



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

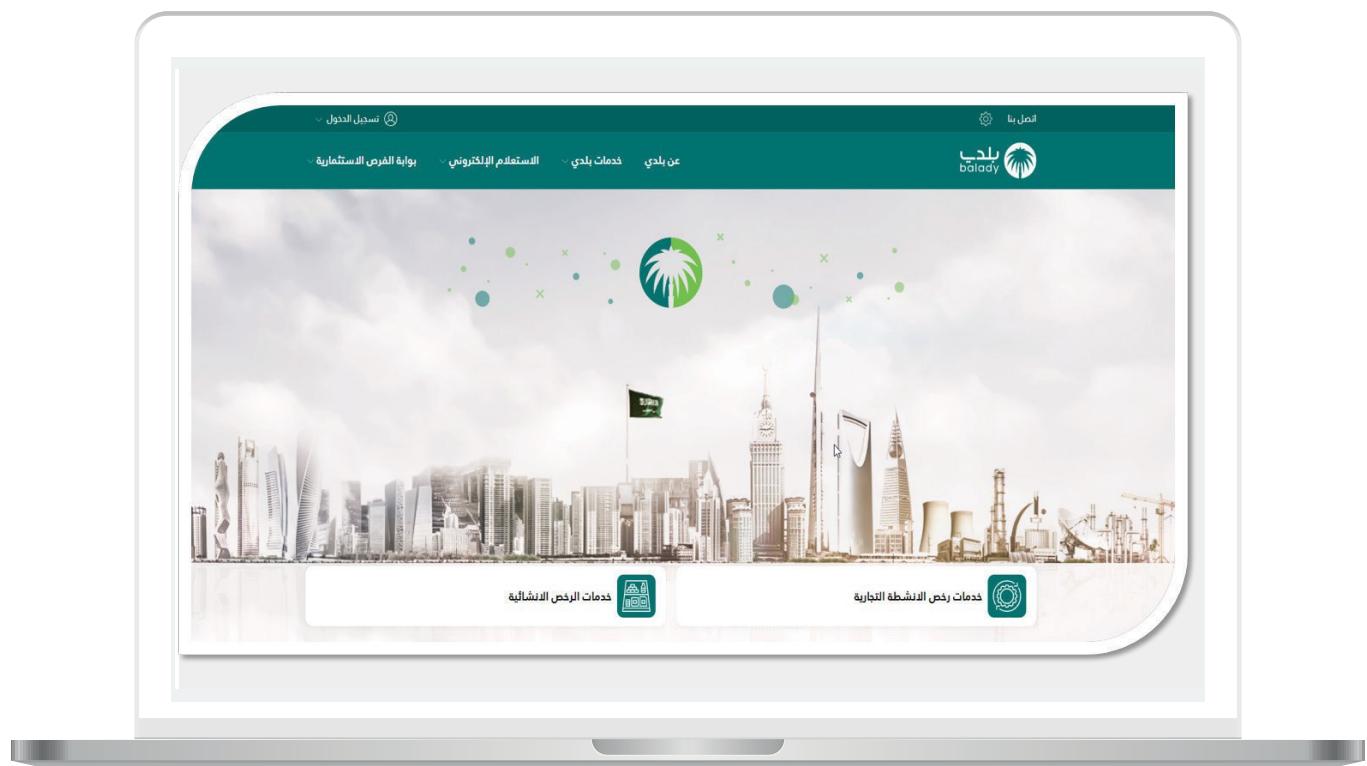
- Execution costs are paid by the developer to the implementing entity.
- Preliminary and final approvals are granted.
- Determination and time allocation (**governance**) of all administrative procedures from all parties (**SLA**).
- Full sale of the land scheme before infrastructure implementation.

Sequencing of Stages Based on Tracks

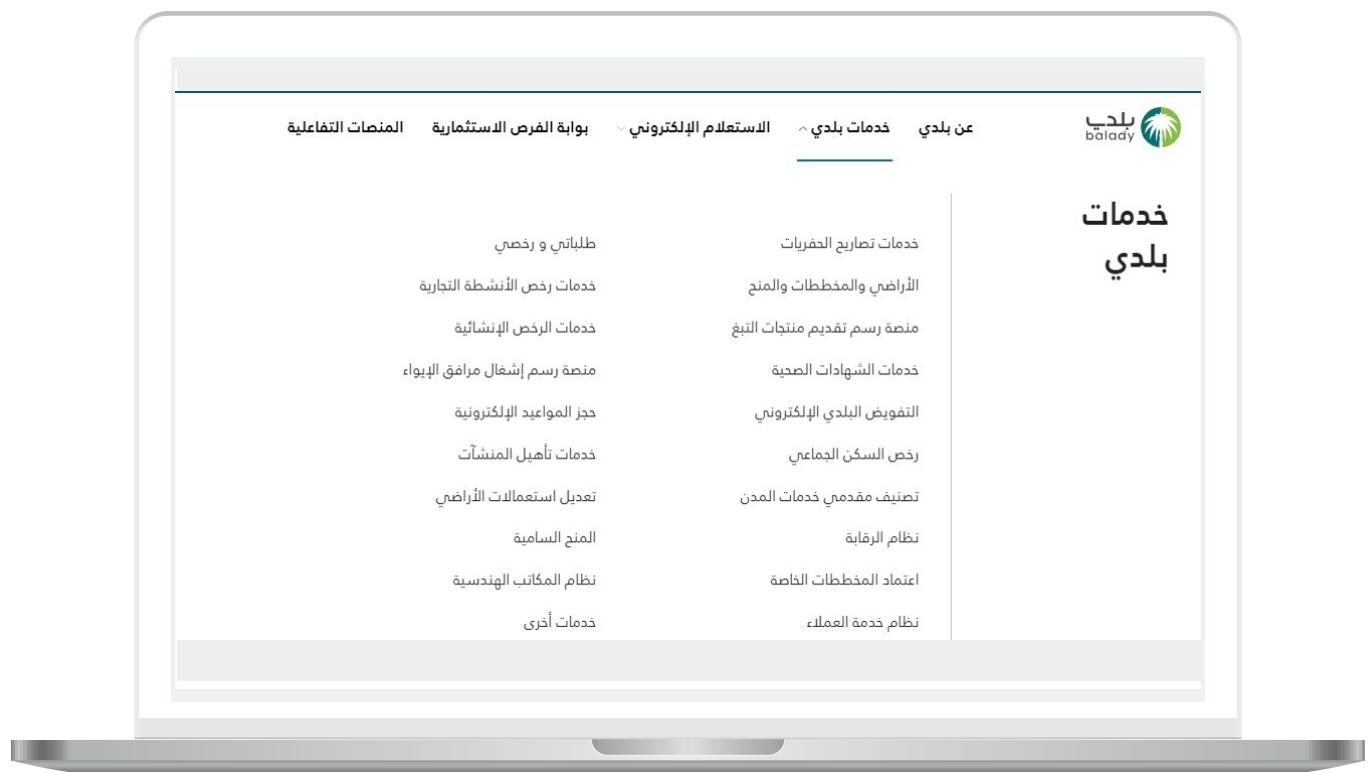


Accessing the Electronic Portal (Private Land Schemes Approval Service)

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.



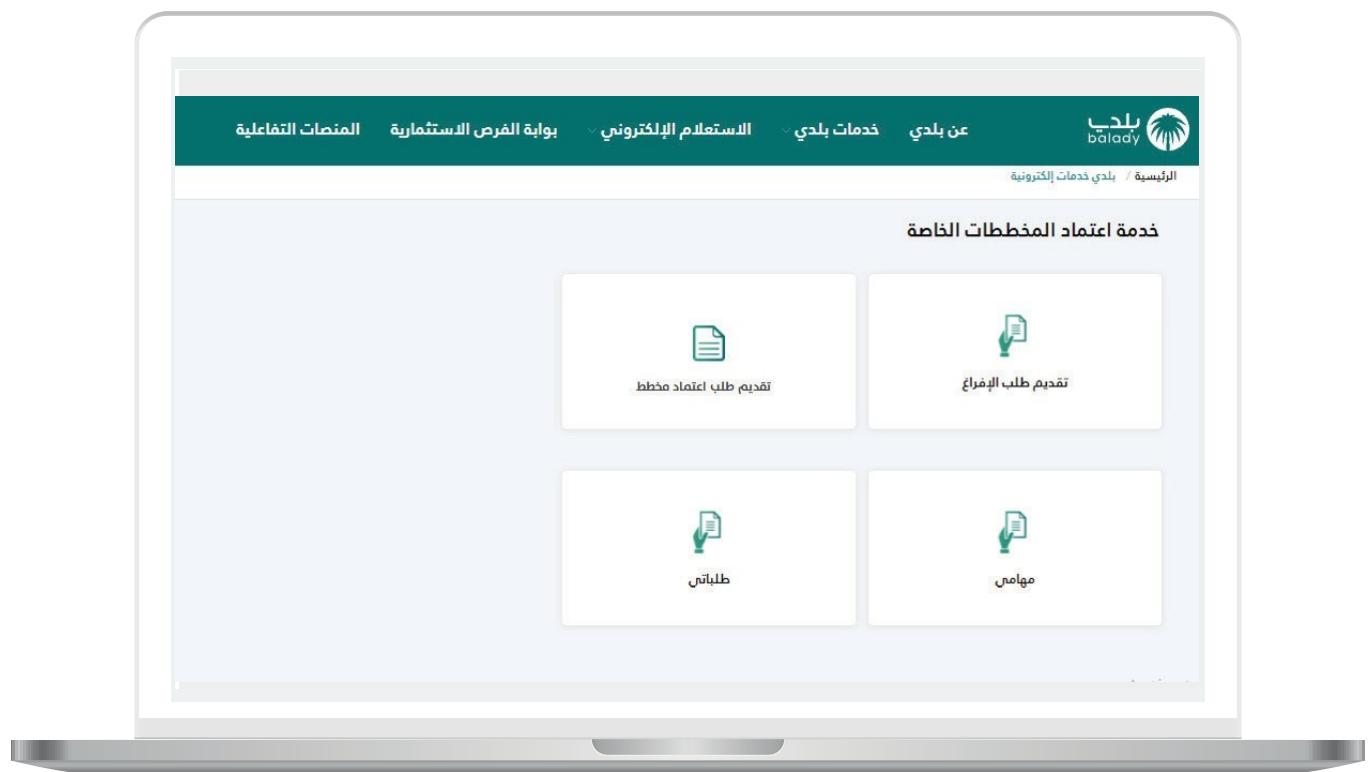
This step is related to the previous step.



Private Land Schemes Approval Portal

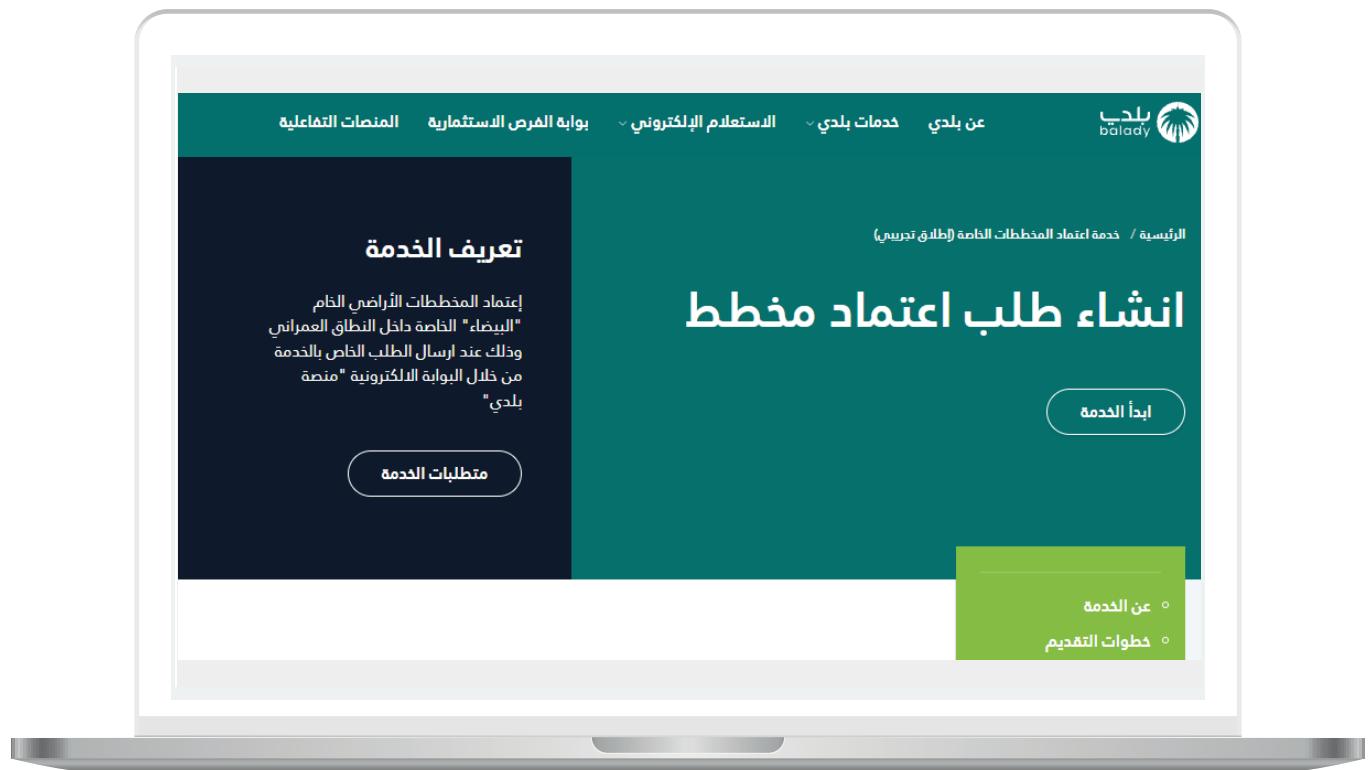
Application Submission Screen for the Applicant

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.

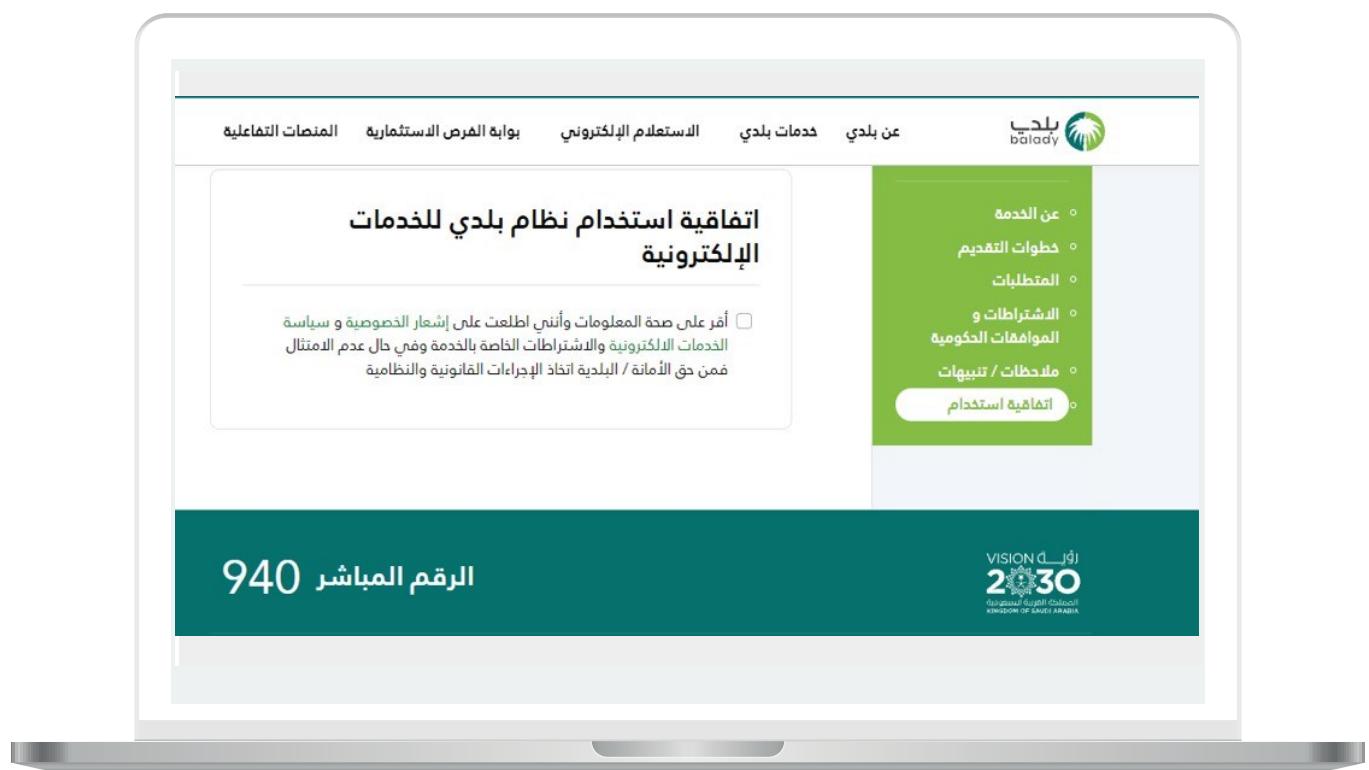


A description of the service and its requirements will be displayed, and the user can choose one of the following options:

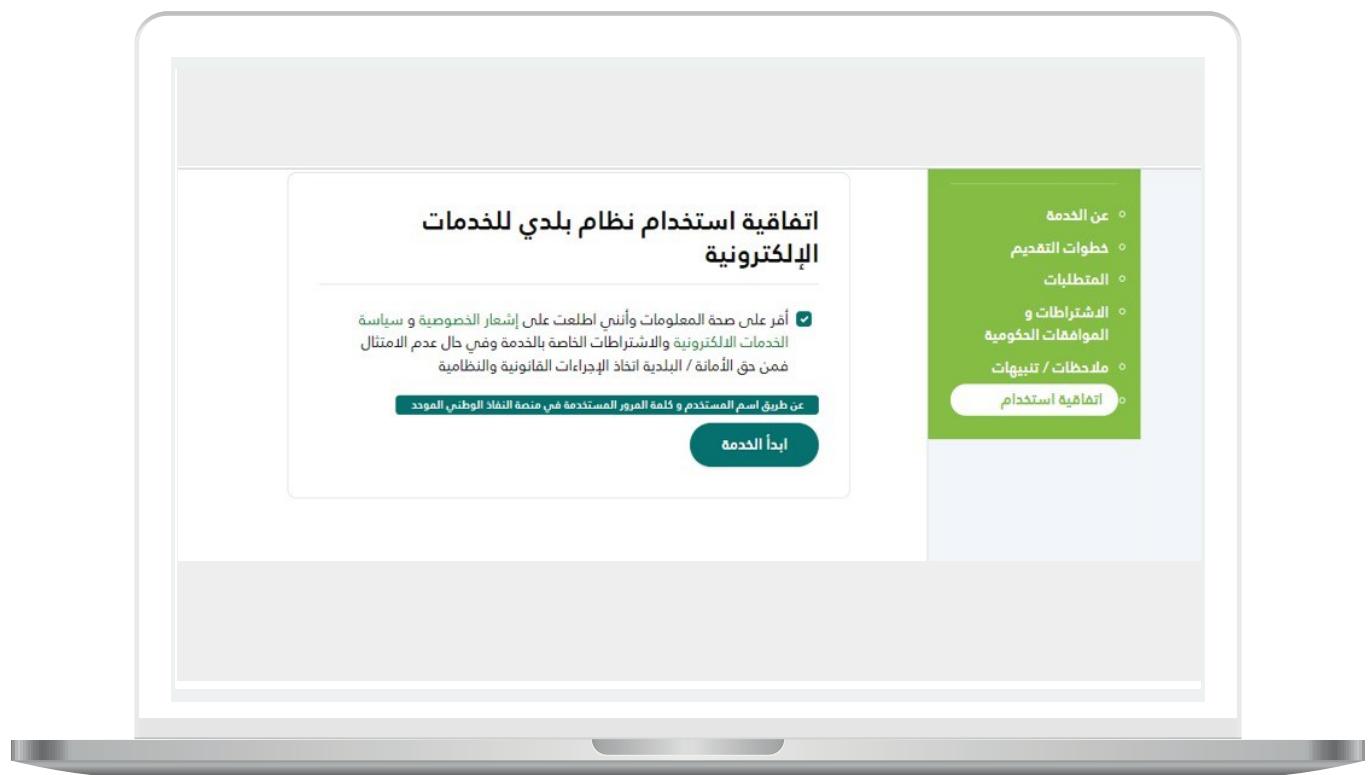
- 1) Start the service immediately by clicking (**Start Service**).
- 2) Review the service requirements and description by clicking (**Service Requirements**).



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.

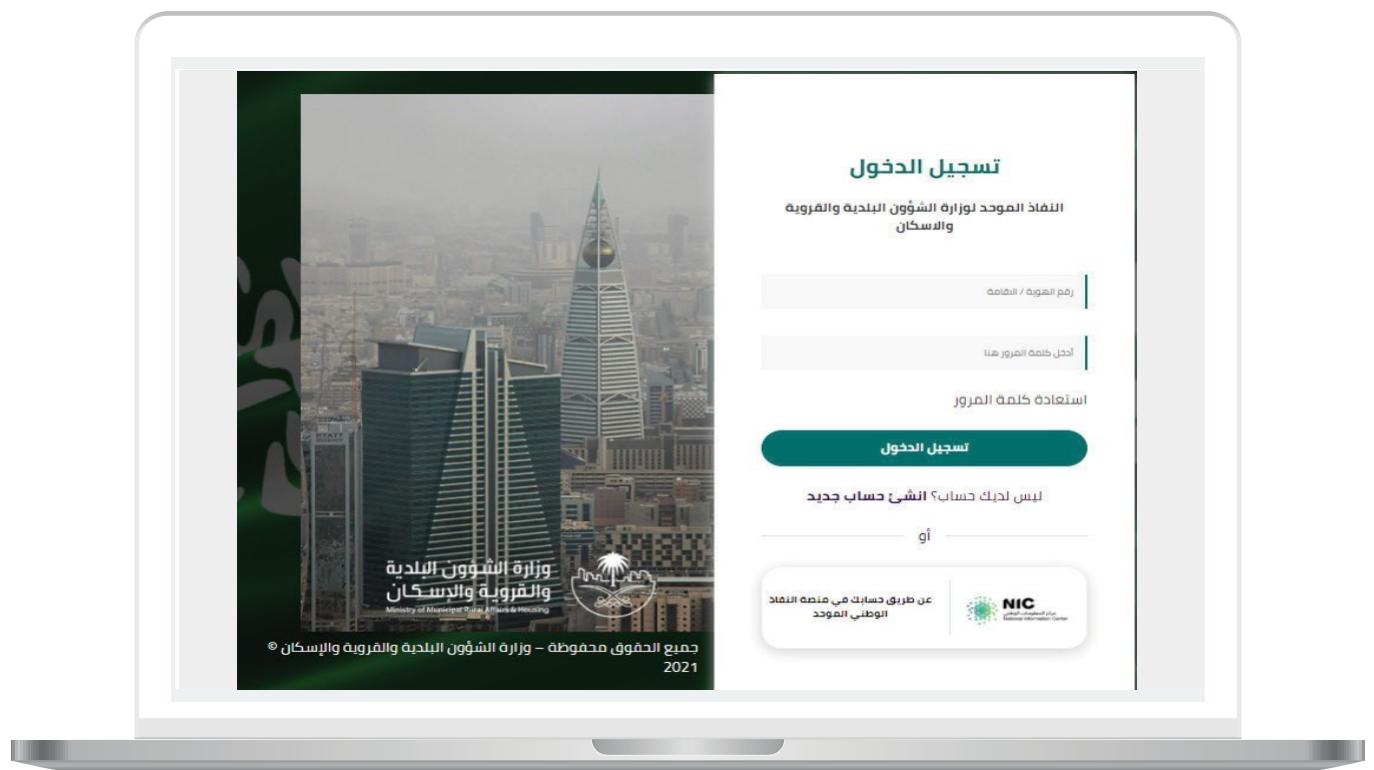


This step is related to the previous step.

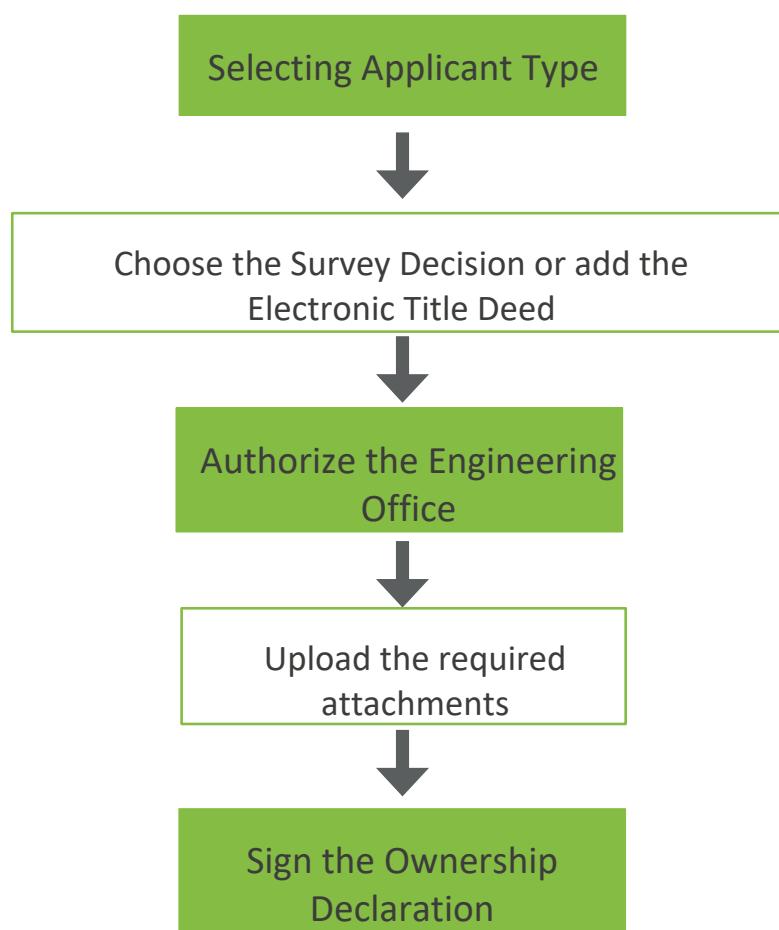


The system will display the login screen, where users can log in using one of the following methods:

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



Applicant Steps



Submitting a Private Land Scheme Approval Request Within Development Stages

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

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

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

معلومات مقدم الطلب

بيانات مقدم الطلب

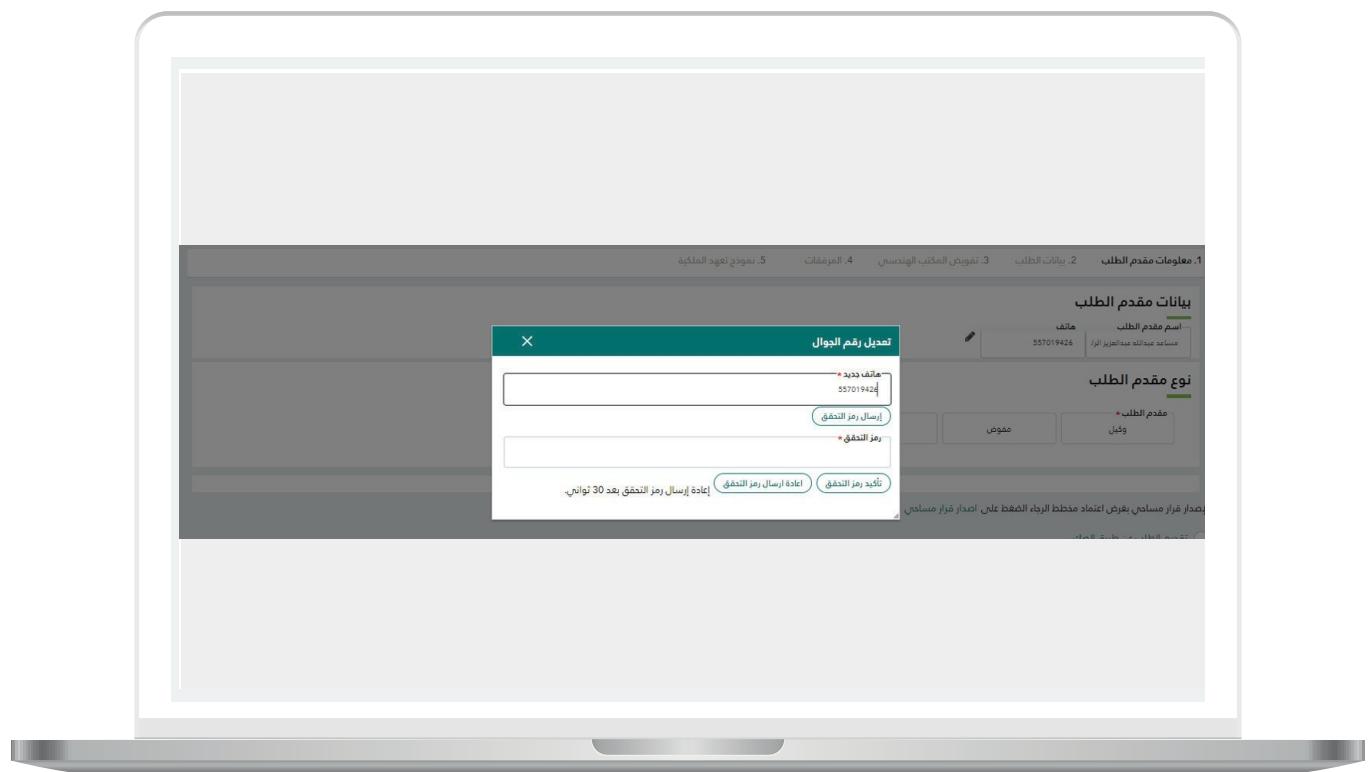
نوع مقدم الطلب

لإصدار قرار مساحي يفترض اعتماد مخطط الراية الضغط على اصدار قرار مساحي

تقديم الطلب عن طريق الصك

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

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



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

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

بيانات مقدم الطلب

نوع مقدم الطلب

مقدم الطلب

فرد

وحدة

رقم مقدم الطلب

557019426

الرئيسية

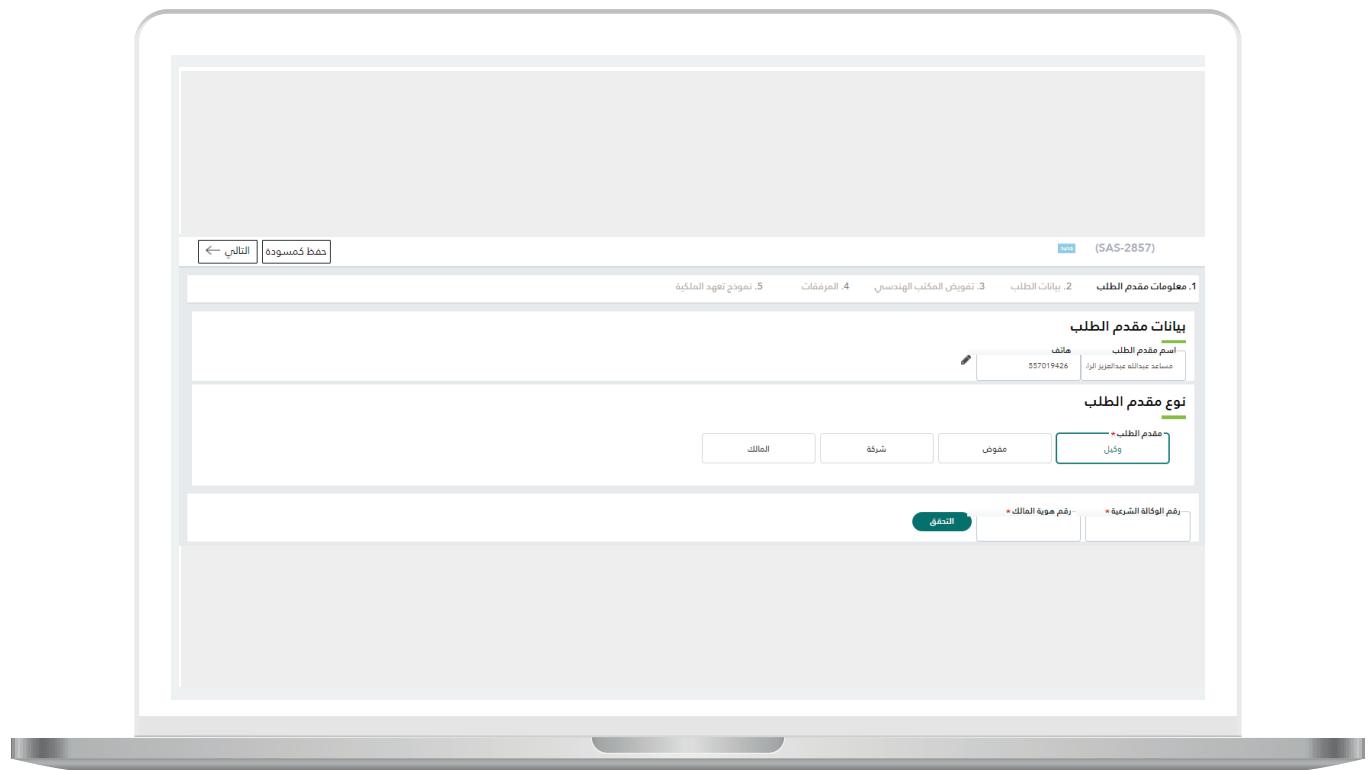
البحث

دخول

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

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

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



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

بيانات مقدم الطلب

اسم مقدم الطلب: مساعد عبدالله عبدالعزيز الرأي

هاتف: 557019426

نوع مقدم الطلب

مقدم الطلب *

وكيل

رقم . ٧ - السجل التجاري *

إختيار

This step is related to the previous step.

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

بيانات مقدم الطلب

هاتف

مساعد عبدالله عبدالعزيز الزرا

557019426

نوع مقدم الطلب

مفوض *

المالك شركة وكيل

رقم السجل التجاري

رقم السجل التجاري
7000874078

رقم السجل التجاري
7000874078

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

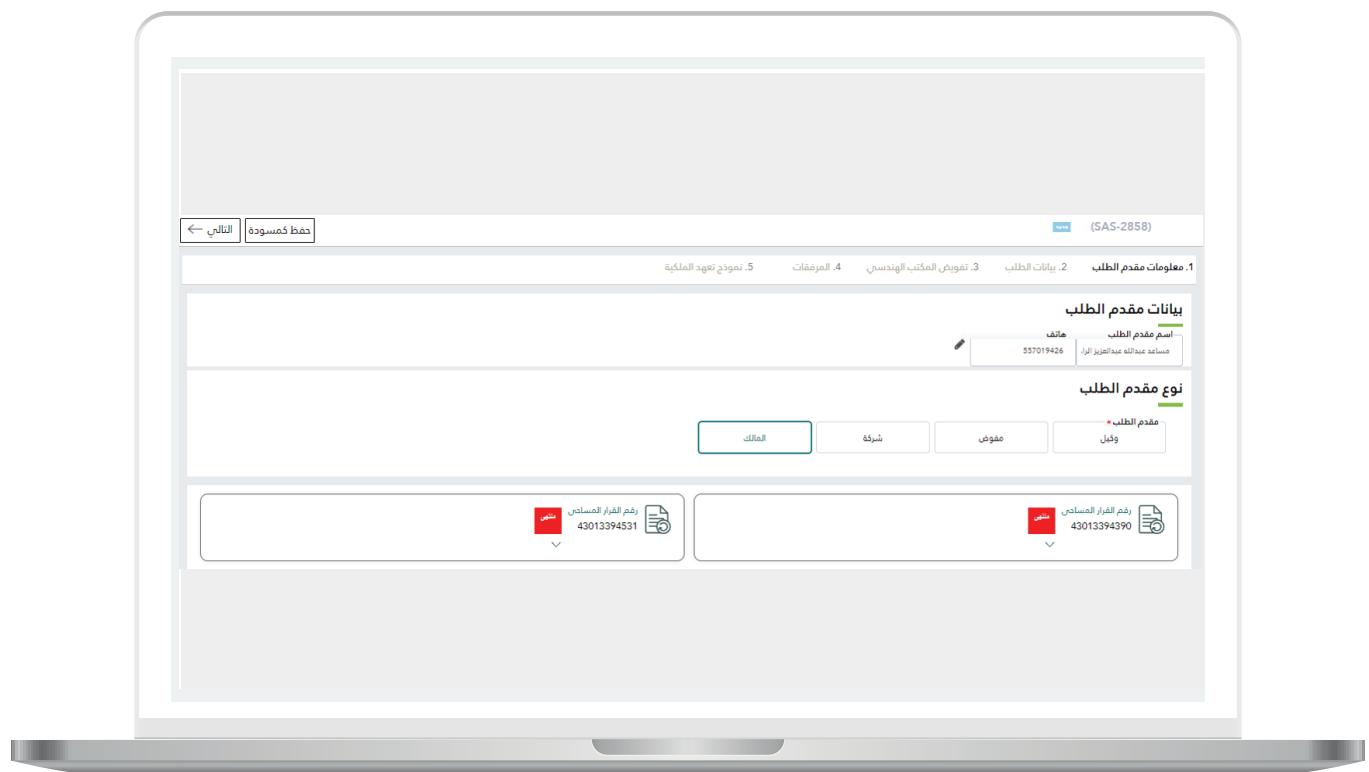
بيانات مقدم الطلب

نوع مقدم الطلب

الملك شريك مفوض وقيل

تحقق

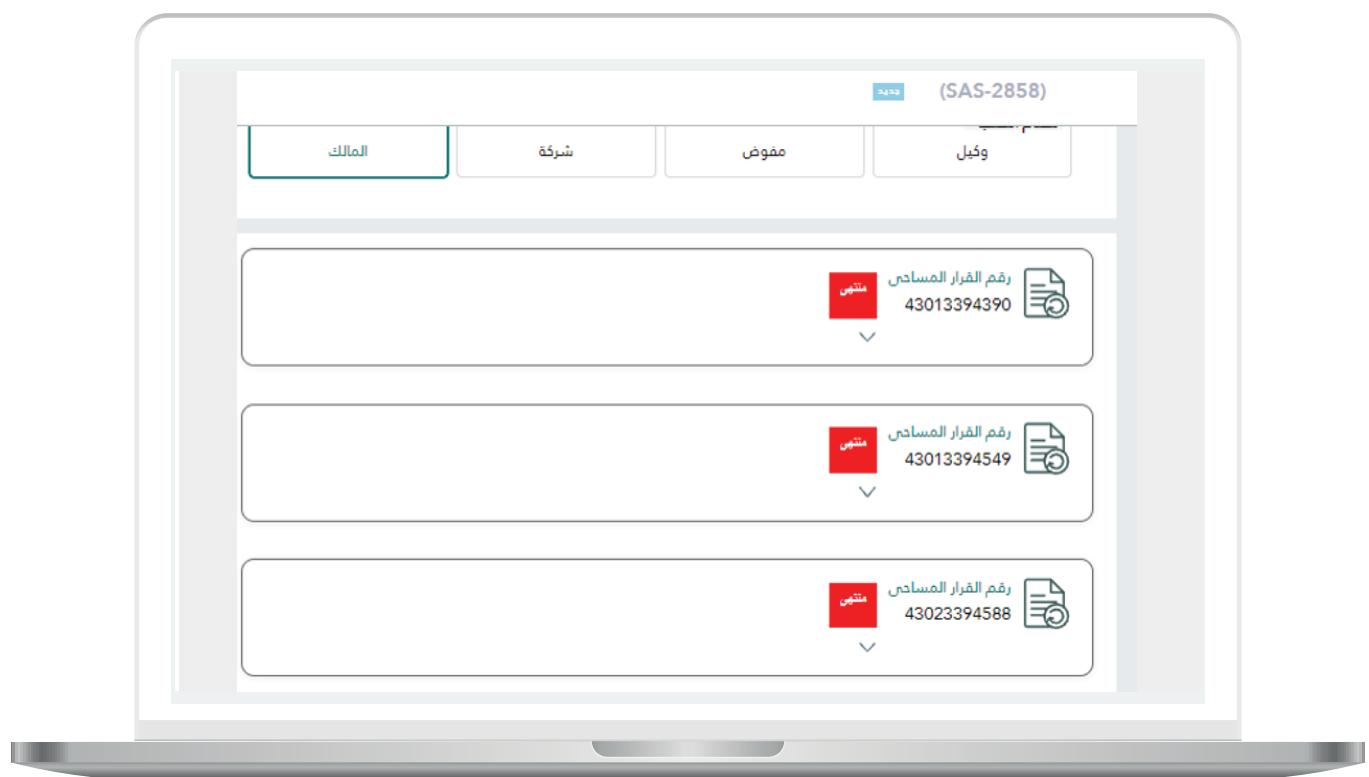
If the applicant type is Owner, the cadastral decisions for scheme approval are displayed.



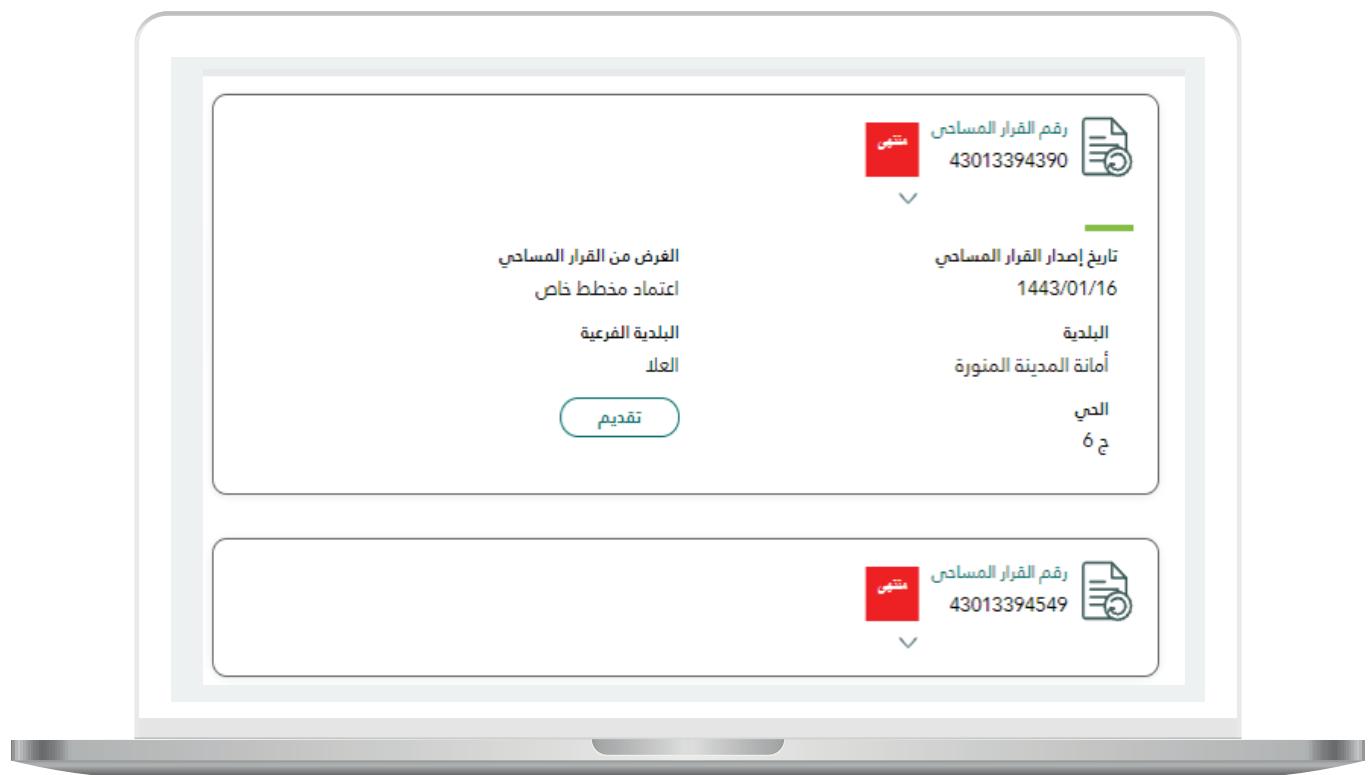
The user selects the Cadastral Decision, and the system displays its details, including:

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

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

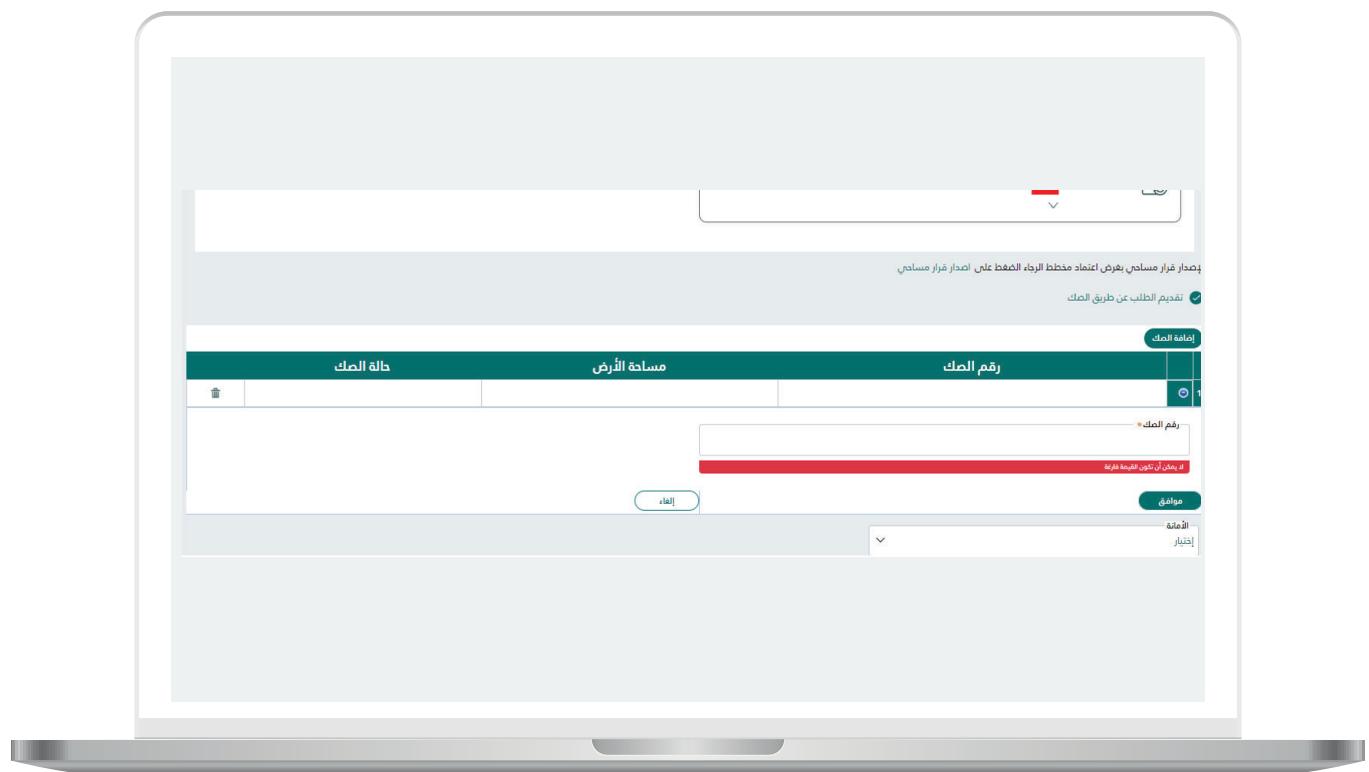


This step is related to the previous step.



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

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



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

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

The screenshot displays the 'Request Data (1)' screen of the SAS Beneficiary system. The interface is in Arabic and shows the following information:

Request Data (1) (SAS-2859)

Information of the Requester (بيانات مقدم الطلب):

- 5. نموذج تأهيل الملكية
- 4. المرفقات
- 3. تفاصيل المكتب الهندسي
- 2. بيانات الطلب
- 1. معلومات مقدم الطلب

Fields for the requester include:

- الاسم الكامل: مساعدة عبدالله عبد العزيز الراجحي
- البريد الإلكتروني: sara.mahfouz.othman@gmail.com
- هاتف: 0557019426
- الهوية الوطنية لمقدم الطلب: 10556668261

Information of the Surveyor (بيانات القرار المساحي):

- 6. نموذج تأهيل الملكية
- 7. المرفقات
- 8. تفاصيل المكتب الهندسي
- 9. بيانات الطلب
- 10. معلومات مقدم الطلب

Fields for the surveyor include:

- نوع القرار المساحي: إعتماد مخطط ذاتي
- رقم القرار المساحي: 43015594531

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

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

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

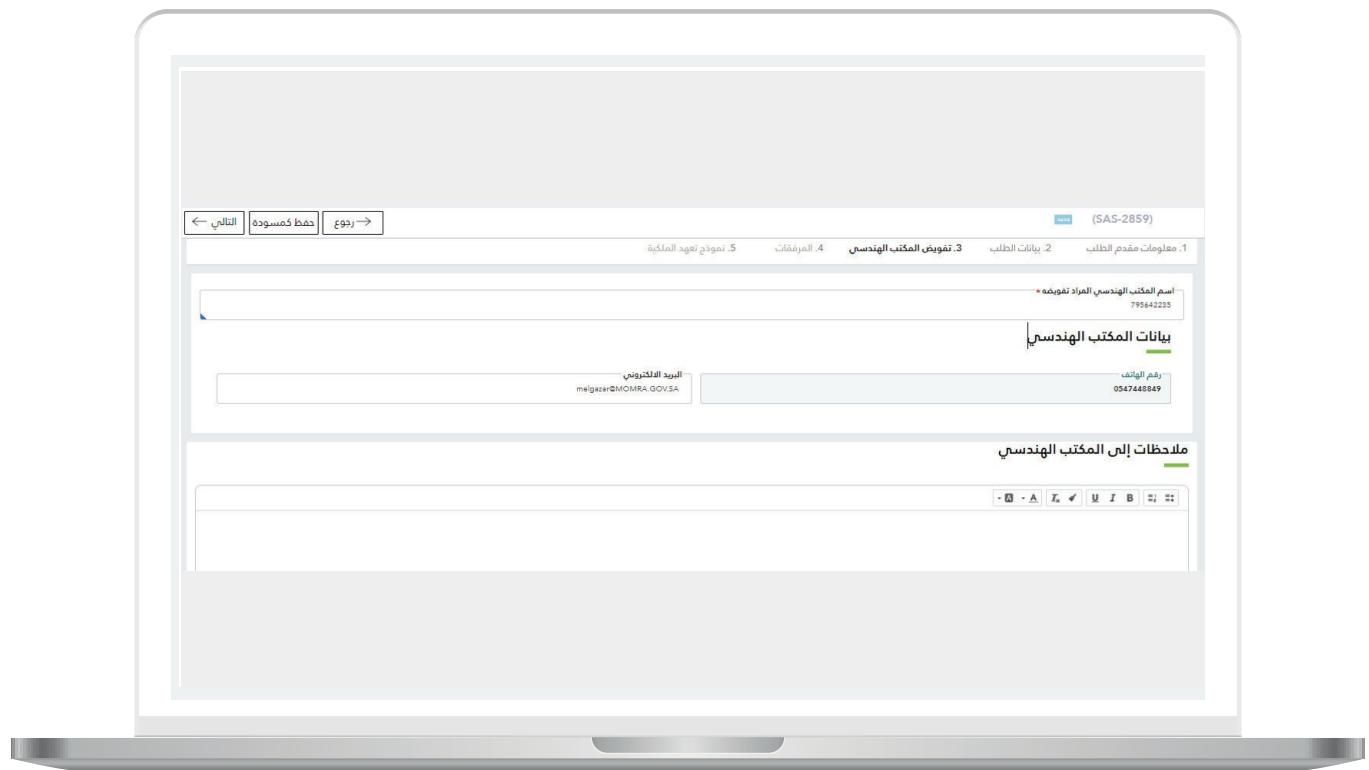
البعاد حسب الطريقة	البعاد حسب الصك	وصف الحد من الصك	نوع الحد	النقطة
1438.39	50	عرض 15 متر	شارع	شمال

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

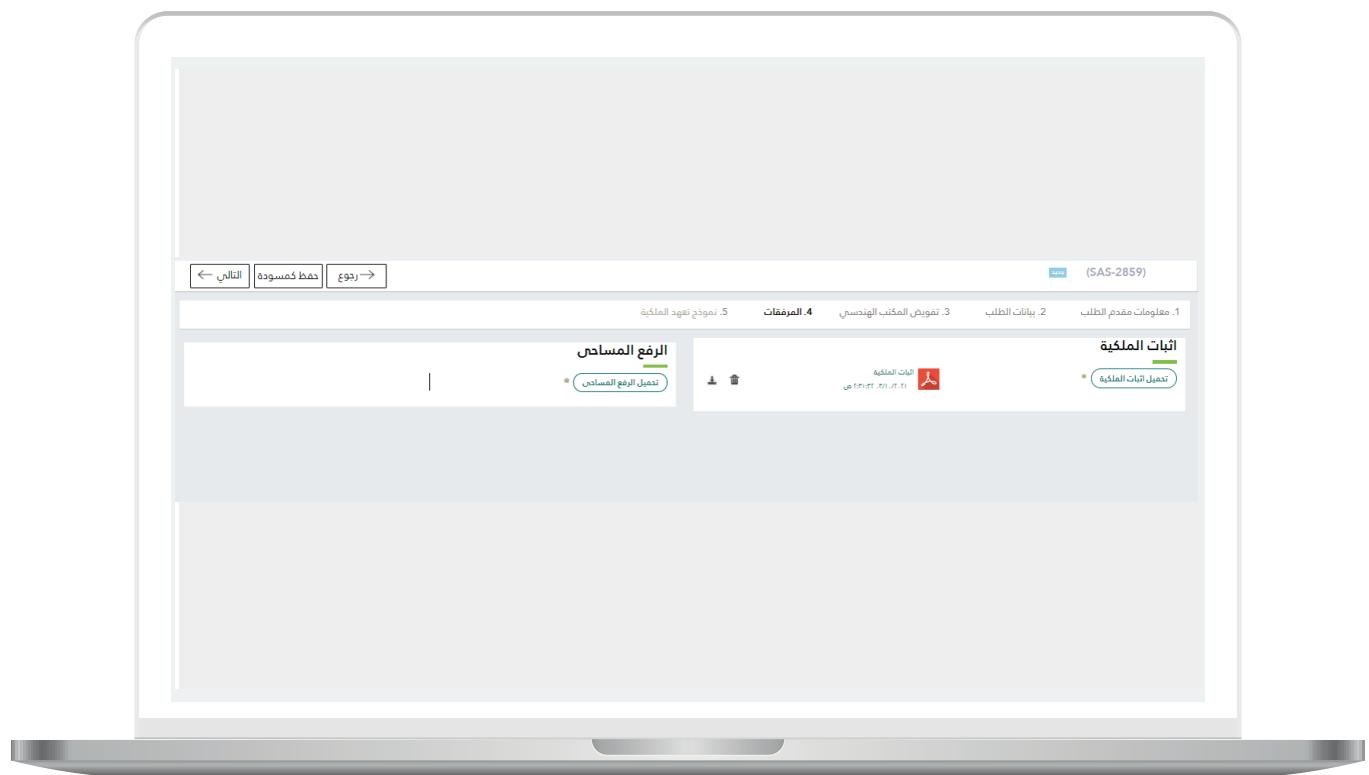
Once selected, the office's details appear on the screen, including:

- 1) Mobile number.
- 2) Email.

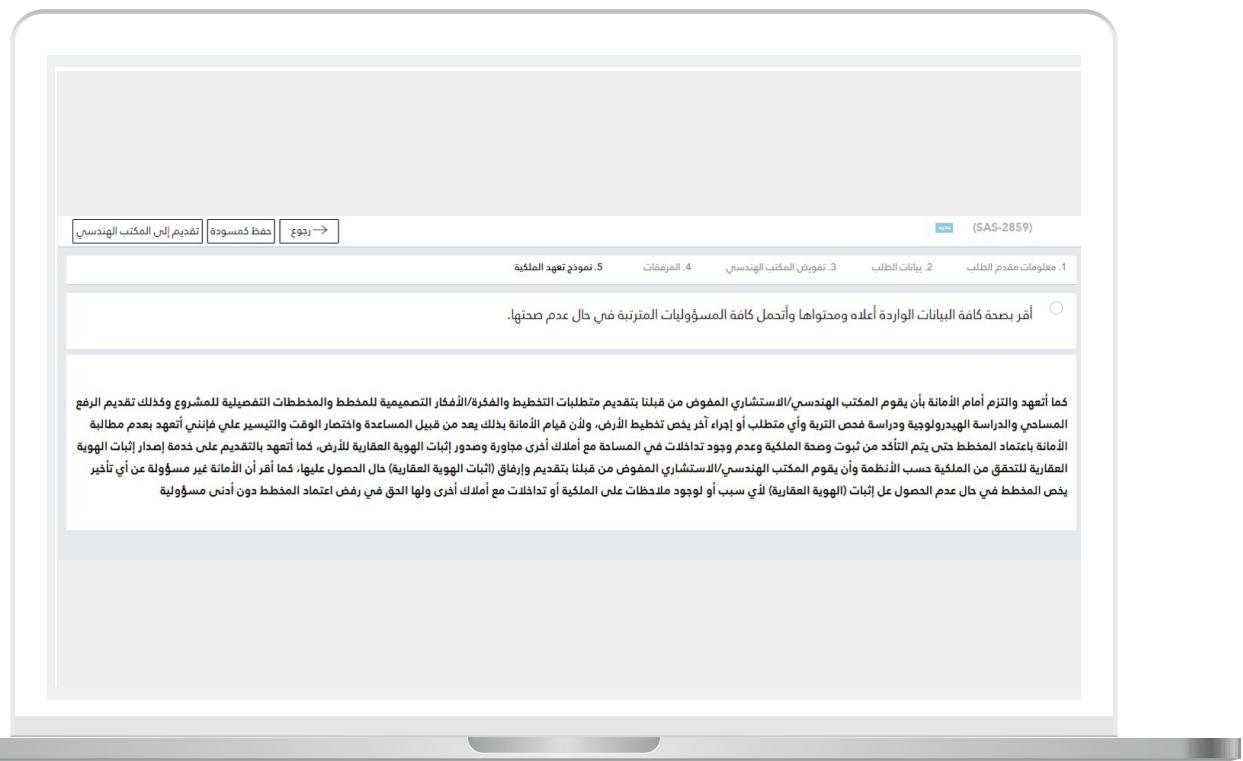
The user can add comments for the engineering office if needed and then click (**Next**) to proceed to the Attachments Page.



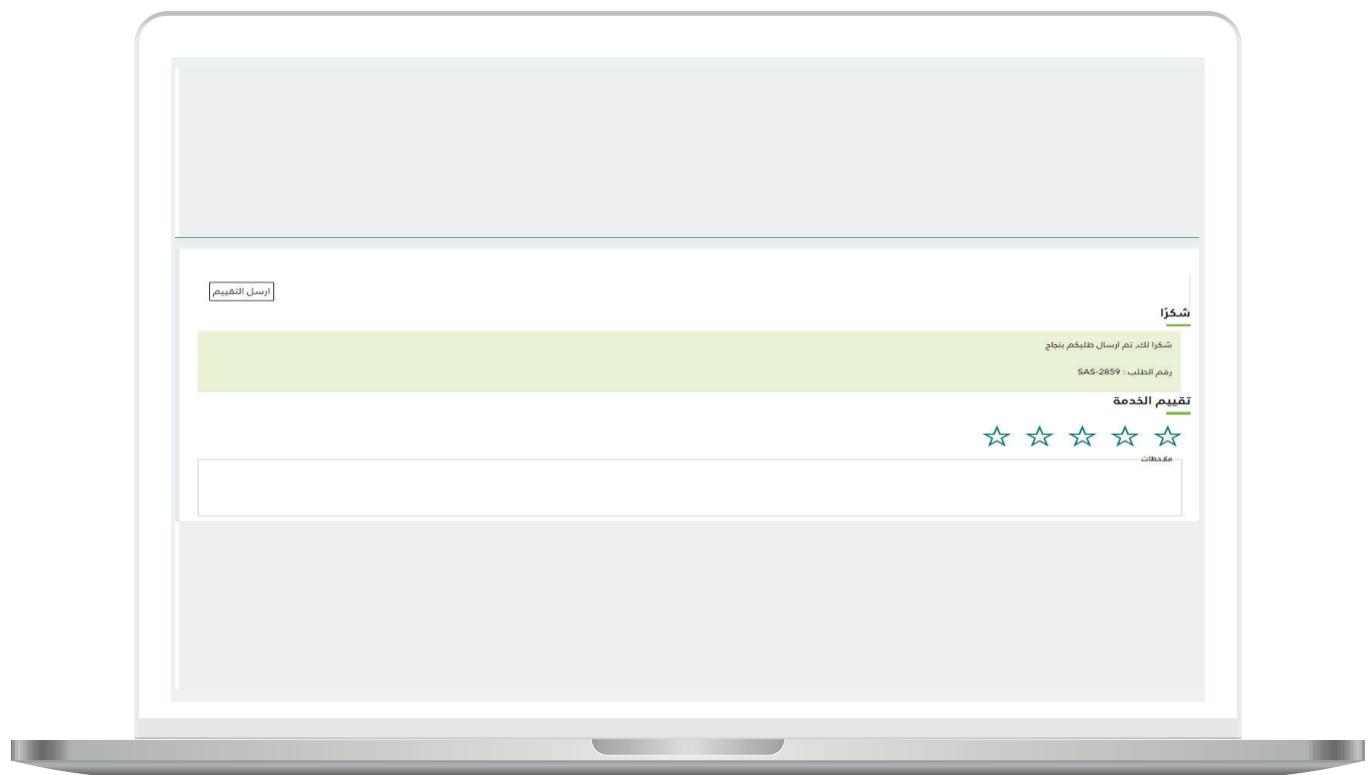
The user uploads the required attachments as per the municipality's settings and clicks **(Next)** to proceed to the next page or **(Back)** to return to the previous page. If needed, the request can be saved in the Task Basket by clicking **(Save as Draft)**.



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

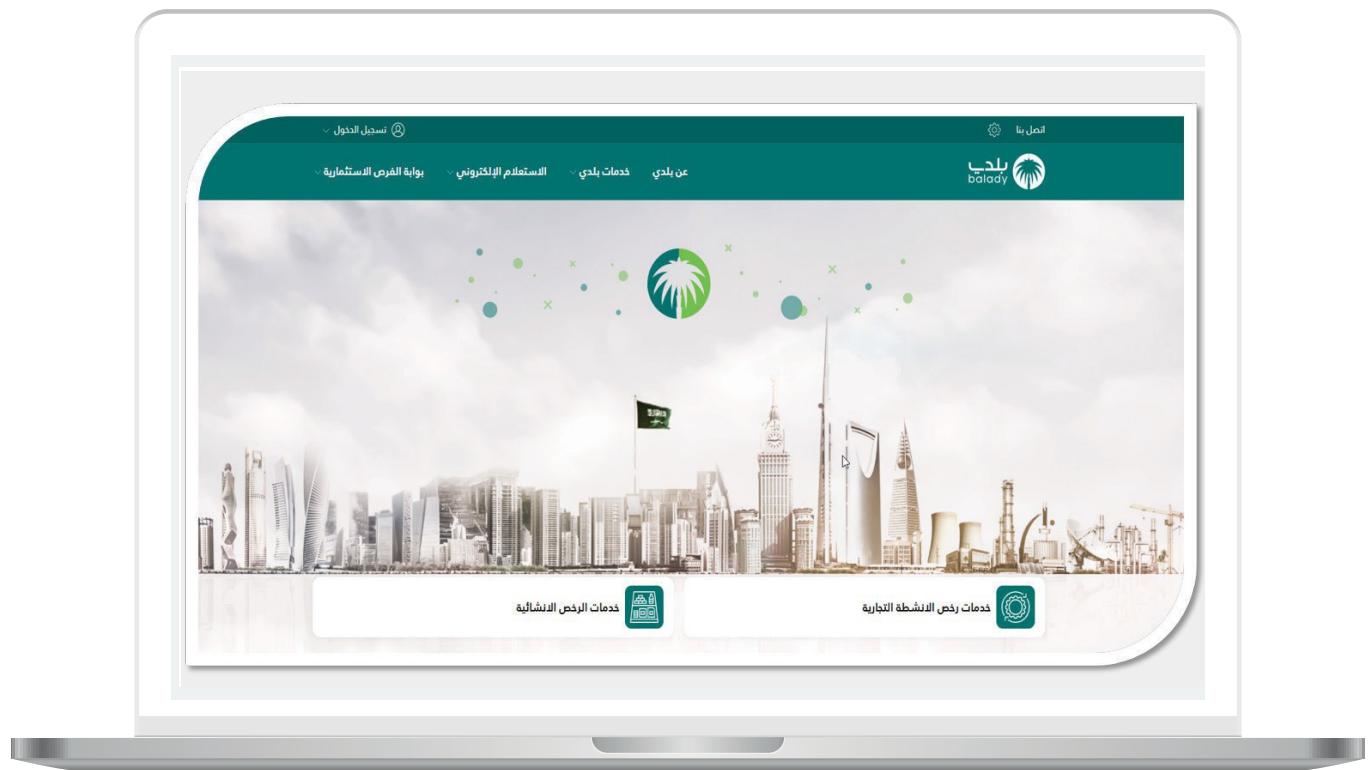


The system displays a confirmation message indicating the request has been successfully submitted, and the request number appears for tracking. The applicant can then evaluate the service and provide feedback by entering comments in the Comments field before submitting the evaluation.

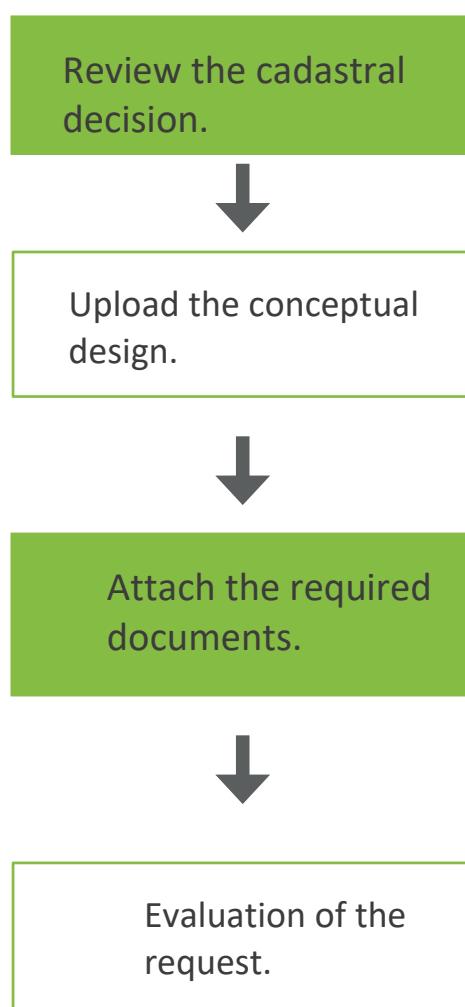


Accessing the Electronic Portal (Engineering Offices)

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

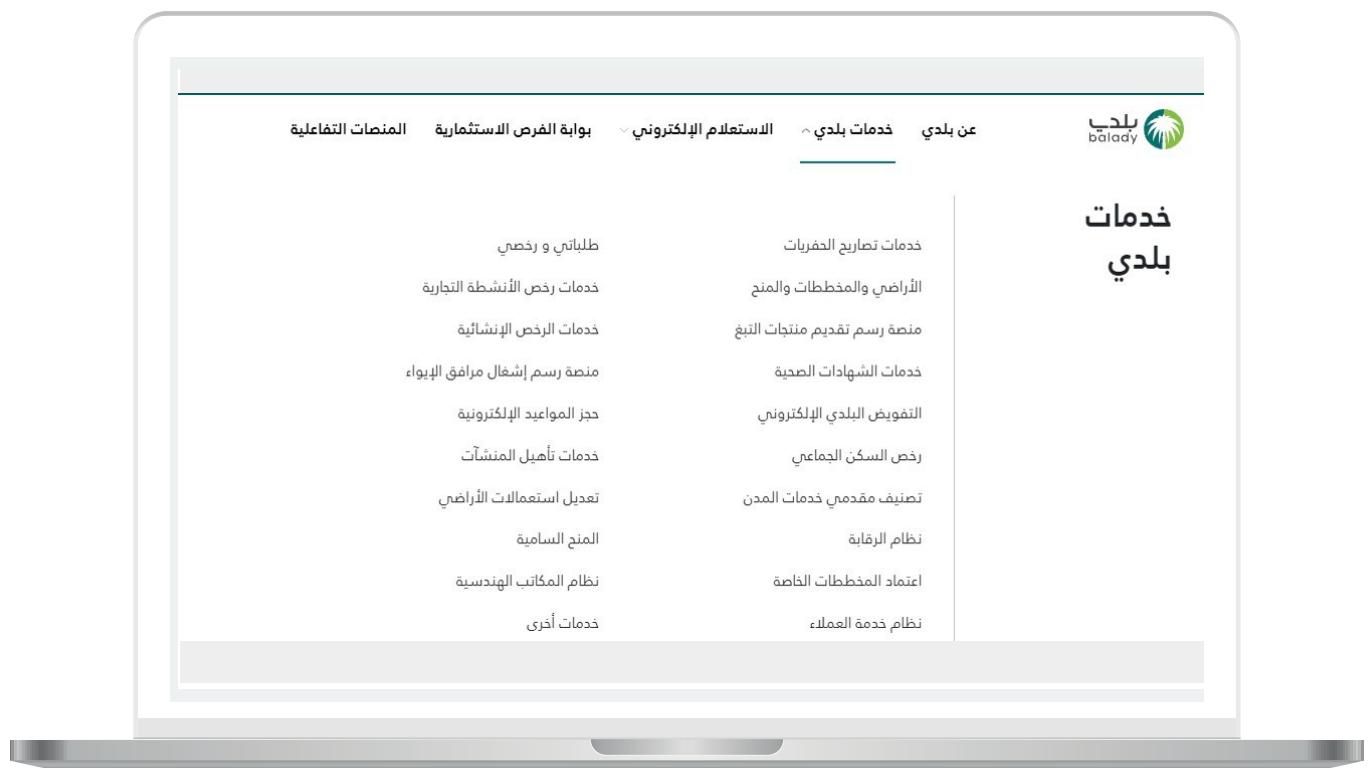


Engineering Office Steps in the Request Process



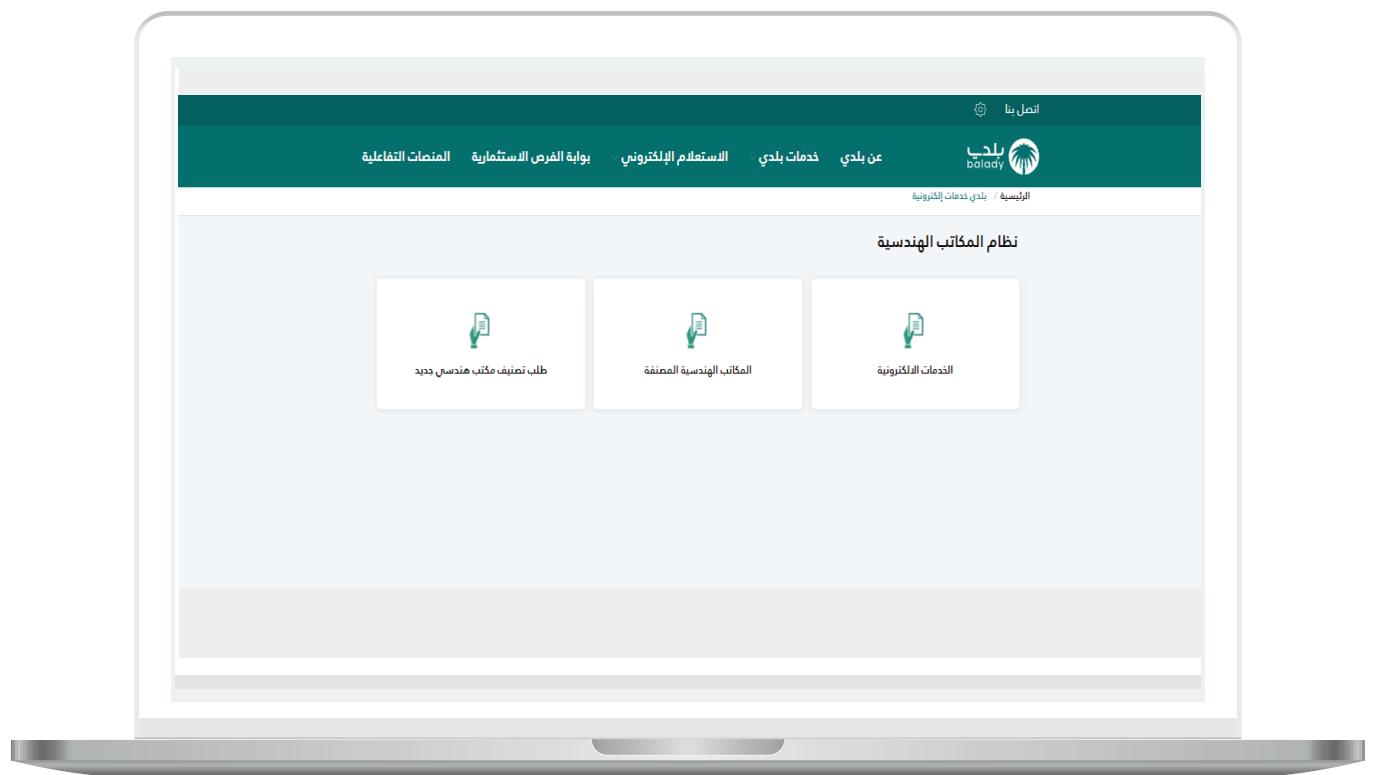
Accessing the Electronic Portal (Engineering Offices System)

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



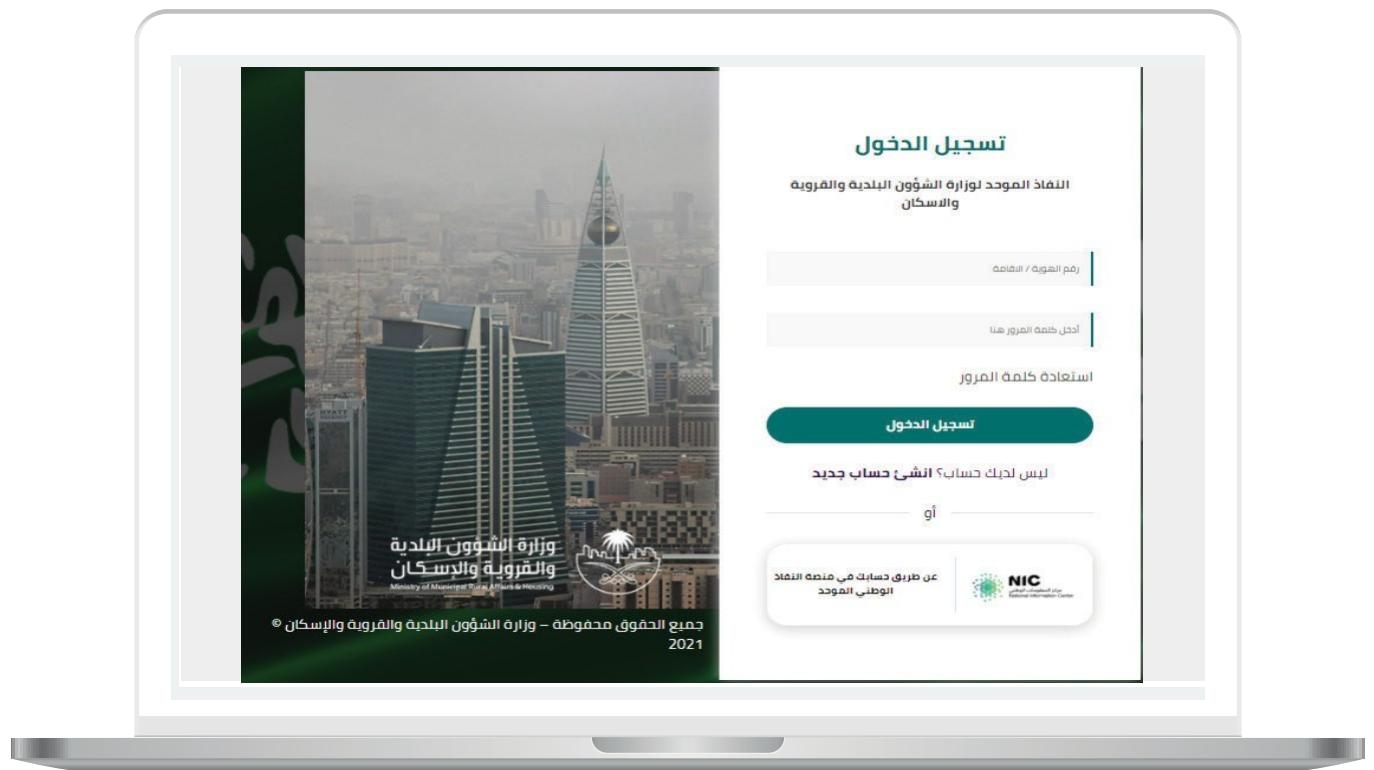
Submitting a Private Land Scheme Approval Request Within Development Stages (Engineering Office)

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

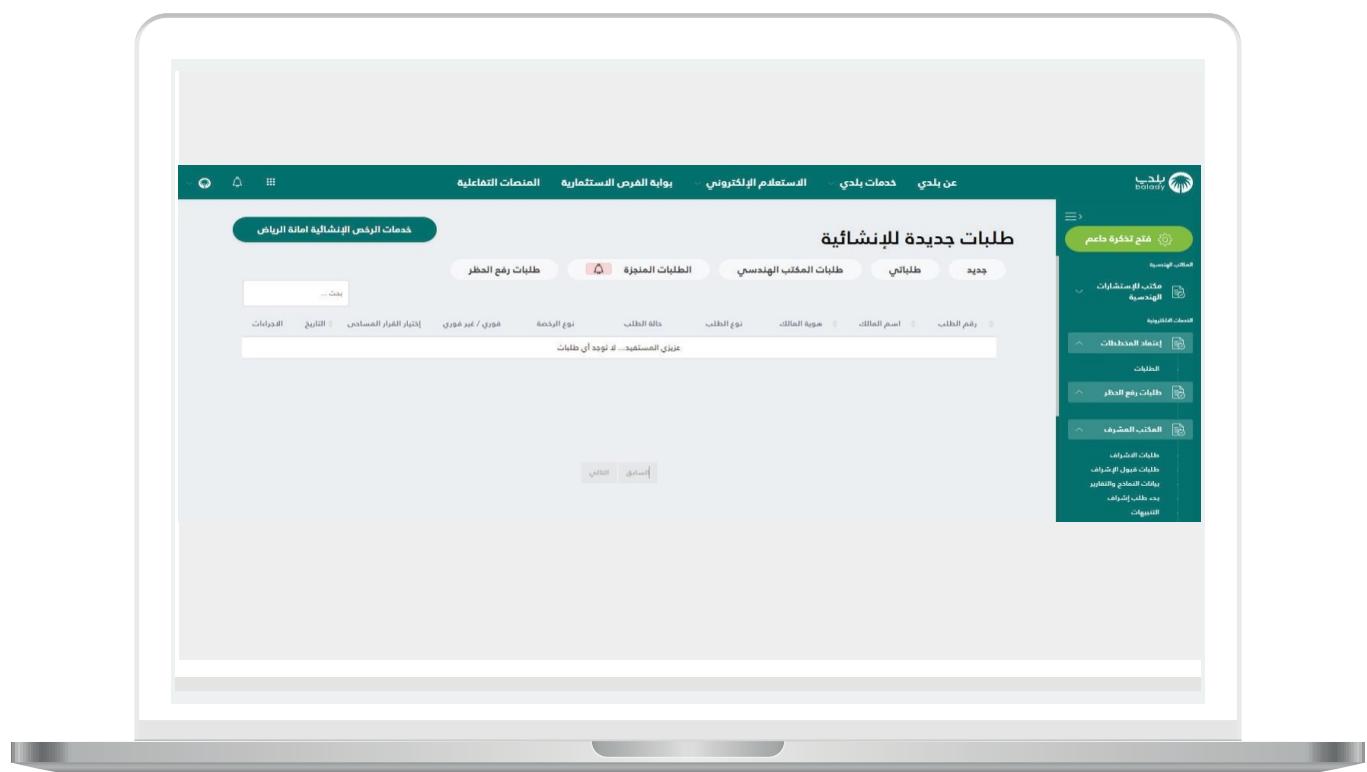


The system will display the login screen, where users can log in using one of the following methods:

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



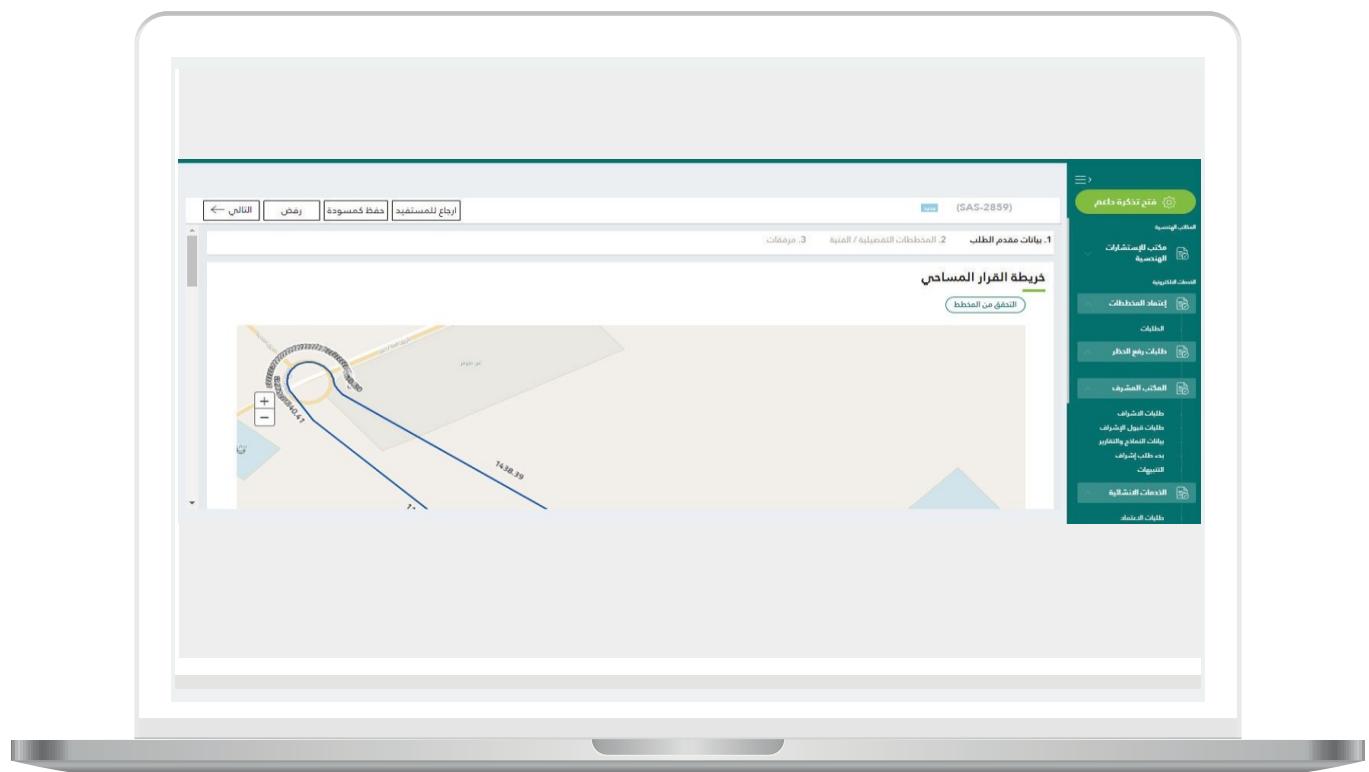
The system displays the office's activities and associated requests, allowing the user to select Private Land Schemes Approval Requests.



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

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

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



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

The screenshot shows a user interface for the Private Land Schemes Approval System (SAS). At the top, there are several buttons: 'الالالن' (Back), 'رقم' (Number), 'مساحة' (Area), 'مخطط كمسورة' (Enclosed Plan), 'مخطط لمسقىد' (Plan for Occupant), and 'إرطع الممسقىد' (Display Occupant's Plan). The document number '(SAS-2859)' is displayed in the top right corner. The main content area contains several text boxes with placeholder text and numbers. At the bottom, there is a table with three columns: 'رقم الملك' (Land Number), 'مساحة الأرض' (Land Area), and 'حالة الملك' (Land Status).

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

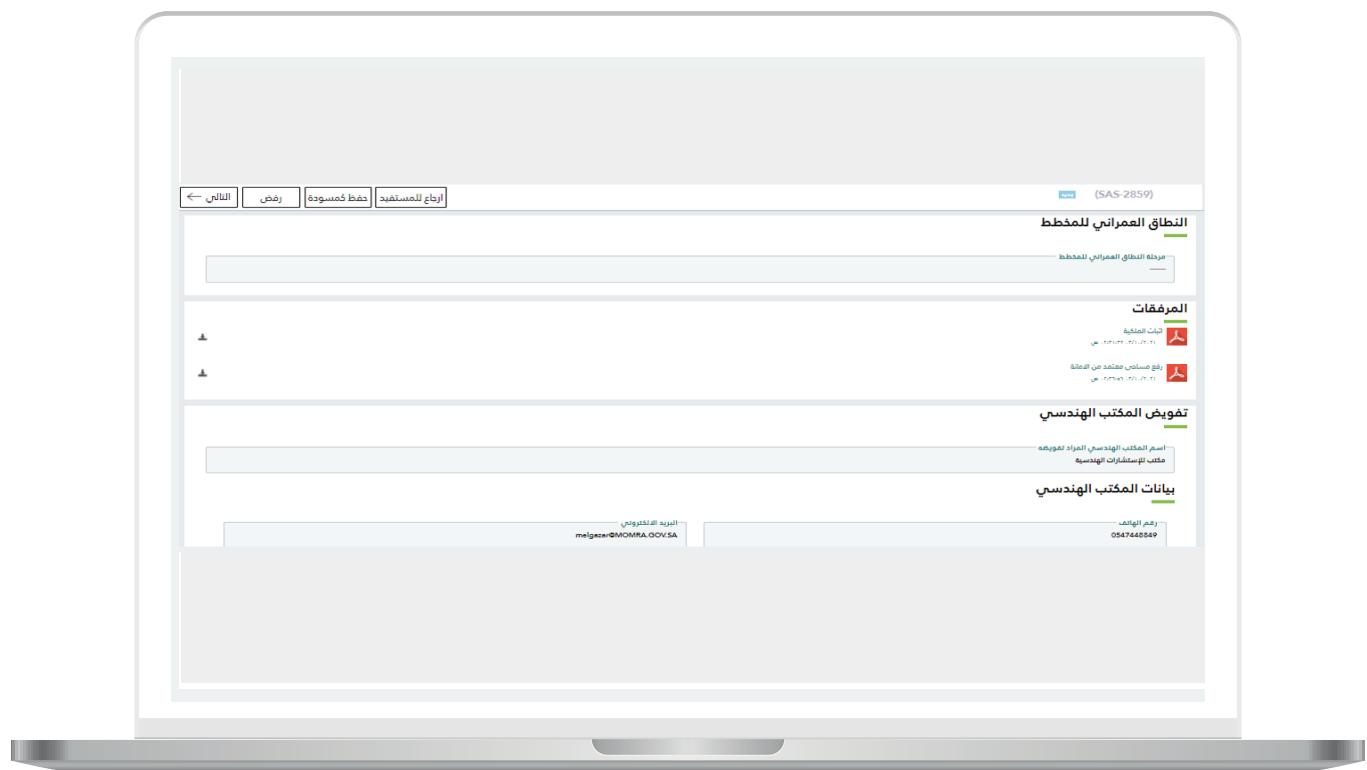
This step is related to the previous step.

بيانات مقدم الطلب

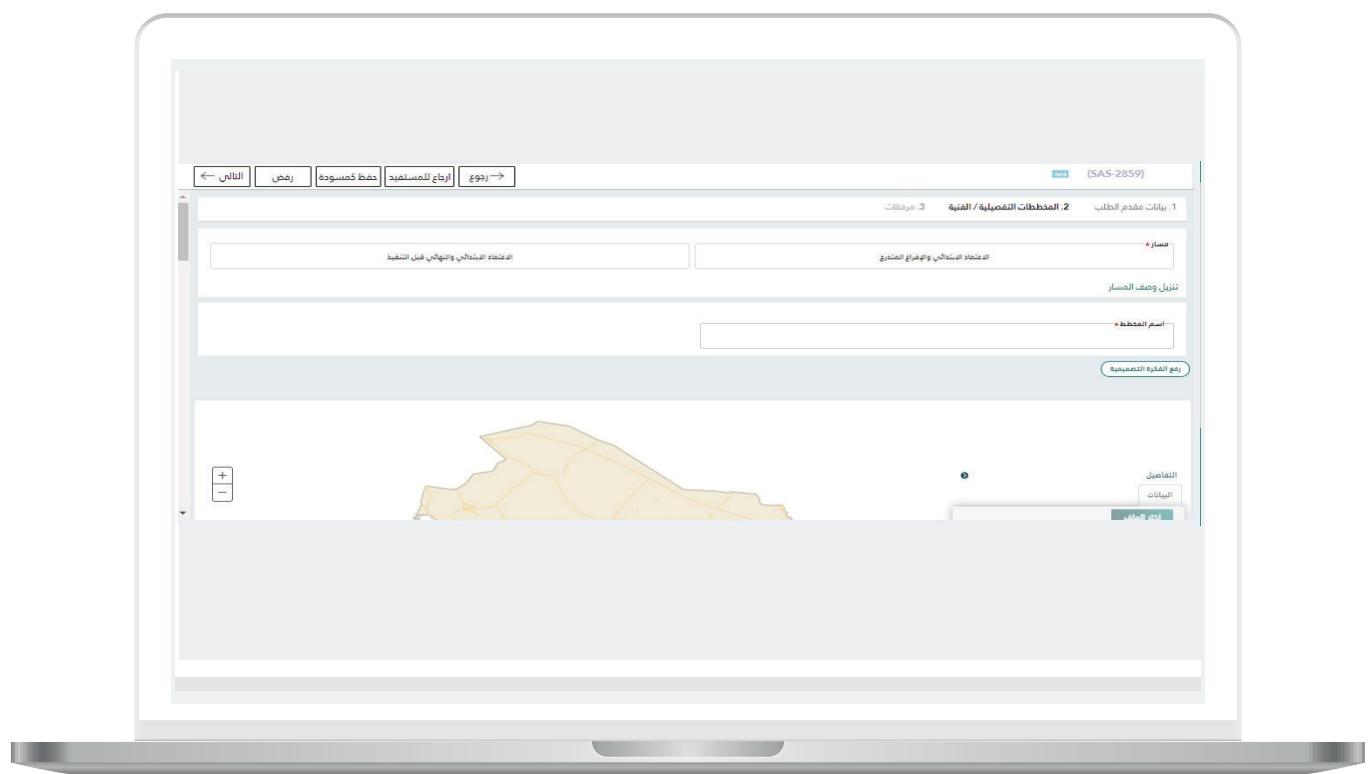
بيانات القرار المسادي

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

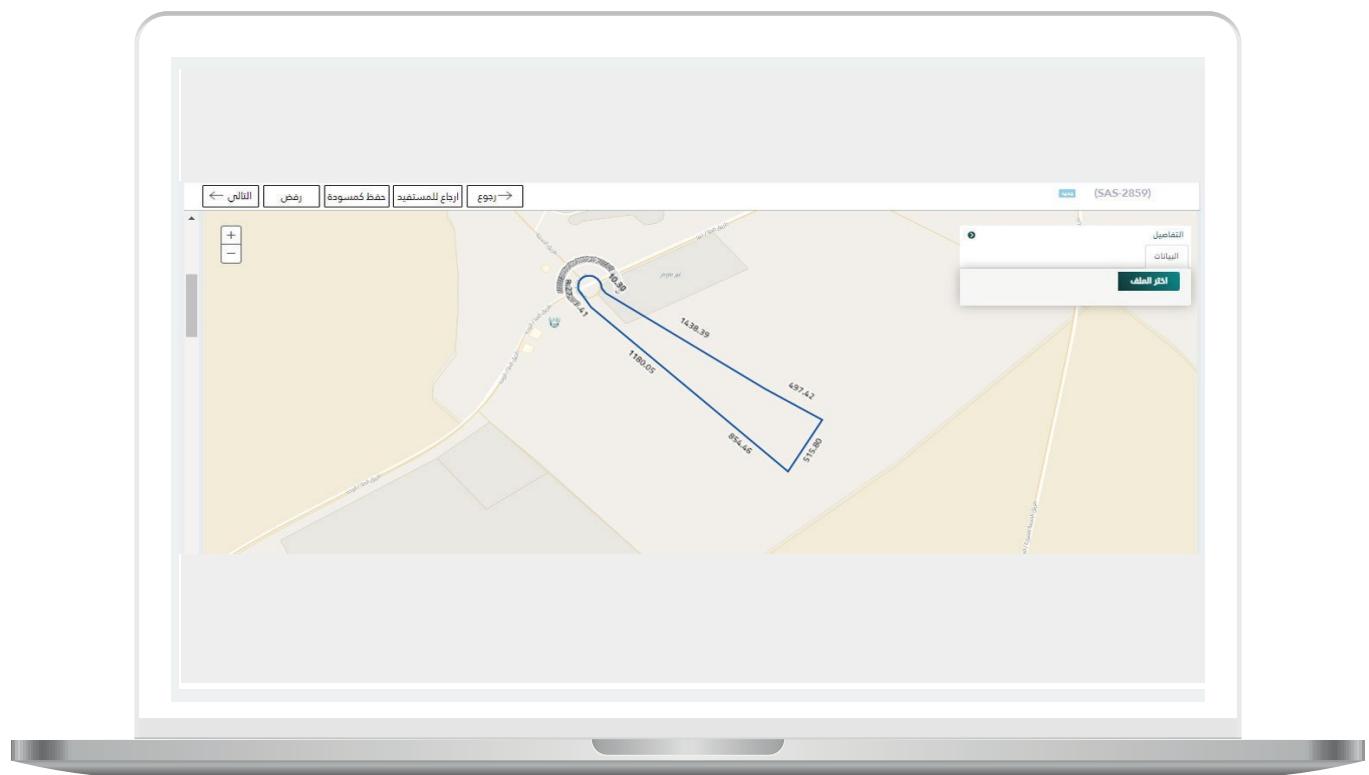
The system displays the urban boundary, the applicant's attachments, and the engineering office's details, then the user clicks Next.



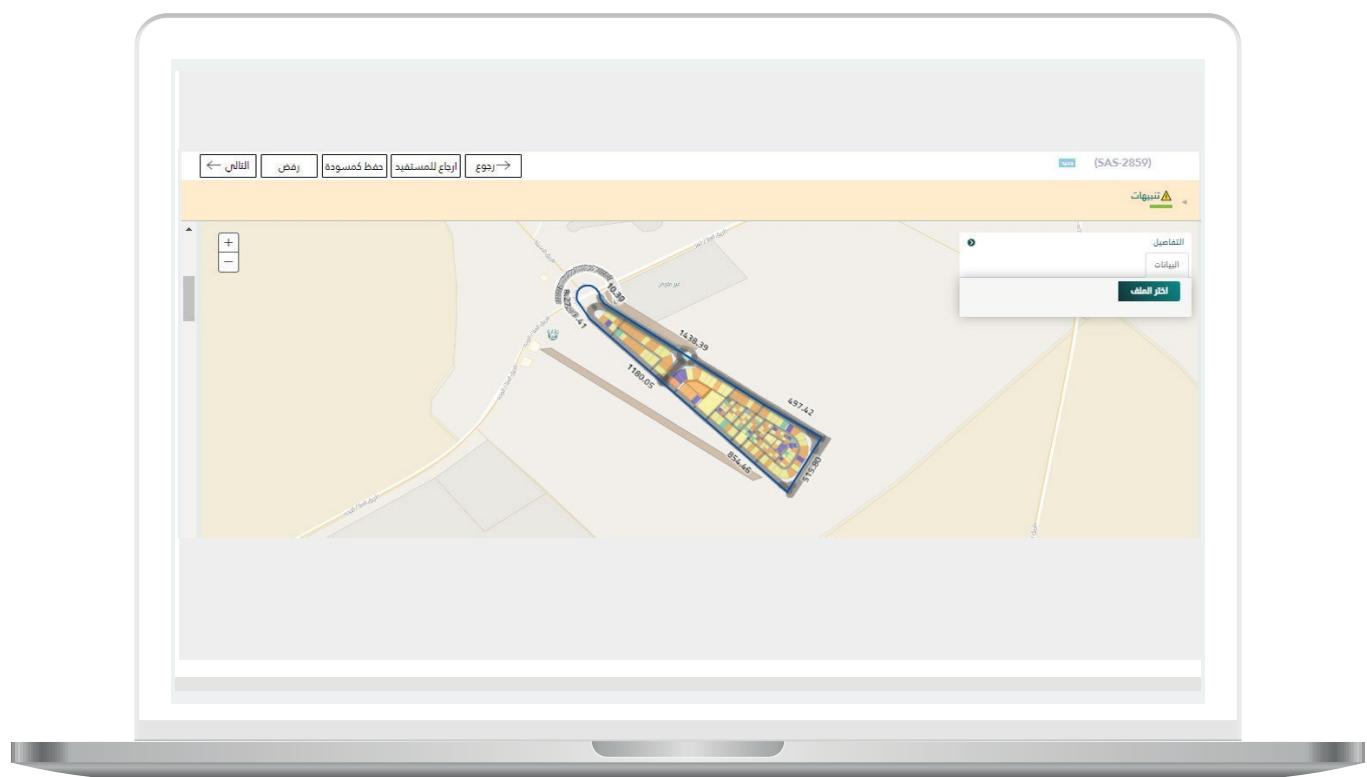
The user selects the Approval Track, downloads the track description, enters the expected scheme name, and uploads the Conceptual Design by clicking Upload Conceptual Design.



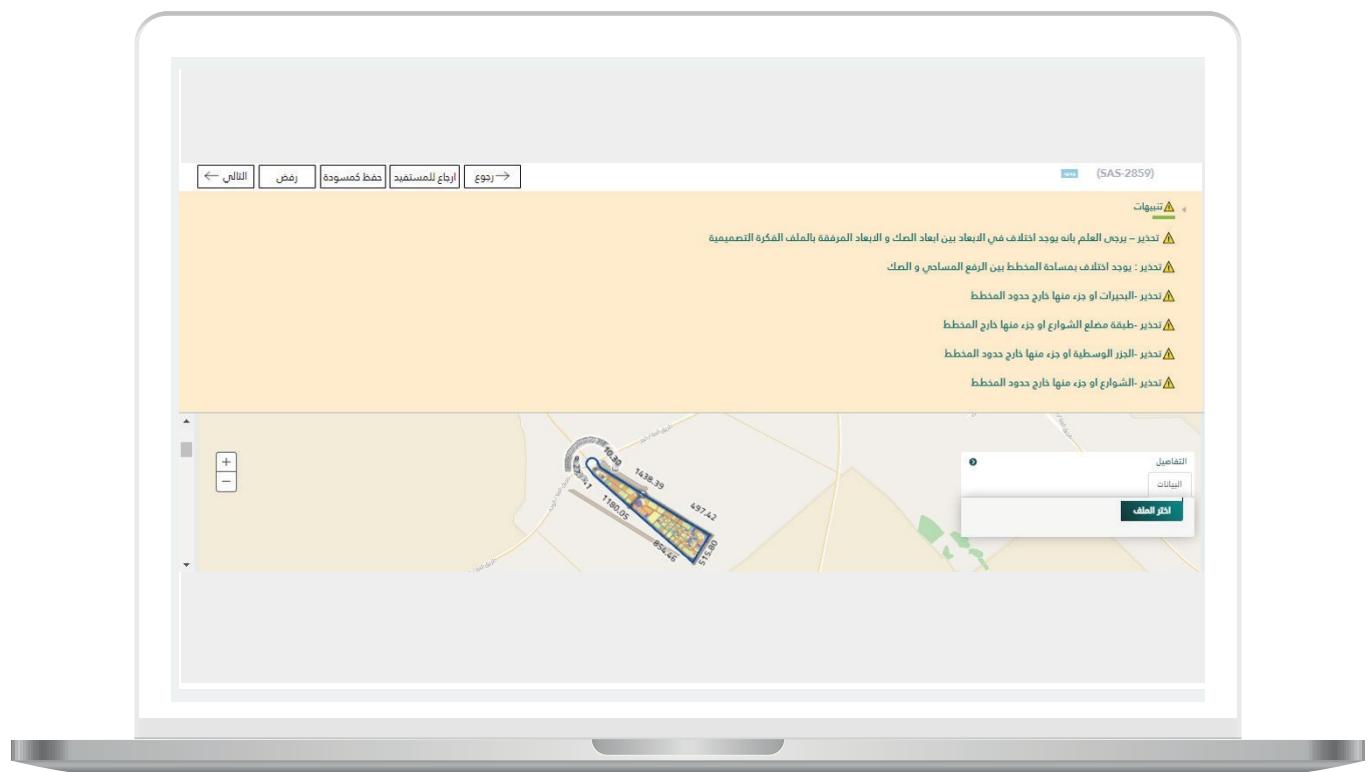
The conceptual design is uploaded by clicking **(Choose File)**.



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

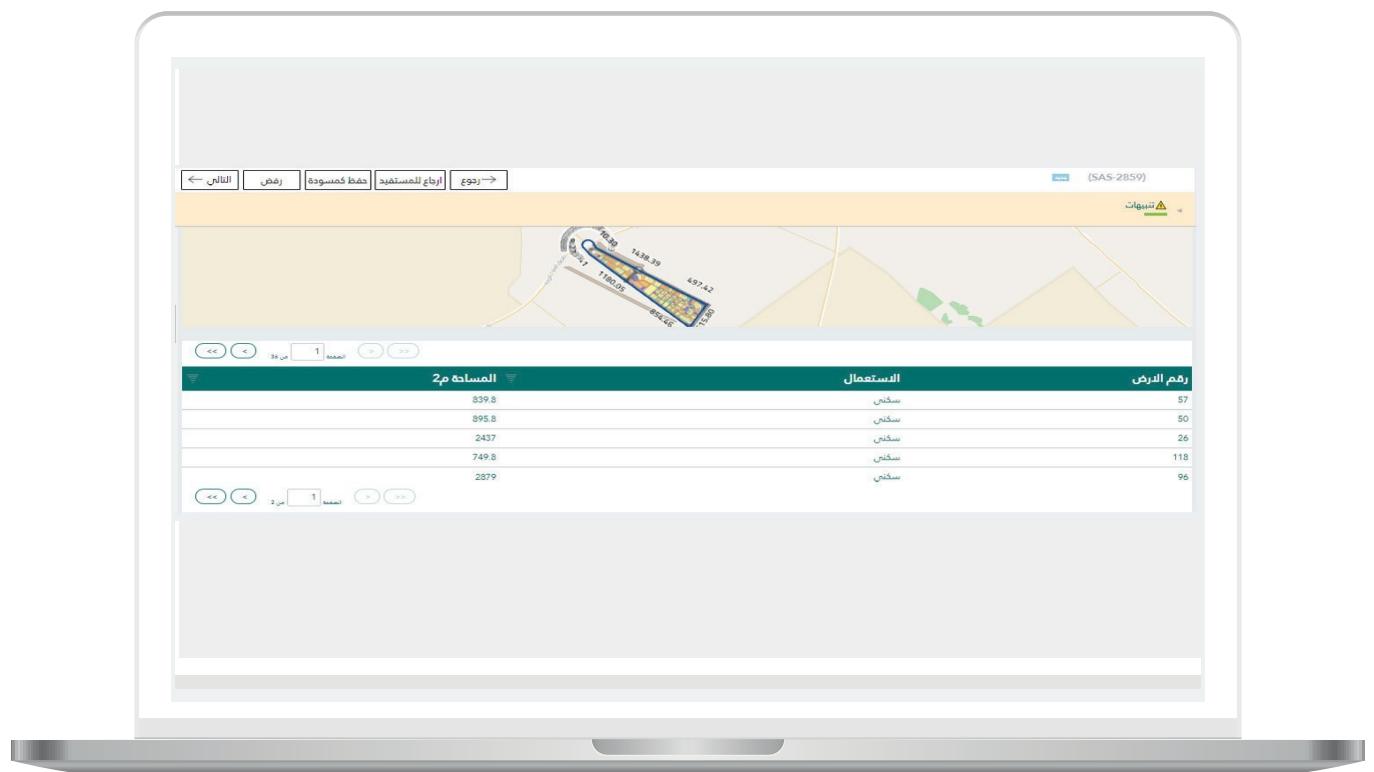


The notifications appear at the top of the screen, while the scheme details are displayed below the map.



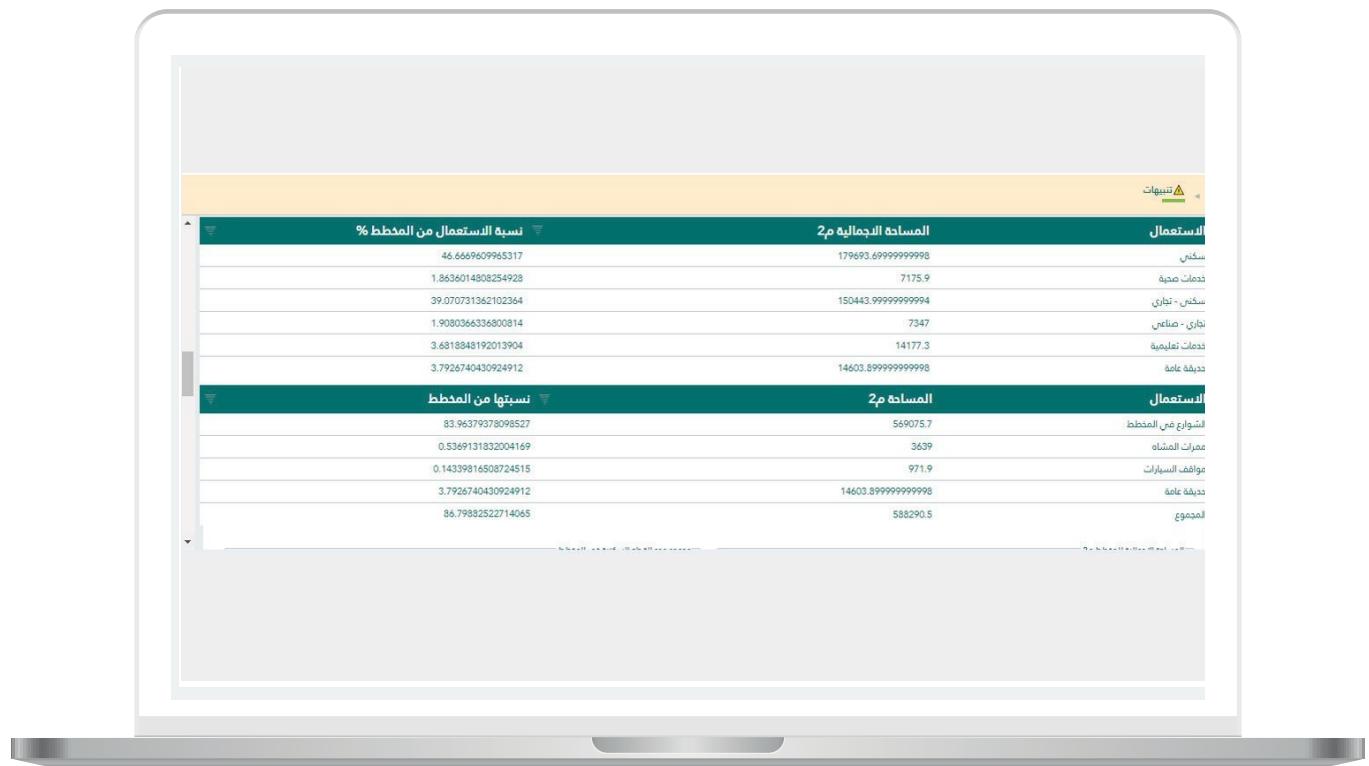
The scheme details displayed below the map include (**Land Table, Usage Table, Planning Ratio Table, Scheme Technical Statistics, Scheme Requirements**).

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



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

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



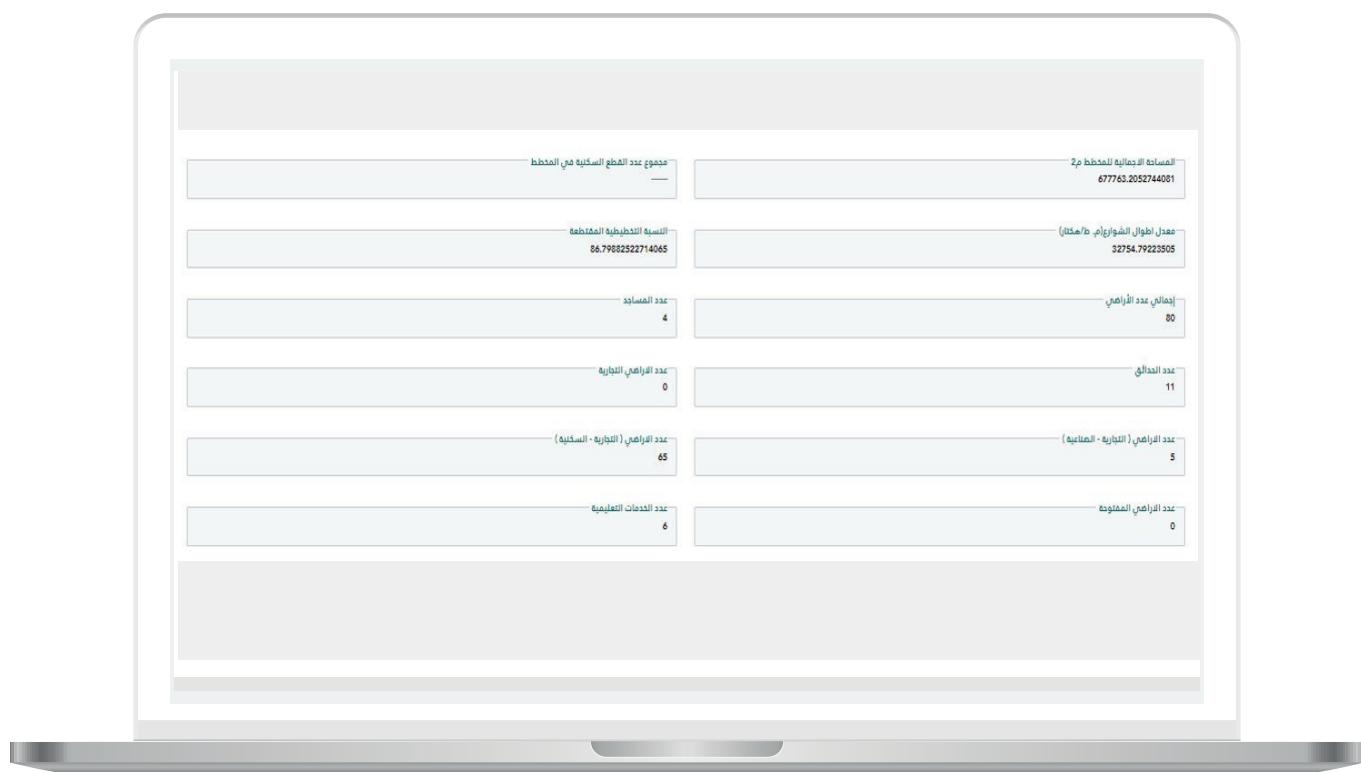
الاستعمال

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

الاستعمال

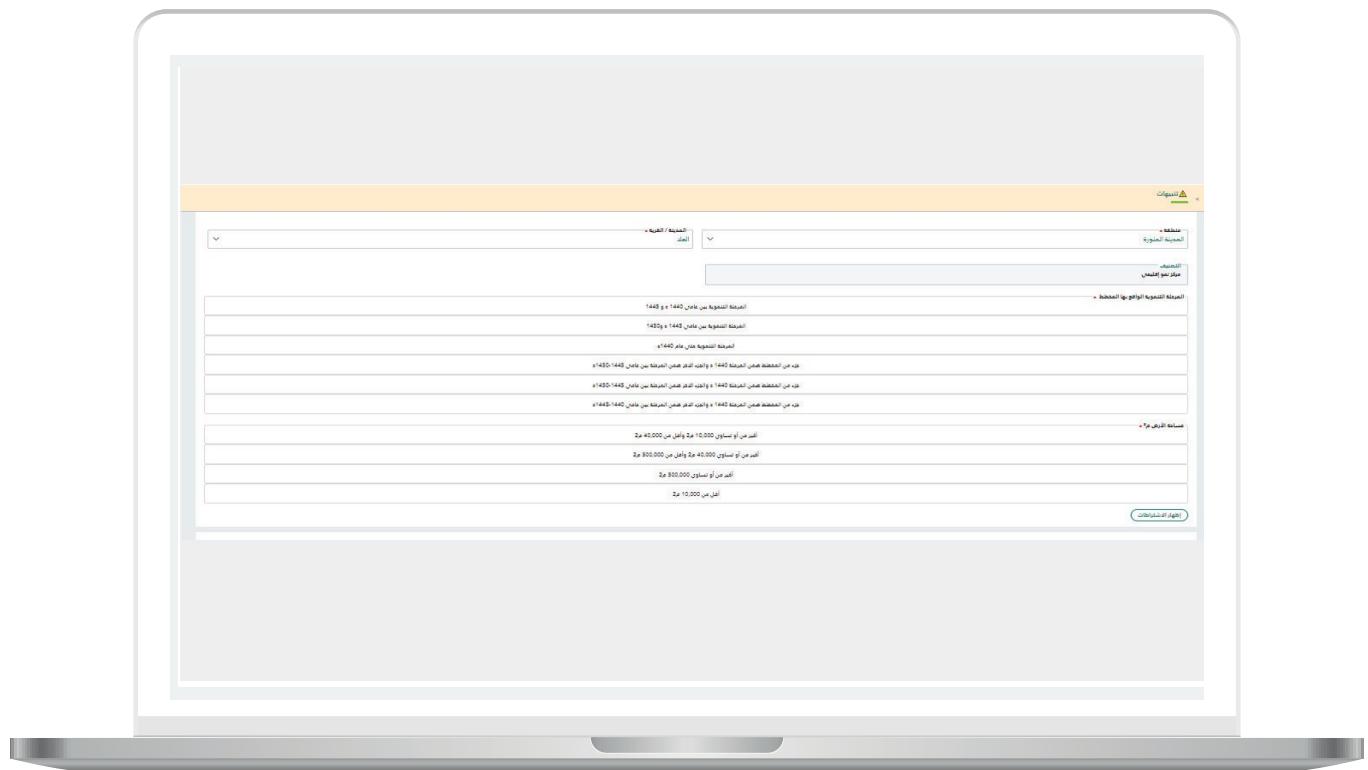
نسبة المخطط %	المساحة م ²	الاستعمال
83.96379378098527	569075.7	الشوارع في المخطط
0.5369131832004169	3639	ممرات المشاة
0.14339816508724515	971.9	مواقف السيارات
3.7926740430924912	14603.899999999998	جديدة عامة
86.7988252714065	588290.5	المجموع

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

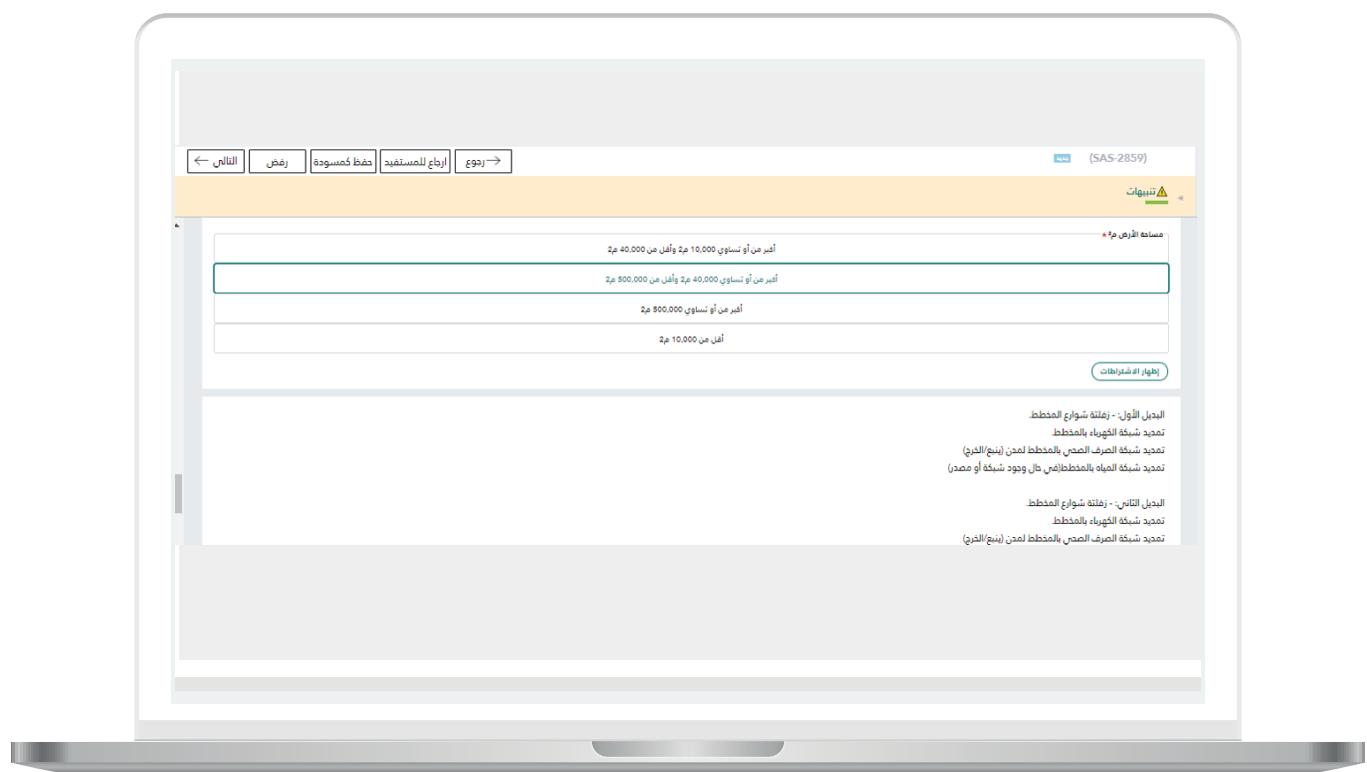


The Urban Boundary Requirements are displayed. The engineering office selects the values for the fields to retrieve the required regulations.

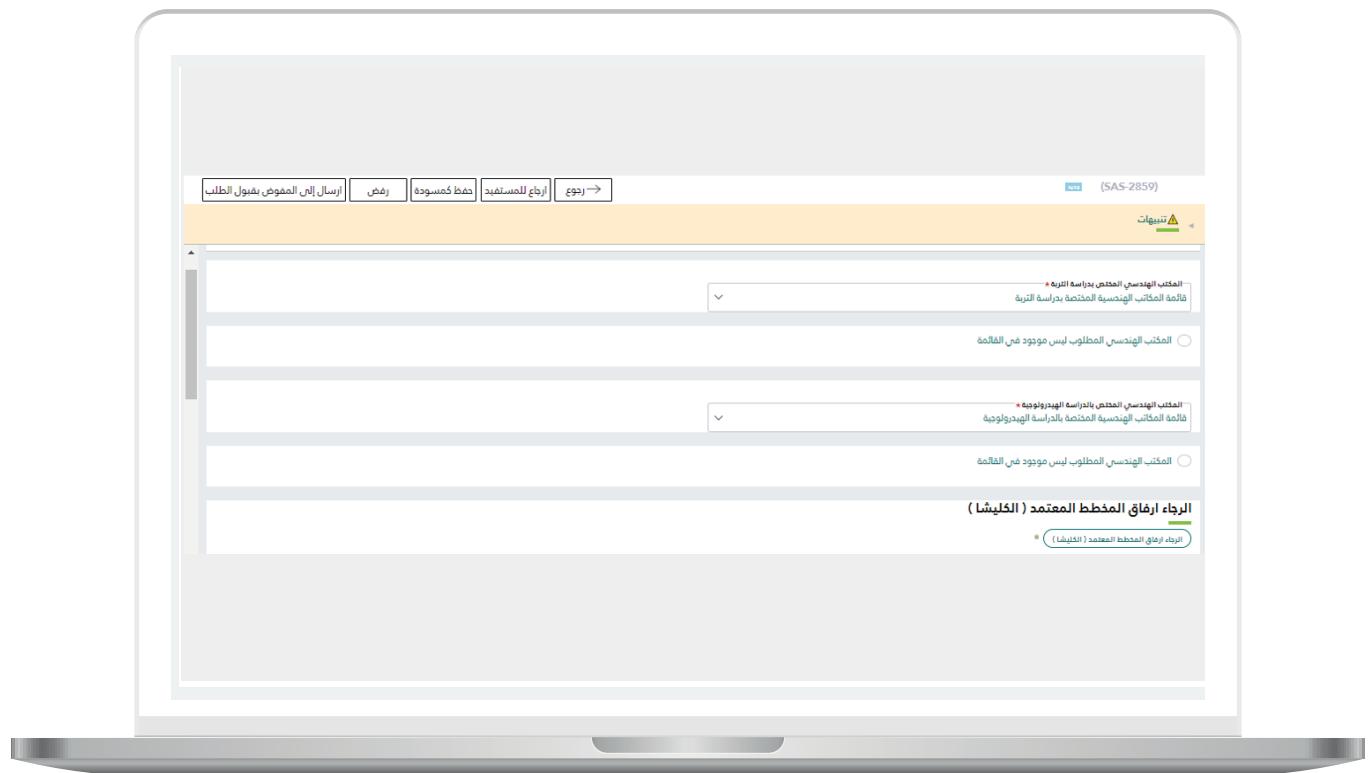
The fields are (Region, City or Village, Urban Boundary of the Scheme, Scheme Area).



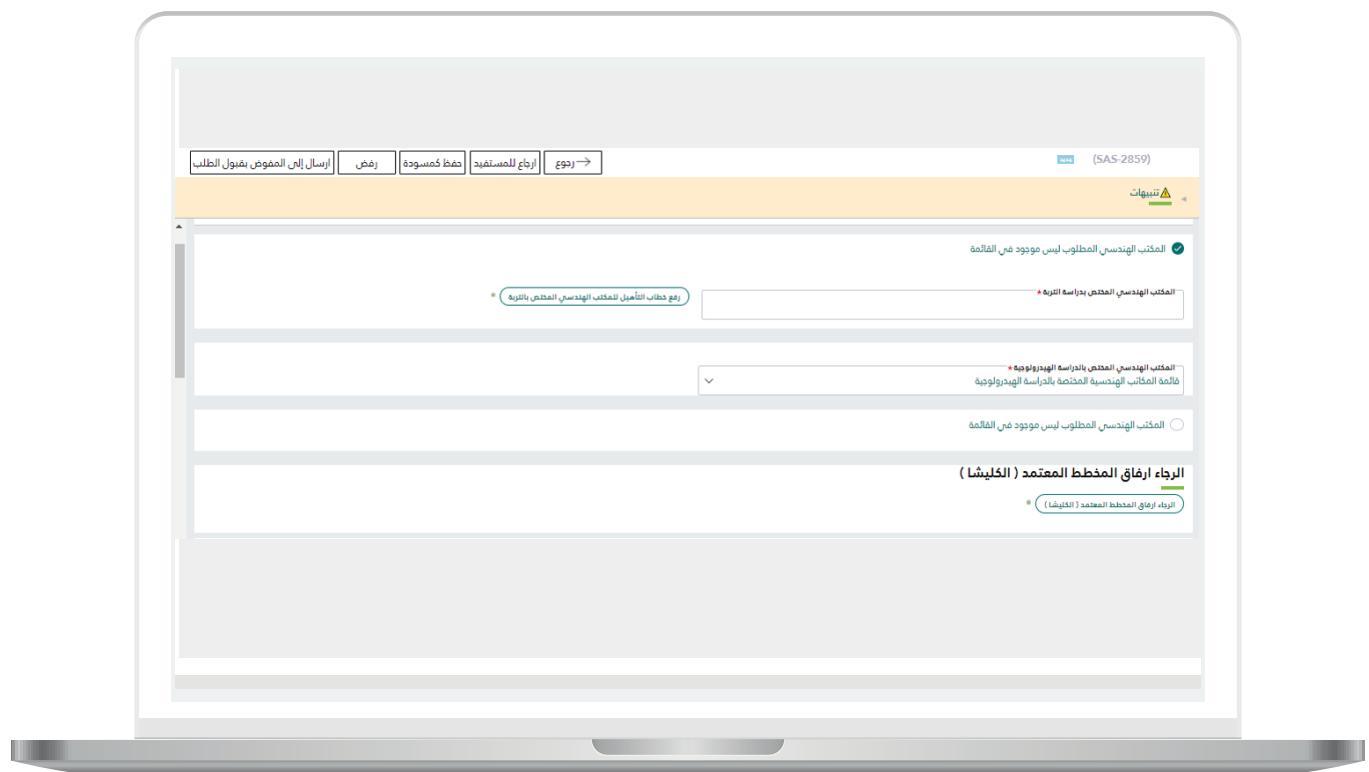
After selecting the required urban boundary regulations, the user clicks Show Regulations, and the scheme regulations are displayed. The user then clicks Next to proceed to the next page.



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

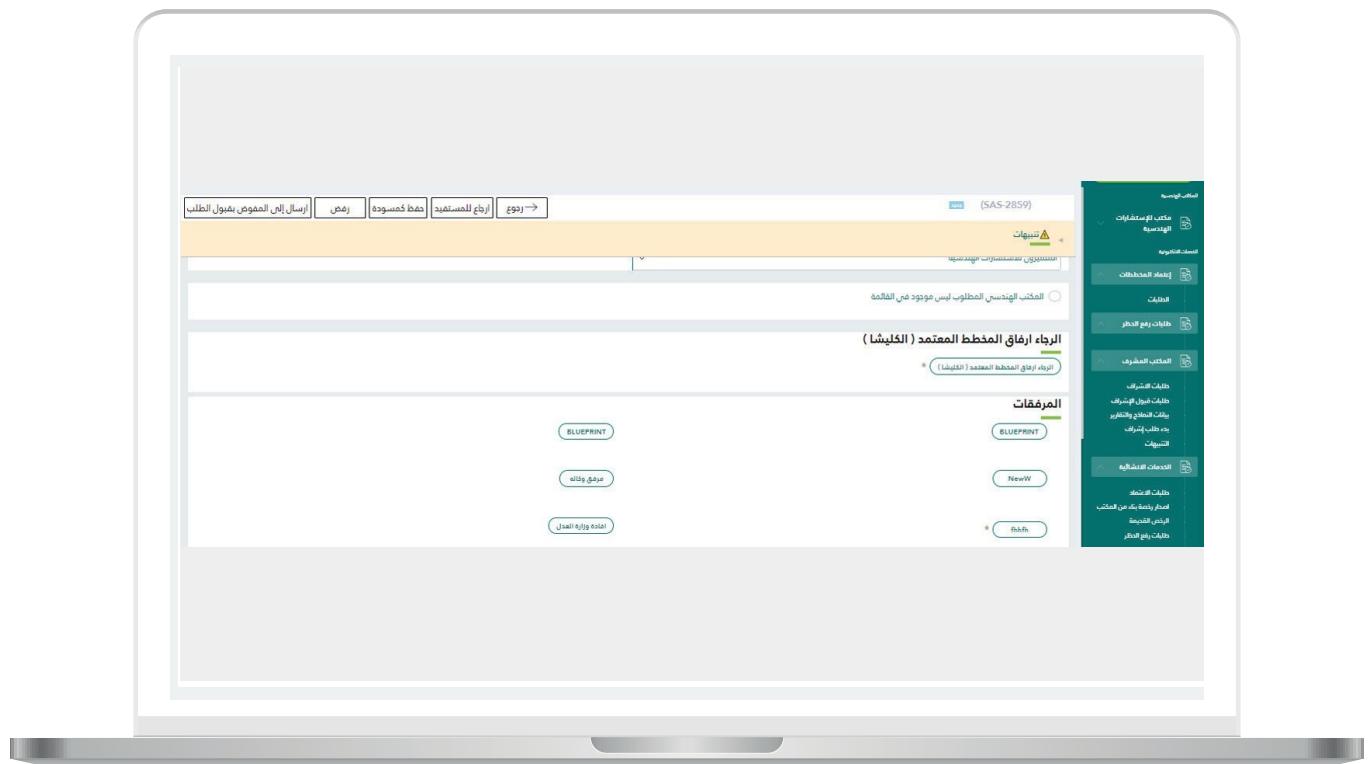


If the office is not listed in the selection, the user enters the office name manually, uploads the Qualification Letter, and the engineering office uploads the Scheme Layout.

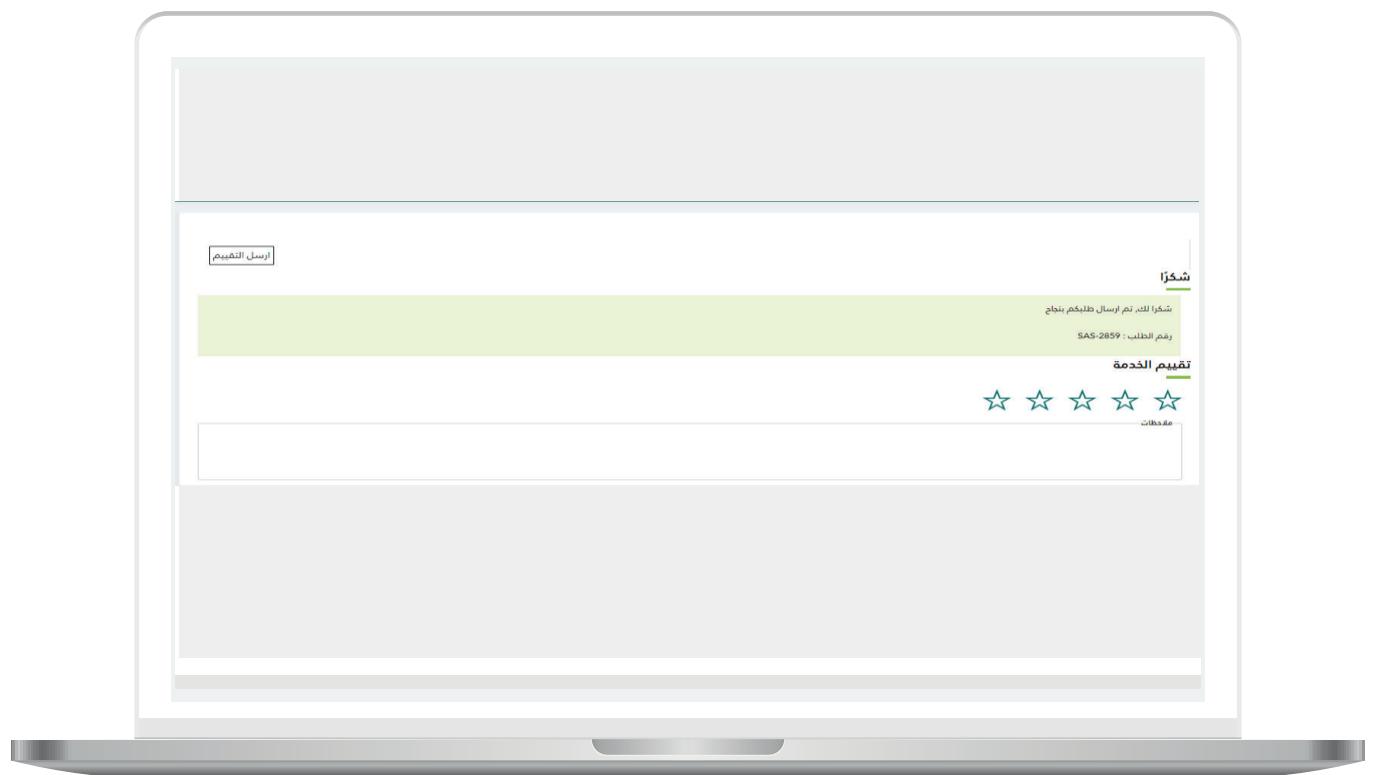


The user uploads the required attachments according to the system's settings. The user clicks on the Attachment Name icon to upload the required attachment.

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



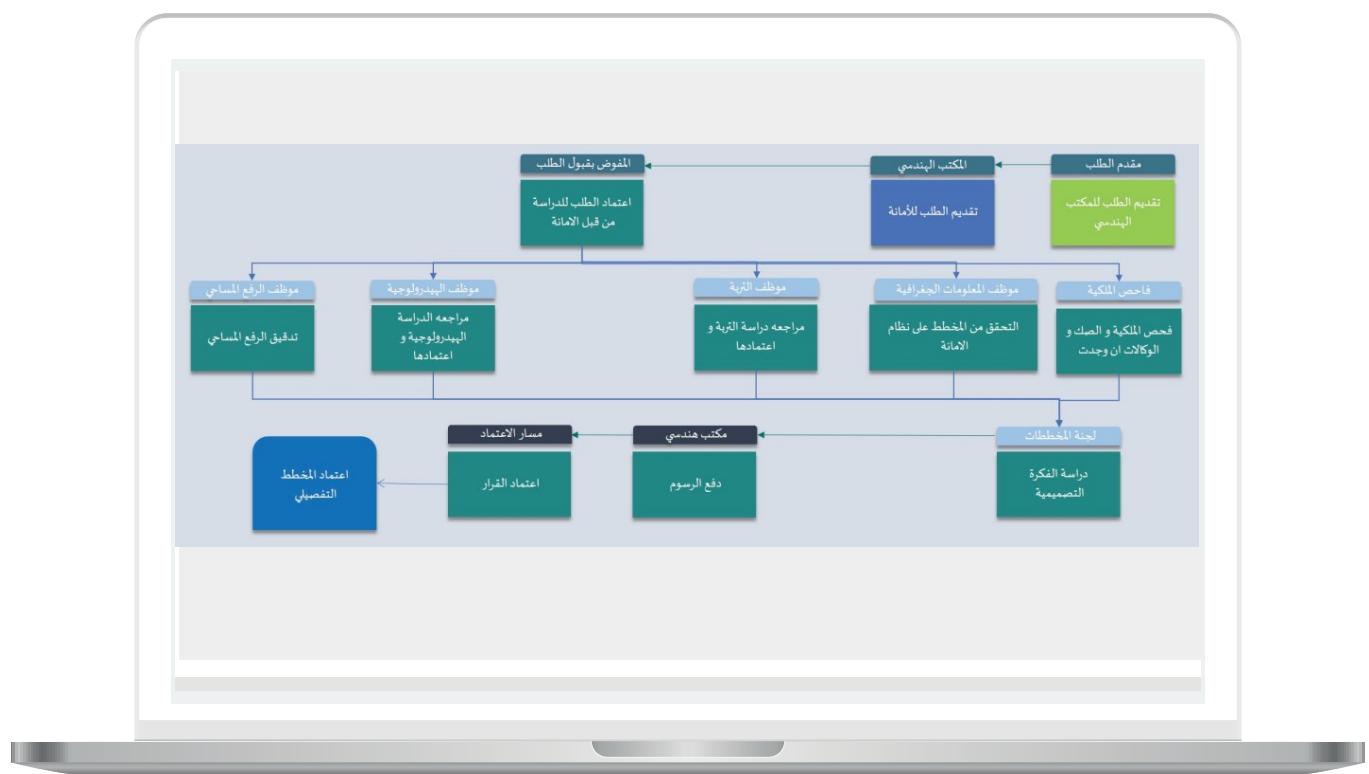
The system displays a message confirming that the request has been successfully submitted, and the request number is shown for tracking by the engineering office. The engineering office evaluates the service, provides feedback by entering comments in the Comments Field, and submits the evaluation.



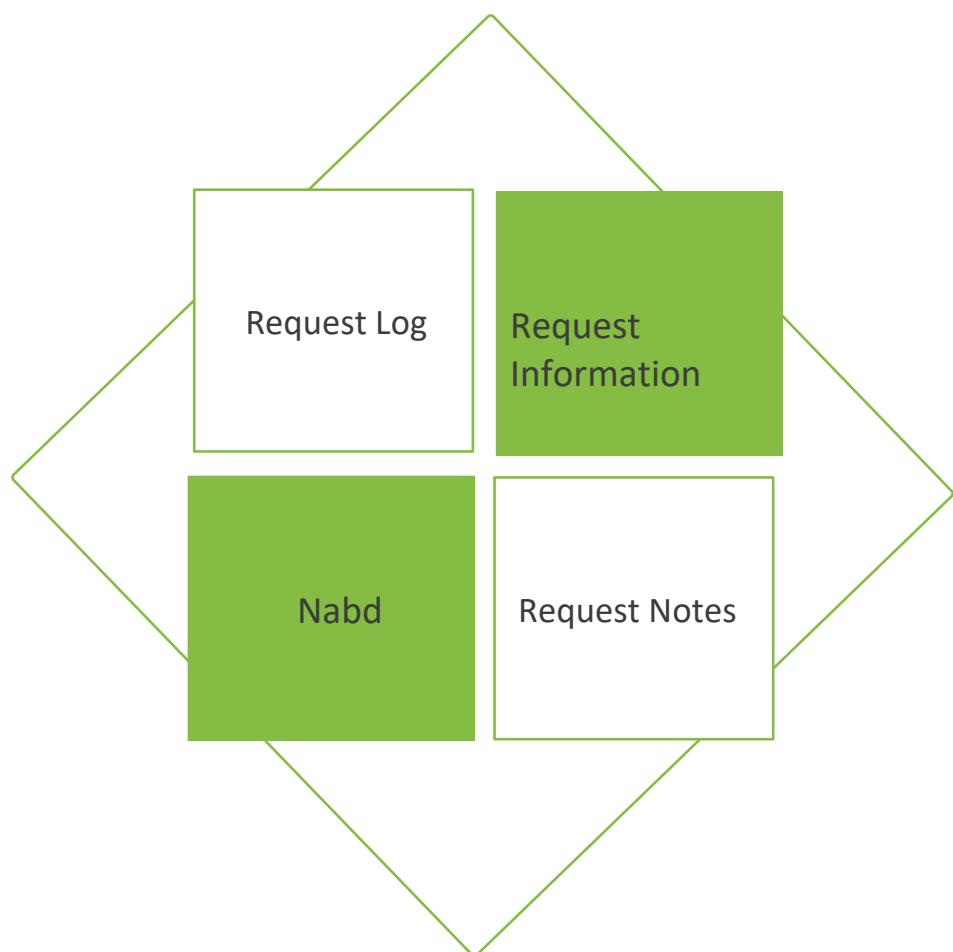
Workflow Diagram for Preliminary Approval (If a Design and Planning Authority Exists)



Workflow Diagram for Preliminary Approval (If No Authority Exists)



Municipality Employee Features



Request Data at the Municipality

Land Scheme
Statistical
Data

Land and Usage
Data, Planning Ratio,
Boundary Table

Conceptual
Design Map

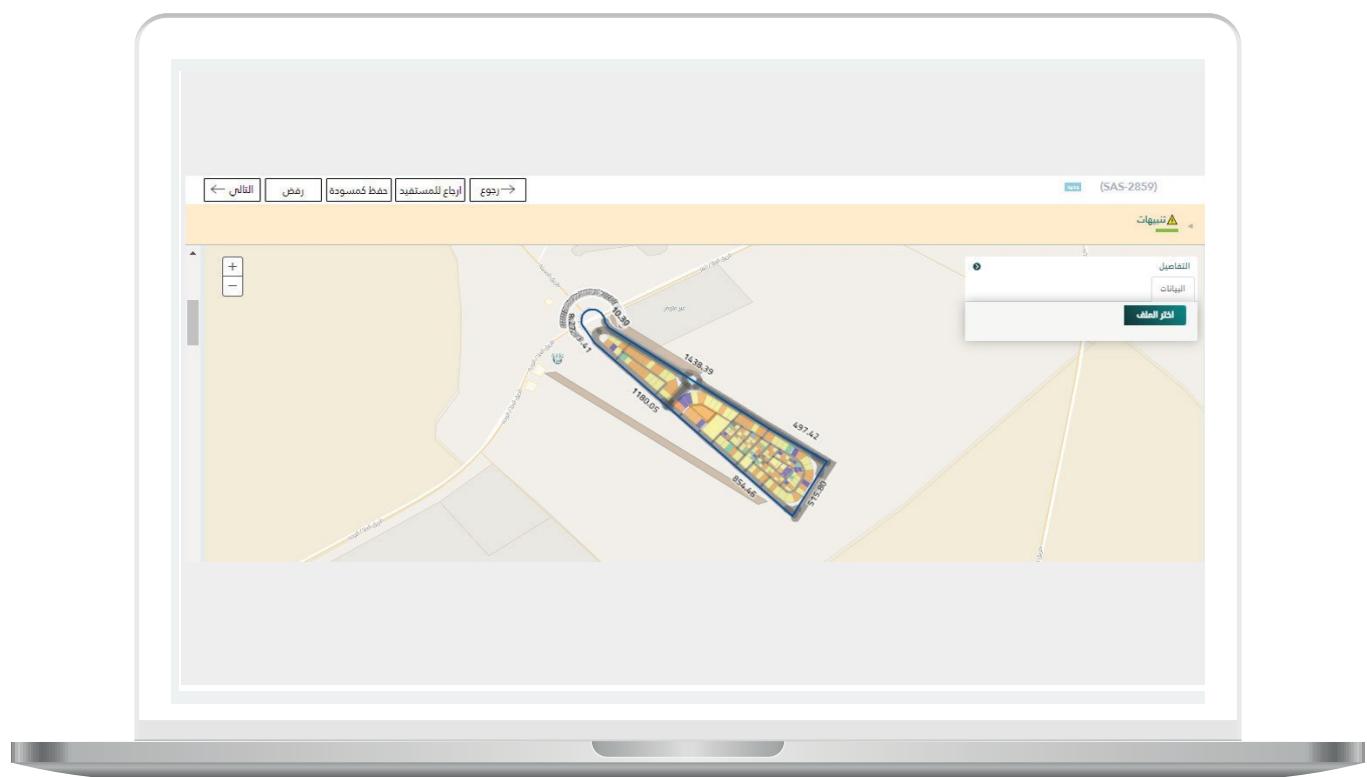
Request
Attachments
and Notes

Engineering Office Data

Title Deed Data
from the
Ministry of

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

Conceptual Design Map



Land and Usage Data, Planning Ratio, Boundary Table

Table 1: Boundary Table from the Cadastral Decision.

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

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

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

Boundary Table (Lands)

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

Land Table (Plots)

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

Usage Table (Uses)

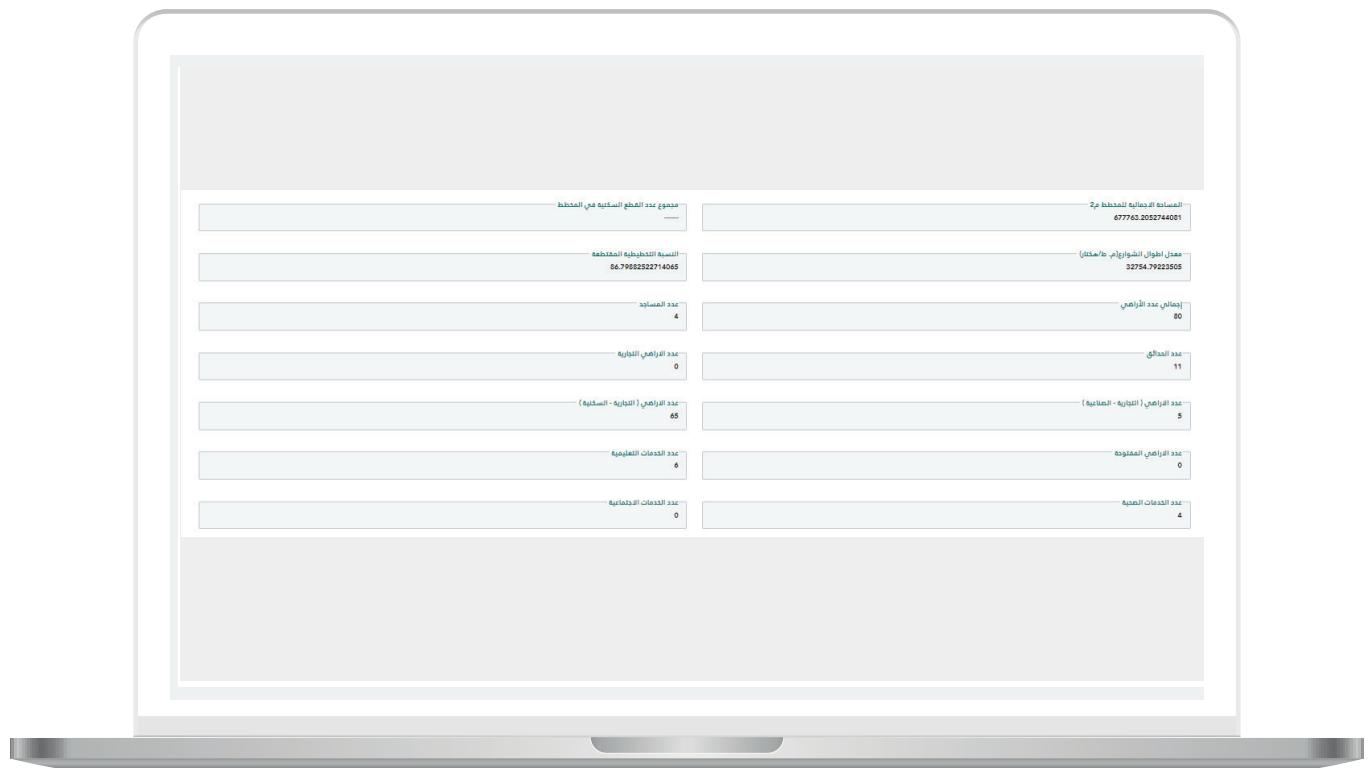
الاستعمال	المساحة الكلية م²	نسبة الاستعمال من المخطط %
سكنى	179693.69999999998	46.669609965317
خدمات مدنية	7175.9	1.8456141808254928
سكنى - تجاري	150443.99999999994	39.070731362102364
تجاري - مكاتب	7347	1.9080366338600814
خدمات تعليمية	14177.3	3.6818848192013904
خدمة عامه	14603.899999999998	3.7926740430924912

Planning Ratio Table (Uses)

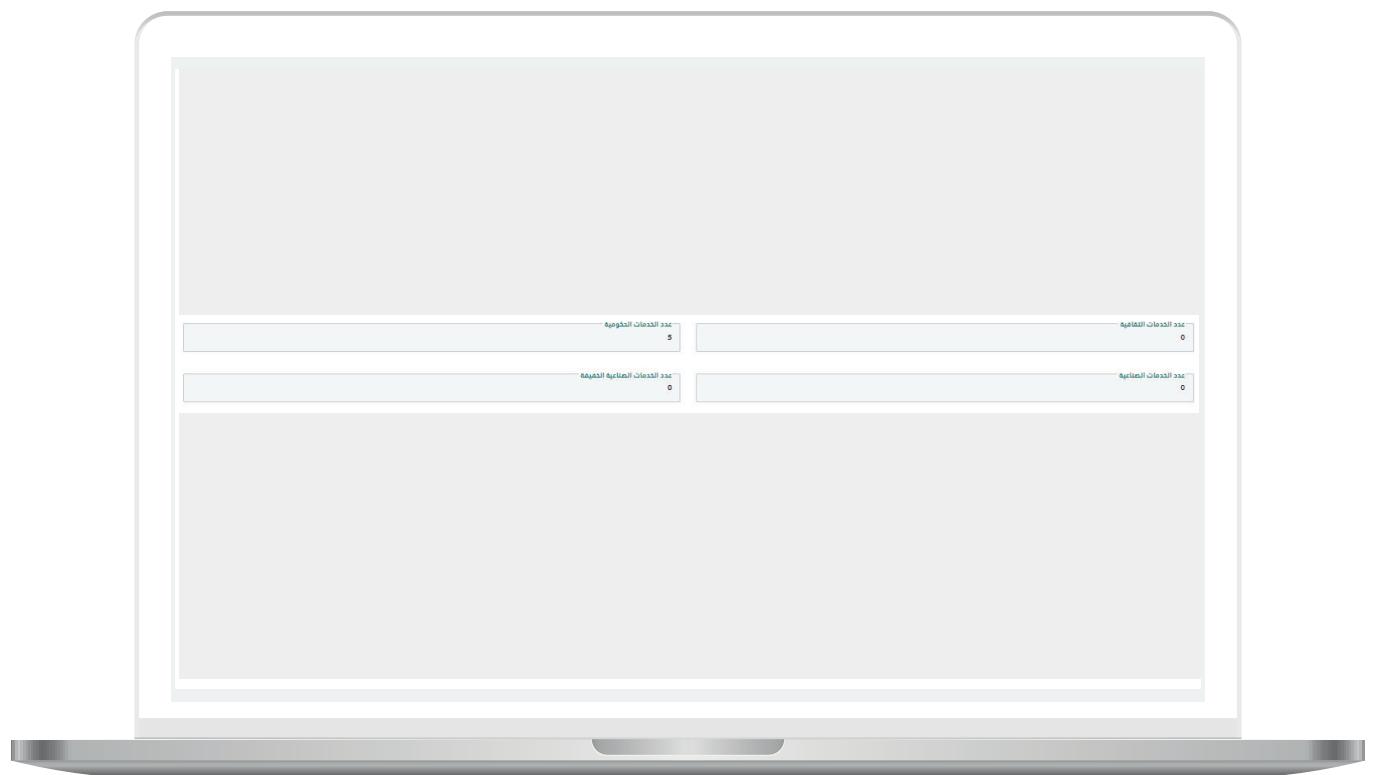
الاستعمال	المساحة م²	نسبة من المخطط %
الشوارع في المخطط	569075.7	33.95379378098527
عمارات الملاهي	3859	0.5369191832004169
مواقف السيارات	971.9	0.14339816508724515
خدمة عامه	14603.899999999998	3.7926740430924912
المجموع	588290.5	86.79882522714065

Land Scheme Statistical Data

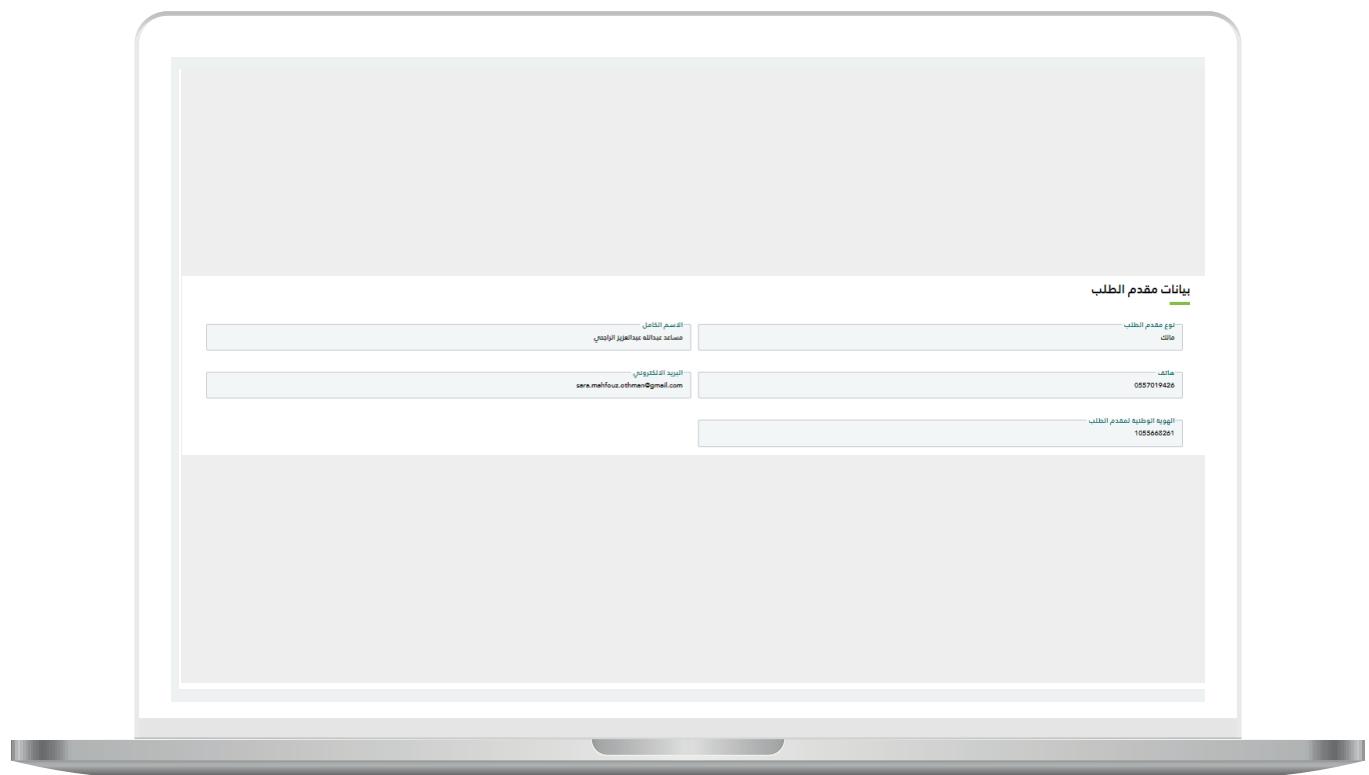
Number of parks	Number of mosques	Number of plots	Planning ratio	Average street lengths	Number of residential plots	Total area
Number of social services	Number of health services	Number of educational services	Number of open land plots	Number of commercial-residential plots	Number of commercial-industrial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



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

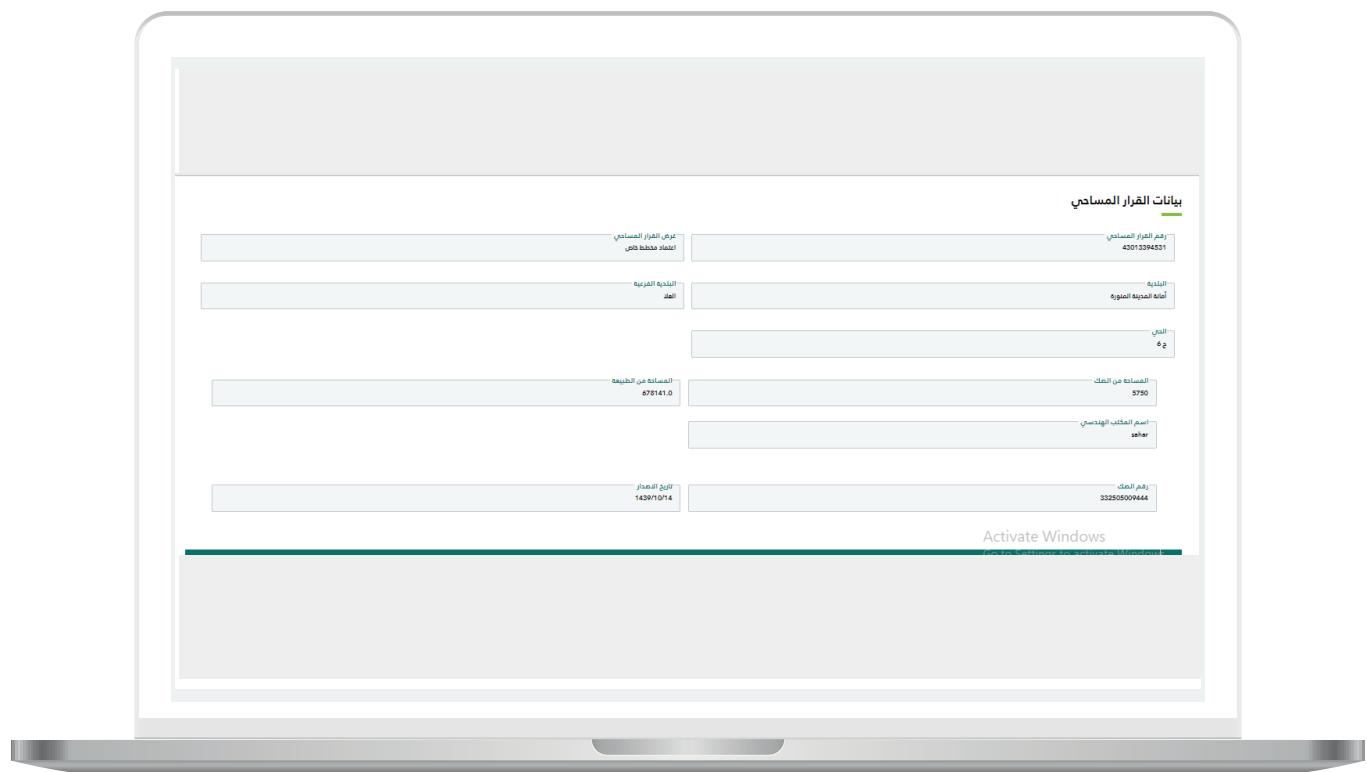


Applicant Information.



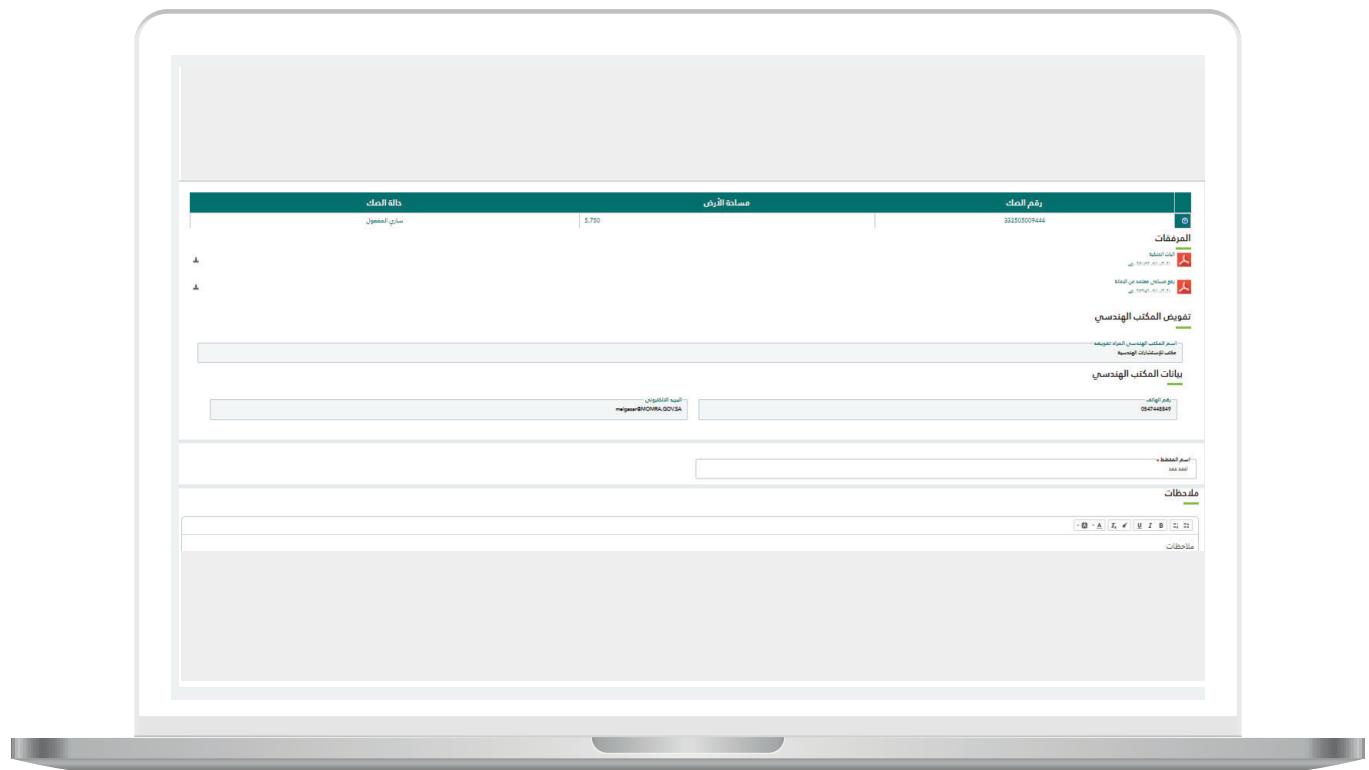
Cadastral Decision Details

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

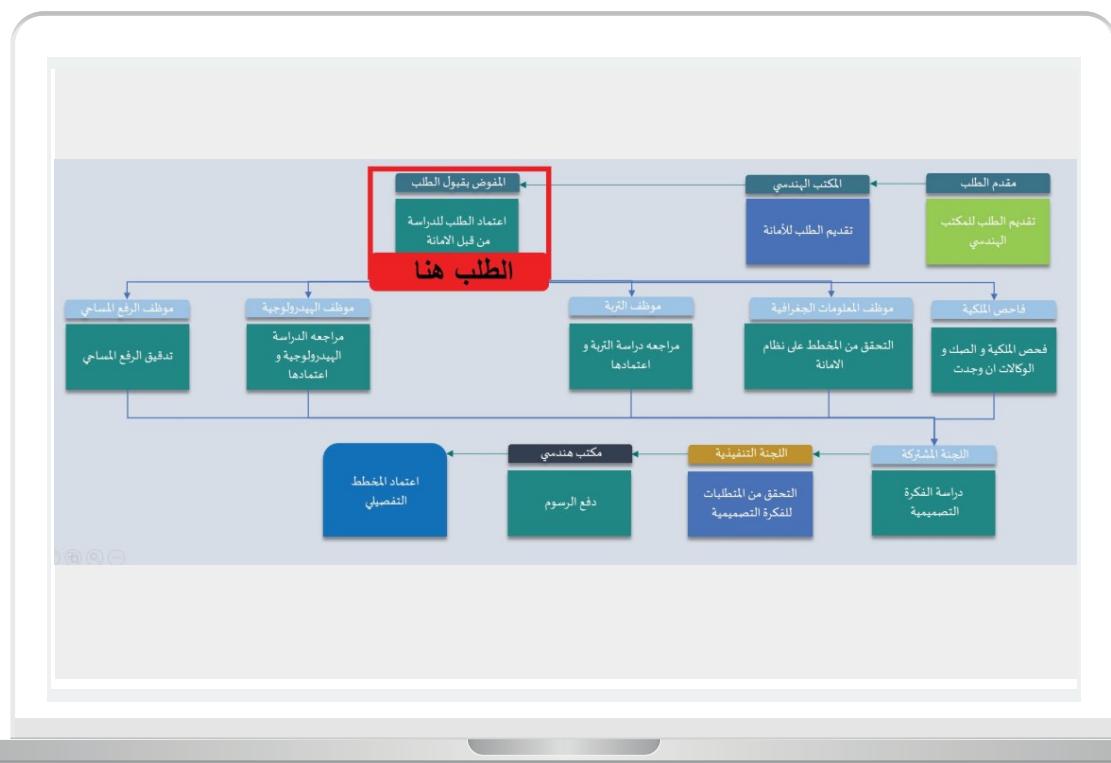


Title Deed Information

Notes	Land Scheme Name	Engineering Office Data	Request Attachments	Title Deed and Its Details
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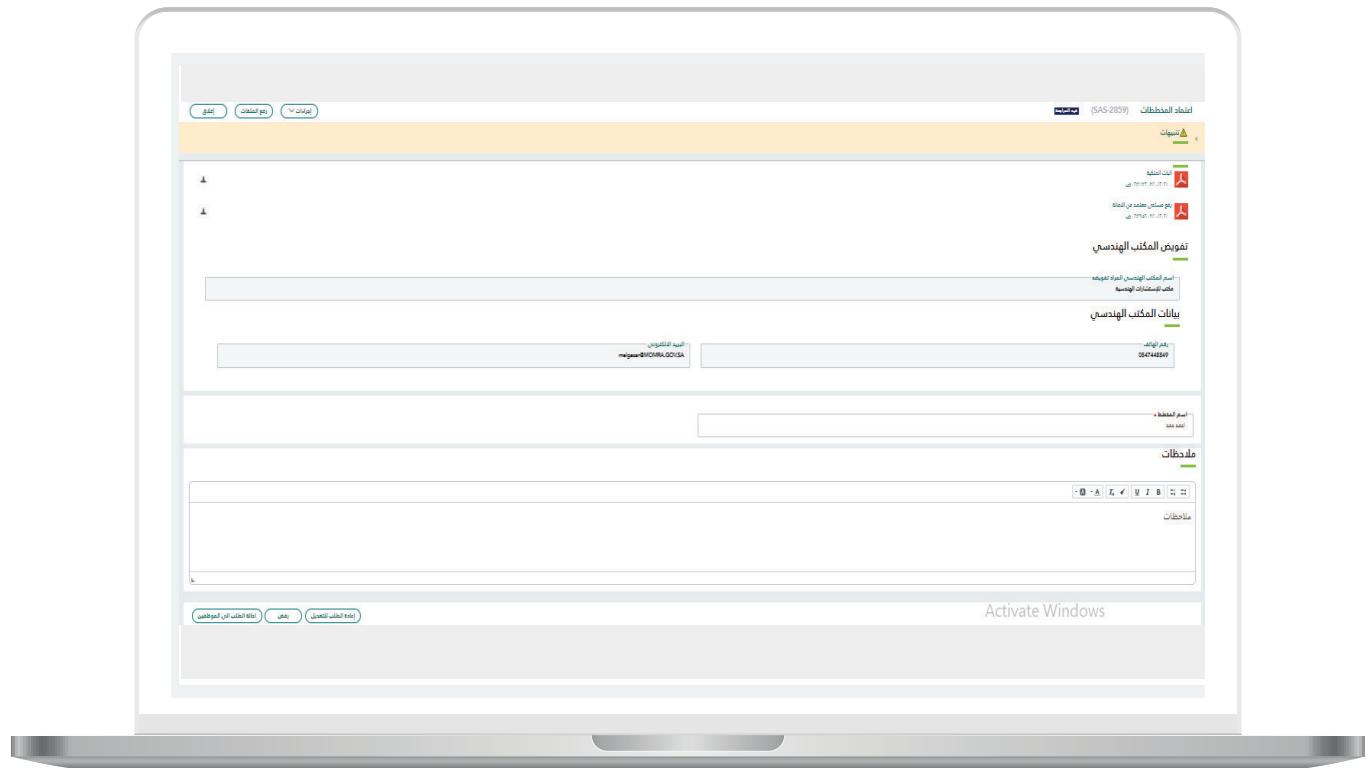
Workflow Diagram for Preliminary Approval (If a Design and Planning Authority Exists)



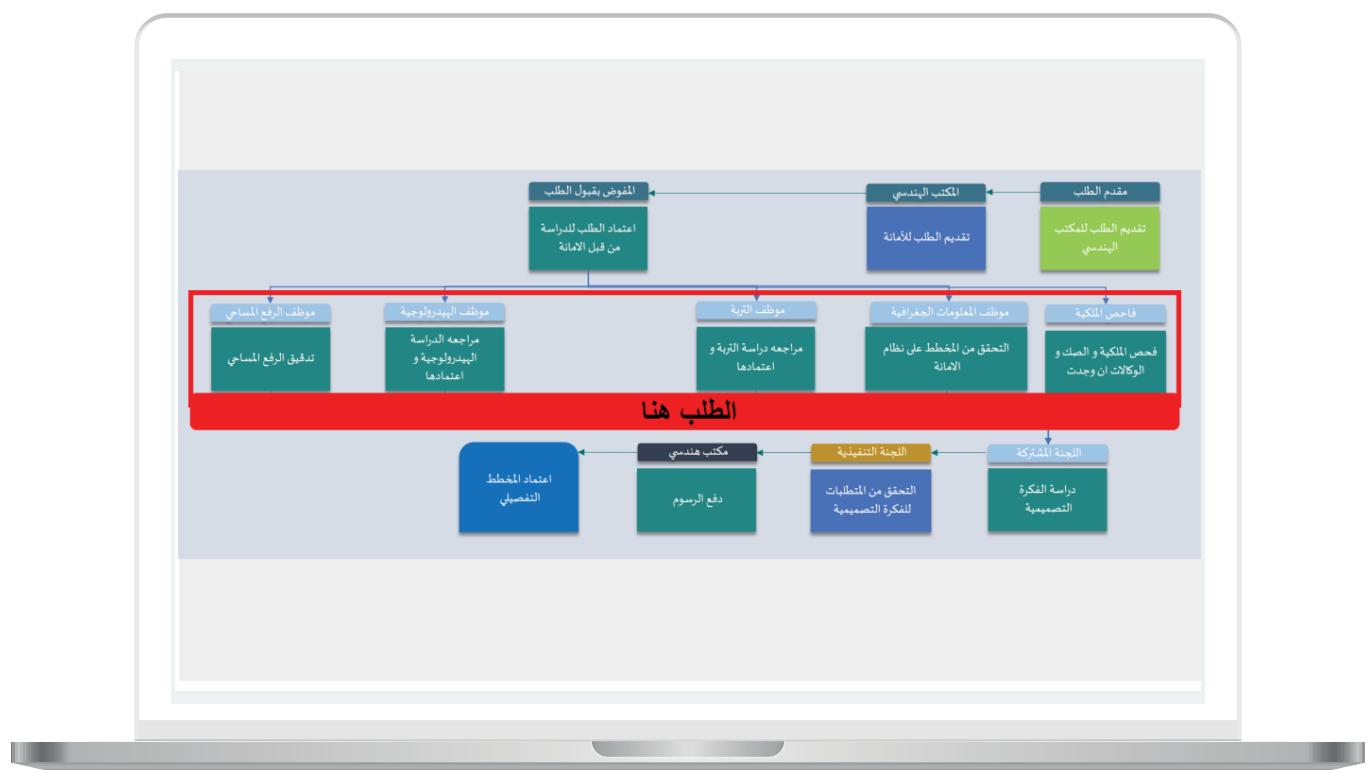
Review of Private Land Scheme Approval Request Within Development Stages (Authorized Request Approver)

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

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



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

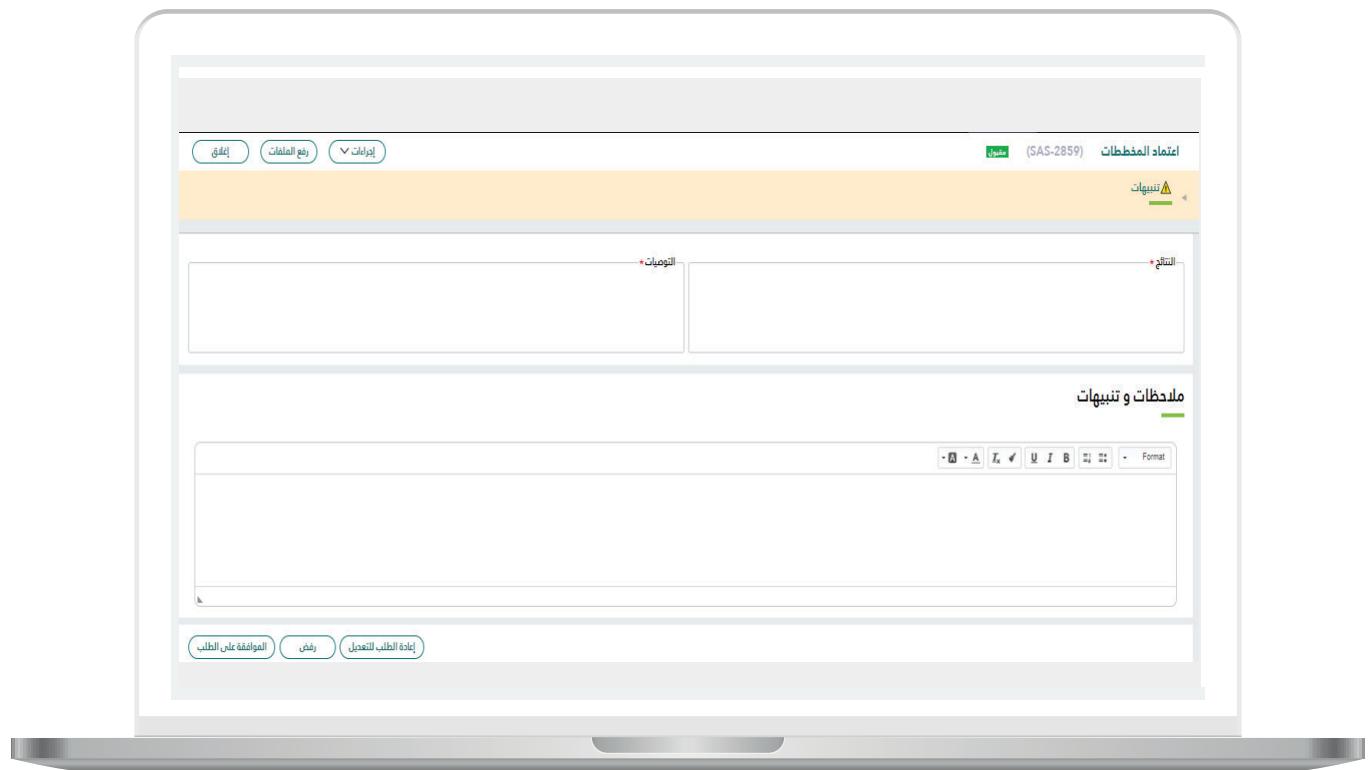


Review of Private Land Scheme Approval Request Within Development Stages (Soil Engineer)

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

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

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

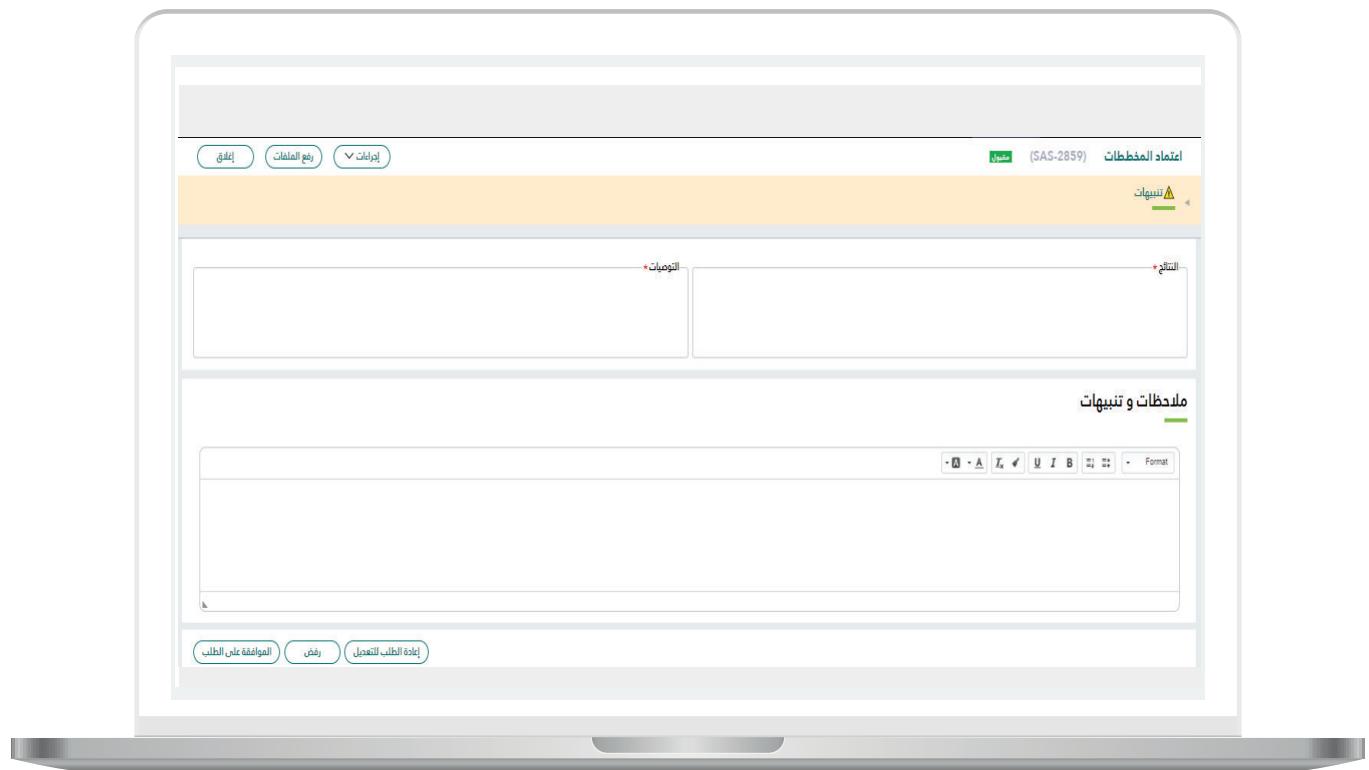


Review of Private Land Scheme Approval Request Within Development Stages (Hydrology Engineer)

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

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

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

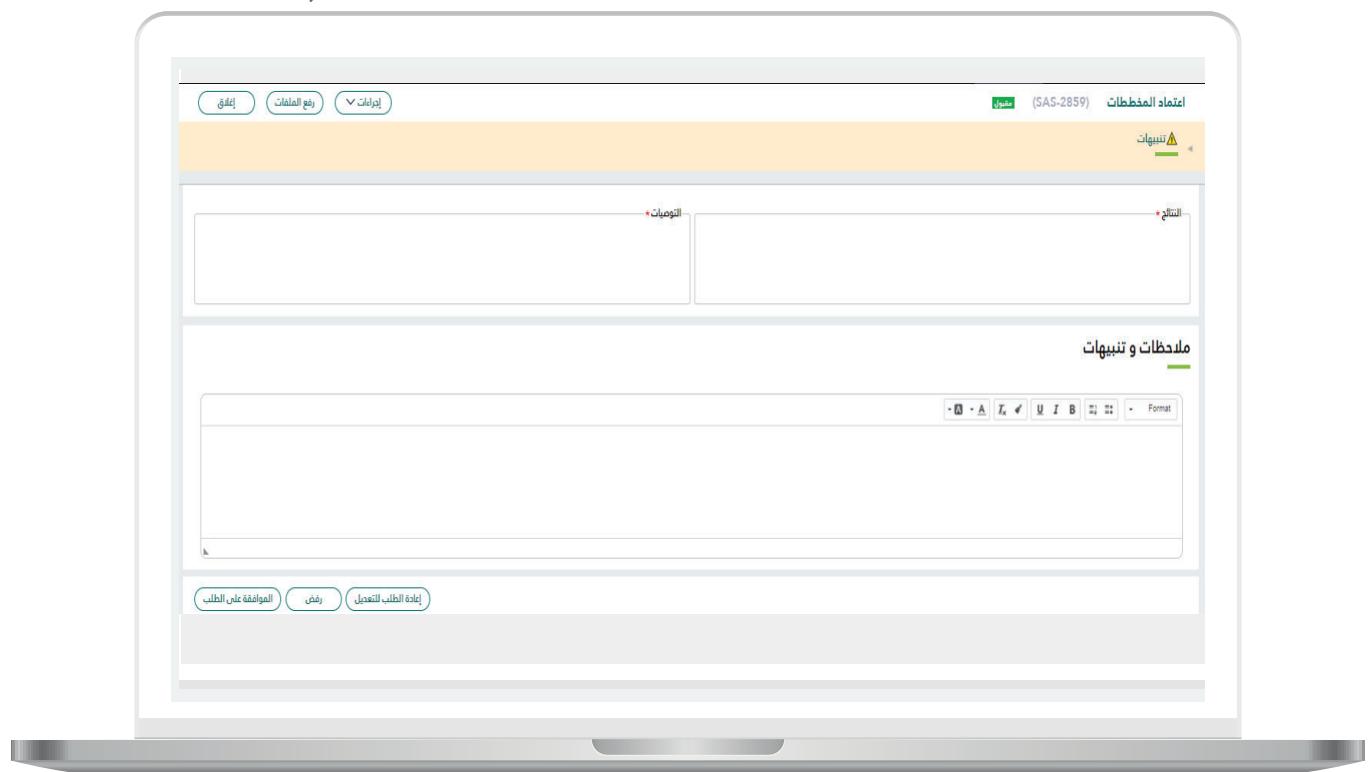


Review of Private Land Scheme Approval Request Within Development Stages (Ownership Verification Officer)

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

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

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



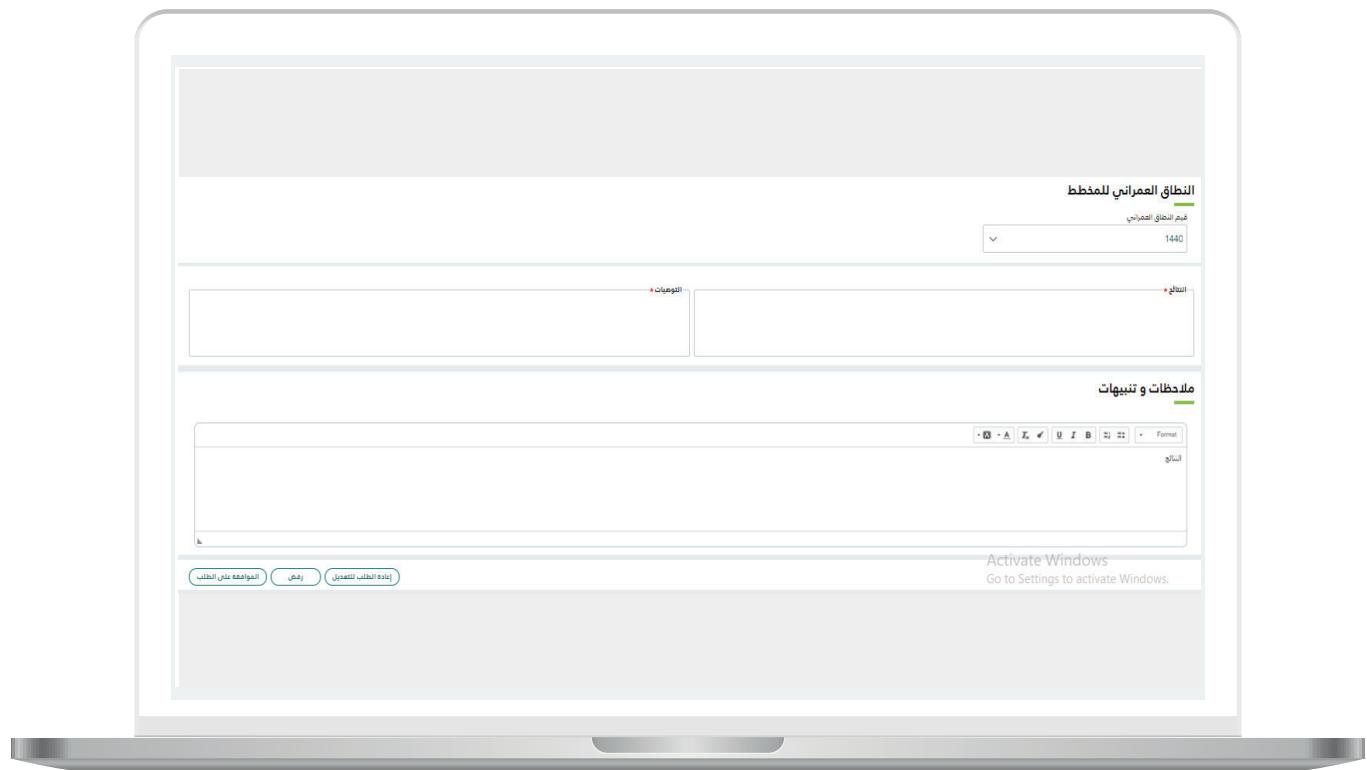
Review of Private Land Scheme Approval Request Within Development Stages (Geographic Information Officer)

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

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

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

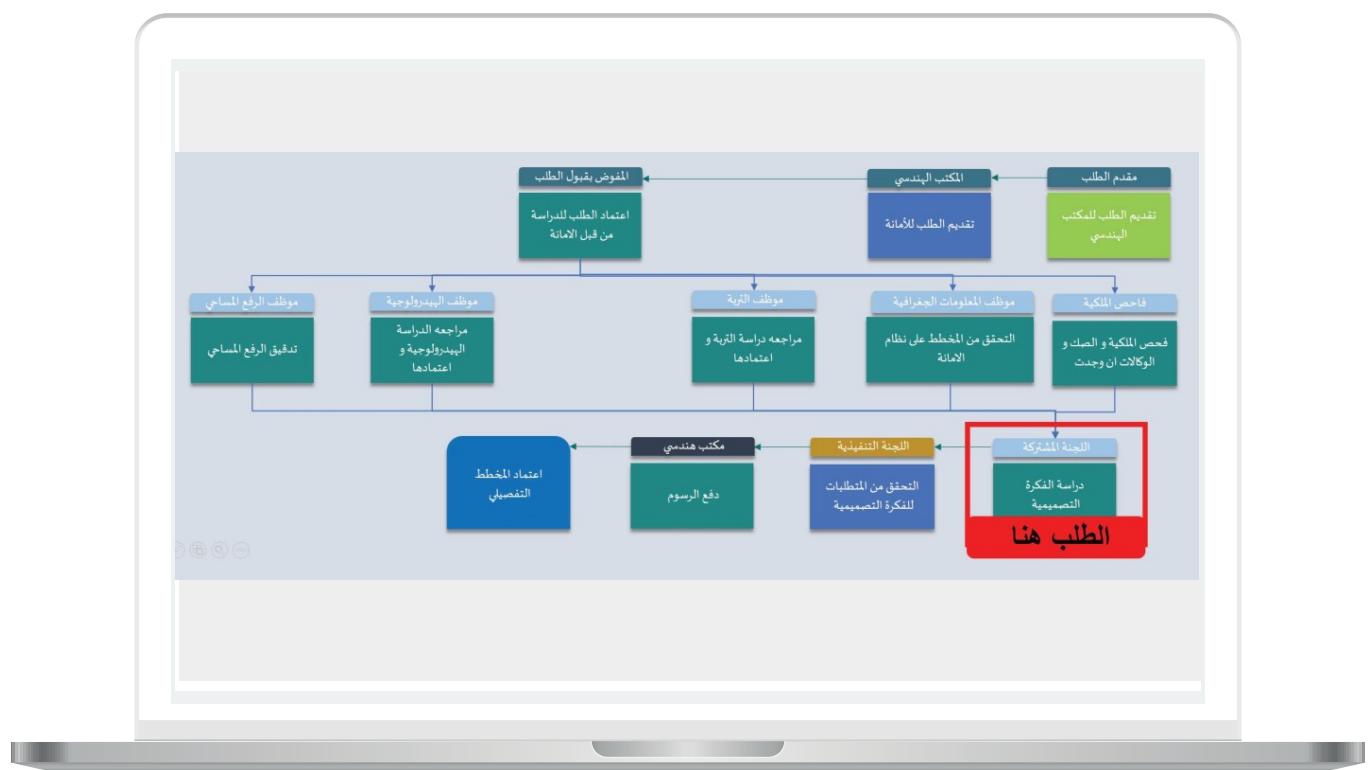
The decision is saved in the system until all designated staff complete their reviews, after which a final decision is made.



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

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

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



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

Joint Committee

Development Authority Committee

Joint Technical Committee

Details of the Joint Committee and Its Requirements

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

Example of a Joint Committee Setup

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

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

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

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

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

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

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

الاسم	الجهة	القرار	المسئون الوظيفي	الملحوظات	سبب الرفض
نعم	نعم	نعم	نعم		
نعم	نعم	نعم	نعم		نطوير
		test	test	test	نطوير
					Soil UserM

Joint Committee Outcomes



04/10/2021



000210-003201



أمانة منطقة
المدينة المنورة

محضر اللجنة المشتركة لاعتماد المخططات

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

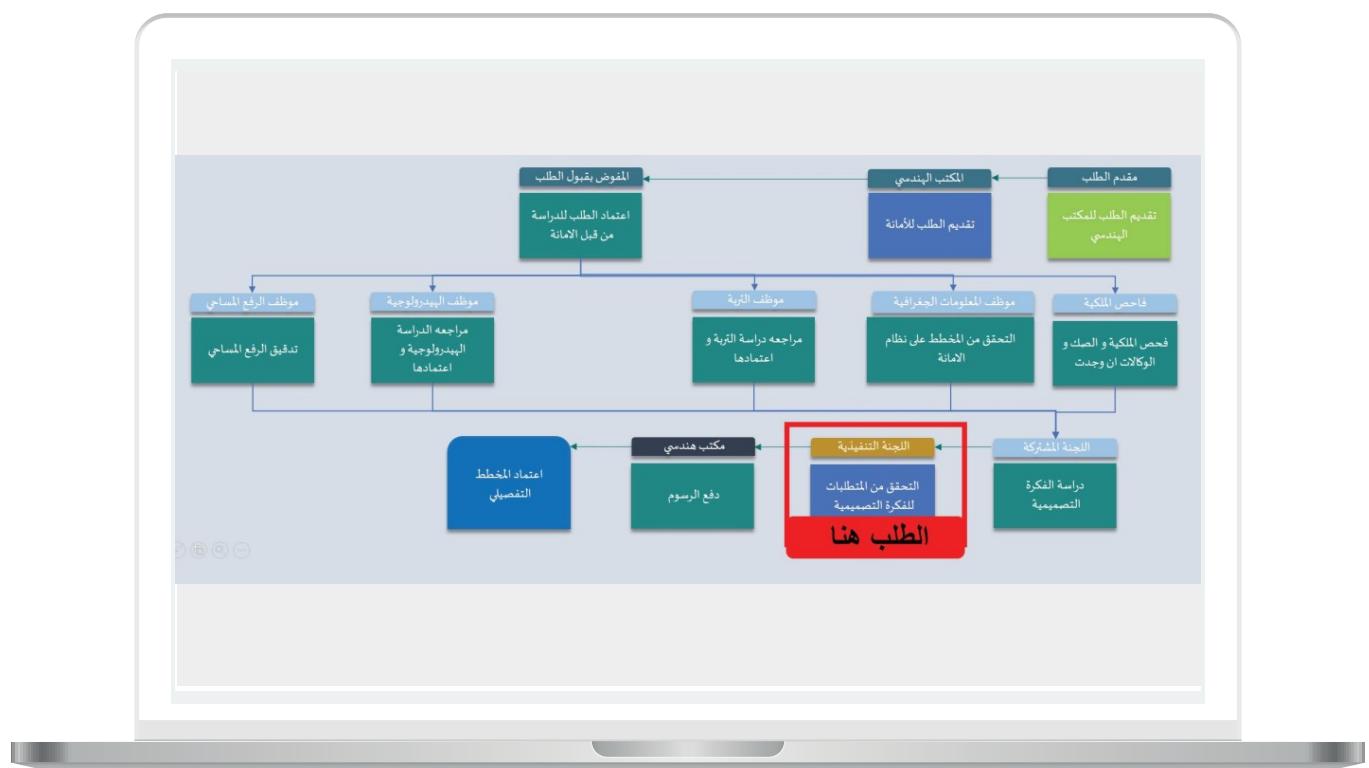
اسم المضي	الجهة	عضو اللجنة	المسس القيفي	قرار عضو اللجنة	ملاحظات	سبب الرفض (إن وجد)
عضو اللجنة	عضو اللجنة	عموم اللجنة	عموم اللجنة	عموم اللجنة	عموم	ملاحظات
عضو اللجنة	عضو اللجنة	عموم اللجنة	عموم اللجنة	عموم	عموم	ملاحظات
تطوير	تطوير	تطوير	تطوير	تطوير	موافقة	موافقة
SoilUserM	test	test	test	test	ملاحظات	ملاحظات

وقد تم دراسة الطلب و الخروج بالمخرجات التالية :

This step is related to the previous step.



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



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

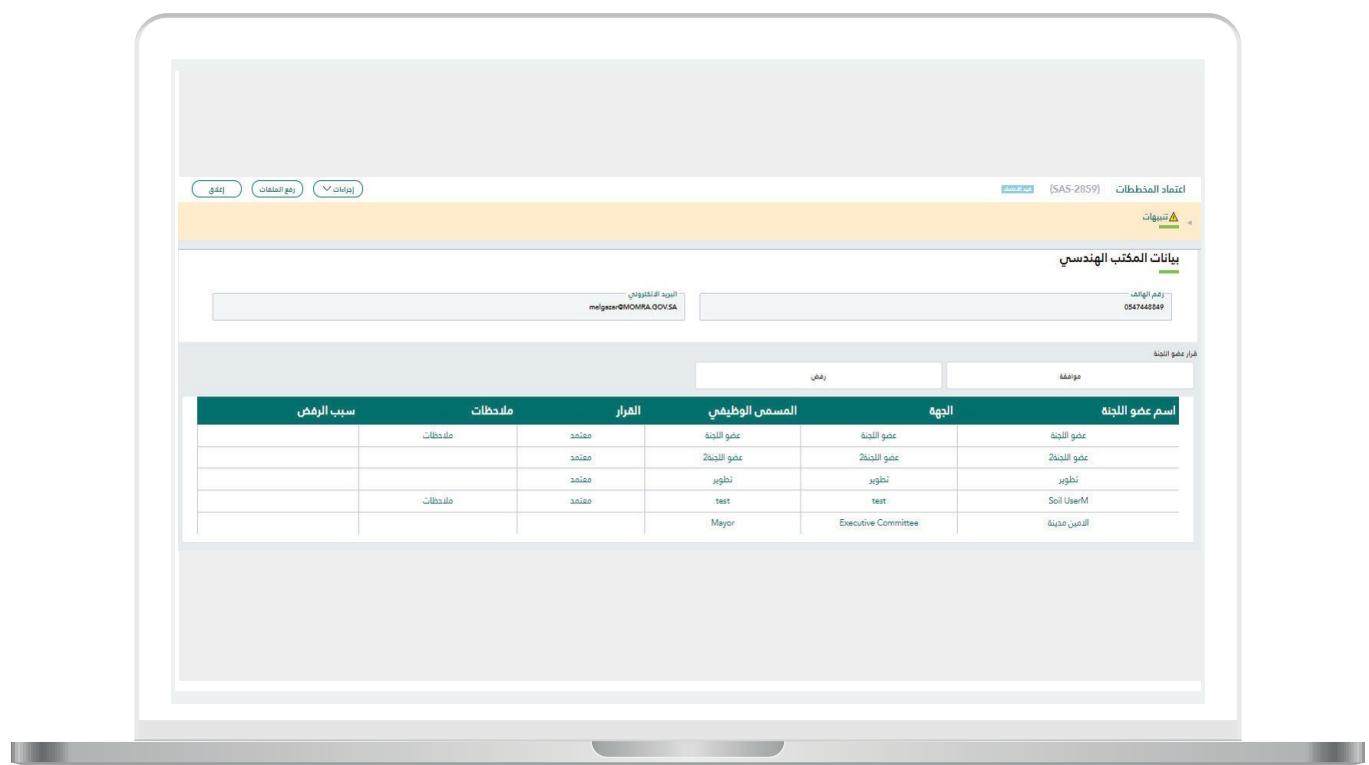
Example of a Joint Committee Setup
The total weight of all Executive Committee members must equal 100.
Executive Committee Members' Weights
Committee Member 1: 40
Committee Member 2: 40
Committee Member 3: 20
Total Weight: 100
The Authority System Administrator assigns the approval percentage required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

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

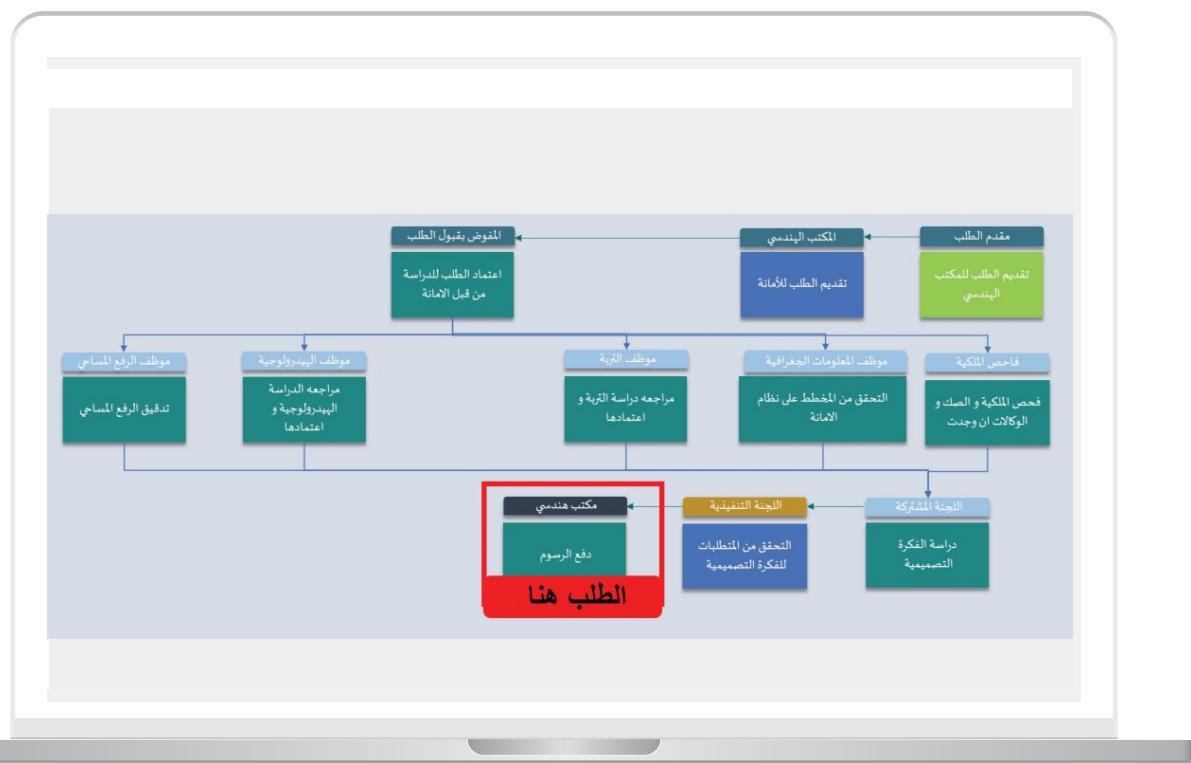
Review of Private Land Scheme Approval Request Within Development Stages (Executive Committee Member)

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

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



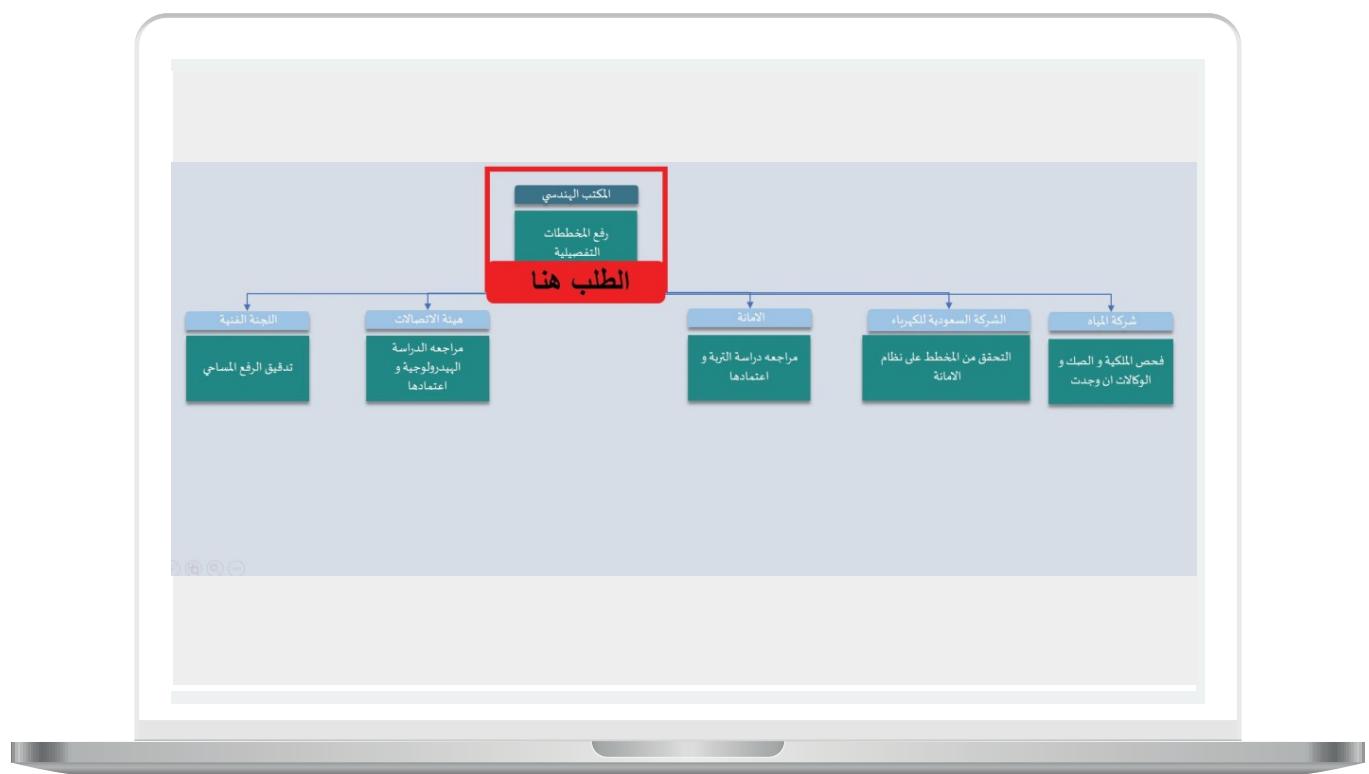
Workflow Diagram for Preliminary Approval (If a Design and Planning Authority Exists)



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

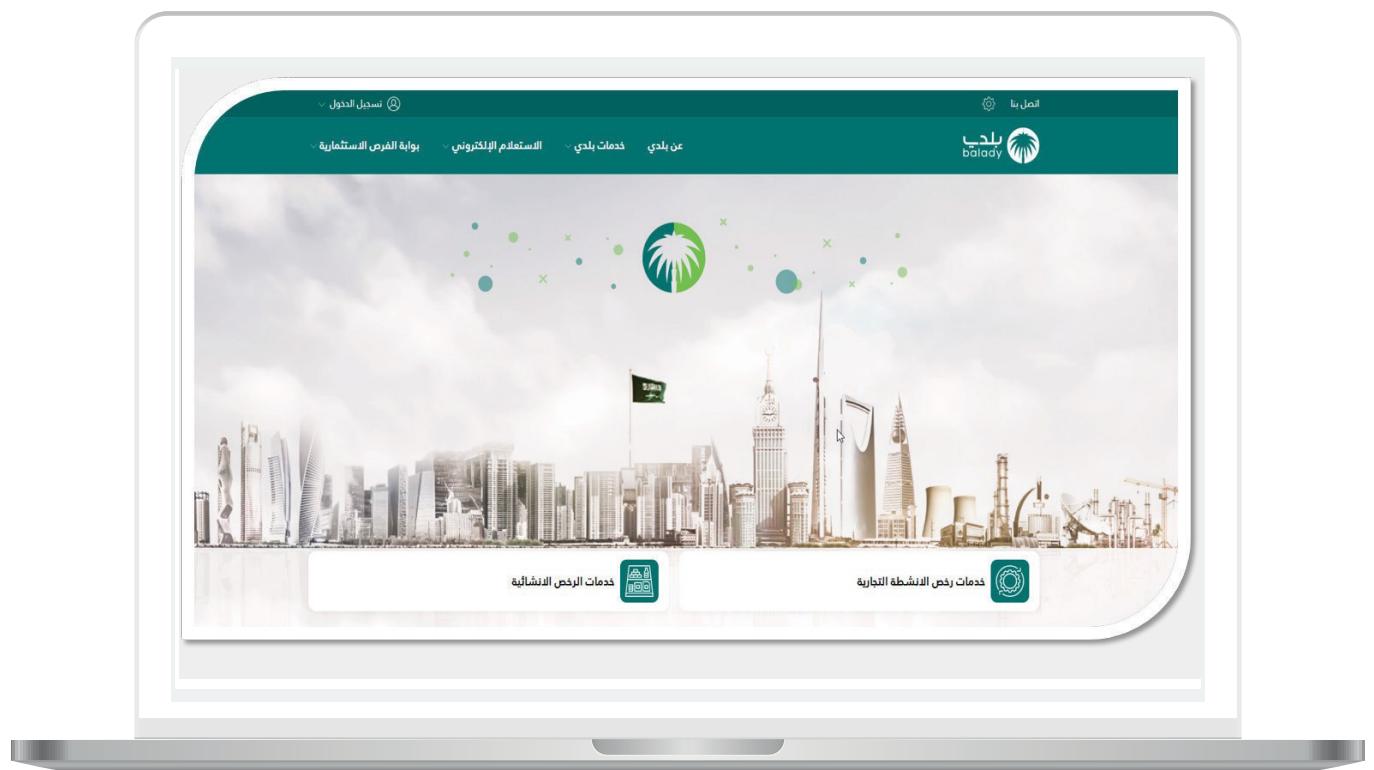
The system calculates the planning fees and generates a payment reference number. The request cannot proceed unless the fees are paid. The system integrates with payment systems to verify whether the request has been paid. If paid, the request is sent to the engineering office for the **(Detailed Plan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

Detailed Plans Approval (Workflow Diagram for Detailed Approval)

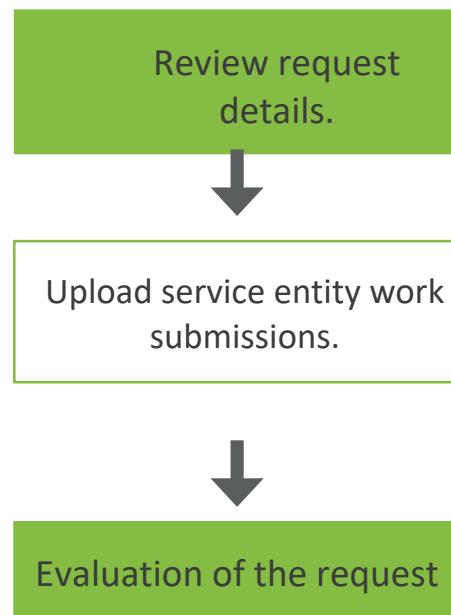


Accessing the Electronic Portal (Engineering Offices)

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

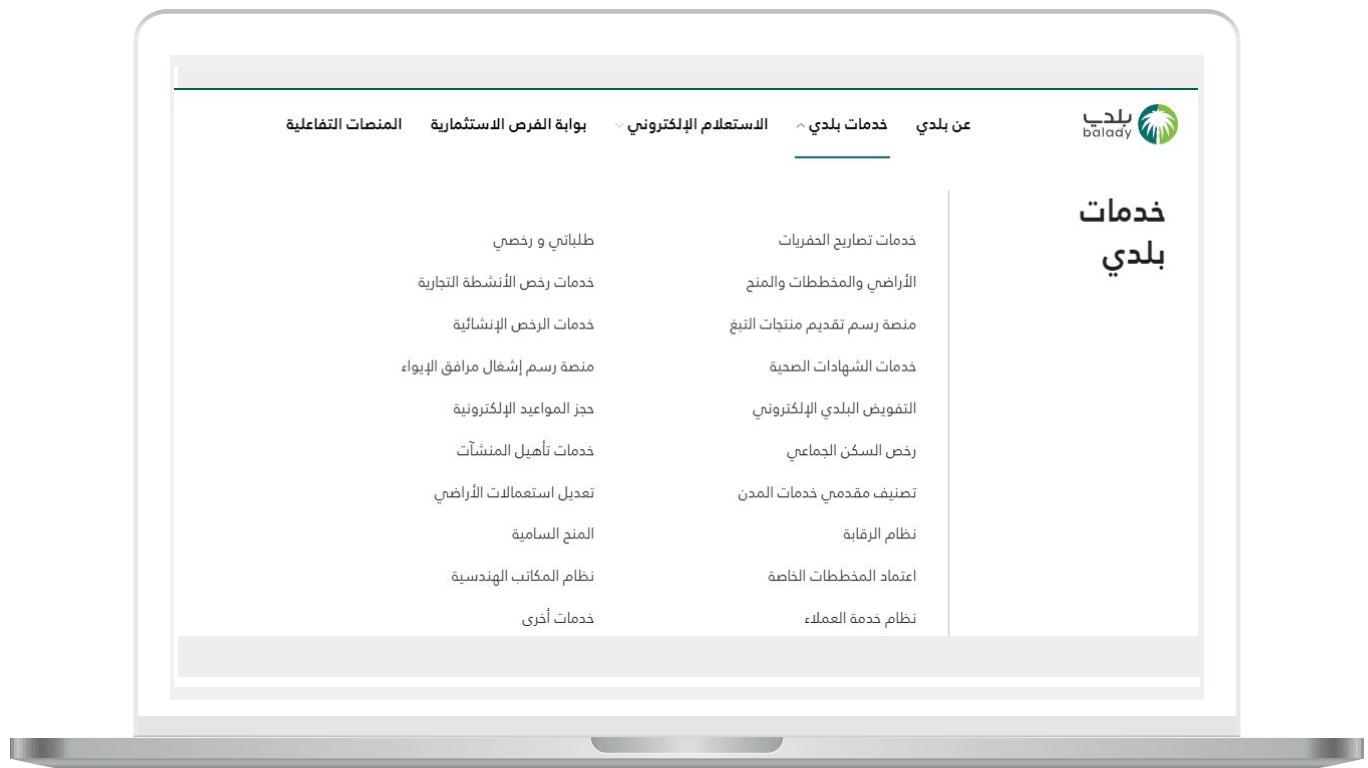


Engineering Office Steps in the Request Process



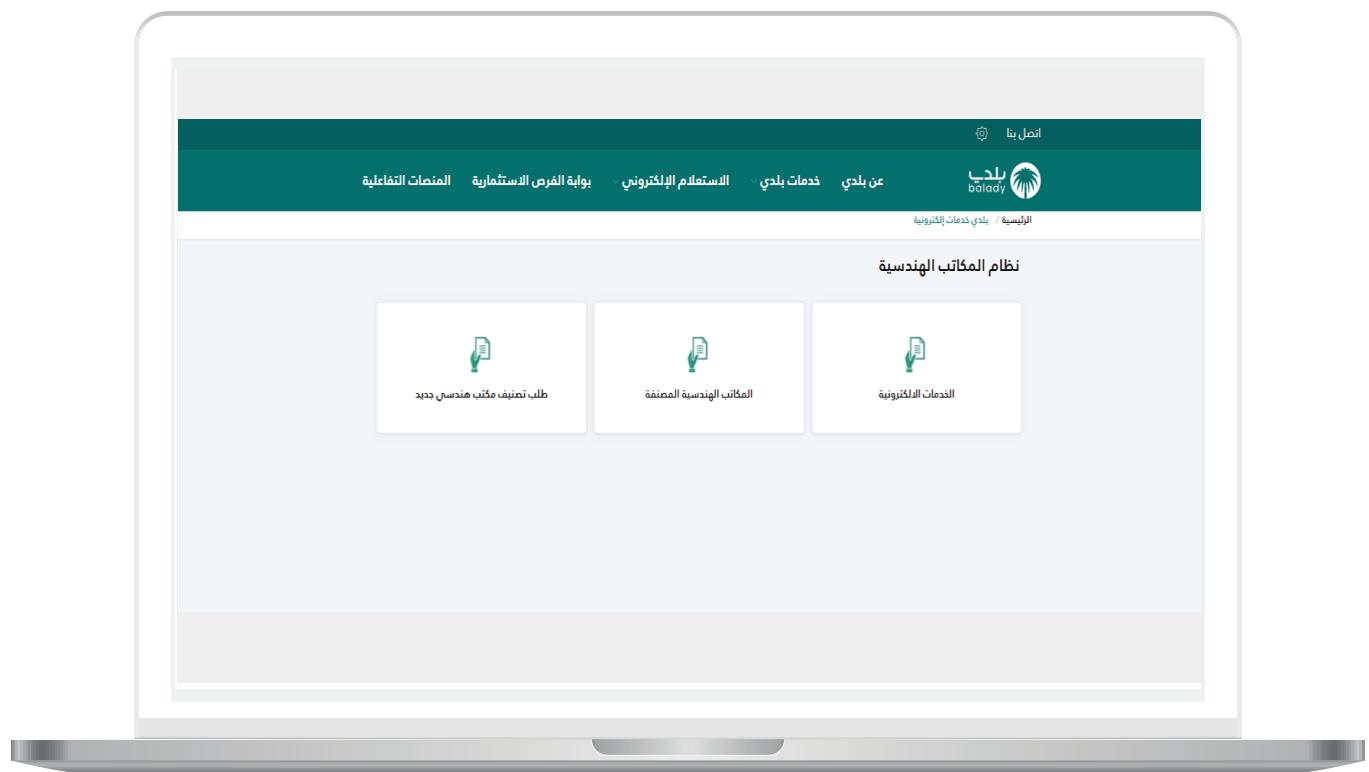
Accessing the Electronic Portal (Engineering Offices System)

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



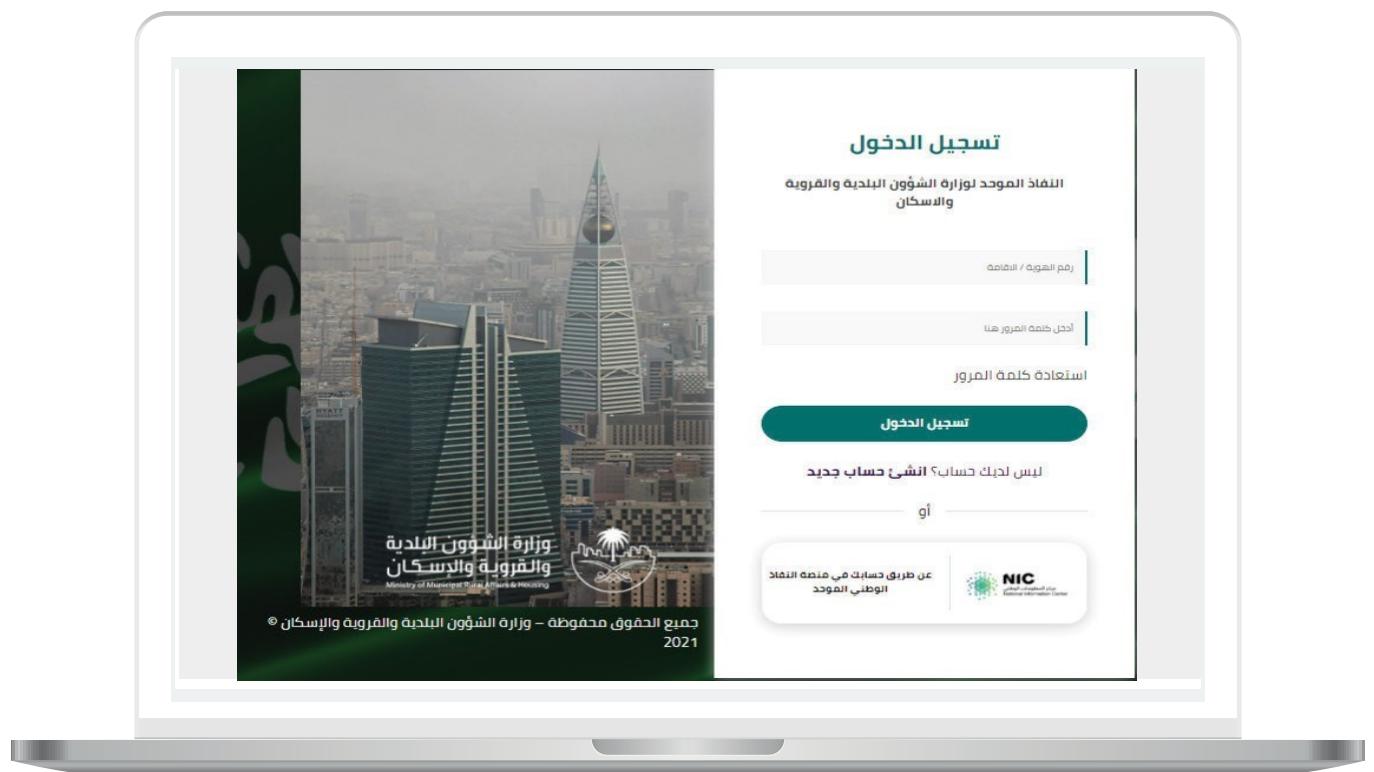
Submitting a Private Land Scheme Approval Request Within Development Stages (Engineering Office)

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

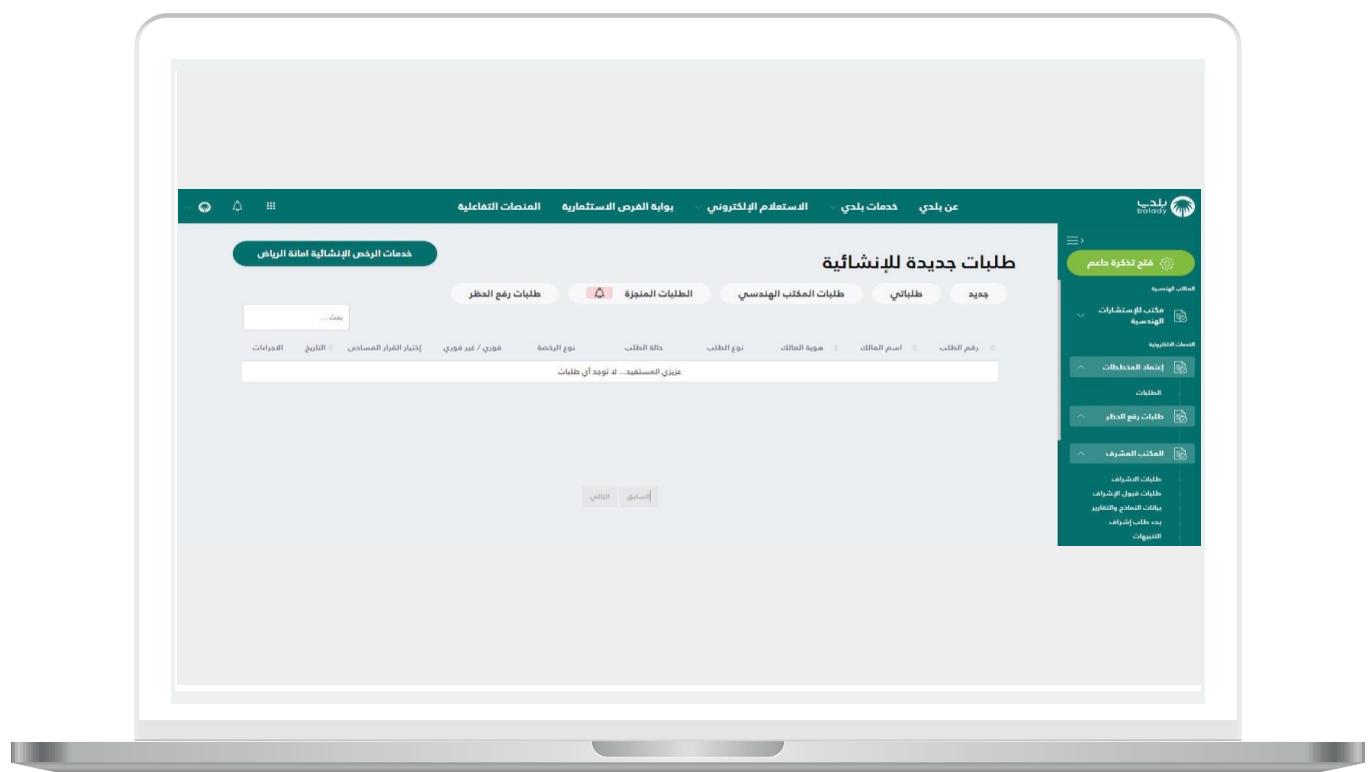


The system will display the login screen, where users can log in using one of the following methods:

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



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



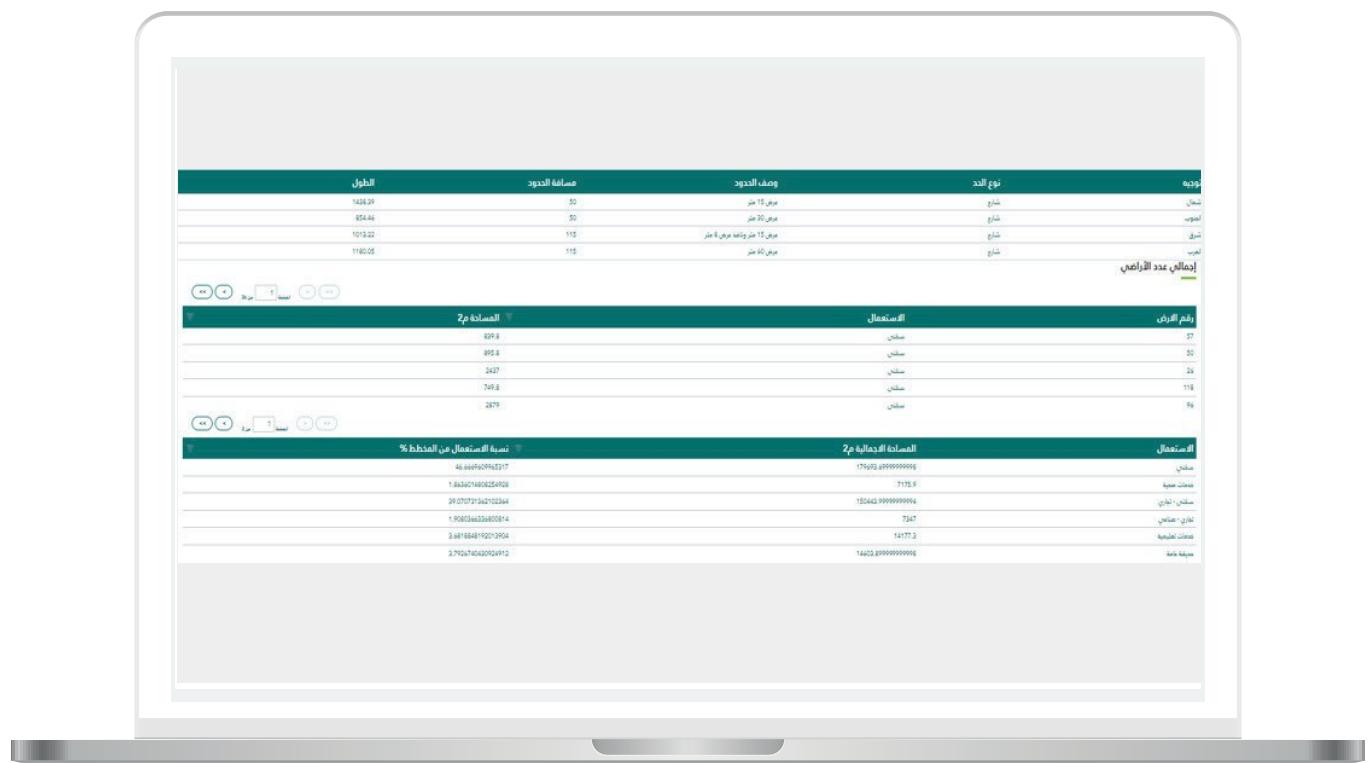
The system then displays the engineering office's requests, which can be filtered based on their status. The user clicks the Action Icon to open the request details.

رقم الموجة	اسم الموجة	نوع الطلب	الحالة	تاريخ الطلب	اسم مقدم الطلب	رقم هوية مقدم الطلب	العنوان
SAO-2859	مساعد مختار بادجي	طلب اعتماد مخططات	جديد	03-09-2021	بيان مقدم الطلب	1055668261	العنوان: العزابي، العزابي، العزابي، العزابي، العزابي، العزابي
SAO-2860	مساعد مختار بادجي	طلب اعتماد مخططات	جديد	20-09-2021	بيان مقدم الطلب	1055668261	العنوان: العزابي، العزابي، العزابي، العزابي، العزابي، العزابي
SAO-2860	مساعد مختار بادجي	مخططات المدة التصيمية	جديد	30-09-2021	بيان مقدم الطلب	1055668261	العنوان: العزابي، العزابي، العزابي، العزابي، العزابي، العزابي
SAO-2861	مساعد مختار بادجي	التحقق من تبديد اعمال البناء الخاتمة	جديد	28-10-2021	بيان مقدم الطلب	1055668261	العنوان: العزابي، العزابي، العزابي، العزابي، العزابي، العزابي
SAO-2861	مساعد مختار بادجي	التحقق من تبديد اعمال البناء الخاتمة	جديد	30-10-2021	بيان مقدم الطلب	1055668261	العنوان: العزابي، العزابي، العزابي، العزابي، العزابي، العزابي
SAO-2861	مساعد مختار بادجي	مخططات القدرة التصميمية	جديد	28-10-2021	بيان مقدم الطلب	1055668261	العنوان: العزابي، العزابي، العزابي، العزابي، العزابي، العزابي
SAO-2864	مساعد مختار بادجي	ادارة الماسن الاهمية المؤقتة	جديد	27-10-2021	بيان مقدم الطلب	1055668261	العنوان: العزابي، العزابي، العزابي، العزابي، العزابي، العزابي
SAO-2861	مساعد مختار بادجي	التحقق من تبديد اعمال البناء الخاتمة	جديد	29-10-2021	بيان مقدم الطلب	1055668261	العنوان: العزابي، العزابي، العزابي، العزابي، العزابي، العزابي
SAO-2797	مساعد مختار بادجي	طلب اعتماد مخططات	جديد	24-11-2021	بيان مقدم الطلب	1055668261	العنوان: العزابي، العزابي، العزابي، العزابي، العزابي، العزابي
SAO-2798	مساعد مختار بادجي	طلب اعتماد مخططات	جديد	24-11-2021	بيان مقدم الطلب	1055668261	العنوان: العزابي، العزابي، العزابي، العزابي، العزابي، العزابي

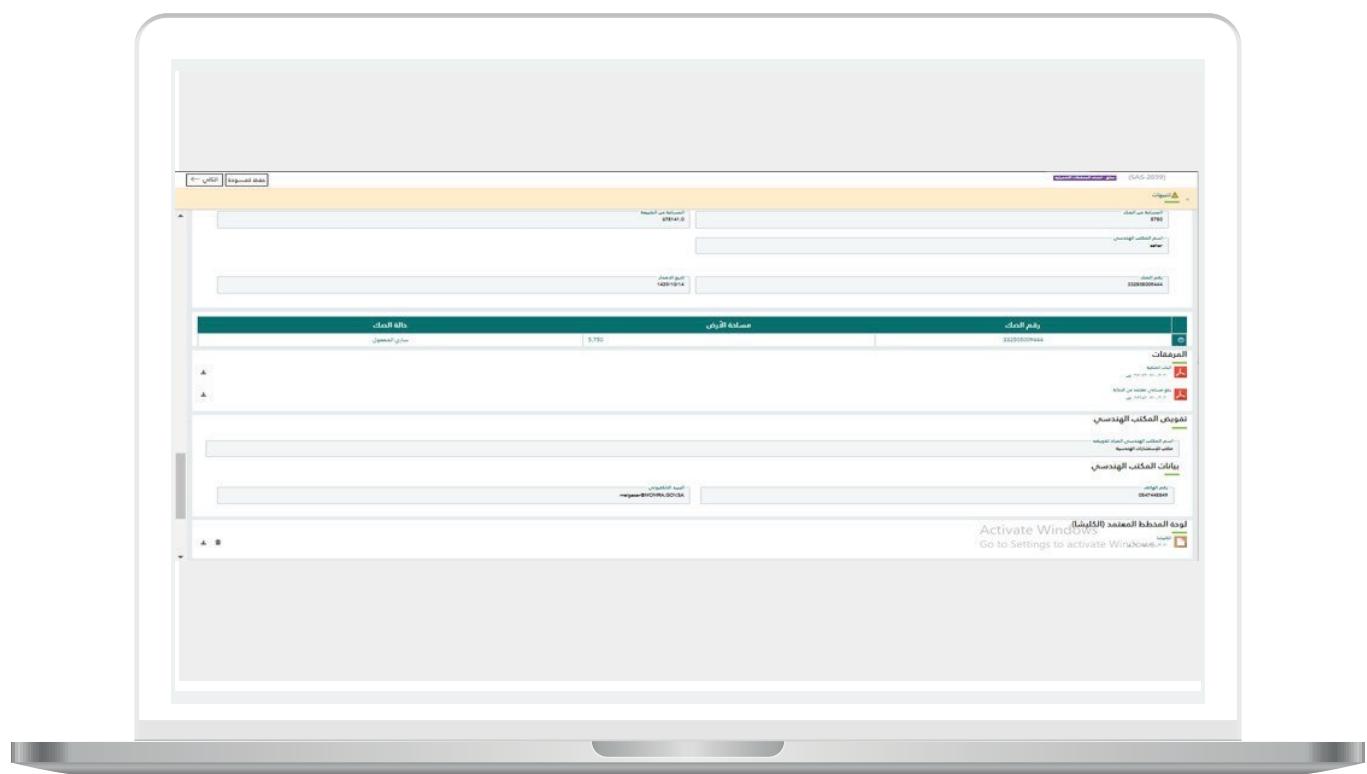


The system displays the request details, including the map, land data, scheme statistics, cadastral decision details, and approved template.

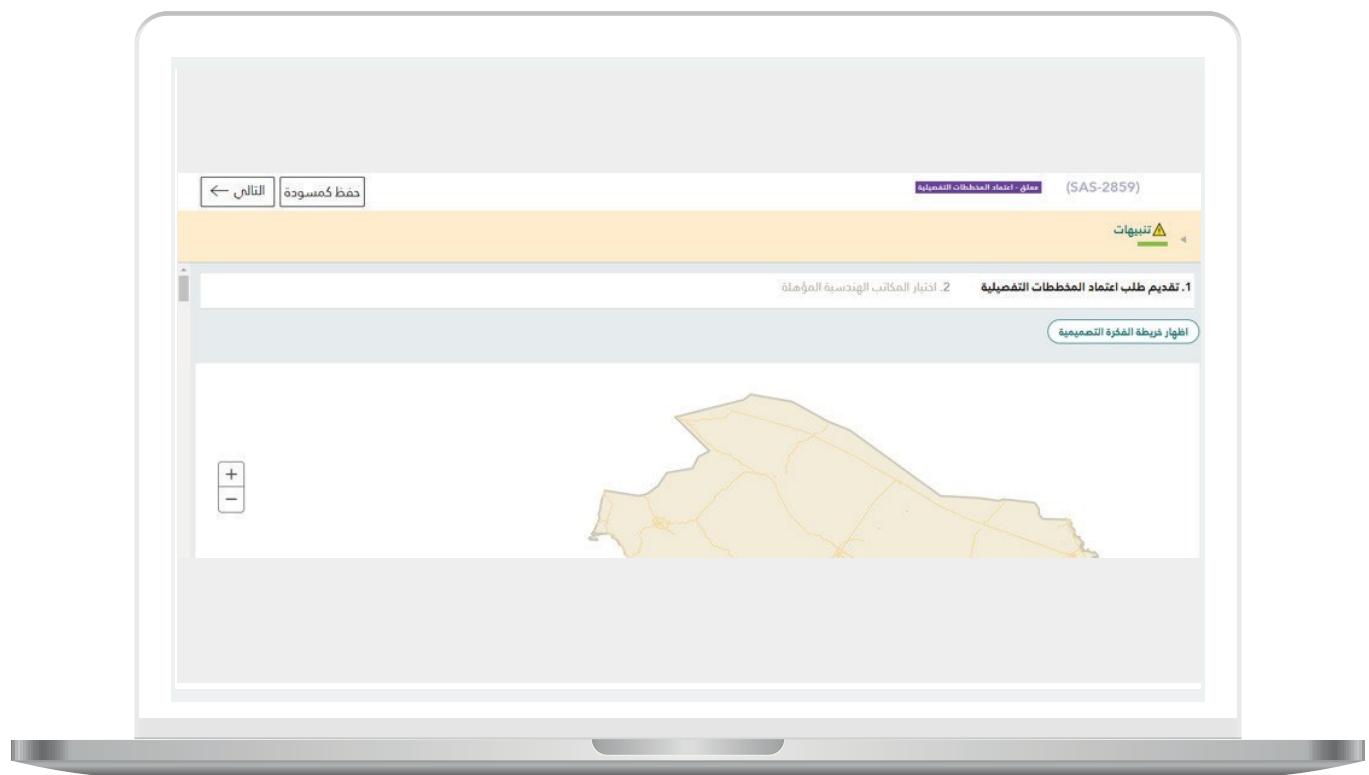
The user clicks on the following.



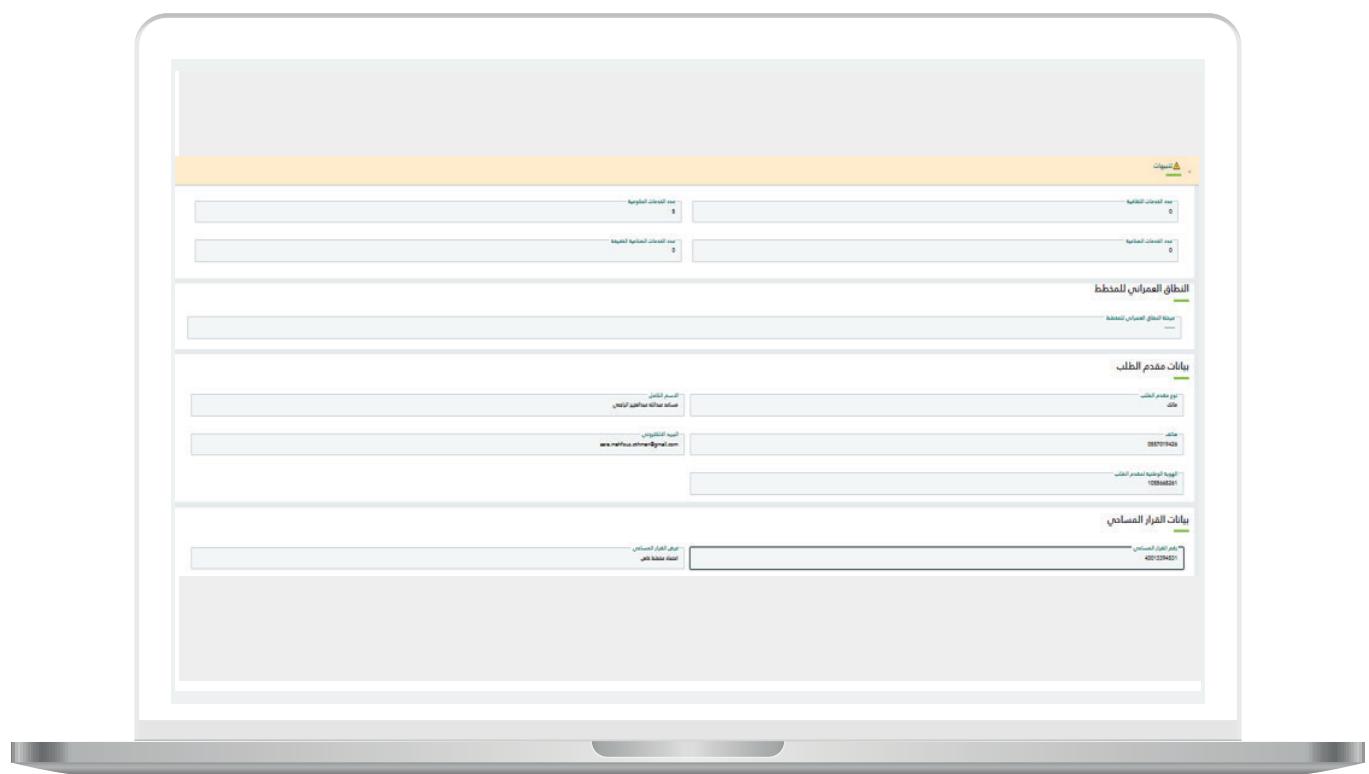
This step is related to the previous step.



This step is related to the previous step.

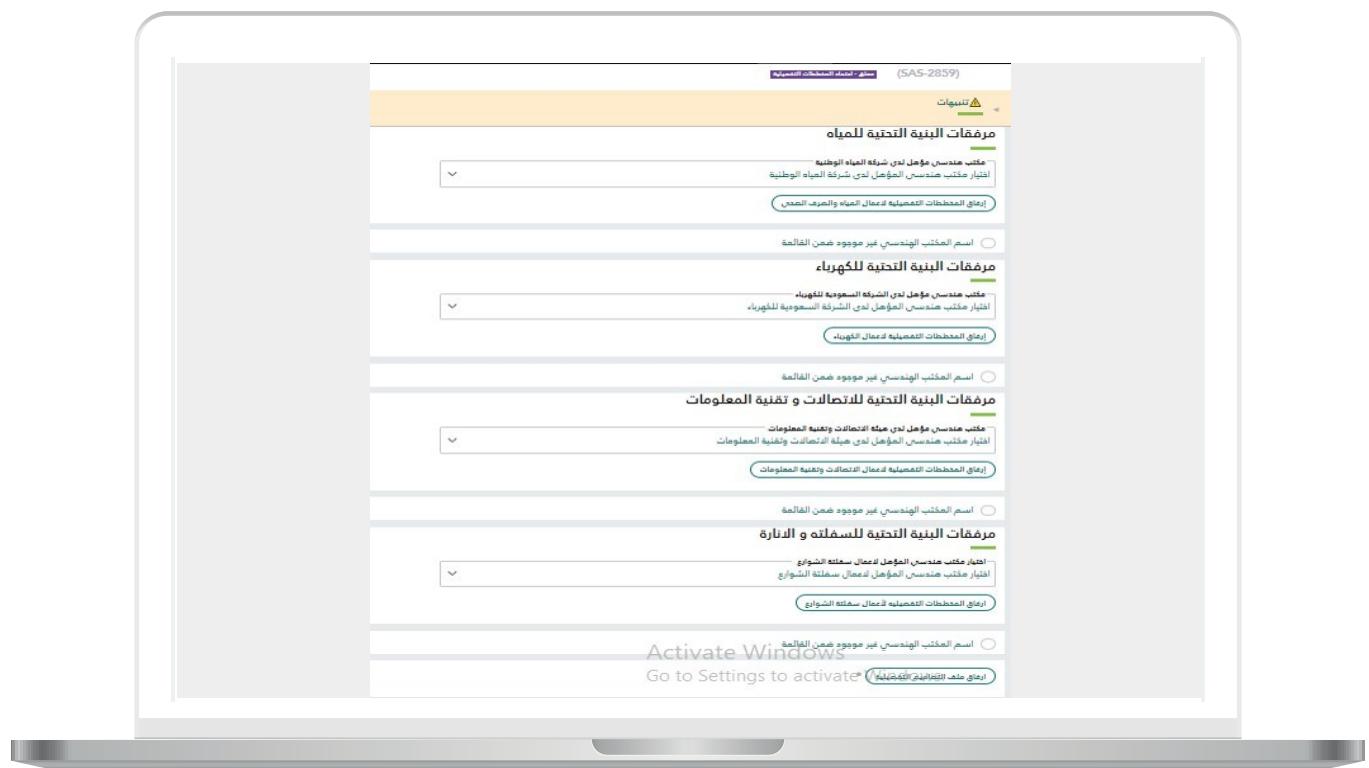


This step is related to the previous step.

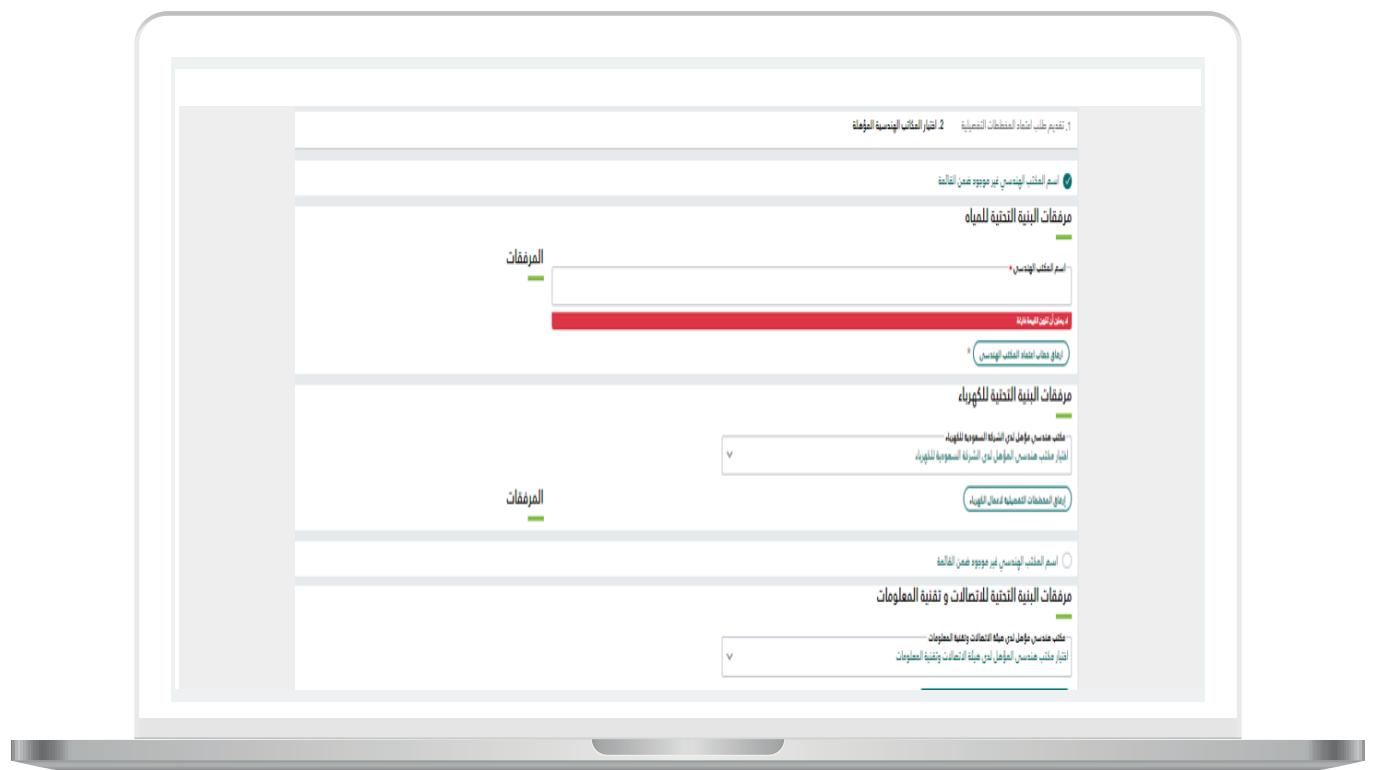


The user selects the accredited engineering office for the service entity from the dropdown list. If the office is not listed, the user enables manual entry, selects (The engineering office is not listed), then enters the office name and uploads the qualification letter.

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

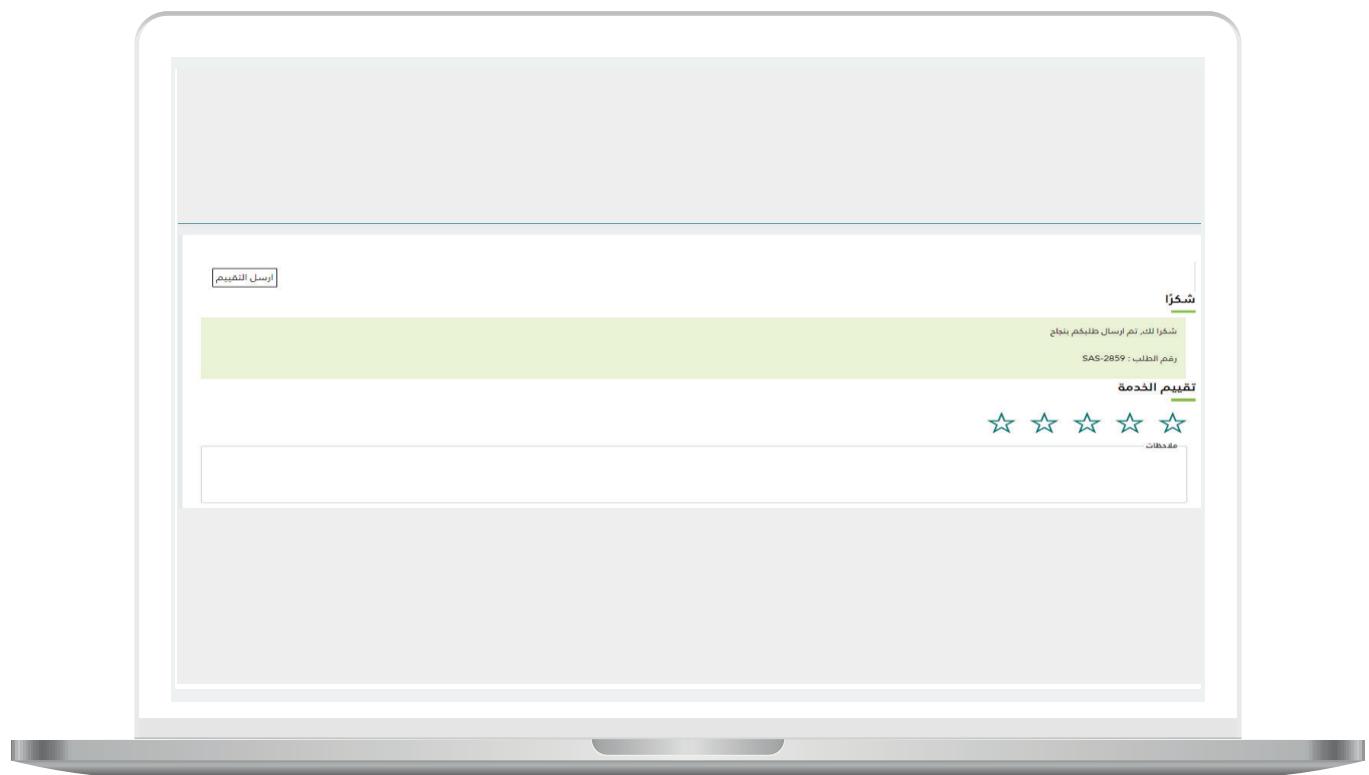


This step is related to the previous step.





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



Submitting a Detailed Plan Approval Request Within Development Stages

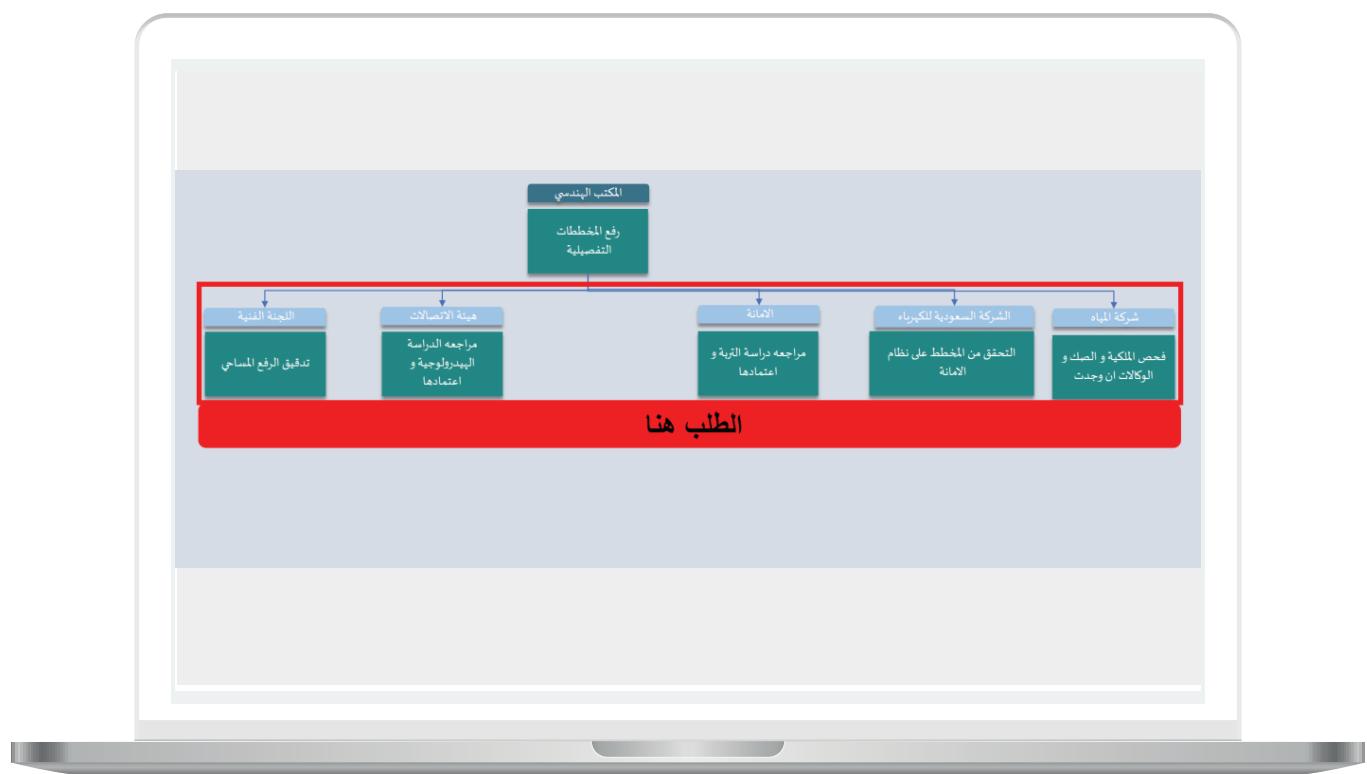
The request is sent to the relevant authorities for infrastructure detailed plan approval based on the attachments provided by the engineering office. The detailed designs are attached and forwarded to the Joint Technical Committee for approval.

Entities Responsible for Infrastructure Plan Approvals

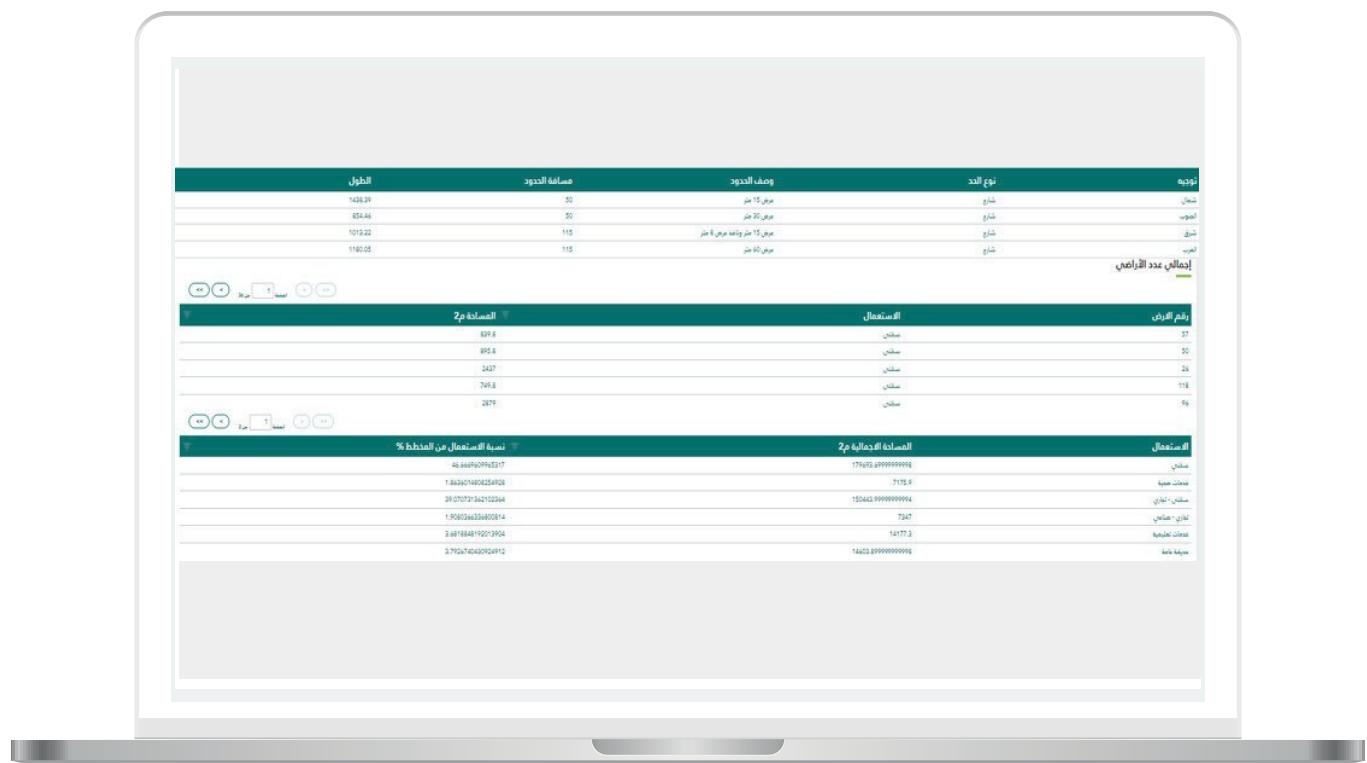
Saudi Electricity Company	Communications and Information Technology Commission
Joint Technical Committee	National Water Company
Municipality	



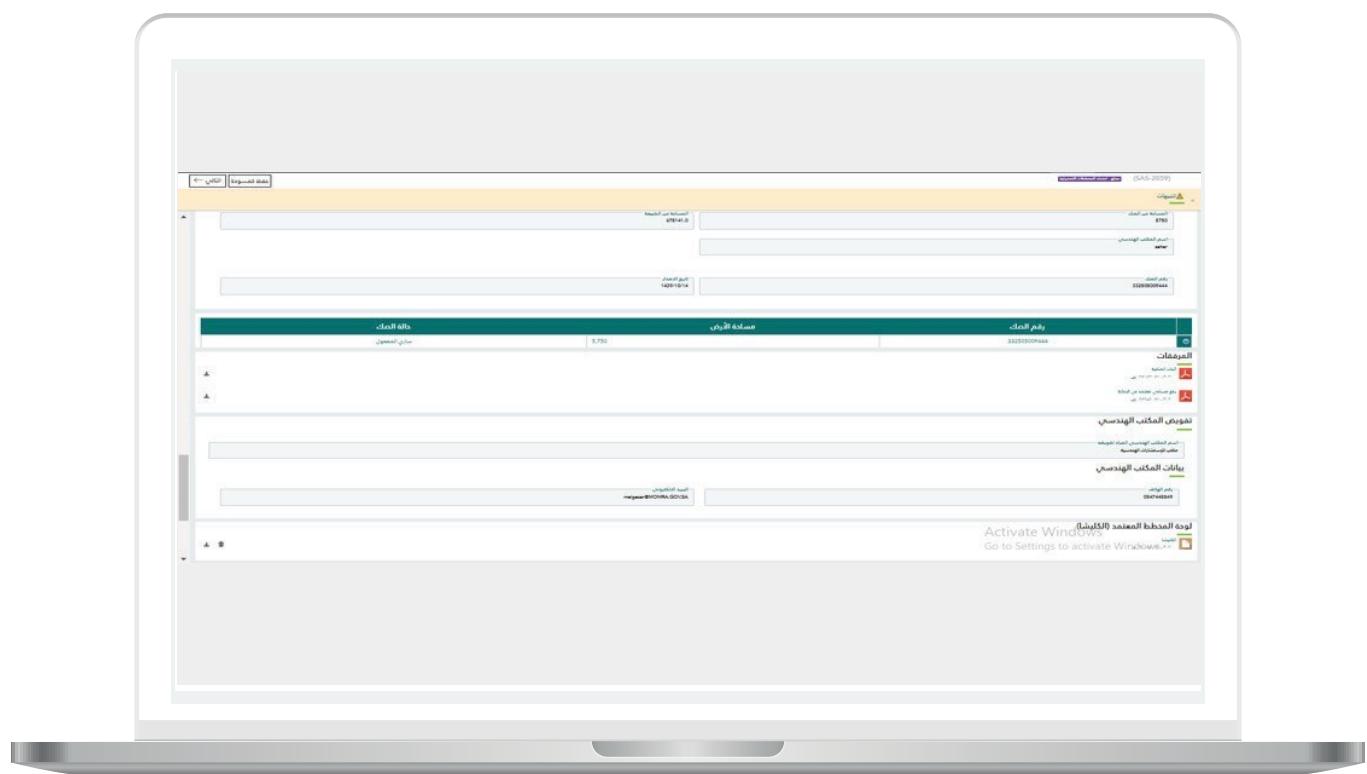
Workflow Diagram for Detailed Approval



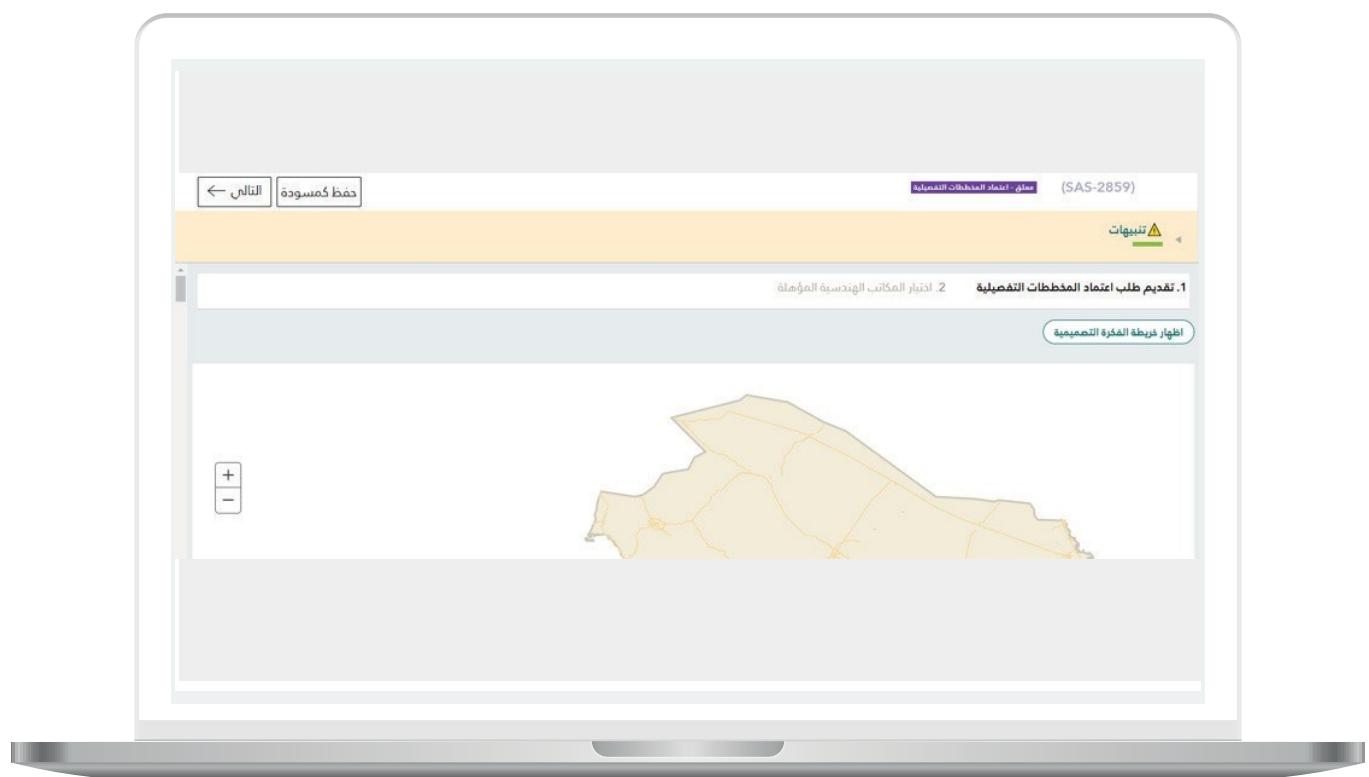
Review of Detailed Plan Approval Request Within Development Stages (Service Entity)



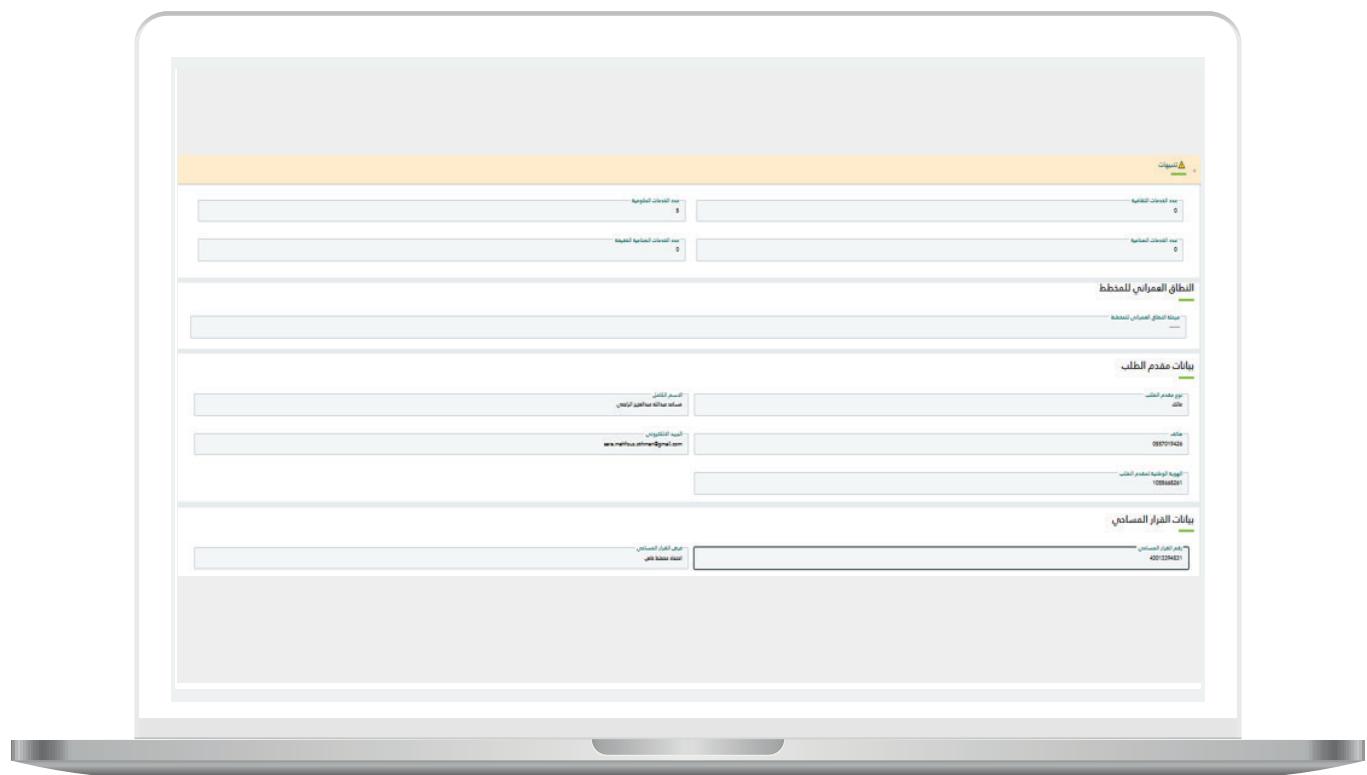
This step is related to the previous step.



This step is related to the previous step.

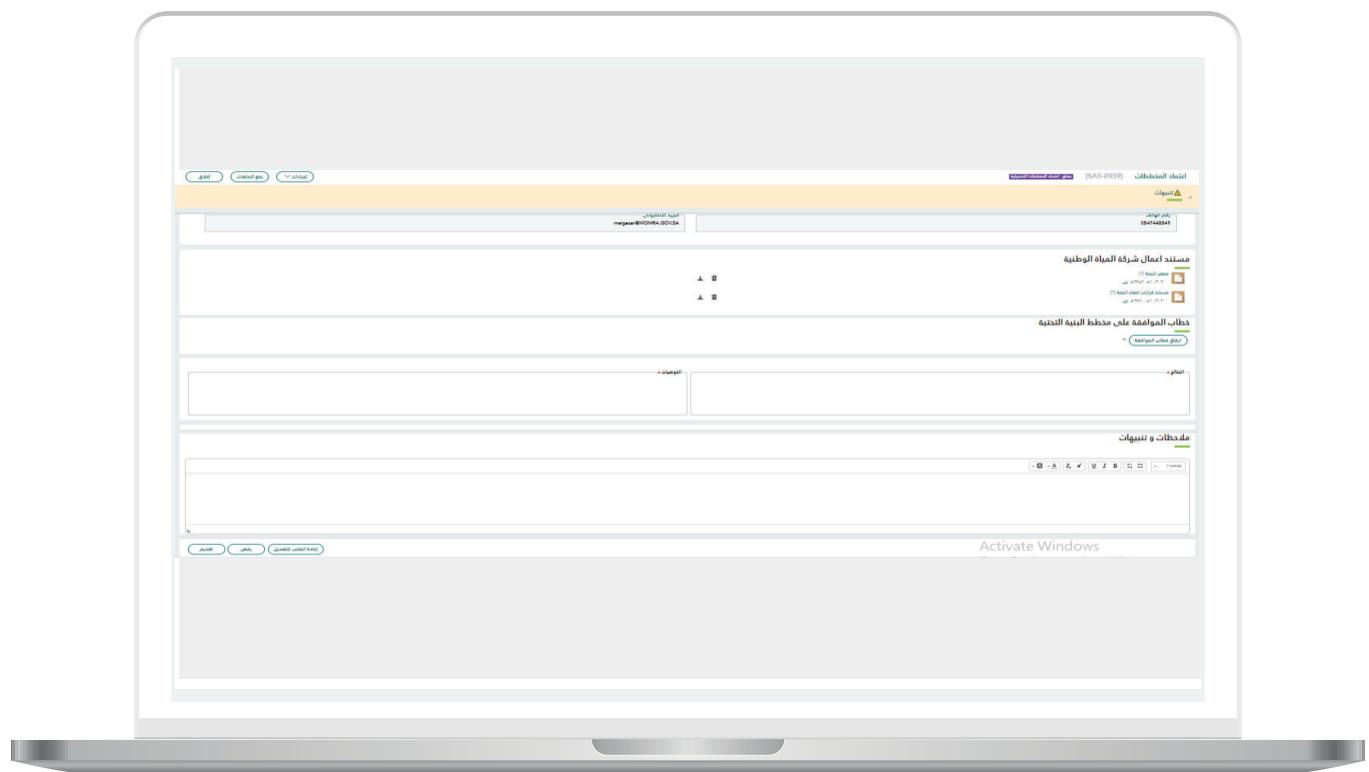


This step is related to the previous step.



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

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



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

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

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



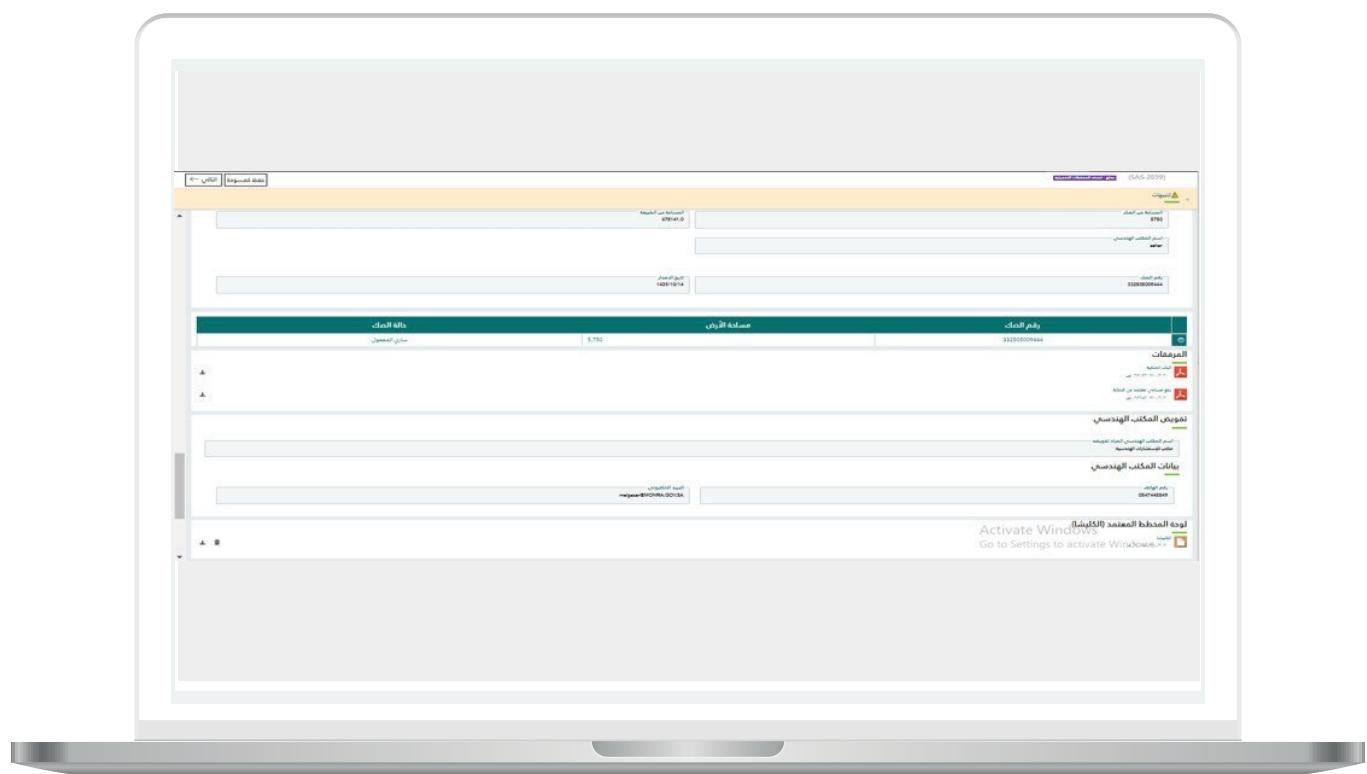
Review of Detailed Plan Approval Request Within Development Stages (Committee Member)

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

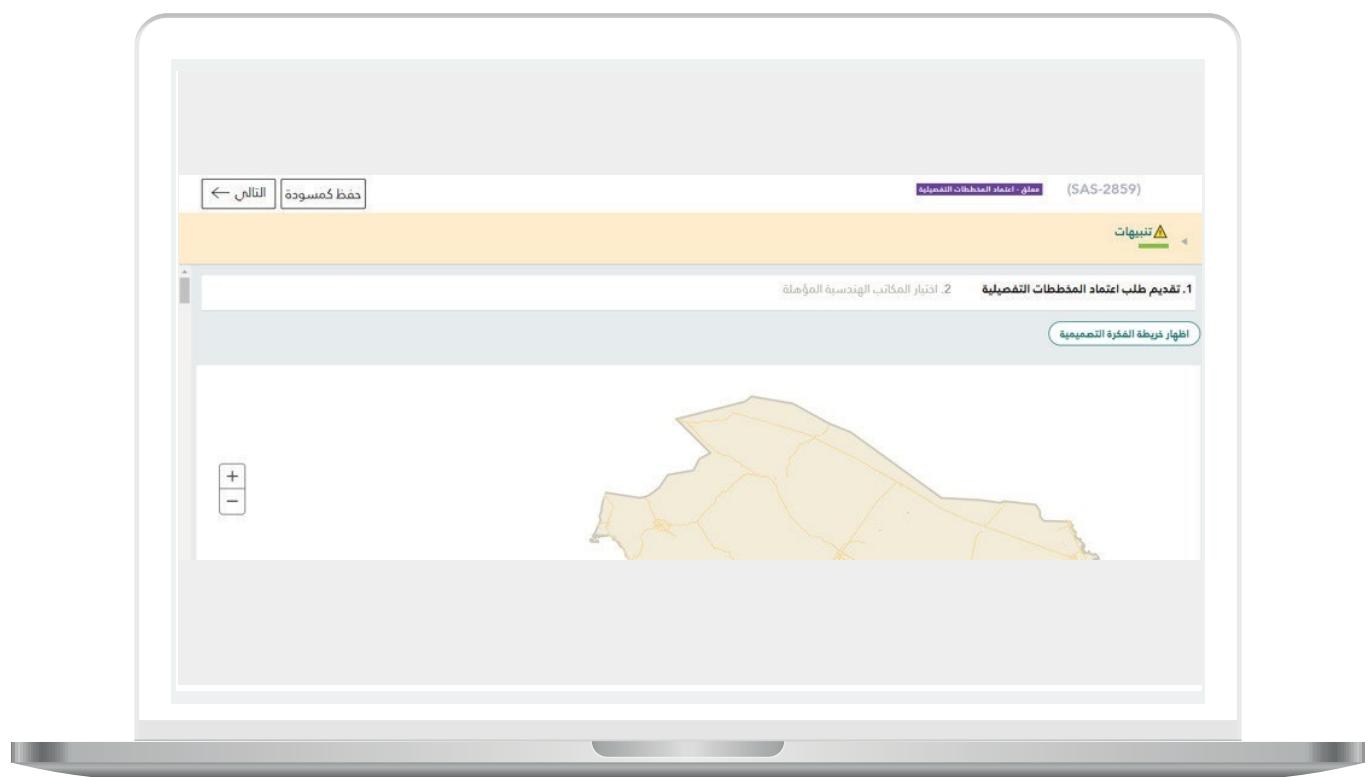
The screenshot displays a detailed review of a land scheme approval request. The interface is organized into several sections:

- Top Section:** Shows land area measurements (1439.29, 854.46, 1013.22, 1180.05) and their corresponding plot numbers (30, 30, 115, 115). It also shows the plot type (برس 15 متر, برس 20 متر, برس 15 متر و برس 8 متر, برس 60 متر) and plot status (مربع, مربع, مربع, مربع). The status is highlighted in green with the text "إجمالي عدد الأراضي".
- Second Section:** Shows the percentage of land usage (25%, 25%, 26%, 26%) and the total area (839.8, 495.8, 709.8, 2879) for each plot. The status is indicated by icons: green for مربع (square) and yellow for مربع - متراني (square - meter).
- Third Section:** Shows the percentage of land usage (نسبة الاستعمال على المخطط) and the total area (المساحة المحددة) for each plot. The status is indicated by icons: green for مربع (square) and yellow for مربع - متراني (square - meter).

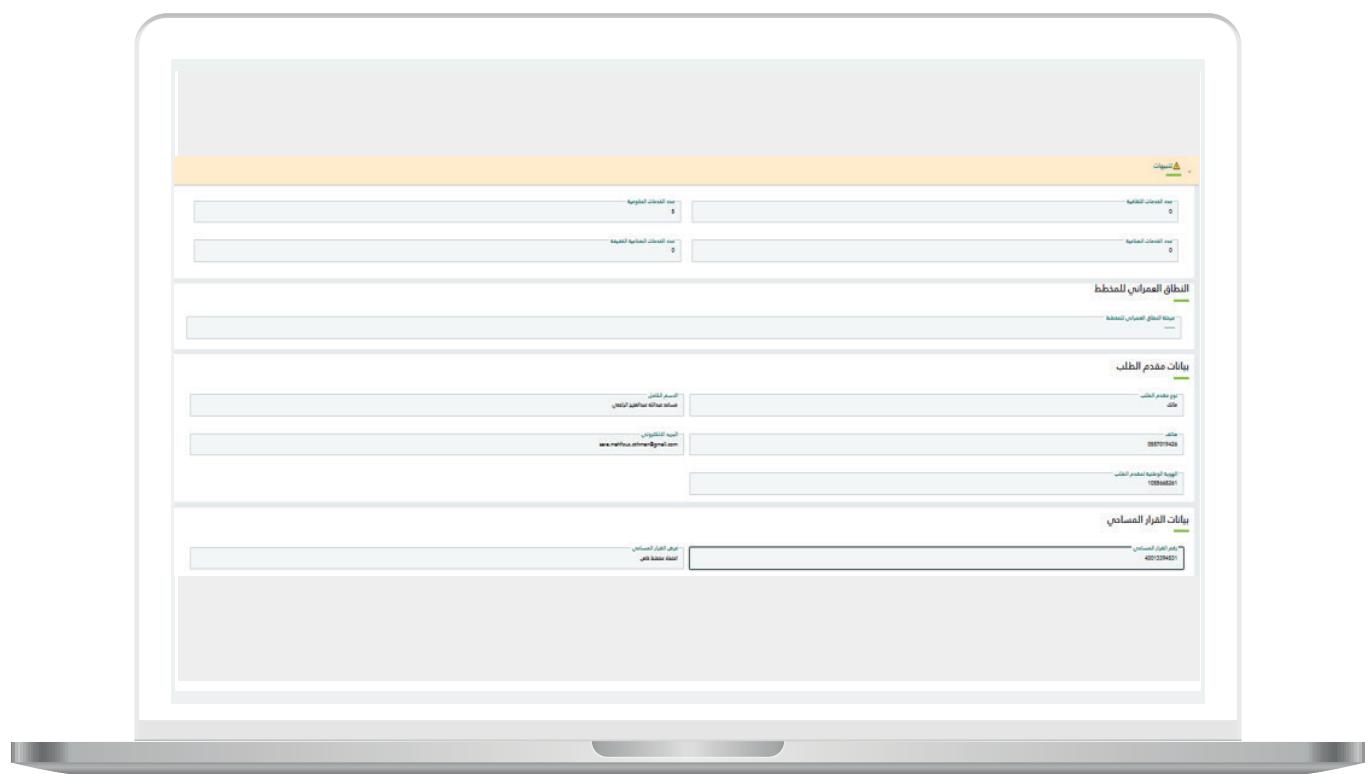
This step is related to the previous step.



This step is related to the previous step.

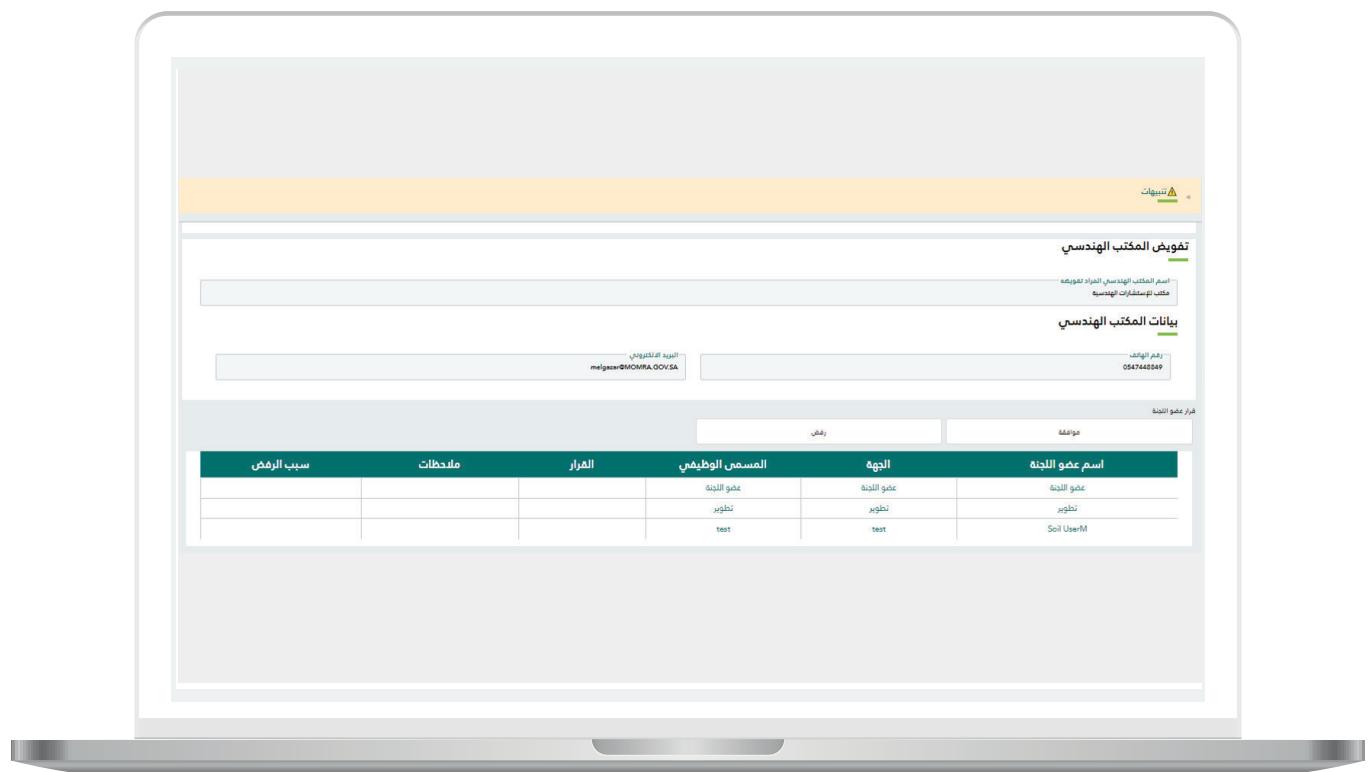


This step is related to the previous step.



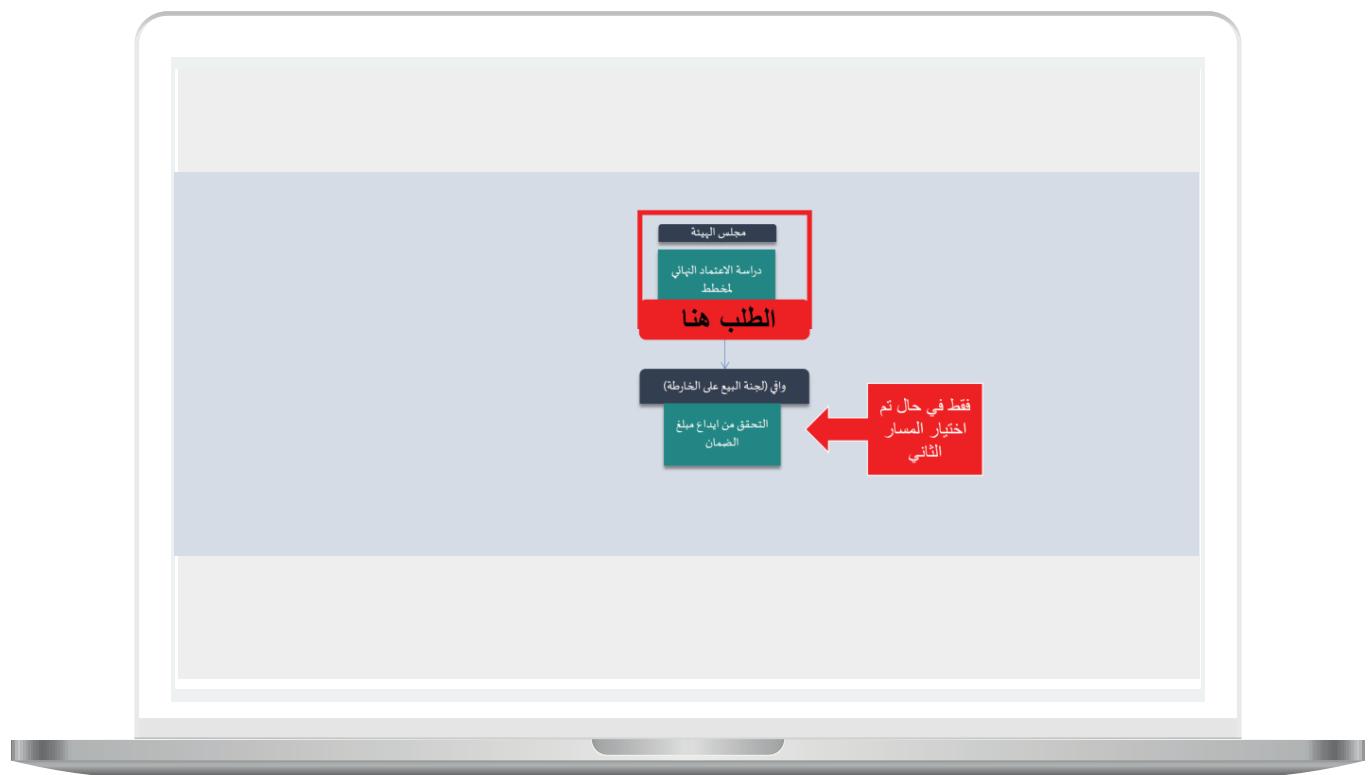
The committee member reviews the request and makes a decision to either approve or reject it. If rejected, the system requires the member to provide a reason for rejection. The system displays a table containing the committee members' comments.

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



Final Plan Approval

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



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

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

Example of a Request Decision by the Development Authority Council

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

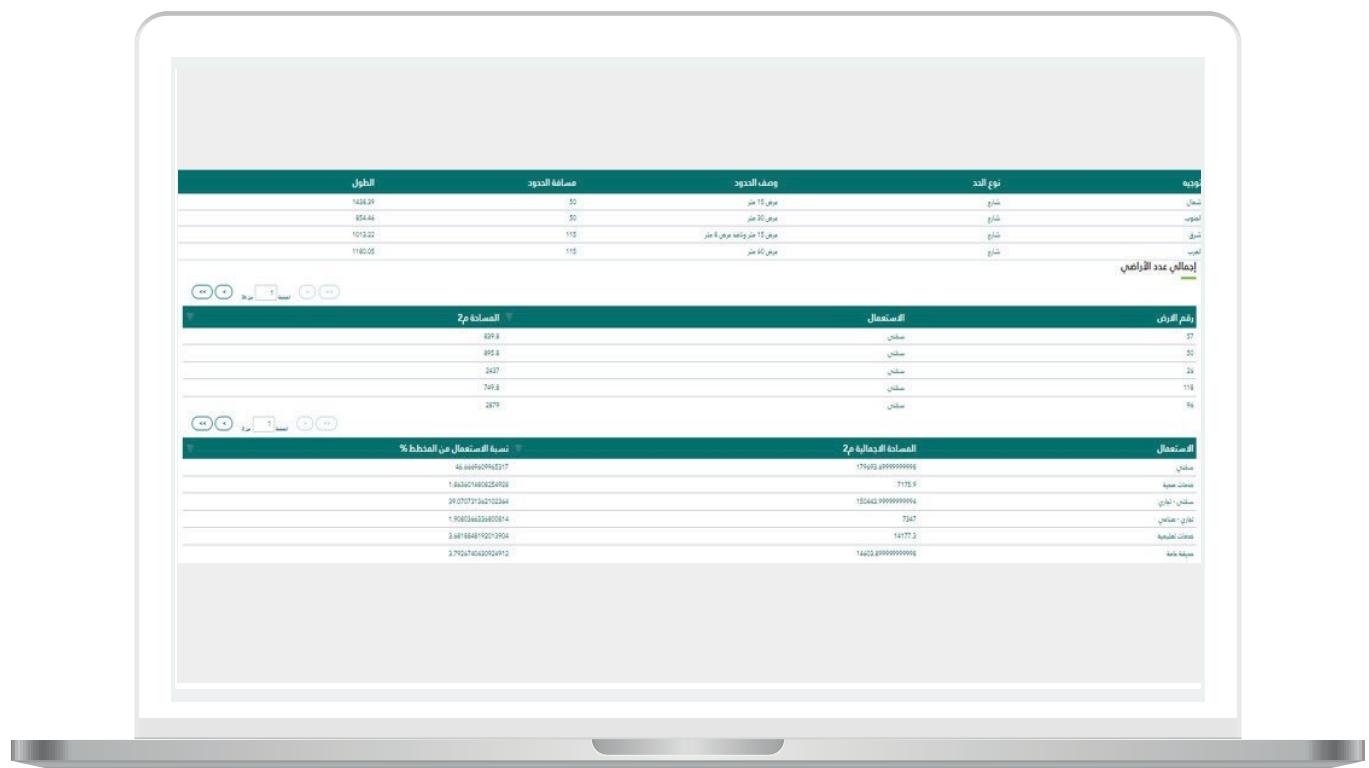
The Authority System Administrator sets the required approval percentage at 70.

Rejection Percentage	Approval Percentage
60	40

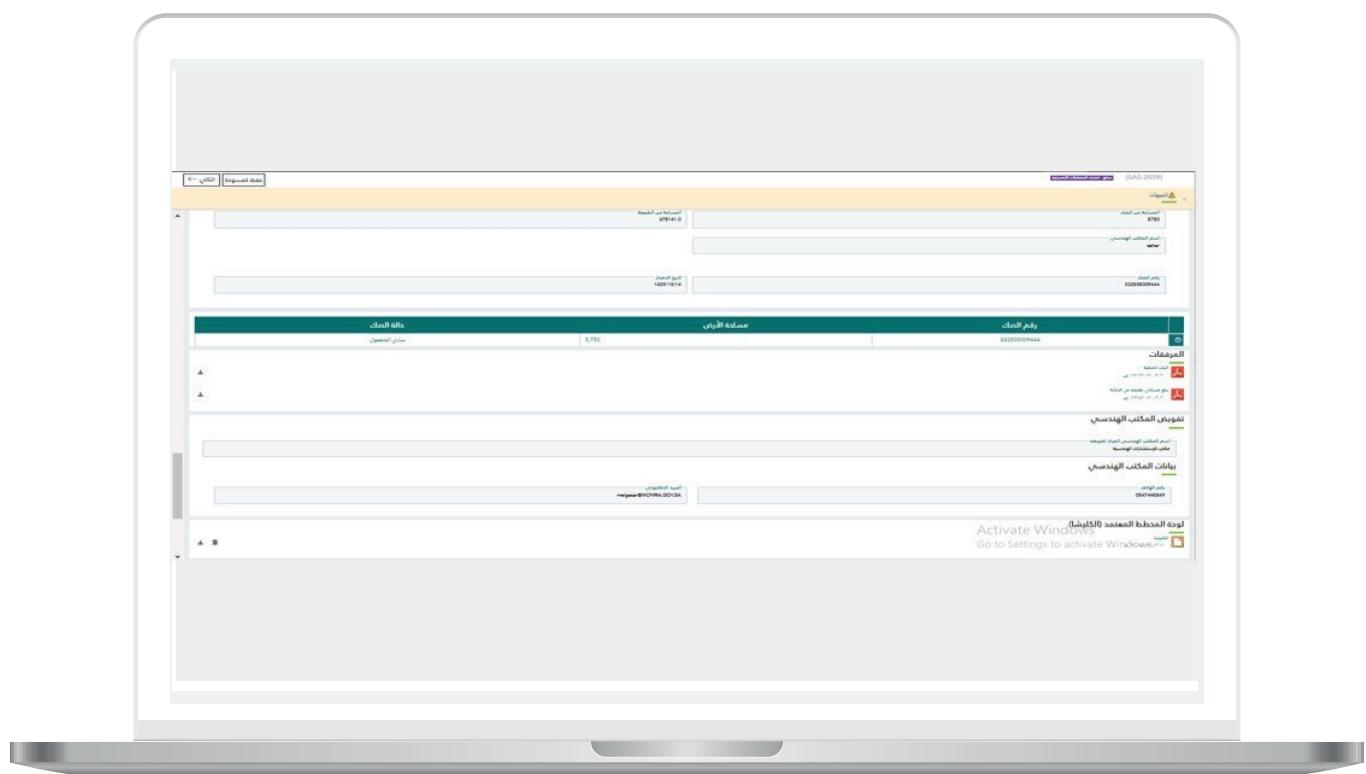
The system calculates the approval percentage based on the committee members' decisions and compares it with the required percentage. If the approval percentage is equal to or greater than the required approval percentage, the request is approved and sent for title transfer. If the approval percentage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

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

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

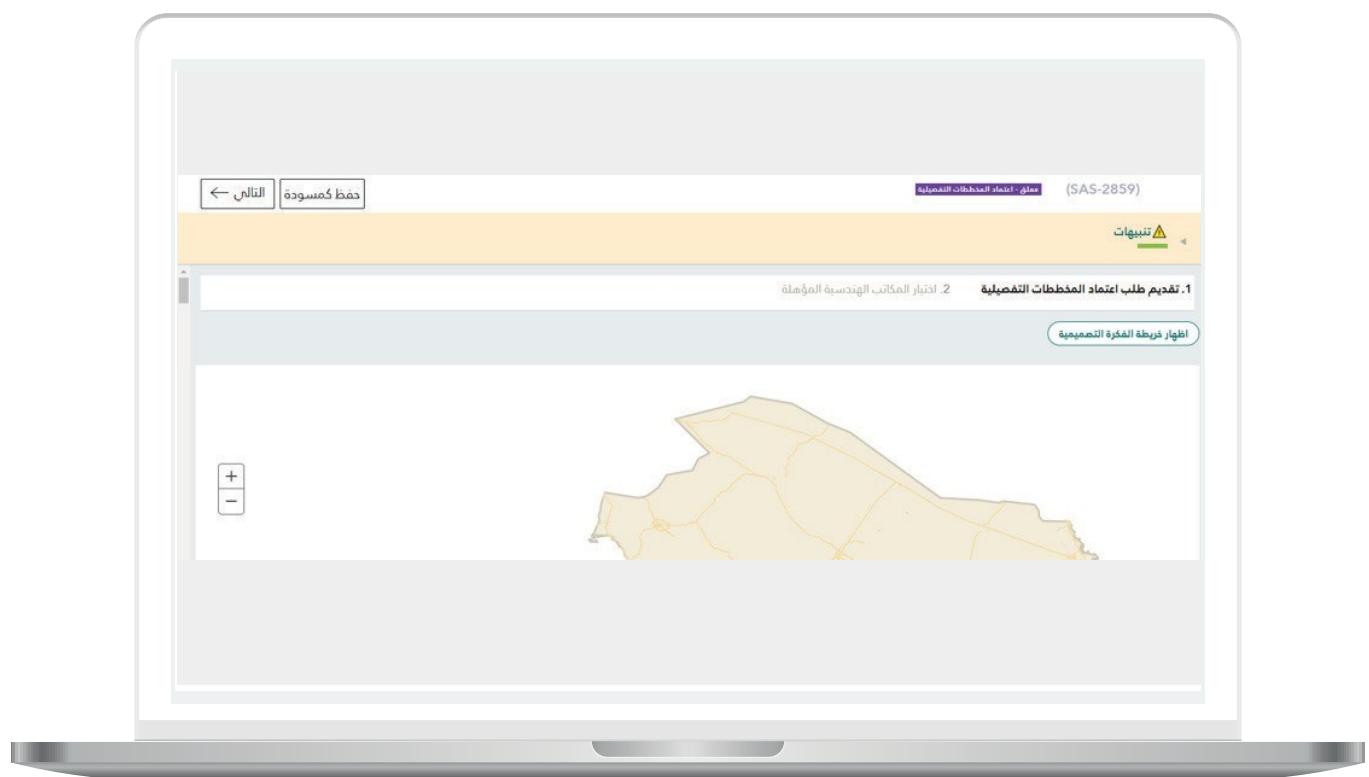


This step is related to the previous step.

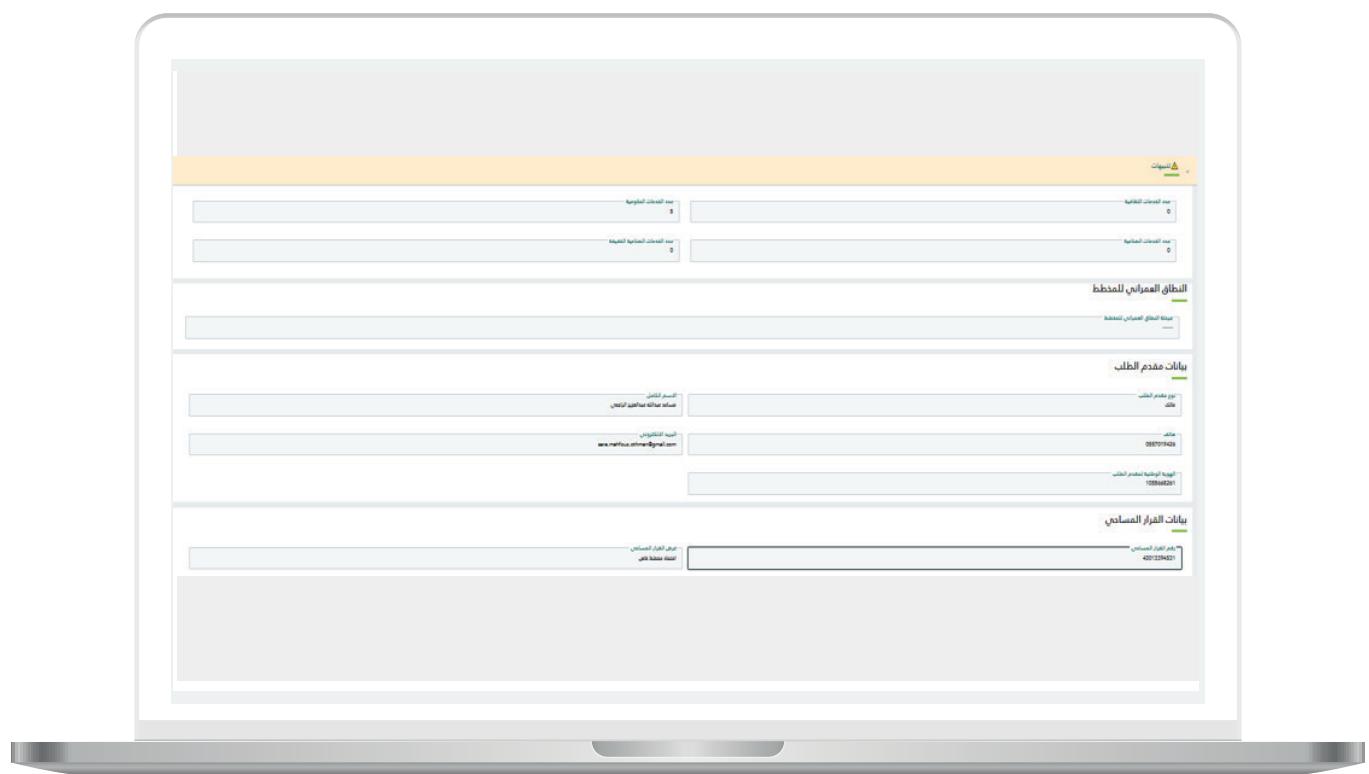




This step is related to the previous step.



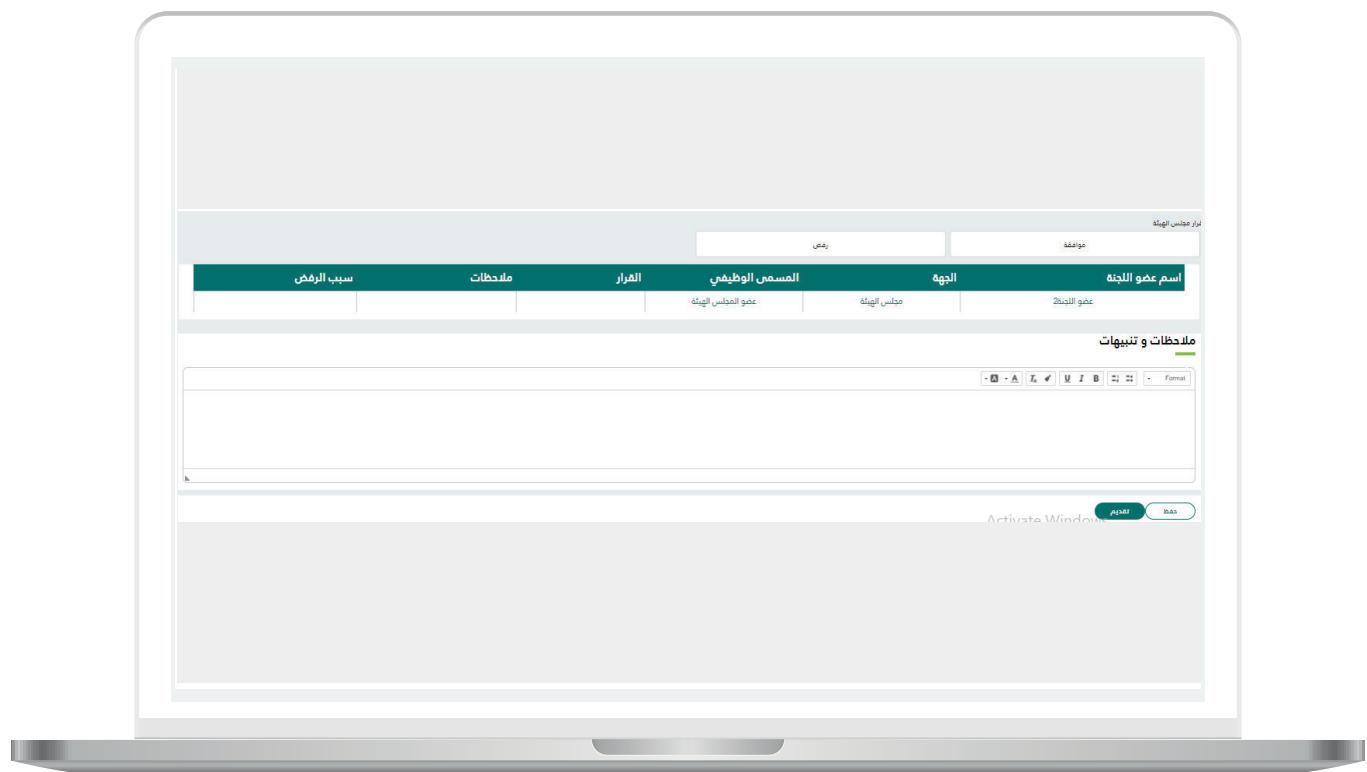
This step is related to the previous step.





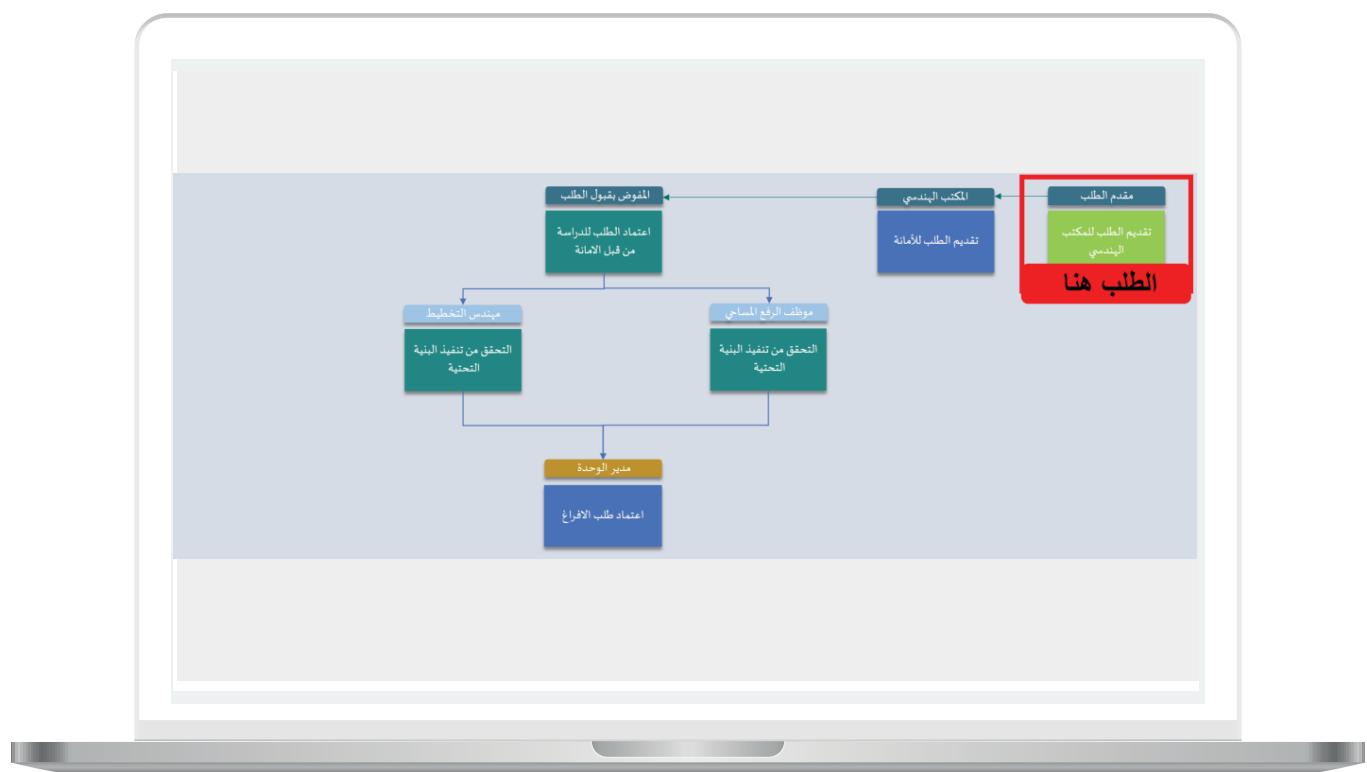
The committee member reviews the request and makes a decision to either approve or reject it. If rejected, the system requires the member to provide a reason for rejection. The system displays a table containing the committee members' comments.

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

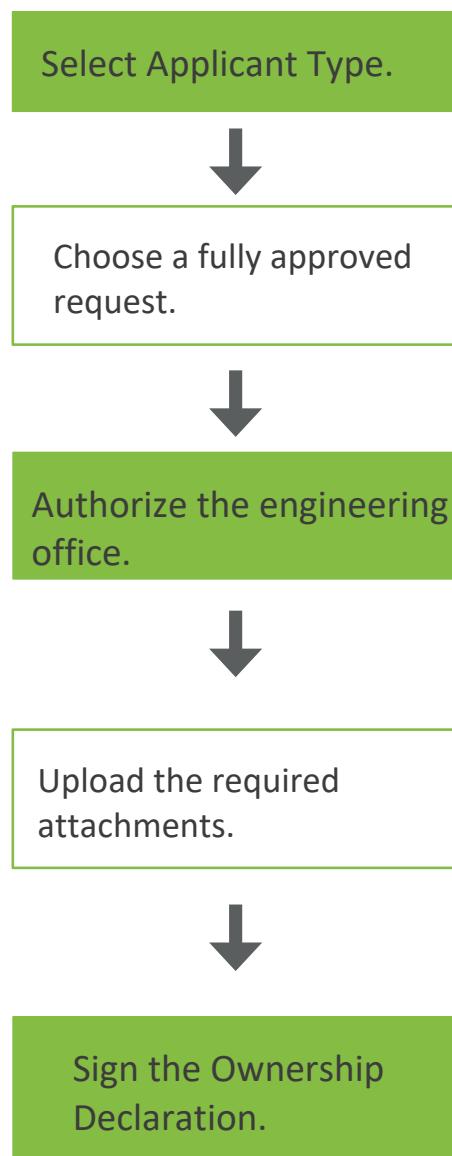


Partial or Full Title Transfer

Workflow Diagram for Title Transfer

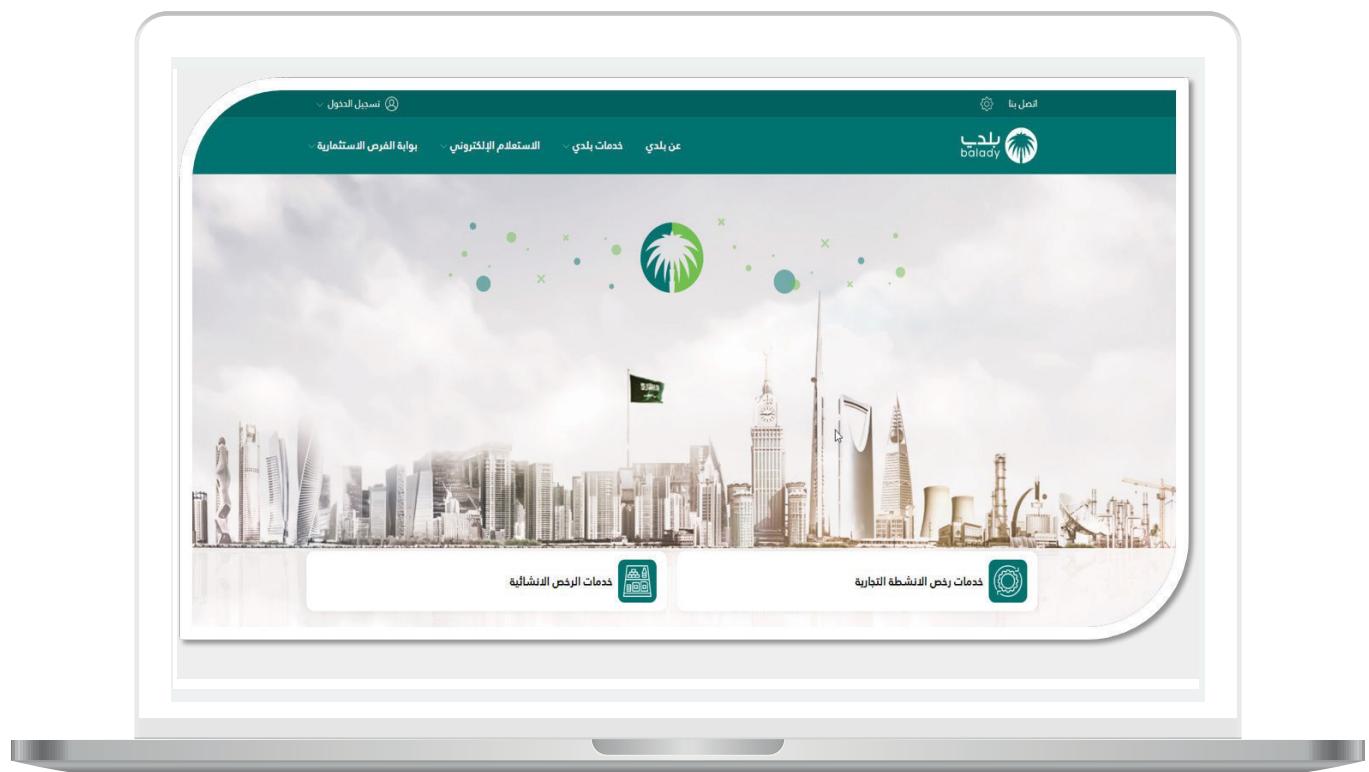


Applicant Steps



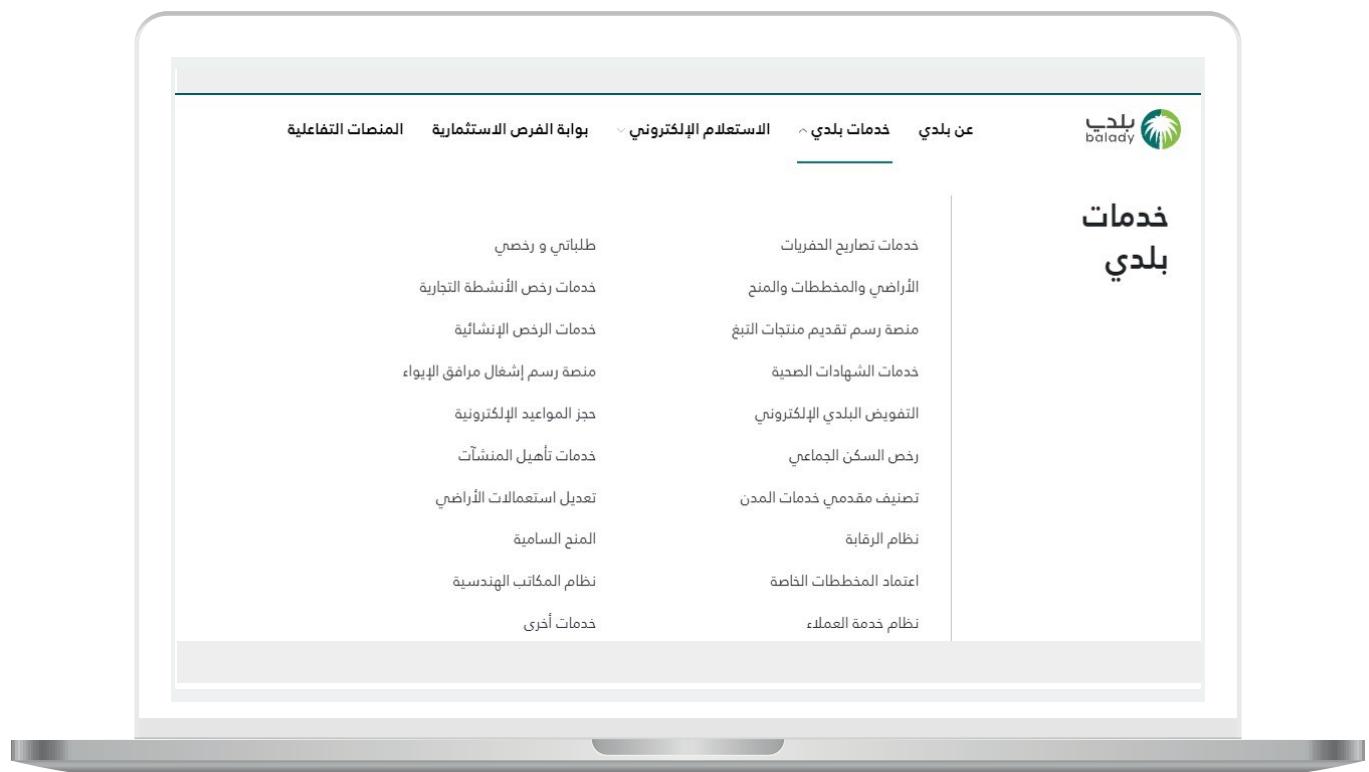
Accessing the Electronic Portal (Private Land Schemes Approval Service)

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



Accessing the Electronic Portal (Private Land Schemes Approval Service)

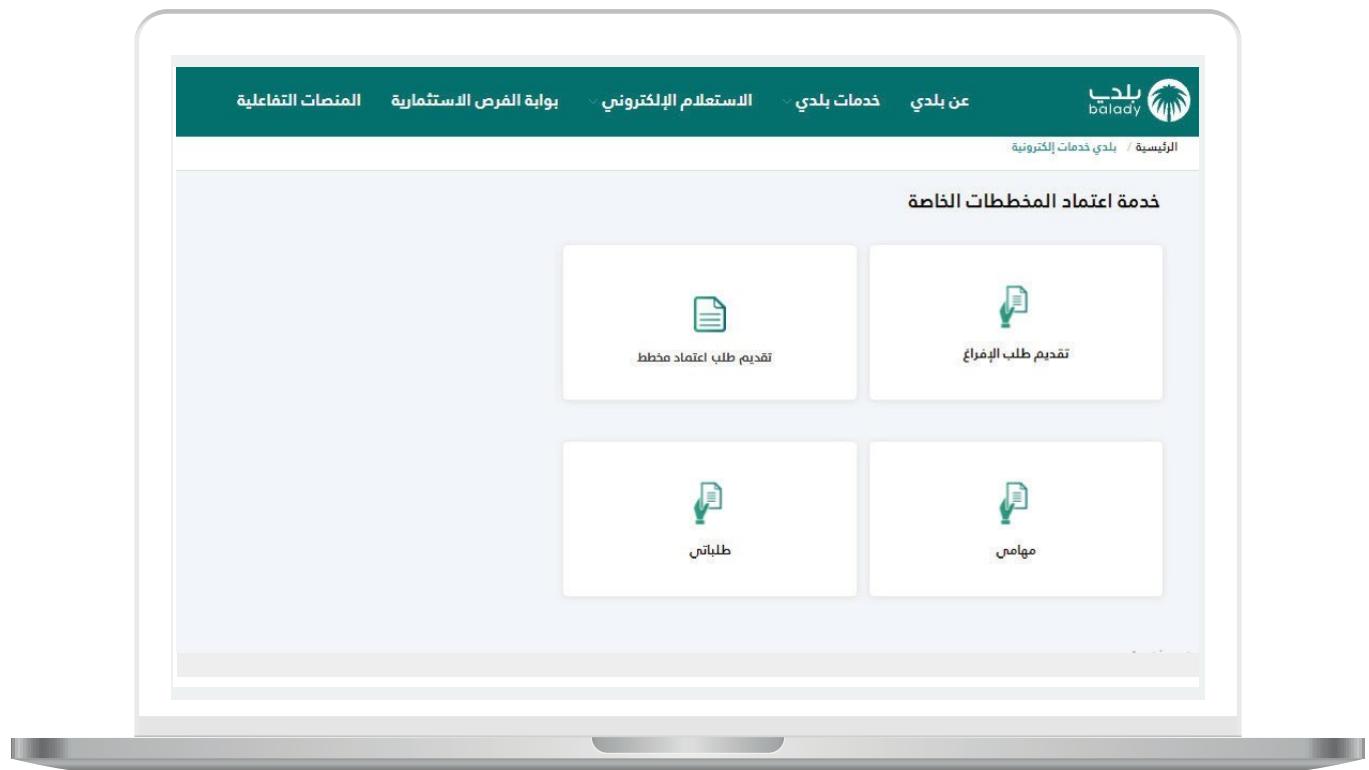
The user can access the (**Private Land Schemes Approval Portal**) through the (**Balady**) Portal by selecting (**Balady Services**), then choosing (**Private Land Schemes Approval**) Service, which displays the (**Private Land Schemes Approval**) Portal main interface.



Private Land Schemes Approval Portal

Application Submission Screen for the Applicant

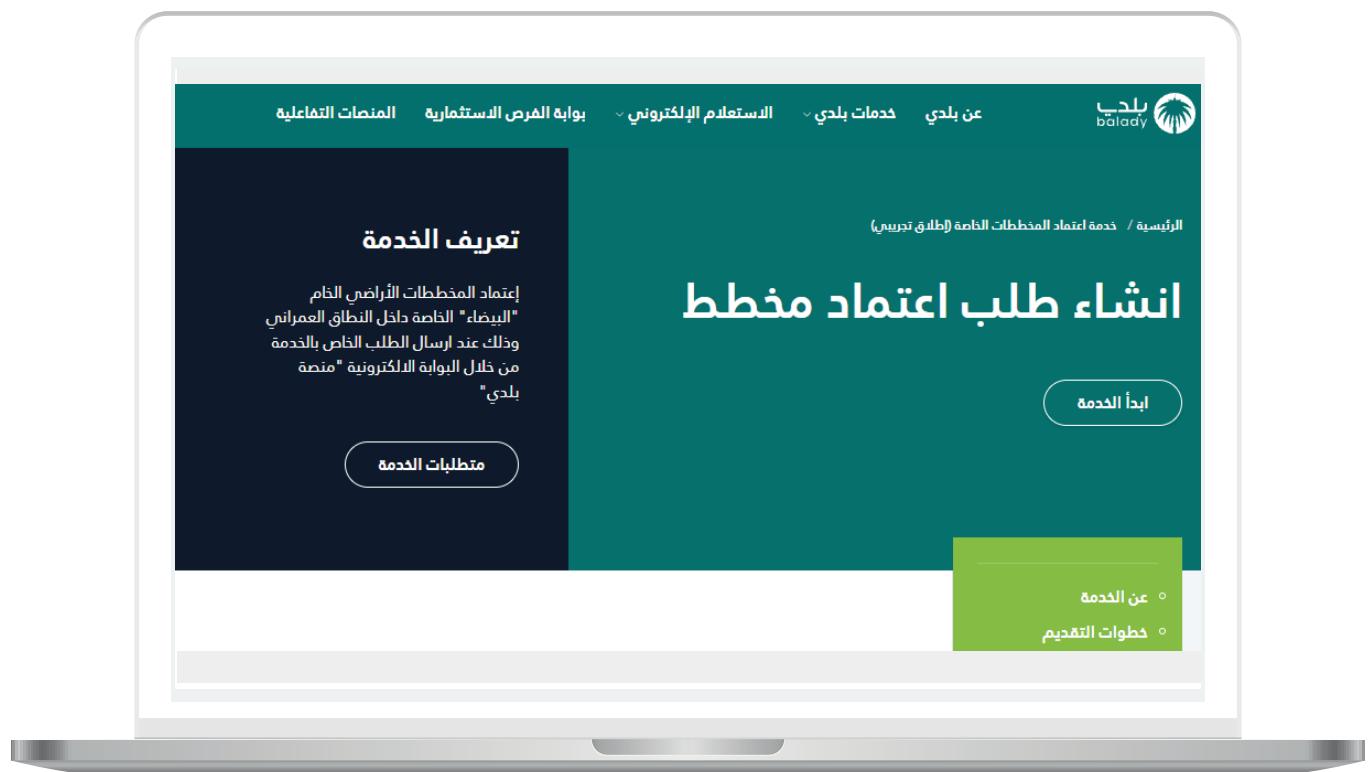
The applicant submits a title transfer request by clicking **(Submit Title Transfer Request)**. The requests can be viewed on the **(My Requests)** page and any tasks requiring action on the **(My Tasks)** page.



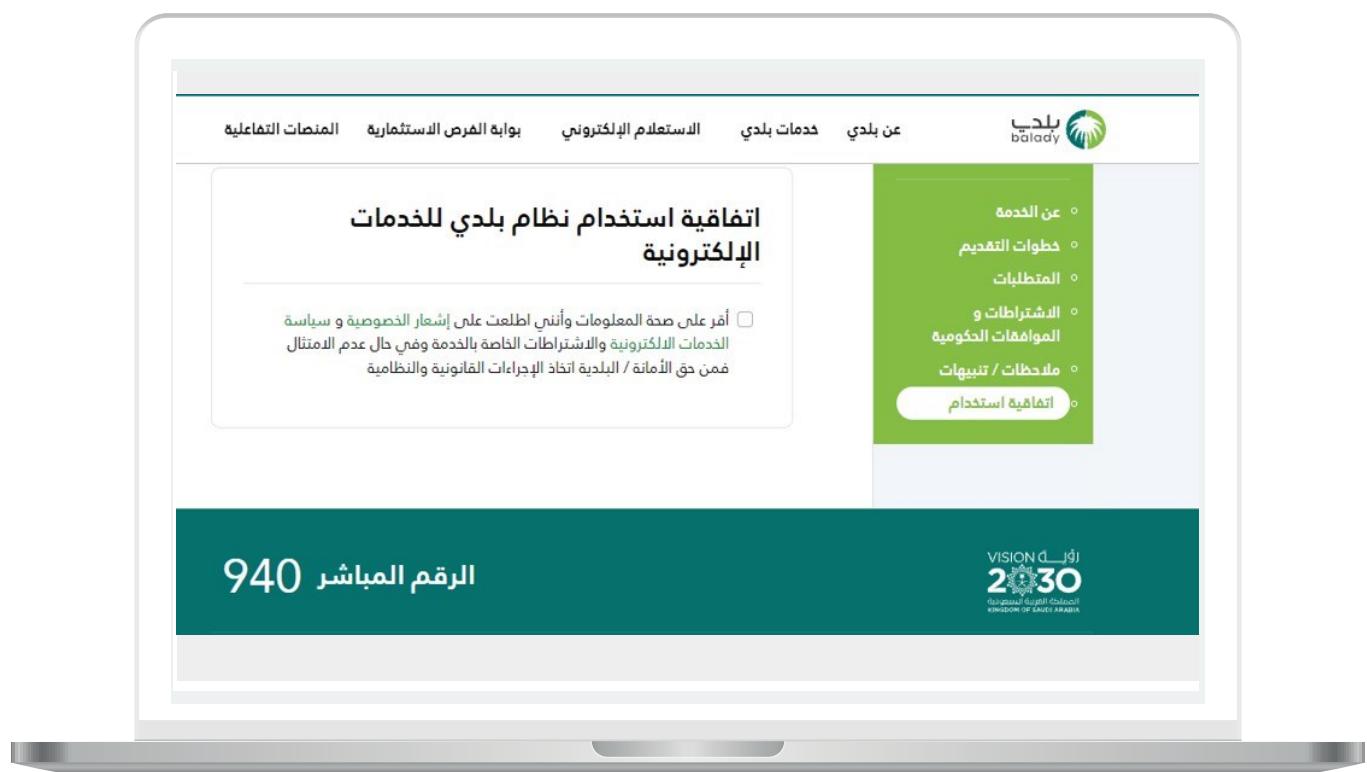


A description of the service and its requirements will be displayed, and the user can choose one of the following options:

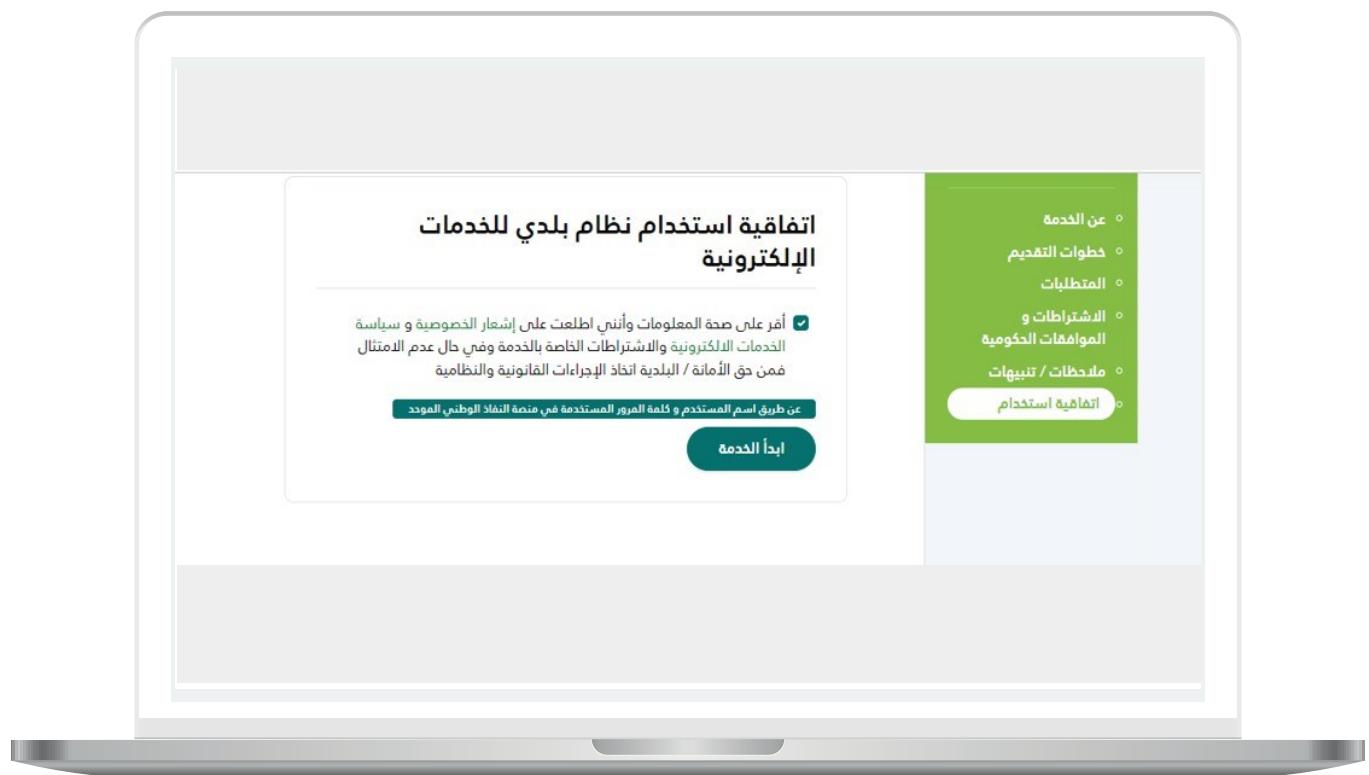
- 1) Start the service immediately by clicking (**Start Service**).
- 2) Review the service requirements and description by clicking (**Service Requirements**).



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

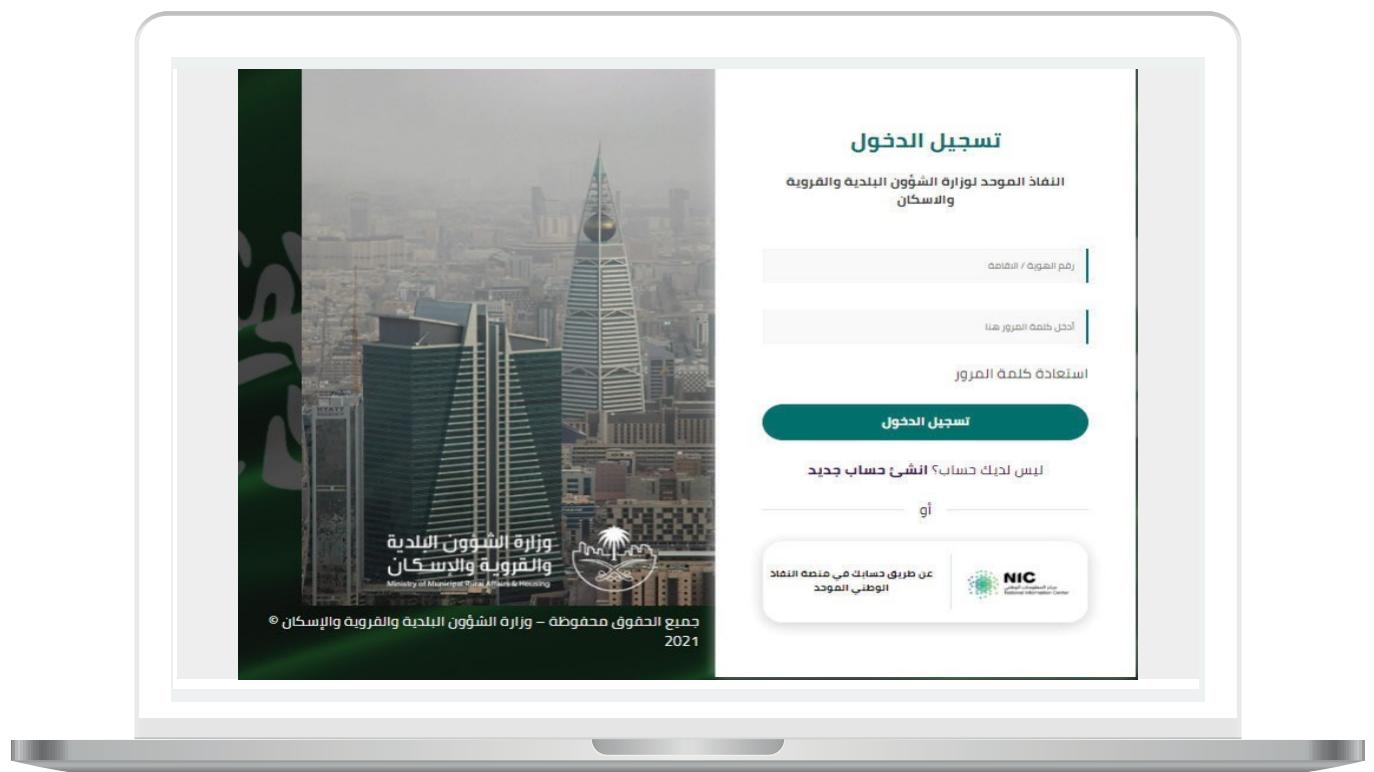


This step is related to the previous step.



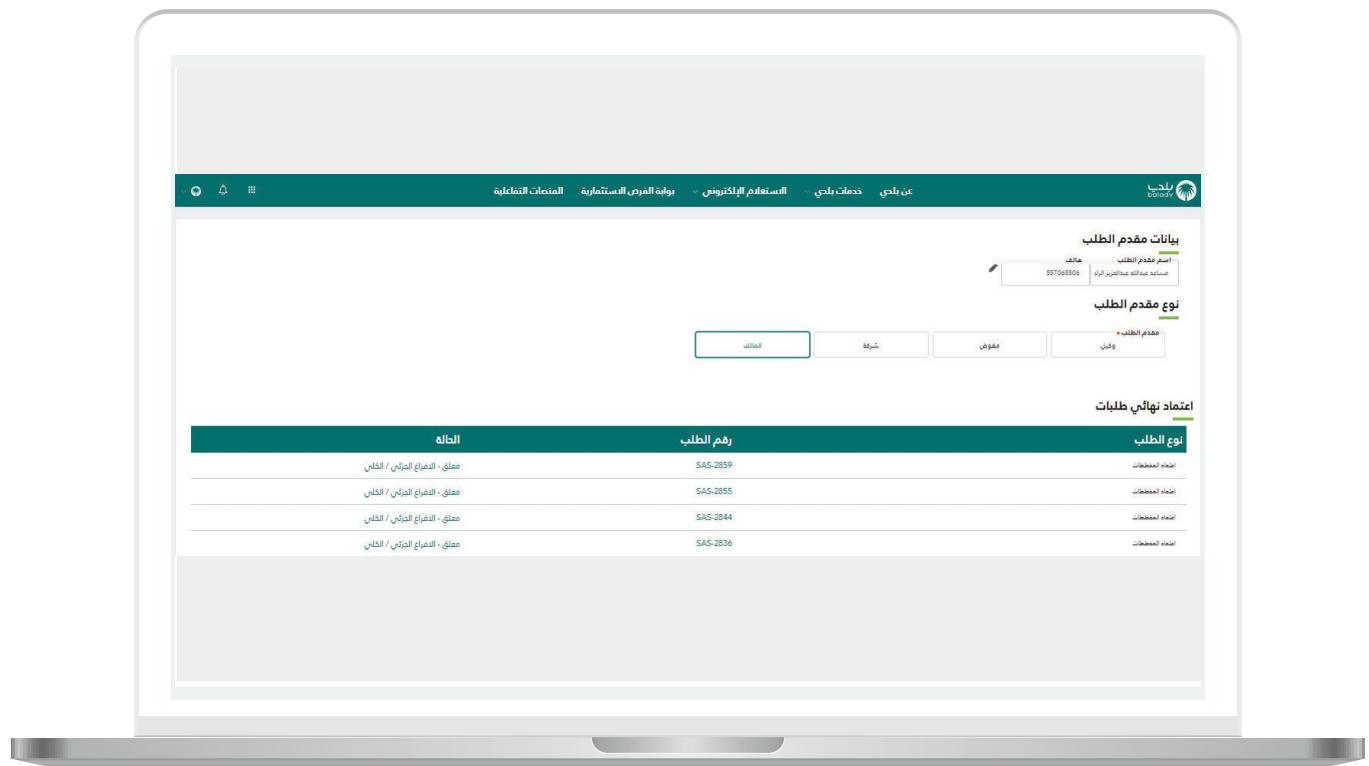
The system will display the login screen, where users can log in using one of the following methods:

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



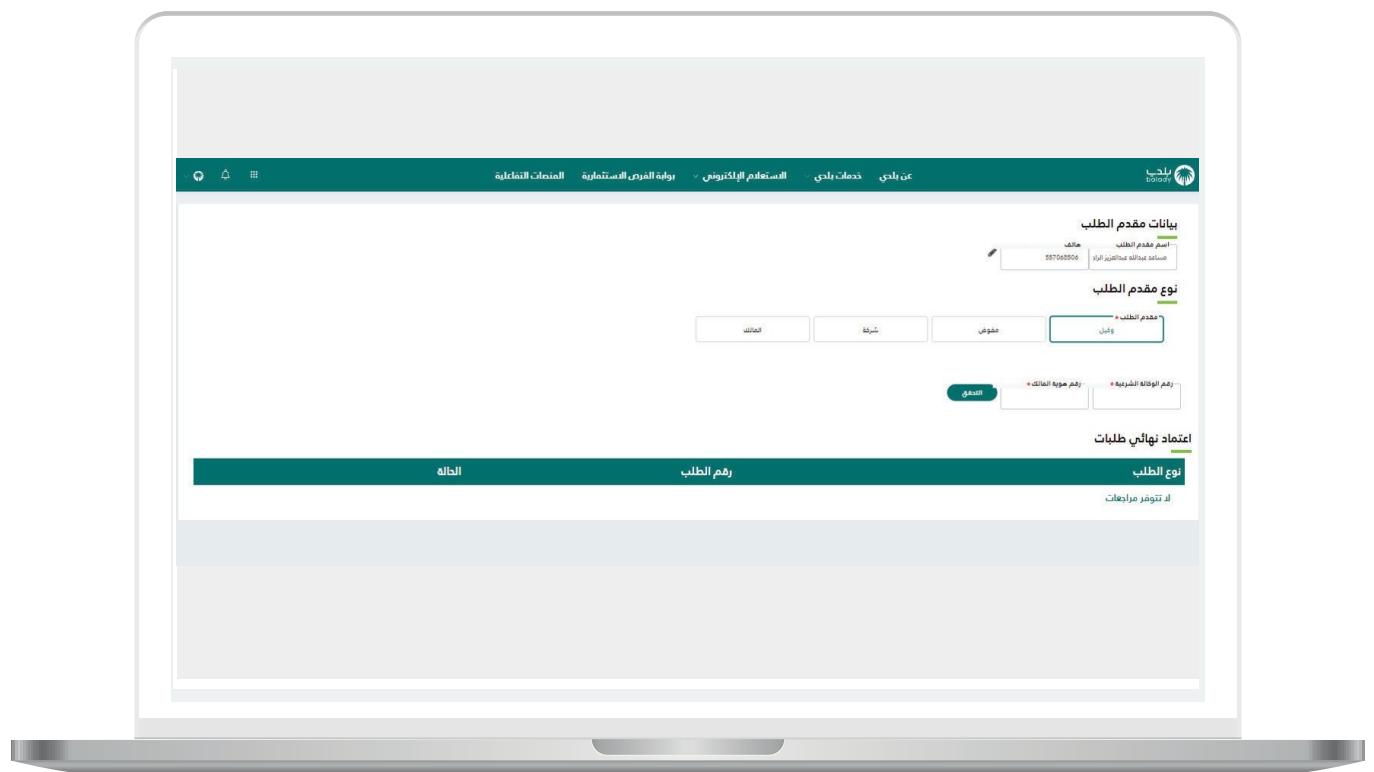
Submitting a Title Transfer Request - Applicant

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



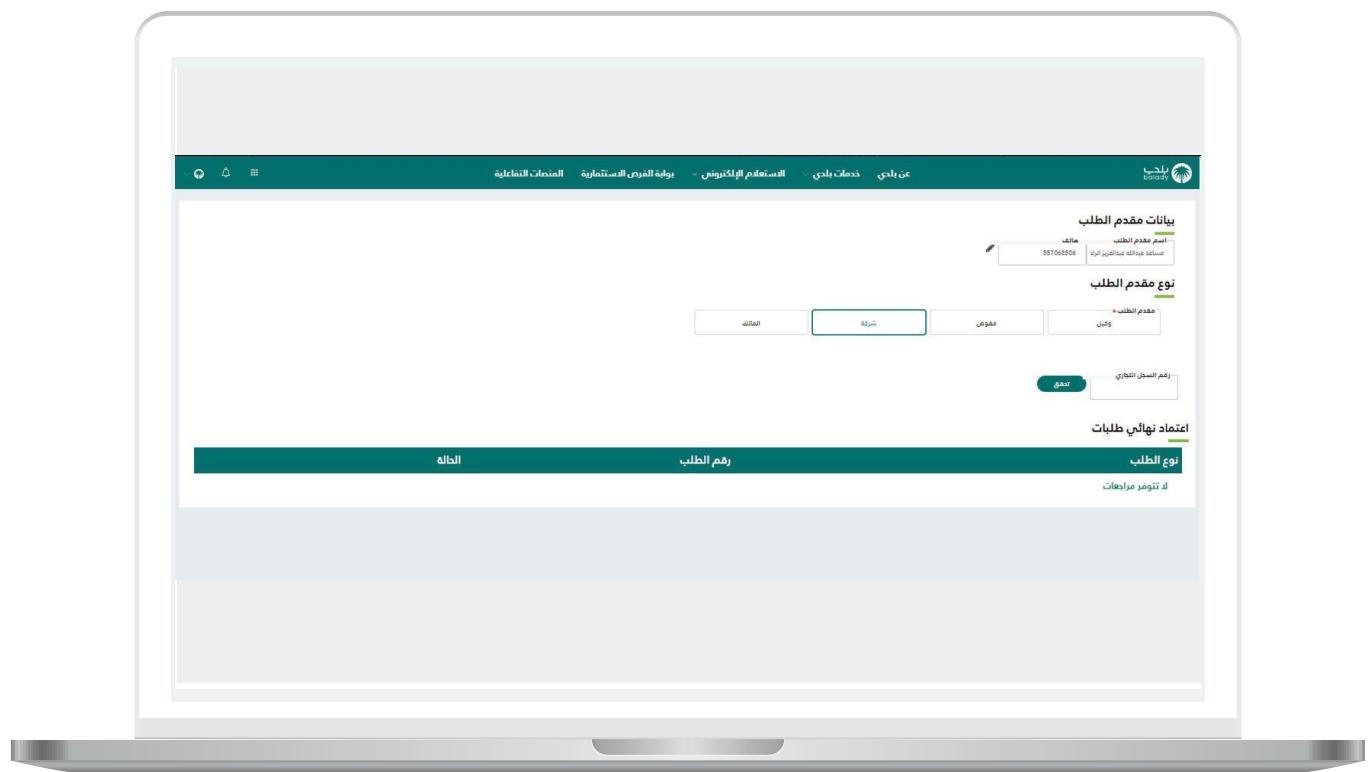
If the applicant is an Agent, the user enters the Power of Attorney number and the Owner's National ID and clicks Verify for validation with the Ministry of Justice.

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

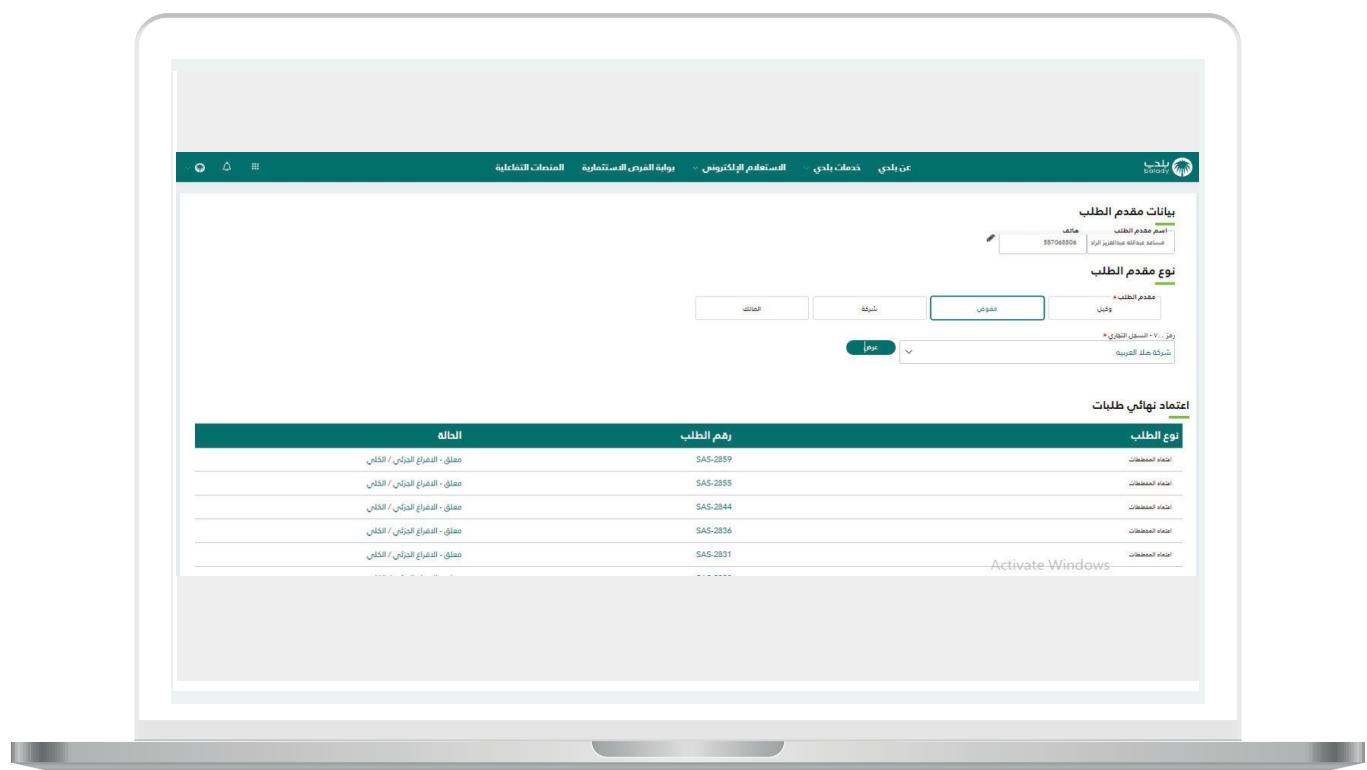


If the applicant is a Company, the user enters the Commercial Register number and clicks Verify for validation. The system then verifies whether the user is one of the company owners.

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

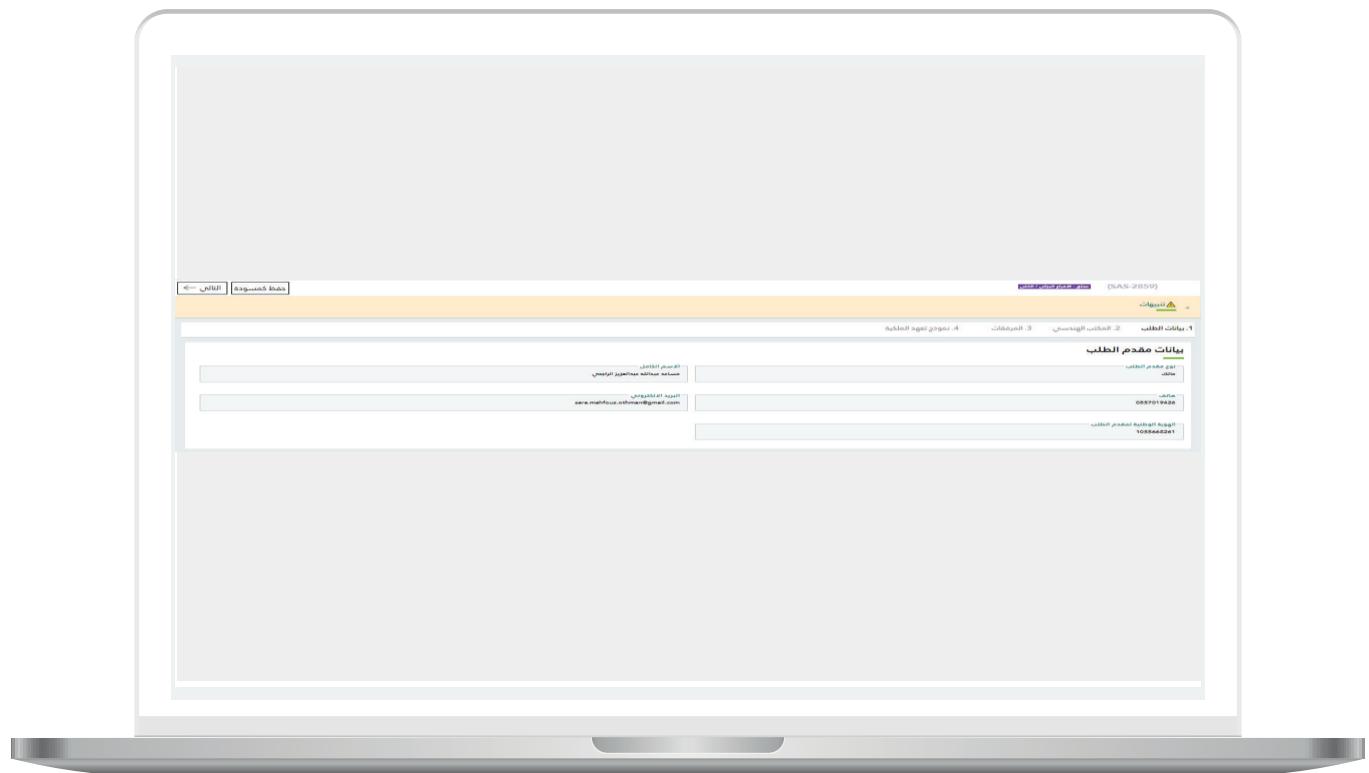


If the applicant is an Authorized Representative, the user selects the authorized entity and clicks Verify. The system then displays the approved final approval requests for the entity, and the user selects the request for title transfer.

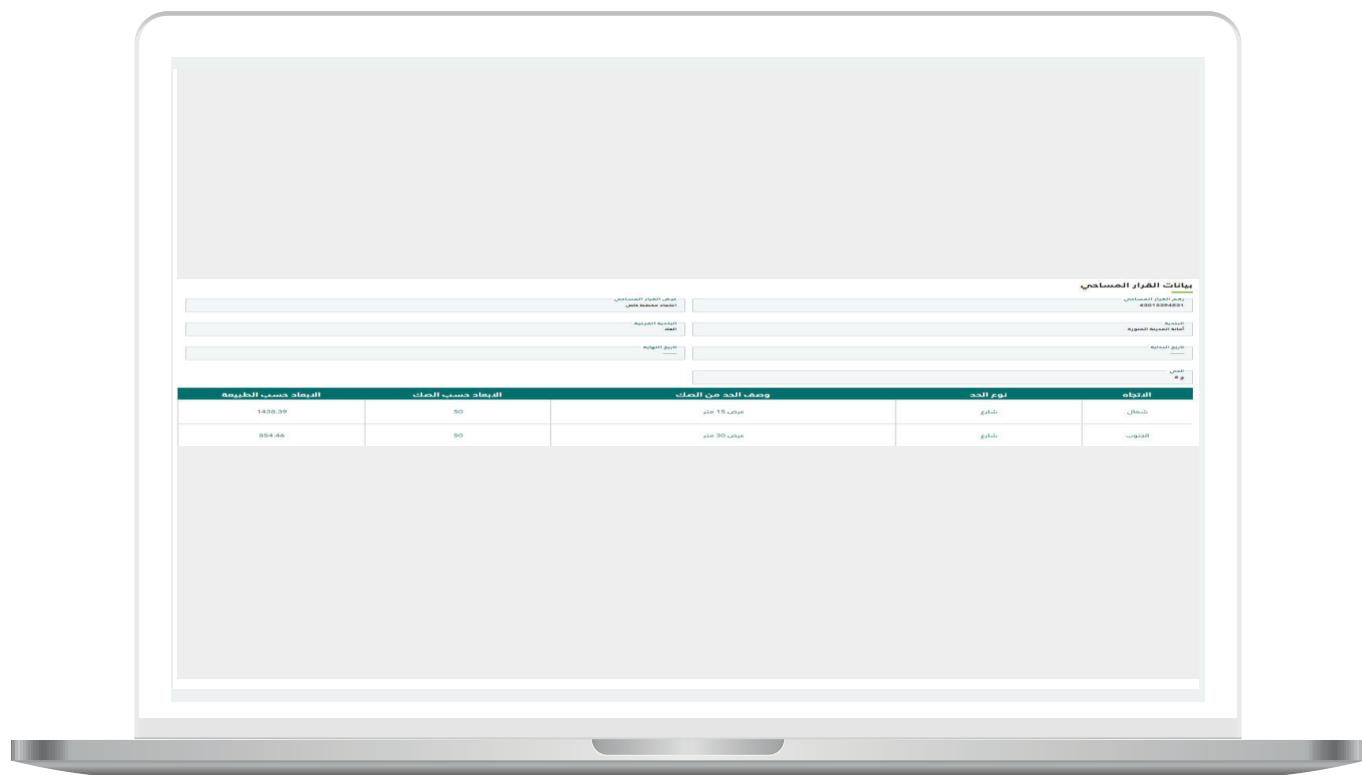


Once the request is selected, the system displays the request details, which include: Applicant information and contains the following fields: Applicant Type, Full Name, Mobile Number, Email Address, National ID Number.

Clicking Next proceeds to the next page.



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



Submitting a Private Land Scheme Approval Request Within Development Stages

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

- 1) Mobile number.
- 2) Email.

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

التالي ← حذف كمسودة → رجوع

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

اسم المكتب الهندسي المراد تفويضه 795642225

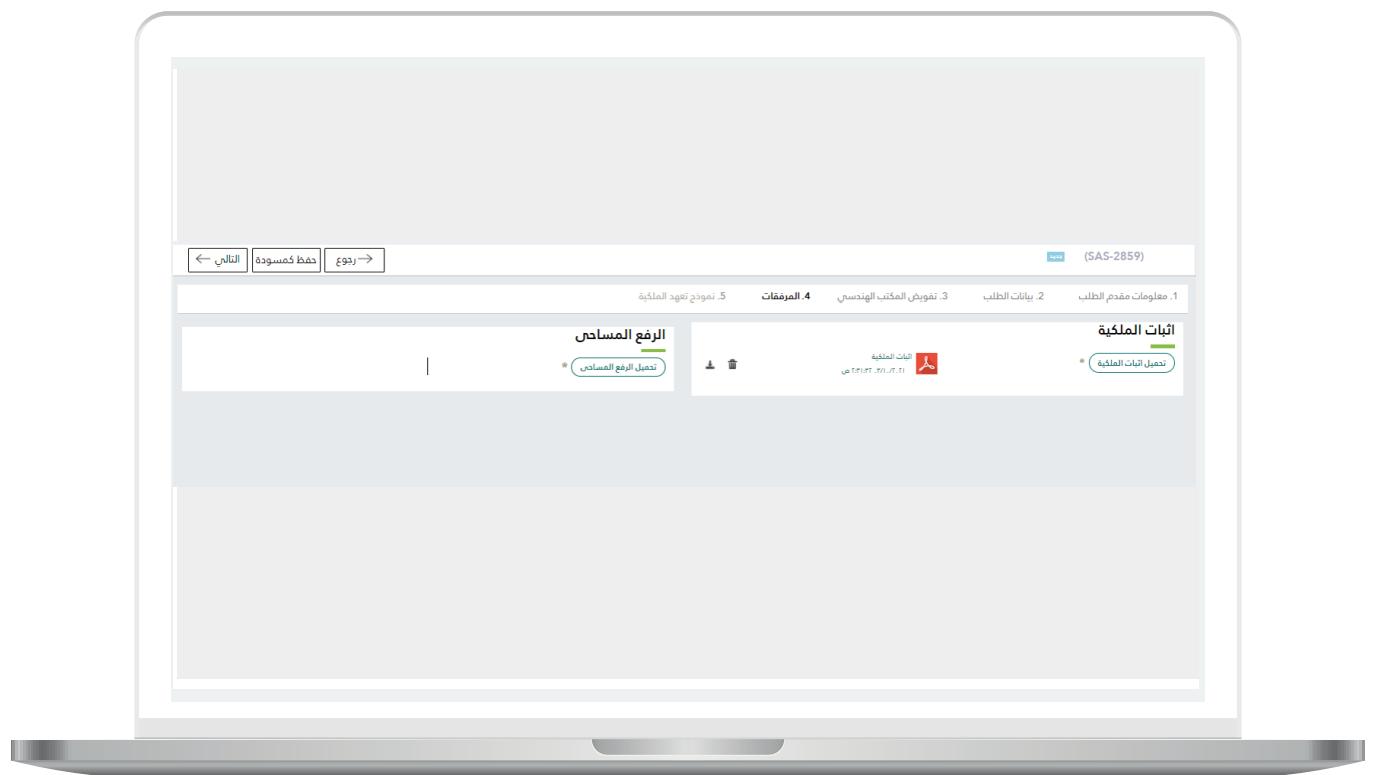
بيانات المكتب الهندسي

رقم الهاتف 0547448849

البريد الإلكتروني meagaz@MOMRA.GOV.SA

ملحوظات إلى المكتب الهندسي

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



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

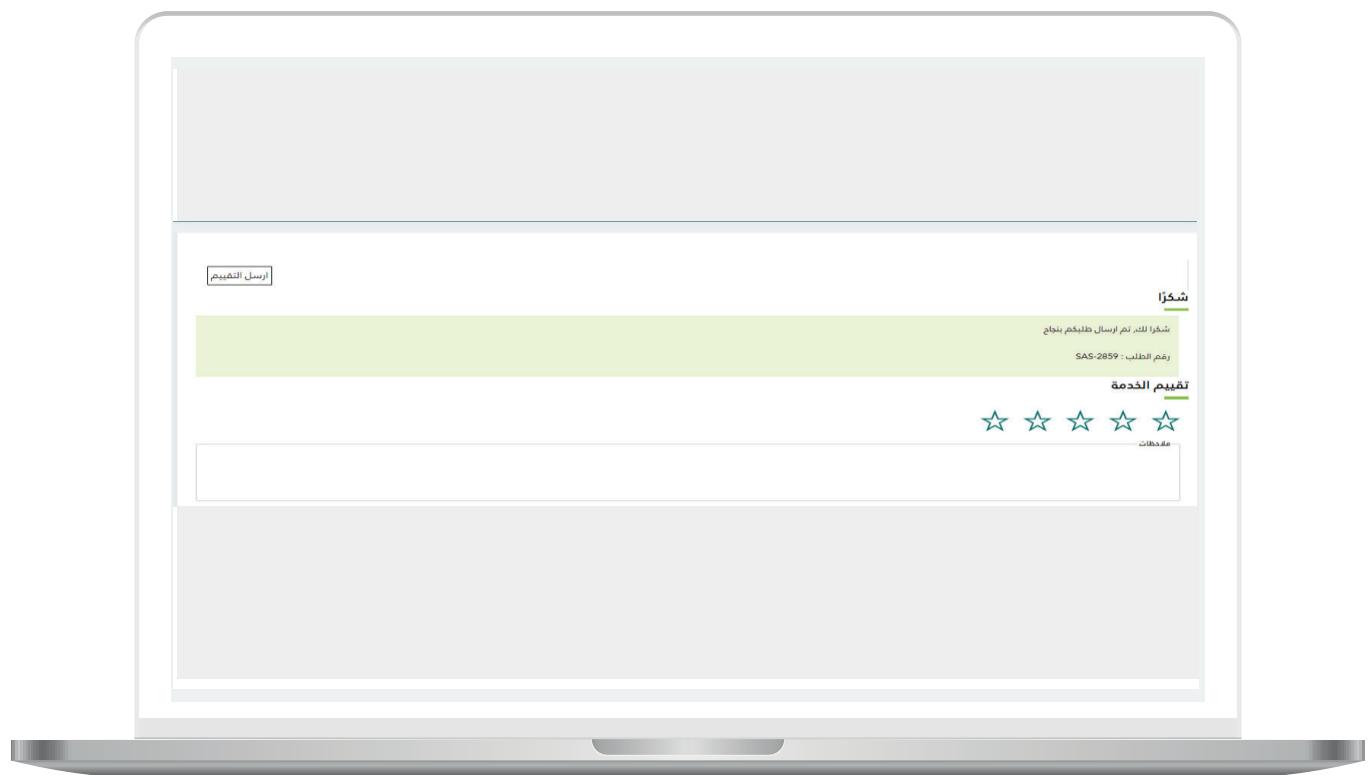
→ رجوع حفظ كمسودة تقديم إلى المكتب الهندسي

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

أقر بصحة كافة البيانات الواردة أعلاه ومدتها وأتحمل كافة المسؤوليات المترتبة في حال عدم صحتها.

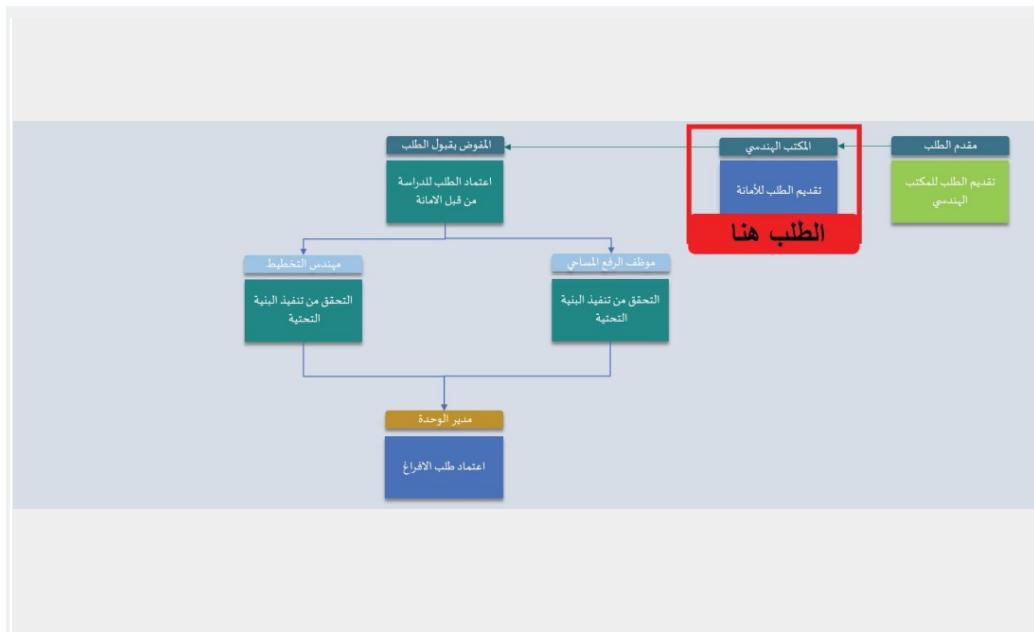
كما أشهد ولتلزم أمام الأمانة أن يقوم المكتب الهندسي/الاستشاري المفوض من قبلنا بتقديم مطالبات التخطيط والقدرة/الأنفصال التجميمية للمخطط والمخططات التفصيلية للمشروع وذلك تقديم المفع المساحي والدراسة الهيدرولوجية ودراسة فحص التربة وأي متطلب أو إجراء آخر يخص تخطيط الأرض، ولأن قيام الأمانة بذلك بعد من قبل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

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

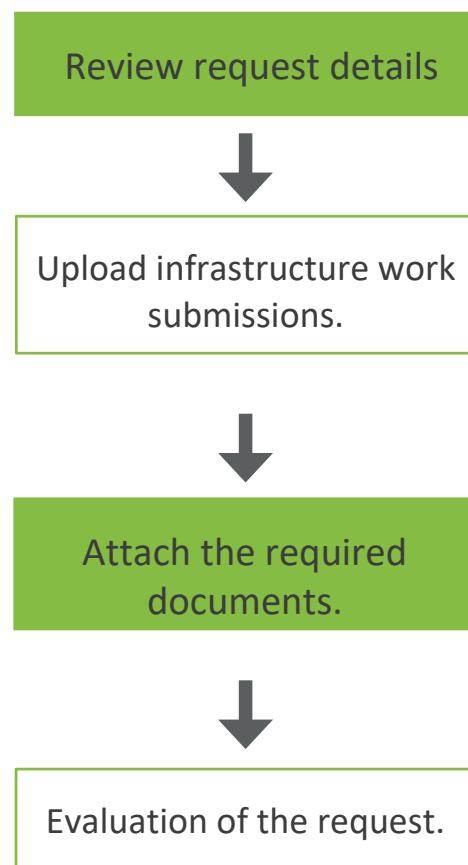




Workflow Diagram for Title Transfer

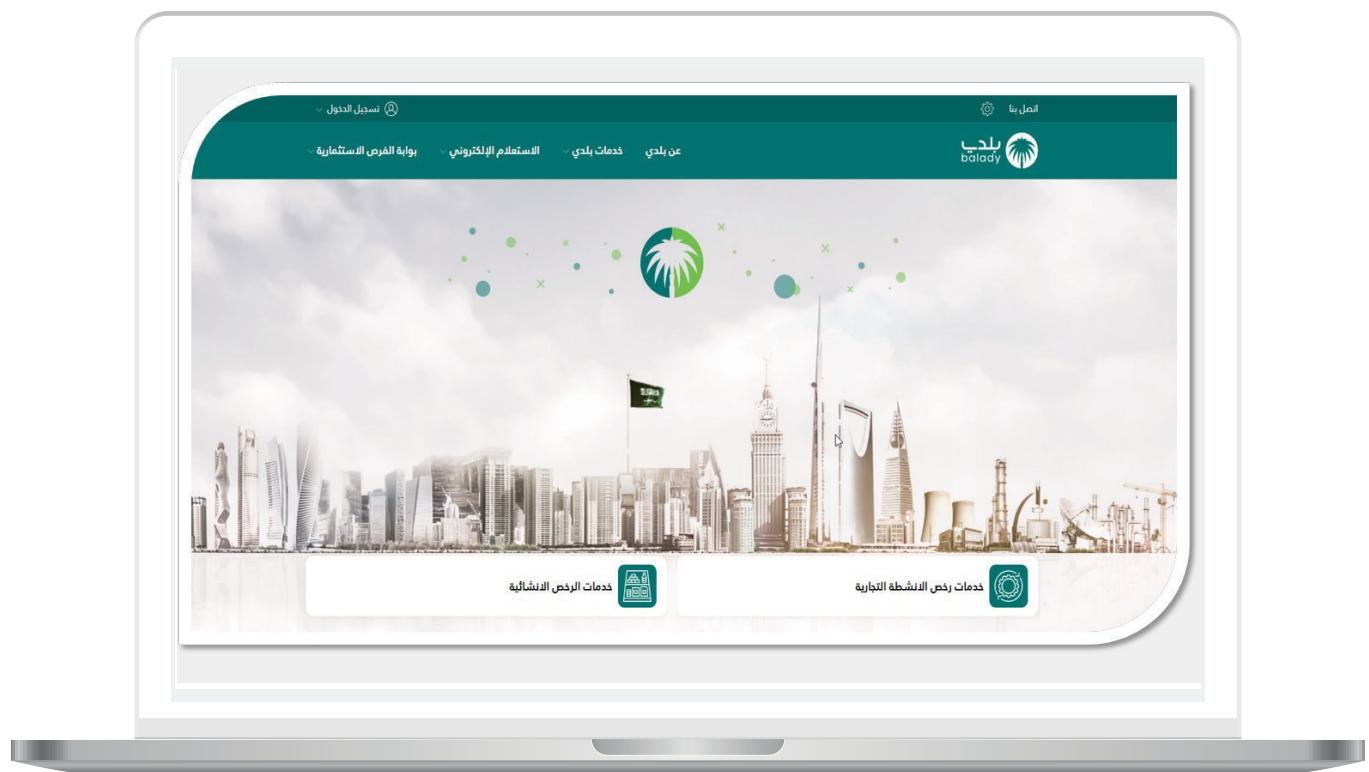


Engineering Office Steps in the Request Process



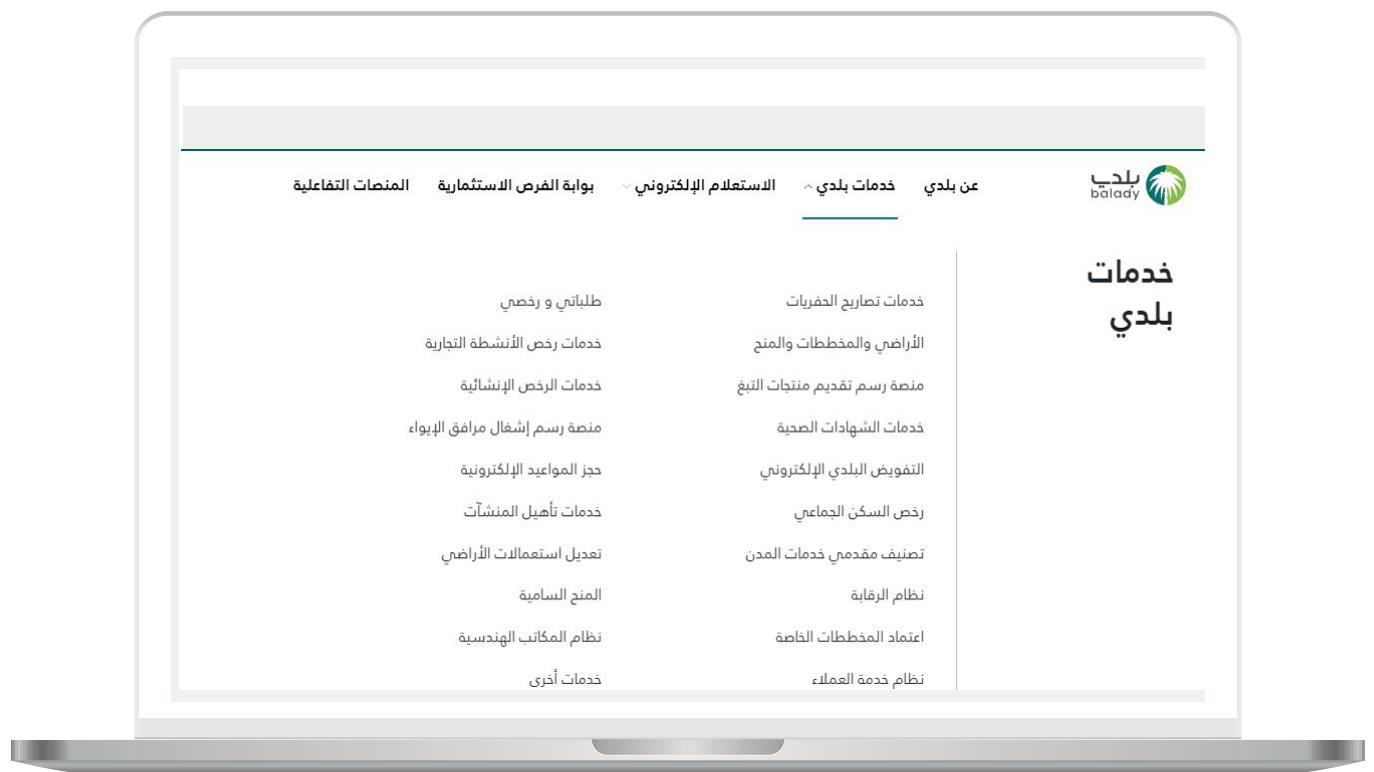
Accessing the Electronic Portal (Engineering Offices)

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

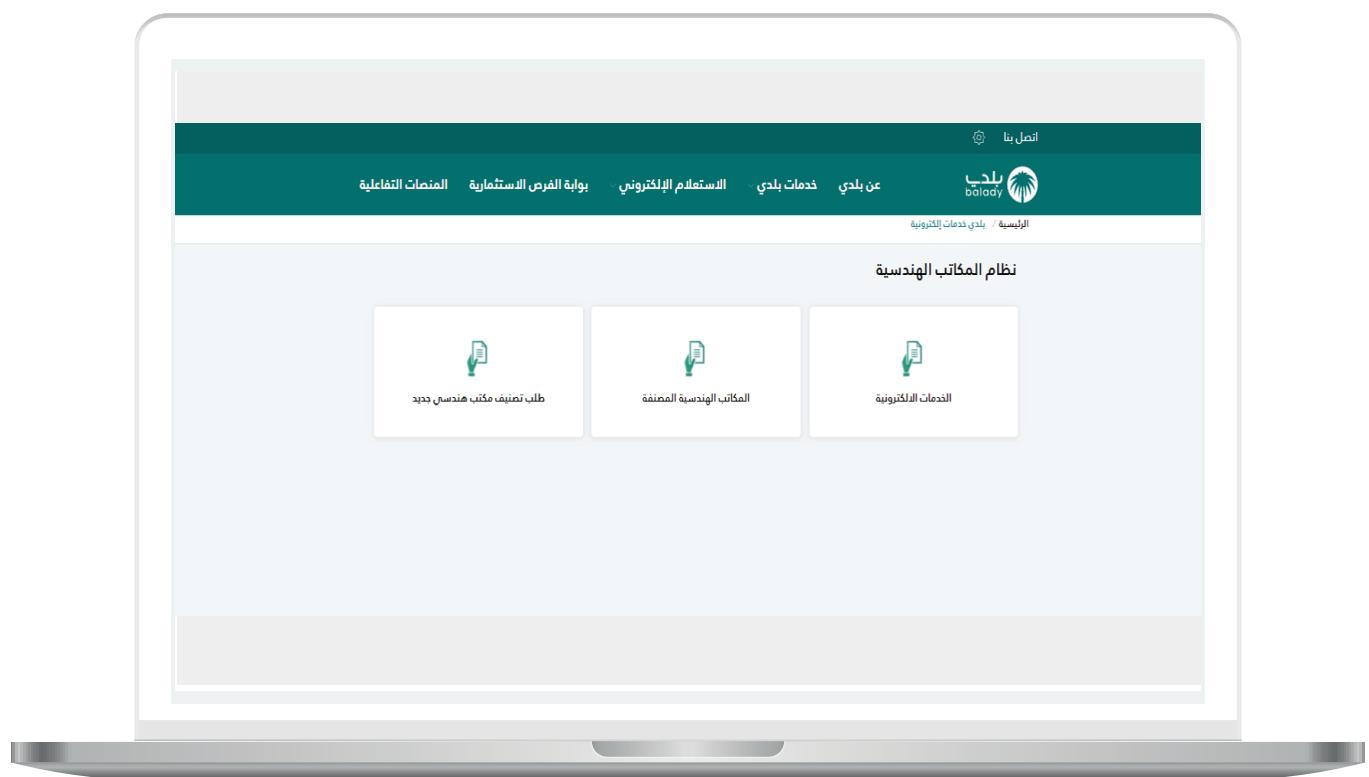


Accessing the Electronic Portal (Engineering Offices)

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

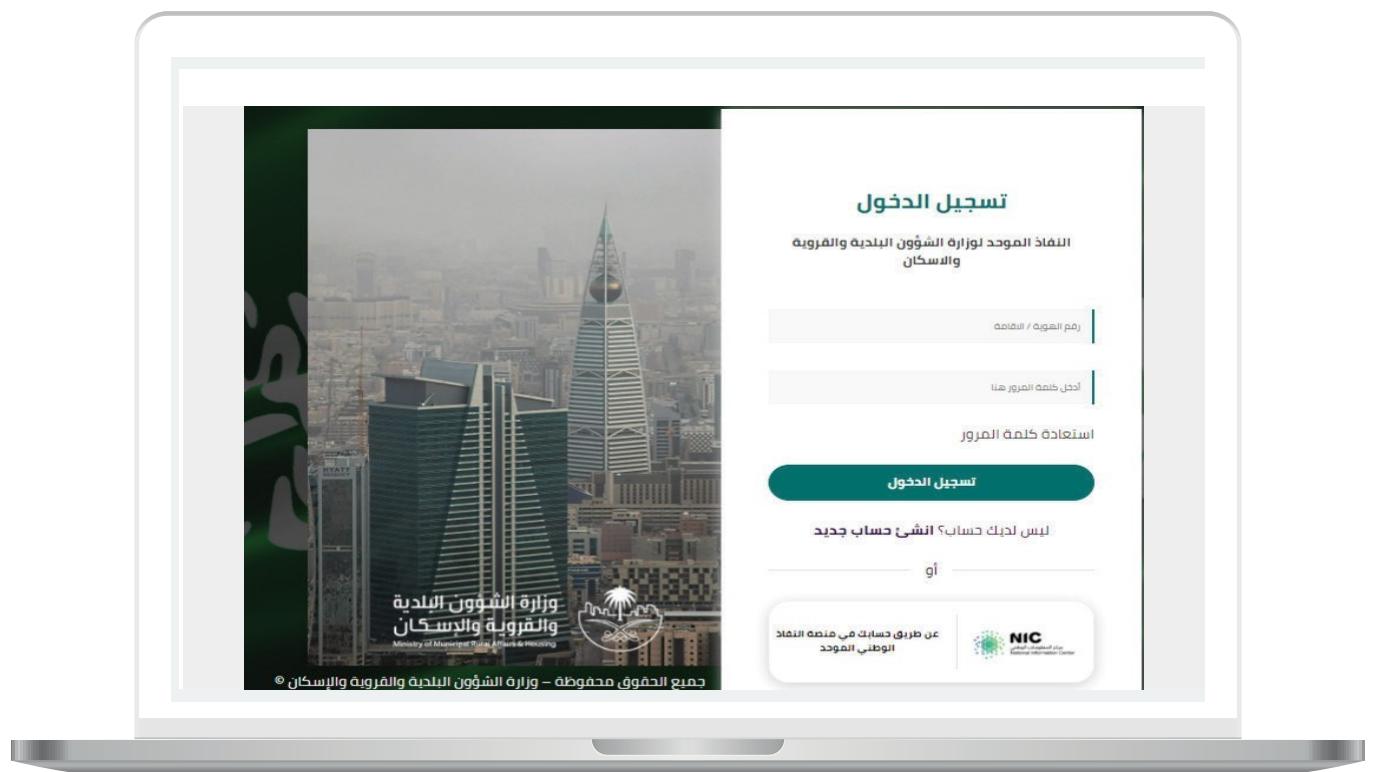


The user clicks on E-Services to view the office's requests.



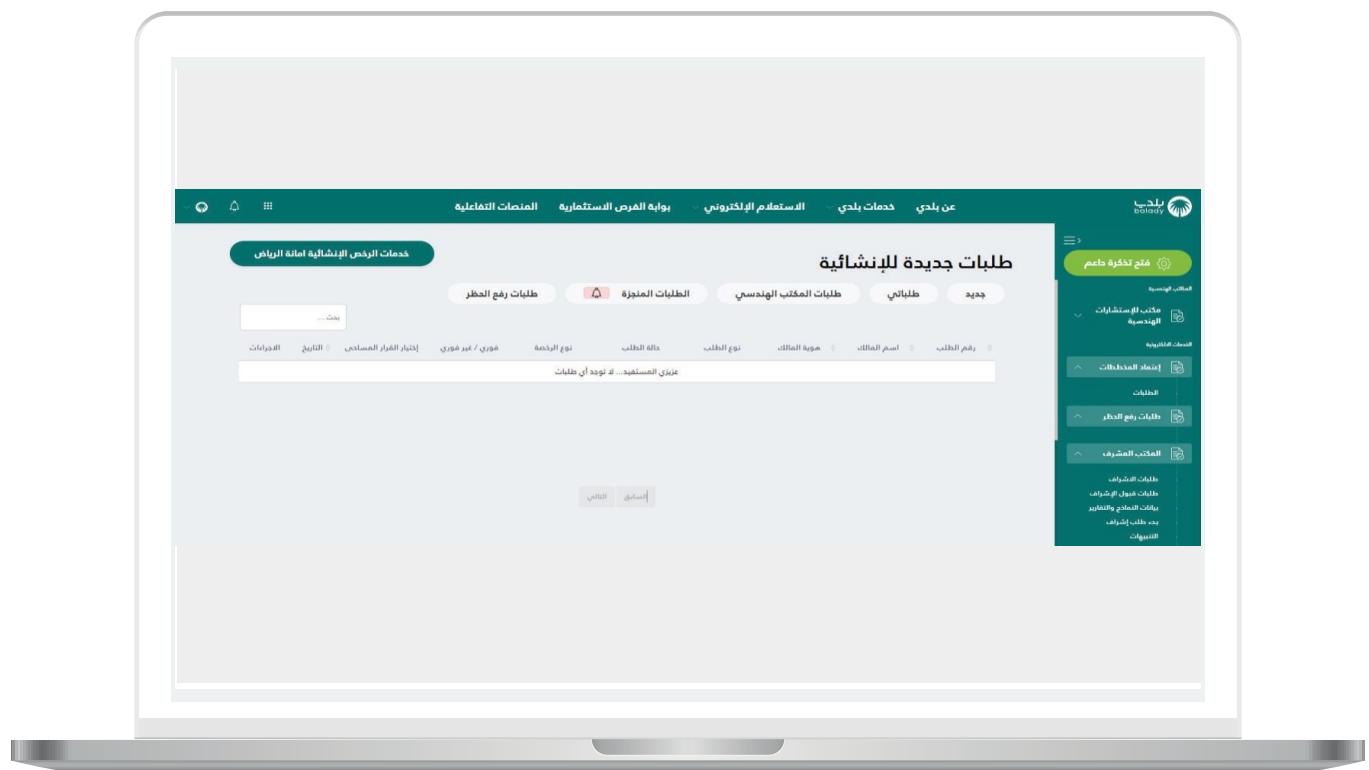
The system will display the login screen, where users can log in using one of the following methods:

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



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

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

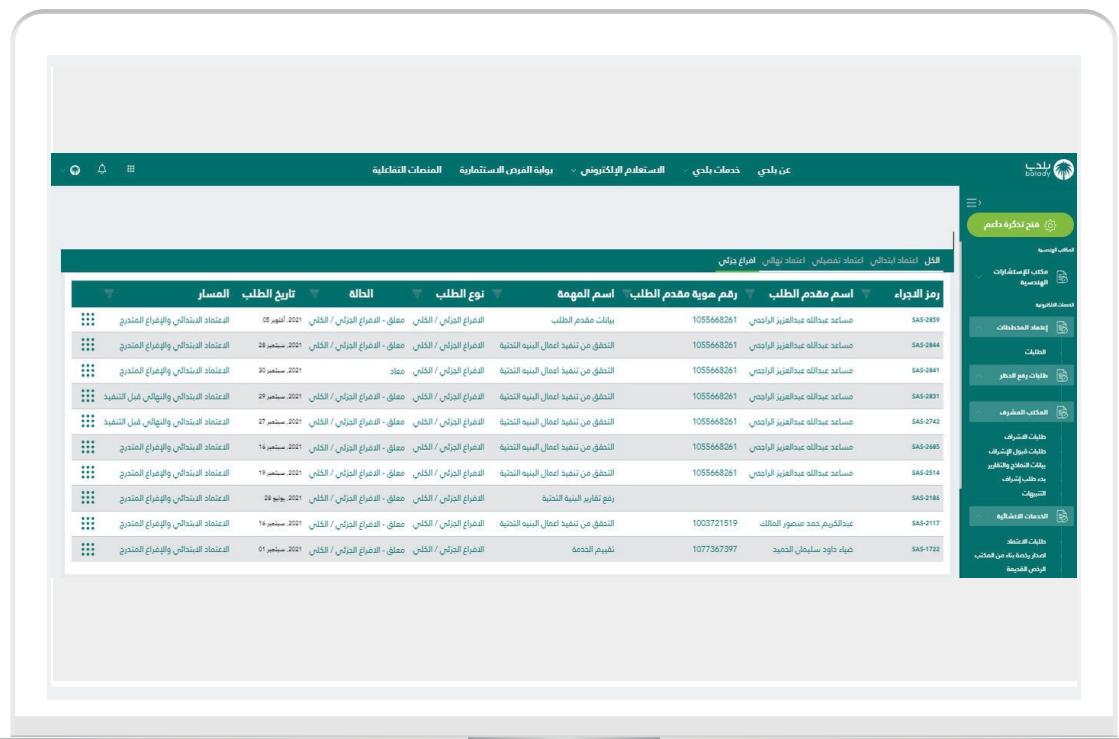


The system then displays the engineering office's requests, which can be filtered based on their status. The user clicks (Title Transfer) to view title transfer requests.

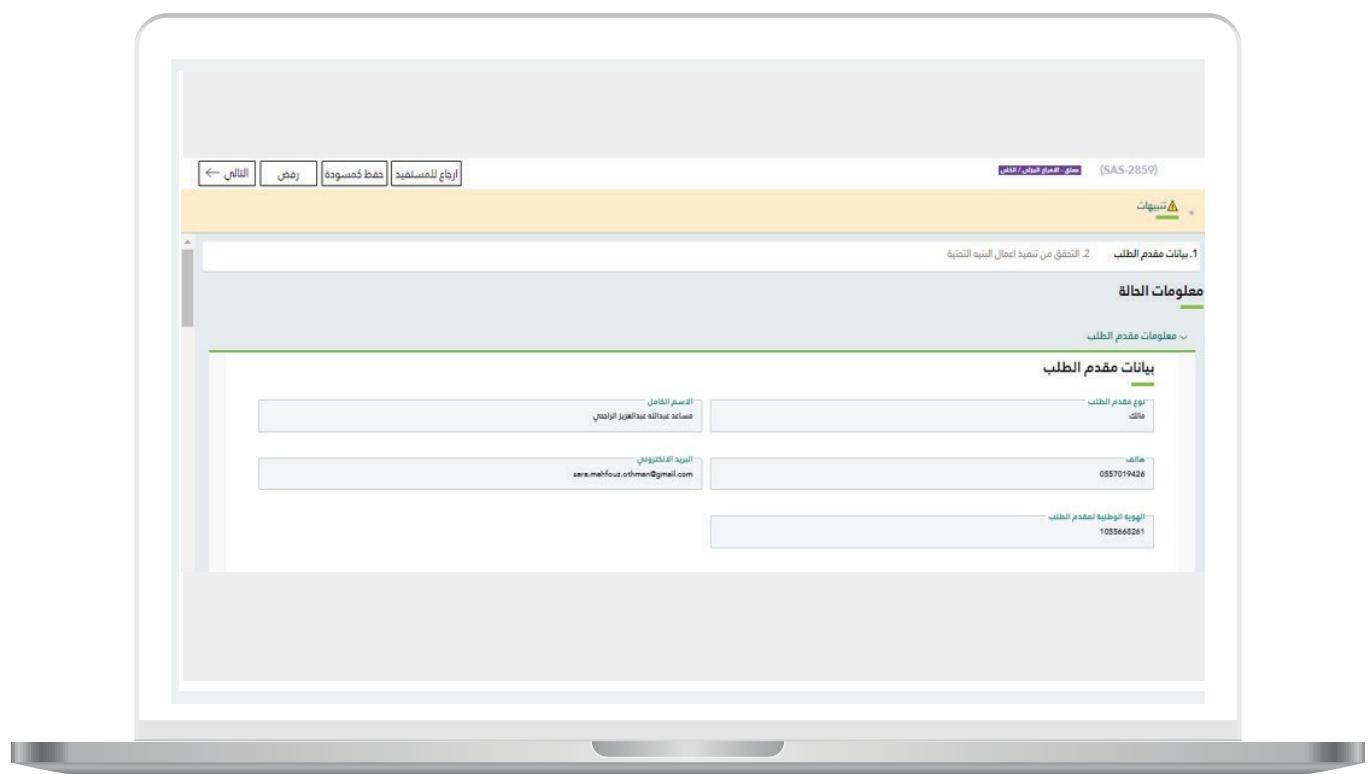
رقم الوراء	اسم مقدم الطلب	رقم هوية مقدم الطلب	نوع الطلب	الحالة	تاريخ الطلب	المسار
1055666261	مساعد عبدالله عبدالعزيز ابراهيم	SAS-2859	بيانات مقدم الطلب	جاري	08-أكتوبر-2021	بيانات مقدم الطلب
1055666261	مساعد عبدالله عبدالعزيز ابراهيم	SAS-2853	بيانات مقدم الطلب	جاري	05-سبتمبر-2021	بيانات مقدم الطلب
1055666261	مساعد عبدالله عبدالعزيز ابراهيم	SAS-2850	معلومات القرية التعميرية	جاري	05-سبتمبر-2021	معلومات القرية التعميرية
1055666261	مساعد عبدالله عبدالعزيز ابراهيم	SAS-2844	بيانات القرية التعميرية	جاري	29-سبتمبر-2021	بيانات القرية التعميرية
1055666261	مساعد عبدالله عبدالعزيز ابراهيم	SAS-2841	بيانات القرية التعميرية	جاري	29-سبتمبر-2021	بيانات القرية التعميرية
1055666261	مساعد عبدالله عبدالعزيز ابراهيم	SAS-2839	بيانات القرية التعميرية	جاري	29-سبتمبر-2021	بيانات القرية التعميرية
1055666261	مساعد عبدالله عبدالعزيز ابراهيم	SAS-2834	بيانات القرية التعميرية	جاري	27-سبتمبر-2021	بيانات القرية التعميرية
1055666261	مساعد عبدالله عبدالعزيز ابراهيم	SAS-2831	بيانات القرية التعميرية	جاري	29-سبتمبر-2021	بيانات القرية التعميرية
1055666261	مساعد عبدالله عبدالعزيز ابراهيم	SAS-2797	بيانات مقدم الطلب	جاري	29-سبتمبر-2021	بيانات مقدم الطلب
1055666261	مساعد عبدالله عبدالعزيز ابراهيم	SAS-2794	بيانات مقدم الطلب	جاري	29-سبتمبر-2021	بيانات مقدم الطلب

Submitting a Title Transfer Request - Engineering Office

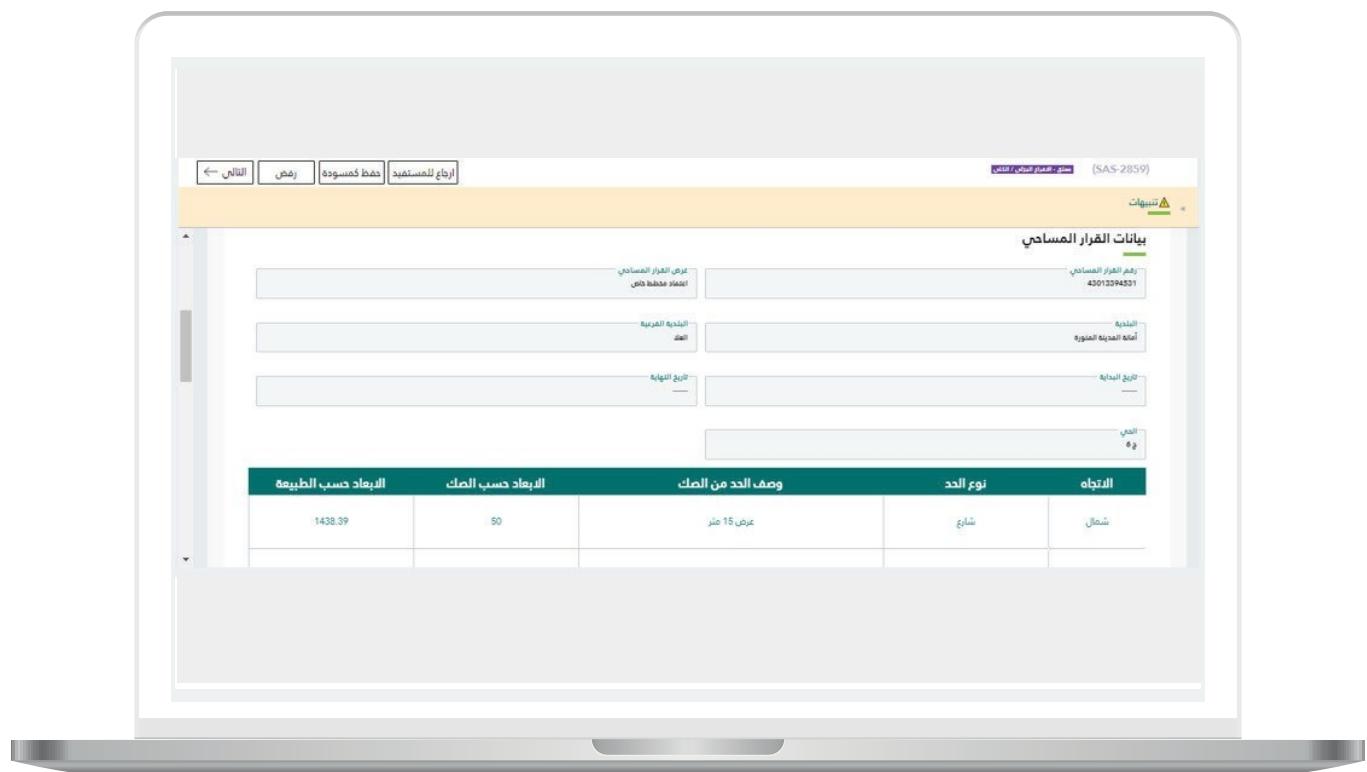
The user selects the request to work on by clicking the Action Icon and can filter all fields displayed on the screen.



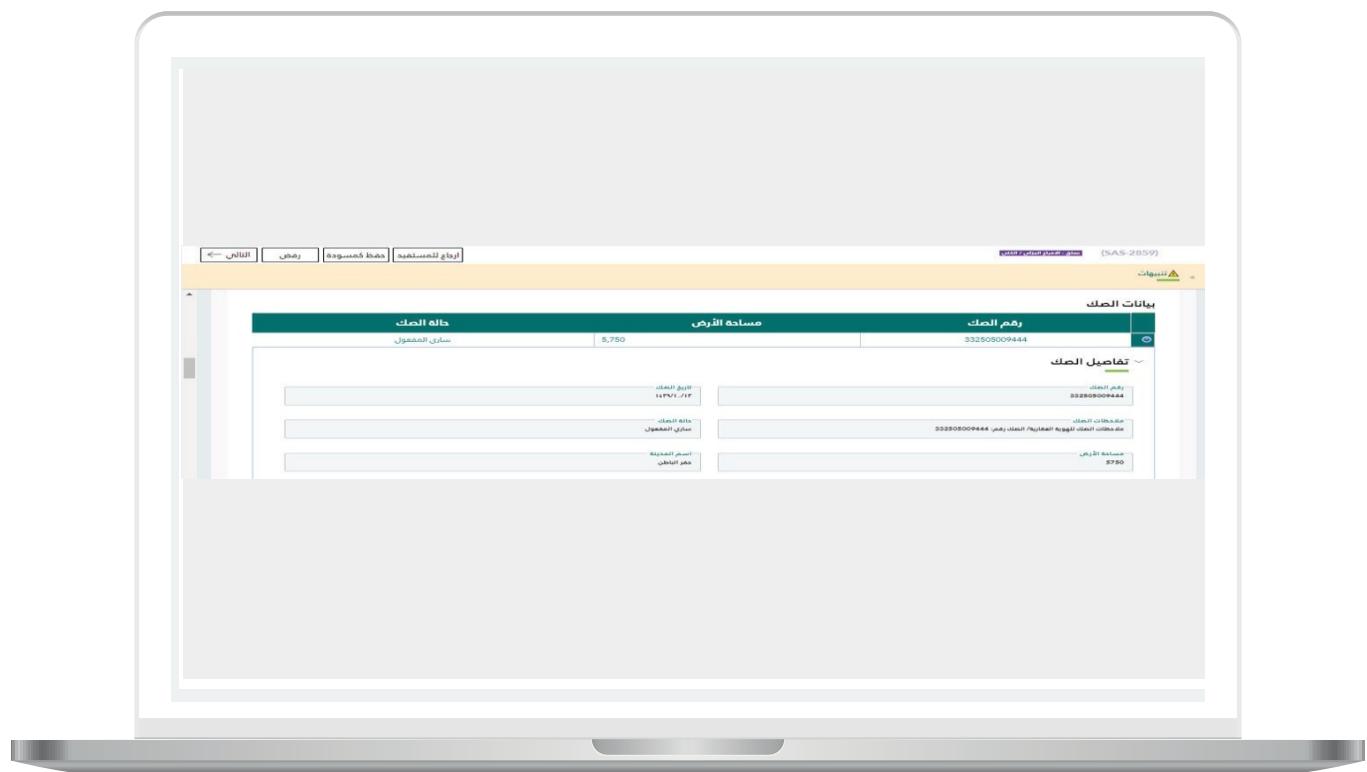
The system displays the request details, including applicant information, cadastral decision details, and electronic title deed information. The user can take one of the following actions: (Return the request to the applicant, Reject the request, Click Next to proceed to the following page, Save the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



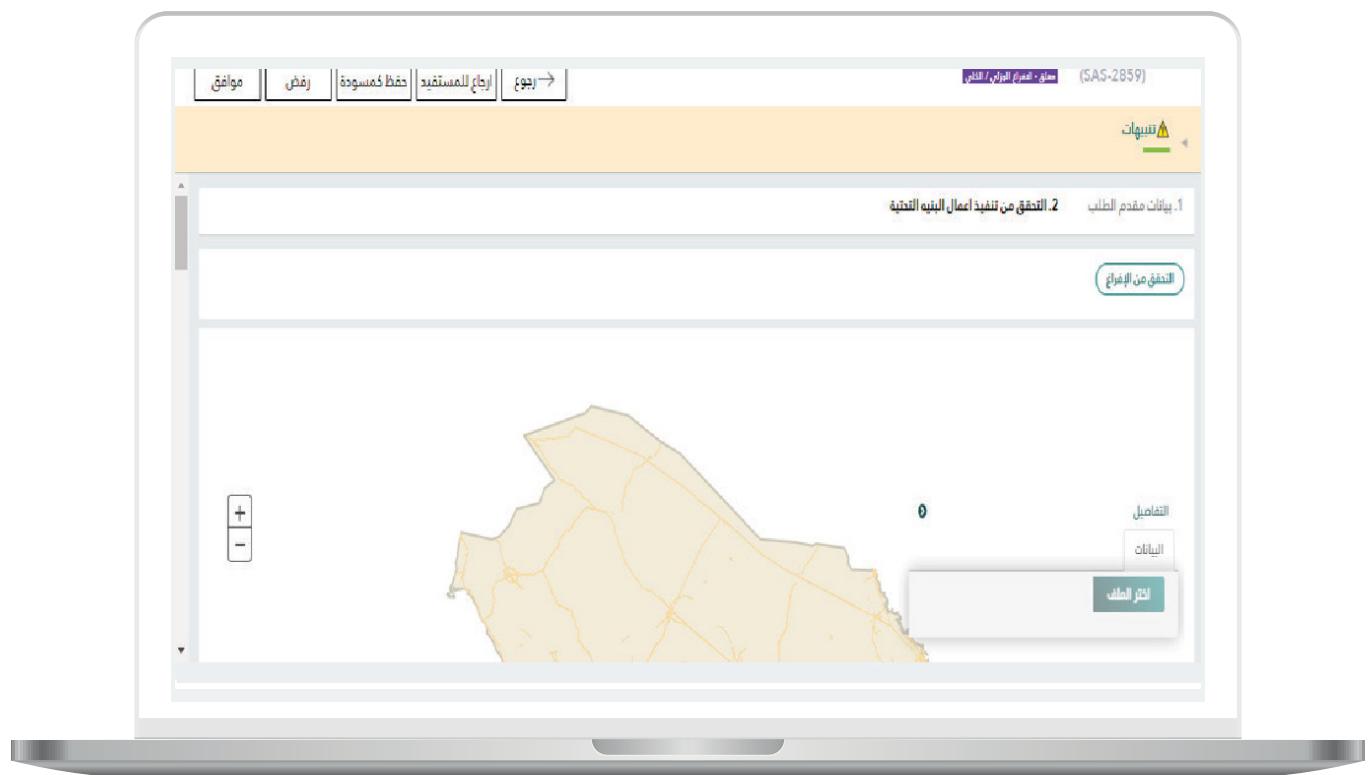
This step is related to the previous step.



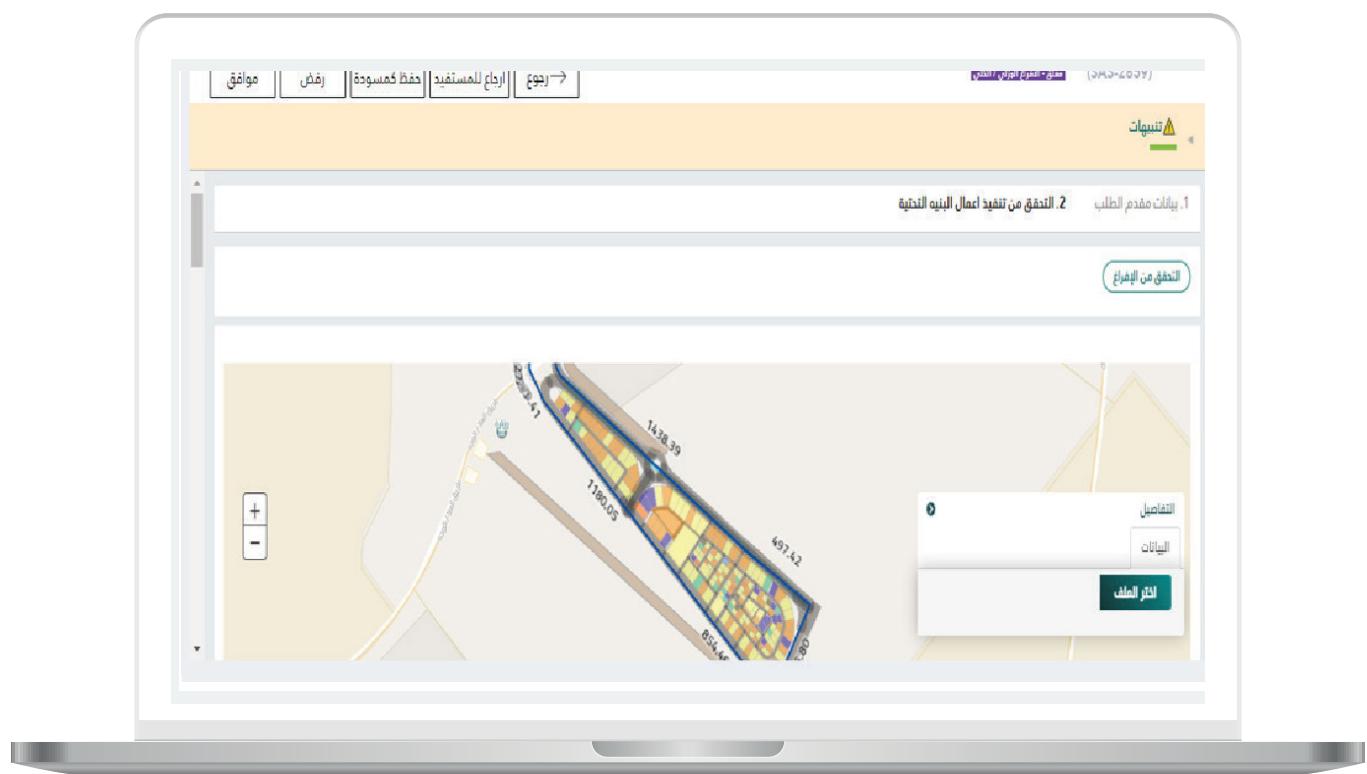
This step is related to the previous step.



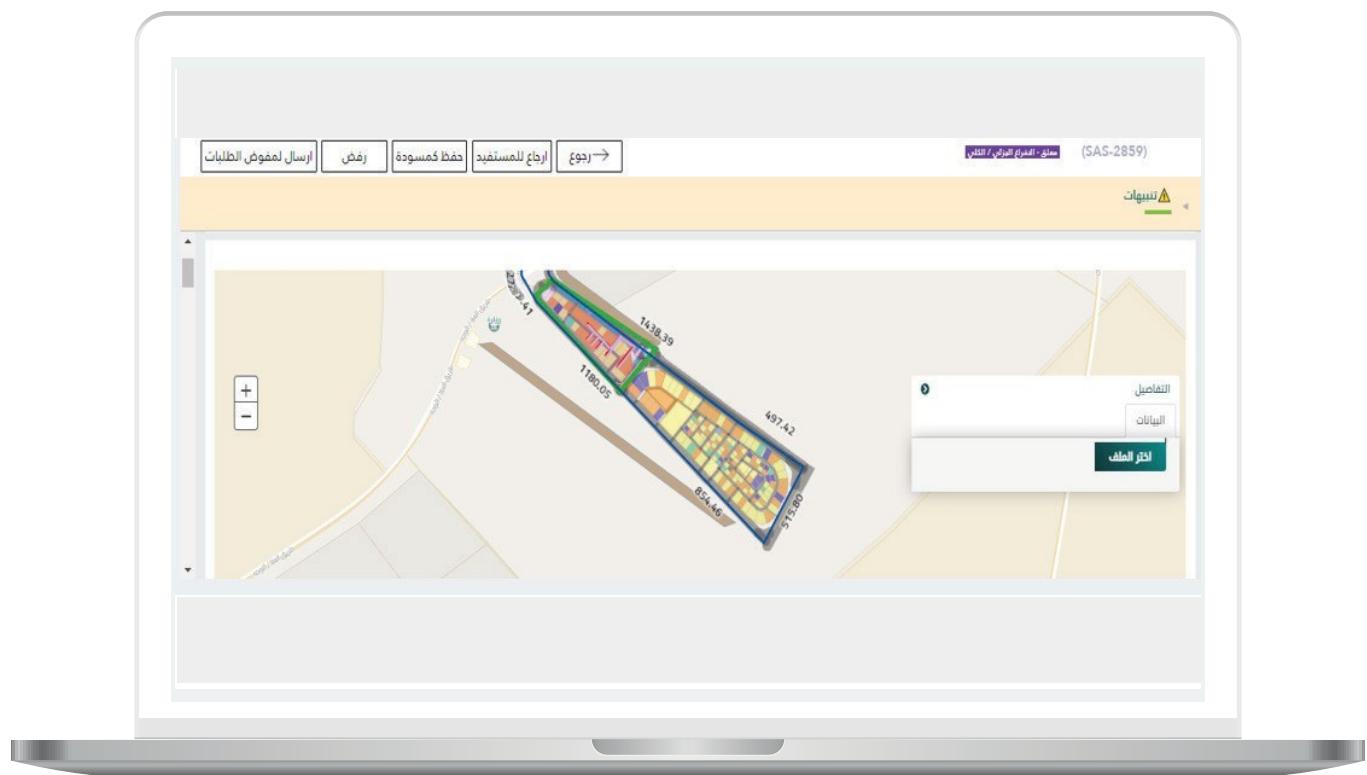
The user clicks **(Verify Title Transfer)**. The system displays the conceptual design for the request and allows title transfer files to be uploaded by clicking **(Choose File)**. The title transfer file includes: **(Surveying data of the section to be transferred, Implemented conceptual design on the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



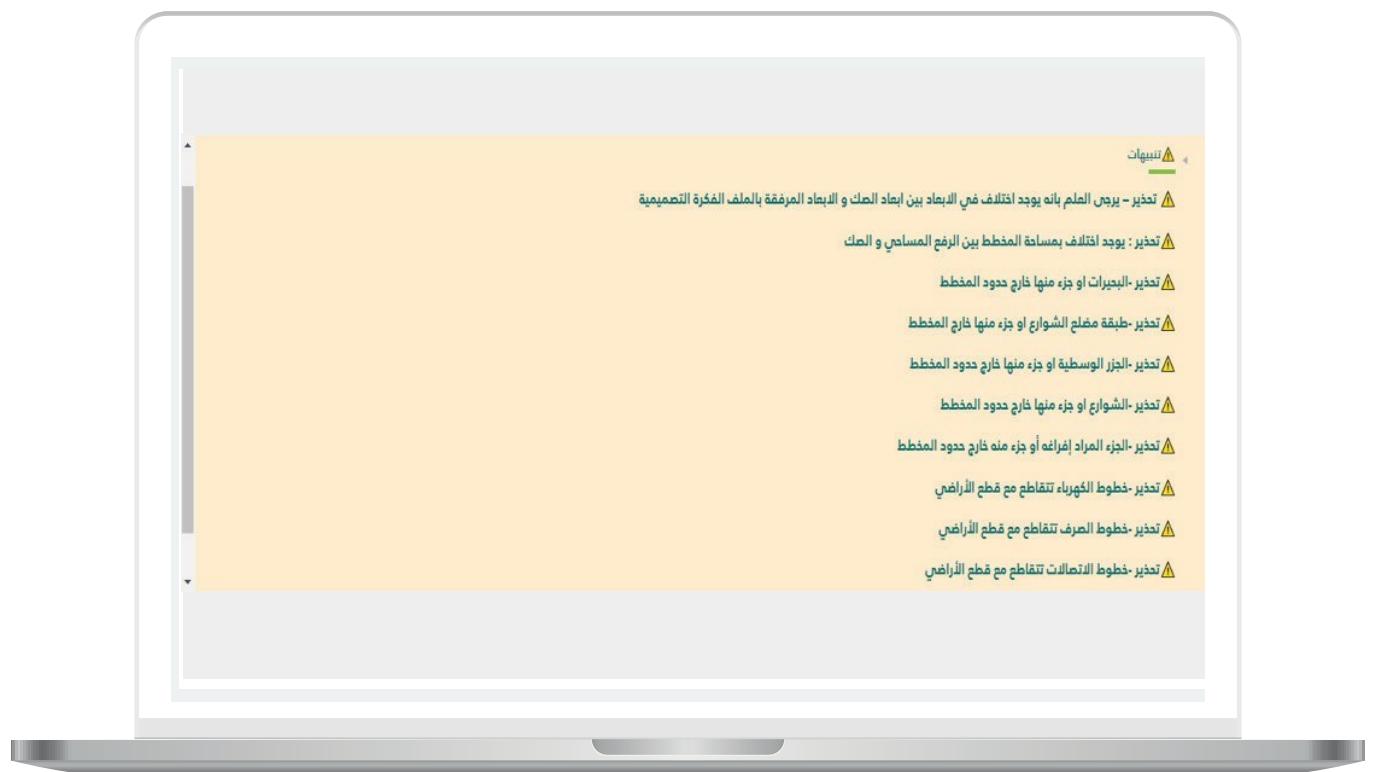
This step is related to the previous step.



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



This step is related to the previous step.



النهايات

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

تحذير : يوجد اختلاف بمساحة المخطط بين الرفع المساحي و الصك

تحذير-الإجراءات او جزء منها خارج حدود المخطط

تحذير-طبقة مخلع الشوارع او جزء منها خارج المخطط

تحذير-الجزء الوسطية او جزء منها خارج حدود المخطط

تحذير-الشوارع او جزء منها خارج حدود المخطط

تحذير-الجزء المراد إفراغه او جزء منه خارج حدود المخطط

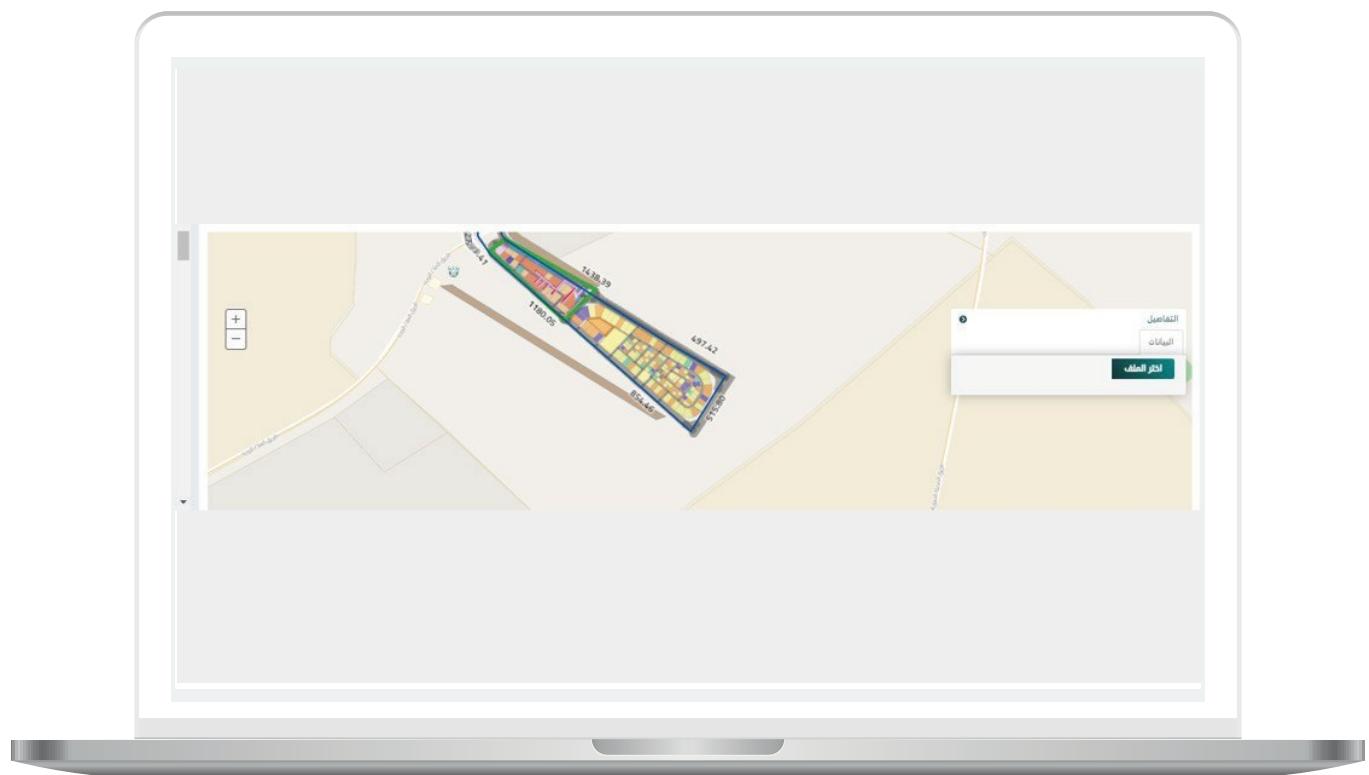
تحذير-خطوط الخوباء تتقاطع مع قطع الأراضي

تحذير-خطوط المصرف تتقاطع مع قطع الأراضي

تحذير-خطوط الاتصالات تتقاطع مع قطع الأراضي

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

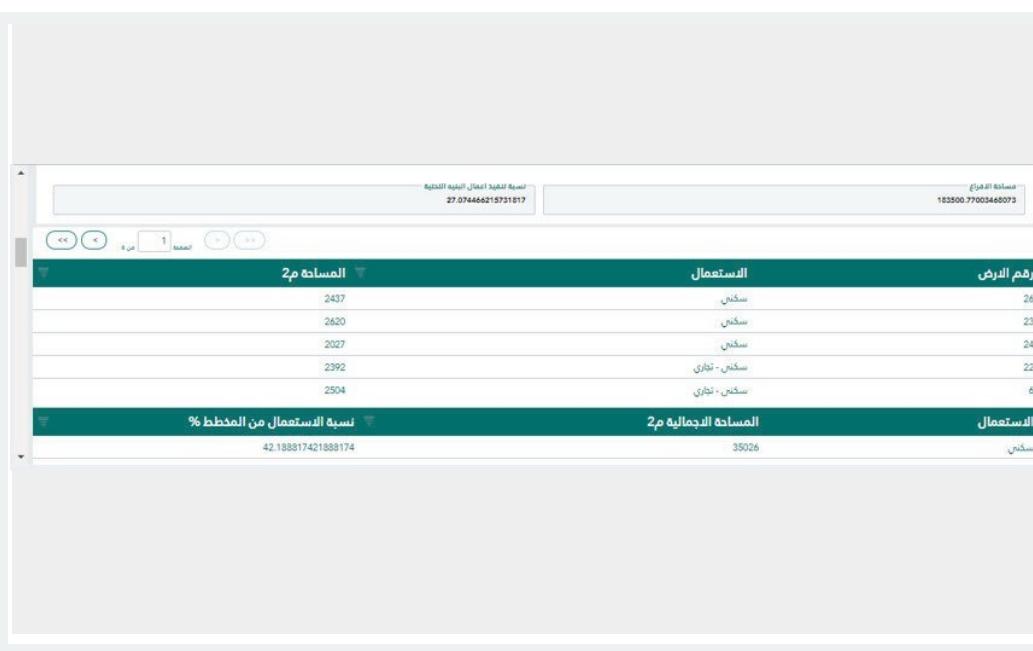
If verification is successful, the system displays the approved final approval requests for the entity, and the user selects the request for title transfer.



The following data is displayed:

1) Title transfer area

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

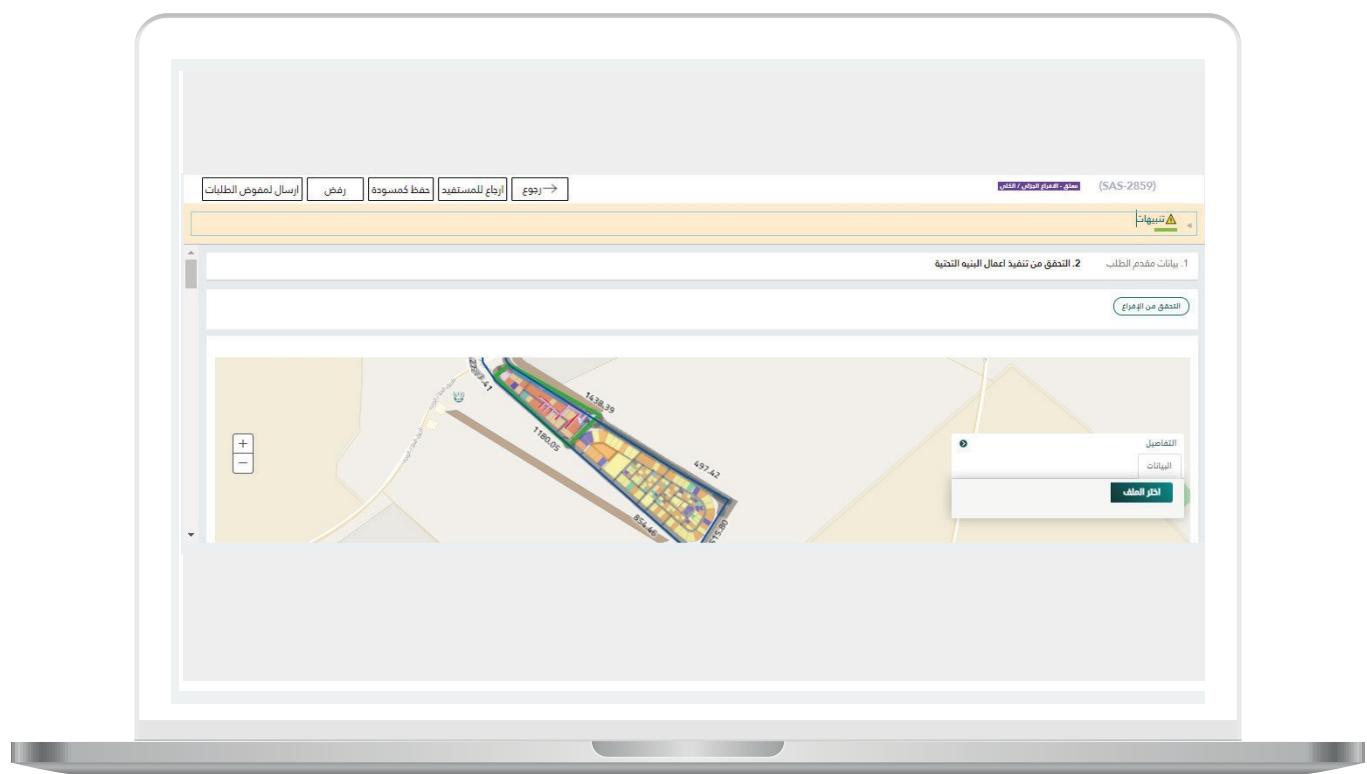


رقم الأرض	المستعمل	المساحة	المساحة المبنية	نسبة المستعمل من المخطط %
26	سكنى	2437		
23	سكنى	2620		
24	سكنى	2027		
22	سكنى - تجاري	2392		
6	سكنى - تجاري	2504		
	سكنى		35026	42.188817421888174

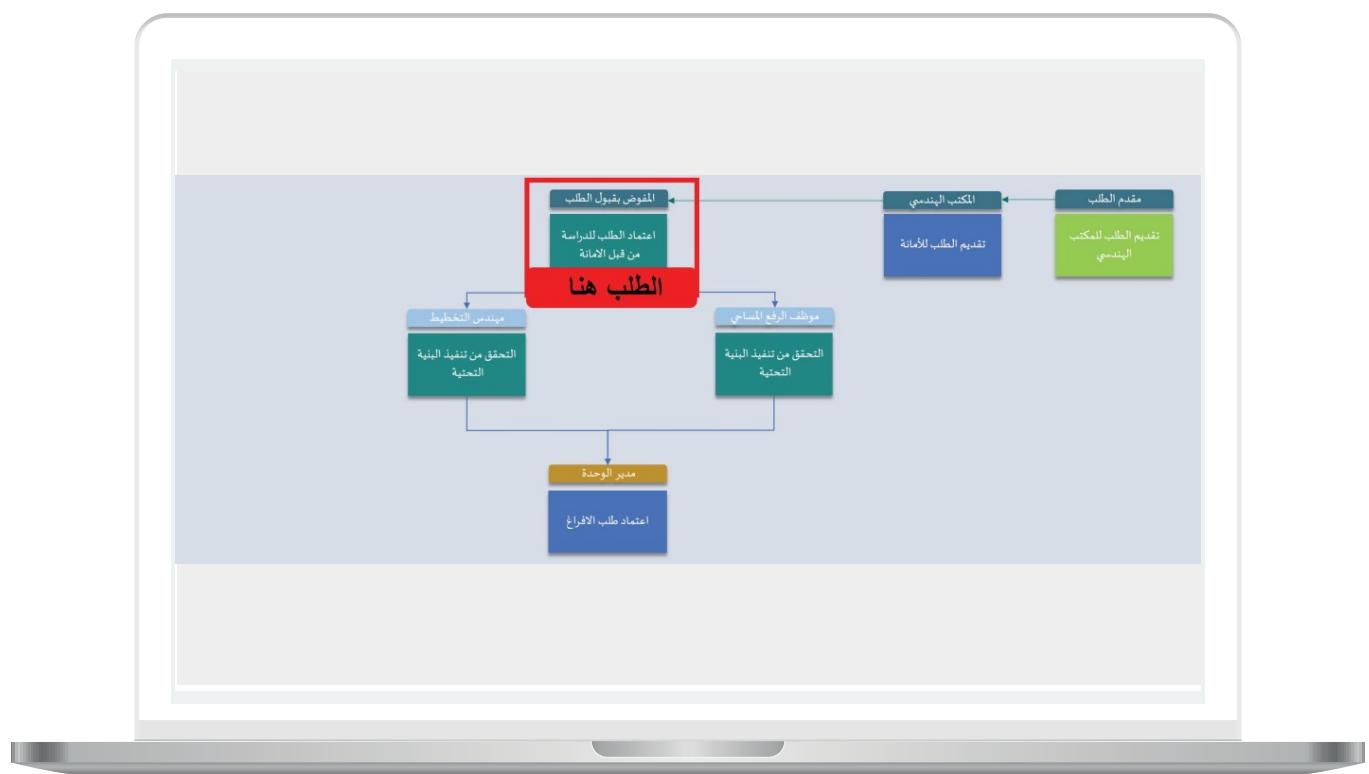
Scheme Statistics Include: (Total area, Number of residential plots, Average street lengths, Planning ratio, Total number of plots, Number of mosques, Number of parks, Number of land types, Number of services (Educational - Religious - Health - Social - Governmental - Industrial)).

المساحة الجماعية المقاطعة	677765.2052744081
مجموع عدد القطع المسكنية في المقاطعة	—
النسبة المقطوعية المقاطعة	2.6910421044446503
معدل انتقال السكان (٪/هـ)	1131.109269999999
عدد المساجد	0
إجمالي عدد أفراد	11
عدد المدارس	1
عدد أفراد في المطاعم	0
عدد أفراد في الملاجئ	0
عدد أفراد في المدارس	14
— عدد أفراد في (المدارس - المطاعم)	—

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



Workflow Diagram for Title Transfer

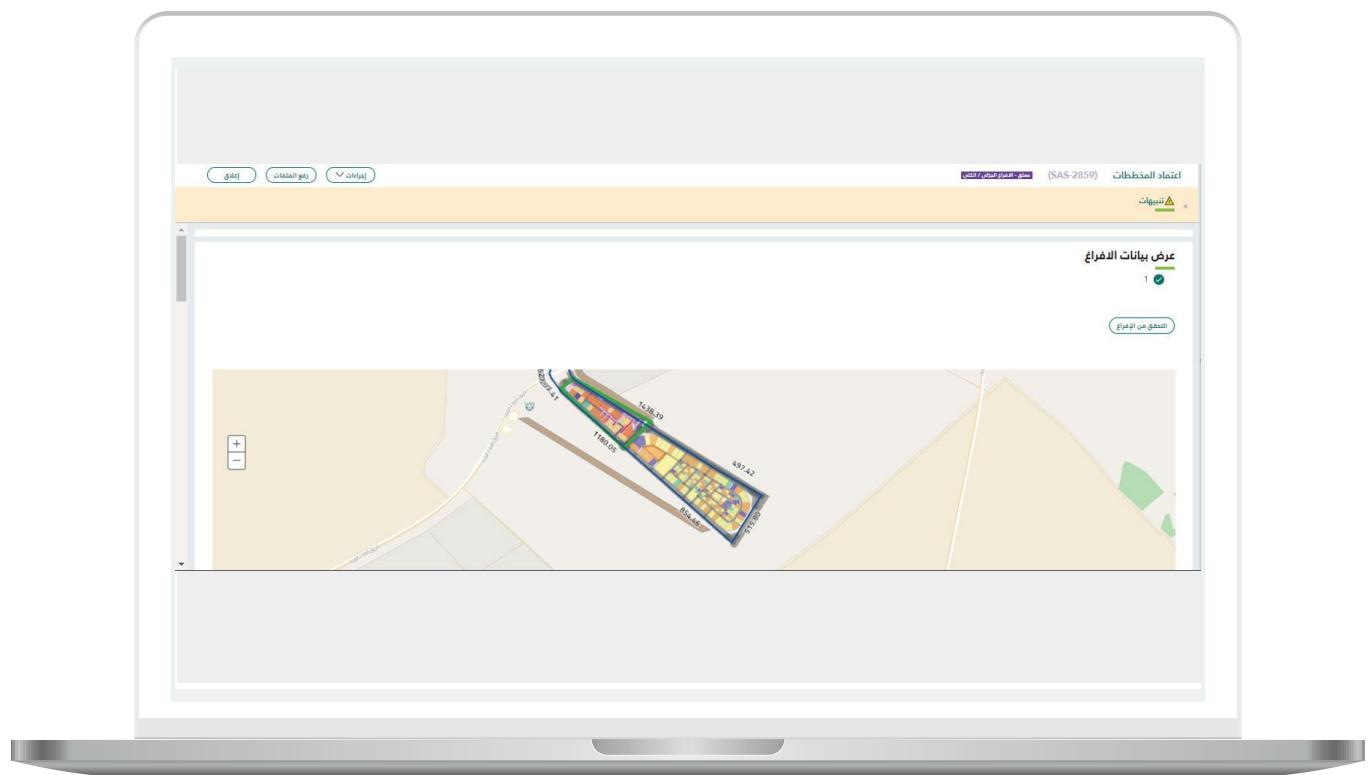


The user logs into their personal account, where assigned tasks are displayed. The user clicks the title transfer request number, which can be identified by its status (Pending - Partial/Full Title Transfer). Clicking the request displays the request details on the screen.

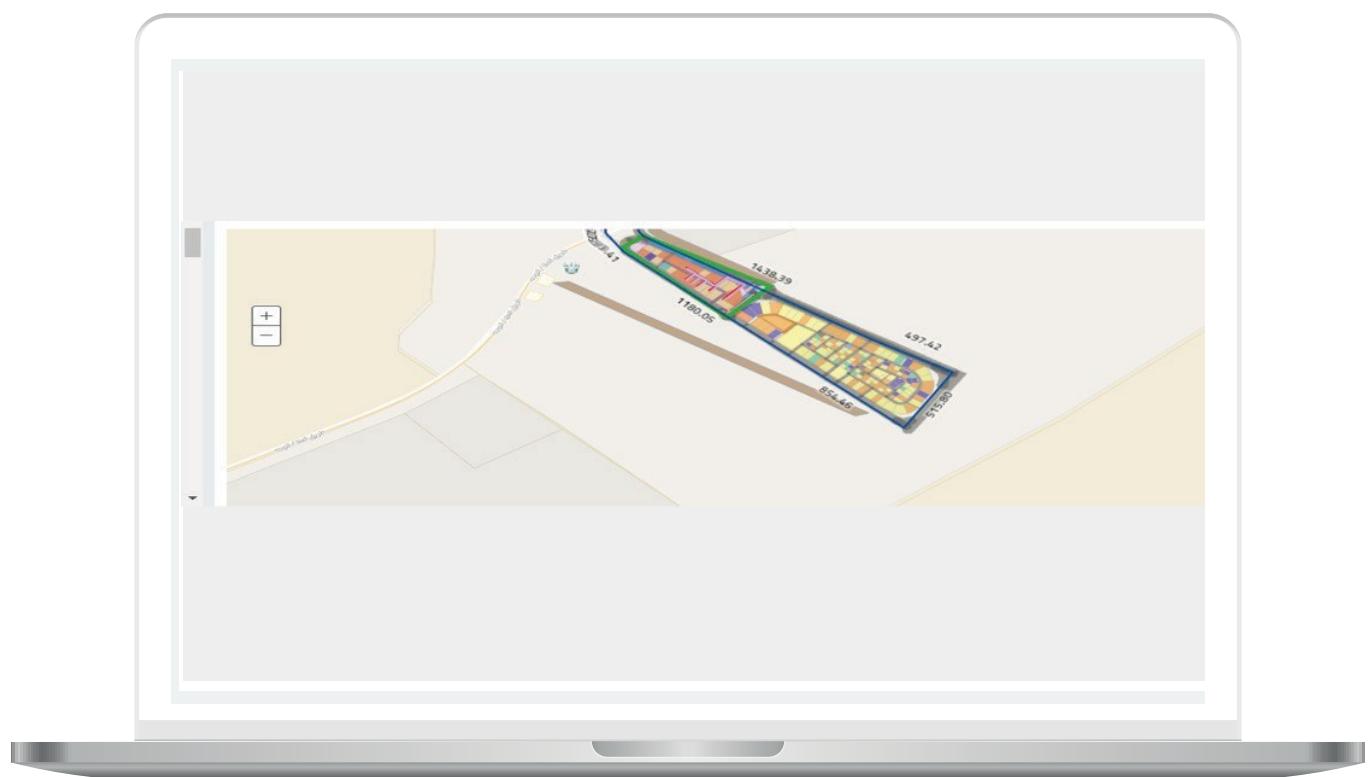
The screenshot displays the 'Missions' (مهام) section of the system. On the left, a list of tasks is shown, each with a status indicator (green for pending, orange for partial/full title transfer). On the right, a detailed view of a specific task is shown, including the title transfer request number (1055668261), the name of the applicant (مساعد عبدالله عبدالعزيز الربيحي), the date (05/10/2021), and the status (مقدم). The detailed view also shows the application type (دراسة طلب اقراض ذريعي خارجي) and the application number (SAS-2879).

الوقة المتبقية	رقم الطلب	اسم مقدم	رقم مقدم	الطلب	اسم المهمة	نوع الطلب	الاداة	تاريخ الطلب	المسار
٢٠٢١-١٠-٠٥	1055668261	مساعد عبدالله عبدالعزيز الربيحي	SAS-2879	دراسة طلب اقراض ذريعي خارجي	مساعد عبدالله عبدالعزيز / الخارجي	ملحق - الشفاع العرائسي / الخارجي	الشارع العرائسي / الخارجي	٢٠٢١-١٠-٠٥	الدعته
٢٠٢١-١٠-٠٣	1055668261	مساعد عبدالله عبدالعزيز الربيحي	SAS-2860	دراسة طلب اعتماد مخطط	طلب اعتماد مخططات	قيد المراجعة	٢٠٢١-١٠-٠٣	الدعته	
٢٠٢١-١٠-٢٧	1055668261	مساعد عبدالله عبدالعزيز الربيحي	SAS-2814	دراسة طلب اقراض ذريعي خارجي	مساعد عبدالله عبدالعزيز / الخارجي	ملحق - الشفاع العرائسي / الخارجي	الشارع العرائسي / الخارجي	٢٠٢١-١٠-٢٧	الدعته
٢٠٢١-١٠-٢٧	1055668261	مساعد عبدالله عبدالعزيز الربيحي	SAS-2816	دراسة طلب اعتماد مخططات	طلب اعتماد مخططات	قيد المراجعة	٢٠٢١-١٠-٢٧	الدعته	
٢٠٢١-١٠-٢٧	1055668261	مساعد عبدالله عبدالعزيز الربيحي	SAS-2807	دراسة طلب اعتماد مخطط	طلب اعتماد مخططات	مساعد عبدالله عبدالعزيز / الخارجي	الشارع العرائسي / الخارجي	٢٠٢١-١٠-٢٧	الدعته
٢٠٢١-١٠-٢٢	1055668261	مساعد عبدالله عبدالعزيز الربيحي	SAS-2781	دراسة طلب اعتماد مخططات	طلب اعتماد مخططات	قيد المراجعة	٢٠٢١-١٠-٢٢	الدعته	
٢٠٢١-١٠-١٥	1055668261	مساعد عبدالله عبدالعزيز الربيحي	SAS-2679	دراسة طلب اعتماد مخطط	طلب اعتماد مخططات	قيد المراجعة	٢٠٢١-١٠-١٥	الدعته	

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.



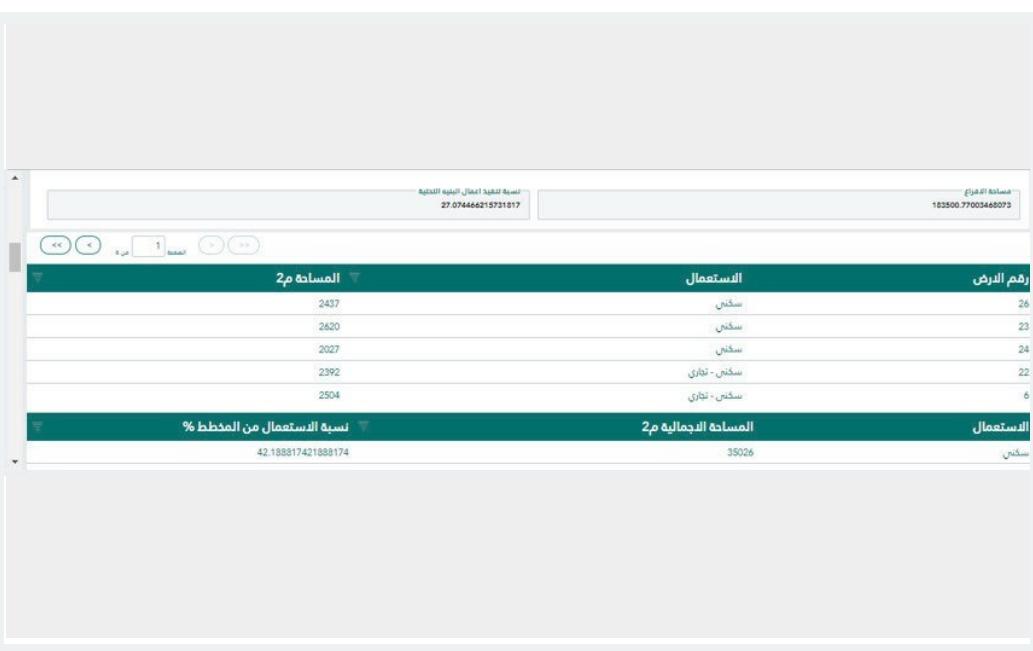
The section to be transferred is highlighted in green, and the original conceptual design is displayed on the map.



The following data is displayed:

1) Title transfer area

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



The screenshot displays a software interface for land usage and planning ratio analysis. At the top, there are two text boxes: 'نسبة التغطية المبنية المدخلة' with the value '27.074466215731517' and 'نسبة الارض المبنية' with the value '183500.77003468073'. Below these are two buttons: 'النسبة' and 'النسبة المئوية'.

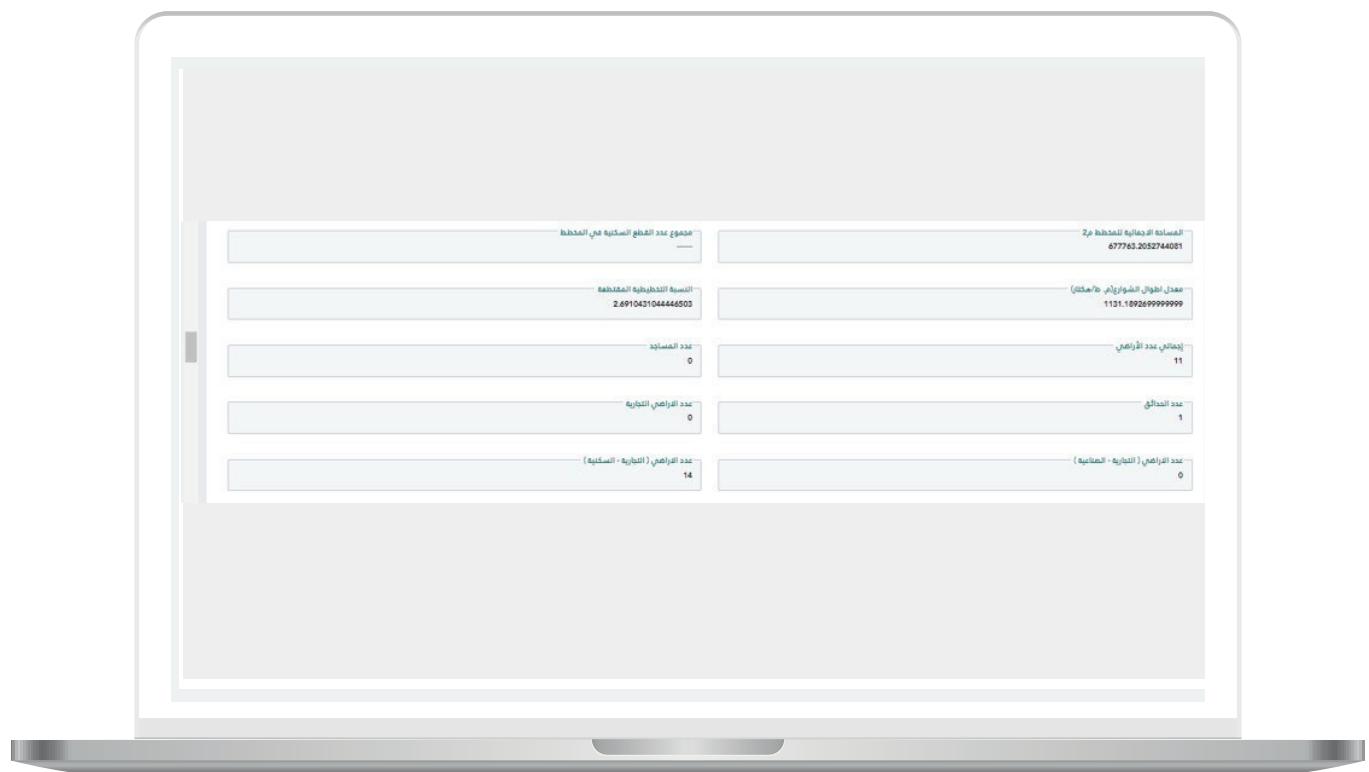
The main content is a table titled 'المساحة المبنية' (Buildable Area) with the following data:

نوع الاستعمال	المساحة المبنية	نوع الاستعمال	المساحة المبنية
سكنى	2437	سكنى	26
سكنى	2620	سكنى	23
سكنى	2027	سكنى	24
سكنى - تجاري	2392	سكنى - تجاري	22
سكنى - تجاري	2504	سكنى - تجاري	6

At the bottom, there is a summary table:

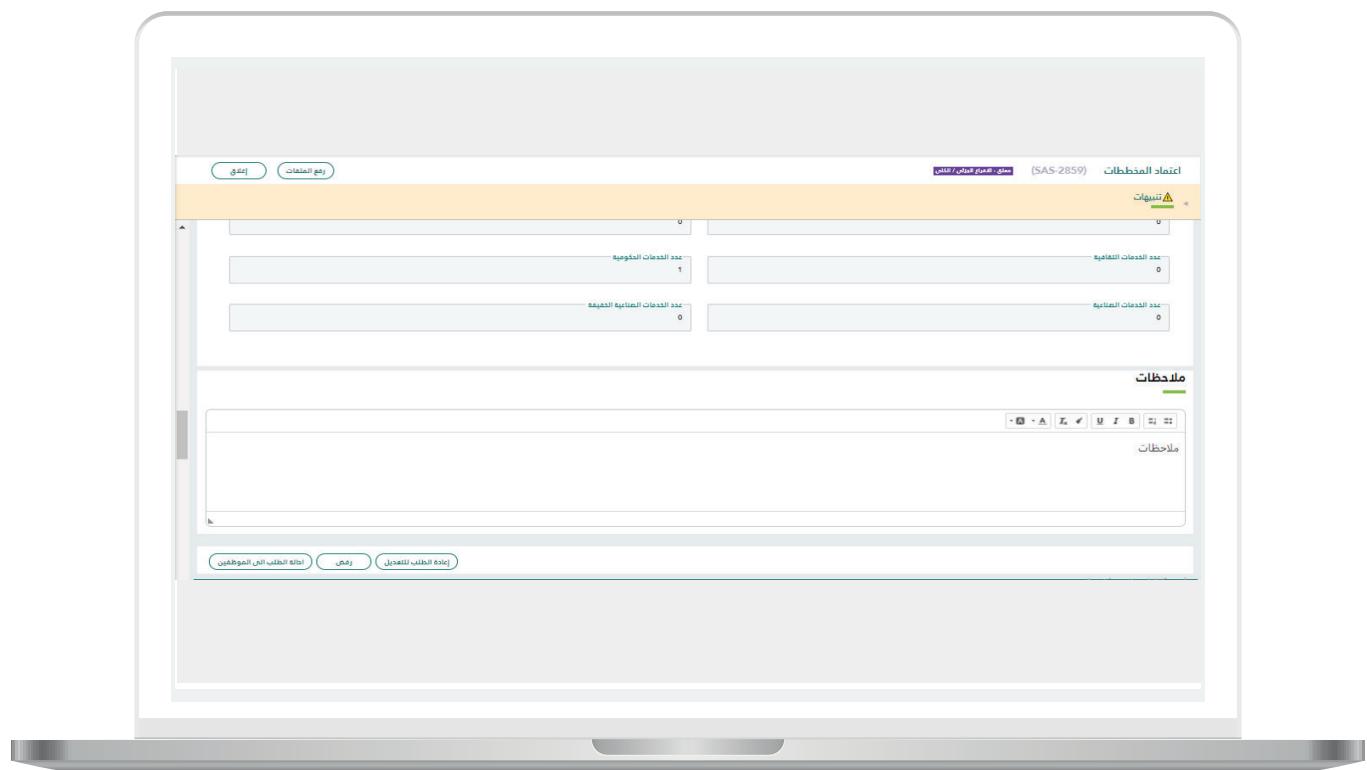
نوع الاستعمال	المساحة المبنية	نسبة الاستعمال من المخطط %
سكنى	35026	42.188817421888174

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

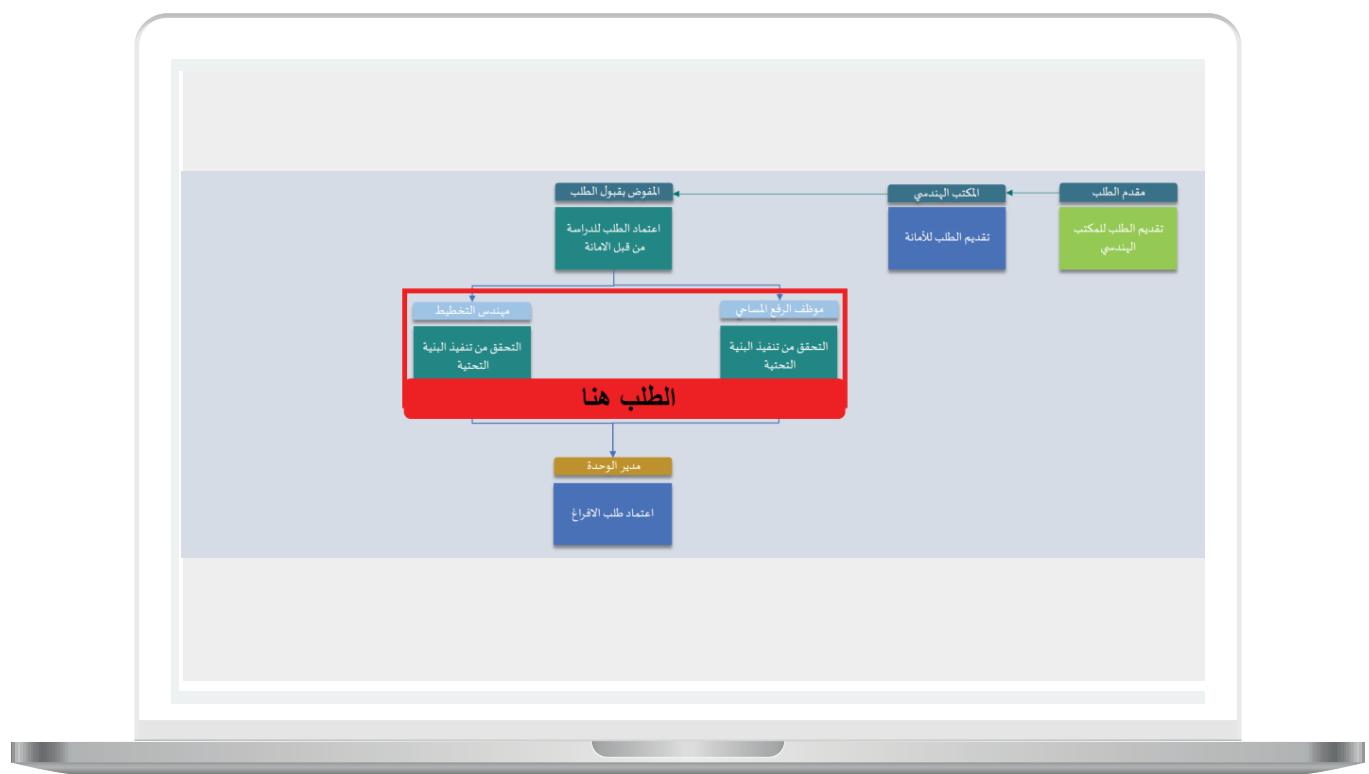


User Decision Options:

- 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





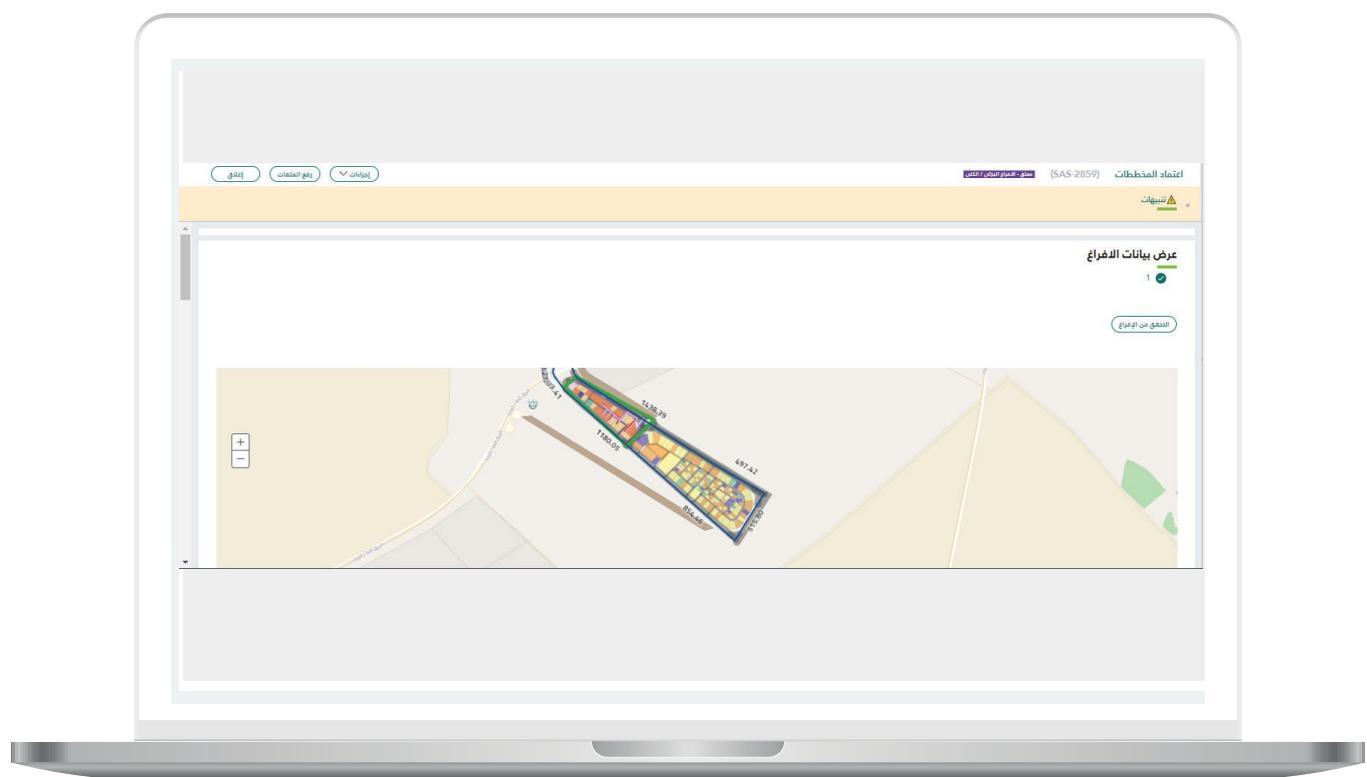
Review of Title Transfer Request - Surveying Officer

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.

الوقة المتبقية	رقم المطلب	اسم مقدم الطلب	رقم مقدم الطلب	نوع الطلب	الادارة	تاريخ الطلب	المسار
05-نوفمبر-2021	1055668261	متساعد عبد الله عبد الغني	SAS-2859	محلق- التفراج الذريني / الثاني	دراسة طلب اعتماد مدخلات	محلق- التفراج الذريني / الثاني	الادارة
05-نوفمبر-2021	1055668261	متساعد عبد الله عبد الغني	SAS-2860	محلق- التفراج الذريني / الثاني	طلب اعتماد مدخلات	فaled المراجعة	الادارة
27-سبتمبر-2021	1055668261	متساعد عبد الله عبد الغني	SAS-2814	محلق- التفراج الذريني / الثاني	دراسة طلب اعتماد مدخلات	محلق- التفراج الذريني / الثاني	الادارة
27-سبتمبر-2021	1055668261	متساعد عبد الله عبد الغني	SAS-2816	محلق- التفراج الذريني / الثاني	دراسة طلب اعتماد مدخلات	محلق- التفراج الذريني / الثاني	الادارة
27-سبتمبر-2021	1055668261	متساعد عبد الله عبد الغني	SAS-2807	محلق- التفراج الذريني / الثاني	دراسة طلب اعتماد مدخلات	محلق- التفراج الذريني / الثاني	الادارة
22-سبتمبر-2021	1055668261	متساعد عبد الله عبد الغني	SAS-2781	محلق- التفراج الذريني / الثاني	طلب اعتماد مدخلات	فaled المراجعة	الادارة
19-سبتمبر-2021	1055668261	متساعد عبد الله عبد الغني	SAS-2679	محلق- التفراج الذريني / الثاني	طلب اعتماد مدخلات	فaled المراجعة	الادارة

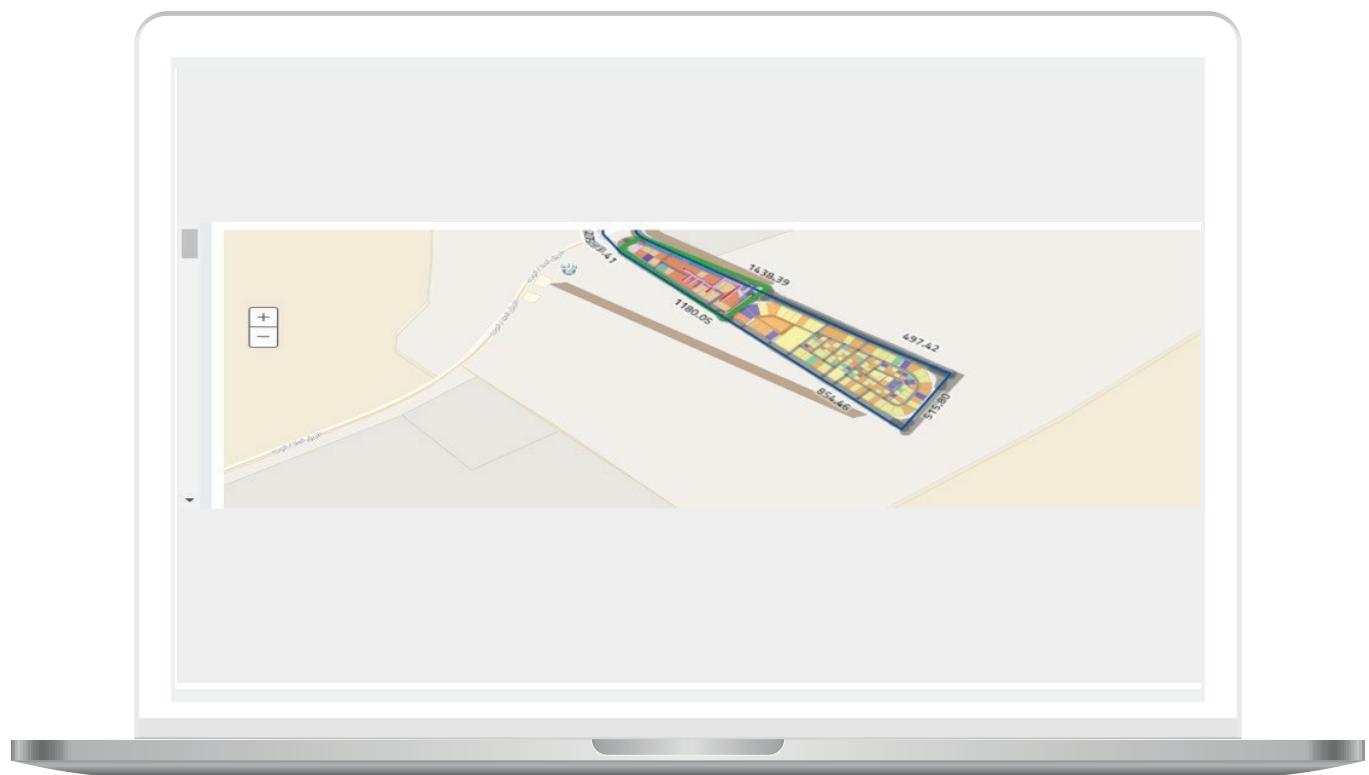
The title transfer cycles are displayed, and the user selects the cycle they want to review. The title transfer cycles are shown on the screen, and the user clicks Verify Title Transfer, which then displays the map along with the request details.





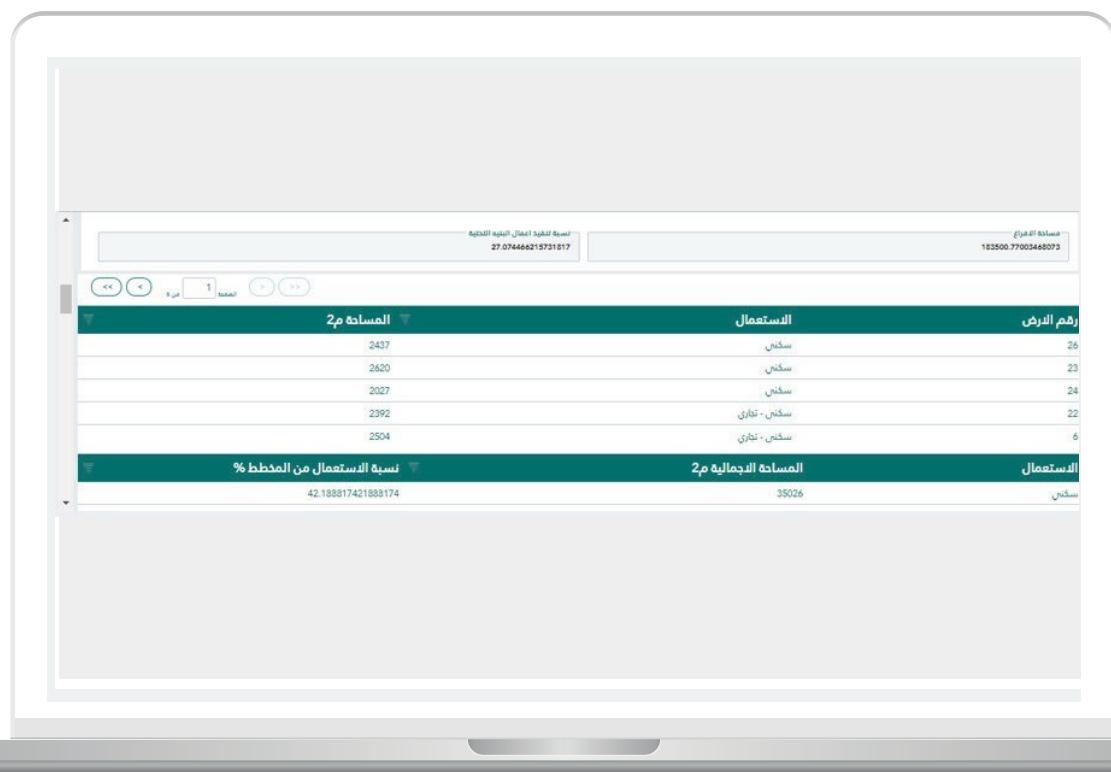
Review of Title Transfer Request - Surveying Officer

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.

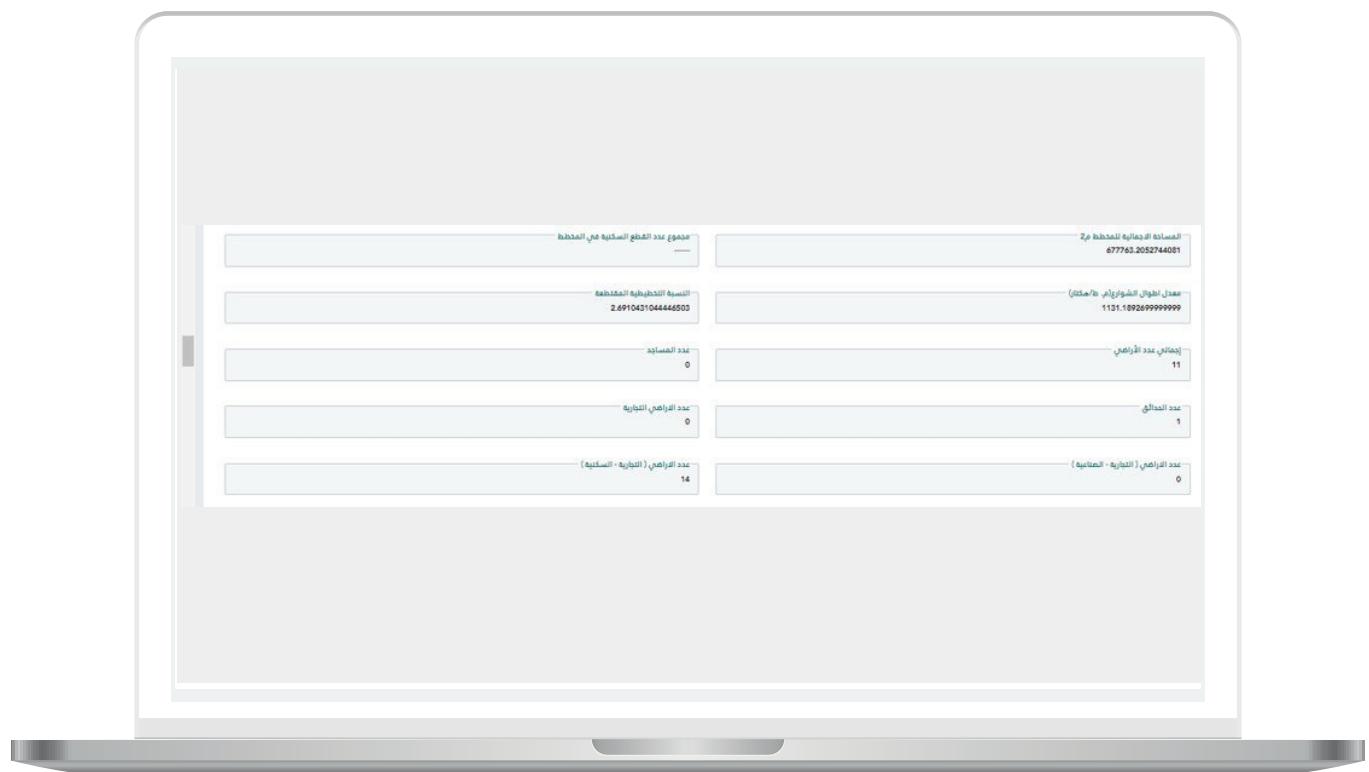


The screenshot shows a table with the following data:

رقم الأرض	الاستعمال	المساحة الم²
26	سكنى	2437
23	سكنى	2420
24	سكنى	2027
22	سكنى - تجاري	2392
6	سكنى - تجاري	2504

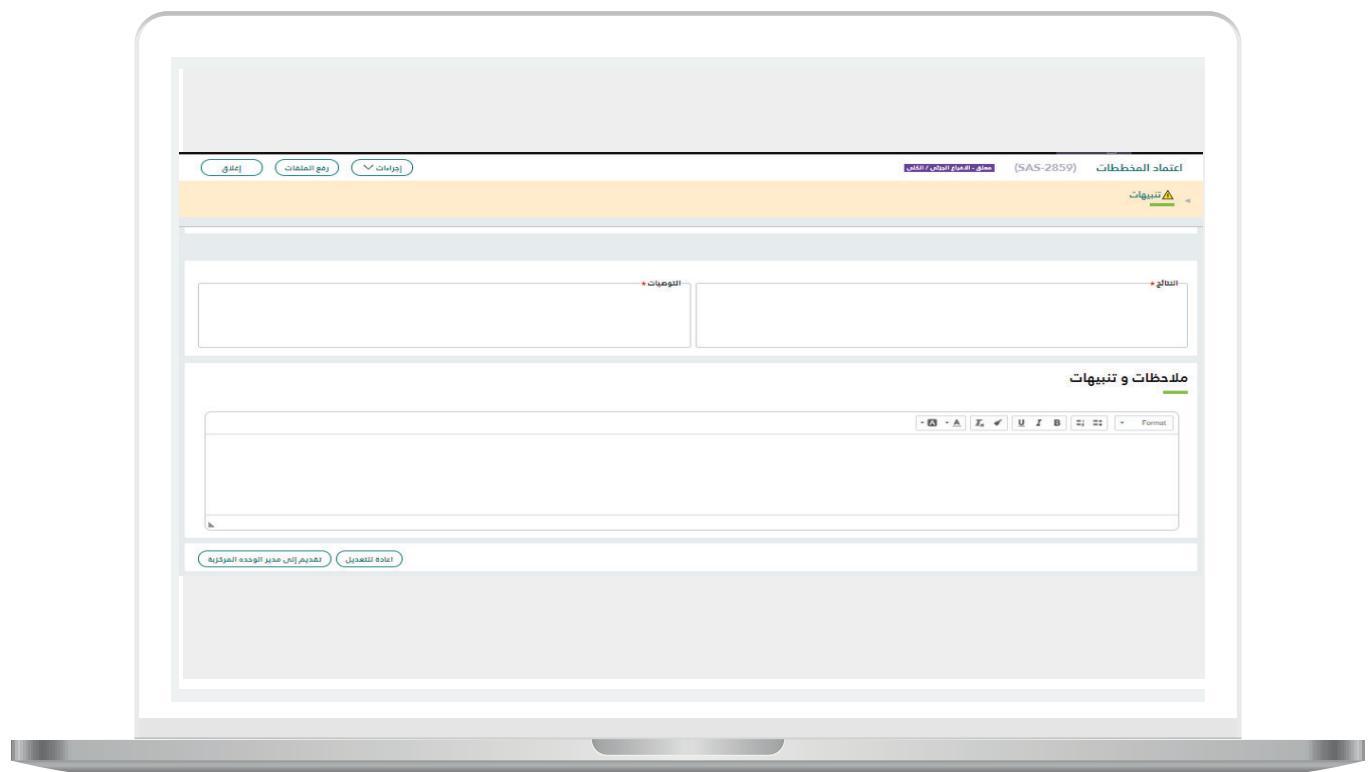
الاستعمال	المساحة الم²	نسبة الاستعمال من المخطط %
سكنى	35026	42.188817421888174

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



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

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

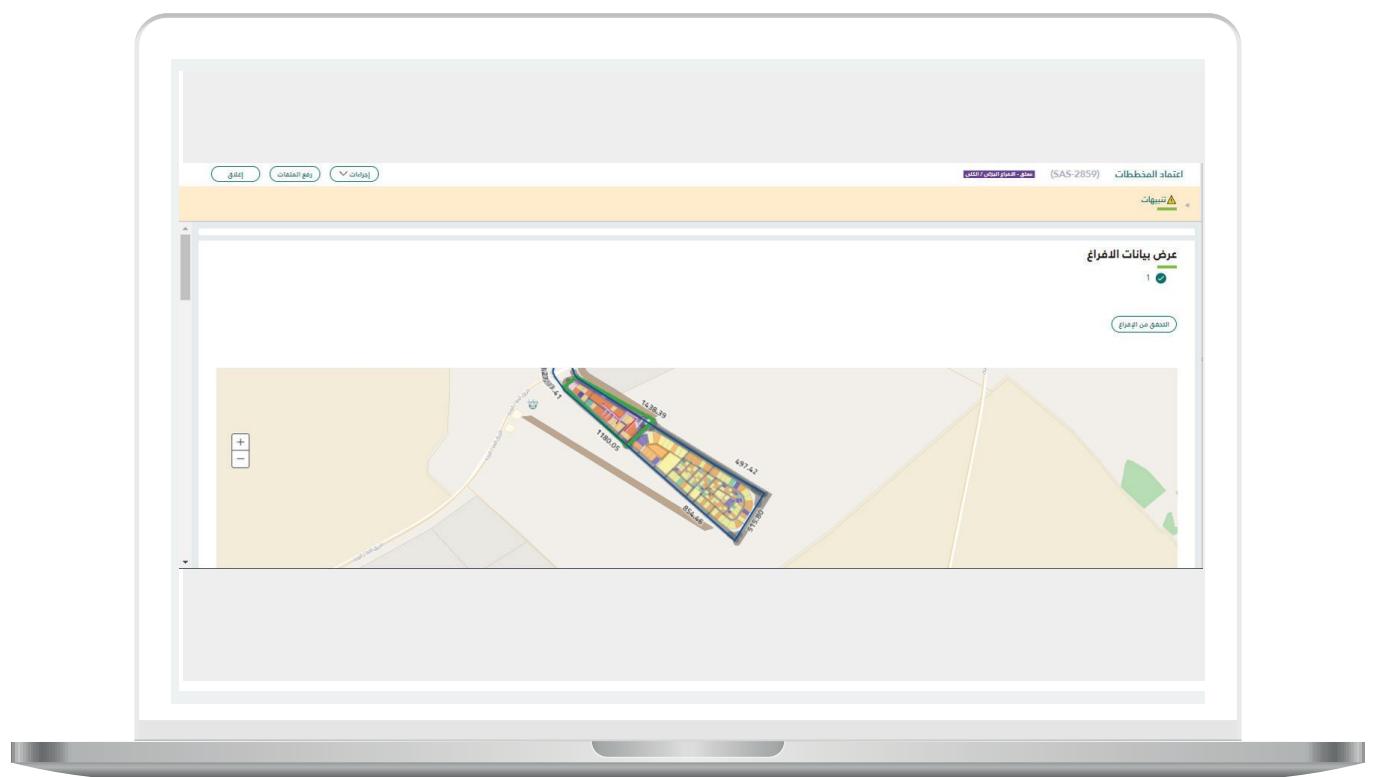


Review of Title Transfer Request - Planning Engineer

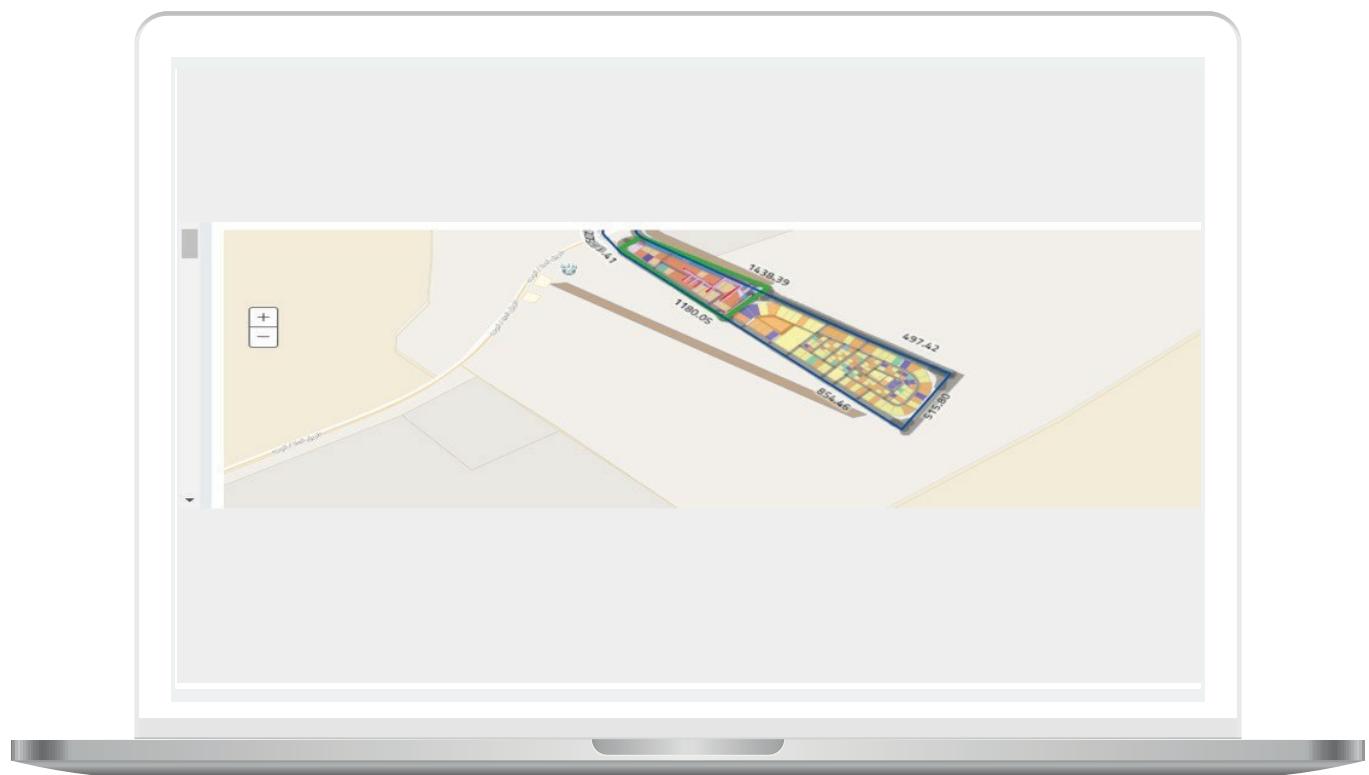
The user logs into their personal account, where assigned tasks are displayed. The user clicks the title transfer request number, which can be identified by its status (**Pending - Partial/Full Title Transfer**). Clicking the request displays the request details on the screen.

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

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

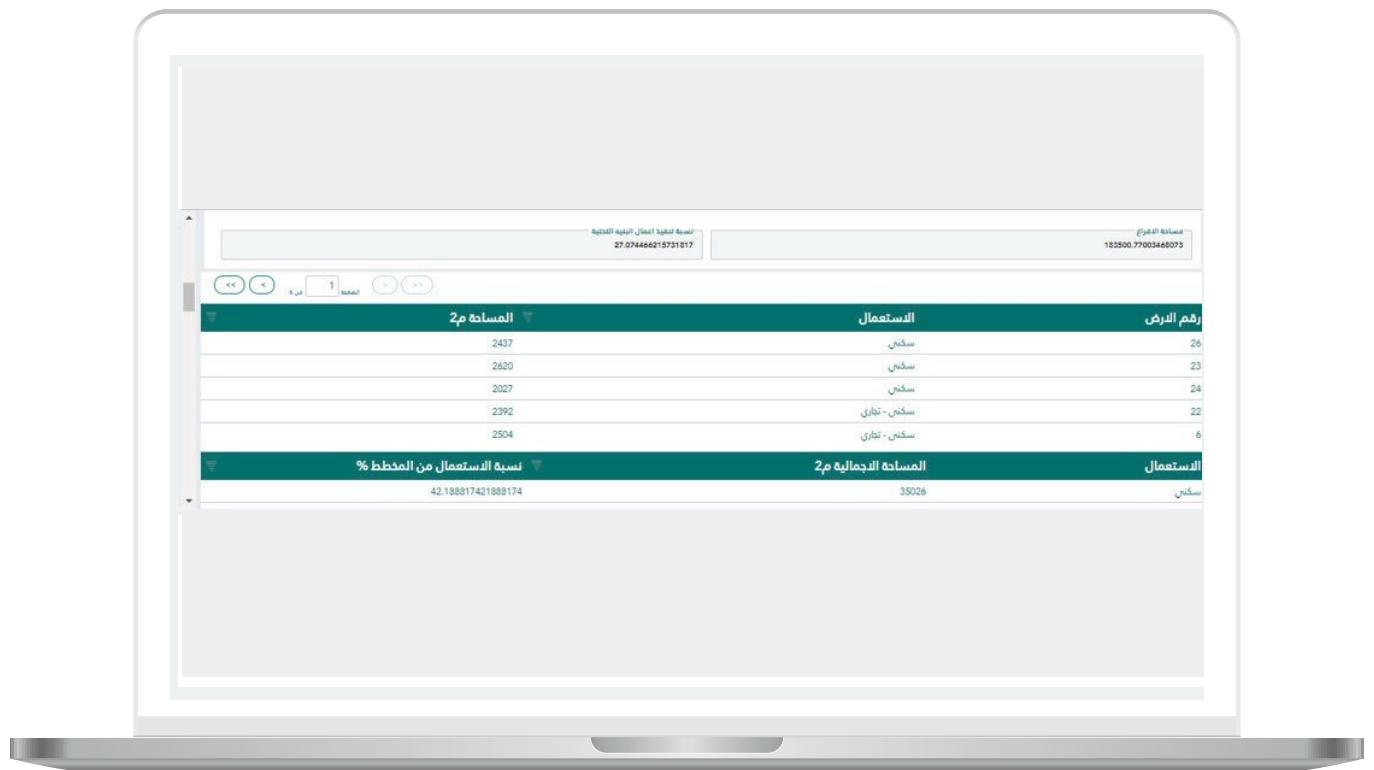


The section to be transferred is highlighted in green, and the original conceptual design is displayed on the map.



The following data is displayed:

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



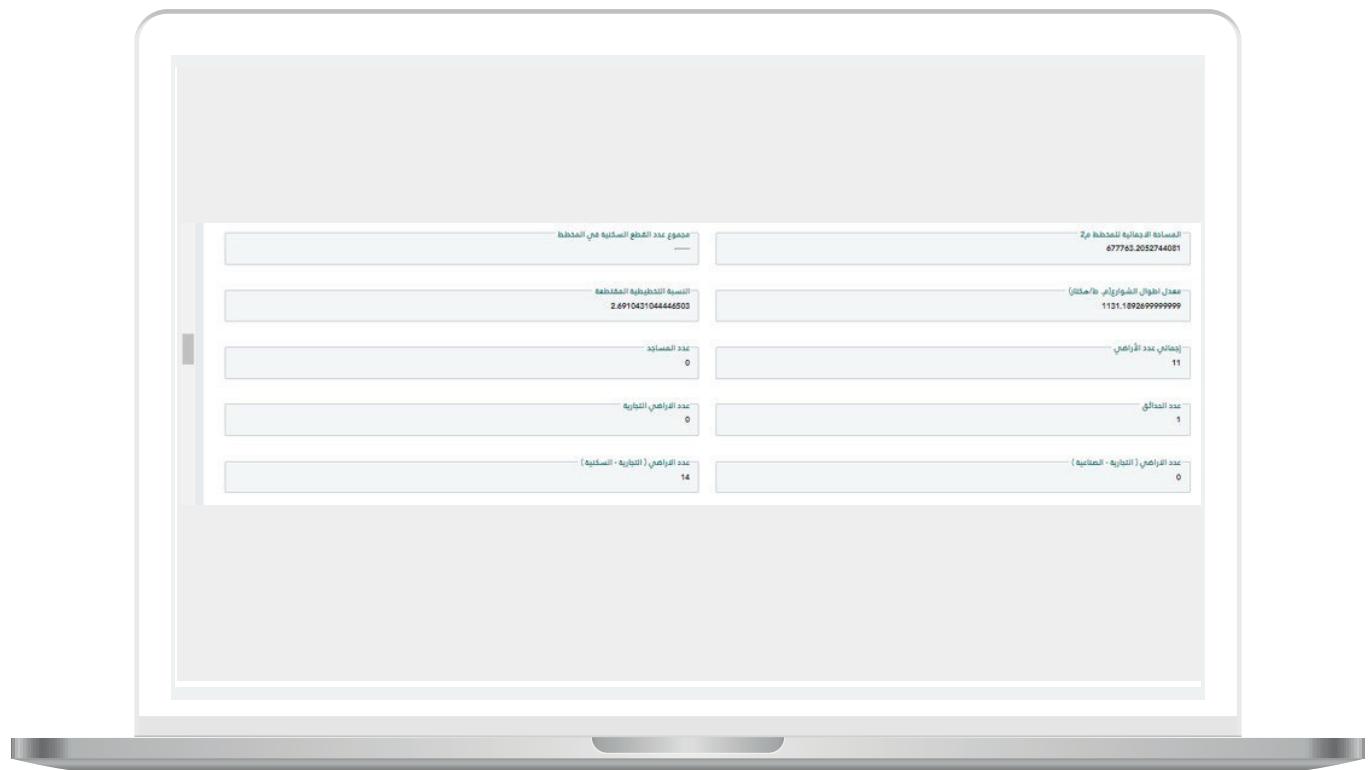
The screenshot shows a table with the following data:

رقم الأرض	الاستعمال	المساحة الم²
26	سكنى	2437
23	سكنى	2420
24	سكنى	2027
22	سكنى - تجاري	2392
6	سكنى - تجاري	2504

الاستعمال	المساحة الم²	نسبة الاستعمال من المخطط %
سكنى	35026	42.188817421888174

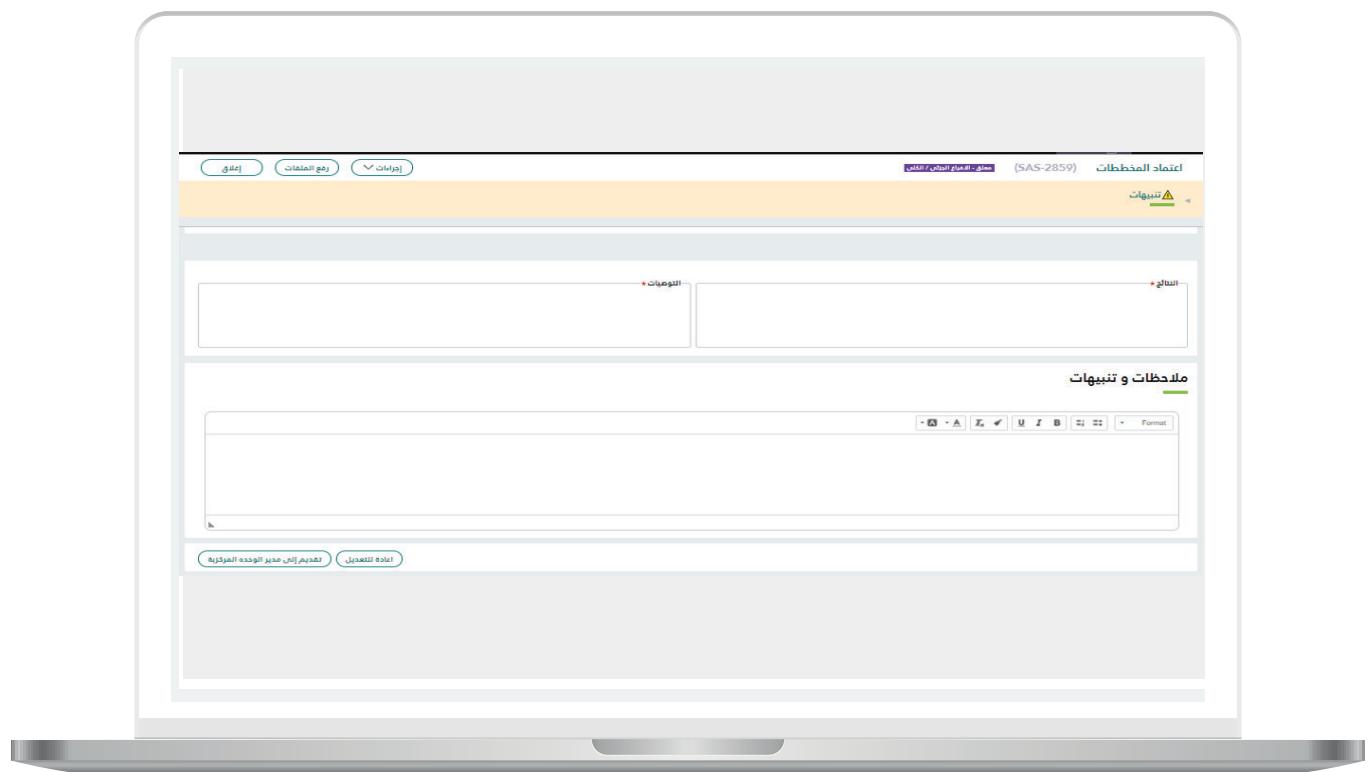


Scheme Statistics Include: (Total area, Number of residential plots, Average street lengths, Planning ratio, Total number of plots, Number of mosques, Number of parks, Number of land types, Number of services (Educational - Religious - Health - Social - Governmental - Industrial)).



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

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

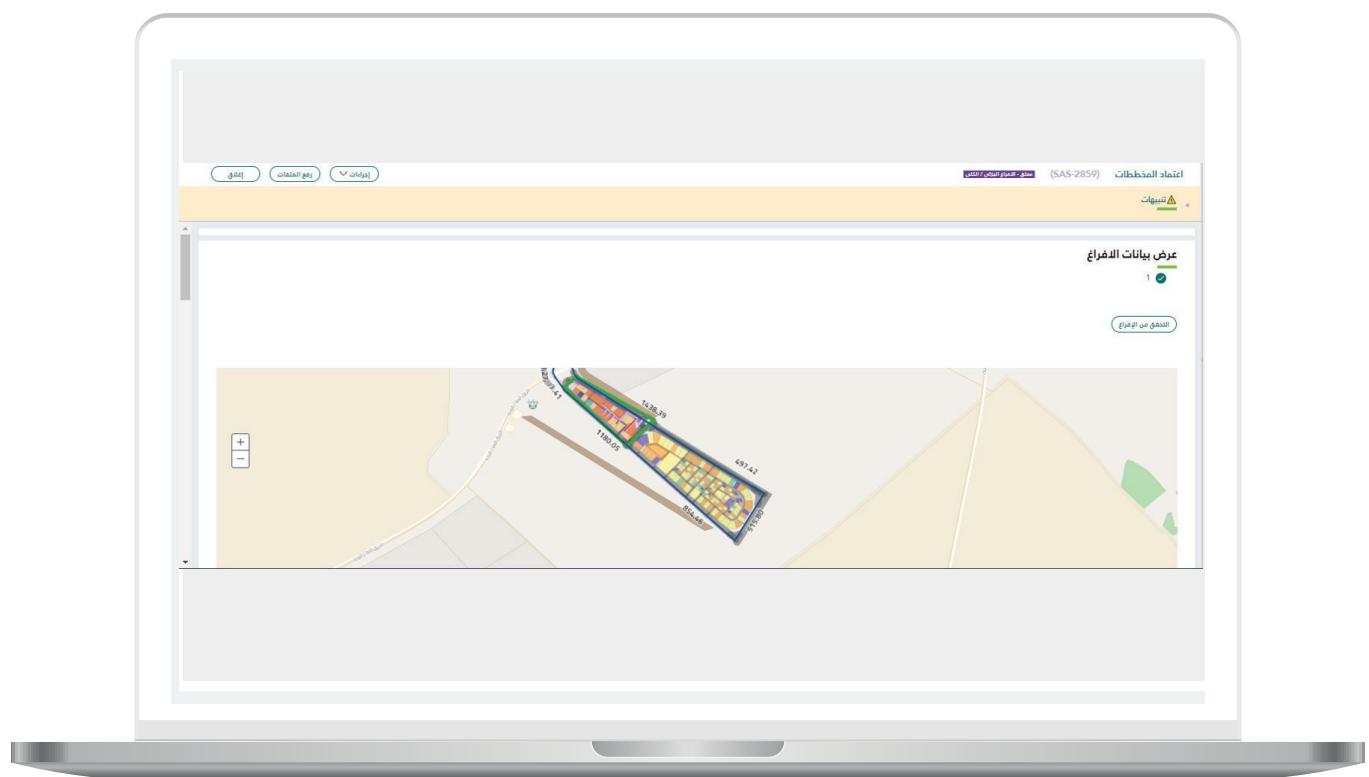




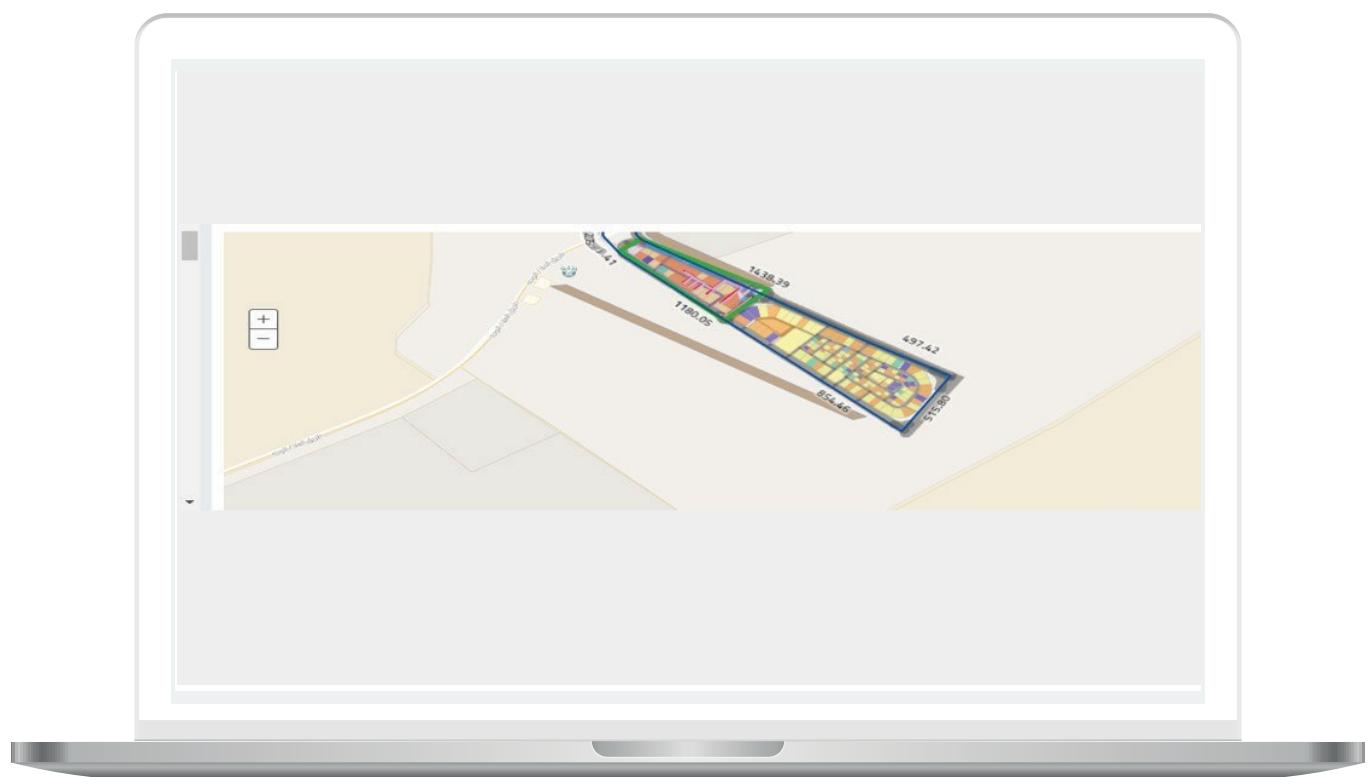
Review of Title Transfer Request - Central Unit Director

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

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



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



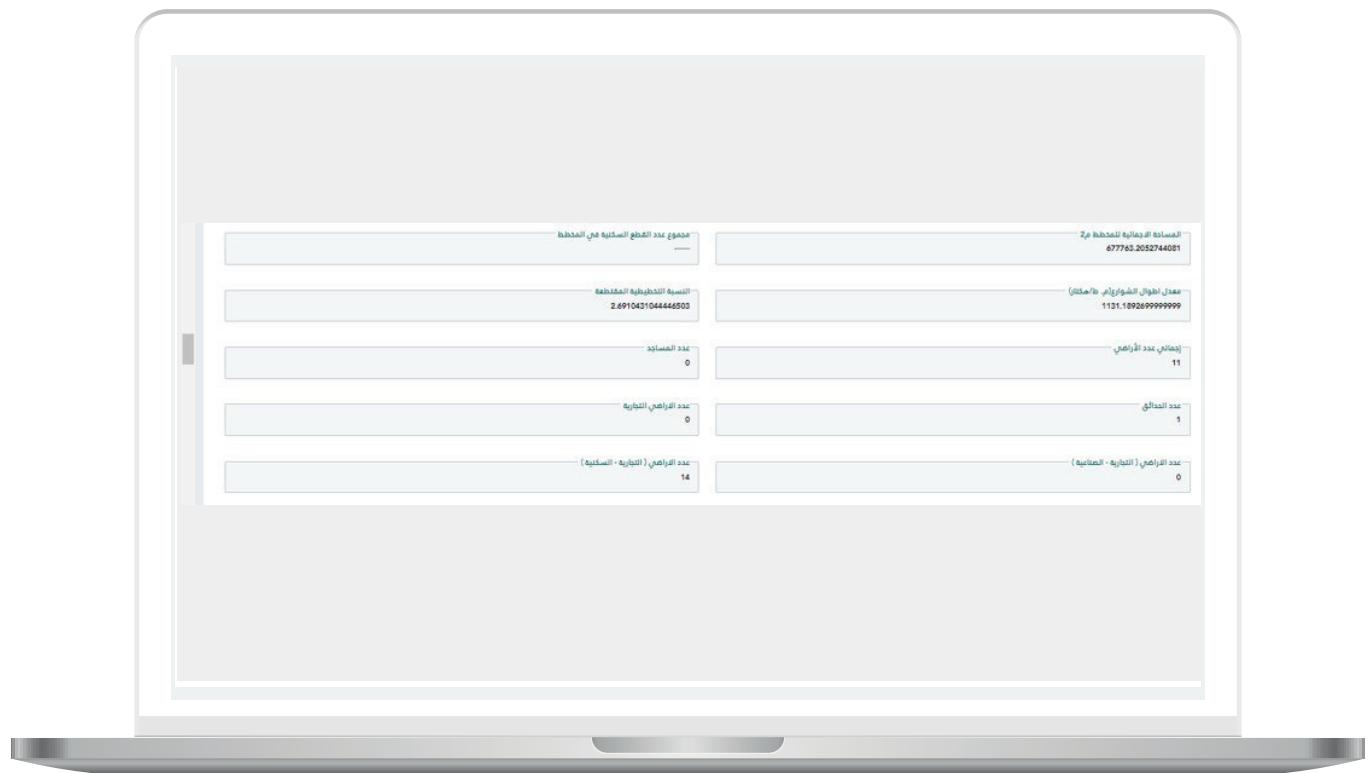
The following data is displayed:

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

رقم الأرض	الاستعمال	المساحة م ²
26	سكنى	2437
23	سكنى	2420
24	سكنى	2027
22	سكنى - تجاري	2392
6	سكنى - تجاري	2504

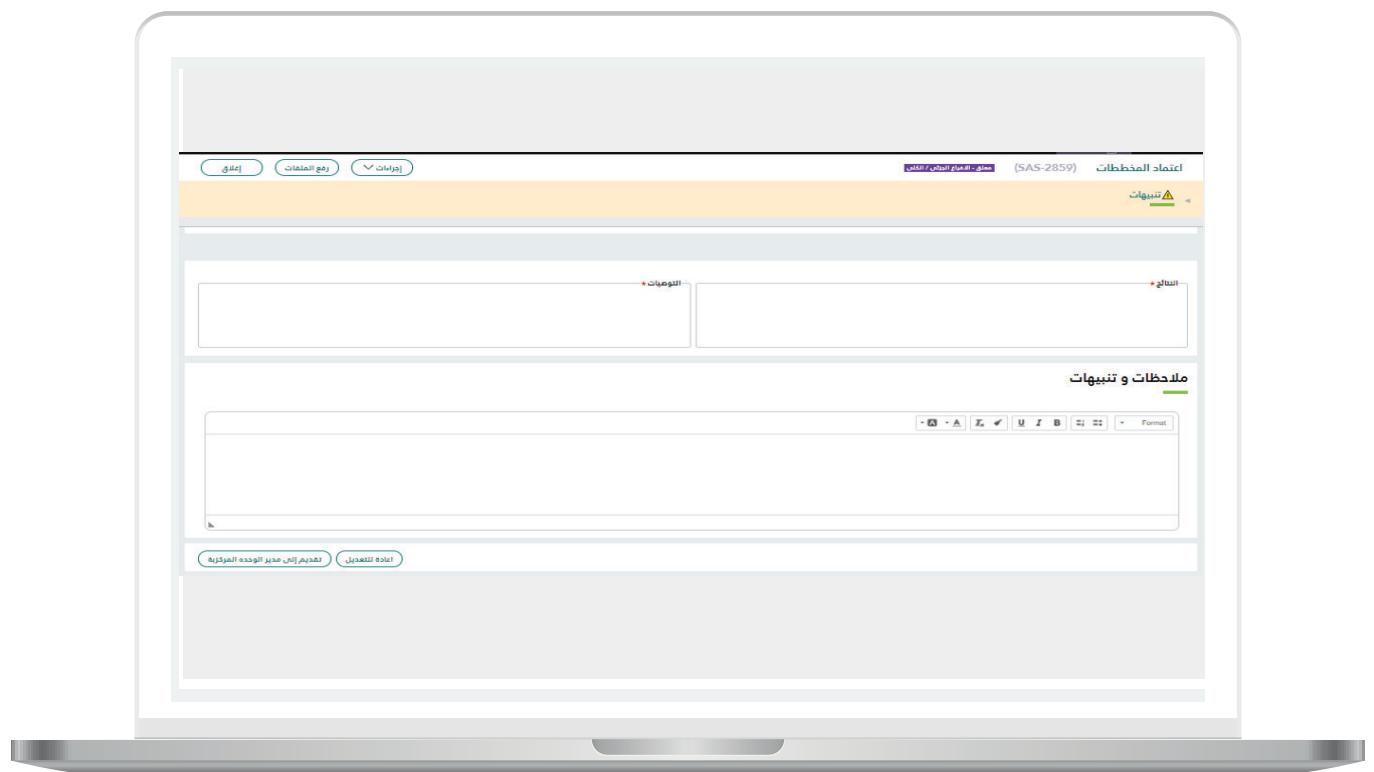
الاستعمال	المساحة الجمالية م ²	نسبة الاستعمال من المخطط %
سكنى	35026	42.188817421888174

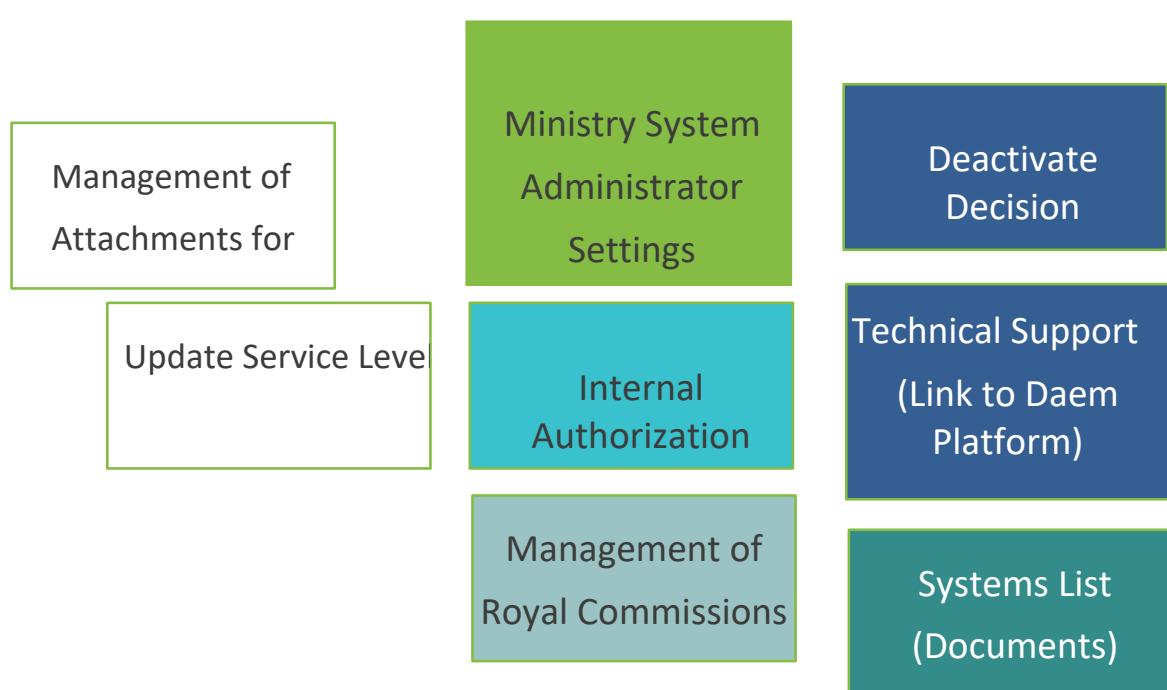
Scheme Statistics Include: (Total area, Number of residential plots, Average street lengths, Planning ratio, Total number of plots, Number of mosques, Number of parks, Number of land types, Number of services (Educational - Religious - Health - Social - Governmental - Industrial)).



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

- 1) Return for modification (Sent back to the 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).

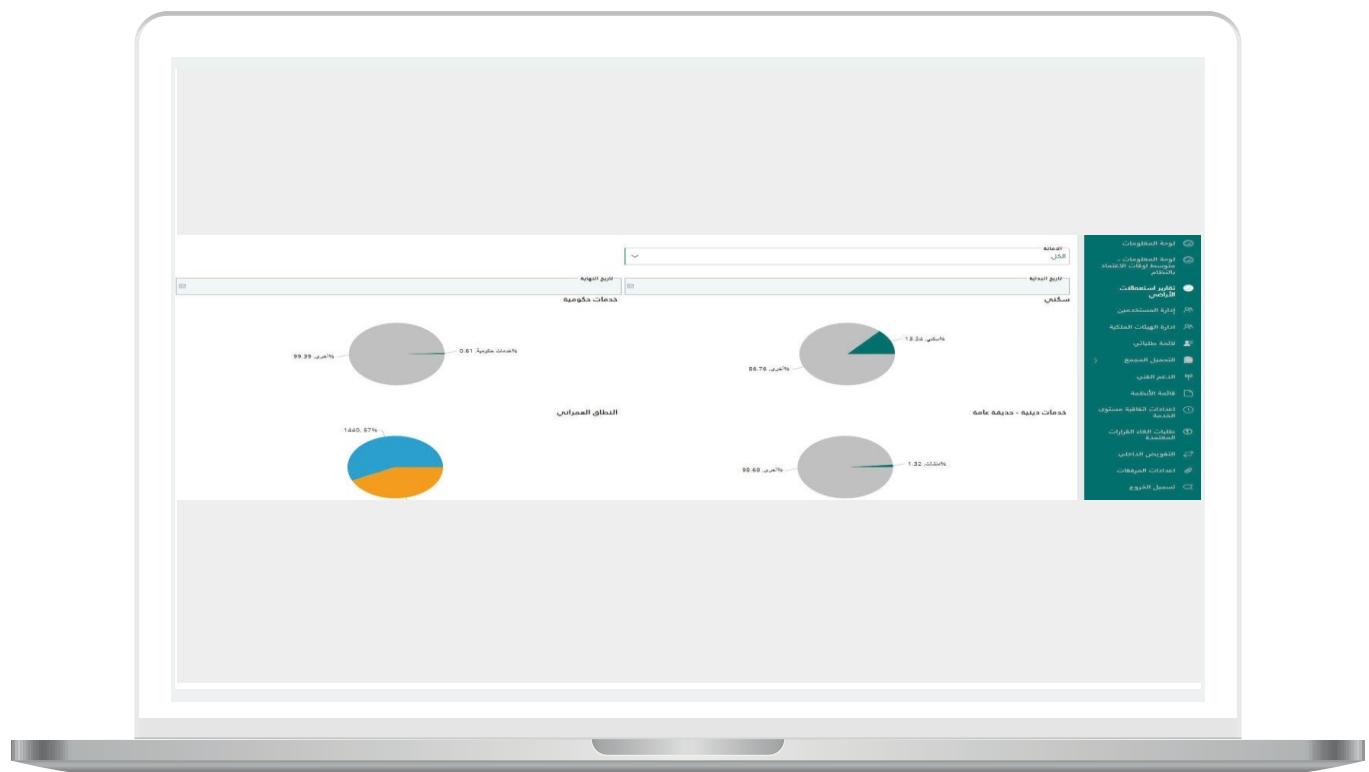
The screenshot shows a user interface for managing service level agreements. On the left is a table titled 'الإعدادات إنفاذية مستوى الخدمة' (Service Level Agreement Settings) with columns: 'اسم الاجراء' (Procedure Name), 'الوقت المستهدف' (Target Time), 'آخر موعد ل إنهاء الاجراء' (Last Date to Complete), 'إجراء التصعيد' (Escalation Procedure), and 'تحديث' (Update). The table lists various procedures with their respective target times and escalation details. On the right is a sidebar with a tree-like navigation menu:

- لوحة المعلومات
- لوحة المتابعين
- موسوعة لوقت الافتخار بالإنجاز
- تقارير استعلامات
- الراصد
- إدارة المستخدمين
- إدارة الهيئات الملكية
- لائحة طلبات
- التحميل المجمع
- الدعم الفقير
- قائمة الأنظمة
- إعدادات إنفاذية مستوى الخدمة
- طلبات إلغاء المقررات
- العفوية
- التفوقيات الداخلية
- إعدادات المعرفات

Land Use Reports

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

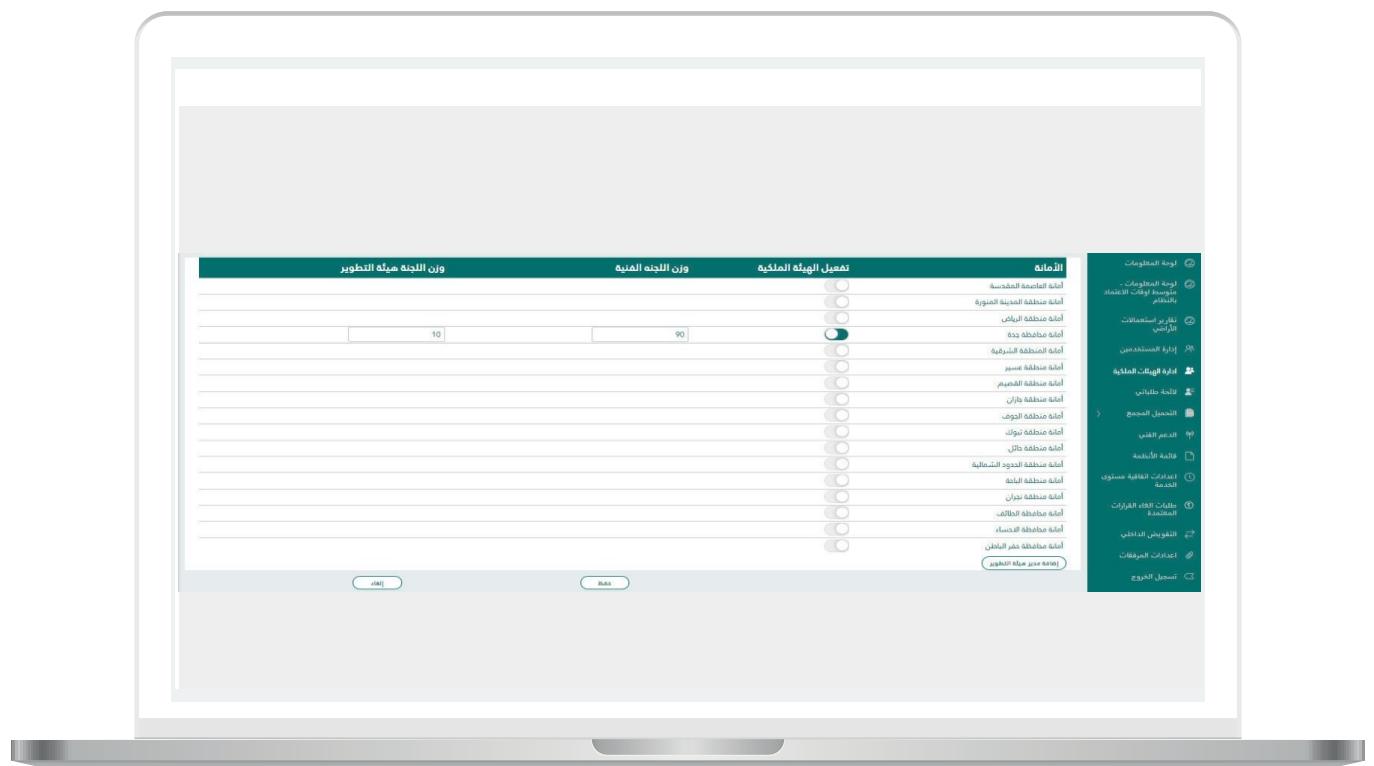
The system displays land use reports, which include: (Percentage of Residential Use, Percentage of Governmental Use, Percentage of Religious Services and Parks, Percentage of Plans by Urban Boundary).



Management of Royal Commissions

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

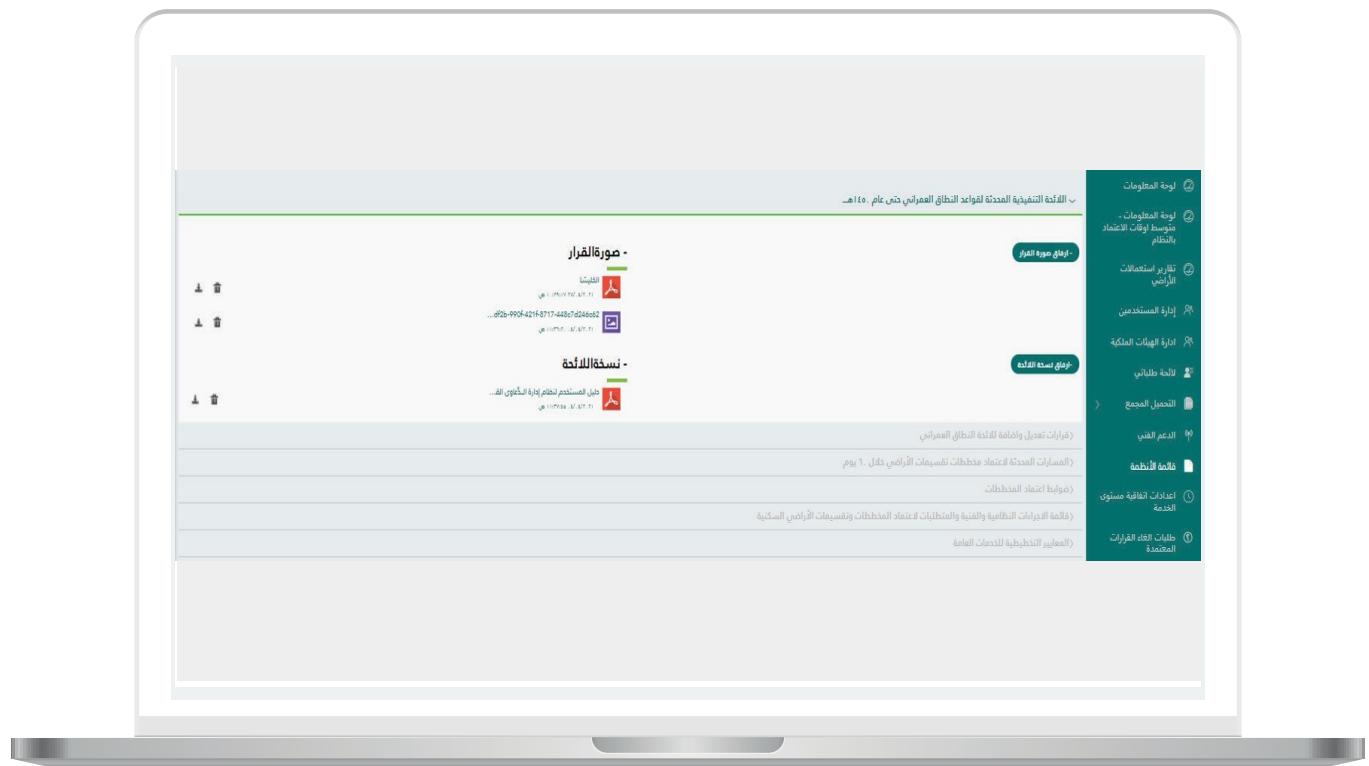
If a commission is activated, the system enables the following committees: **(Technical Committee, Development Authority Committee, Executive Committee)**. This screen also allows the assignment of weights to both the Technical Committee and the Development Authority Committee, which are reflected in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





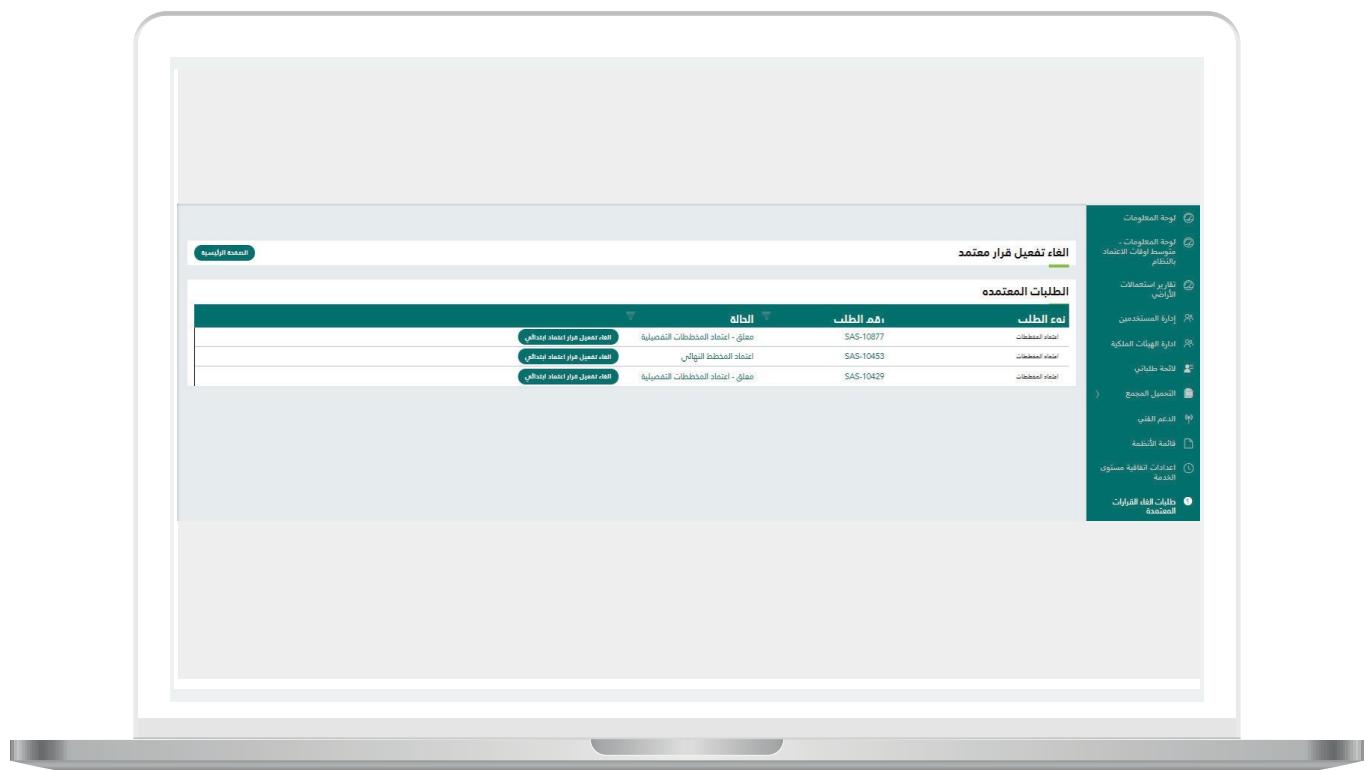
Systems List

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



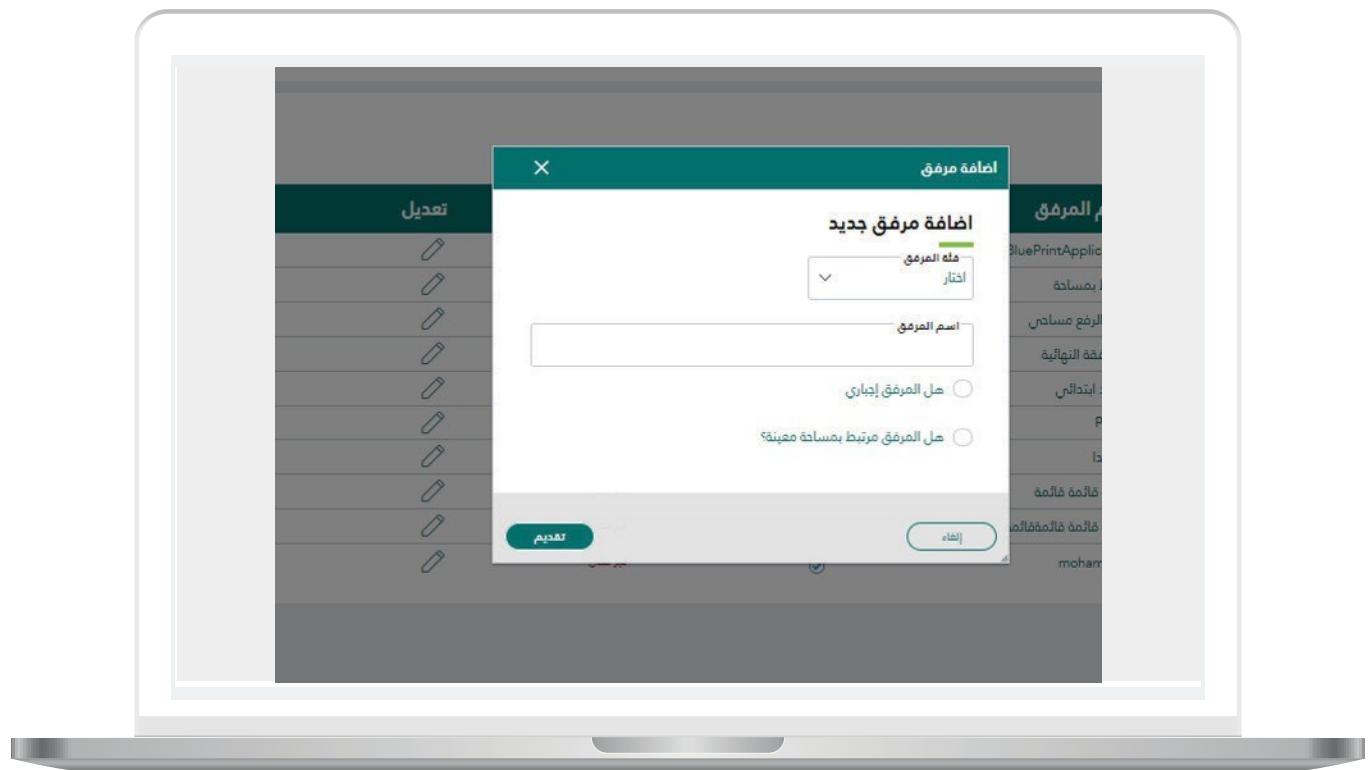
Deactivating an Approved Decision

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

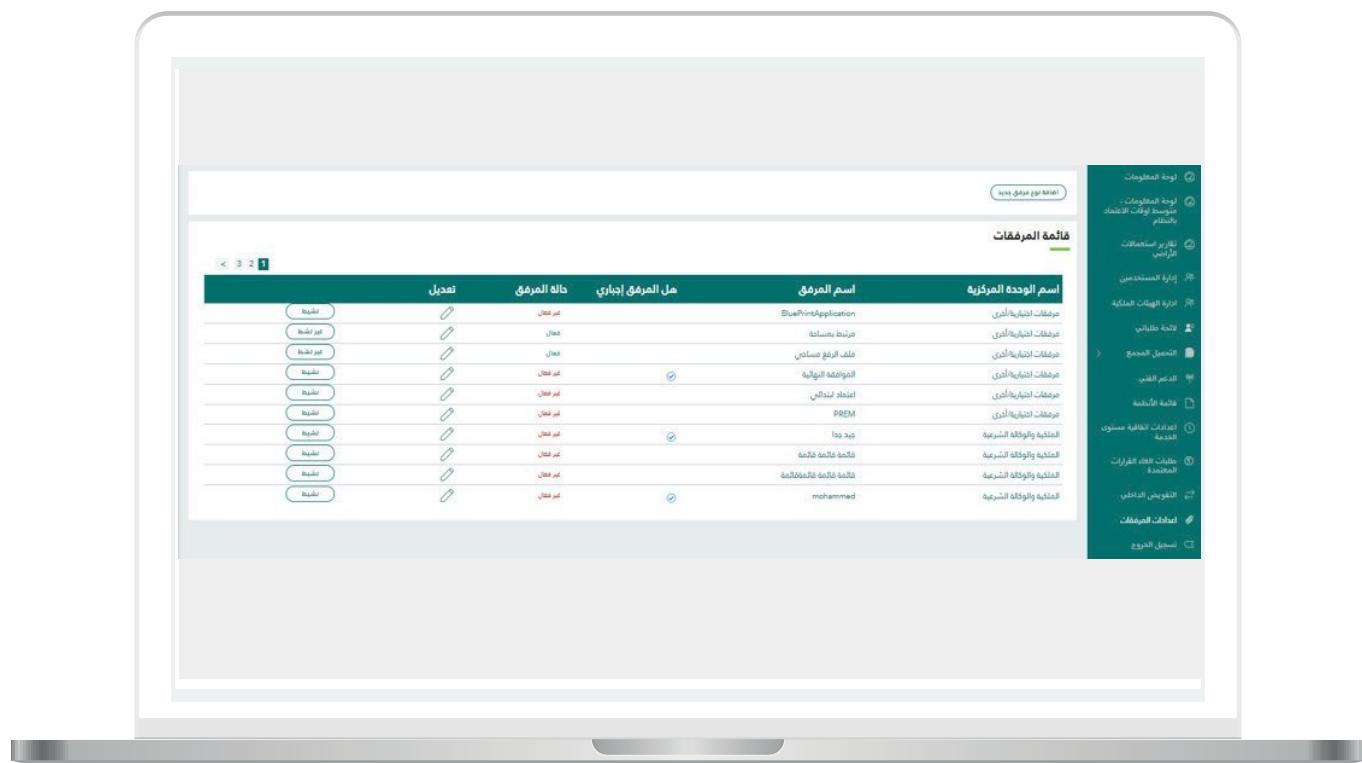


Attachment Settings

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



This step is related to the previous step.



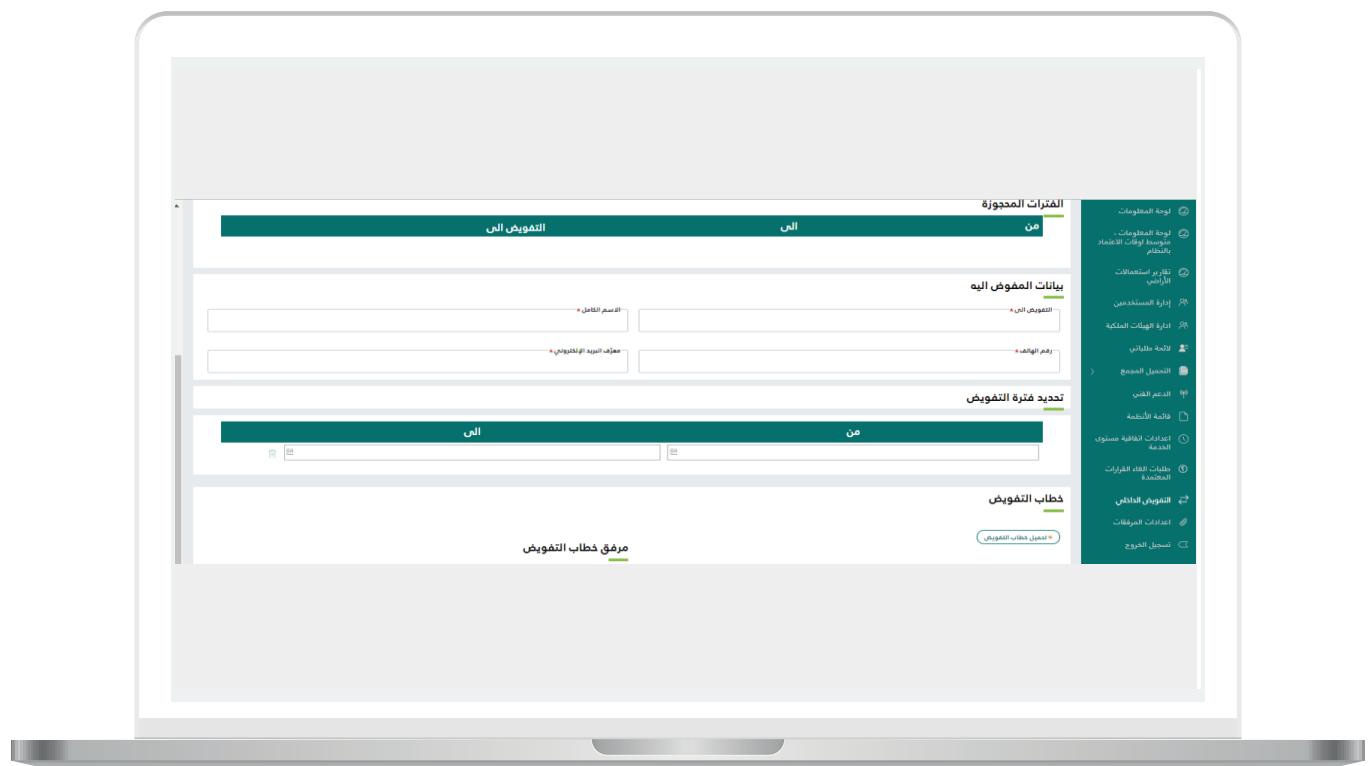
Internal Authorization

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

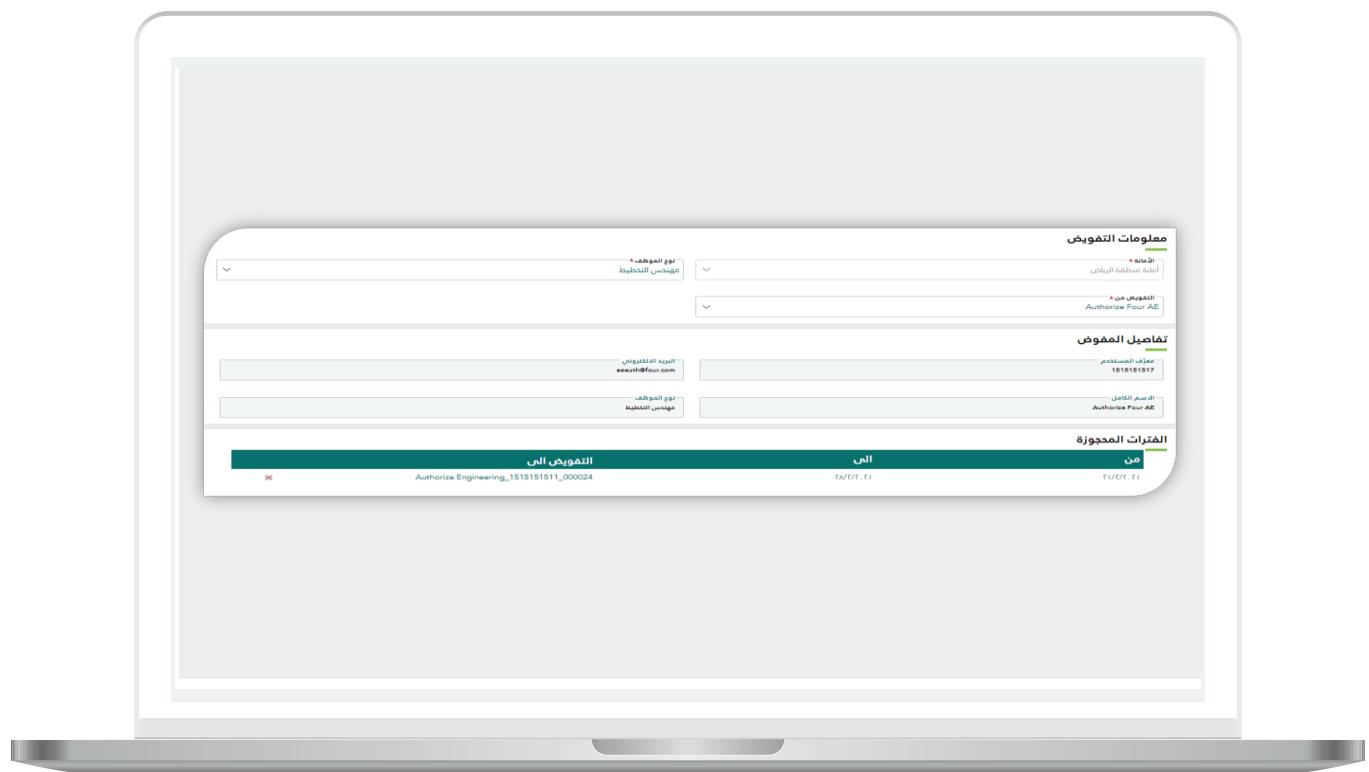
Employee records are then retrieved, and the user selects from the available employees. The reserved periods are displayed, the authorized employee and delegation period are determined, and the authorization letter is attached.

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

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



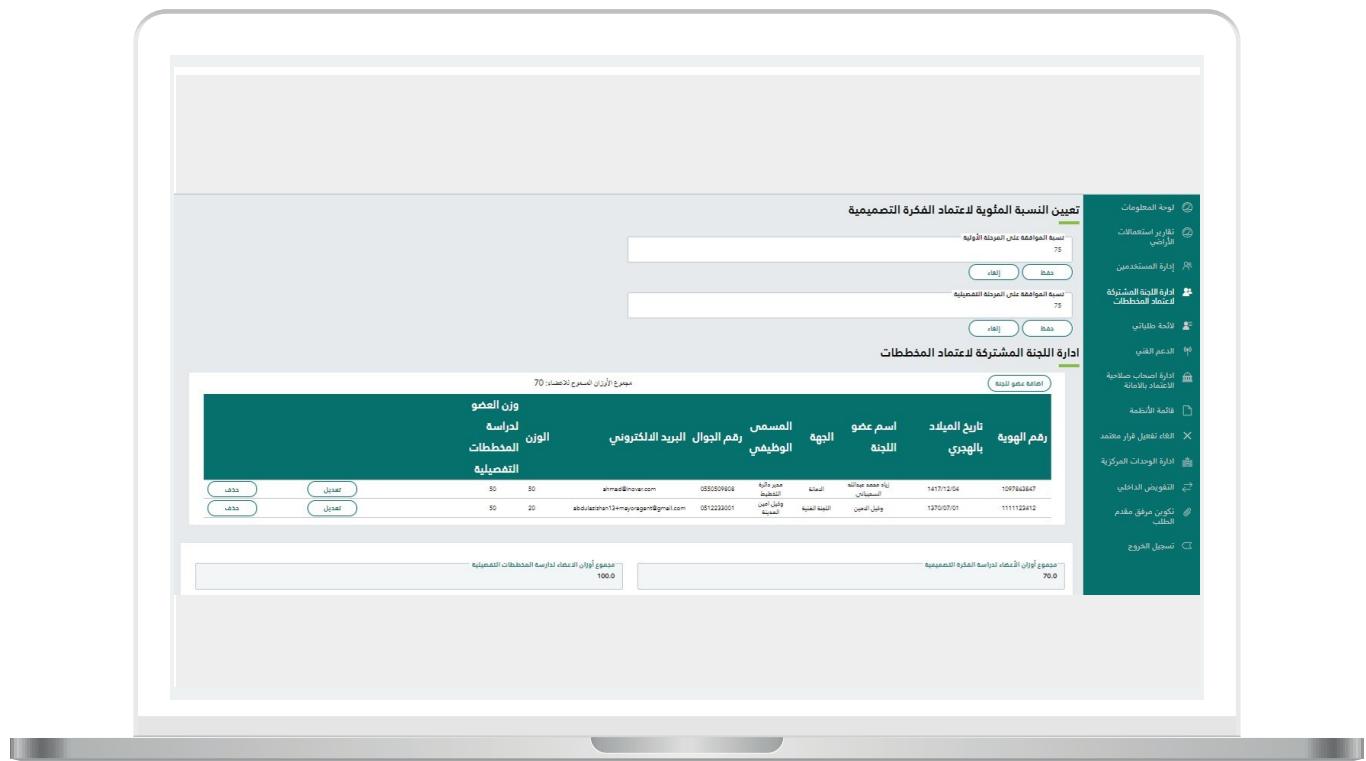
- 1) The employee type (Authorized User) is selected.
- 2) The employee to be delegated from is chosen.
- 3) The authorized employee's details are entered.
- 4) The reserved periods are specified.



Management of committees

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

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



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

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