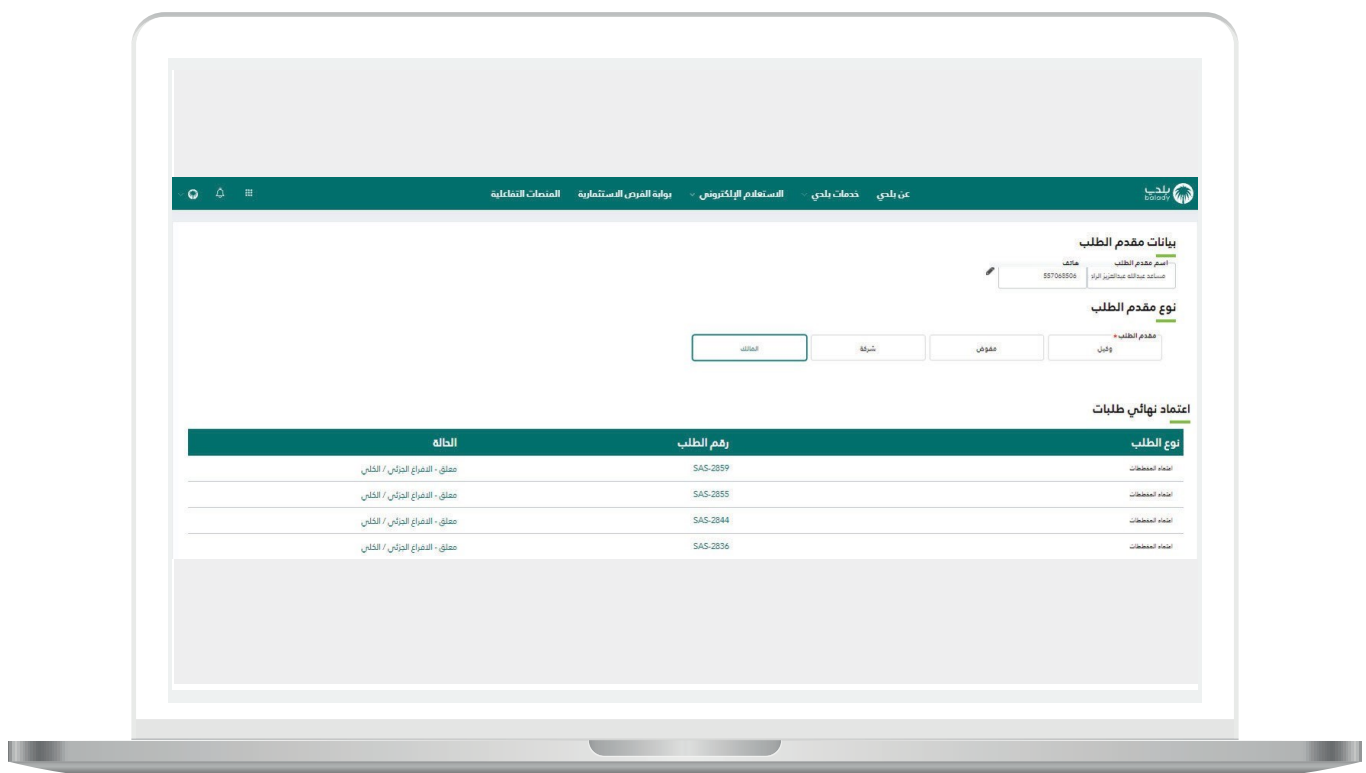
The system will display the login screen, where users can log in using one of the following methods:

- 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.

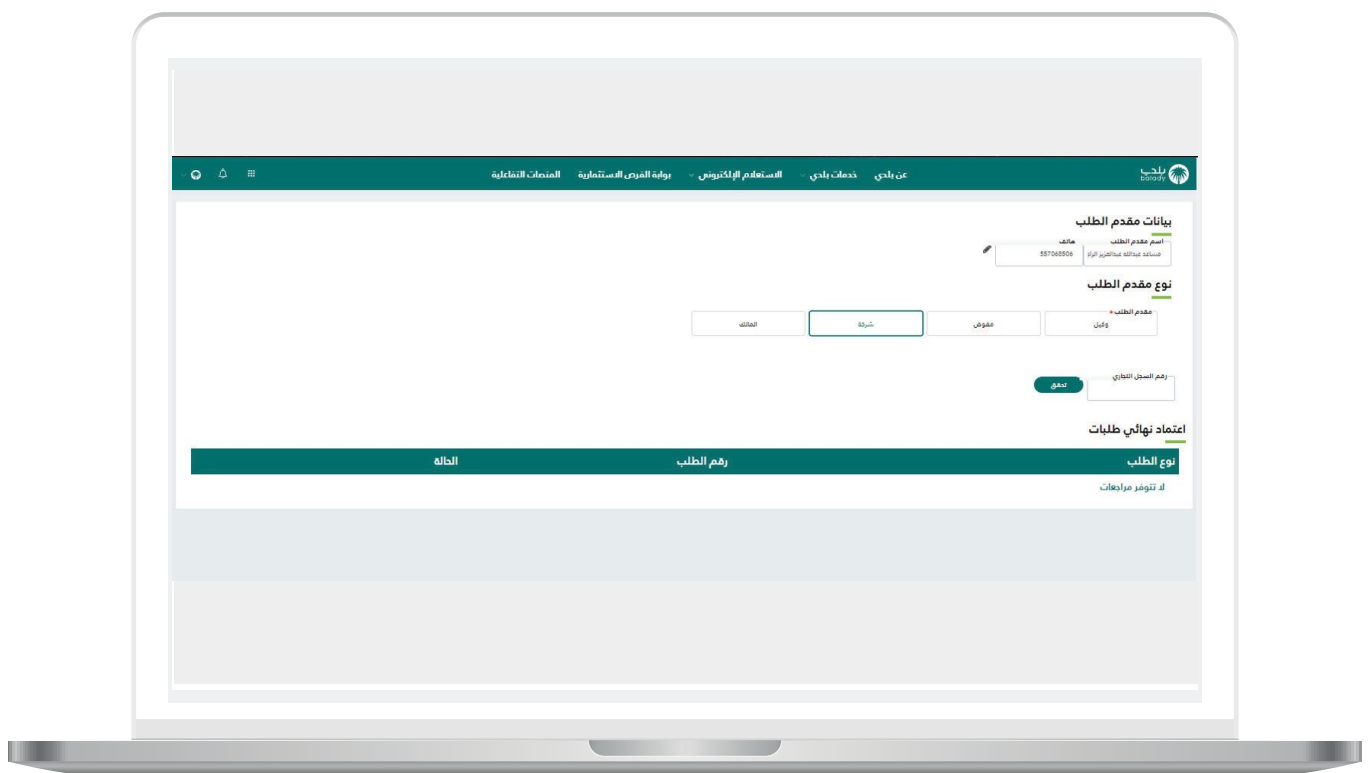


If the applicant is an Agent, the user enters the Power of Attorney number and the Owner's National ID and clicks Verify for validation with the Ministry of Justice.

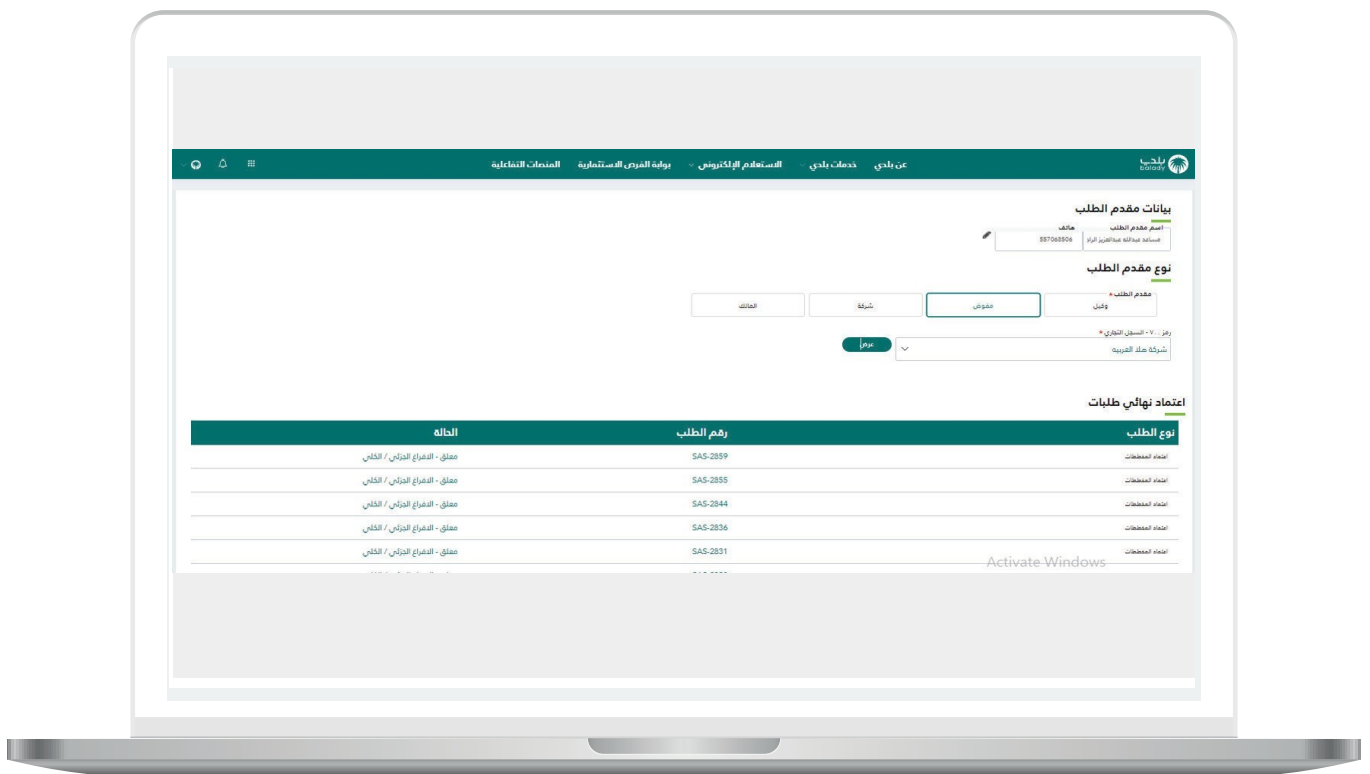
If verification is successful, the system displays the approved final approval requests for the owner, and the user selects the request for title transfer.

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.

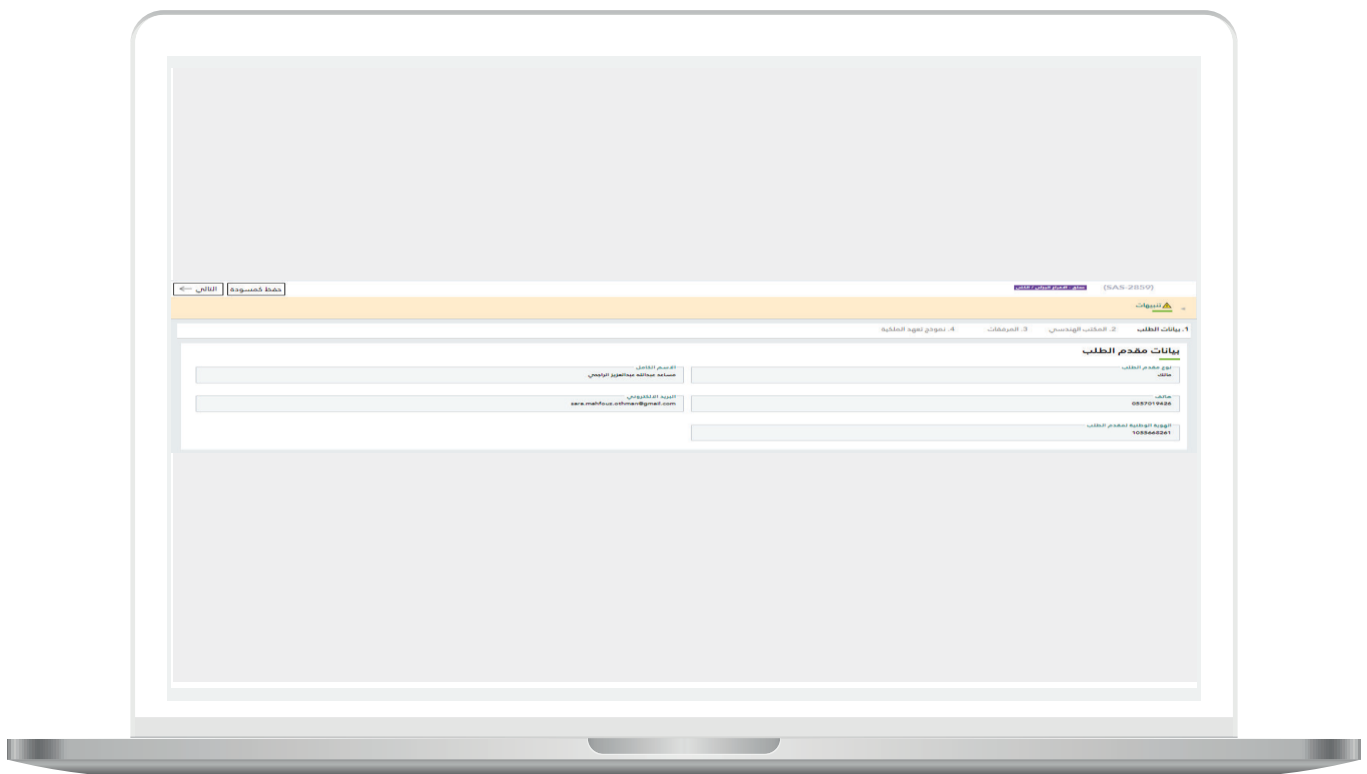


If the applicant is an Authorized Representative, the user selects the authorized entity and clicks Verify. The system then displays the approved final approval requests for the entity, and the user selects the request for title transfer.



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).

القرار	نوع الحد	وصف الحد من المالك	المساحة حسب المالك	المساحة حسب الطبيعة
1435/39	شماري	حدود 15 متر	80	
884/48	شماري	حدود 30 متر	80	

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:

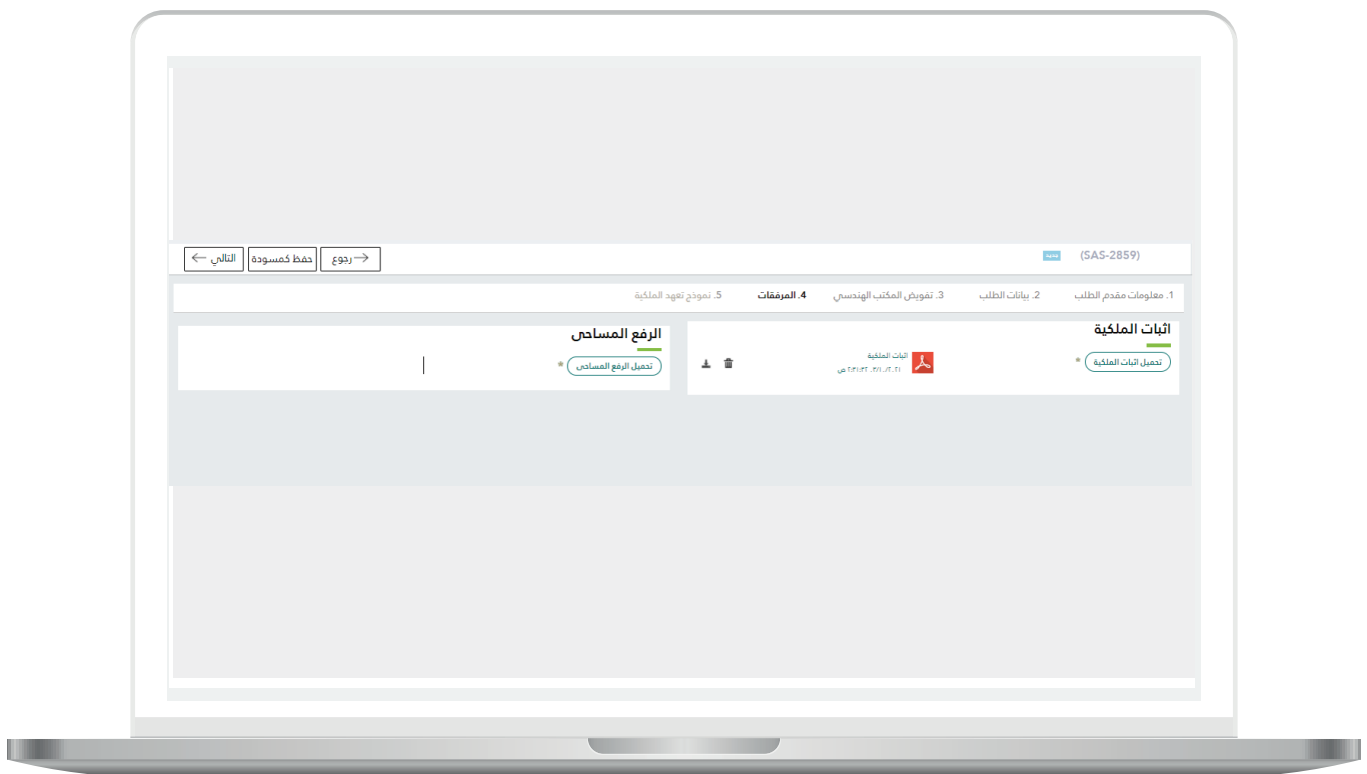
- 1) Mobile number.
- 2) Email.

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

The screenshot displays a web application interface for submitting a Private Land Scheme Approval Request. The interface is in Arabic and includes the following elements:

- Navigation Bar:** Contains buttons for 'التالي' (Next), 'حفظ كمسودة' (Save as Draft), and 'رجوع' (Back). A status indicator shows '(SAS-2859)'.
- Form Fields:**
 - اسم المكتب الهندسي المراد تفويضه:** A dropdown menu with the value '795642235' selected.
 - بيانات المكتب الهندسي:** A section containing:
 - رقم الهاتف:** 0547448849
 - البريد الإلكتروني:** me@gsar@MOMRA.GOV.SA
 - ملاحظات إلى المكتب الهندسي:** A text area for adding comments, with a rich text editor toolbar.
- Progress Indicators:** A series of numbered steps at the top: 1. معلومات مقدم الطلب, 2. بيانات الطلب, 3. تفويض المكتب الهندسي, 4. المرفقات, 5. نموذج تعهد الملكية.

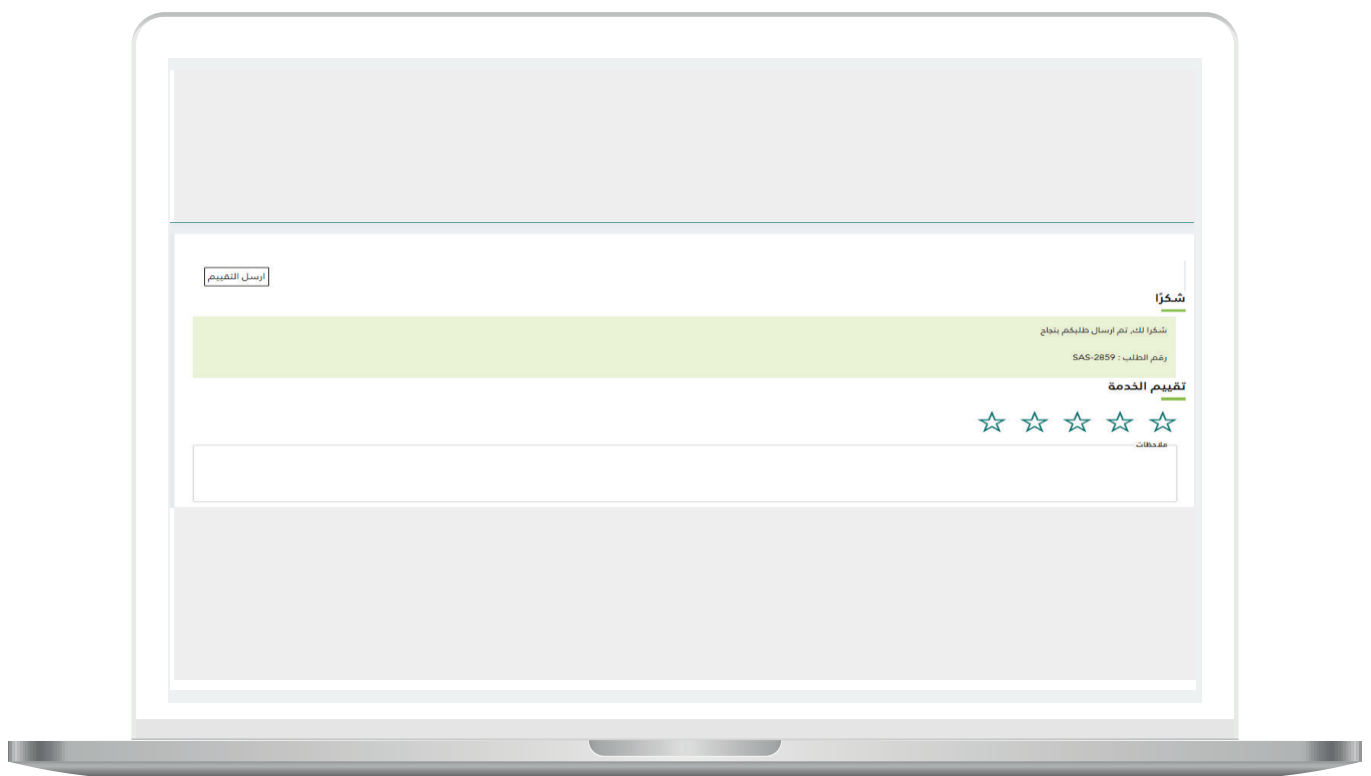
The user uploads the required attachments as per the municipality's settings and clicks Next to proceed to the next page. Alternatively, the user can click Back to return to the previous page or Save as Draft to store the request in the Task Basket.



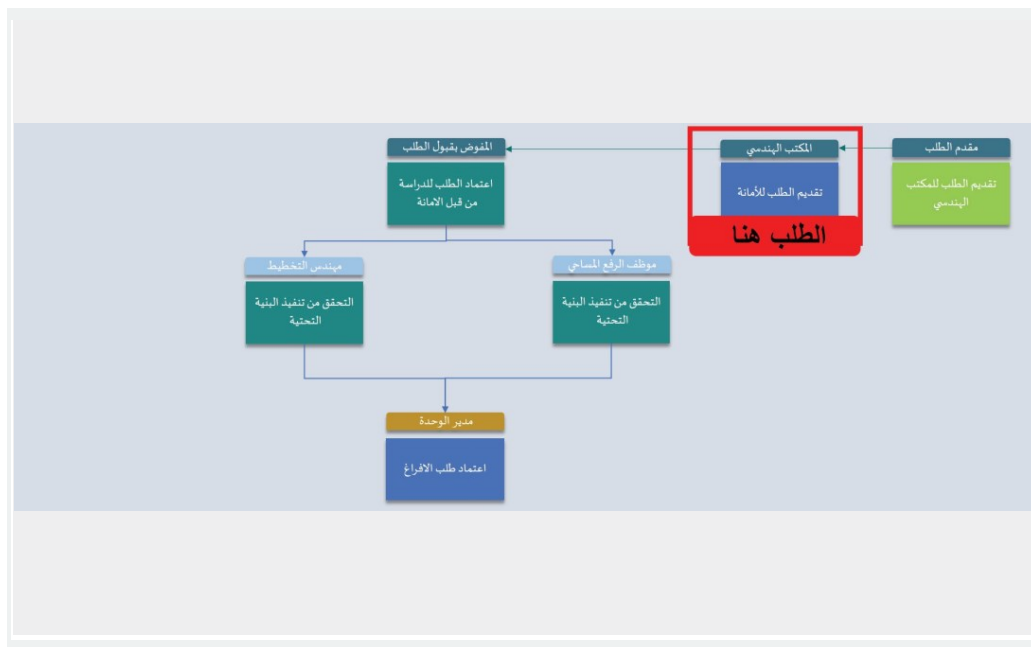
The user confirms the Ownership Declaration by agreeing to the declaration statement and then submits the request to the engineering office by clicking Submit to Engineering Office.

The screenshot displays a web application interface for the Private Land Schemes Approval System. At the top, there is a navigation bar with a logo on the left and the text "The Comprehensive User Guide for the Private Land Schemes Approval System - Beneficiary" on the right. Below the navigation bar, the main content area is titled "Ownership Declaration". It contains a form with several sections. The first section is a header with the text "Ownership Declaration" and a sub-header "Declaration Statement". Below this, there is a large text area containing the following text: "I, the undersigned, declare that I am the owner of the land described in the attached documents and that I have no other claims or interests in the land. I agree to the terms and conditions of the Private Land Schemes Approval System and I hereby submit my request for approval to the Engineering Office." Below the text area, there are two buttons: "Submit to Engineering Office" and "Cancel". The bottom section of the form is a footer with the text "Page 40 of 40" and "Copyright © 2020".

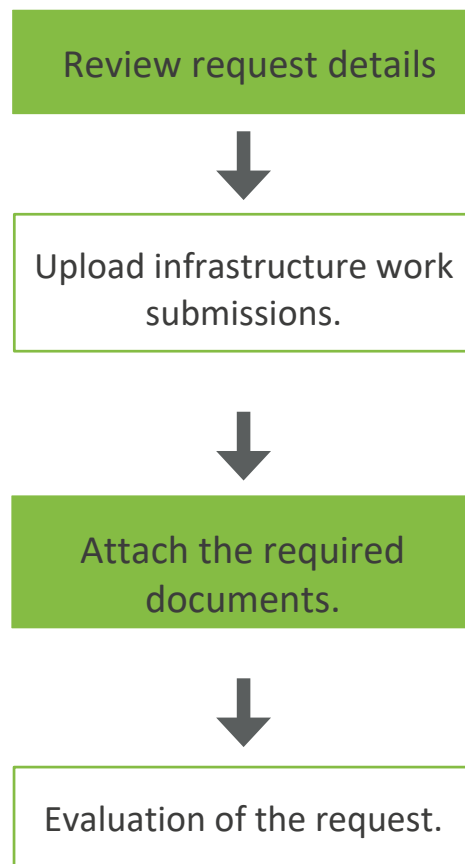
The system displays a message that the application is successfully sent, the application number is shown for follow-up by the applicant, the applicant evaluates the service and enters its notes and insights on the service in the Comments field and then sends the evaluation.



Workflow Diagram for Title Transfer

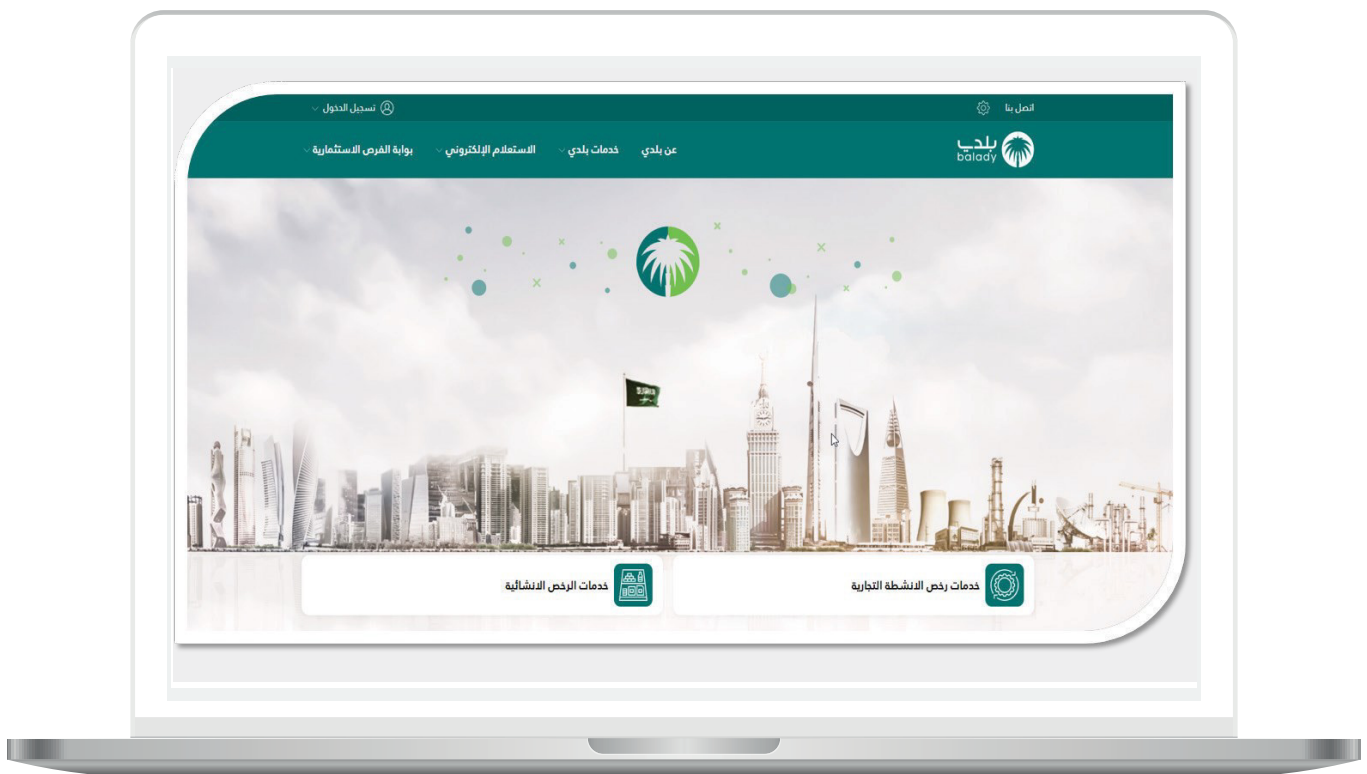


Engineering Office Steps in the Request Process



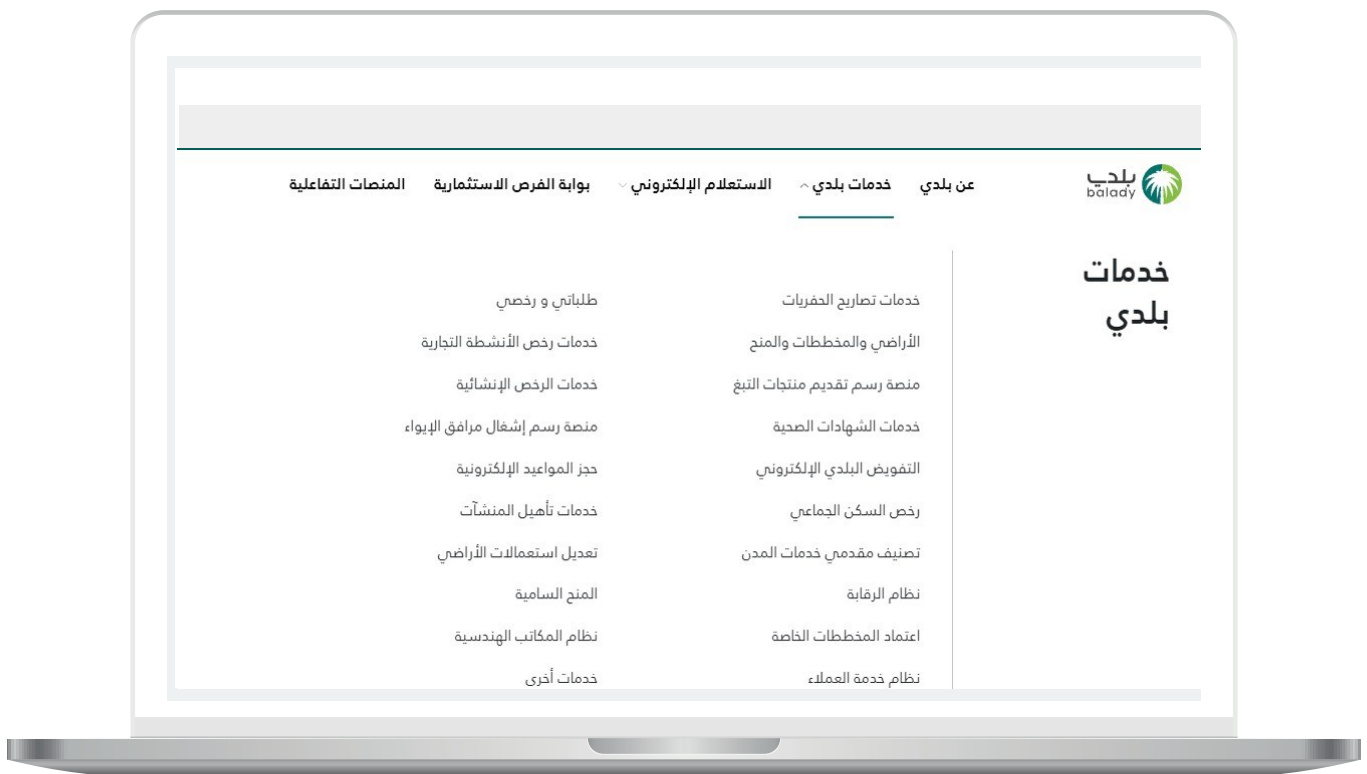
Accessing the Electronic Portal (Engineering Offices)

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.

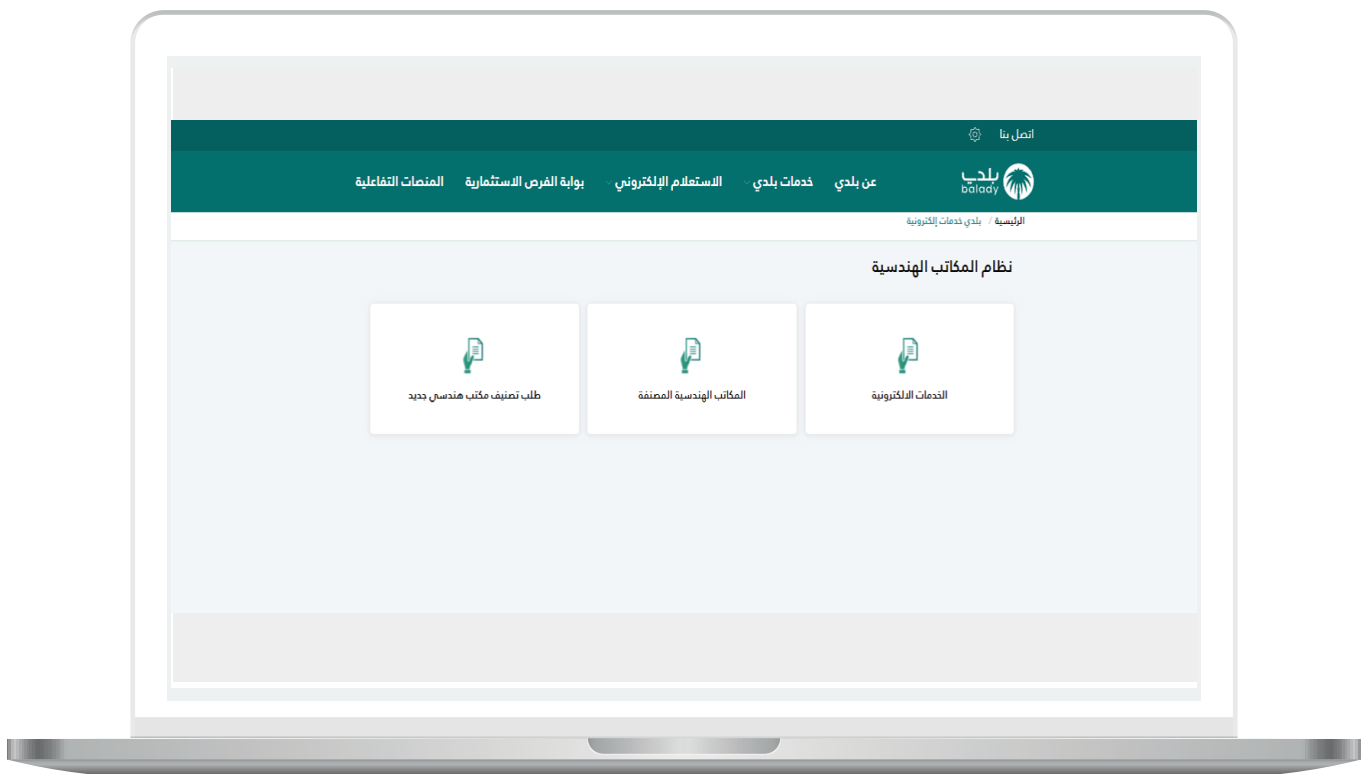


Accessing the Electronic Portal (Engineering Offices)

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.

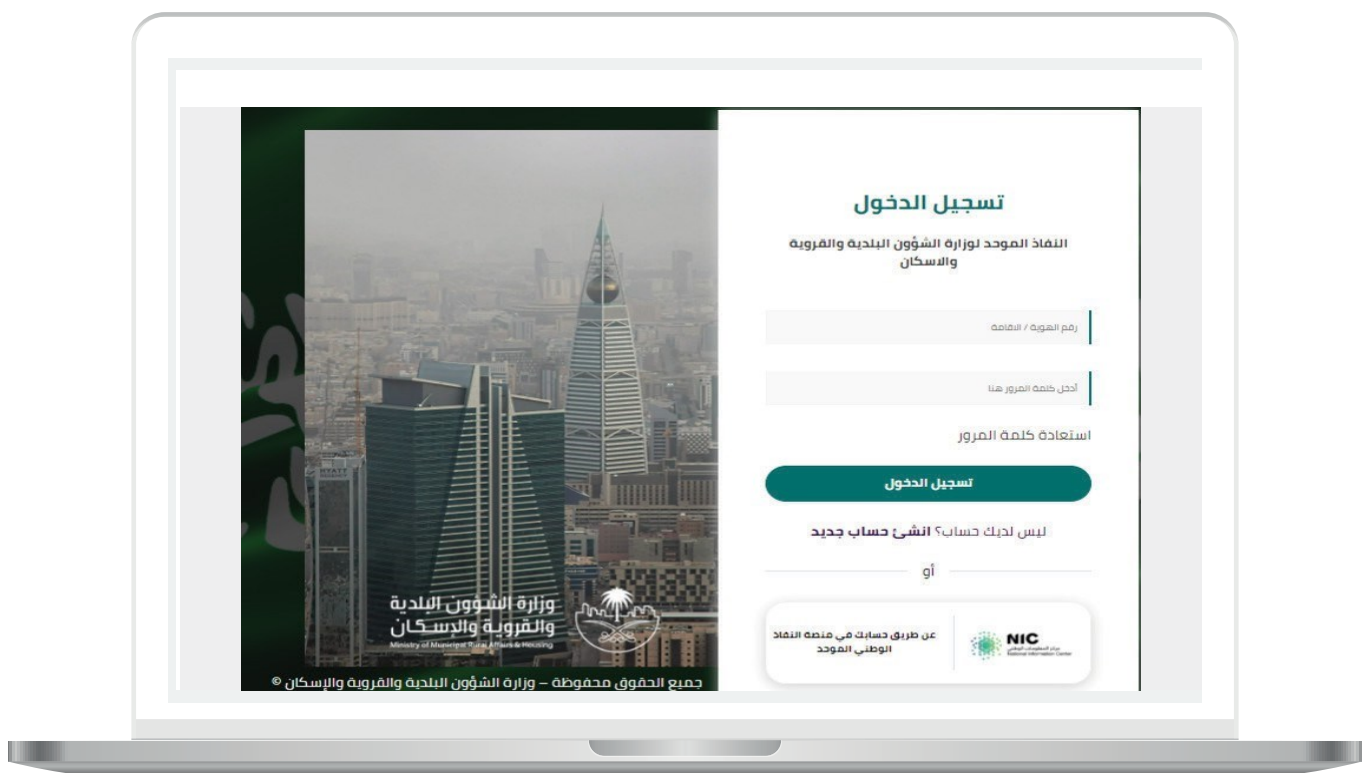


The user clicks on E-Services to view the office's requests.



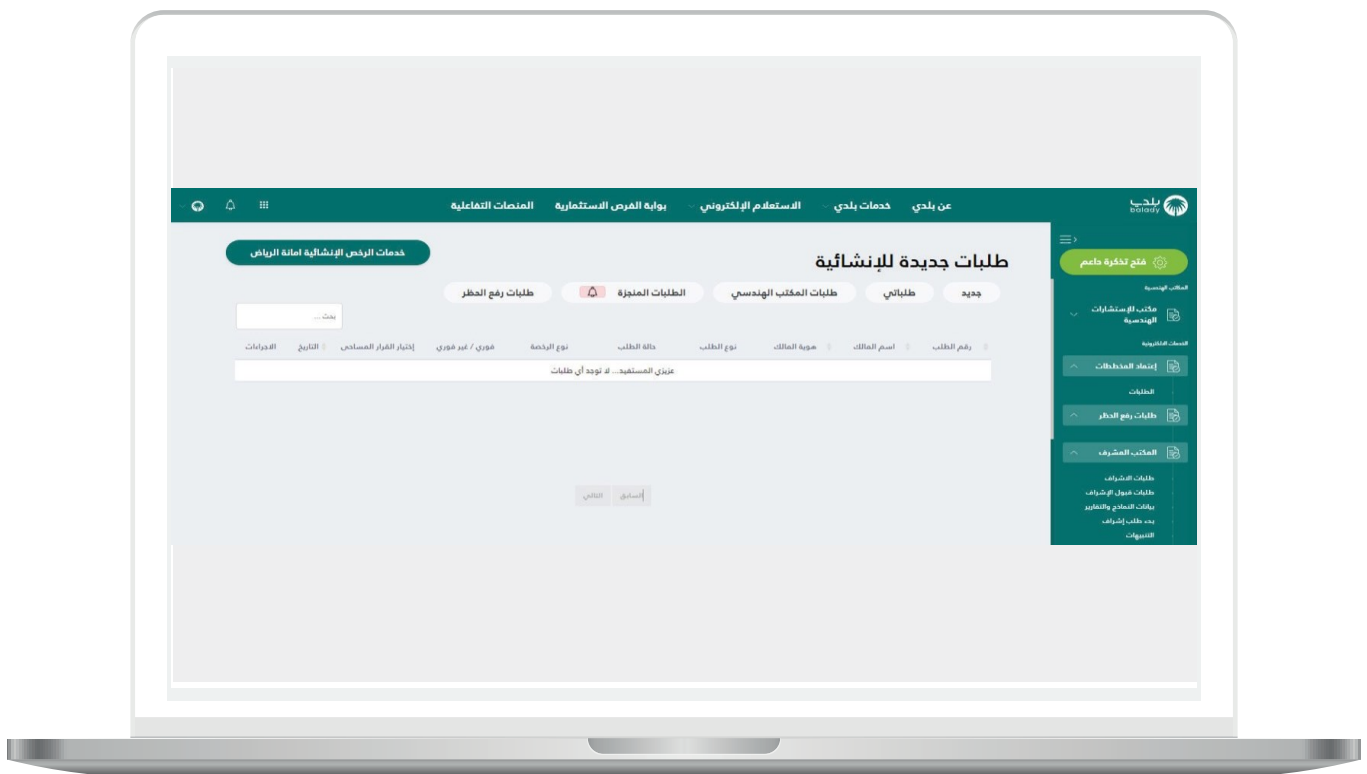
The system will display the login screen, where users can log in using one of the following methods:

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

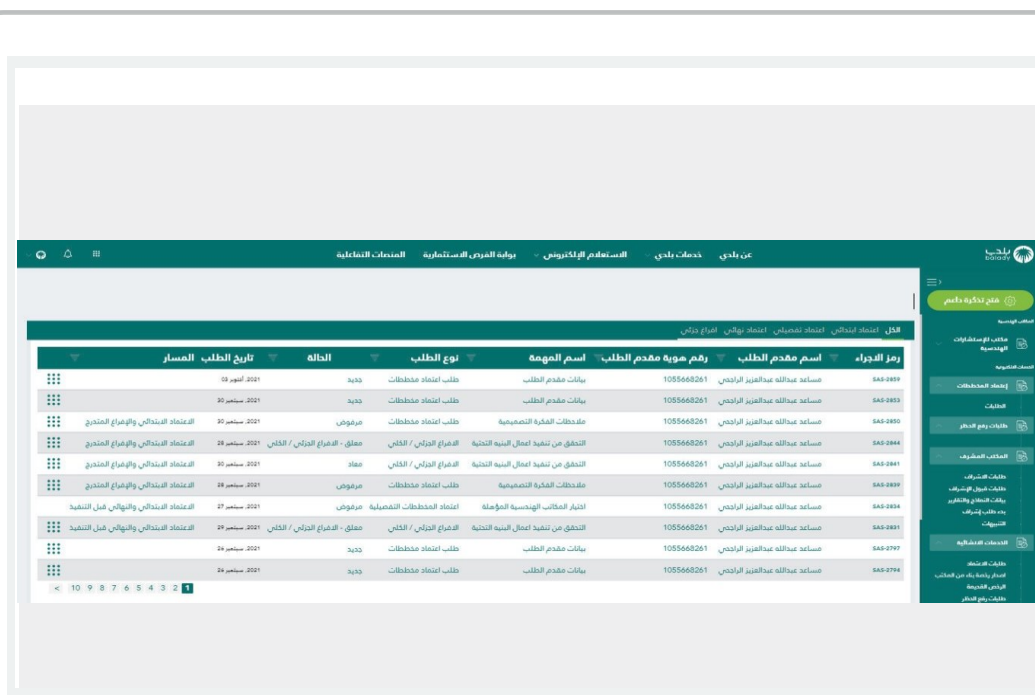


Submitting a Title Transfer Request for a Private Land Scheme Within Development Stages (Engineering Office)

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.

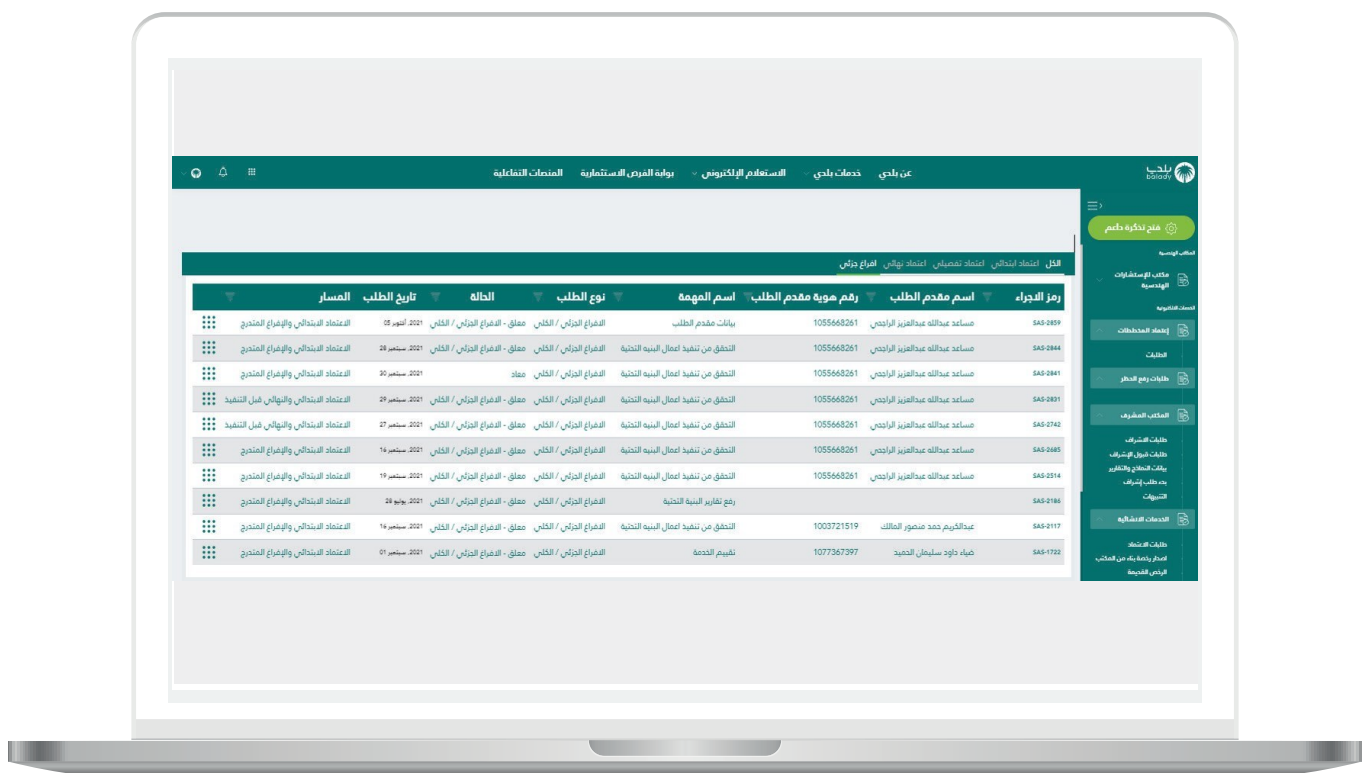


The screenshot displays the system's interface with a table of requests. The table has the following columns: رمز الاجراء (Action Code), اسم مقدم الطلب (Requester Name), رقم هوية مقدم الطلب (Requester ID), اسم المهمة (Task Name), نوع الطلب (Request Type), الحالة (Status), تاريخ الطلب (Request Date), and المسار (Path). The table lists 10 requests, all of which are in the 'معلق' (Pending) status. The requests are related to 'الاعتماد البيداغوجي والفرع المتدرج' (Pedagogical and Graduated Branch Approval) and 'الاعتماد البيداغوجي والفرع المتدرج' (Pedagogical and Graduated Branch Approval).

رمز الاجراء	اسم مقدم الطلب	رقم هوية مقدم الطلب	اسم المهمة	نوع الطلب	الحالة	تاريخ الطلب	المسار
SAS-2859	مساعدة عبدالله عبدالعزيز الرادحي	1055668261	بيانات مقدم الطلب	طلب اعتماد مخططات	جديد	29 أكتوبر 2021	الاعتماد البيداغوجي والفرع المتدرج
SAS-2853	مساعدة عبدالله عبدالعزيز الرادحي	1055668261	بيانات مقدم الطلب	طلب اعتماد مخططات	جديد	29 أكتوبر 2021	الاعتماد البيداغوجي والفرع المتدرج
SAS-2850	مساعدة عبدالله عبدالعزيز الرادحي	1055668261	مخططات المكرة التصميمية	طلب اعتماد مخططات	مرفوض	29 أكتوبر 2021	الاعتماد البيداغوجي والفرع المتدرج
SAS-2844	مساعدة عبدالله عبدالعزيز الرادحي	1055668261	التحقق من تنفيذ أعمال البنية التحتية	الفرع الجزئي / الكلي	معلق - الفرع الجزئي / الكلي	29 أكتوبر 2021	الاعتماد البيداغوجي والفرع المتدرج
SAS-2841	مساعدة عبدالله عبدالعزيز الرادحي	1055668261	التحقق من تنفيذ أعمال البنية التحتية	الفرع الجزئي / الكلي	معلق	29 أكتوبر 2021	الاعتماد البيداغوجي والفرع المتدرج
SAS-2839	مساعدة عبدالله عبدالعزيز الرادحي	1055668261	مخططات المكرة التصميمية	طلب اعتماد مخططات	مرفوض	29 أكتوبر 2021	الاعتماد البيداغوجي والفرع المتدرج
SAS-2834	مساعدة عبدالله عبدالعزيز الرادحي	1055668261	اختيار المكاتب الهندسية المؤهلة	اعتماد المخططات التصميمية	مرفوض	27 ديسمبر 2021	الاعتماد البيداغوجي والفرع المتدرج
SAS-2831	مساعدة عبدالله عبدالعزيز الرادحي	1055668261	التحقق من تنفيذ أعمال البنية التحتية	الفرع الجزئي / الكلي	معلق - الفرع الجزئي / الكلي	29 أكتوبر 2021	الاعتماد البيداغوجي والفرع المتدرج
SAS-2797	مساعدة عبدالله عبدالعزيز الرادحي	1055668261	بيانات مقدم الطلب	طلب اعتماد مخططات	جديد	29 أكتوبر 2021	الاعتماد البيداغوجي والفرع المتدرج
SAS-2794	مساعدة عبدالله عبدالعزيز الرادحي	1055668261	بيانات مقدم الطلب	طلب اعتماد مخططات	جديد	29 أكتوبر 2021	الاعتماد البيداغوجي والفرع 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.



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)**.

The screenshot displays a web application interface for the Private Land Schemes Approval System. At the top, there is a navigation bar with buttons: "الرجوع للمستفيد" (Return to beneficiary), "حفظ كمسودة" (Save as draft), "رفض" (Reject), and "التالي" (Next). The user ID "SAS-2859" is visible in the top right corner.

The main content area is titled "معلومات الحالة" (Case Information) and includes a section for "بيانات مقدم الطلب" (Applicant Information). The form contains the following fields:

- الاسم الكامل (Full Name): مساعد عبدالله عبدالعزيز الرامحي
- نوع مقدم الطلب (Applicant Type): مالك (Owner)
- الهاتف (Phone): 0557019426
- البريد الإلكتروني (Email): sare.mahfouz.othman@gmail.com
- الهوية الوطنية لمقدم الطلب (National ID of Applicant): 1055660261

At the bottom of the form, there is a section for "البيانات" (Data) with a table containing the following information:

الرقم	الوصف	القيمة
1	مساحة الأرض	1000 متر مربع
2	مساحة البناء	500 متر مربع
3	مساحة الحدائق	200 متر مربع

This step is related to the previous step.

The screenshot displays a web application interface for the Private Land Schemes Approval System. At the top, there is a navigation bar with buttons: 'التالي' (Next), 'رجوع' (Back), 'حفظ كمسودة' (Save as Draft), and 'إرجاع للمستفيد' (Return to Beneficiary). The system ID 'SAS-2859' and the user role 'مستعمل القرار المساحي' (Spatial Decision User) are also visible.

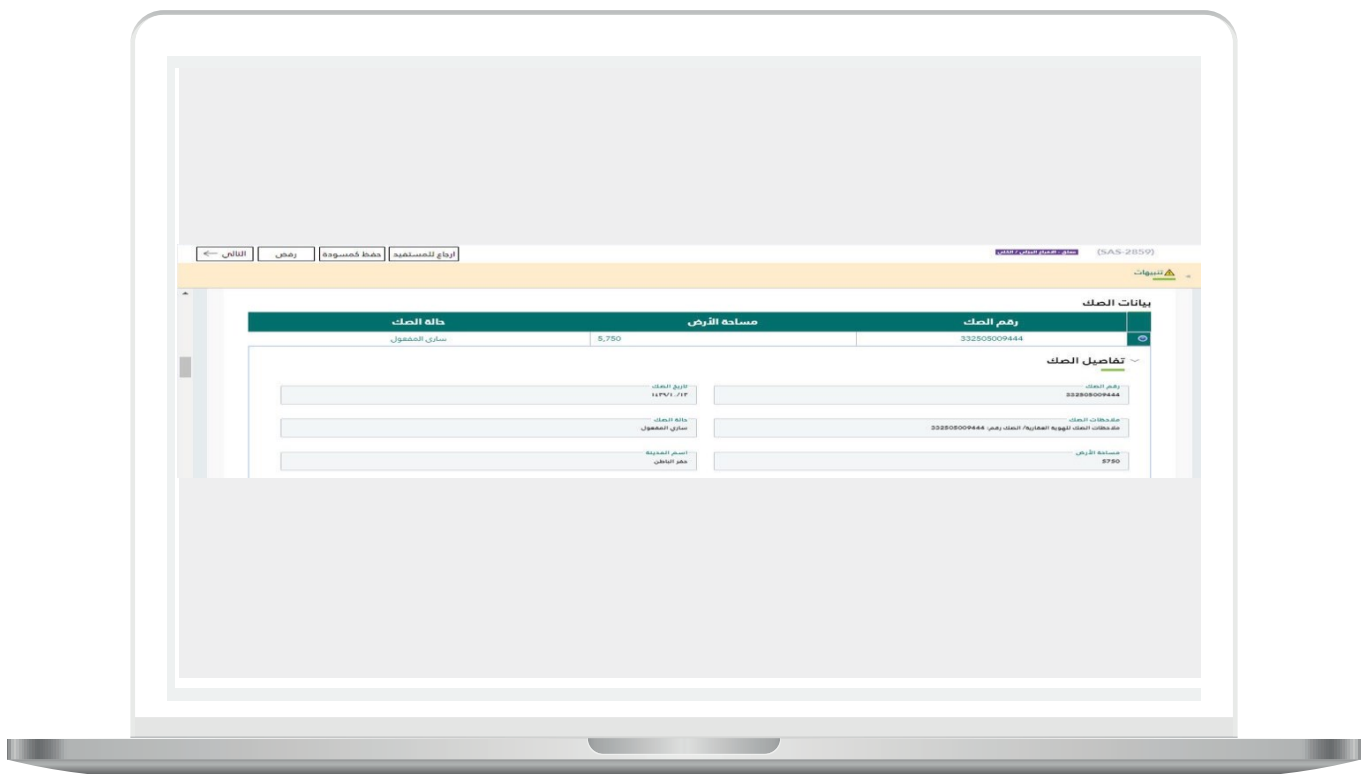
The main section is titled 'بيانات القرار المساحي' (Spatial Decision Data). It contains several input fields for user information and decision details:

- رقم القرار المساحي (Spatial Decision Number): 4301394531
- الغرض من القرار المساحي (Purpose of the Spatial Decision): اختيار منطقة سكنية (Select residential area)
- البلدية المعنية (Affected Municipality): القاهرة (Cairo)
- أمانة المدينة المعنوية (Honorary City Council): القاهرة (Cairo)
- تاريخ البداية (Start Date): [Empty field]
- تاريخ النهاية (End Date): [Empty field]
- الحي (District): 5

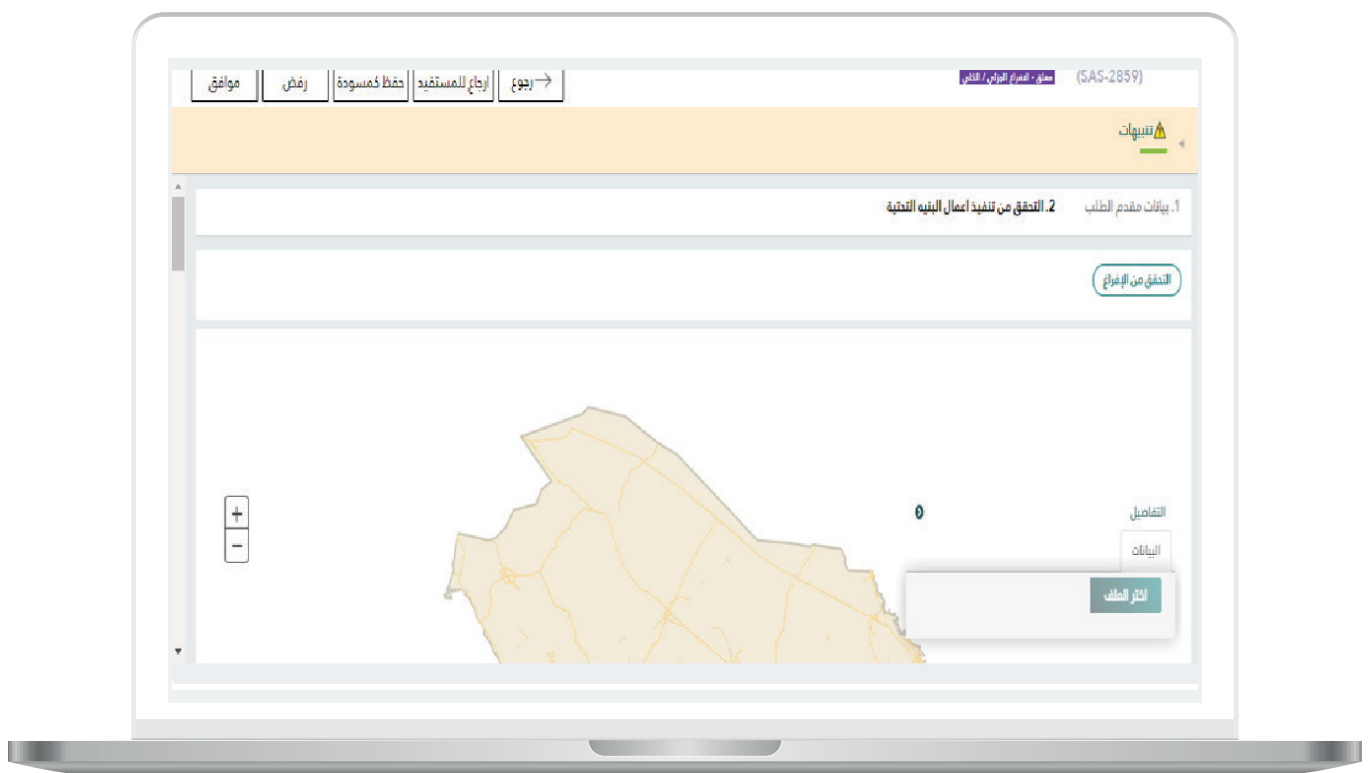
Below the input fields is a table with the following data:

الارتفاع حسب الطبيعة	الارتفاع حسب المك	وصف الحد من المك	نوع الحد	الاتجاه
1438.39	50	عرض 15 متر	شارع	شمال

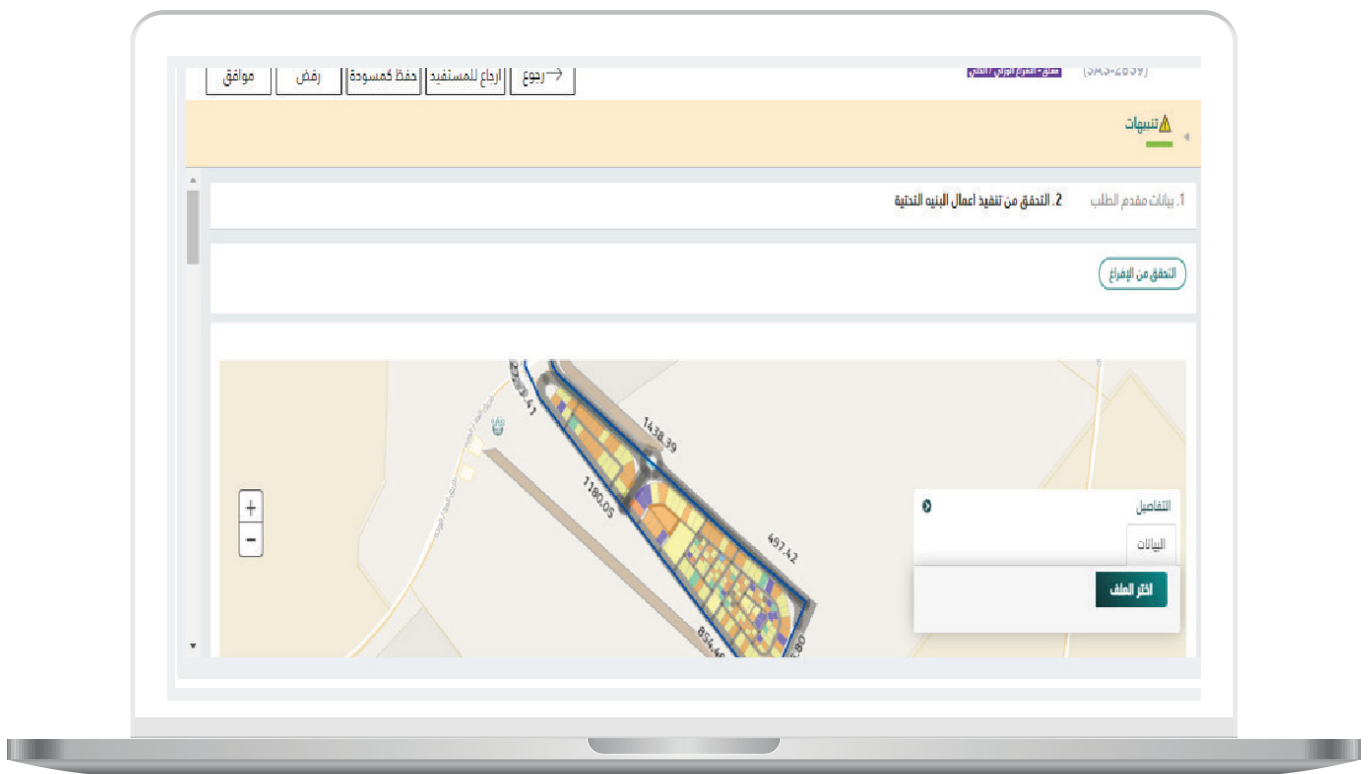
This step is related to the previous step.



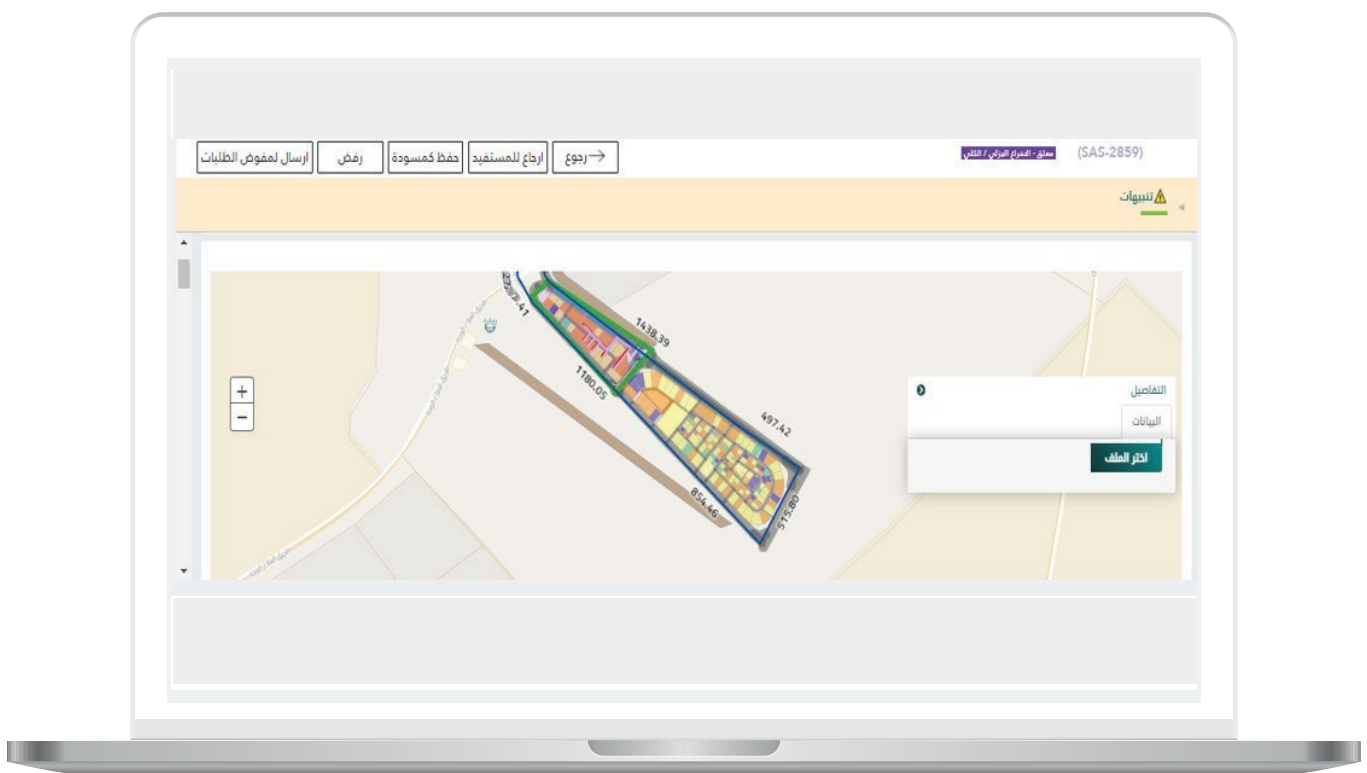
The user clicks (**Verify Title Transfer**). The system displays the conceptual design for the request and allows title transfer files to be uploaded by clicking (**Choose File**). The title transfer file includes: (**Surveying data of the section to be transferred, Implemented conceptual design on the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



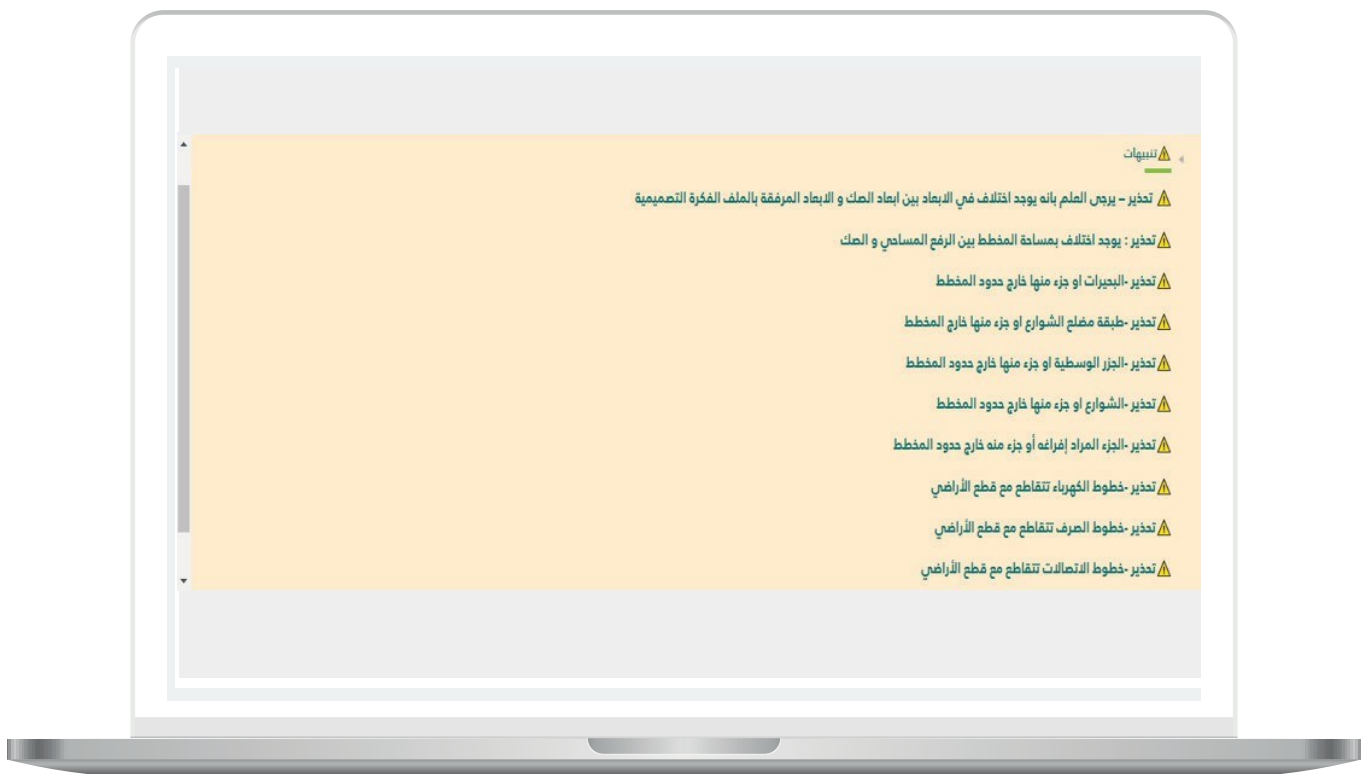
This step is related to the previous step.



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)**.

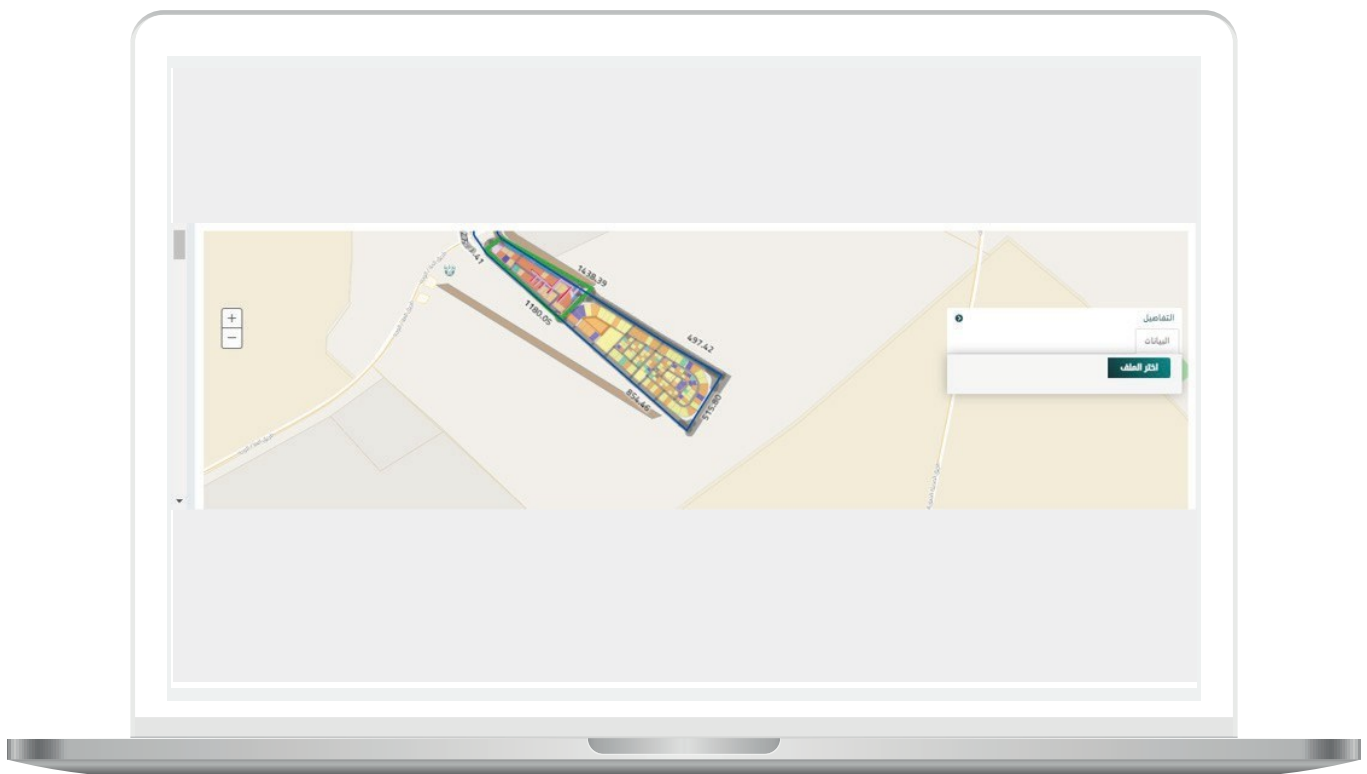


This step is related to the previous step.



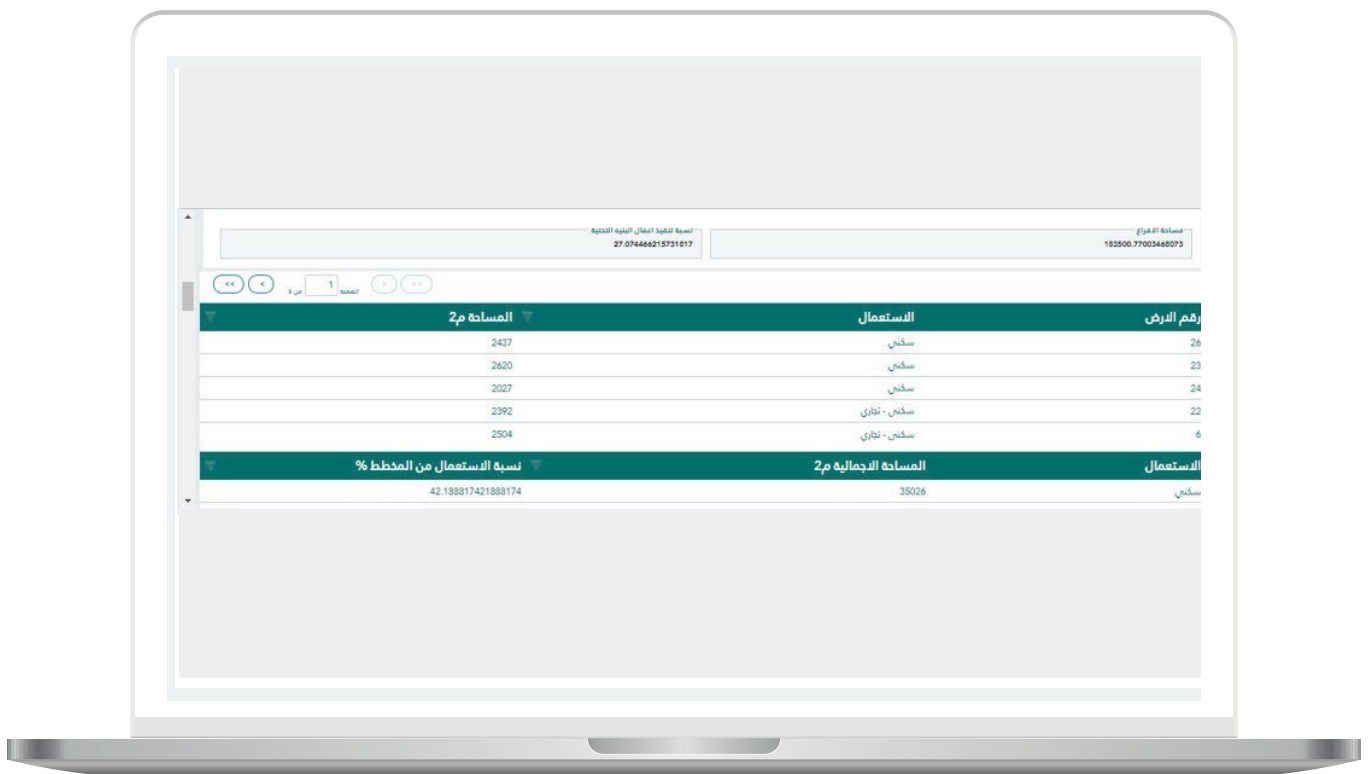
The section to be transferred is displayed in green, and the original conceptual design is shown on the map.

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



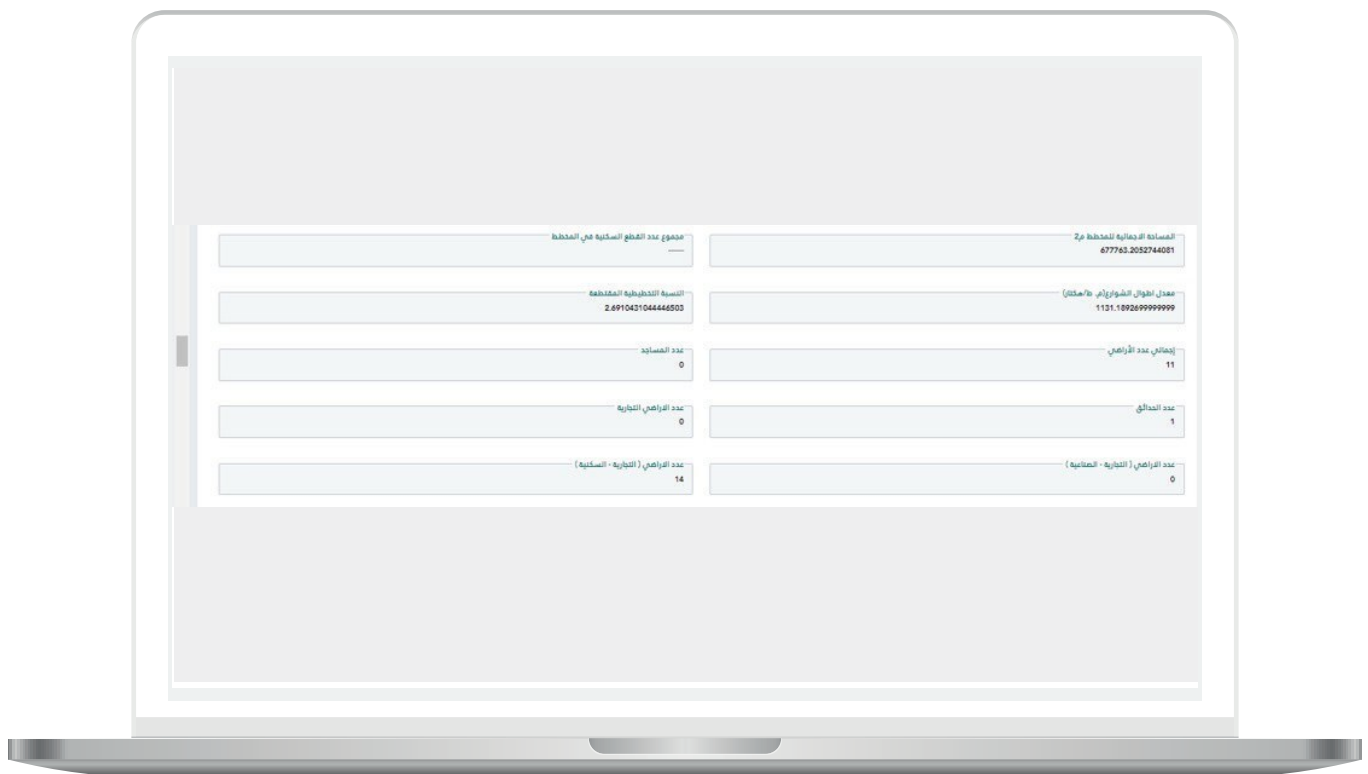
The following data is displayed:

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



رقم الأرض	الاستعمال	المساحة م ²
26	سكني	2437
23	سكني	2620
24	سكني	2027
22	سكني - تجاري	2392
6	سكني - تجاري	2504
الاستعمال	المساحة الاجمالية م ²	نسبة الاستعمال من المخطط %
سكني	35026	42.188817421888174

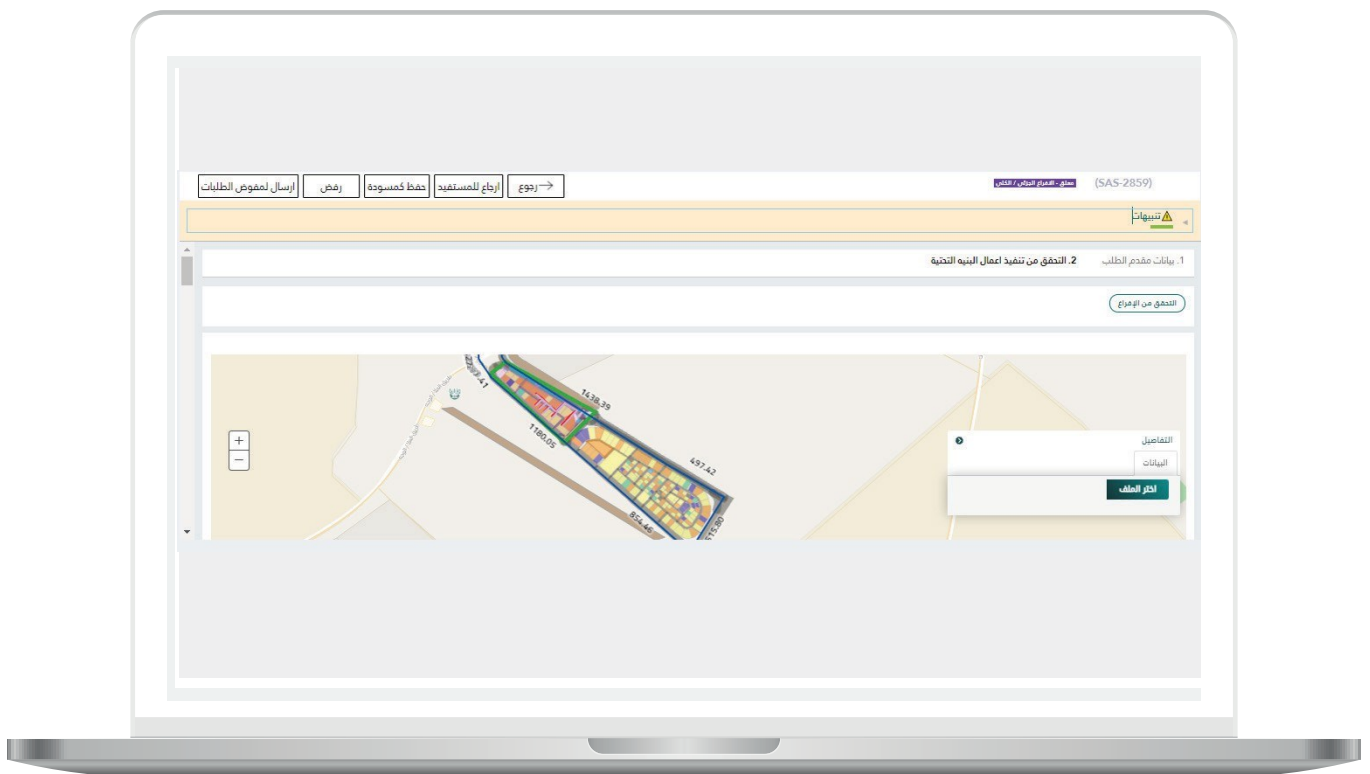
Scheme Statistics Include: (Total area, Number of residential plots, Average street lengths, Planning ratio, Total number of plots, Number of mosques, Number of parks, Number of land types, Number of services (Educational - Religious - Health - Social - Governmental - Industrial)).



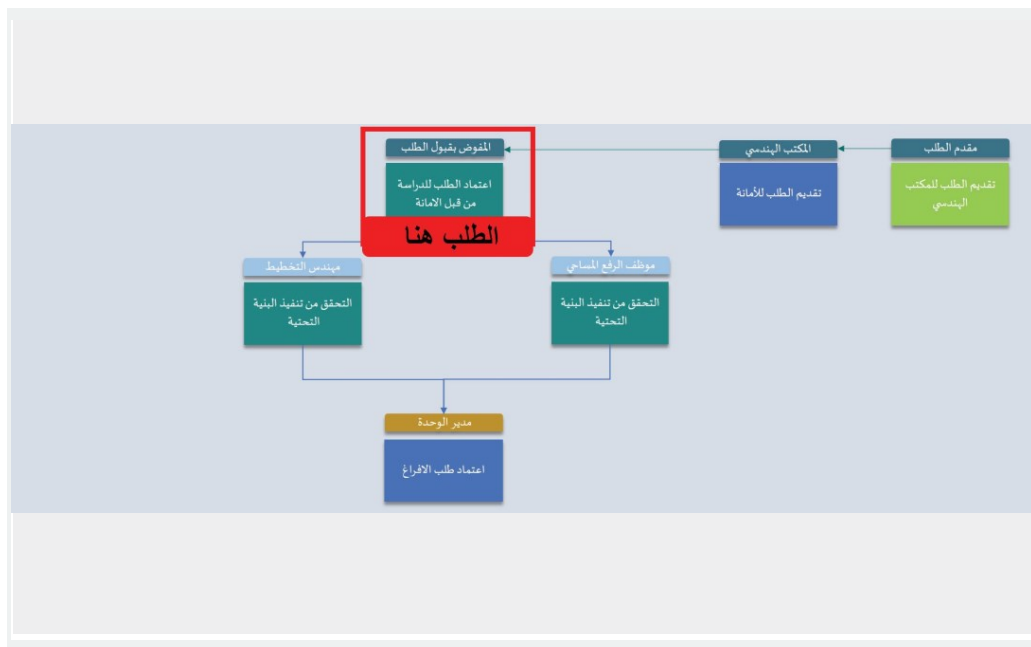
The laptop screen displays a web form with the following fields and values:

Field Label (Arabic)	Value
المساحة الإجمالية للمخطط م2	677763.2052744081
عدد اقطاعات الشوارع/م/م	1131.1892699999999
النسبة المئوية للمخططة	2.6910431044446503
عدد المساجد	0
عدد الحدائق	1
عدد القرى/القرى	0
عدد القرى (التجارية - السكنية)	14
عدد القرى (التجارية - الصناعية)	0

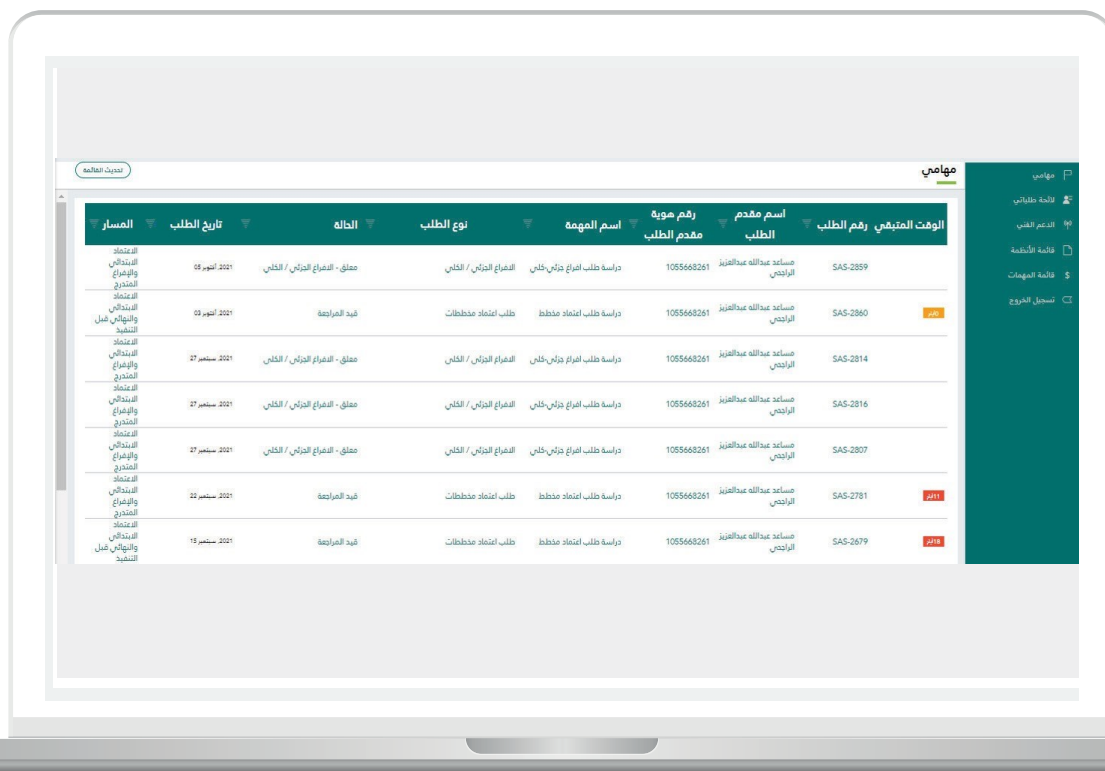
Engineering Office Decision Options: **(Back, Return to the applicant, Save as Draft, Reject, Send to the request authorizer at the municipality).**



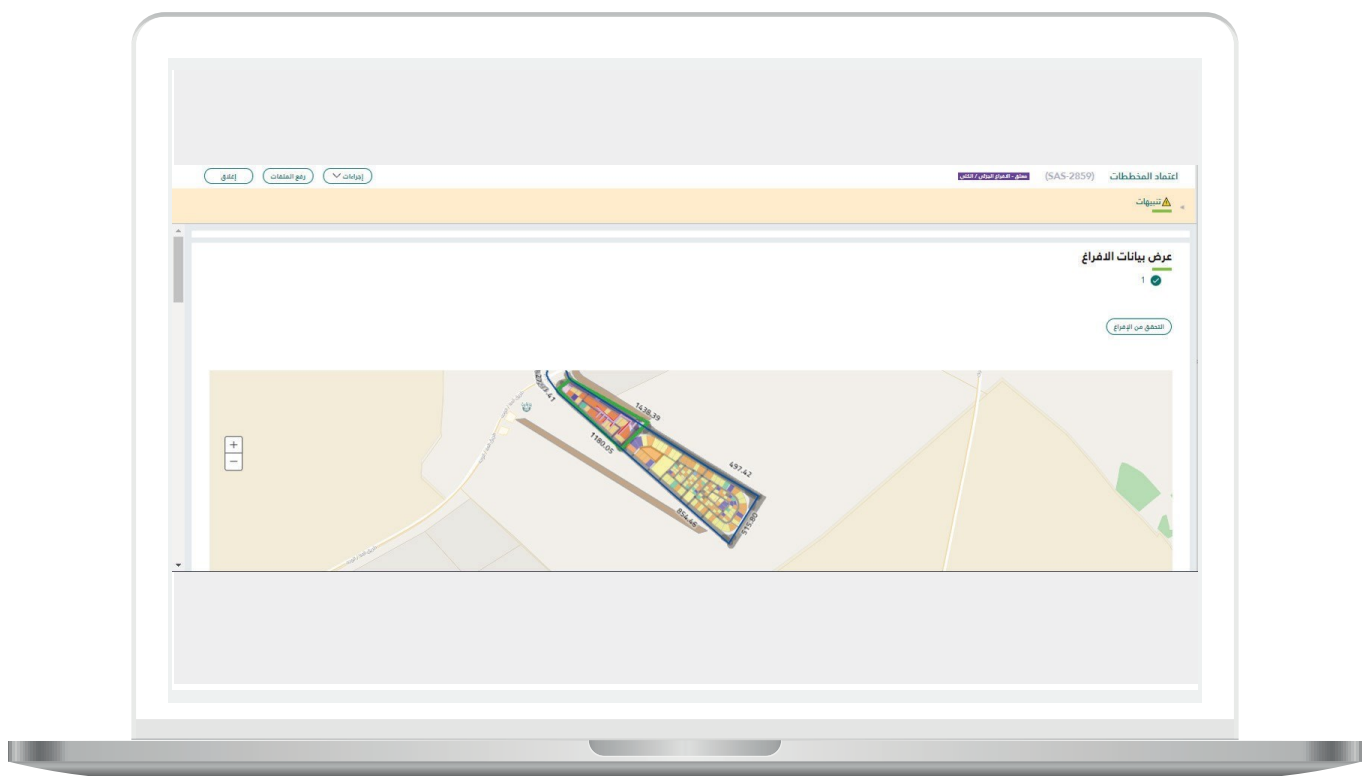
Workflow Diagram for Title Transfer



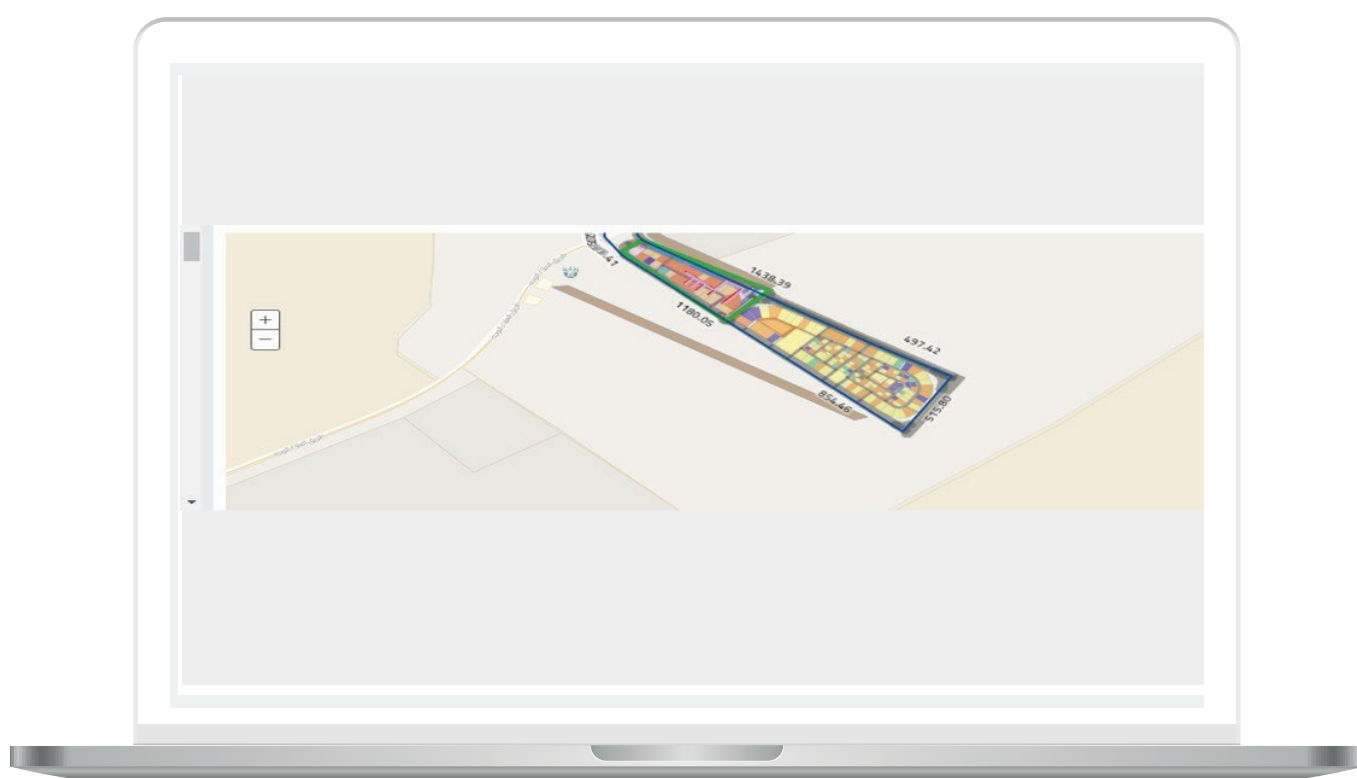
The user logs into their personal account, where assigned tasks are displayed. The user clicks the title transfer request number, which can be identified by its status (**Pending - Partial/Full Title Transfer**). Clicking the request displays the request details on the screen.



The 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

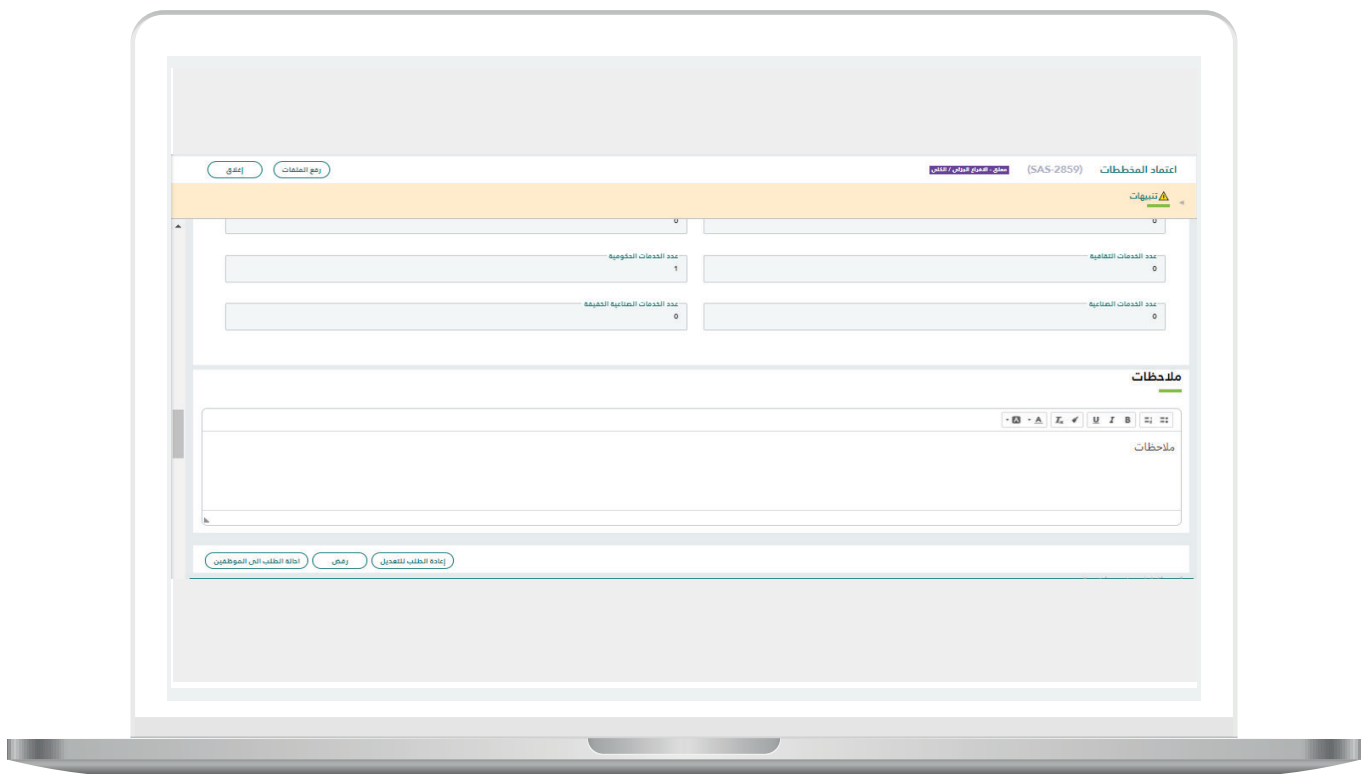
رقم الأرض	الاستعمال	المساحة 2م
26	سكني	2437
23	سكني	2620
24	سكني	2027
22	سكني - تجاري	2392
6	سكني - تجاري	2504
نسبة الاستعمال من المخطط %	المساحة الإجمالية 2م	42.188817421888174
35026	سكني	

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)).

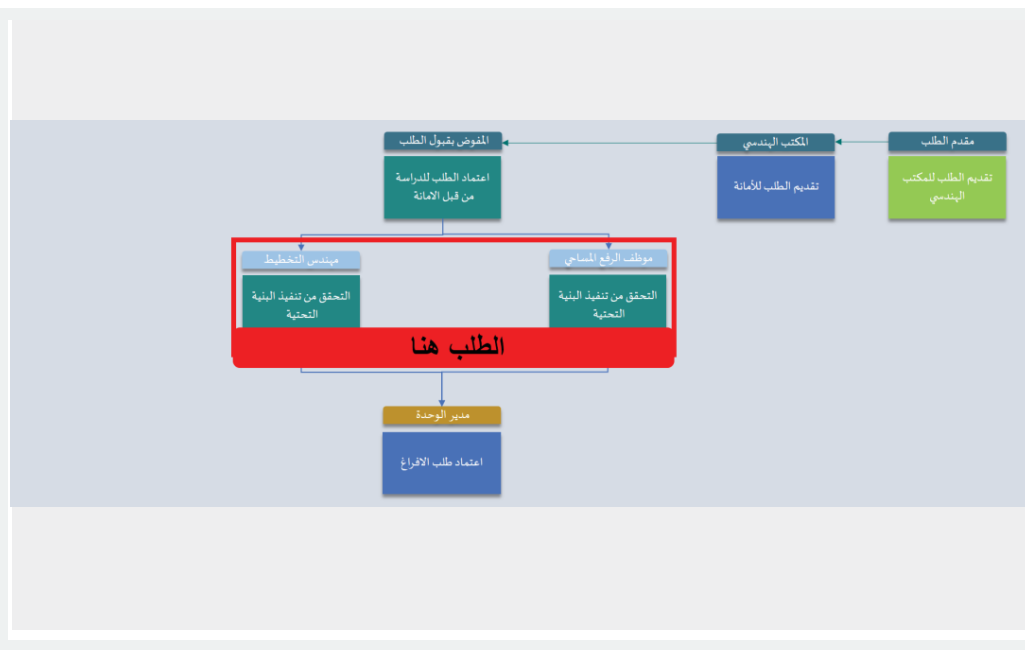
المساحة الإجمالية للمخطط	677765.2052744021
معدل الطول الشوارع / مخطط	1121.1092099999999
إجمالي عدد الأزهار	11
عدد الحدائق	1
عدد الفراش (التجارية - السكنية)	0
عدد الفراش للتجارة	14
عدد المساجد	0
النسبة المئوية للمخططة	2.6910421044446503
مجموع عدد القطع السكنية في المخطط	0

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**).



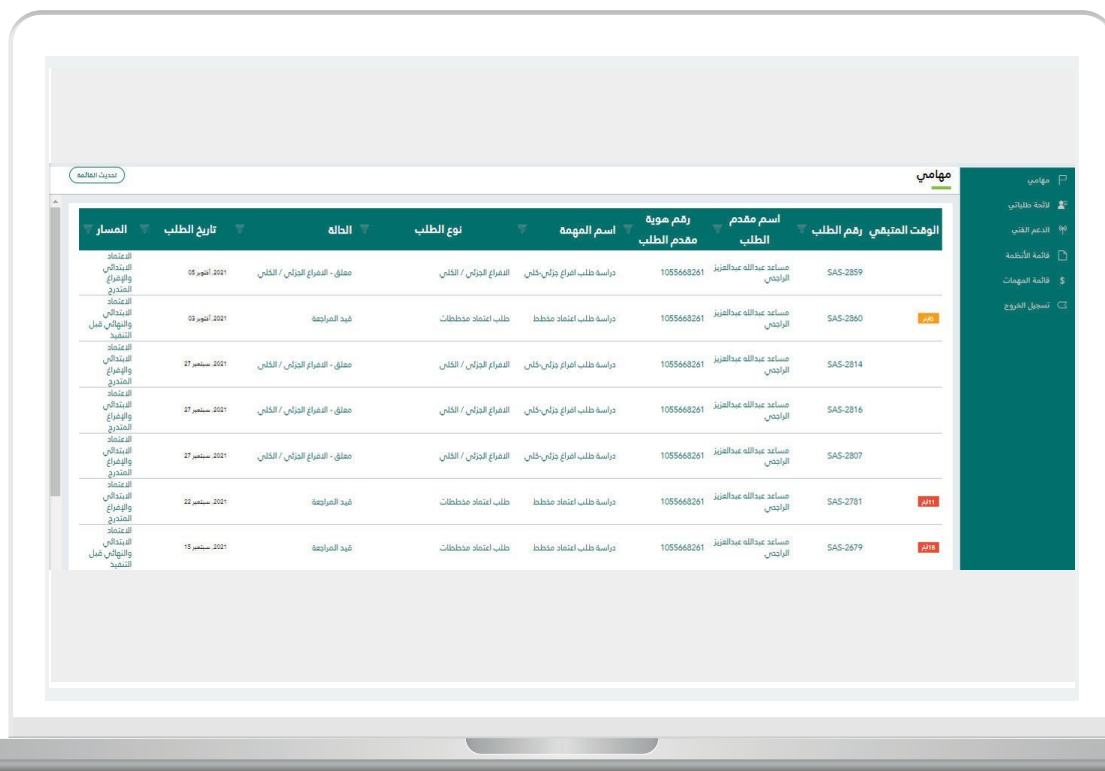
Workflow Diagram for Title Transfer



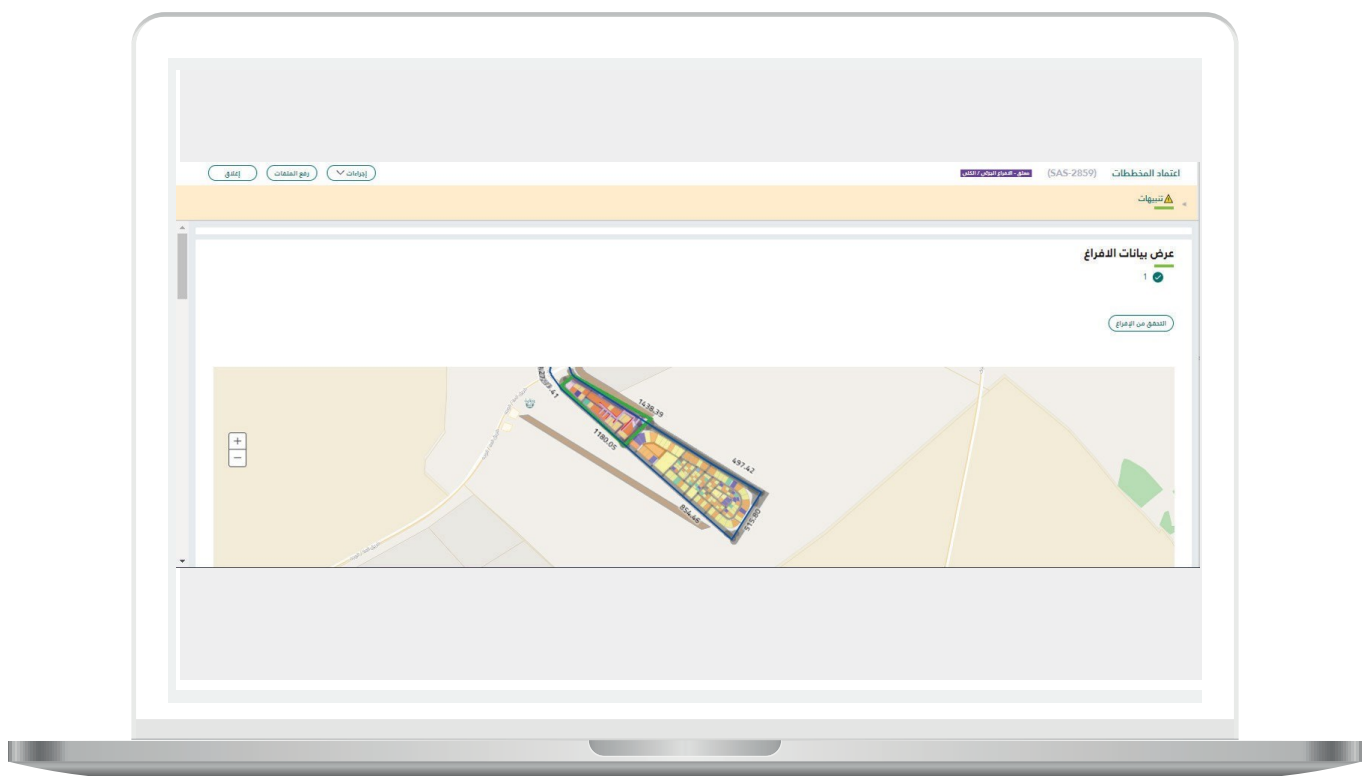
Review of Title Transfer Request - Surveying Officer

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.

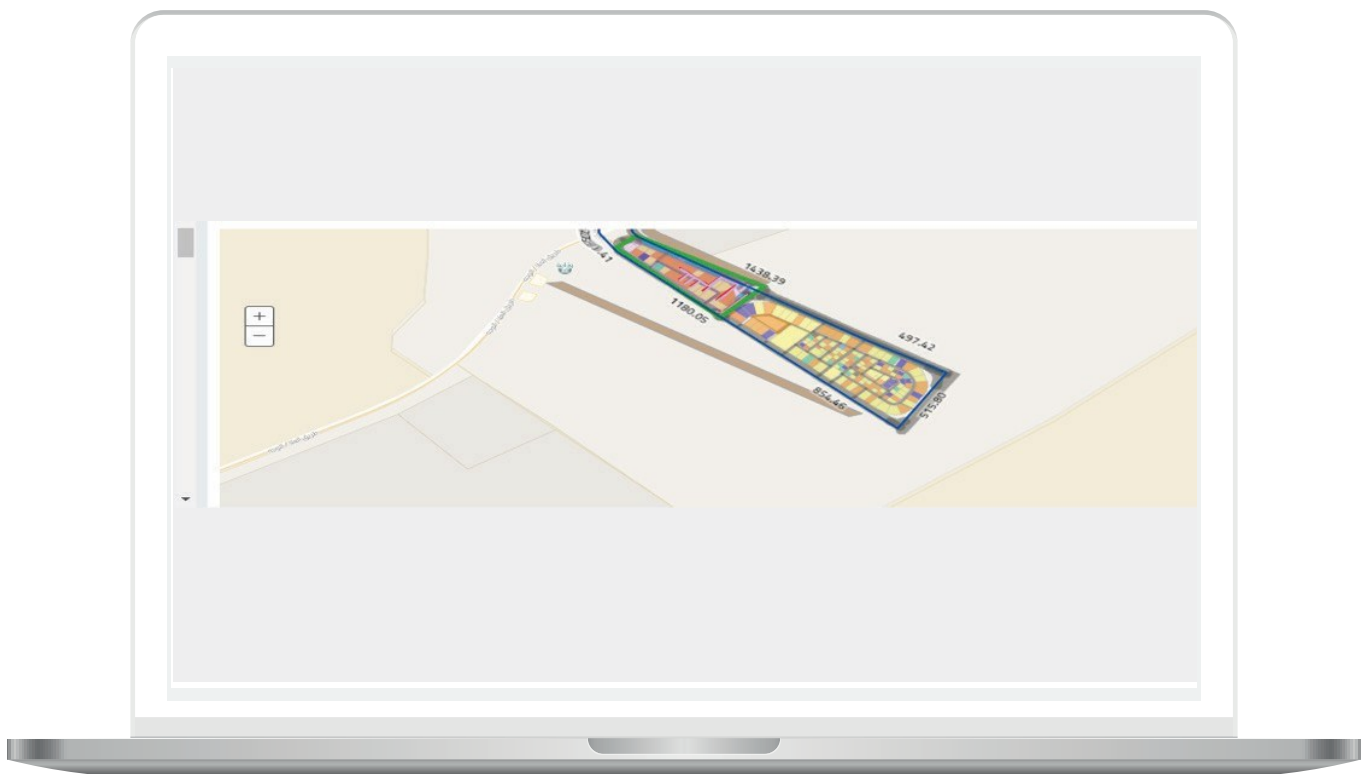


The title transfer cycles are displayed, and the user selects the cycle they want to review. The title transfer cycles are shown on the screen, and the user clicks Verify Title Transfer, which then displays the map along with the request details.



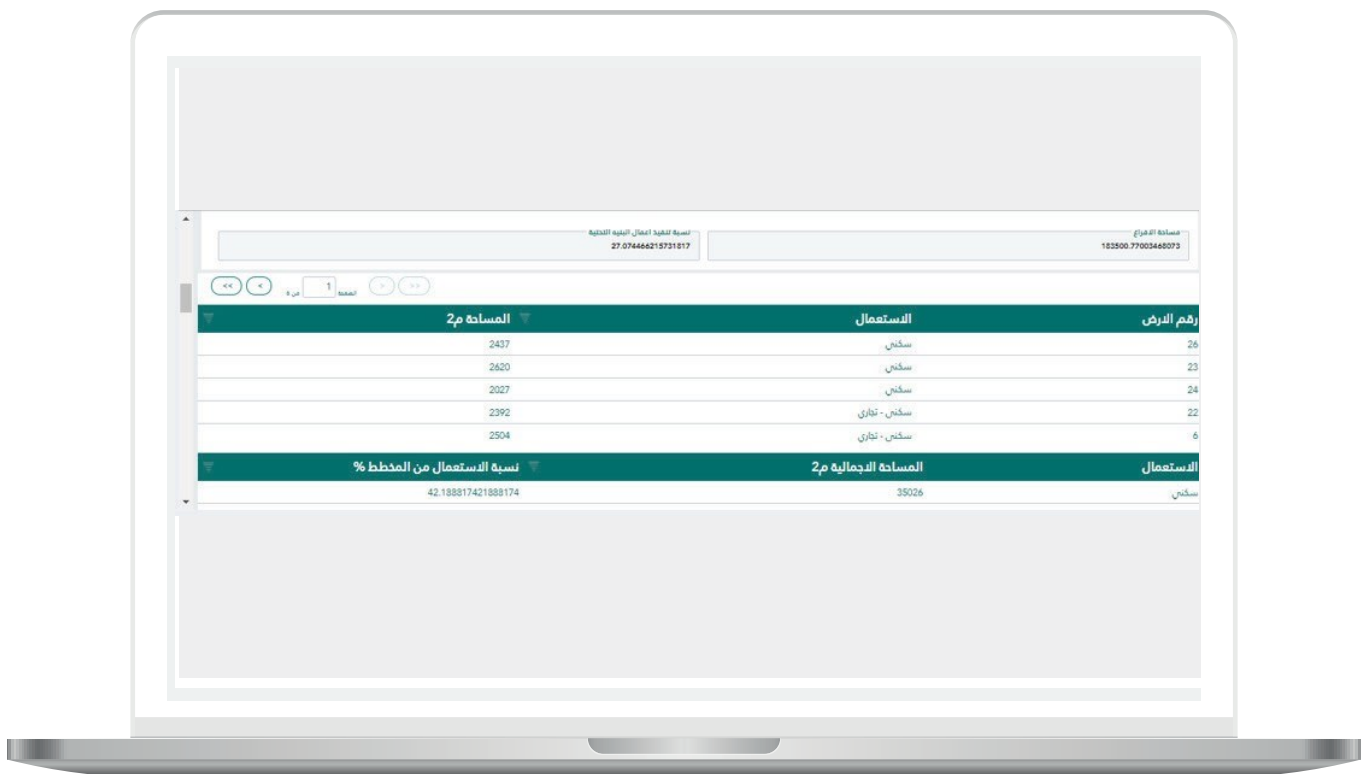
Review of Title Transfer Request - Surveying Officer

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.



The screenshot shows a web application interface on a laptop screen. The interface includes a header with a search bar and a table with the following data:

رقم الأرض	الاستعمال	المساحة م ²
26	سكني	2437
23	سكني	2620
24	سكني	2027
22	سكني - تجاري	2392
6	سكني - تجاري	2504
الاستعمال	المساحة الاجمالية م ²	نسبة الاستعمال من المخطط %
سكني	35026	42.188817421888174

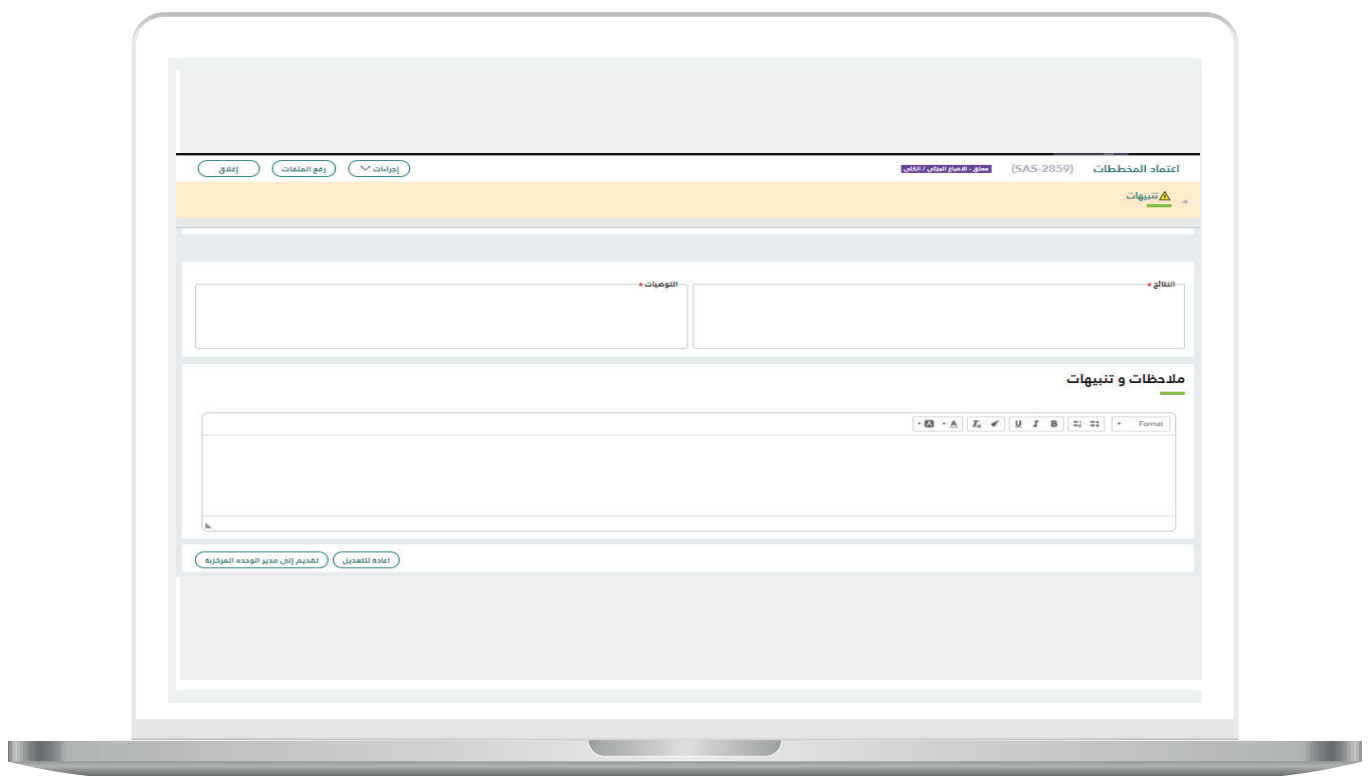
Scheme Statistics Include: (Total area, Number of residential plots, Average street lengths, Planning ratio, Total number of plots, Number of mosques, Number of parks, Number of land types, Number of services (Educational - Religious - Health - Social - Governmental - Industrial)).

The image shows a laptop screen displaying a web application interface. The interface is in Arabic and contains several input fields and buttons for data entry and retrieval. The fields are arranged in a grid-like structure with labels and values.

المساحة الإجمالية للمخطط م2 677765.3552744081	مجموع عدد القطع السكنية في المخطط —
معدل الطول الشوارع/م 1121.1892699999999	النسبة المئوية للمخططة 2.891043104444503
إجمالي عدد الأراضي 11	عدد المساكن 0
عدد الحدائق 1	عدد الأراضي التجارية 0
عدد الأراضي (التجارية - الصناعية) 0	عدد الأراضي (التجارية - السكنية) 14

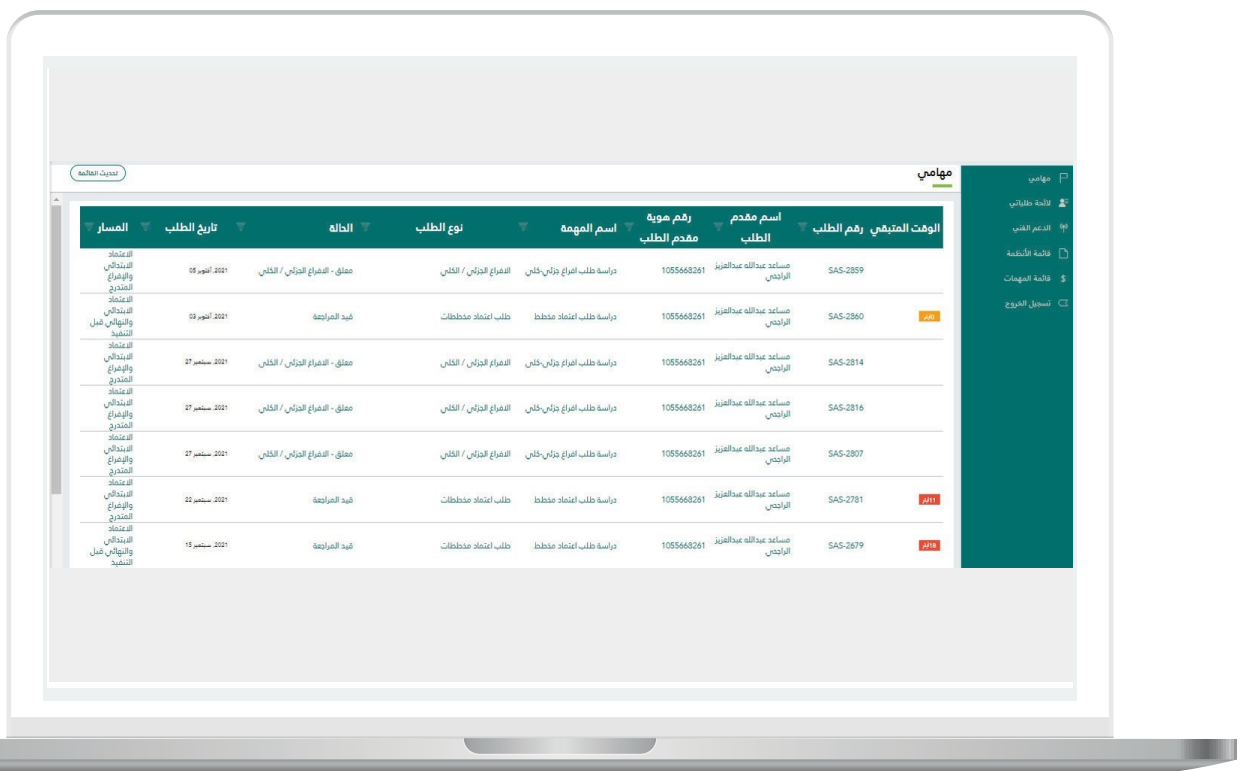
The user adds results and recommendations, then makes a decision as follows:

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

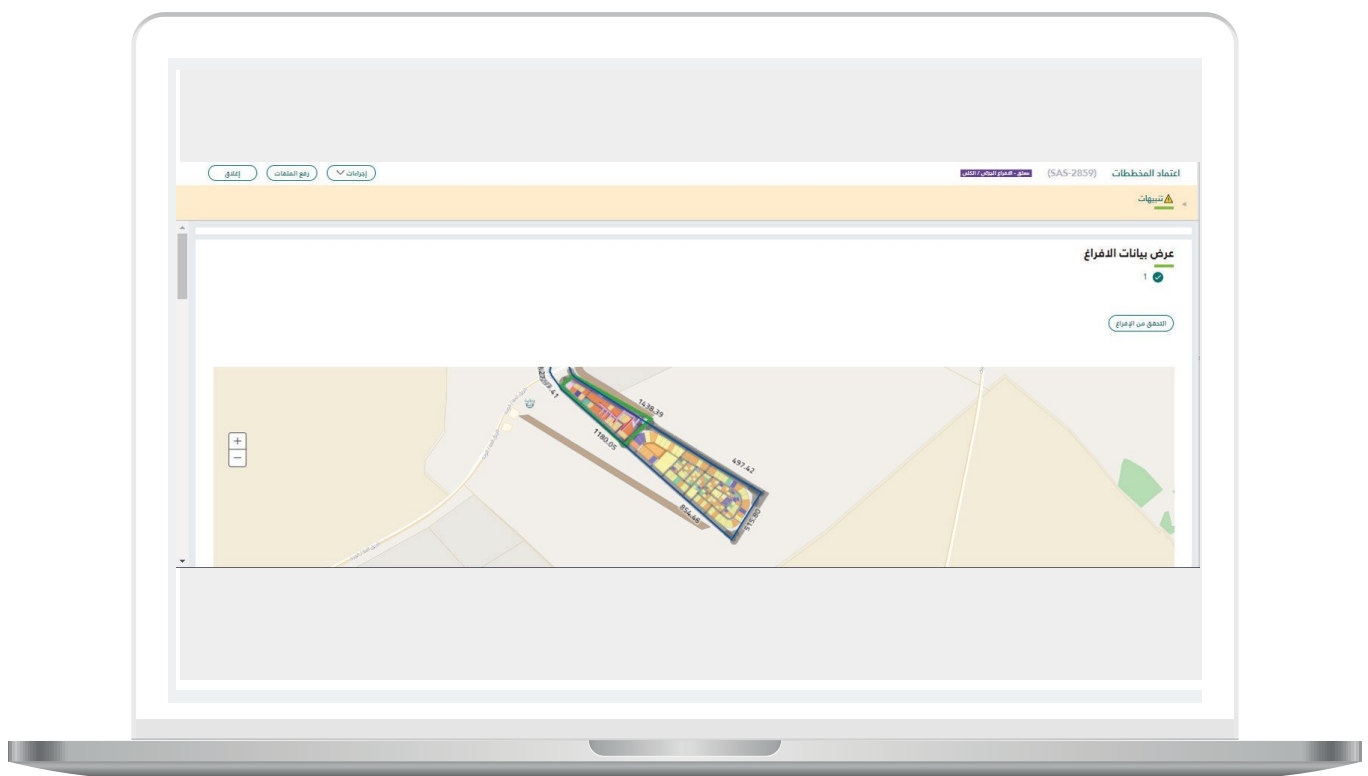


Review of Title Transfer Request - Planning Engineer

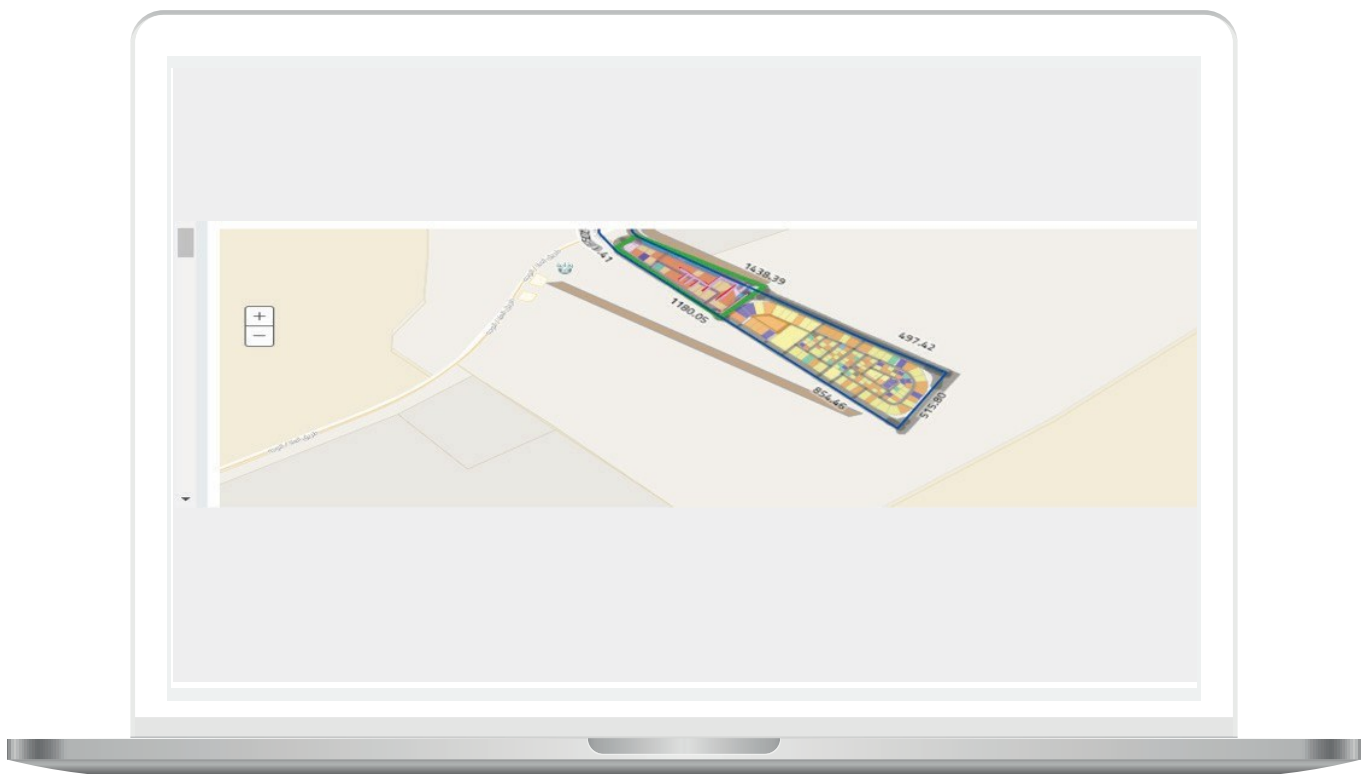
The user logs into their personal account, where assigned tasks are displayed. The user clicks the title transfer request number, which can be identified by its status (**Pending - Partial/Full Title Transfer**). Clicking the request displays the request details on the screen.



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.

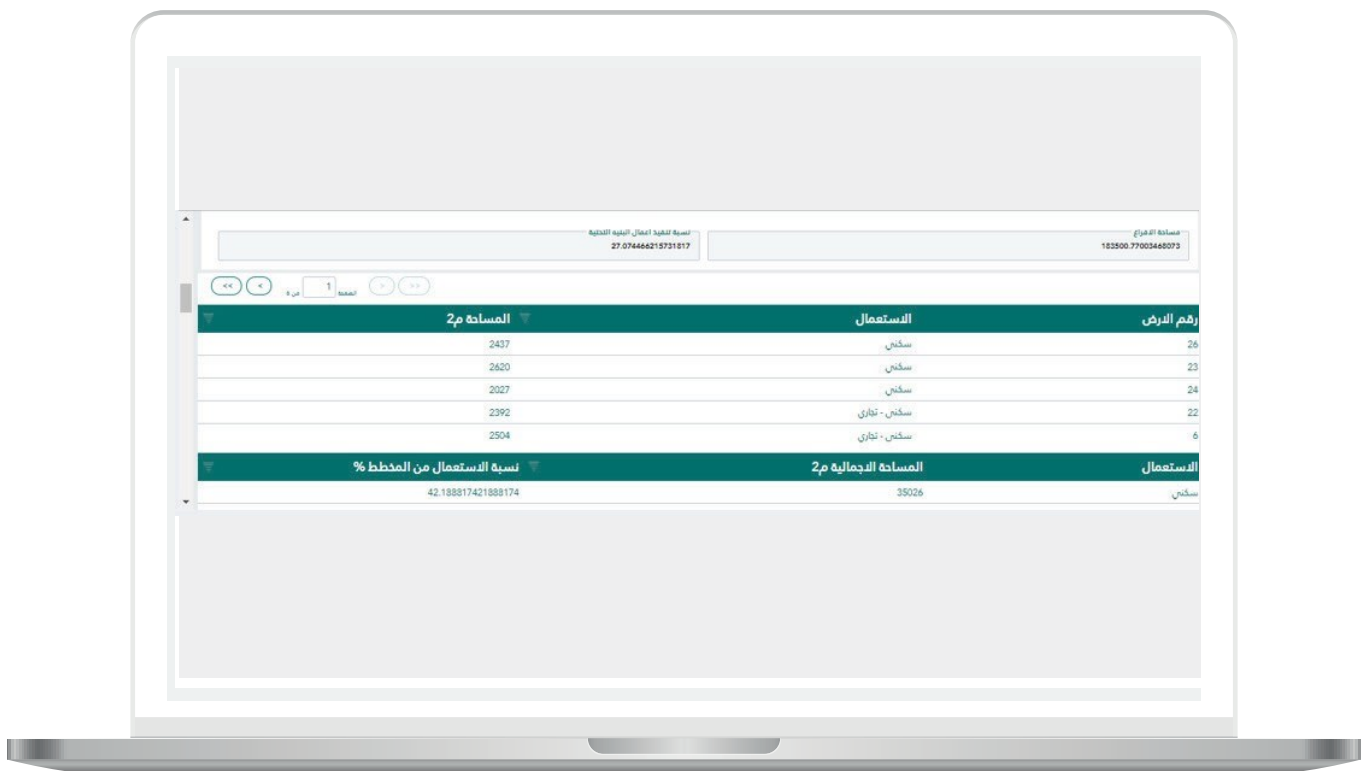


The section to be transferred is highlighted in green, and the original conceptual design is displayed on the map.



The following data is displayed:

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



The screenshot shows a web application interface on a laptop screen. The interface includes a header with a search bar and a table with the following data:

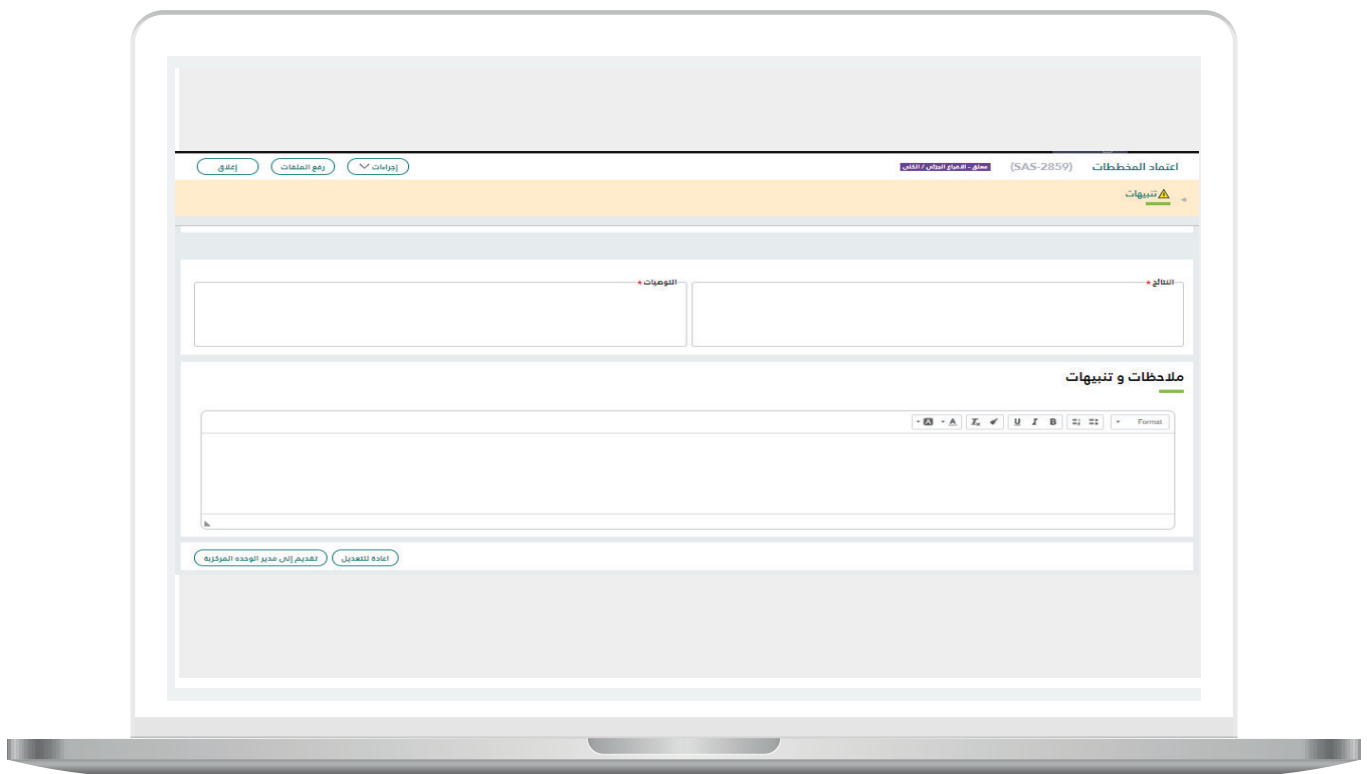
رقم الأرض	الاستعمال	المساحة م ²
26	سكني	2437
23	سكني	2620
24	سكني	2027
22	سكني - تجاري	2392
6	سكني - تجاري	2504
الاستعمال	المساحة الاجمالية م ²	نسبة الاستعمال من المخطط %
سكني	35026	42.188817421888174

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 الإجمالية للمخطط م ² 677765.3552744081	مجموع عدد القطع السكنية في المخطط —
معدل الطول الشواري م/مكتل 1121.1892699999999	النسبة التخطيطية للمخطط 2.891043104446503
إجمالي عدد الأراضي 11	عدد المساجد 0
عدد الحدائق 1	عدد الأراضي التجارية 0
عدد الأراضي (التجارية - الصناعية) 0	عدد الأراضي (التجارية - السكنية) 14

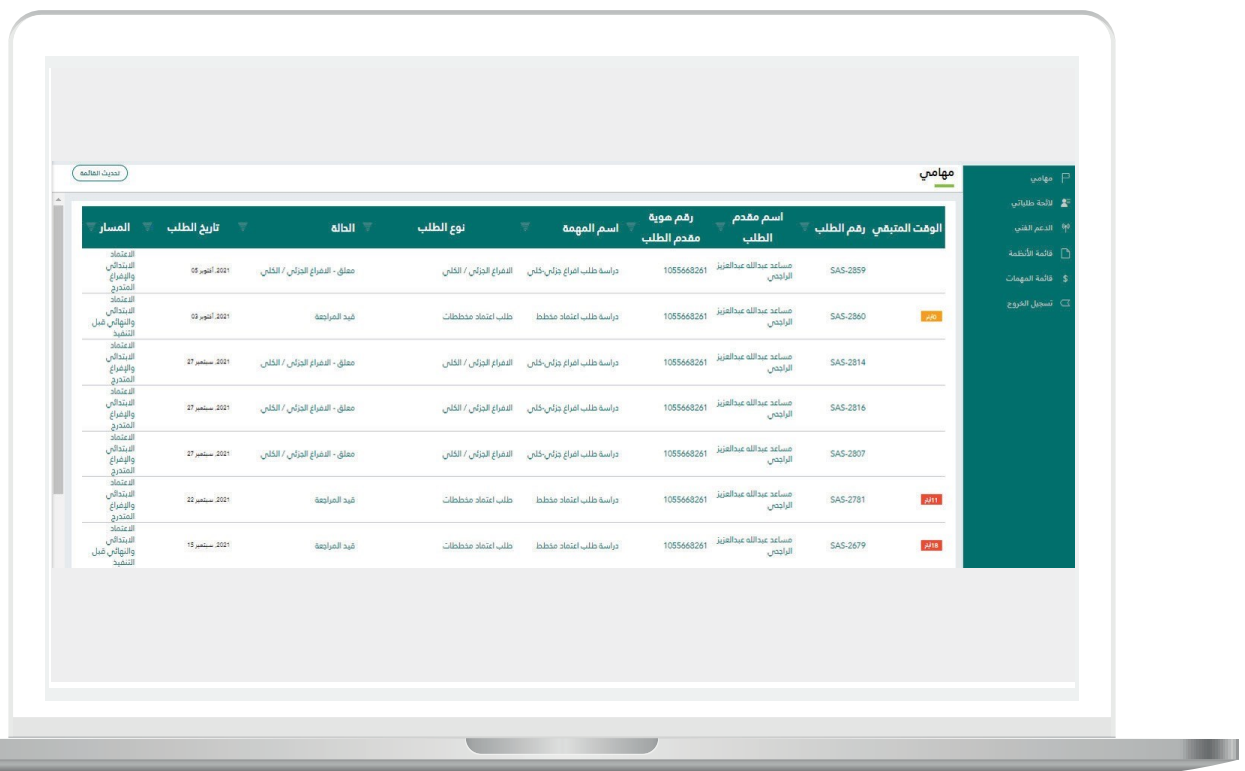
The user adds results and recommendations, then makes a decision as follows:

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

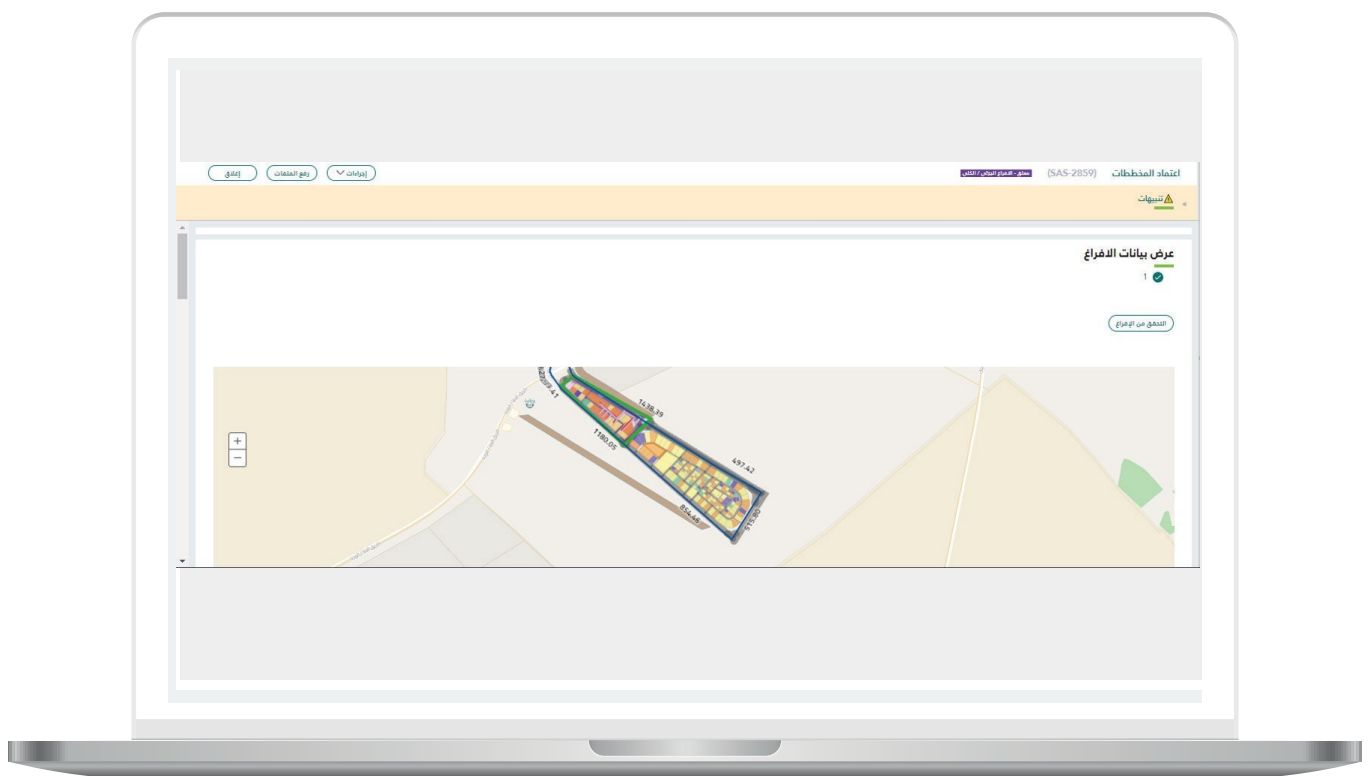


Review of Title Transfer Request - Central Unit Director

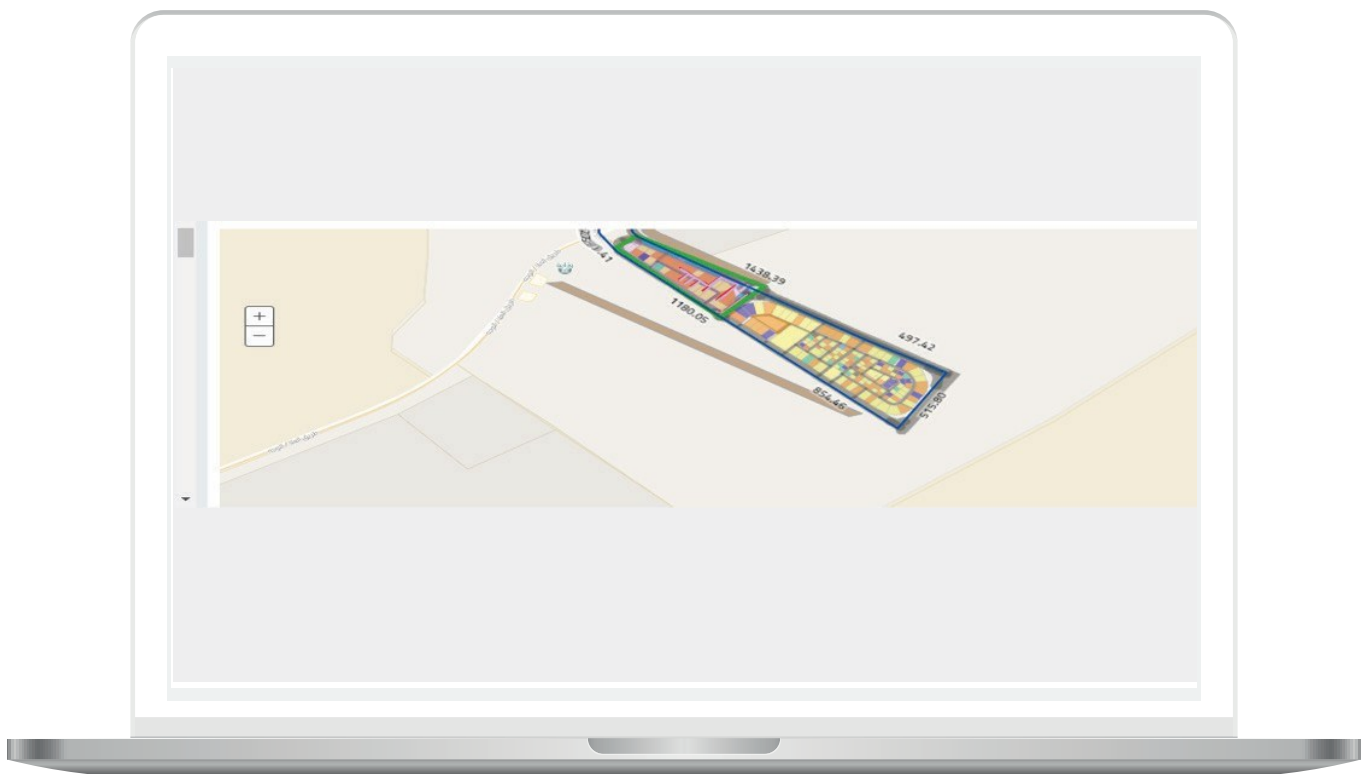
The user logs into their personal account, where assigned tasks are displayed. The user clicks the title transfer request number, which can be identified by its status (**Pending - Partial/Full Title Transfer**). Clicking the request displays the request details on the screen.



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.



1) Title transfer area.

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

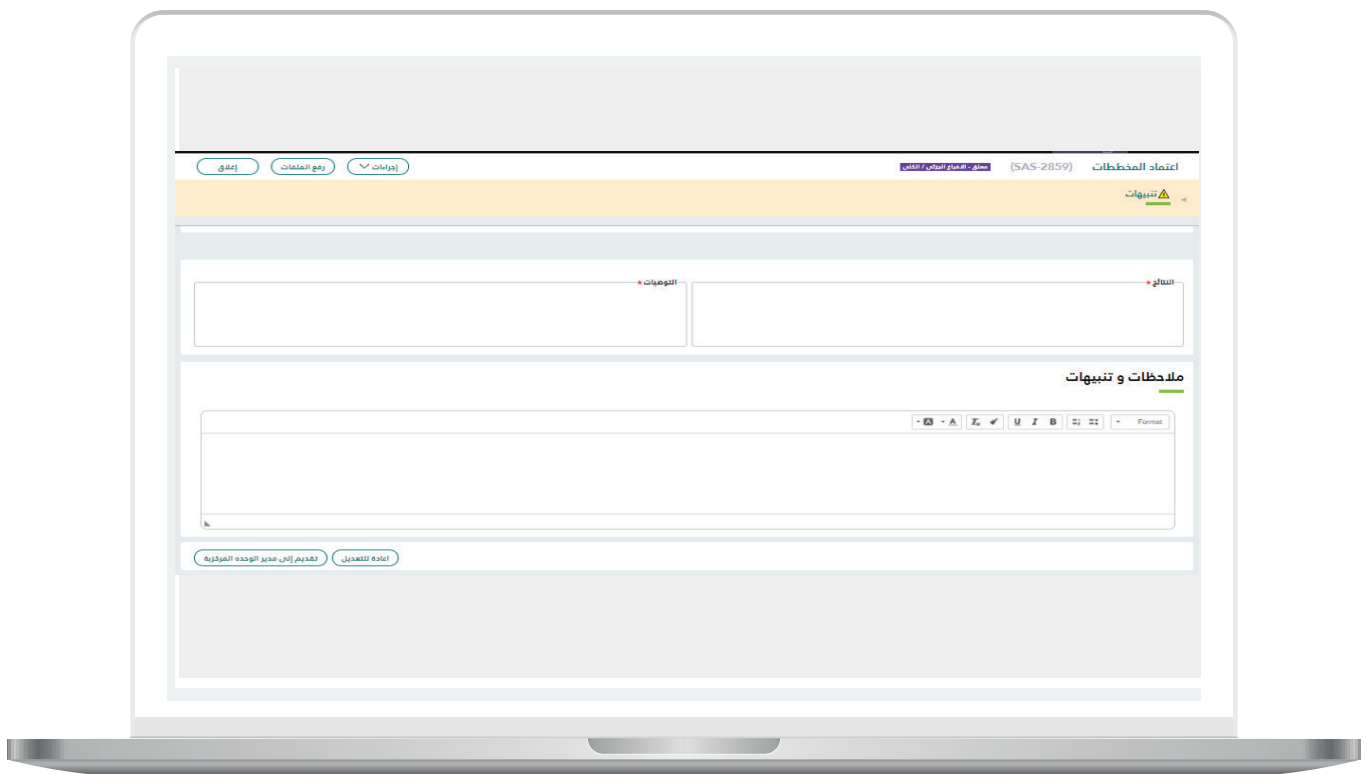
المساحة م2		الاستعمال	رقم الأرض
2437		سكني	21
2620		سكني	22
2027		سكني	23
2392		سكني - تجاري	24
2504		سكني - تجاري	25
نسبة الاستعمال من المخطط %		المساحة الإجمالية م2	الاستعمال
42.188817421888174		35026	سكني

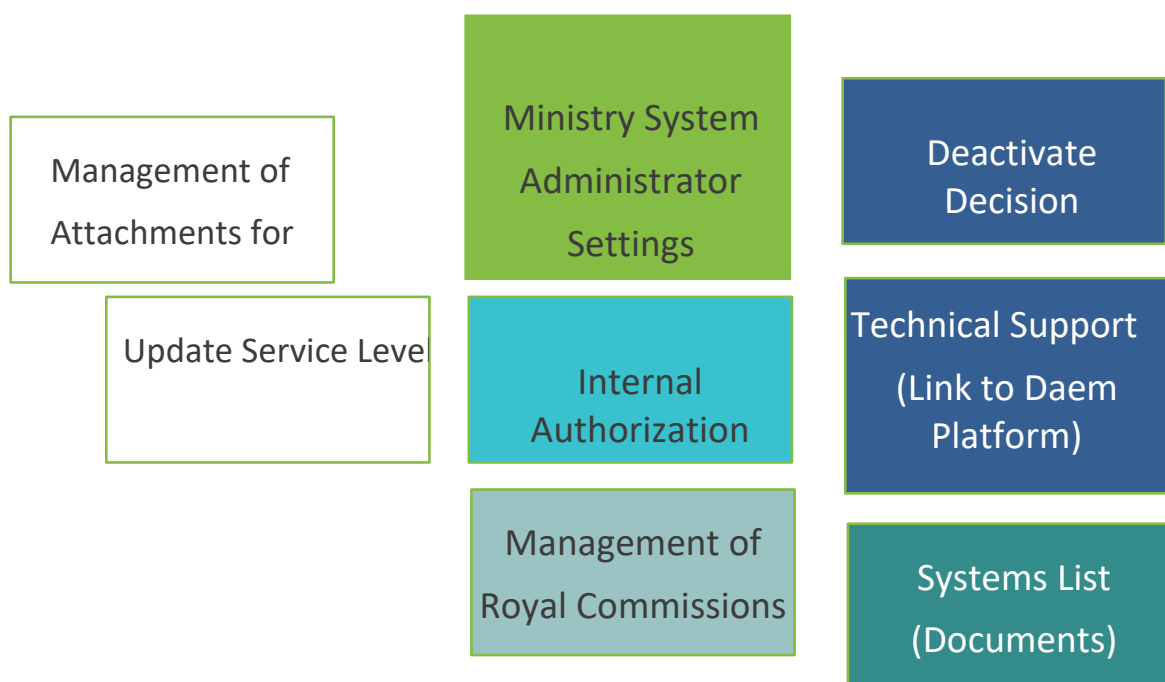
Scheme Statistics Include: (Total area, Number of residential plots, Average street lengths, Planning ratio, Total number of plots, Number of mosques, Number of parks, Number of land types, Number of services (Educational - Religious - Health - Social - Governmental - Industrial)).

المساحة الإجمالية للمخطط م2	677765.3552744081
عدد النماذج السكنية في المخطط	2.691043104444503
النسبة المئوية للمخططة	0
عدد المساكن	0
عدد الفراش التجارية	0
عدد الفراش (التجارية - السكنية)	14
عدد النماذج التجارية	11
عدد الفراش (التجارية - الصناعية)	1
عدد الفراش (التجارية - الصناعية)	0
عدد الفراش (التجارية - الصناعية)	0

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:

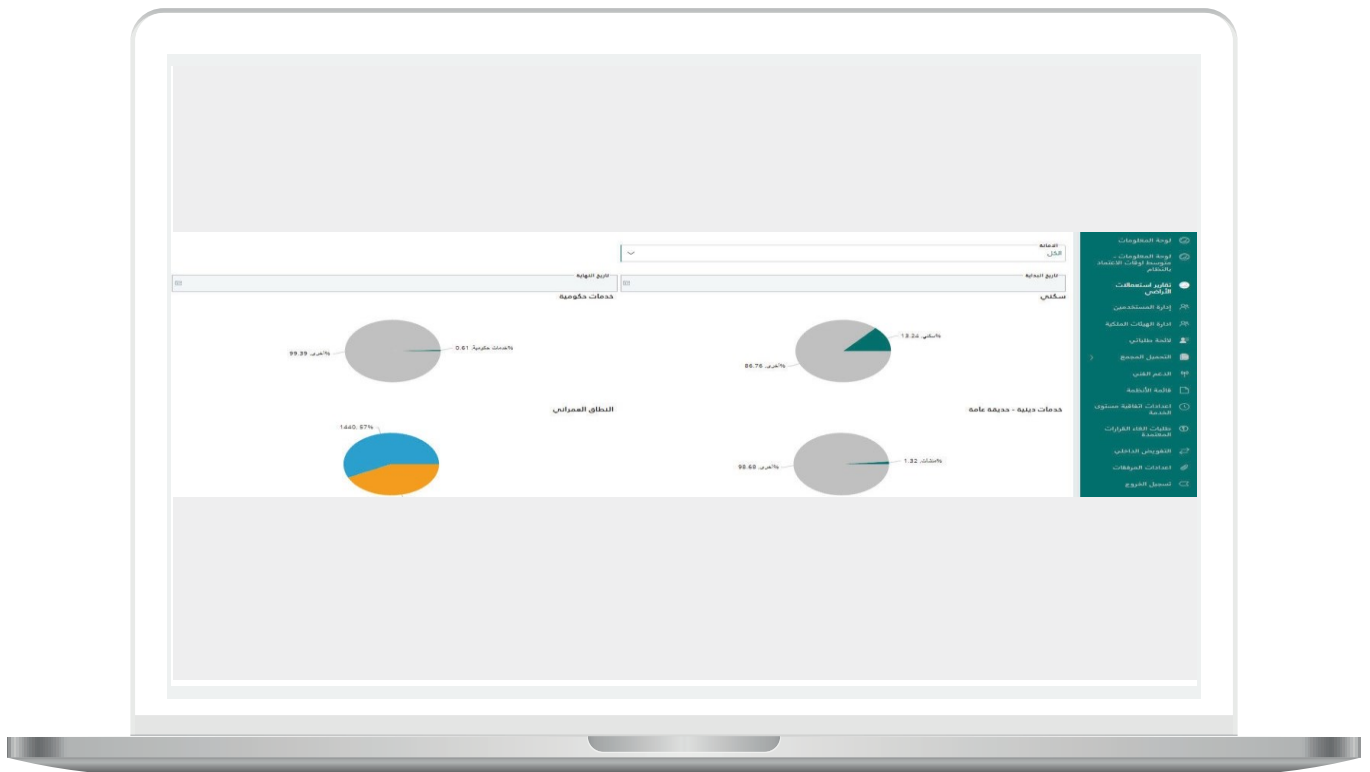
(Request Authorizer, Preliminary Approval, Detailed Plan Review for Paving and Lighting, Development Authority Council, Central Unit Director for Plan Approvals, Conceptual Design Review by the Committee, Detailed Plan Review, Telecommunications and IT Review, Technical Requirements Review After Escalation, 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).

اسم الاجراء	الوقت المستهدف	اخر موعد لانتهاء الاجراء	الاجراء التصعيد	تحديث
المعوض بدون الطلب	1	2	0	تحديث
اعتماد التاجيل	0	0	0	تحديث
دراسة المخططات التصميمية للمنشآت و الإدارة	20	20	30	تحديث
جلسة الهيئة	4	8	10	تحديث
مراجعة اللجنة الإدارية لاعتداء المخططات	0	0	0	تحديث
دراسة اللجنة التصميمية من قبل اللجنة	10	12	15	تحديث
دراسة المخططات التصميمية للمنشآت و تقنية المخططات	20	34	22	تحديث
دراسة المخططات التصميمية بعد التصعيد	12	12	1	تحديث
دراسة اللجنة التصميمية	14	15	22	تحديث
دراسة الطلب من اللجنة التصميمية	2	3	4	تحديث
مؤقتة وحدة نظم المخططات التجارية	25	26	0	تحديث
تدقيق الدراسة الهندسية	2	3	1	تحديث
دراسة وزارة الأشغال	35	35	5	تحديث
دراسة المخططات التصميمية للمياه و الصرف الصحي	20	35	1	تحديث
فحص الملكية	25	400	12	تحديث
مستلم	0	0	0	تحديث
دراسة المخططات التصميمية للتصوير	20	35	1	تحديث

Land Use Reports

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

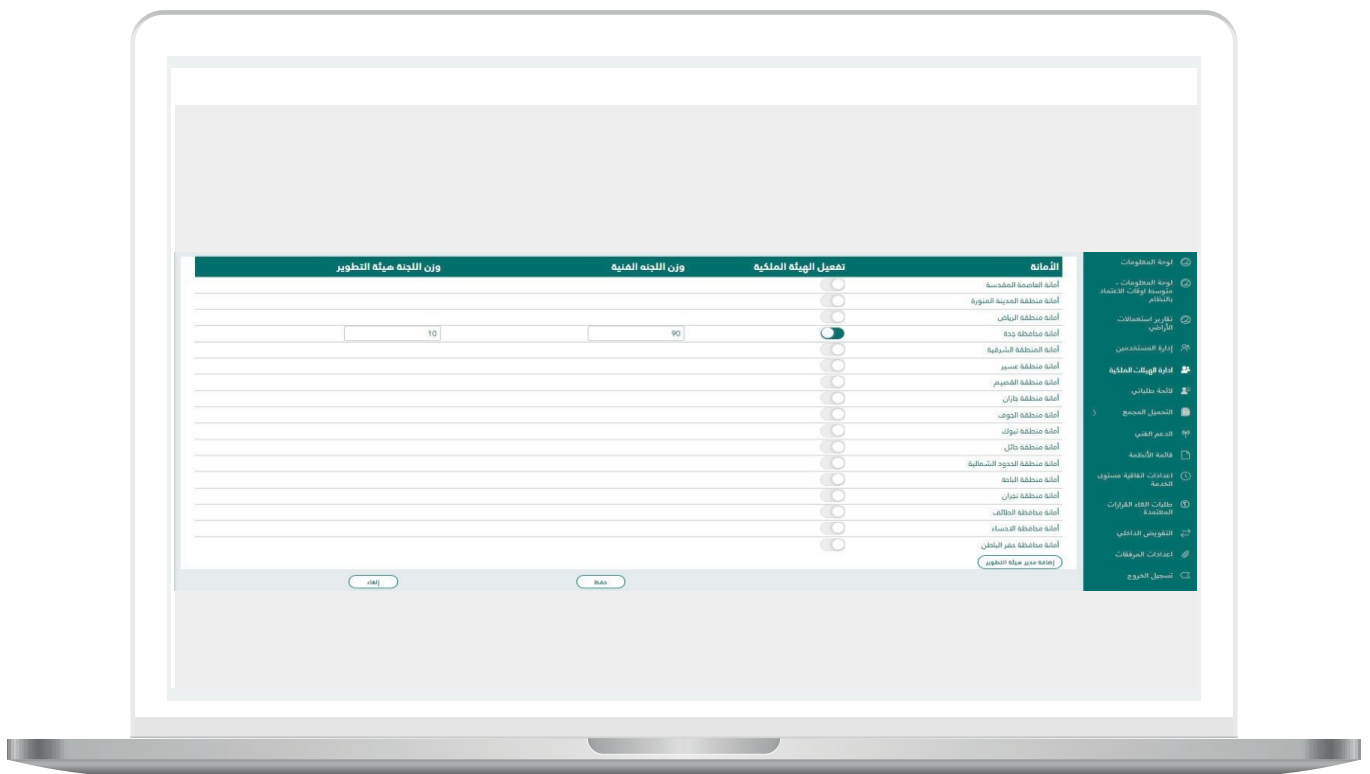
The system displays land use reports, which include: **(Percentage of Residential Use, Percentage of Governmental Use, Percentage of Religious Services and Parks, Percentage of Plans by Urban Boundary)**.



Management of Royal Commissions

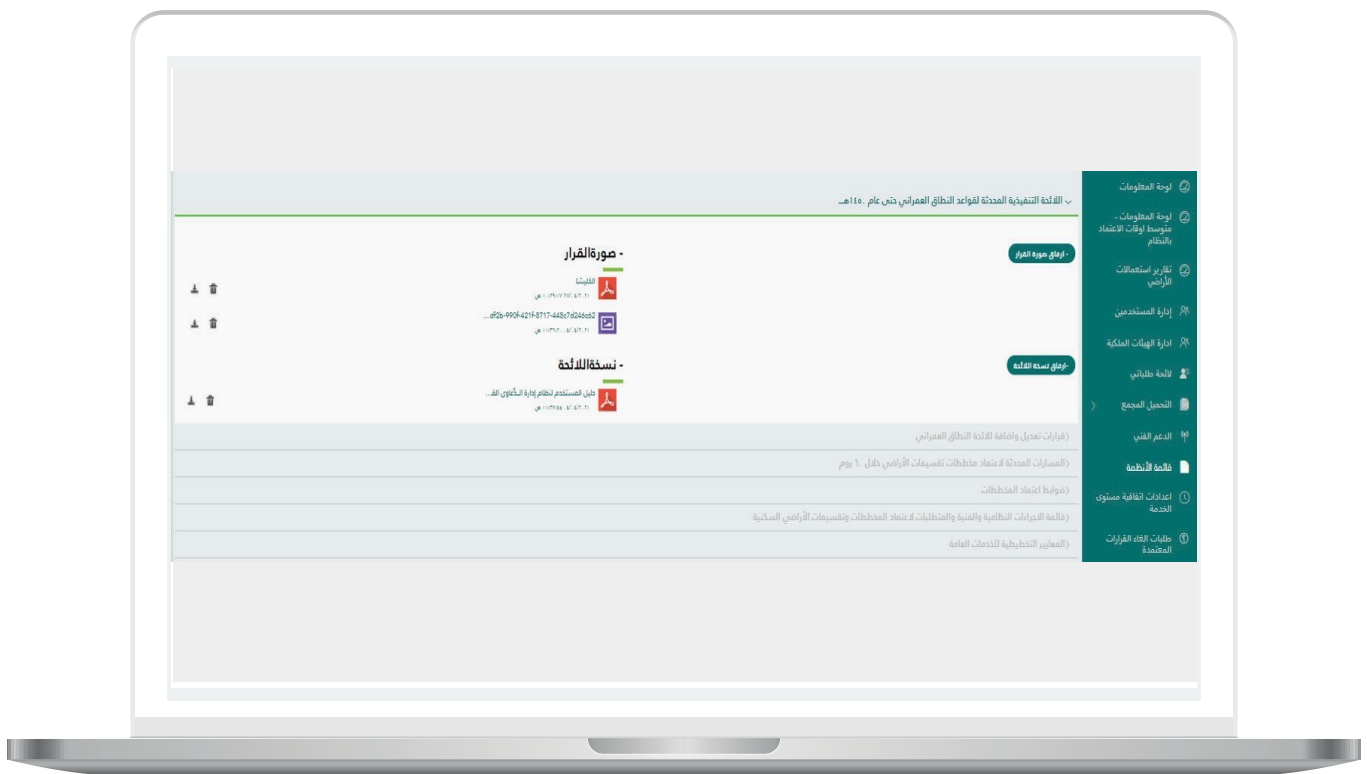
The user controls whether to activate commissions in relevant municipalities or not.

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.



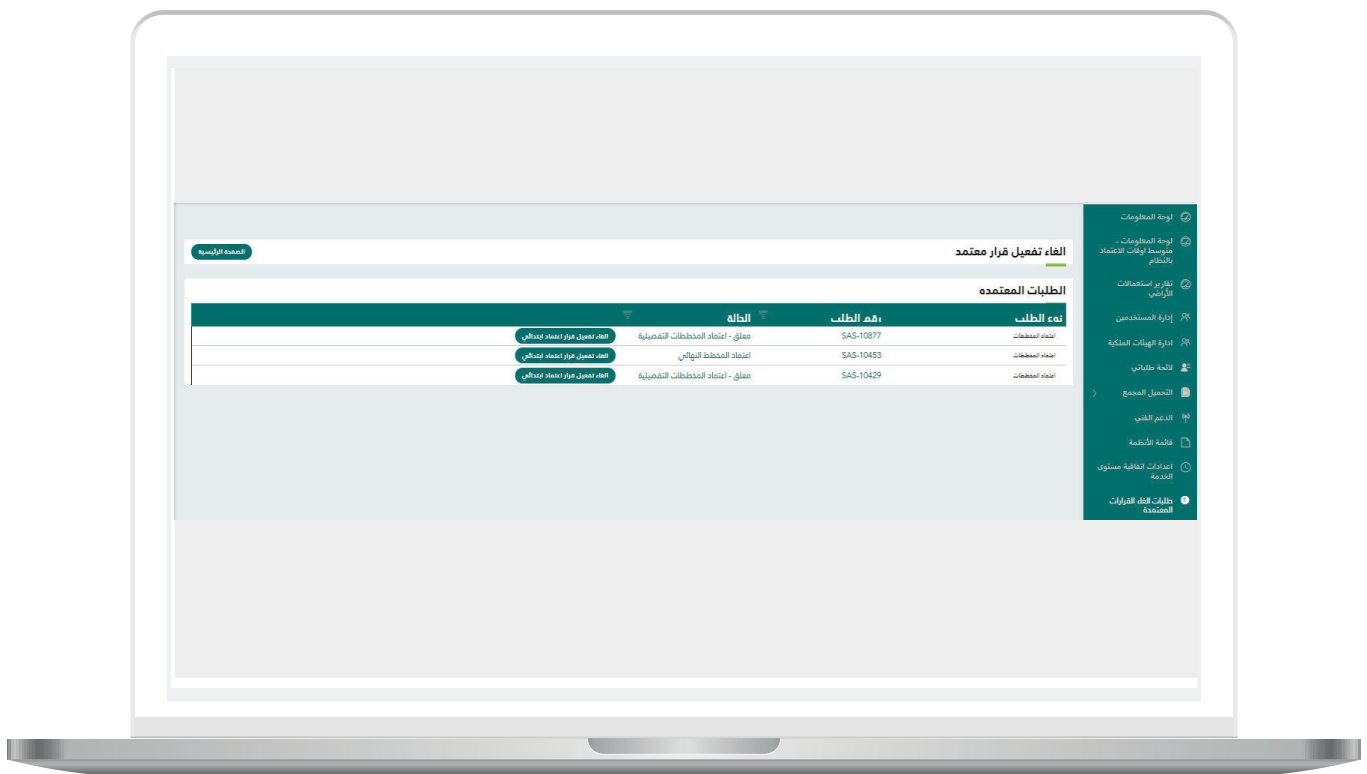
Systems List

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



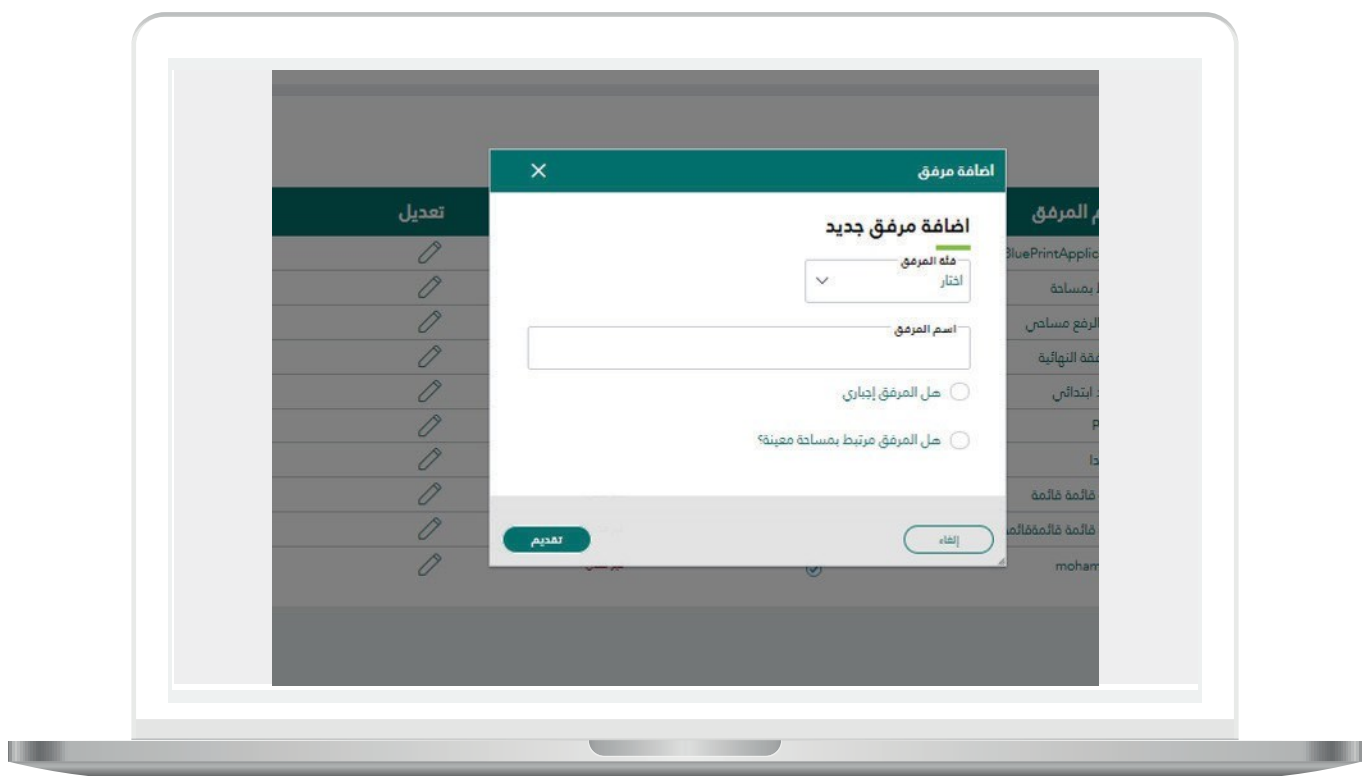
Deactivating an Approved Decision

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

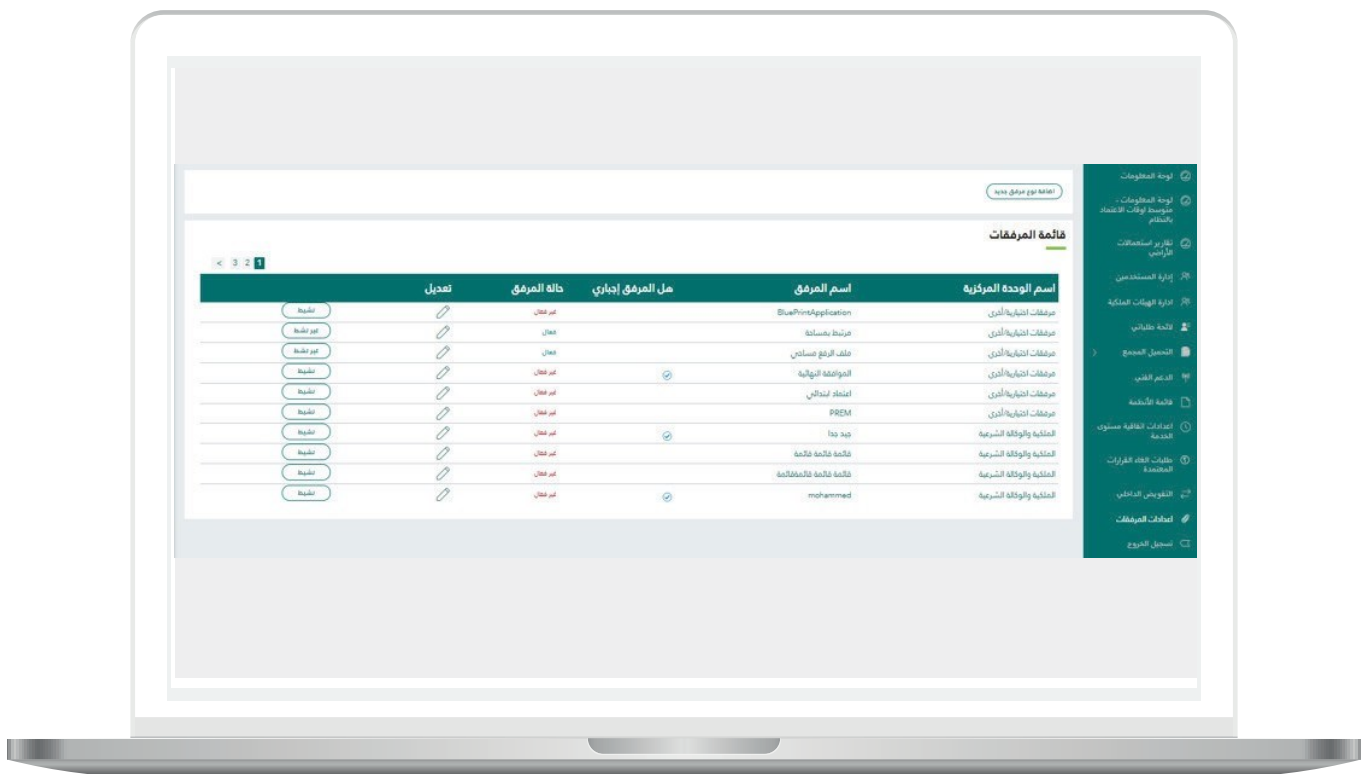


Attachment Settings

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 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.

[illegible]

- 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.

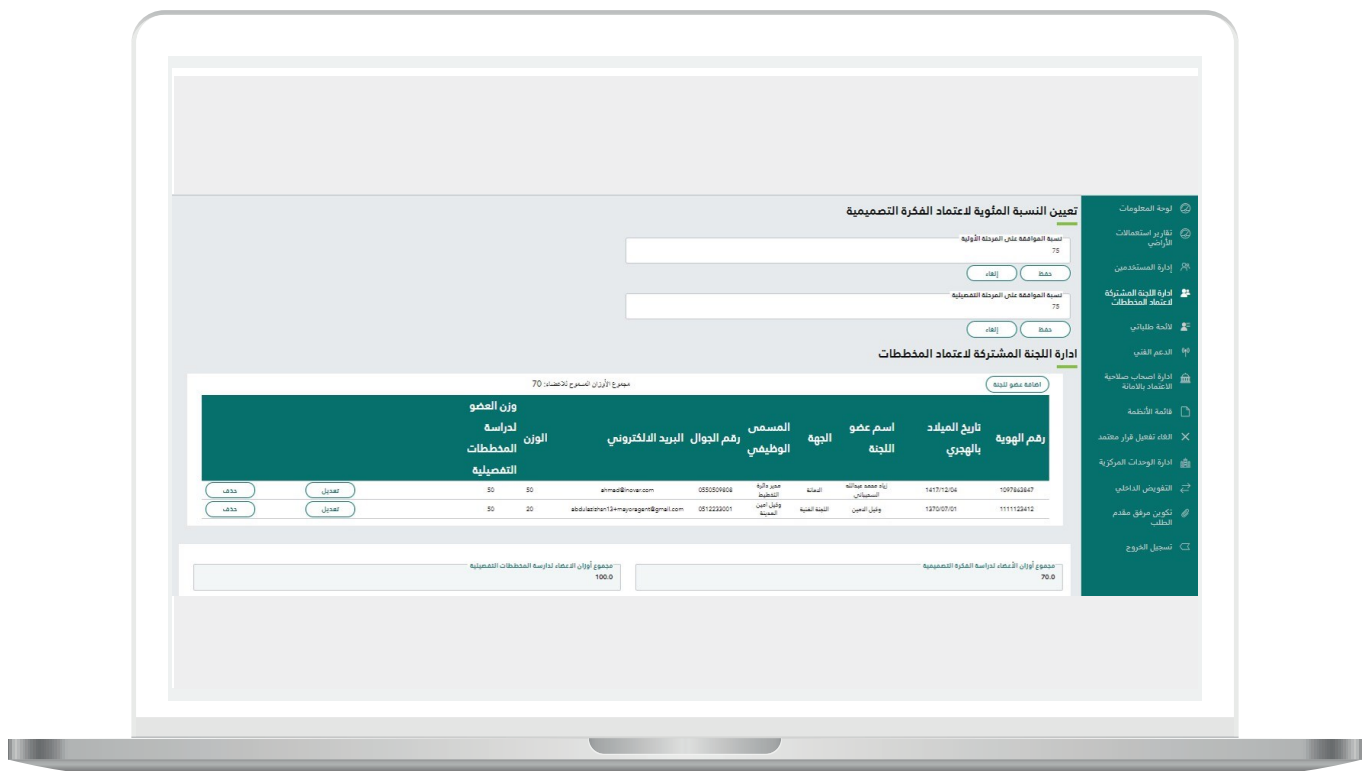
The screenshot shows a web application interface for employee delegation, displayed on a laptop screen. The interface is divided into three main sections:

- معلومات التفويض (Authorization Information):** This section contains three dropdown menus. The first is labeled 'نوع الموظف' (Employee Type) with a value of 'مهندس التخطيط' (Planning Engineer). The second is labeled 'الجهة' (Authority) with a value of 'أمانة منطقة الرياض' (Riyadh Region Municipality). The third is labeled 'التفويض من' (Authorized by) with a value of 'Authorize Four AE'.
- تفاصيل المفوض (Delegatee Details):** This section contains four input fields. The first is labeled 'البريد الإلكتروني' (Email) with a value of 'awad@four.com'. The second is labeled 'رقم الهاتف' (Phone Number) with a value of '1515151517'. The third is labeled 'نوع الموظف' (Employee Type) with a value of 'مهندس التخطيط' (Planning Engineer). The fourth is labeled 'الاسم الكامل' (Full Name) with a value of 'Authorize Four AE'.
- الفترة المحددة (Specified Period):** This section contains a table with two columns: 'من' (From) and 'إلى' (To). The 'من' column has a value of '1/1/2021' and the 'إلى' column has a value of '31/12/2021'. The table is titled 'التفويض إلى' (Authorized to) and 'Authorize Engineering_151515151_000024'.

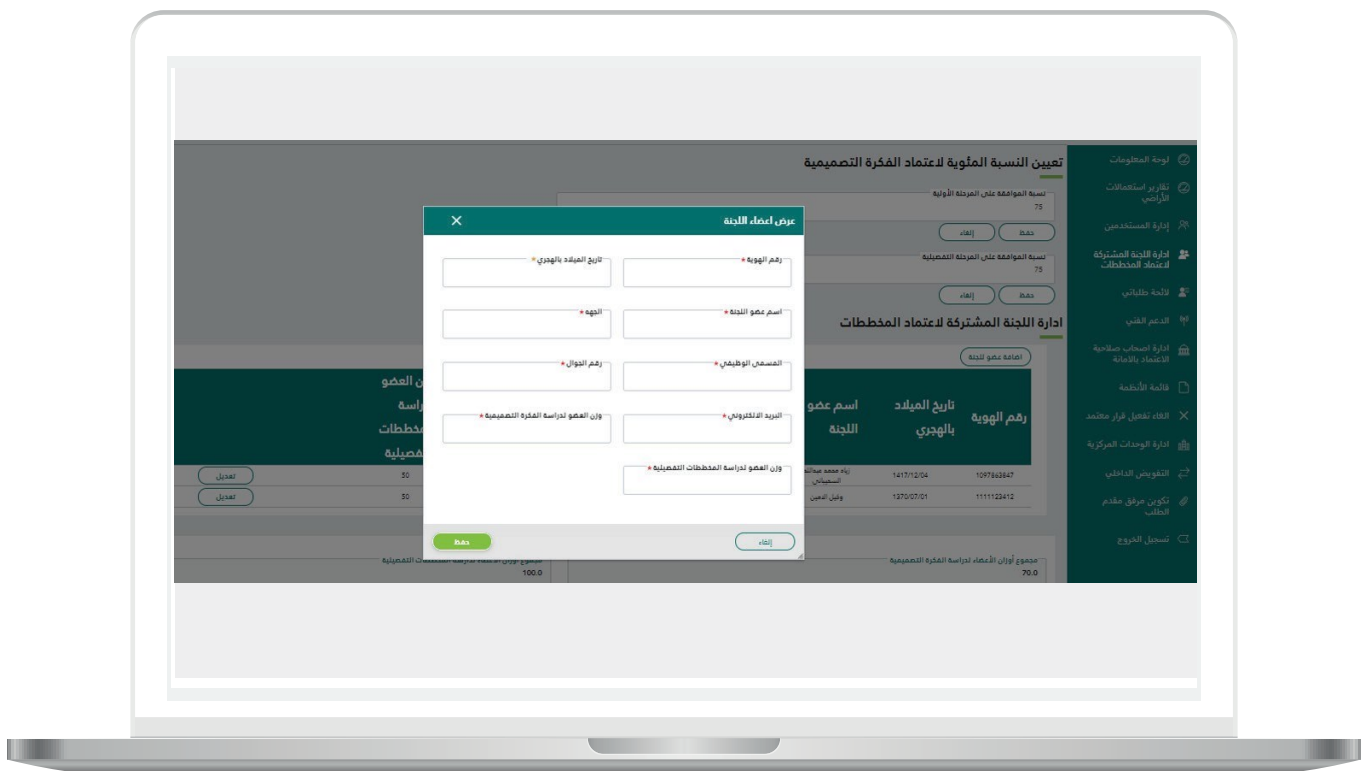
Management of committees

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

