



**NAD AL SHEBA
VILLAS**

Design Guidelines

Design Control and
Modification Submission Procedures

NAKHEEL

Contents

01. Introduction	04
02. Core development principles	06
03. Types of applications	08
04. Application procedure & submission	10
05. Fee structure & payment	12
06. Modifications & additions allowed without NOCs	14
07. Modifications and additions that require NOCs	16
08. Non-permitted modifications	20
09. Allowed extra built-up area that requires payment and NOC	22
10. Frequently Asked Questions (FAQs) and contact details	32
11. Appendix - list of plants suitable for soft landscaping	34



01. Introduction

The Design Guidelines, are intended to assist property owners, consultants and contractors, with making modification submissions of the highest standards, including design and material considerations. This document serves as a guide for preparing submissions for Nakheel's review and approval.



02. Core development Principles



To ensure consistency with other villas in the community, the following development principles will be considered when reviewing any modification proposals submitted to Development Control & Planning Approvals (DCPA) for approval.



Protecting the design merits of the original building



Protecting the privacy of neighbours and community residents



Protecting infrastructure and services



Protecting the character and appearance of the streetscape

03. Types of applications

1. Modification to Existing Villa (MV)

Alterations to the internal walls and façade modifications that do not include extra built-up area.

2. Outdoor Works (OW)

Modifications to the landscape area, which includes but is not limited to, installation of pergolas, swimming pools, barbecue counters, car shades and water features, within plot limit.

3. Additional Built Up Area, consists of two stages:

Conditional Consent (CT):

A pre-approval step to confirm no load required by DEWA.

Villa Extension (EV):

Final approval for additional built-up area.

4. Villa status Report (VSR)

It is a free-of-charge online service that will allow property owners to check their property status against non-approved or non-compliant items. A clear and valid Villa Status Report is a prerequisite for resale NOC and villa extension applications. Property owners can apply for (VSR) using their username and password via Nakheel online services, under owner profile. Validity of VSR report is 30 calendar days from the date of issuance.

5. Retrospective Approval (RS)

Approvals for past extensions/Modifications constructed without prior approval. A Villa Status Report (VSR) shall be obtained prior to applying for this service.

6. Exceptional Approval (EX)

Proposals that are generally not in compliance with the guidelines but may be permitted if there would be no harm to neighbouring villas or the community, particularly in relation to the core development principles.

7. Revalidation Application (RV)

Extension of NOC validity for expired approvals (up to two revalidations as maximum).

8. Transfer of Approval (TO)

Changing the name of the owner, contractor or consultant on an NOC in case of transfer of ownership or if the owner decides to change the previously appointed consultant/contractor.



04. Application procedure & submission

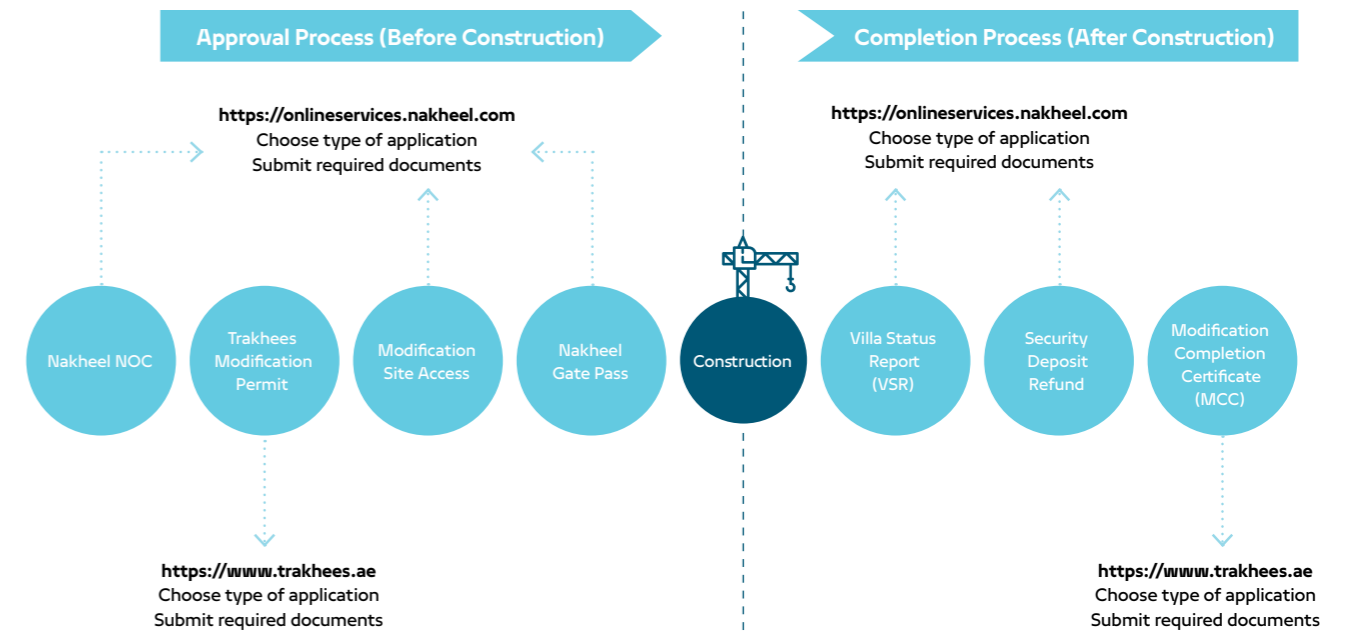
All types of applications can be submitted via Nakheel Online Services at <https://onlineservices.nakheel.com>

- ▶ Upon uploading the required documents and submitting the application online, a submission ticket number will be sent and can be used as reference for any queries related to the application.
- ▶ A notification email will be sent with the status of the application, such as:
 - **Complete submissions:** The application is registered and the NOC will be sent within three working days from the date of registration after paying the applicable fees
 - **Incomplete submissions:** The application is missing some items and will remain unregistered until the requested items are submitted. Failure to respond with the missing items within three working days will result in the application being returned and a new submission must be made.

- **Returned submission:** The applicant will be notified about the major missing items and a new fresh application must be submitted.

Upon receiving Nakheel's modification NOC, a modification permit shall be obtained from Trakhees, after which the contractor shall apply for Mobilization/Modification site access NOC. Contractor shall then obtain a gate pass from the security team to commence work on site.

Once work is completed, the villa owner is required to apply for a Villa Status Report (VSR) using Nakheel Online Services to obtain villa clearance. The VSR team will visit the site and verify that construction work is in line with the issued NOC and stamped drawings. Subsequently, the villa owner can apply for security deposit refund. Applicants shall then be able to apply for the Modification Completion Certificate (MCC) from Trakhees Civil Engineering Department.





05. Fee structure & payment

Administrative fees for proposed work (non-commenced work):

- ▶ An administrative fee of AED 1,000 + VAT/tax is applicable for villa modification (MV), outdoor work (OW) and Conditional Consent (CT) applications.
- ▶ An administrative fee of AED 1,000 + VAT/tax is applicable for Revalidation (RV) and Transfer of Approval (TO) applications.
- ▶ An administrative fee of AED 5,000 + VAT/tax per item is applicable for Exceptional Approval (EX).

Non-Compliance fees for commenced work (completed work) in addition to the above administrative fees:

- ▶ A Non-Compliance fee of AED 2,000 + VAT/tax is applicable for villa modification (MV) and outdoor work (OW).
- ▶ A Non-Compliance fee of AED 10,000 + AED 1,000 monthly incremental charge until the non-compliance is rectified completely + VAT/tax is applicable for Villa Extensions.
- ▶ A Non-Compliance fee of AED 10,000 + VAT/tax per item is applicable for Exceptional Approval (EX)

Payments may either be made online through Nakheel application system or in cash up to AED 40,000 (payments of more than AED 40,000 must be made through manager cheques) by visiting Nakheel Sales Centre.

Plot extensions, where applicable, should be addressed to wecare@nakheel.com

Extra BUA rates should be addressed to planning.approvals@nakheel.com



06. Modifications & additions allowed without NOCs

Some modifications and additions to your villa may be permitted without No Objection Certificates (NOCs), such as:

1. Repair and maintenance work as well as internal painting, done on a like-for-like basis.

2. Installation of minor mobile outdoor equipment such as barbecues, kennels or play equipment, provided that they meet the following standards.

- ▶ Do not exceed the height of the existing boundary walls
- ▶ Must be in the rear or side garden
- ▶ Minimum setback from property walls is 1m
- ▶ Coverage shall not exceed an area of 8 sq.m.



07. Modifications and additions that require NOCs

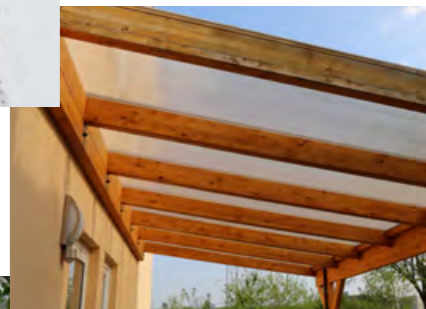
Please ensure that NOCs are obtained prior to executing the following modifications or additions:

1. General internal modifications:

Demolishing non-structural internal walls, closing the kitchen, adding a bathroom, and renovating existing kitchen or bathrooms.

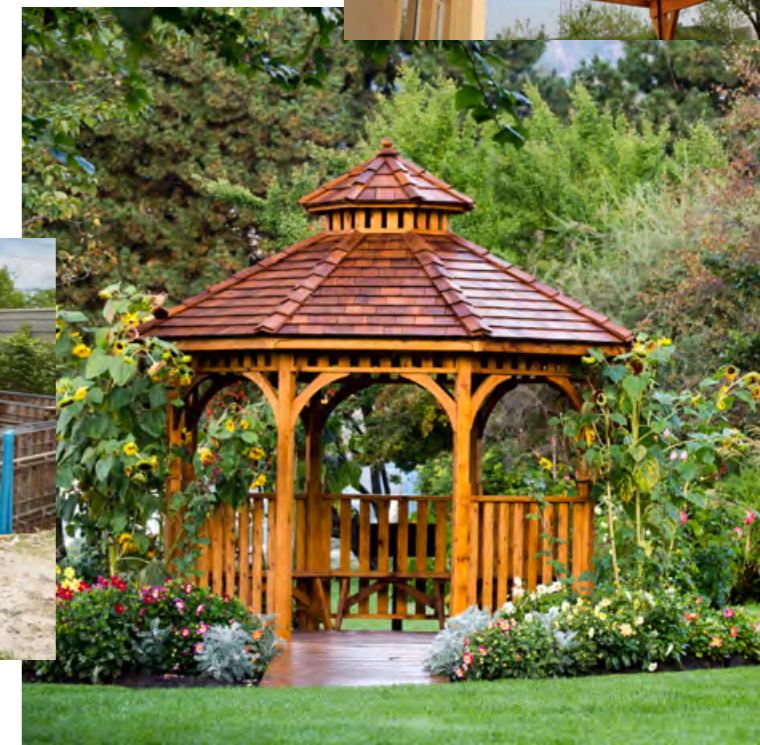
2. Swimming pools and jacuzzis:

Swimming pools and jacuzzis can be built or installed in the rear garden with minimum 1m setback from property walls. Swimming pool water should not be discharged into the sewerage system.



3. Shade structure (pergolas, canopies and gazebos):

The structure coverage should not exceed an area of 12 sq.m. or height of 2.80m, with 1m setback from the boundary wall. It should be a lightweight, non-enclosed structure in natural wooden or earthy beige colours, to match the villa colours.



4. Tensile fabric:

A beige colour membrane can be installed at the villa and boundary wall to provide additional shade. It should not exceed 8 sq.m. and must be fixed lower than the side wall parapet to avoid affecting the neighbour's plot.



6. Changing the colour of the villa:

Villa owners are allowed to slightly change the colour of their villas subject to respecting existing colour scheme of their district. Allowed colour codes can be provided upon request.

5. Temporary screening of the boundary:

The villas in the community have been designed to encourage planting of shrubs and trees in the front garden, creating an attractive, green streetscape. Owners who wish to install a white semi-transparent acrylic sheet behind the front fence railing, will be provided a temporary permit for one year until the shrubs and plantations grow to cover the fence.



08. Non-permitted modifications

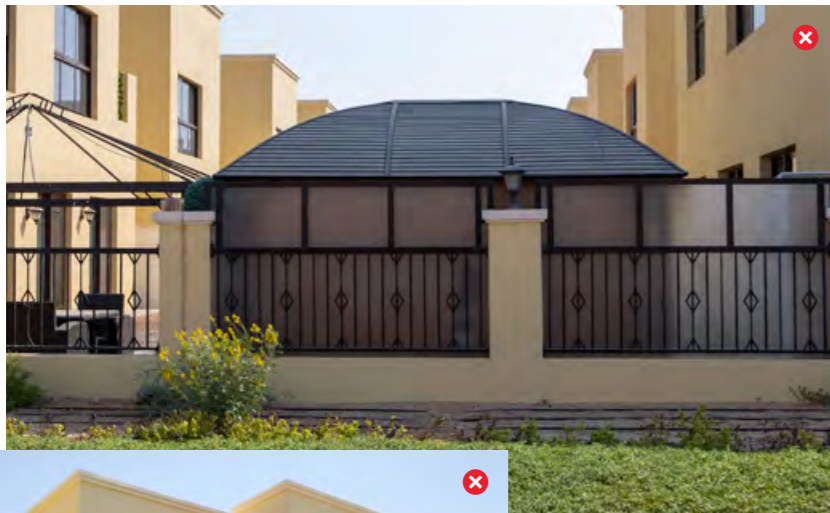
The following list identifies development proposals that will not be permitted:

1. Property sub-division either for separate letting or extended family use.
2. Non-residential uses.
3. Any development or planting beyond plot boundary and not in the applicant's ownership.
4. Any property alteration, extension or ancillary free-standing structure within the property curtilage such as balcony enclosure, terrace enclosure or garage conversion.
5. Any proposal for an external staircase, external security screens, bars and shutters over windows and doors.
6. External plant equipment that is visible from neighbouring plots and the public realm or causing noise disturbance.
7. Signage, excluding construction signage as per Trakhees or Lease/Sales signage by real estate brokers with NOCs obtained at onlineservices.nakheel.com
8. Rendering or cladding changes to property, including boundary walls, except what is allowed as per the code.
9. Colour changes that do not match the existing colour.
10. Changes to external elevations, windows, balustrades, roof, including materials, slope, parapet and height.

Tree planting:

- ▶ Any planting work that endangers health or public safety is not permitted.
- ▶ Trees with vigorous root growth such as Ficus or Damas species, are prohibited.
- ▶ Property owners will be liable for any damage caused to neighbouring property by planting such species.

Ficus and Damas trees species are not allowed.



09. Allowed extra built-up area that requires payment & NOC

The internal built-up area of the villa may be increased to add an extra room such as a driver's room, maid's room or majlis room. The big plot corner 5 bedroom villas are also allowed to have an external majlis. Fees are applicable for all extensions and NOCs are required. Owners and their consultants must ensure that no additional load will be required for any extension they are applying for.



To ensure uniformity within the community, all owners are requested to select the pre-defined area available for built-up area extension in the table below.

Extension	4 BR Villa	5 BR Standard Villa	5 BR Large Plot Villa
Extension A	5.03 m ²	5.03 m ²	5.03 m ²
Extension B	2.48 m ²	3.48 m ²	3.48 m ²
Extension C	-	-	27.60 m ²
Maximum m ²	7.51 m ²	8.51 m ²	36.11 m ²

5 Bedroom villa large plot extension



Area A
5.03m²

Area C
27.60m²

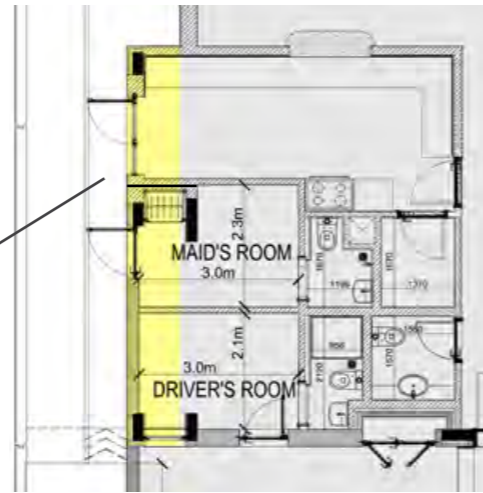
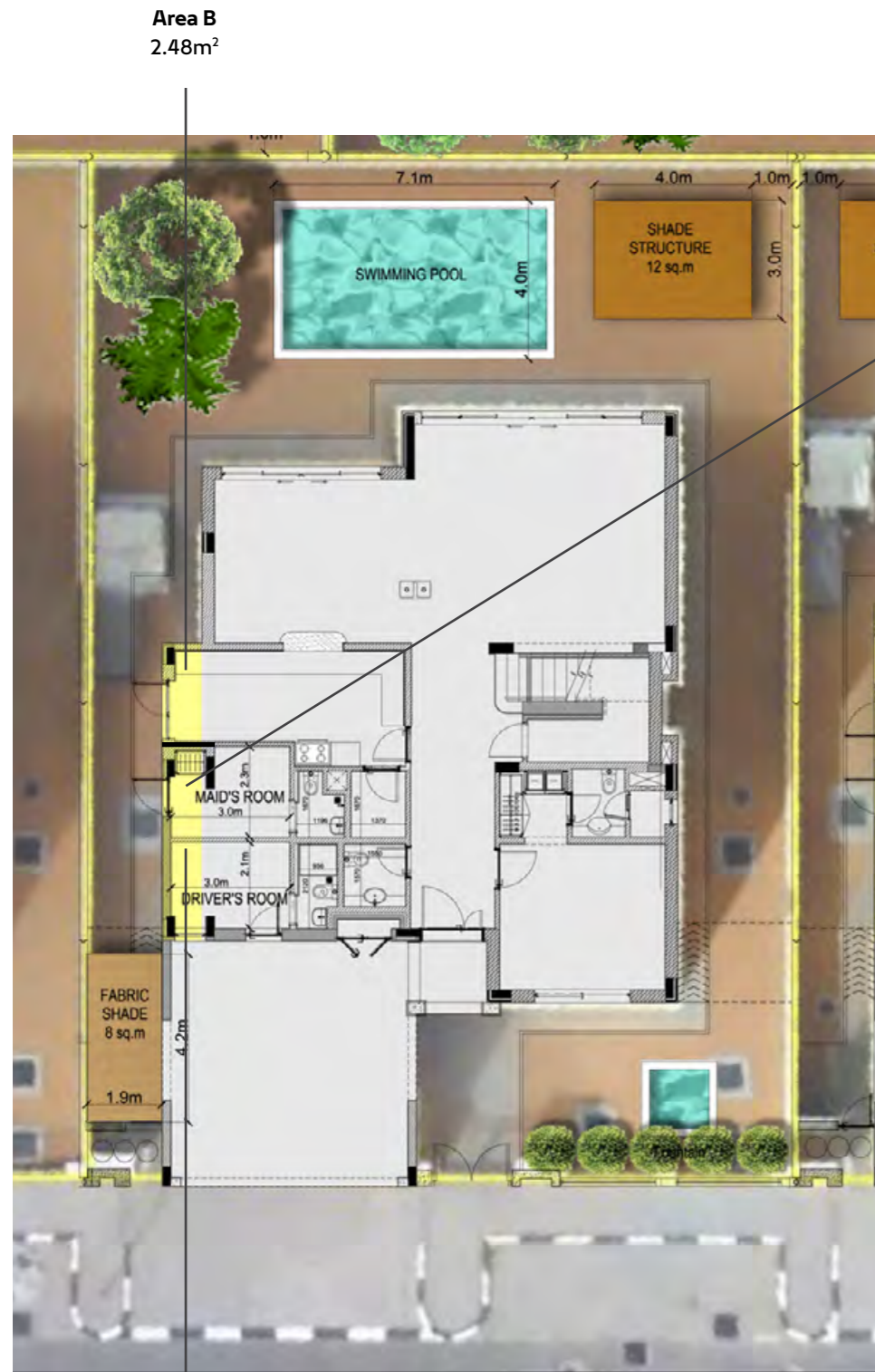
Ground Floor



Non-accessible roof

First Floor

4 Bedroom villa extension



Zoom in Area A+B



Non-accessible roof

First Floor

Ground Floor

Overall view of a group of villas with extensions



Ground Floor



First Floor

Overall view of a group of villas with extensions



Extension C

Extension A+B

11. Frequently Asked Questions (FAQs)



1. Is there any reason why my application would not be accepted?

Plot owners will not be able to apply for modifications if they have any outstanding service charge payments.

2. Who can make a Modification Submission?

Modification proposals can be submitted by:

- The property owner or POA holder
- The person holding the mortgage if the property is mortgaged with the lender's consent
- The tenant, with the landlord's consent, if the property is leased

In all cases, consultants and contractors can be appointed to act on their behalf with proof of ownership, as well as copies of clearance letters from lenders and/or landlords will be required, in order to proceed. These requirements are more fully explained online at <https://onlineservices.nakheel.com/>

3. How long will it take to issue a decision?

A notification email will be sent for the complete or incomplete submission.

If the submission is complete, the application will be registered and an NOC shall be expected within three working days from the date of registration after paying the applicable fees.

4. What happens if I include non-compliant modifications within my submission?

If it is discovered after notification of registration, that the submission contains proposals that breach

the design controls specified in this document, the submission will be returned. Depending on the nature of the proposed breaches, you may be advised to seek separate approval via the applicable procedure.

5. What is the Villa Status Report (VSR)?

It is free-of-charge online service that will allow property owners to check their property status against non-approved or non-compliant items. A clear and valid Villa Status Report is a prerequisite for resale NOC and villa extension applications. Property owners can apply for (VSR) using their username and password via Nakheel online services, under owner profile. Validity of VSR report is 30 calendar days from the date of issuance.

6. What happens if I modify my property without Nakheel's approval?

Villa owners are always encouraged to report any non-compliant items within their villas via Nakheel online services, under Villa status report (VSR) request, which is free-of-charge. The VSR team will visit villa and generate a report to villa owner stating the non-compliant items(s) and the way forward per each item.

However, In case Nakheel team spotted a non-compliant item to applicable villa design code, the villa owner shall receive a notification including (VSR) showing list of non-compliant items and the required action along with the way forward per each item.

In all cases, remedial actions are always required to avoid non-compliance fee that will be subject to a monthly incremental charge of AED 1,000 from the date of the latest VSR date until the non-compliance is rectified.

7. Do I have any right to appeal?

The plot owner has the right to appeal for cases of unauthorised development, provided it is duly lodged in time. This is only applicable where the Review Board refuses to approve the

work retrospectively, and the plot owner is required to rectify the situation by removing the violation and returning the property to its original condition.

8. When can construction works commence after obtaining Nakheel's approval?

All Nakheel NOCs are valid for a period of six months from the date of issue. During this period, applicants must obtain Trakhees Modification Permit to commence work on site. If construction does not commence before the expiry of the Nakheel NOC, then applicants must either make a fresh modification submission or seek a revalidation of the expired approval (maximum two revalidations).

9. Is there a timeframe to complete the permitted works after obtaining required gate pass?

Upon issuance of authority Modification permit, the appointed contractor must apply for mobilization/modification site access approval NOC via Nakheel online services, where a refundable security deposit AED 10,000 shall be deposited. The site access NOC will allow contractor to obtain the security gate pass. This gate pass will be issued with a specific time frame allowed to complete the work depending on the type of application and requested works. After that, the gate pass will be automatically blocked, and a penalty scheme will be applied on a daily basis if the site is not cleared. If work extension is required, then a gate pass renewal must be obtained.

10. Do approvals for plots get transferred to a new owner?

All NOCs issued to the plot owner do not get transferred automatically with the Title Deed to

a new owner. Unimplemented approvals shall be transferred through an application to the new owner.

11. How does Nakheel approval relate to authority requirements?

The building authority is responsible for issuing a Modification Permit for any modification work and no work can be done without obtaining an authority permit. However, the Authority requests Master Developer (Nakheel) consent, NOC and stamped drawings prior to the issuance of the Authority permit.

12. Am I allowed to repaint the facade and roof of my villa?

Yes, villa owners can paint their villas subject to respecting the existing colour scheme, as listed in section 8 (Modifications and additions that require NOCs, External Villa Painting). For garden villas, painting and/or modifications to the shared common wall and fence are not permitted.

13. How can I refund my security deposit?

To refund security deposit the followings are required:

- A Trakhees modification completion certificate (MCC) is required to ensure the work has been done as per the respective approvals and stamped drawings.
- A valid villa status report (VSR).

11. Appendix

List of plants suitable for soft landscaping

Scientific Name	Common Name	Mature Height (in metres)	Minimum Spacing (in metres)
Palm Trees			
<i>Bismarckia nobilis</i>	Bismarck Palm	7	3
<i>Caryo taitensis</i>	Fishtail Palm	10	2-4
<i>Chamaerops humilis</i>	Mediterranean Fan Palm	4-7	1-3
<i>Chrysalidocarpus lutescens</i>	Areca Palm	9	1.5
<i>Cocos nucifera</i>	Coconut Palm	20-30	6
<i>Cycas revoluta</i>	Sago Palm	3	
<i>Hyophorbe lagenicaulis</i>	Bottle Palm	3-6	1
<i>Livistona chinensis</i>	Fountain Palm	6-15	4
<i>Dyopsis decaryi</i>	Triangle Palm	4-7	3
<i>Phoenix canariensis</i>	Canary Island Palm	8-10	6
<i>Phoenix dactylifera</i>	Date Palm	2-4	1.5
<i>Pritchardia pacifica</i>	Fiji Fan Palm	6-9	2
<i>Ravenala madagascariensis</i>	Traveller's Palm	4.5-7.5	2
<i>Rhapis excelsa</i>	Lady Palm	2	2-3
<i>Roystonea regia</i>	Royal Palm	18-30	6
<i>Sabal palmetto</i>	Sabal Palm	3-7	3
<i>Washingtonia filifera</i>	California Fan Palm	12-18	5-6
<i>Washingtonia robusta</i>	Mexican Fan Palm	18-27	5-6
<i>Wodyetia bifurcata</i>	Foxtail Palm	7-1	3
Ornamental Trees			
<i>Acacia arabica</i>	Assantal arabi	7-12	5
<i>Acacia tortillis</i>	Samur	3-7	5
<i>Acacia saligna</i>	Acacia saligna	7-8	5
<i>Albizia lebeck</i>	Labkh	15-20	5
<i>Albizia julibrissin</i>	Persian Silk Tree	5-12	5
<i>Azadirachta indica</i>	Neem Tree	6-8	5
<i>Carica papaya</i>	Papaya	2-5	1.5
<i>Callistemon viminalis</i>	Weeping Bottlebrush	8-10	3
<i>Cassia fistul</i>	GoldenShowe	7 -12	5

Scientific Name	Common Name	Mature Height (in metres)	Minimum Spacing (in metres)
<i>Casuarina equisetifolia</i>	Kaswarin	25	3
<i>Citrus aurantium</i>	Sour Orange	9	3
<i>Citrus limone</i>	Lemon	3-6	3
<i>Citrus sinensis</i>	Navel Orange	3-4	3
<i>Cordia sebesten</i>	Geiger Tree	6-8	4
<i>Delonix regi</i>	Royal Poinciana	12	5
<i>Lagerstroemia indica</i>	Crape Myrtle	6-8	3
<i>Leucaena glauca</i>	Horse Tamarind	8	5
<i>Mangifera indica</i>	Mango	20	5
<i>Millingtonia hortensis</i>	Chinaberry	12-15	5
<i>Moringa peregrina</i>	Yasar	6-9	5
<i>Moru ssp</i>	Mulberry	15	5
<i>Parkinsonia aculeata</i>	Jerusalem Thorn	4-8	5
<i>Peltophorum inerme</i>	Yellow Poinciana	12-15	5
<i>Plumeria obtusa</i>	Temple Tree	3-4	2
<i>Plumeria rubra</i>	Frangipani	3-4	2
<i>Punica granatum</i>	Pomegranate	5-8	3
<i>Schinus terebinthifolia</i>	Brazilian Pepper Tree	6-8	5
<i>Sesbania sesban</i>	Egyptian River Hemp	4-7	3
<i>Spathodea campanulata</i>	African Tulip tree	15-20	5
<i>Tabebuia rosea</i>	Trumpet Tree	7-10	5
<i>Tamarindus indica</i>	Tamr Hindi	10-15	5
<i>Terminalia catappa</i>	Indian Almond	25	5
<i>Thespesia populnea</i>	Portia Tree	6-10	5
<i>Syzygium cumini</i>	Java Plum	4-6	3
<i>Ziziphus jujuba</i>	Siddr	5-10	5
<i>Atriplexcanescens</i>	Fourwing Saltbush	2-3m	2no/m2
Shrubs			
<i>Acalypha hispida</i>	Chenille Plant	4	4
<i>Acalyphawil kesiana</i>	Copper Leaf	3	4
<i>Allamanda cathartica</i>	Golden Trumpet	4-6	2
<i>Atriplex canescens</i>	Fourwing Saltbush	2-3	2
<i>Atriplex halumis</i>	Saltbush	2-3	2
<i>Atriplex lentiformis</i>	Big Saltbush	3	2
<i>Atriplex nummularia</i>	Old Man Saltbush	2-3	2
<i>Atriplex semibaccata</i>	Australian saltbush	2-3	2
<i>Bougainvillea glabra</i>	Paper Flower	2	3

Scientific Name	Common Name	Mature Height (in metres)	Minimum Spacing (in metres)
Bougainvillea spectabilis	Bougainvillea	3	1
Bougainvillea pixie	Pink Pixie	3-5	1
Carissa macrocarpa	Natal Plum	3	3
Caesalpinia pulcherrima	Peacock Flower	3	1
Callistemon lanceolatus	Bottlebrush	2-6	3
Cestrum diurnum	Day King	3	2
Cestrum nocturnum	Night Queen	3	2
Chrysanthemoides monilifera	Boneseed		5
Clerodendrum inerme	Wild Jasmine	2-3	2
Codiaeum variegatum	Croton	2-3	5
Crinum asiaticum	Spider Lily	1-1.5	3
Dodonaea viscosa	Florida Hopbush	2-4	2
Duranta repens	Skyflower	3	4
Encelia farinos	Brittlebush		3
Gardenia jasminoides	Common Gardenia	1-3	2
Hamelia patens	Firebush	2-4	2
Heliconia psittacorum	Parrot Flower	2	4
Hibiscus rosa-sinensis	China Rose	1-2.5	4
Hibiscus syriacus	Rose of Sharon	2.5-4	1
Ixora chinensis	Chinese Ixora	0.5-1.2	5
Ixora coccinea	Jungle Flame	1-3	5
Jasminum sambac	Arabian Jasmine	1.5-3	5
Leucophyllum frutescens	Texas Ranger	1-3	4
Murraya paniculata	Chinese Box	4-5	4
Musa paradisiaca	Banana	3-4	3
Myrtus communis	Myrtle	3-4	5
Plumbago auriculata	Cape Plumbago	1-2	2
Pseuderanthemum atropurpureum	Amethyst Stars	2	4
Strelitzia reginae	Bird of Paradise	1-1.5	4
Tecoma smithii	Orange Bells	1-1.5	2
Tecoma stans	Tecoma Stans	1-3	1
Ground Covers			
Althernanthea amoena	Amaranth Redroot	0.2-0.4	8
Althernanthea ficoidea	Joseph's Coat	1.5-2	3
Althernanthea versicolor	Amaranth	0.2-0.4	8
Antigonon leptopus	Coral Vine	0.2-0.4	8
Campsis radicans	Trumpet creeper		

Scientific Name	Common Name	Mature Height (in metres)	Minimum Spacing (in metres)
Carissagrandiflora "Green Carpet"	Natal plum		
Gazania regens	Treasure Flower	0.2-0.4	6
Gazania uniflora	Trailing Gazania	0.2-0.4	6
Ipomoea palmata	Morning Glory	0.3-0.5	6
Ipomoeapes-carpae	Goat's Foot		4
Jasminum multiflorum	White Jasmine		2
Jasminum polyanthum	Pink Jasmine		3
Ruellia ciliosa	Ruellia	0.6-1	5
Climbers			
Setcreasea purpurea	Purple Heart	0.2-0.4	6
Stephanotis floribunda	Bridal Bouquet		
Wedelia trilobatta	Creeping Daisy	0.2-0.4	4
Zamia furfuracea	Cardboard Palm	0.7-1	3
Allamanda cathartica	Golden Trumpet	4-6	
Bougainvillea spectabilis	Great Bougainvillea		2
Clitoria ternatea	Butterfly Pea		4
Iresine lindenii	Iresine		8
Jacquemontia Pentantha	Jacquemontia	2-4	
Jasminum grandiflorum	Spanish Jasmine	4-6	
Jasminum officinale	Star Jasmine	4-6	
Lonicera japonica	Japanese Honeysuckle		
Quasqualis indica	Indian Jasmine		
Tecomaria capensis	Cape Honeysuckle	4-6	
Tristellateia australasiae	Bagnit Vine	4-6	
Ornamental Grasses			
Cyperus papyrus	Papyrus	1-1.5	4
Cyperus alternifolius	Umbrella plant		
Pennisetum setaceum	Fountain grass		
Pennisetum setaceum 'Rubrum'	Purple Fountain Grass	0.6-1.2	4
Bambusa vulgaris	Common Bamboo	4	1
Succulents & Cacti			
Adenium obesum	Desert Rose	1-2	5
Agave americana	Century Plant	1-2	2
Agave angustifolia 'Marginata'	Agave	1-2	2
Agave attenuata	Fox Tail Agave	1	2
Aloe arborescens	Candelabra Plant	1-2	4



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