

ii.1. Master Plan Approval Stages

The Master Planning Department in DDA is responsible for the review and approval of all master plan submissions to the authority.

The master planning process consists of three stages:

- 1) Preliminary Master Plan (PMP);
- 2) Sign off Sheet (SOS); and
- 3) Final Master Plan (FMP).

Figure ii.1 demonstrates a detailed flowchart of the master plan approval process. It also demonstrates parallel processes relevant to the overall master plan for engagement with authorities.

After an approval is granted for the master plan, any changes must be recorded and submitted to DDA through the Master Plan Modification application.

Stage 1: Preliminary Master Plan (PMP)

The Preliminary Master Plan (PMP) is the first stage in the master plan approval process. It describes the general vision of a project, its goals and objectives.

The PMP must provide a comprehensive report of the overall strategy to develop a particular project/area including all proposals for the development land use and the design approach for relevant elements of the built environment. These should reflect the outcomes of a complete and comprehensive assessment of the development potential and constraints.

Section iii.1 provides a detailed list of the submission requirements at the PMP stage which must be developed according to the standards set out in the following chapters.

Stage 2: Sign-Off Sheet (SOS)

Following the approval of the PMP, a sheet showing the final subdivision of a project must be developed. It must consist of a plan of the project and the different sub-plots and a table showing each plot's number, land use, area, gross floor area (GFA), number of buildings, number of dwelling units and maximum building height.

Prior to the submission of the Sign-off Sheet (SOS), coordination with relevant authorities should be undertaken. The required documents must be submitted to DDA for the preparation and issuance of the SOS.

In case amendments to the issued SOS are required due to authority requirements, a master plan modification application must be submitted resulting in re-issuance of the SOS.

Upon the submission of all the stamped SOSs to DDA, the SOS stage will be deemed complete.

Section iii.2 provides a detailed list of the submission requirements at the SOS stage.