

iii.6. General Requirements

In addition to the requirements set out in the previous sections, this section provides a summary of other general requirements that must be followed for all submissions to DDA.

Master Plan Preparation

For the Master Plan Report, the following must be met:

- The report must be named to match the corresponding submission requirement dependent on the stage of review;
- Include a table of contents with relevant page numbers;
- Follow the same order of the chapters and sub-chapters as set out in this guideline;
- Refer to and comply with the definitions included in Appendix A of this guideline;
- Format in color and sized to print legibly at A4 size; and
- Page numbers must be shown.

For all plans included in the master plan submission, the following must be met:

- Include plans for all phases of development, if applicable;
- Locate site in the center of the plan;
- Oriented to true north;

- Include a scale bar;
- Include a north arrow with Qibla direction;
- Clearly show and distinguish the site boundary;
- Caption to match the exact requirement as set out in this guideline; and
- All dimensions measured in meters.

Master Plan Submission

For all electronic file submissions, the following must be met:

- Submit on CD or USB compatible with Windows;
- Submit uncompressed files;
- Submit in “Portable Document Format” (PDF) version 7 or later;
- Submit LUB in Excel format;
- Submit the master plan report (including plans within it) as a single PDF file. Submit all other requirements as separate files;
- Submit all electronic submissions without password and/or restrictions; and
- Electronic file names must clearly describe the file and reference the subject property.

All submittal packages should be submitted at the Customer Service counter.