



**MINISTRY OF MUNICIPALITY
AND ENVIRONMENT
INFRASTRUCTURE PLANNING DEPARTMENT**

**Procedure for Land Allocation for
Infrastructure Uses**

February 2019



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1.0 INTRODUCTION

As part of the duties of the Ministry of Municipality and Environment (MME) in general and the Infrastructure Planning Department (IPD) in particular, the allocation of land for utility purposes is an important part of the work.

In order to quantify and streamline these allocations, this procedural document has been prepared in order to clearly quantify the various steps required for this allocation.

A flow chart is included as an appendix to this document, in order to clearly show the required steps to be followed.

2.0 LAND ALLOCATION PROCEDURE

2.1 Work Flow

- Upon receipt of a land allocation request, IPD shall review the request to ensure that the request is reasonable and does meet the planning requirements of the area.
- IPD will verify that the requested land is part of the governmental land stock and is not a private land. In some cases, IPD will enquire of the Land ownership from the Government Properties Department (GPD) in order to ensure the availability of the requested plot and the possibility to allocate it for the new purpose.
- Once the request is deemed appropriate, in terms of ownership, need, size and location, the land request is sent to the Urban Planning Department (UPD) for their urban planning approval. UPD verifies that the request will meet the urban character of the area and will enhance the present and future development of the area.
- If there are no planning objections to the proposal, the land is put “On Hold” in order to protect it from being allocated for other use during the completion of the subsequent phases of the land allocation procedures.
- Upon receipt of the planning approval of UPD, IPD will coordinate with the various Utility Providers such as Kahramaa (Water and Electricity), the Public Works Authority (Road and Drainage), the Communication Regulation Authority, the Ministry of Transportation and Communication, as well if required Qatar Rail, Qatar Petroleum, the Public Parks Department, the Environmental Assessment Department and any other authority or governmental entity that could be affected by the proposal.



- Once the replies of these various services providers have been received, any highlighted conflict is evaluated. If there, are no conflicts or if the conflicts are minor and can be resolved during the subsequent phases of design or construction of the facility, then the land request is sent back to UPD for the either the issuance of PIN number or delineation onto the Policy Plan as appropriate.
- UPD will inform IPD once this step is completed, to permit IPD to inform the original requesting authority. IPD will then inform the requesting authority, including informing them of any conditions placed on the approval due to the minor conflicts identified previously.
- However, if the conflicts are major, then IPD will inform the requesting authority to either modify their preliminary design or coordinate with the affected party in order to obtain their non-objection.
- Once the requesting authority advises that the conflict has been resolved and depending on the way the conflict was resolved, IPD will either continue with the request for the issuance of the PIN number as detailed above, or will restart the procedure by again requesting planning approval from UPD and restarting the approval procedure.

2.2 Required Documentation

The following are the documents that would be requested in order to permit the Infrastructure Planning Department to proceed with land allocation. As a reminder all documents must be submitted under cover of a letter from a Ministry or the appropriate Government Agency:

- Report/Technical Briefing Note justifying the need for the land request, including the length of time required in case of a temporary allocation
- Drawings in paper and electronic format (CAD & PDF) clearing showing the extend of the land take.

The details required in the justification notes and drawings are described in the specific procedure for each type of land request.



Figure 1 in the following page shows the procedure for Land Allocation in a flow chart.

2.3 Conclusion

While the land allocation process seems to be long and tedious, time limits have been placed on most actions, to ensure timely completion of the request. In addition, internal coordination and corporation ensures the smooth completion of requests.

However, it is incumbent from the originator to ensure that the request is justified, that all the documentation has been fully provided, as described above, and in accordance with the MOU signed between MME and PWA as shown in Figure 2 that the due diligence with respect to the plot location and other requirements are complied with.



Figure 1: Land Allocation Procedure Flow Chart

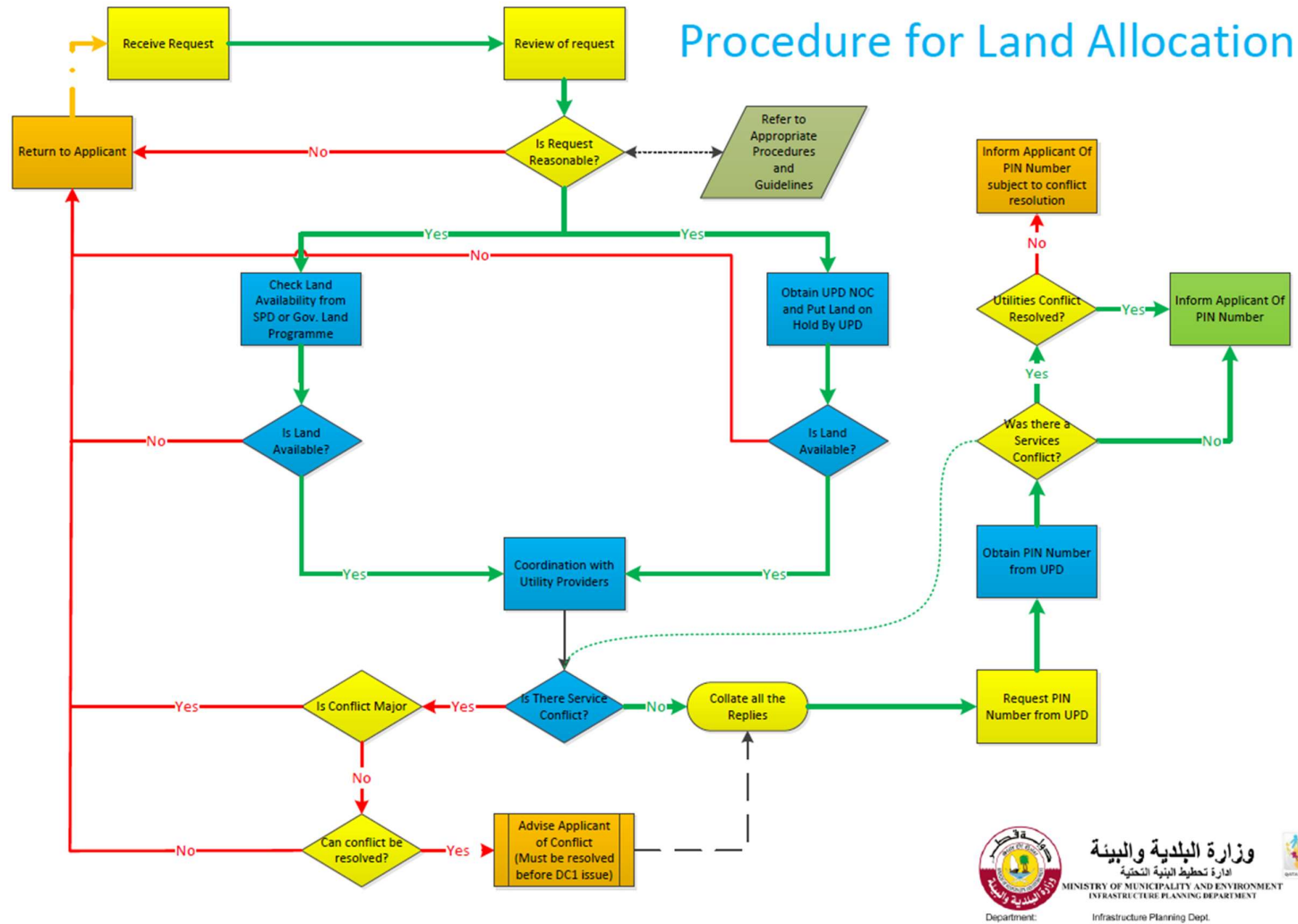




Figure 2: Land Allocation Procedure (MOU PWA-MME)

