

Submission of Master Plan Applications Guidelines

Additional Guidance – Submission of Master Plan Applications

The Qatar National Master plan (QNMP) has undertaken the project to build an integrated planning system for the country, based on achieving a balance between the community needs and the requirements of both investors and developers. The QNMP is characterized by flexibility in dealing with developers, especially owners with **large land plots, plots zoned as Special Development (SDA)**.

First: Definition of large plots as per the Zoning Regulations

The QNMP has set out a clear definition of large plots as follows:

- Plots with area not less than (5) hectares, equivalent to (50000)m² within the Metropolitan Doha boundaries;
- Plots with area not less than (10) hectares, equivalent to (100,000)m² outside the Metropolitan Doha boundaries.

Second: Development Applications of large land plots and those located in Special Development Zones:

In the following cases the developer should submit a Master Plan or Detailed Plan Application to the Planning Department showing the proposed development prepared by the developer's consultant:

- Plots with an area greater than (50,000)m² within the Metropolitan Doha boundaries
- Plots with an area greater than (100,000)m² outside the Metropolitan Doha boundaries
- Plots located within the Special Development Areas (SD)

Third: How to obtain the Planning Approval and approve the Master or Detailed Plan Application

This process involves three phases as follows:

The First Phase:

The plot owner or his authorized consultant should submit a Development Application for the requested plot to the Urban Planning Department to obtain its Zoning Regulations. The Application must contain the address of the property and the Plot Identification Number (PIN). Accordingly:

- Study of the Development Application for the Plot in question by the competent department.
- Hold meetings with the applicant as needed.
- Issue a preliminary planning statement specifying the general framework for the proposed development in respect to urban development plans at different levels issued by the Ministry. The preliminary statement includes:
 - General planning standards and guidelines that the developer must adhere to
 - Permitted land uses
 - Planning and Design Regulations (Building Heights - Setbacks - coverage ratio, etc.)

The Second phase:

The Master Plan or Detailed Plan Application is submitted by the owner or his authorized consultant. It should include a general concept for developing the plot in question, and address the following issues:

- 1. The plan shows the location that includes:**
 - Property address including the Plot Identification Number (PIN);
 - The total site area;
 - The site' coordinates.
- 2. Site analysis' studies that include:**
 - Land uses, adjacent activities and building heights;
 - Existing facilities, activities and their relationship to the proposed project site;
 - Visual inventory (photography) of the site and surrounding areas, with the location of captured images marked on a map;
 - Location of infrastructure networks and utilities;
 - The surrounding road network, accessibility and parking areas.

3. Natural and Environmental Studies:

- Environmental elements/constituents;
- Heritage elements/constituents;
- Existing contour lines with elevated areas in relation to height levels in Qatar;
- The location of all trees and vegetation, the extent of their spread and the natural characteristics of the site;
- Views and scenes that are available to, from and through the site (visual study)
- Climate analysis (sun angles, prevailing winds and other climatic conditions).

4. Additional analysis:

- The proposal's relationship with the Qatar National Development Framework (**QNDF**) as well as the Municipal Spatial Development Plans (**MSDP**) and other plans approved by the Ministry that are available in the following link:
<http://www.mme.gov.qa/QatarMasterPlan/Arabic/Product.aspx>
- The key objectives of the proposed plan.
- A socio-economic impact assessment report detailing the socio- economic justifications for the need to develop the requested project.
- Feasibility study report of the proposed project and its impact on the real estate market.
- Population and employment, and the population density of the proposed project (including the adopted methodology and assumptions).
- Planning alternatives, if any.
- For residential projects, the housing plan to be submitted should include:
 - Allocated area for housing
 - Number of housing dwellings
 - Area of housing units
 - Types of housing units
 - Economic level of housing.

Based upon the foregoing, the following measures will be conducted by the competent authority:

- Study the proposal
- Hold meetings with the applicant to discuss and review the proposal.
- Prepare a Planning Statement that specifies the zoning regulations and procedures that the developer must adhere to, as follows:
 - Permitted land uses;
 - Zoning regulations (building heights, setbacks, coverage ratio, etc.);
 - Timeframe of the development and validity of the Planning Statement;
 - Any other conditions the developer must meet to obtain the final Planning Approval.

The Third Phase:

The applicant (the owner of the plot or the authorized consultant) shall apply for approval of the Master Plan / Detailed Plan Application. This application must include the following:

1. Proposed land uses
2. The proposed Master plan that includes:
 - Sites designated for different land uses, activities and open areas;
 - Hierarchy of existing and proposed Road Networks;
 - Pedestrian Movement;
 - Provision of Public Transit;
 - Provision of Infrastructure networks and Utilities;
 - Provision of Community Facilities.

3. Gross Floor Area for each Land Use
4. Floor Area Ratio for the project and each phase.
5. Building heights
6. Details of implementation phases for the proposed Master Plan.
7. Elements of Site Planning
8. Analysis of mass and formation
9. Sustainability features and ratings (e.g. GSAS, LEEDS, etc...)
10. Elements of Urban Design, Planning and Design Concept (including design criteria as well as standards and indicators to be adopted)
11. Additional information

Based upon the foregoing, the following must be conducted:

- Study the proposal and refer it to the Assistant Undersecretary for Urban Planning Affairs
- Issue the Planning Approval resolution after approval by HE the Minister of Municipality and Environment

The planning approval includes all the zoning regulations and procedures that the developer must meet in order to obtain the Building Permit and develop the project:

1. Land uses;
2. Zoning regulations, including building heights, setbacks, coverage ratio, etc.;
3. Timeframe and development phases;
4. The expiration date of the Planning Approval;
5. Any other conditions the developer must meet to begin the development process;
6. Obligations required by the developer related to the various types of development work.

5. Submission Requirements (type and format) of the Master Plan / Detailed Plan Application for Approval:

The applicant must submit the following documents:

1. The submission must be conducted by an accredited consultant office working in the urban planning field;
2. Five hard copies of all reports, drawings and information to be delivered in A3 paper size;
3. Five digital copies of all reports, drawings and information to be provided in PDF format (unprotected version);
4. After completion of the review and approval of the plan, the approved plan and designs must be delivered to the Department in AutoCAD and GIS programs.

