

<b>Service Code</b>	<b>ZT09</b>
<b>Service</b>	<b>Update &amp; Renew Site plan</b>
<b>Description</b>	This service allows the new owner(s) of a land plot or their legal representative(s) to obtain an updated site plan.
<b>Conditions</b>	Title deed—Nine Digits Plot Number
<b>Structure</b>	Supplementary
<b>Customer Category</b>	G2C/G2B
<b>Subsidiary Services</b>	
<b>Service Fees</b>	Site Plan Fees: AED 100. Surveyor visit Fee: see table below
<b>Submission Channels</b>	Online / Customer Happiness Center (Municipality Head Quarters & Wadi Isfini branches)
<b>Number of Procedures / Duration</b>	2 Procedures <ul style="list-style-type: none"> <li>- Submit the request</li> <li>- Pay the fees</li> </ul>
<b>Service Time</b>	7 working days
<b>Required Documents</b>	<p>Update:</p> <ul style="list-style-type: none"> <li>- Applicant ID Card,</li> <li>- Sitemap, Ownership Document</li> <li>- &amp; Ownership Document Investigation,</li> <li>- Site Plan.</li> </ul> <p>Additional Documents in case of Renewal of Site Plan:</p> <ul style="list-style-type: none"> <li>- Document Loss Police Report,</li> <li>- Court Report, or</li> <li>- Owner Pledge</li> </ul> <p>Additional Documents in case the applicant is not the owner:</p> <ul style="list-style-type: none"> <li>- The Applicant ID</li> <li>- Power of Attorney</li> </ul>
<b>Used Forms</b>	Application Form
<b>Procedures</b>	<p><b>Online:</b> Fill out the online form, upload the required documents, and pay the fees – <a href="#">link for the e-service</a></p> <p><b>Customers Happiness Center:</b> Sign the application form, provide the required documents and pay the fees.</p>

<b>Main Outcome</b>	Updated Site Plan					
<b>Service Correlation</b>	Not Related					
<b>Corresponding Services (if any)</b>	None.					
<b>Performance Indicators</b>	Duration of service provision –completion					
<b>Additional Services</b>	<p>At the Customer Happiness Center</p> <ul style="list-style-type: none"> <li>• Parking Areas for Women and People of Determination-</li> <li>• Dedicated waiting area for women</li> <li>• Special Counter for Women and People of Determination-</li> <li>• Hospitality- Provision of Hot beverages and Water</li> </ul>					
<b>Internal Service Delivery Process</b>	<b>Task</b>	<b>Description</b>	<b>Responsible Personnel</b>	<b>Inputs</b>	<b>Outcomes</b>	<b>Duration</b>
	Creating Request & Collecting Fees		Customer Happiness Center.	Required Documents Fees	-	
	Surveyor Site Visit	Upright lift	Survey Section		Survey report	
	Documents Check		Documents Issuance Section	Survey report		
	Data extraction		Documents Issuance Section		Data from the Master Plan	
	Complete the application	Data review	Documents Issuance Section	Data from the general Master Plan		
	Data Update		Spatial Data Center		Data fixation	
	Issue and approve the Site Plan	Issue the Site Plan	Documents Issuance Section		Sketch	
	Collect the related Fees and Deliver the Site Plan		Customer Happiness Center		Sketch	

## Survey Fees Schedule

Non-Agricultural Land							
Area m2	AED						
From Previous limit/Up to	Fee						
1,000	70	8,001,000	165	801,000	115	50,001,000	500
401,000	75	12,001,000	180	1,001,000	125	100,001,000	675
501,000	80	15,001,000	200	2,001,000	135	500,001,000	800
601,000	85	20,001,000	250	4,001,000	150	1,000,001,000	1,000
701,000	95	25,001,000	350				

Agricultural Land							
Area m2	AED						
from/up to next class	Fee						
1	200	252,901	1,550	494,101	2,950	742,501	4,350
3,601	250	270,001	1,600	507,601	3,000	752,401	4,400
8,101	300	273,601	1,700	522,901	3,050	764,101	4,450
14,401	350	278,101	1,750	540,001	3,100	777,601	4,500
22,501	400	284,401	1,800	543,601	3,200	792,901	4,550
32,401	450	292,501	1,850	548,101	3,250	810,001	4,600
44,101	500	302,401	1,900	554,401	3,300	813,601	4,700
57,601	550	314,101	1,950	562,501	3,350	818,101	4,750
72,901	600	327,601	2,000	572,401	3,400	824,401	4,800
90,001	700	342,901	2,050	584,101	3,450	832,501	4,850
93,601	750	360,001	2,100	597,601	3,500	842,401	4,900
98,101	800	363,601	2,200	612,901	3,550	854,101	4,950
104,401	850	368,101	2,250	630,001	3,600	867,601	5,000
112,501	900	374,401	2,300	633,601	3,700	882,901	5,050
122,401	950	382,501	2,350	638,101	3,750	900,001	5,100
134,101	1,000	392,401	2,400	644,401	3,800	903,601	5,200
147,601	1,050	404,101	2,450	652,501	3,850	908,101	5,250
162,901	1,100	417,601	2,500	662,401	3,900	914,401	5,300
180,001	1,200	432,901	2,550	674,101	3,950	922,501	5,350
183,601	1,250	450,001	2,600	687,601	4,000	932,401	5,400
188,101	1,300	453,601	2,700	702,901	4,050	944,101	5,450
194,401	1,350	458,101	2,750	720,001	4,100	957,601	5,500
202,501	1,400	464,401	2,800	723,601	4,200	972,901	5,550
212,401	1,450	472,501	2,850	728,101	4,250	990,001	5,600
237,601	1,500	482,401	2,900	734,401	4,300		