

Service Code	ZT31
Service	Update & Renew Site plan for the new owner(s)
Description	This service allows the new owner(s) of a land plot or their legal representative(s) to obtain an updated site plan within one year from the sale transaction.
Conditions	Title Deed—Nine Digits Plot Number
Structure	Supplementary
Customer Category	G2C/G2B
Subsidiary Services	
Service Fees	Site Plan Fees: AED 100.
Submission Channels	Online / Customer Happiness Center (Municipality Head Quarters & Wadi Isfini branches)
Number of Procedures / Duration	1 Procedure
Service Time	5 working days
Required Documents	<p>Update:</p> <ul style="list-style-type: none"> - Applicant ID Card, - Current Site Plan, Ownership Document - & Ownership Document Investigation, <p>Additional Documents in case the applicant is not the owner:</p> <ul style="list-style-type: none"> - The Applicant ID - Power of Attorney
Used Forms	Online Application Form/ Happiness Center (paper Form)
Procedures	<p>Online: Fill out the online form, upload the required documents, and pay the fees – link for the e-service</p> <p>Customers Happiness Center: Sign the application form, provide the required documents and pay the fees.</p>
Main Outcome	Updated Site Plan
Service Correlation	Not Related

Corresponding Services (if any)	None.					
Performance Indicators	Duration of service provision –completion					
Additional Services	<p>At the Customer Happiness Center</p> <ul style="list-style-type: none"> • Parking Areas for Women and People of Determination- • Dedicated waiting area for women • Special Counter for Women and People of Determination- • Hospitality- Provision of Hot beverages and Water 					
Internal Service Delivery Process	Task	Description	Responsible Personnel	Inputs	Outcomes	Duration
	Creating Request & Collecting Fees		Customer Happiness Center.	Required Documents Fees	-	
	Documents Check		Detailed Planning and urban design Section			
	Data extraction		Detailed Planning and urban design Section		Data from the Master Plan	
	Complete the application	Data review	Detailed Planning and urban design Section	Data from the general Master Plan		
	Data Update		Spatial Data Center		Data fixation	
	Issue and approve the Site Plan	Issue the Site Plan	Detailed Planning and urban design Section		Site Plan	
Collect the related Fees and Deliver the Site Plan		Customer Happiness Center		Site Plan		