

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. FACILITIES PLANNING DEPARTMENT

ISSUE DATE

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**CONTENT:**

This General Instruction (G. I.) outlines the procedures to be followed in processing Saudi Aramco and Non-Saudi Aramco Land Use Permits as illustrated below:

- Saudi Aramco organization request for a **permanent** use of a portion from Saudi Aramco Reservations and deeded lands for any specified purposes, such as pipeline, flowline, testline, communications cable, powerline, burn pit, drilling island site, GOSP site, gas plant site, road, parking, office, community building facilities, renovation and replacement of existing facilities, etc..
- Saudi Aramco organization request for a **temporary** use of land from Saudi Aramco Reservation and deeded lands for any specified purposes, such as contractor camp/office/storage sites and borrow pits or any other temporary use.
- Non-Saudi Aramco entities request for a **permanent** use of land from Saudi Aramco Reservation and deeded lands for any specified purposes such as permanent installations, land releases for a farm land, gas station etc., and other land inquiries outside the reservation areas.
- Non-Saudi Aramco entities request for a **temporary** use of land from Saudi Aramco Reservation and deeded lands for any specified purposes, such as borrow pit crusher/quarry site, etc.
- Non-Saudi Aramco entities request for **crossing** existing Saudi Aramco facilities for any specified purpose from SEC, SWCC, Royal Commission, Saudi Telecom, Government & Municipal authorities, etc.

**The following items are covered in this G.I.**

1. INTRODUCTION
2. DEFINITIONS
3. OBJECTIVES
4. RESPONSIBILITIES
5. SAUDI ARAMCO LAND USES AND LAND USE PERMIT (LUP) REVIEW
  - 5.1 When the LUP is required
  - 5.2 Timing of the LUP Submission
  - 5.3 Preparation of a LUP by Saudi Aramco Departments
  - 5.4 Review and Coordination by FPD, APC & Other organizations
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  - 6.1 Contractors Camp/Office/Storage Sites
  - 6.2 Land Release Requests
  - 6.3 SEC and other Land Use Requests
  - 6.4 Quarry Requests
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7. VALIDITY OF APPROVED LUP
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**1.0 INTRODUCTION**

Under the LUP review and coordination system all Saudi Aramco projects that require a permanent/temporary land such as new projects sites, pipelines routes, flowlines, powerlines, communications cables, parking, temporary contractor's storage site/office/yard ...etc. are to be reviewed and endorsed by Facilities Planning Department (FPD). Also, all non-Saudi Aramco requests for permanent/temporary installations, land releases and crossing of Saudi Aramco facilities/lands are reviewed and endorsed by FPD.

**2.0 DEFINITION**

2.1 **Saudi Aramco:** Saudi Arabian Oil Company.

2.2 **Land Use Permit (LUP):** is a permit for permanent or temporary use of land or facility by Saudi Aramco organization or non-Saudi Aramco entities for any specified purpose.

2.3 **Saudi Aramco Reservation:** an area reserved for Saudi Aramco operations through the Ministry of Petroleum & Mineral Resources (MinyPet) or through a Royal Degree.

2.4 **Land Release:** Relinquishes the land surface rights of a portion of Saudi Aramco Reservation lands for the development by the Government, individuals or the private sector, without giving up the right to the subsurface of that land.

2.5 **Land Inquiry:** it is an inquiry received from MinyPet or other government agencies exploring the possibility of releasing a piece of land falling within Saudi Aramco's lands or just seeking information about Saudi Aramco's retained concession areas, reservations, deeded lands.

2.6 **Title Deed Requests (TDR):** A request received from Ministry of Justice through MinyPet to determine whether or not a title deed can be issued for a specific claimed property falling within or close to Saudi Aramco's reservation lands or facilities.

2.7 **Easement:** It is a permit obtained from a Government Agency through negotiation to utilize land falling under their jurisdiction for the Saudi Aramco permanent/temporary use.

2.8 **Land Claim:** A claim for ownership of an area of Saudi Aramco's lands by a non-Company entity, individual or other.

**2.9 Abbreviation and Acronyms:**

APC

Area Planning Committee

BI

Budget Item

LA

Land Affairs

G&amp;TSU/LA

Geographic &amp; Technical Services Unit of Land Affairs

SAASD

Saudi Aramco Affairs Services Department

PR&amp;CD

Projects Review &amp; Coordination Division

DBSP

Design Basis Scoping Paper

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ERA	Expenditure Request Approval
ERC	Expenditure Request Completion
FPD/APG	Facilities Planning Department/Area Planning Group
GI	General Instruction
GOSP	Gas Oil Separation Plant
LUP	Land Use Permit
MinyPet	Ministry of Petroleum and Mineral Resources
MP	Master Plan
SA	Saudi Aramco
SAPMT	Saudi Aramco Project Management Team
Saudi Aramco Reservations	Saudi Aramco Land (Reservation and Deeded)
SEC	Saudi Electric Company
STC	Saudi Telecom Company
SSD	Safety and Security Directives
UTM	Universal Transverse Mercator
Proponent	Saudi Aramco Organization or Department
SWCC	Saline Water Conversion Corporation
GIS	Geographic Information System

**2.10 Associated General Instructions:**

2.718	Contractor Sites Allotment Procedure.
887.00	Coordination of Saudi Aramco Projects with Non-Saudi Aramco Agencies.
0885.001	Removals of Encroachments
0885.002	Handling of Land Claims
0885.003	Acquisition of Land
0885.004	Handling of Title Deed Request

**2.11 Forms:**

SA-8037	Land Use Permit Request
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**3.0 OBJECTIVES:**

The primary purpose of this G.I. is to establish a guideline and describe the LUP procedures for allocating portion of Saudi Aramco reservations or facilities to a proponent and non-Saudi Aramco entities. The application of this instruction is Saudi Aramco wide and should be followed for all types of facilities and land uses.

The objective of the LUP system is to:

- 3.1 Ensure that Saudi Aramco land is used in the most safe, economic and efficient manner.
- 3.2 Promote the orderly development of land for capital and non-capital facilities.
- 3.3 Preclude the possibility of undertaking a Saudi Aramco project on land that is not under Saudi Aramco's jurisdiction.

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3.4 Ensure that Non-Saudi Aramco use will not have an impact on the Saudi Aramco existing short term or long-term needs.

3.5 Ensure that applicable Saudi Aramco and Government standards, policies, regulations and guidelines are met.

**4. RESPONSIBILITIES****4.1 Facilities Planning Department:**

FPD shall manage the LUP system through the following:

**Saudi Aramco LUP**

4.1.1 Review the proposed permanent/temporary land or facility use and compare the request with approved Master Plans.

4.1.2 Conduct necessary area planning studies concerning the proposal's land usage, traffic patterns and impact on other facilities.

4.1.3 Review and coordinate the proposals with APC, where required, and any affected Saudi Aramco organizations/departments.

4.1.4 Coordinate with proponents and other concerned organizations to identify the most suitable route/sites for Saudi Aramco projects.

4.1.5 Assure that all responses from different departments and complying with Saudi Aramco standards, policies and guidelines are addressed.

4.1.6 Reassign land for other uses or proponents when it is no longer required for current or intended use, or if the LUP is expired or terminated.

4.1.7 Administer and manage the LUP database information system and maintain records of land use maps and master plans.

**Non-Saudi Aramco LUP**

4.1.8 Review and coordinate all non-Saudi Aramco entities requests that are transmitted from LA and PR&CD for permanent/temporary use of portion of Saudi Aramco Reservations in relation to the impact of such request on Saudi Aramco adjacent uses and short/long terms land operational requirements, whereby FPD handles distribution of the request to concerned Saudi Aramco organizations and the assimilation of responses into a corporate position.

4.1.9 Assure that all responses from different departments were addressed to comply with Saudi Aramco standards, policies and guidelines.

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4.1.10 Administer and manage the LUP database information system and maintain records of land use maps and master plans.

**4.2 Applicant or Proponent**

The applicant or the proponent must have full knowledge about the proposal highlighted in the LUP request. The applicant or the proponent shall:

4.2.1 Complete LUP form (SA-8037) with adequate description and justification.

4.2.2 Provide clear and to scale drawing showing the location and details of the project site, including dimensions and UTM coordinates that are based on actual field survey. Plan and profile survey drawings are required for all pipelines, cables and utility lines requests.

4.2.3 Advise FPD/APG if there are changes in the use or the duration of use as soon as such information is available.

4.2.4 Secure any necessary waivers per established procedures.

4.2.5 Provide additional information and details and facilitate site visits if requested by FPD or other organizations.

4.2.6 Adhere to conditions of approval including LUPs that have been tentatively approved. The final approval will be obtained after all conditions are met.

4.2.7 The proponent must utilize the land within two years of the LUP final approval, If the land has not been utilized, FPD may terminate the LUP and allocate the land for other Saudi Aramco projects.

**4.3 Area Planning Committee (APC):**

The concerned APC shall:

4.3.1 Recommend initiation, review/comment and/or approve area planning (e.g. MPs) and project studies concerning the land usage and traffic circulation.

4.3.2 Review, modify, approve or reject Saudi Aramco and non-Saudi Aramco proponent requests for the allocation or release of land within or outside Saudi Aramco Reservations as required.

4.3.3 Review appeals from proponents and/or concerned organizations regarding decisions made to reject or approve a LUP.

4.3.4 Review coordination plans for projects related to the LUP requests and recommend implementation plans where required.

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**4.4 Land Affairs (LA):**

- 4.4.1 Determines whether the requested site falls within or outside Saudi Aramco land and ensure that the requested site does not fall within previously released land, land claim, privately owned lands, land designated for use by non-Saudi Aramco entities on no objection basis and Title Deed or disputed areas.
- 4.4.2 Reviews and endorses/rejects proponent LUPs. LA identifies conflicts of land required for Saudi Aramco projects with non-Saudi Aramco lands according to its current records. LA verifies authenticity, property ownership to minimize or eliminate settlement costs.
- 4.4.3 Coordinates with FPD when developing a Saudi Aramco position for presentation to the MinyPet/Government Agencies for all non-Saudi Aramco land inquiries, Title Deeds Requests (TDR) and claimed lands.
- 4.4.4 Provides required drawings and UTM coordinates for the location of non-Saudi Aramco LUPs.
- 4.4.5 Addresses the Saudi Aramco's immediate and long-term surface rights needs by proper handling and filing of reservation applications. LA forwards reservation application to MinyPet seeking their approval or request their assistance to issue a High Order by the Council of Minister's approving the reservation. LA forwards to MinyPet the final reservation package along with a bi-lingual Arabic/English drawing. LA presents a notification of reservation to the relevant Emirate Office.
- 4.4.6 If the land to be utilized does not fall under the Saudi Aramco jurisdiction and required to implement the project whether through purchasing, reservation and easement, LA shall tentatively endorse the LUP. However; final approval will be forwarded to the proponent once the land has been secured.
- 4.4.7 Negotiates permanent easements with Government Agencies to utilize portion of land that falls under their jurisdiction required for the Saudi Aramco.
- 4.4.8 Negotiates land acquisition with the land owner to purchase the required area for Saudi Aramco. According to GI # 0885.003, Acquisition of Land, LA will notify the proponent once the land acquisition has been finalized
- 4.4.9 Monitors Saudi Aramco reservation and lands to safeguard them from improper or unauthorized use and to identify encroachments (any unauthorized use of Saudi Aramco reserved or deeded land by outsiders, i.e. Government agencies, private sectors or individuals), which may impede the Saudi Aramco's operations or impact its facilities according to GI # 0885.001, Removals of Encroachments.

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**4.5 Projects Review & Coordination Division (PR&CD):**

4.5.1 PR&CD is considered the proponent for all non-Saudi Aramco entities requests for temporary LUPs such as borrow pit, crusher site, sand hauling site, and non-Saudi Aramco projects requests received from SEC, SWCC, Royal Commission, STC where Saudi Aramco will provide approval for access and maintenance. PR&CD coordinates with FPD/APG and LA when developing a Saudi Aramco position on specific request. PR&CD will be notified by concerned SA organizations if more information is required during the LUP review. Meetings and site visits will be coordinated by PR&CD if required.

4.5.2 Reviews requests for establishing contractor camps, offices, storage or laydown yards within Saudi Aramco Reservations in accordance with Contractor Site Allotment Procedure, GI-2.718.

**4.6 Other Organizations:**

In general, FPD requests a number of affected organizations to review the LUP request. The prime responsibilities of each organization are to:

4.6.1 Determine the impact generated by the proposed facility on their existing or planned facilities.

4.6.2 Address, where applicable, any construction schedule conflict between the proposed project and their planned or current projects.

4.6.3 Address, where applicable, any safety, environmental, and security guidelines that are pertinent to the proposed use of the land. FPD may then consult with Loss Prevention and/or Industrial Security regarding these safety and security concerns if necessary. Conditions, guidelines and standards should be clearly identified including required setbacks, fences...etc. When such measures and conditions impact the proposed land use, they should be highlighted so that the proponents are clearly informed of such measures.

4.6.4 Meet the due date of the LUP review request, otherwise, inform FPD/APG with the anticipated delay.

4.6.5 If the intended use violates any applicable standard or conflicts with existing or future plans, affected organization(s) may object to the request or suggest alternatives, conditions, waivers or modifications.

4.6.6 Coordinate in-house reviews to provide comprehensive departmental review and response to FPD. A contact person should be designated to interface with FPD to follow up with the review process of the LUP requests.

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**4.7** The following are some examples of reviewing organizations:

**4.7.1 Production & Facilities Development Department:**

Reviews requests from petroleum engineering, hydrological and geological viewpoints to ensure use conformity to Oil & Gas field operational objectives.

**4.7.2 Loss Prevention Department:**

4.7.2.1 Reviews safety considerations and recommends approval, modifications, conditions, setbacks, as necessary to satisfy Saudi Aramco standards.

4.7.2.2 May recommend rejection if it conflicts with applicable standards, guidelines or acceptable risk criteria.

4.7.2.3 Reviews, evaluates, approves or disapproves waivers per established procedures.

**4.7.3 Environmental Engineering Division:**

4.7.3.1 Reviews impact on the environment.

4.7.3.2 Recommends actions as necessary to satisfy Saudi Aramco and Government standards related to air, water, solid waste disposal and other environmental guidelines.

**4.7.4 Pipelines Department:**

4.7.4.1 Reviews impact on existing or planned pipelines.

4.7.4.2 Recommends actions to satisfy applicable standards.

4.7.4.3 Recommends actions to satisfy existing and/or future operational and maintenance requirements.

4.7.4.4 May recommend rejection if it conflicts with applicable standards, guidelines or acceptable risk criteria.

**4.7.5 Community Services:**

4.7.5.1 Reviews impact on their facilities within or outside Saudi Aramco communities.

4.7.5.2 Recommends actions to ensure that the use of land will not have any impact on their existing or planned facilities.



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**5. SAUDI ARAMCO LAND USES AND LUP REVIEW****5.1 When the LUP is Required:**

- 5.1.1 In general, the LUPs are required for all activities that affect land uses within Saudi Aramco lands, and for all projects that impact or affect other users or Government projects. LUPs are also required for the purpose of review in relation to master plans and to maintain FPD records.
- 5.1.2 Specifically, LUPs are required for new facilities, expansion, modifications, or upgrading of existing facilities (either in size or use). They are required for the use of vacant land, inside or outside fenced areas; or where the land was previously designated for the proponent use (except industrial plants such as: GOSPs, Terminal, Refinery, Gas Plants, etc.).
- 5.1.3 LUPs are also required for roads, parking, assignment and re-assignment of parking lots, office, and community building facilities, renovation and replacement of existing facility or a project, transfer of existing land or facility between Saudi Aramco organizations.
- 5.1.4 LUPs are also required for placement or upgrade of pipelines, flowlines, communications and power cables, fencing and associated facilities.

**5.2 Timing of the LUP Submission:**

Proponent must submit the LUP request as early as possible to FPD in order to avoid unexpected delay or rejection from FPD or from other reviewing organizations. In ideal cases, for projects that will require DBSP preparation, the proponent shall submit the LUP request to FPD during the early stage of planning, at least two months before DBSP starts.

On the other hand, for projects that will not require DBSP such as BI-19 and maintain potential projects etc., the proponent shall submit the LUP request Form SA 8037 to FPD during the early stages of planning process and design. For land or facility transfer, the proponent shall submit the LUP request to FPD at least four (4) months before the proposed date of utilization of the land or the facility.

However; if the LUP can not be submitted during this period for a justified reason; then the proponent is requested to coordinate with FPD for an alternate LUP submission time.

**5.3 Preparation of a LUP by Saudi Aramco Departments:**

LUP form SA 8037 (Attachment No. 1, or visit site: <http://eforms.aramco.com.sa>) shall be used by Saudi Aramco departments for any project or facility that requires use of land within Saudi Aramco land as per section 5.1.

The form should be completed as follows:

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**5.3.1. Originator Section:**

The proponent shall provide the following information. SAPMT may represent the proponent in completing the request form for capital projects.

- a. Department and Division names.
- b. Position title.
- c. Department Head name and signature.
- d. Date of the request.
- e. Name of the contact person including telephone number and network ID.
- f. Proponent Business Line

**5.3.2 Site Data:**

The proponent shall provide the following information:

- a. Provide a detailed survey alignment drawing with accurate UTM coordinates that has been prepared based on actual field surveys showing any crossing of existing Saudi Aramco and non-Saudi Aramco facilities including MOC highways, SEC powerlines, SWCC waterlines, Saudi Telecom Company's cables and MODA facilities. Surveying Services Division could be requested to perform or validate this survey.
- b. Site dimensions including total area.
- c. Available plans, maps and/or aerial photographs for the site location. Drawings and plans should be A3/A4 size. If drawings are larger, FPD may request additional drawings and plans to expedite the review process. Electronic (digital) files of these drawings should also be submitted with the request if available.
- d. Information on adjacent or nearest SA facility.
- e. Any other information to support the request.

**5.3.3 Intended Use:**

The proponent should explain briefly the intended use of the requested site including any information or justifications to support his request. The proponent should indicate whether the request is for a new site or transfer of existing site/facility. The following additional information is required:

- a. Identify period of use and whether temporary or permanent.
- b. If the site will be used in conjunction with a Budget Item (BI), indicate the BI number, title, ERA, ERC and the construction period.
- c. Information related to the project name, designation or number.

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- d. Information regarding any possible impact on the environment, if any, as a result of using the site or facilities. This will include a description of any air emissions, the plans for disposal of garbage, construction debris, and industrial & sanitary wastewater.
- e. Information on any possible deviation from standards and guidelines.
- f. For Borrow Pit LUP requests, proponent shall indicate the type and quantity of material to be removed, the site must be constructed and operated in accordance with SAES-A-111.

**5.3.4 Signature Authority and Endorsements:**

- a. The signature of the Proponent Department Head, or designated Division Head, is required before submitting the LUP form SA 8037 to FPD (see 5.3.1 c).
- b. The signature of the Chairman of the APC (or his designee) is required, where applicable, upon approval of the requests.
- c. The signature of the Land Affairs Director or his designee and the date is required on the form when the site requested is outside Saudi Aramco designated areas, such as Communities, Refineries, Terminals, Gas plants, GOSPs, etc.
- d. The Coordinator, Infrastructure Planning Division or his designee will sign and date the form. His signature indicates that the LUP is approved.

**5.4 LUP Review and Coordination by FPD, APC, and other organizations:**

The request shall be reviewed as follows (see Attachment No. 2).

**5.4.1 FPD/Area Planning Review:**

- a. FPD conducts a preliminary review of the LUP request to ensure that the site selected conforms with available land use master plans and does not conflict with existing or planned projects (as per section 4.1). During this initial stage, the LUP may be rejected by FPD or accepted for further review.
- b. FPD will return the LUP request if the required information is not complete or missing.

**5.4.2 APCs and Saudi Aramco Organizations Review:**

The primary objective of circulating LUP requests to the APCs and concerned SA organizations is to ensure proper coordination for the use of the subject land or facility.

Depending on the type and location of the request, FPD will review the request with the concerned APC, where applicable. Specifically, LUP requests close to vital facilities and/or large land uses within or outside main camps should be approved by concerned APC chairman (or his designee). The APC shall review the request per section 4.3.

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Moreover, FPD will review the request with other affected organizations. A copy of the LUP form and attachments will be sent to the concerned organizations with a transmittal letter from FPD. Reviewing organizations are required to review the request per Sections 4.6 and 4.7.

Reviewing organizations are required to respond back to FPD within an established deadline. In general, FPD will notify the reviewing organizations to respond back to FPD in a period ranging from two to three weeks depending on the case complexity. If no response is received by the established deadline, FPD will consider that the reviewing organization has no input, and will finalize the LUP accordingly.

**5.4.3 Feed Back to FPD:**

FPD will review and evaluate the comments provided by the reviewing organizations.

**5.4.4 Conflicting Land Uses and Projects Coordination:**

Where there are conflicts with other uses or projects, FPD will assist in selecting other sites and alternatives or advise other approaches such as waivers or conditions.

**5.4.5 Approval of the LUP Requests:**

Upon satisfactory completion of the reviews, FPD prepares the necessary approval letters and the form is then approved per paragraph 5.3.4.d. The form, together with any necessary attachments, is sent to the proponent and copies are sent to concerned organizations as necessary.

If additional land outside Saudi Aramco reservation is required for specific facility or project, LA will take action with the respective Government parties as applicable once the LUP has been approved and a written request from the proponent to proceed with the land acquisition.

**5.4.6 Conditional Approval of a LUP Request:**

- a. If certain comments and/or conditions are required by FPD, APC, and/or by the reviewing organizations, approval of the LUP may be made conditionally to satisfy such conditions. It is then the proponent's responsibility to implement those conditions. Comments and/or conditions will be included with the approval package.
- b. On certain occasions, FPD, with the approval of the LUP, may also request the proponent to further coordinate the proposal with some SA organizations if deemed necessary.
- c. Moreover, if the proposal interfaces with, or affects, existing non-Saudi Aramco facilities, FPD will request the proponent to contact PR&CD or other appropriate Saudi Aramco Affairs offices to solicit the necessary non-Saudi Aramco approvals for Saudi Aramco projects as per G.I. No. 887.00.

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**5.4.7 Rejecting a LUP Request:**

- a. When the requested site (or the proposed use of land) is in conflict with existing facilities, guidelines, standards, land uses, approved MPs, and/or planned facilities, the LUP request will be rejected. The proponent may revise his request or investigate other options.
- b. Upon rejection of a LUP request, the proponent may request FPD to table the LUP issue before the concerned APC for review. FPD will provide the proponent with such assistance as may be required to ensure that the APC reviews the applicant's appeal.
- c. If the APC upholds the rejection, the applicant may proceed to review the matter with the Executive Advisory Committee or ultimately with the Management Committee. A ruling by the latter Committee is binding to all parties.
- d. On certain occasions, the approval by an APC or by FPD of a LUP request, despite objection from a concerned organization, may result in that organization's desire to appeal the approval. In such cases, items b and c above are followed.

**5.5 Wellsites Approval:** Wellsites approval is under the responsibility of Production & Facilities Development Department. Wellsites requests are processed via WAP "Well Approval Package". However, onshore drilling island sites approval is processed per this GI.

**6. NON-SA ORGANIZATIONS' USE OF SA LAND**

This section addresses the use of Saudi Aramco lands by non-Saudi Aramco organizations/individual or a release of a parcel of land from Saudi Aramco Reservations. PR&CD and LA should ensure that non-Saudi Aramco organizations provide all pertinent information listed below before reviewing the requests or proposals by Saudi Aramco, LA determines the locations, identifies conflict/impact and provides land status, color-coded, up-to-date land use mapping, for all non-Saudi Aramco land requests and projects/crossing permit requests.

- a. General location of the request (location map);
- b. Site dimensions;
- c. Map (Drawing Number, Sheet Number and date);
- d. Intended use of land (describe proposed use of land, proposed operations, structures, parking, crossings, etc.);
- e. Period of Use (indicate whether temporary or permanent); and any other information to justify the request.

In general, the review process of non-Saudi Aramco land use requests will be similar to the review process of SA LUP request as per section 5.4.

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**6.1 Contractors Camp/Office/Storage Sites:**

Subject to G.I. 2.718 and its supplement 2.718-1, requests for such land uses will be reviewed with the proponent per sections 5.3.3 and 5.4.

**6.2 Requests for Land Releases:****6.2.1 Initiation of a Land Release:**

- a. All private sector and Government Land Release Requests are transmitted to SAASD through Minypet and processed by LA.
- b. LA initially determines if the requested site falls within or outside Saudi Aramco Reservations, or, within a released or disputed area.
- c. LA forwards such requests, with all necessary attachments, to FPD for review and to coordinate a collective Saudi Aramco response to LA.

**6.2.2 FPD Review:**

FPD conducts a preliminary review of the release request to ensure that the requested land is not needed for existing short-term or planned long-term land uses. During this stage, the land release request may be rejected by FPD. If it is determined that the requested site could be released, FPD's review is then undertaken as per section 5.4.

**6.2.3 APC and Saudi Aramco Organization's Review:**

Depending on the type and location of the request, FPD will review the request with the concerned APC and concerned organizations per section 5.4.

**6.2.4 Release Approval/Rejection:**

Upon receipt of the reviewing organizations' responses, FPD will evaluate these responses. If there are no conflicts, FPD prepares an approval letter, with comments and/or conditions as required. If the site could not be released, FPD will prepare a letter indicating the reasons for rejecting the request.

**6.3 SEC & Other Land Use Requests:****6.3.1 Saudi Aramco Affairs Initiation:**

- a. Requests for land uses from SEC, SWCC, Royal Commission, STC and others are directed to SAASD/PR&CD.
- b. PR&CD directs the land use requests to FPD to review, process and coordinate a Saudi Aramco response to PR&CD.

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- c. These requests follow the same review process as any other land use or release requests.
- d. Saudi Aramco approves sites for the use by SEC and others on the right of access and maintenance basis, and approved sites remain part of the Saudi Aramco land.

**6.3.2 Final Approval:**

The land use requests from SEC and others may be approved with conditions as required, if FPD, upon review with other organizations, concludes that the request does not impact existing or planned land uses or facilities.

**6.3.3 Preliminary Approval:**

Land use requests that require special studies such as an Induced Voltage Study, due to anticipated impacts on existing or planned land uses or facilities shall be dealt with on a conditional (or preliminary) approval basis. In this case, FPD shall reserve the required land for the applicant pending the completion of the required study to Saudi Aramco's satisfaction including any mitigating measures that may be required.

Based on the review of the conclusions of the study by Saudi Aramco concerned organizations, FPD may reject the request, or may approve it with the stipulation that the applicant meets certain Saudi Aramco requirements.

**6.4 Quarry Requests:**

- 6.4.1 All private sector and Government quarry operation requests are transmitted to SAASD/PR&CD through MinyPet.
- 6.4.2 Subject to sections 5.3.3 and 5.4, quarry requests follow the same review process as any other land use request.
- 6.4.3 However, the Saudi Aramco approves the use of the site for quarry operation on temporary basis. Quarry sites remain part of the Saudi Aramco's lands.

**6.5 Requests for SA Approval to Land Uses Outside Reservation Boundaries (Land Inquiries):**

Subject to paragraph 6.2.1, if the land requested is five kilometers or less outside the boundary of Saudi Aramco Reservations and pipelines right of way, and/or affects existing Saudi Aramco facilities, LA transmits the request (with all necessary attachments) to FPD to coordinate a collective response. Land inquiries within the five-kilometer zone follow the same review process as any other land use or release request. However; since the land requested is outside the reservations, Saudi Aramco approves the use of the land on a 'no objection' basis. In addition, the five-kilometer zone could be expanded as advised by Production & Facilities Development Department, and/or other Saudi Aramco organization.



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16 OF 21**7. VALIDITY OF APPROVED LUP:**

Unless differently indicated on the LUP Form and/or the approval letter, approved LUP will expire if the proponent fails to utilize the site or facility within two (2) years from the date of its approval. Proponent is then requested to re-submit the expired LUP to FPD for a second review. This provision is required in order for FPD to re-evaluate the Saudi Aramco operational needs for the site. The LUP, however, may be approved or rejected based on FPD site evaluation and the current Saudi Aramco Standards.

**8. TERMINATION OF LUP:**

A specific land use permit shall be terminated by one of the following conditions:

- 8.1 When site is no longer needed by the applicant.
- 8.2 Upon the expiration of the established period of use -for non permanent project/facility.
- 8.3 Upon approval of a study by APC calling for a change in the land use.
- 8.4 When applicants fail to meet the approval conditions of approval.

**\*\*9. LUPS TRACKING PROCEDURES:**

A **Temporary-Reservation** will be issued for all LUPs that require compliance with special conditions; the requested site will be temporarily reserved for a sufficient period of time. After compliance, a new LUP request will be required for approval.

The following is the recommended tracking procedures to ensure implementation and compliance of LUPs special conditions:

**9.1 Projects Under Regular Budget Items:**

- 9.1.1 The DBSP Planning Engineer shall stipulate under Section 7 of the DBSP (Description of Proposed Facilities), special conditions related to project scope such as replacement & relocation of existing facilities and land issues.
- 9.1.2 The DBSP Planning Engineer shall stipulate under Section 9 of the DBSP (Additional Study Requirements during Project Proposal), special conditions related to studies stipulated in the Temporary-Reservation such as risk assessment, traffic and environmental studies.
- 9.1.3 The DBSP Planning Engineer must ensure that all special conditions are met prior to project proposal approval.
- 9.1.4 After compliance, the proponent or the construction agency shall route the LUP Tracking Form to the concerned organizations for concurrence.



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9.1.5 Proponent or the construction agency shall submit to FPD a new LUP request for approval attaching the signed LUP Tracking Form

9.1.6 Area Planning Group (APG) shall issue an approved LUP after verifying compliance.

**9.2 Projects Under Miscellaneous Capital Items (BI-19) and Expensed Items:**

9.2.1 After compliance with the special conditions stipulated in the Temporary-Reservation, the proponent or the construction agency shall route the LUP Tracking Form to the concerned organizations for concurrence.

9.2.2 Proponent or the construction agency shall submit to FPD a new LUP request for approval attaching the signed LUP Tracking Form.

9.2.3 APG shall issue an approved LUP after verifying compliance.

9.2.4 FPD Planning Engineer shall ensure that BI-19 submittals and Expensed Items include a copy of the approved LUP.

**9.3 Non-Company Projects:**

9.3.1 After compliance with the special conditions stipulated in the Temporary-Reservation, Projects Review & Coordination Division (PR&CD) shall route the LUP Tracking Form to the concerned organizations for concurrence.

9.3.2 PR&CD shall submit to FPD a new LUP request for approval attaching the signed LUP Tracking Form.

9.3.3 APG shall issue an approved LUP after verifying compliance

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**Approved By:**

Originator: \_\_\_\_\_

Manager  
Facilities Planning Department

Chairman  
Dhahran Area Planning Committee

Chairman  
Abqaiq Area Planning Committee

Chairman  
Udhailiyah Area Planning Committee

Chairman  
Ras Tanura Area Planning Committee

Chairman  
Western Region Area Planning Committee

Chairman  
Central Region Area Planning Committee

Chairman  
Safaniyah/Tanajib Area Planning Committee

Manager  
Saudi Aramco Affairs Services Department

Director  
Land Affairs

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## Attachment 1

**LAND USE PERMIT**

Refer to G.I. 2.716

Saudi Aramco 8037 (3/98) 710-700 (Facilities Planning Dept.)

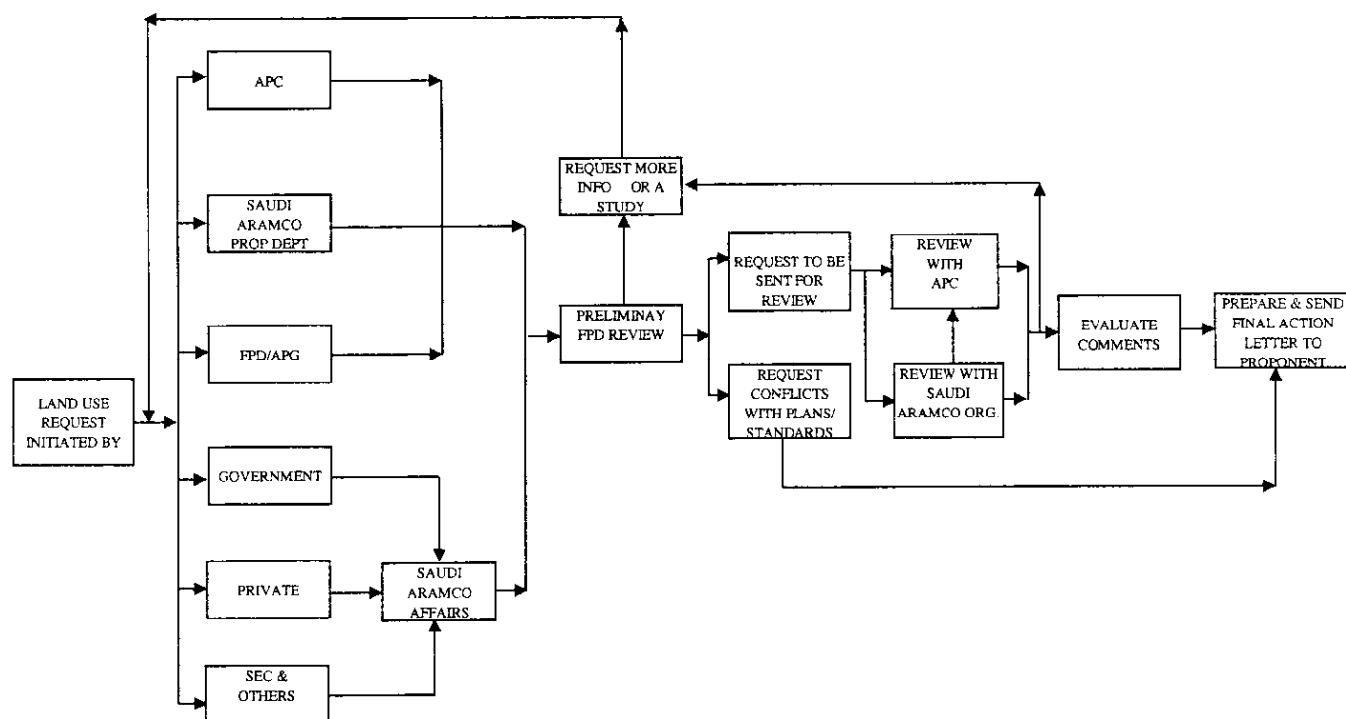
<b>Submit Form to :</b> Facilities Planning Dept., Infrastructure Planning Division		<b>For FPD Use Only</b> LUP No.		Login Date
<b>Section 1 For Originator Use</b>				
Department & Division		Dept. Head Signature		Position Title
Person To Contact (Name)		Network ID#	Telephone No.	Org. Code
		Fax #	Mailing Address	
Site Data	Area <input checked="" type="checkbox"/> DH <input type="checkbox"/> ABQ <input type="checkbox"/> RT <input type="checkbox"/> UDH <input type="checkbox"/> SAF <input type="checkbox"/> SHYB <input type="checkbox"/> TNJB <input type="checkbox"/> CR <input type="checkbox"/> WR <input type="checkbox"/> Other _____			
	Sub-Area _____			
	Nearest Saudi Aramco Facility _____			
	UTM Coordinate (Attach site Drawing.)			
	1 N _____	1 E _____	Site dimension & Site area _____	
	2 N _____	2 E _____	Aerial photo. (No. & Date) _____	
3 N _____	3 E _____	Map (Dwg. No., Sht. No. & Date) _____		
4 N _____	4 E _____	Other Attachments _____		
Intended Use	Intended Use of Land or Facility (Describe use of land, proposed, operations, structures, parking, ect.);			
	<input type="checkbox"/> New site /facility <input type="checkbox"/> Upgrading an existing site/facility <input type="checkbox"/> Change /transfer of designated site/ facility use/ custodianship			
	Period of Use of Land or Facility (Date): From _____ To _____			
	Land Use In Conjunction With:			
	Budget Item No. _____ Title _____ ERA _____ ERC _____ Construction Schedule From _____ To _____ Other (Project Name; Designation or Number) _____			
<b>Section 2 Action &amp; Comments</b>				
Area Planning Committee				
				Title & Signature
Facilities Planning Department				
<b>Section 3 Endorsements</b>				
Director, Land Affairs, Saudi Aramco Affairs Services Department				Date
Coordinator, Infrastructure Planning Division, Facilities Planning Department				Date

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Attachment 2

**LAND USE PERMIT  
REVIEW PROCESS**

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**FACILITIES PLANNING DEPARTMENT**

E-4580, Dhahran ☎ 874-6596 📠 873-1227

**LUP Tracking Form**

LUP Number \_\_\_\_\_

LUP Title \_\_\_\_\_

Project ☐ BI 10-xxxxx ☐ BI-19 ☐ Expensed Items ☐ Non-Company ☐ Others

Title: \_\_\_\_\_

Special Conditions	Compliance	
	Yes	No

1) \_\_\_\_\_ ☐ ☐

Remarks: _____	Department _____
_____	Signature _____

2) \_\_\_\_\_ ☐ ☐

Remarks: _____	Department _____
_____	Signature _____

3) \_\_\_\_\_ ☐ ☐

Remarks: _____	Department _____
_____	Signature _____

4) \_\_\_\_\_ ☐ ☐

Remarks: _____	Department _____
_____	Signature _____

5) \_\_\_\_\_ ☐ ☐

Remarks: _____	Department _____
_____	Signature _____

Additional Remarks

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_