



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

User Guide for the Service of
(Merging - Subdividing) Vacant Residential
Lands in an Approved Land Schemes

Beneficiary's
Copy

Contents

Objective of the Merging - Subdividing Residential Lands Service **03**

System Users **03**

System Administrator Screen at the Ministry - Managing the **04**

(Merging - Subdividing) Lands System

System Administrator Screen at the Municipality - Managing the **08**

(Merging - Subdividing) Lands System

System Administrator Screen at the Municipality - Applicant **12**

Attachment Settings

System Administrator Screen at the Secretariat - Managing the **14**

(Merging - Subdividing) Lands System

Applicant Screen **16**

Engineering Office Screen **32**

Municipality/Secretariat User Screens **44**

1) Requests Reviewer **44**

2) Engineer Screen **47**

3) Supervisor Screen **50**

Objective of the (Merging - Subdividing) Residential Lands Service

This service aims to facilitate the (Merging - Subdividing) of residential lands within an approved scheme. The entire process is automated in collaboration with the relevant government entities. The user logs in and verifies their identity (For Myself, Owner or Manager of an Establishment, Legal Agent, Authorized Representative) through the Balady System and selects the service for merging residential land plots within an approved scheme.

After selecting or retrieving the cadastral decision, the user designates an engineering office and submits all required documents, which the engineering office reviews and uploads, ensuring compliance with land merging regulations. The request is then forwarded to the relevant municipality/secretariat for review and approval. Once approved, a merging report is generated and sent to the Real Estate Identity System to issue pre-merging real estate identities for the land plots and a post-merging real estate identity for the newly merged land. Subsequently, the request is forwarded to the Notary System to issue a new title deed for the merged land. The updated request is then sent back to the Real Estate Identity System to update geographical data and the status of the real estate identities for the affected plots. Finally, the request is closed.

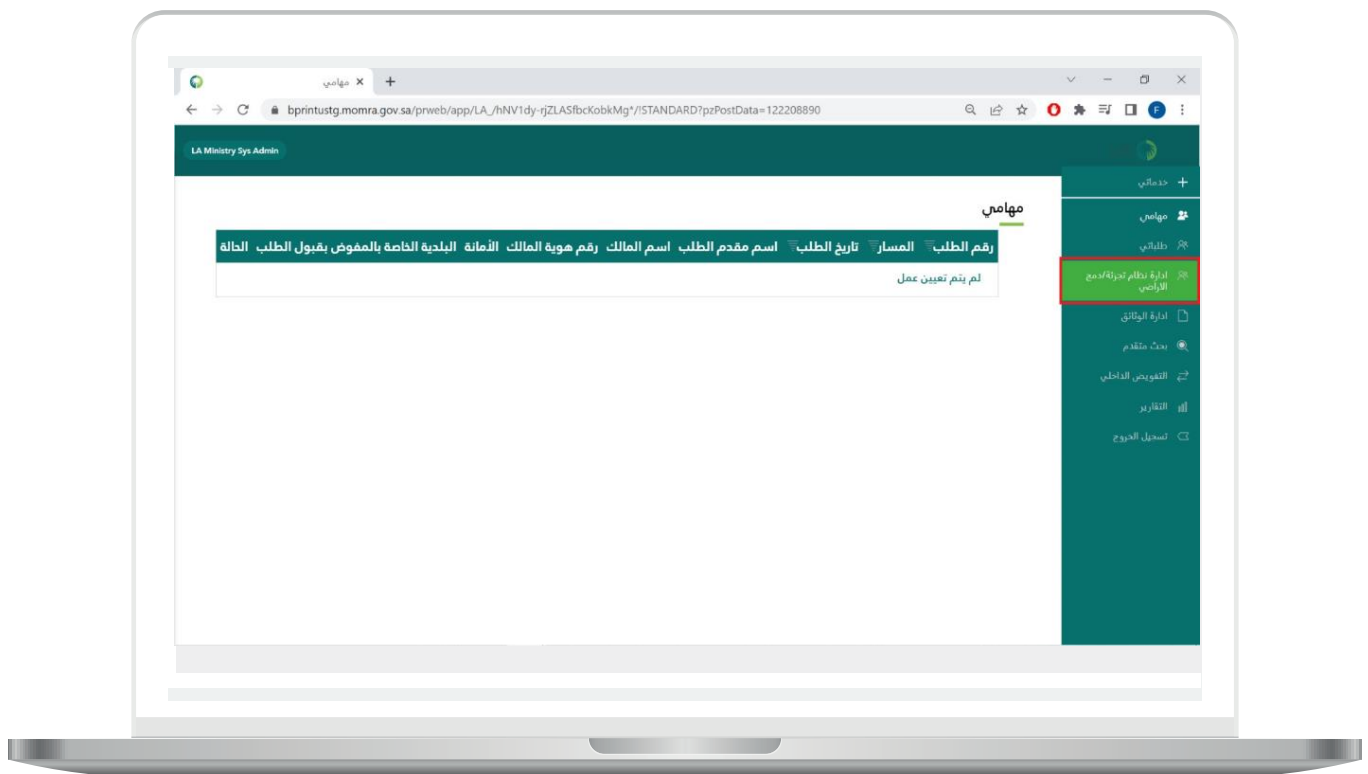
System Users

- System Administrator at the Ministry
- Applicant
- Engineering Office
- System Administrator at the Municipality Secretariat
- System Administrator at the Secretariat
- Municipality/Secretariat Employees

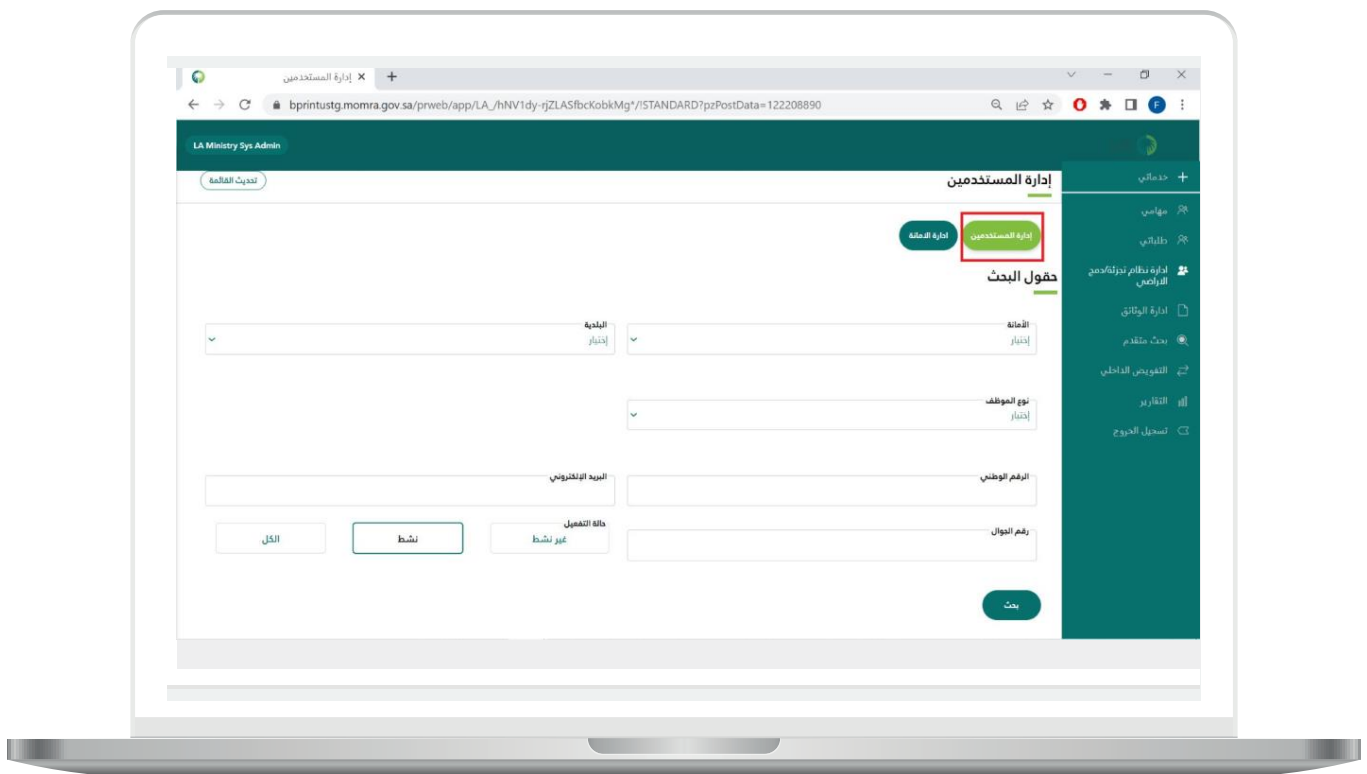


System Administrator Screen at the Ministry - Managing the (Merging - Subdividing) Lands System

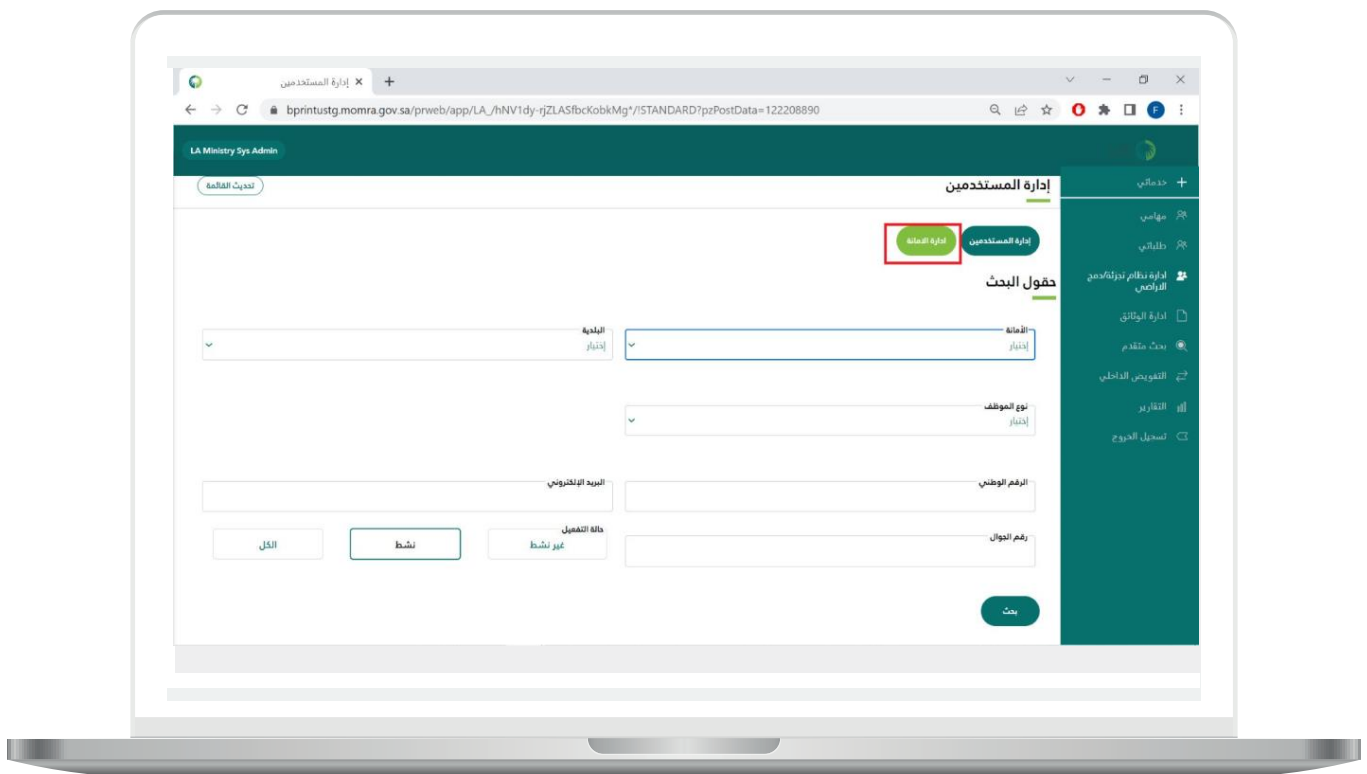
The System Administrator at the Ministry can manage the **(Merging - Subdividing)** Lands System through the **(Merging - Subdividing)** Lands System Management option in the user control panel.



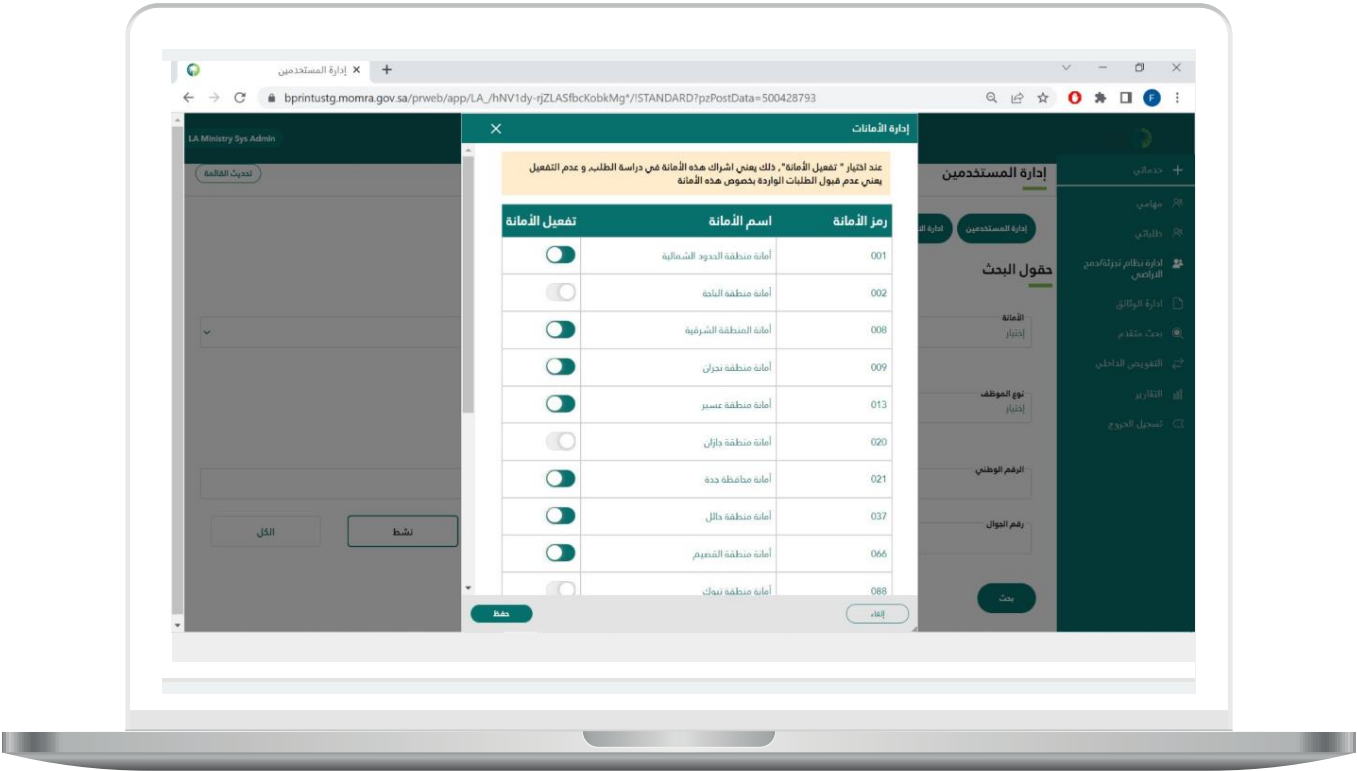
Through this feature, the System Administrator at the Ministry can create or modify user accounts via the User Management function, in addition to activate or deactivate municipalities using the Municipality Management option.



When selecting **(Activate Municipality)**, it means that the municipality is included in the request review process. Deactivation means that requests related to that municipality will not be accepted.

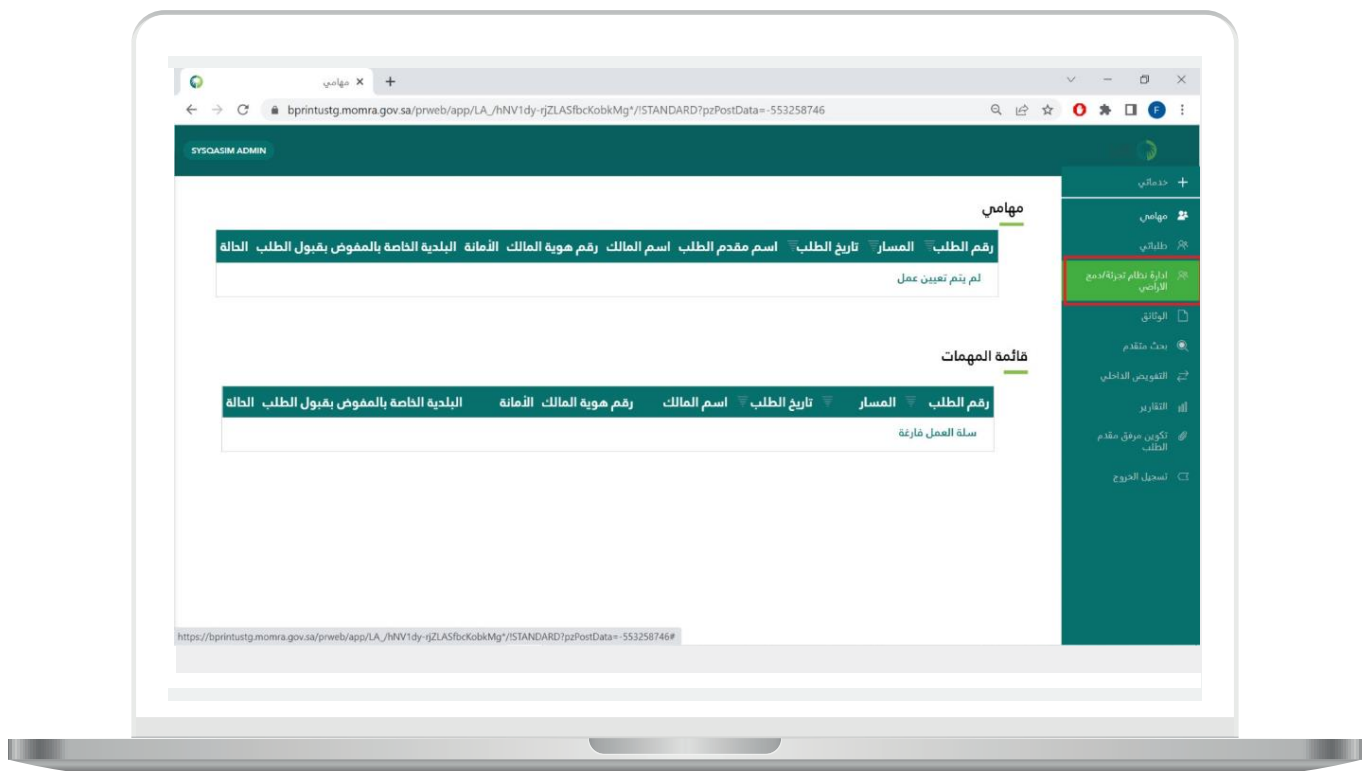


This step is related to the previous step.

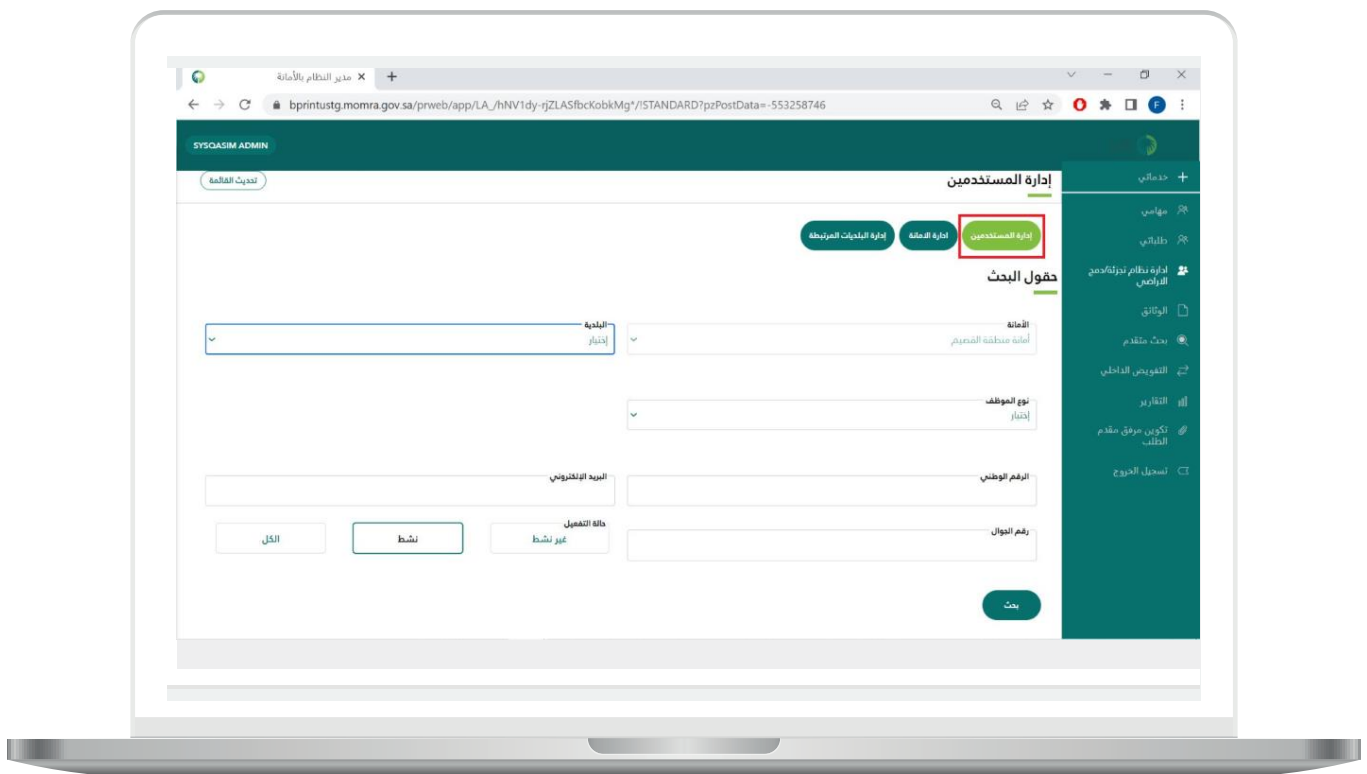


System Administrator Screen at the Municipality - Managing the (Merging - Subdividing) Lands System

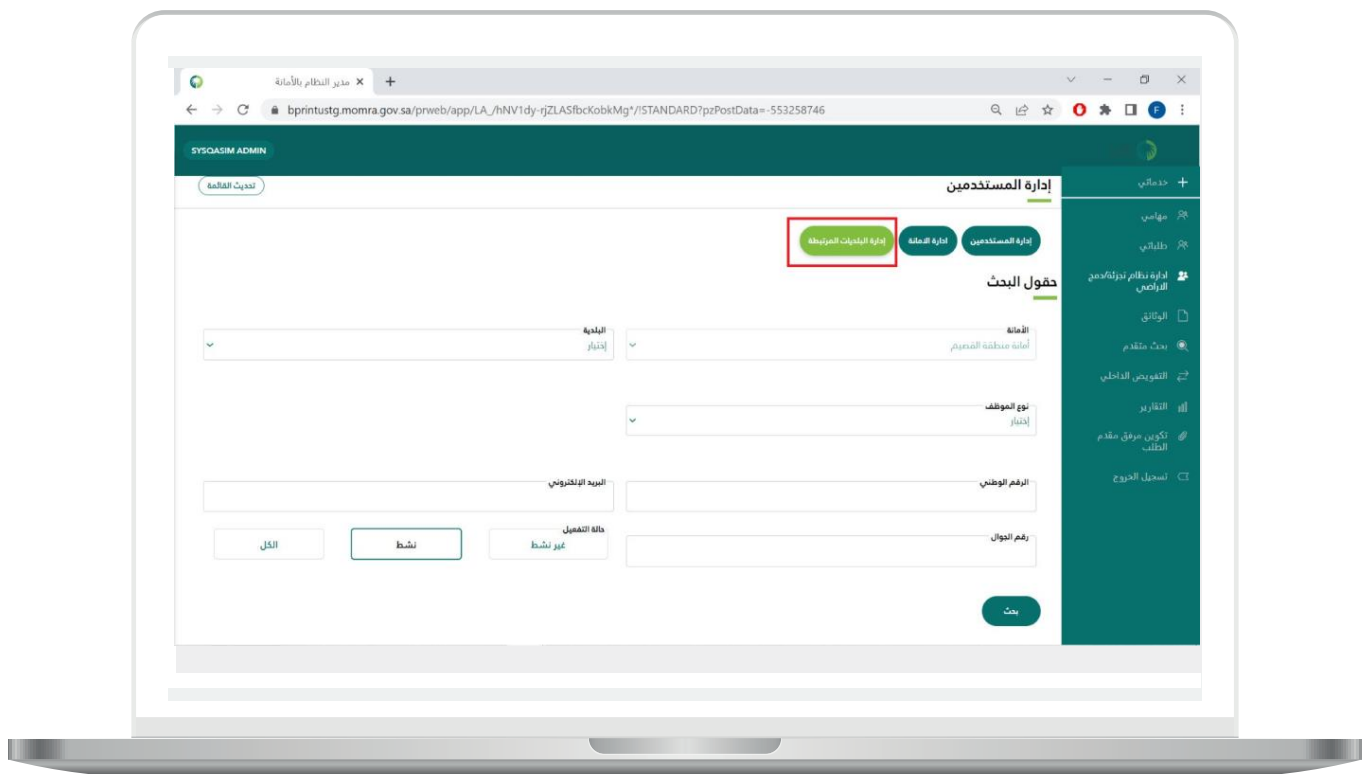
The System Administrator at the Municipality can manage the **(Merging - Subdividing)** Lands System through the **(Merging - Subdividing)** Lands System Management option in the user control panel.



Through this feature, the System Administrator at the Municipality can create or modify user accounts via the User Management function, assign multiple job titles to the same Municipality System Administrator account, search for a municipality employee and modify their job title by selecting from predefined roles in the system, and activate or deactivate linked municipalities through the Linked Municipality Management option.

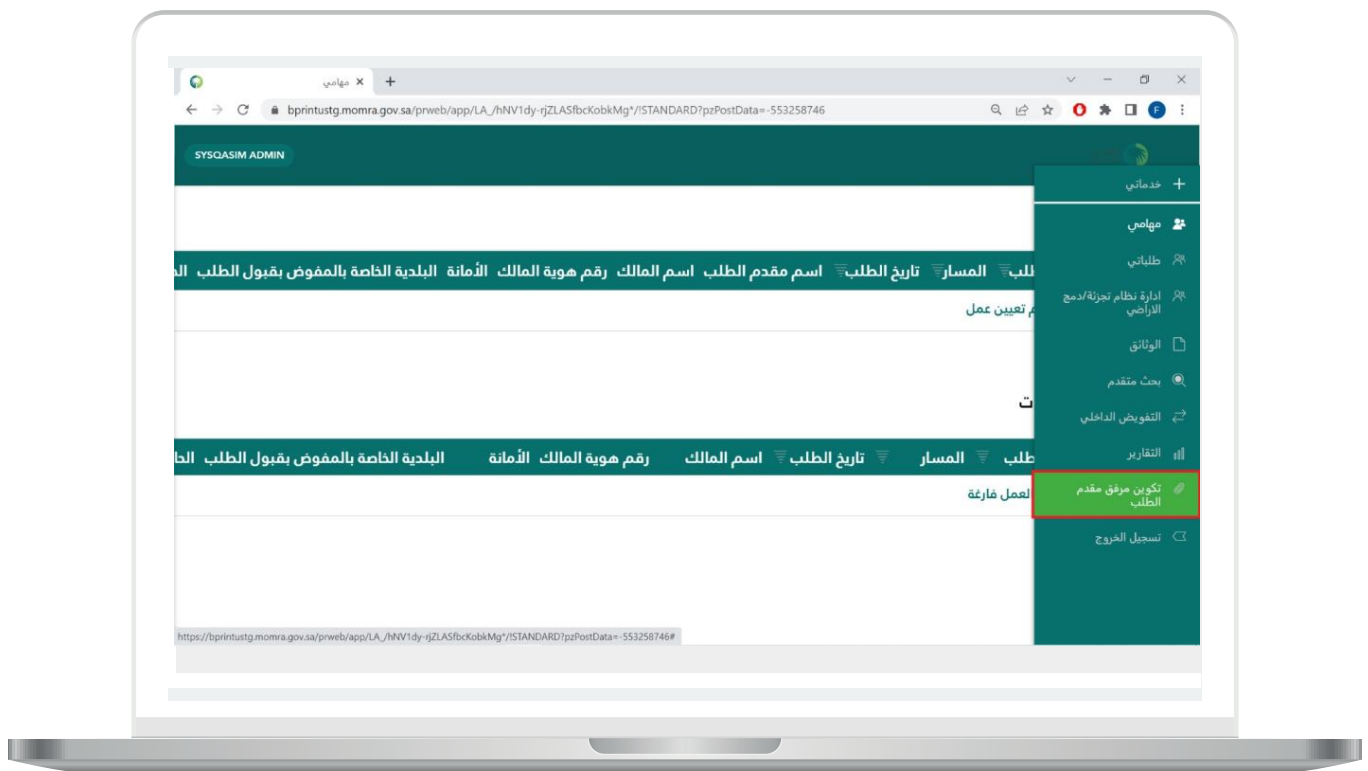


When selecting the **(Activate Municipality)** option, it enables the system to determine whether request processing will take place at the municipality level or the secretariat level. Deactivating a municipality means that all requests will be processed at the Municipality Secretariat level without municipal intervention.



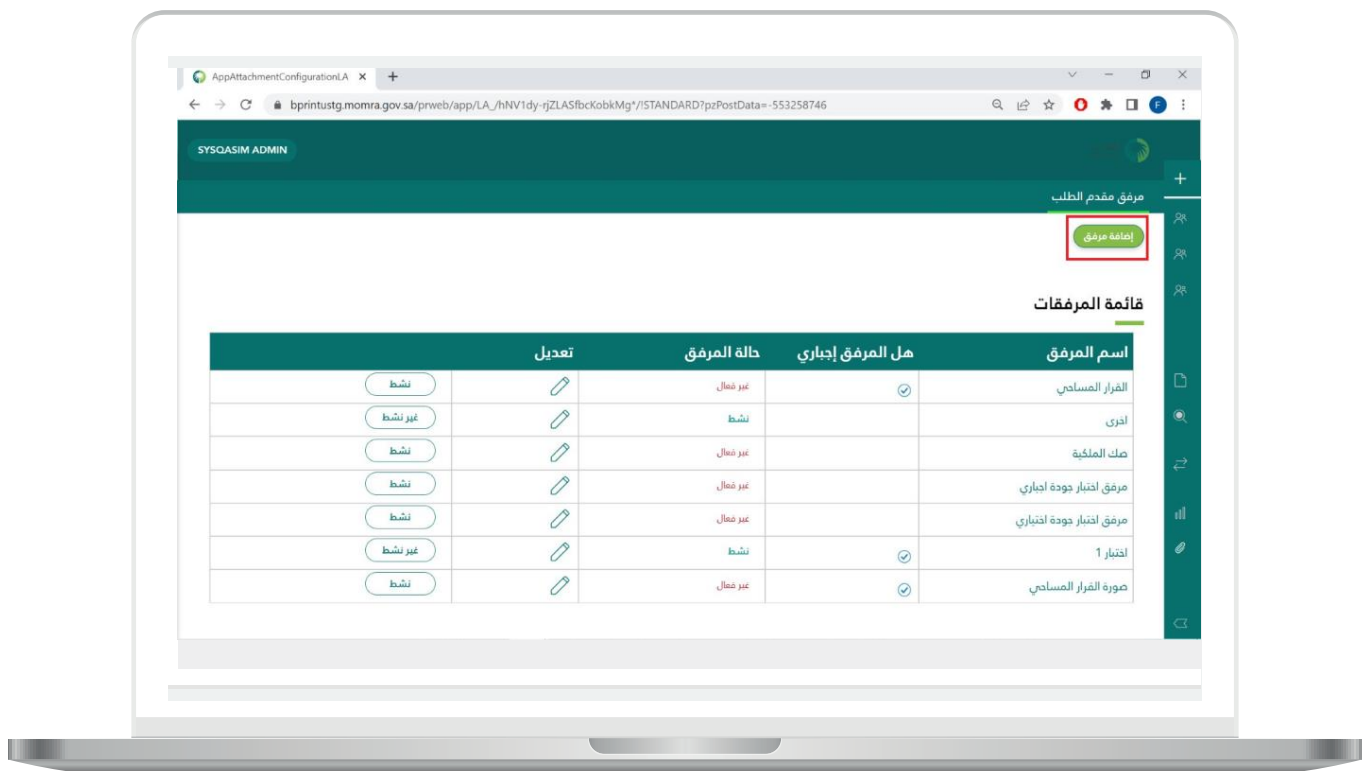
System Administrator Screen at the Municipality - Applicant Attachment Settings

The Municipality System Administrator can manage applicant attachments through the **(Applicant Attachment Configuration)** option in the user control panel.



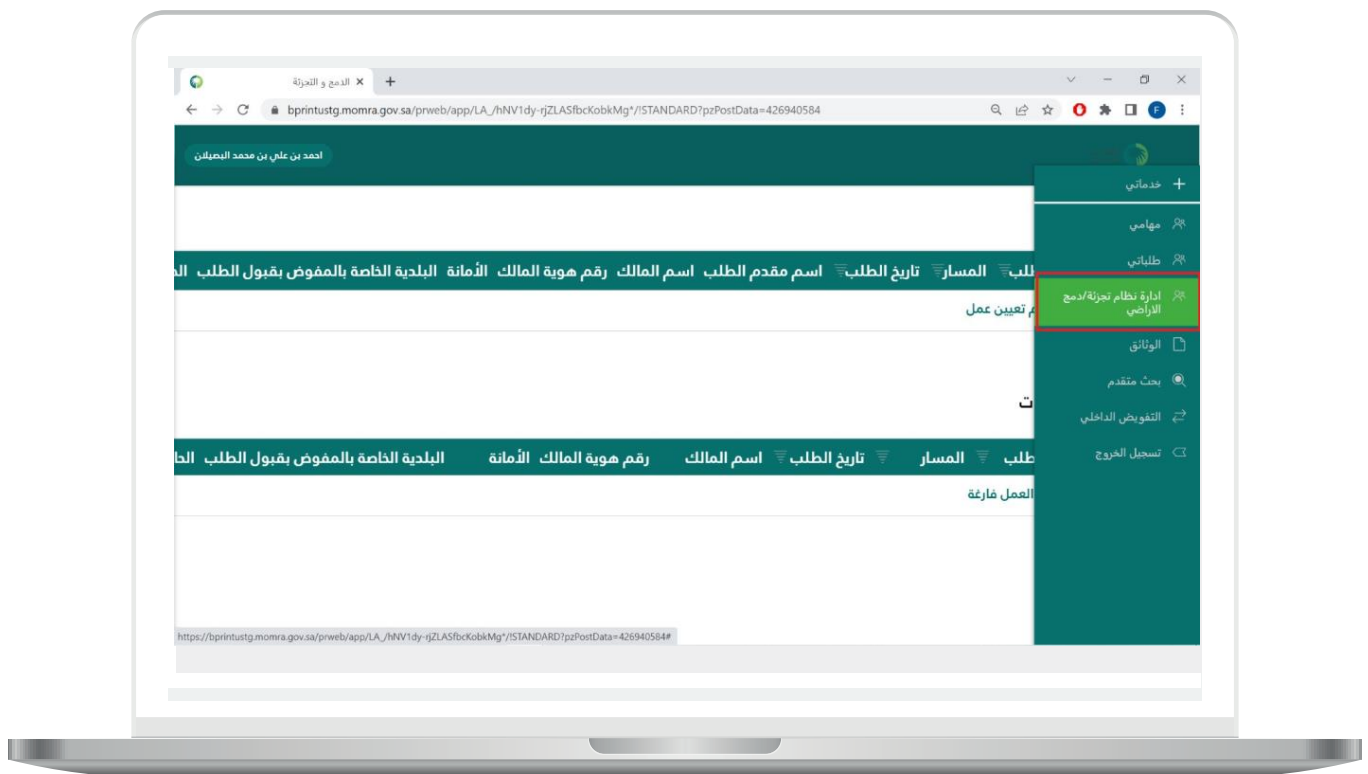
This allows adding new attachments via the Add Attachment option, specifying the attachment name, and setting it as either mandatory or optional.

The administrator can also activate, deactivate, or change the status of attachments.

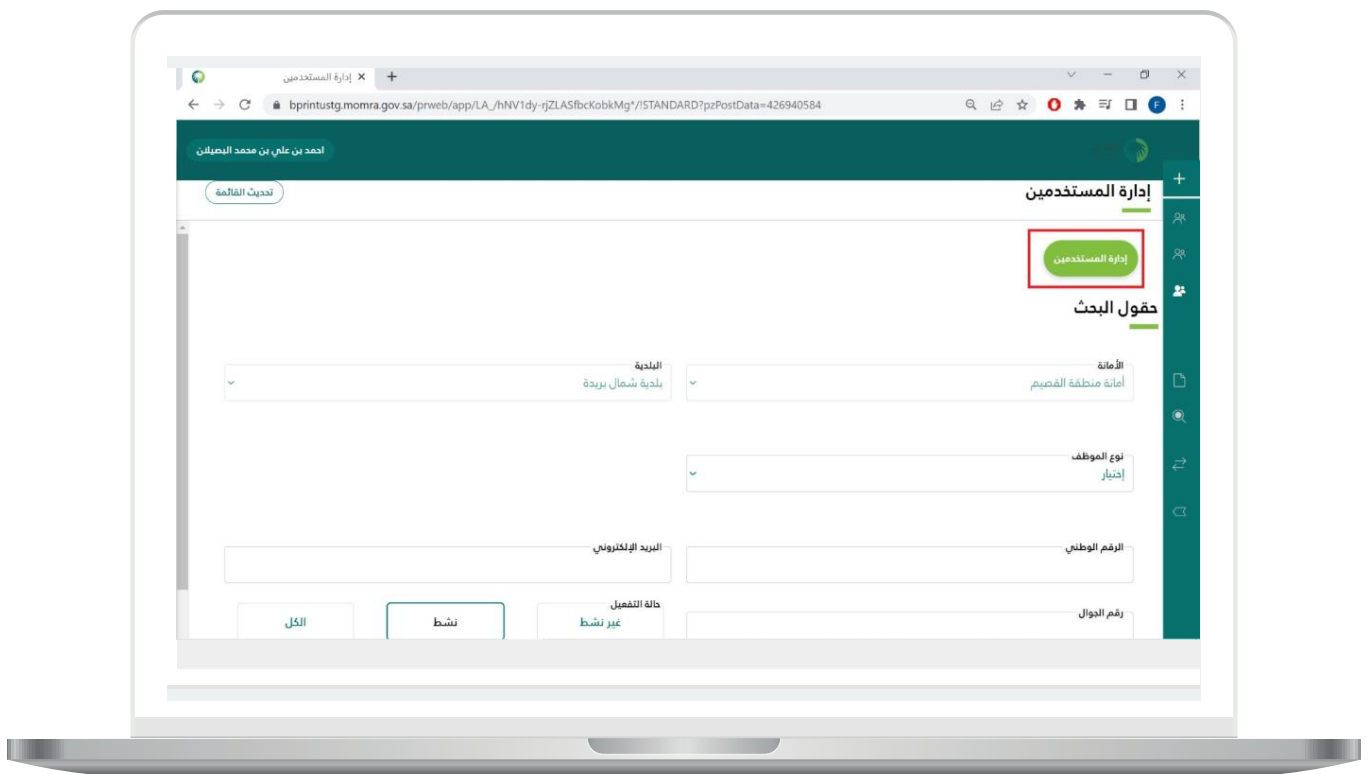


System Administrator Screen at the Secretariat - Managing the (Merging - Subdividing) Lands System

The Secretariat System Administrator can manage the Land Merging and Subdivision System through the **(Merging - Subdividing)** Lands System Management option in the user control panel.

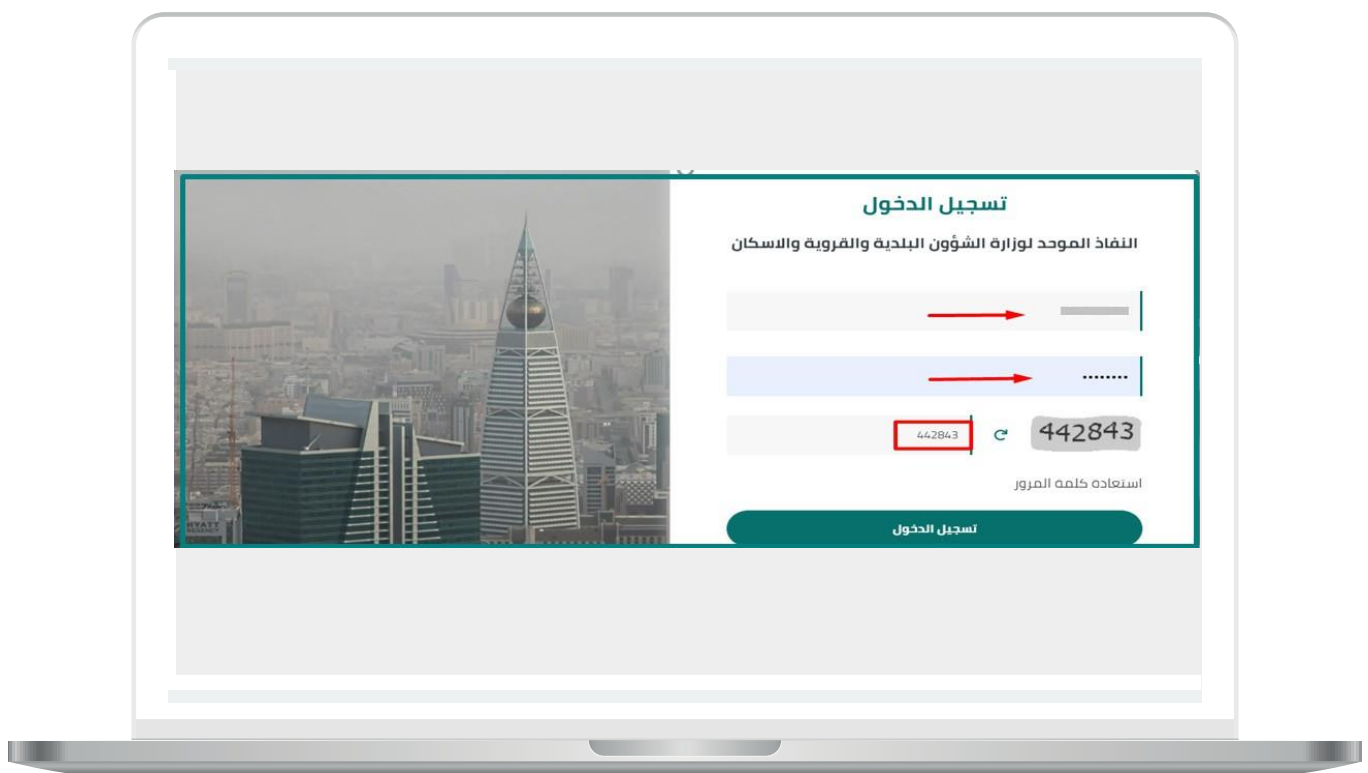


This allows the administrator to create or modify user accounts via User Management, assign multiple job titles to the same administrator account, and search for and modify an employee's job title by selecting from predefined roles in the system.

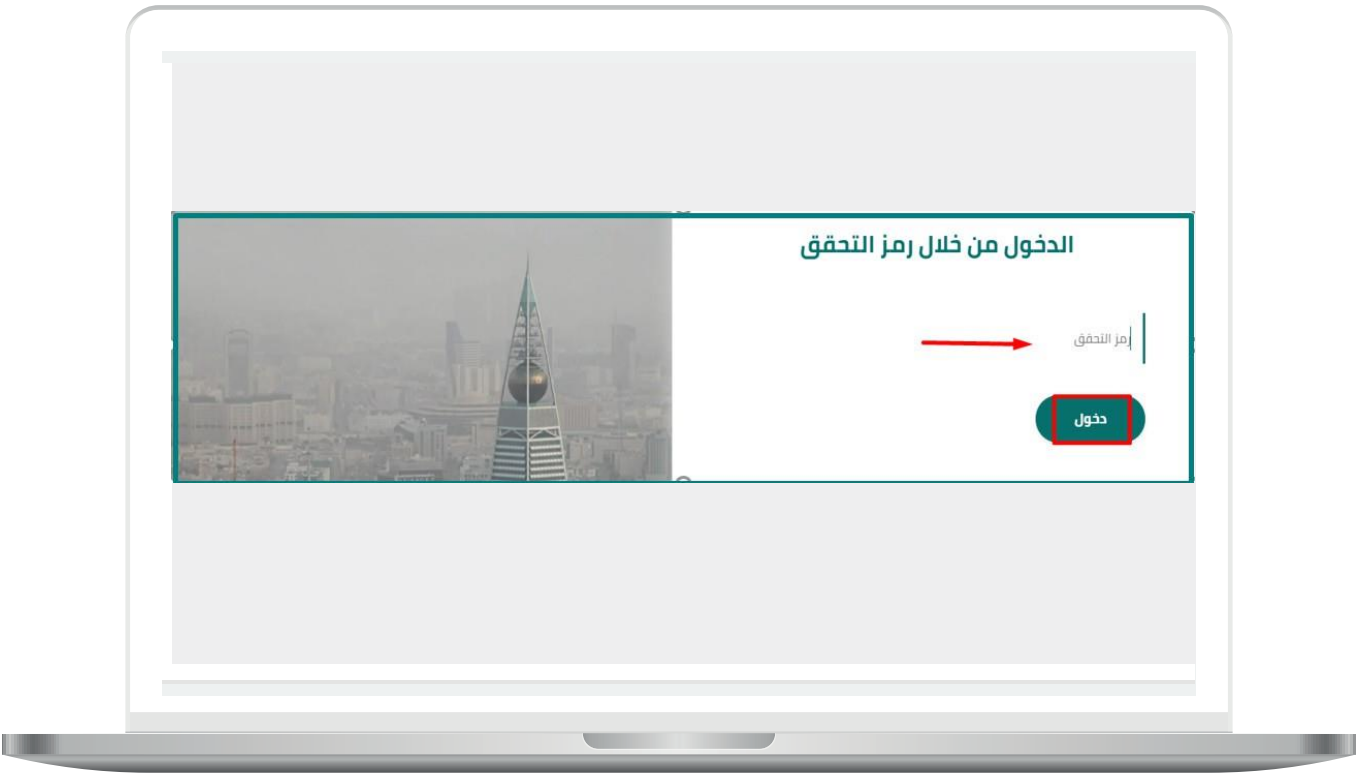


Applicant Screen

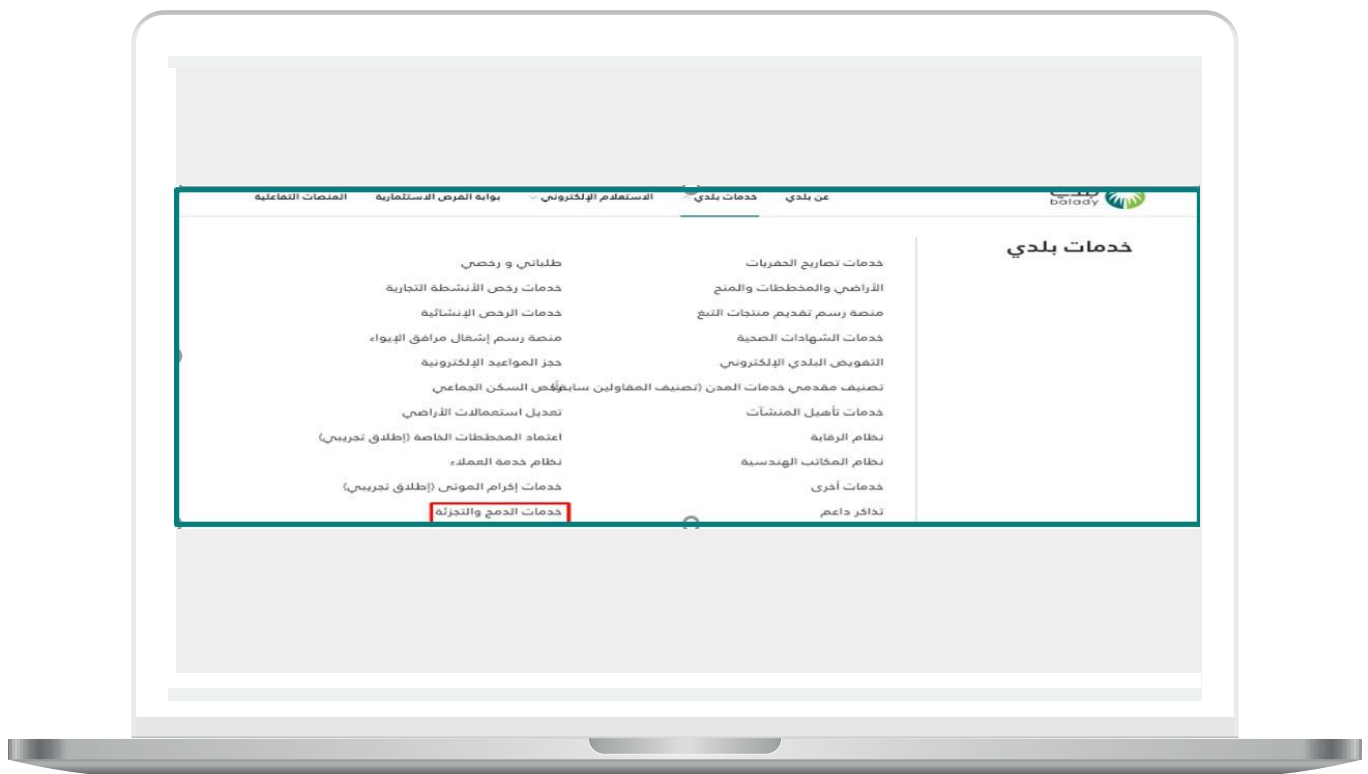
- 1) The user logs in to the Balady platform by entering their Iqama/ National ID number and password.



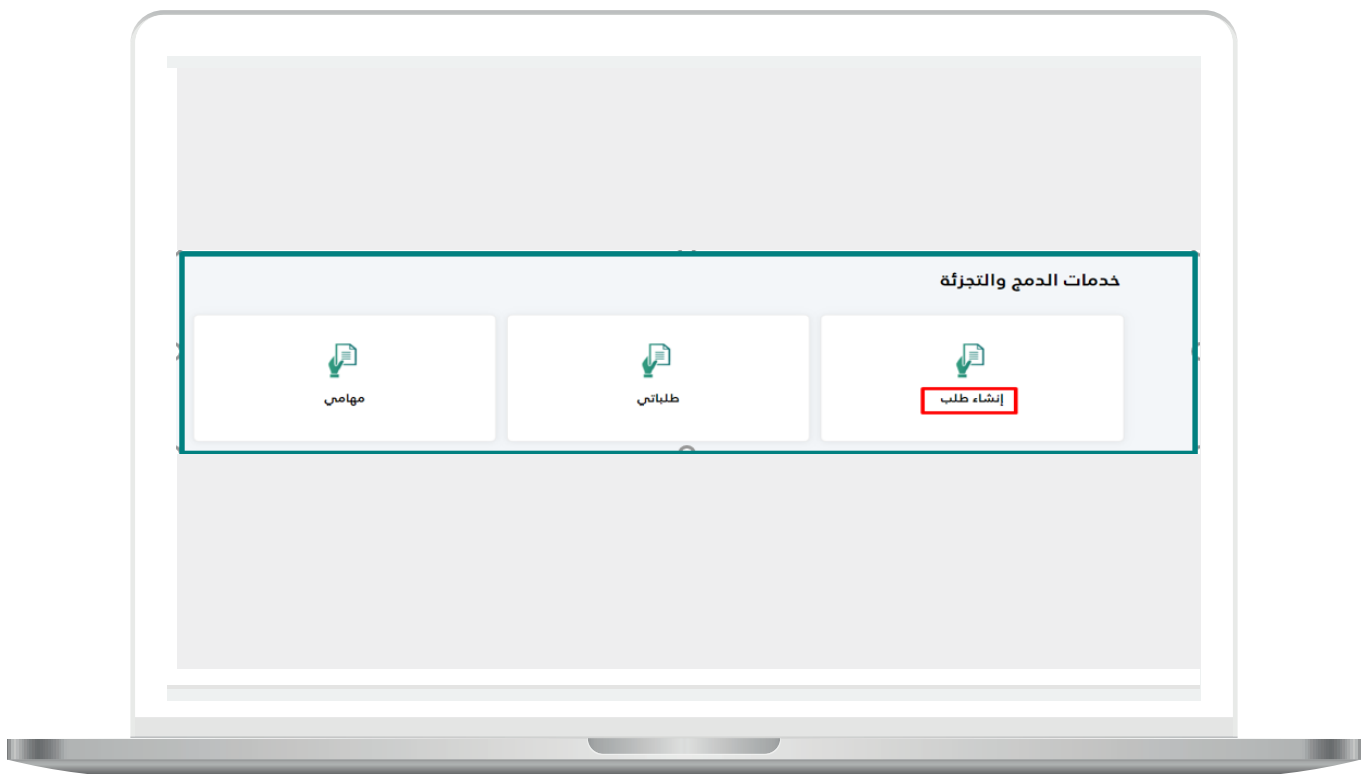
2) The user enters the verification code and clicks Login.



3) The user accesses the Balady Services section and selects **(Merge - Subdivision Services)**.



4) To begin the application process, the user selects (**Create Request**). The user then clicks (**Start Service**) and confirms the accuracy of the provided information according to the Balady electronic services agreement.

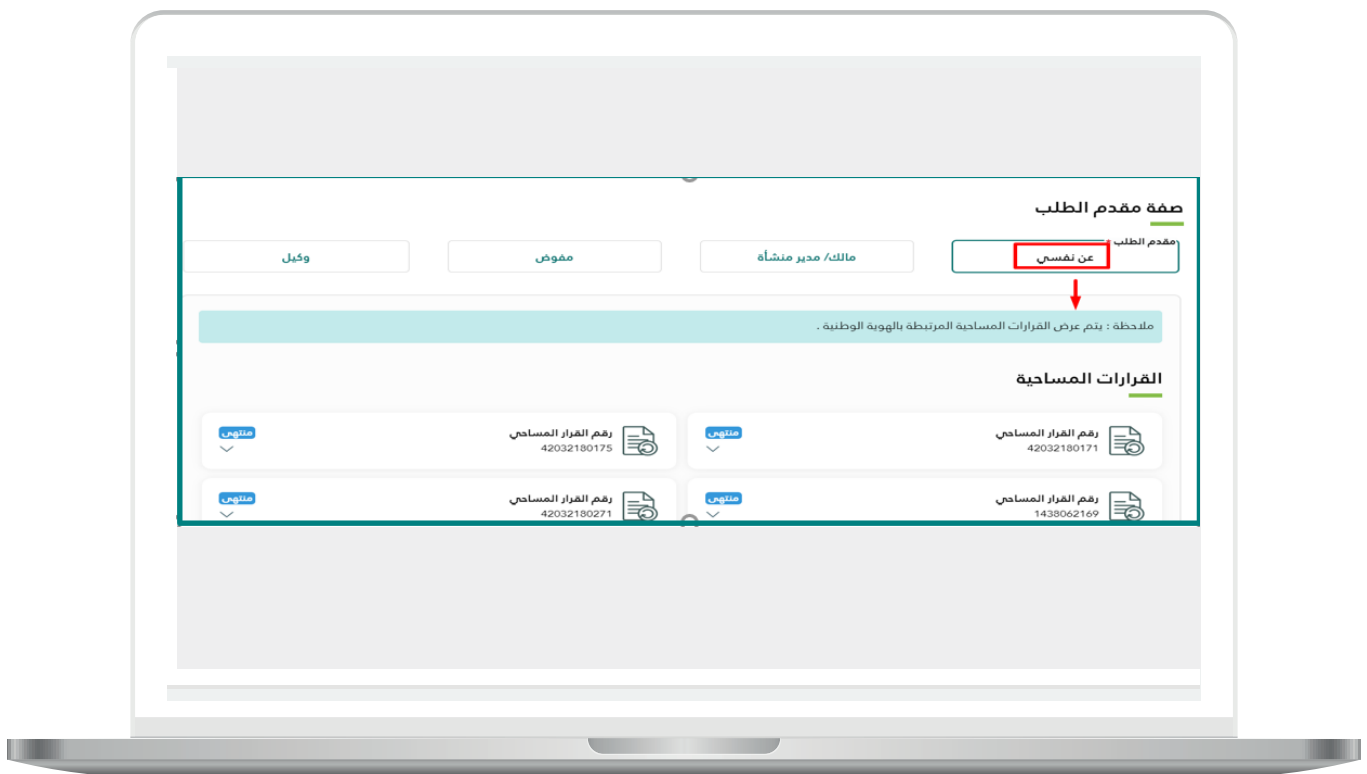


The system verifies the mobile number by sending a verification code. The user can change the mobile number before clicking **(Verify)** to receive the code on the updated number.

5) Selecting Applicant Type

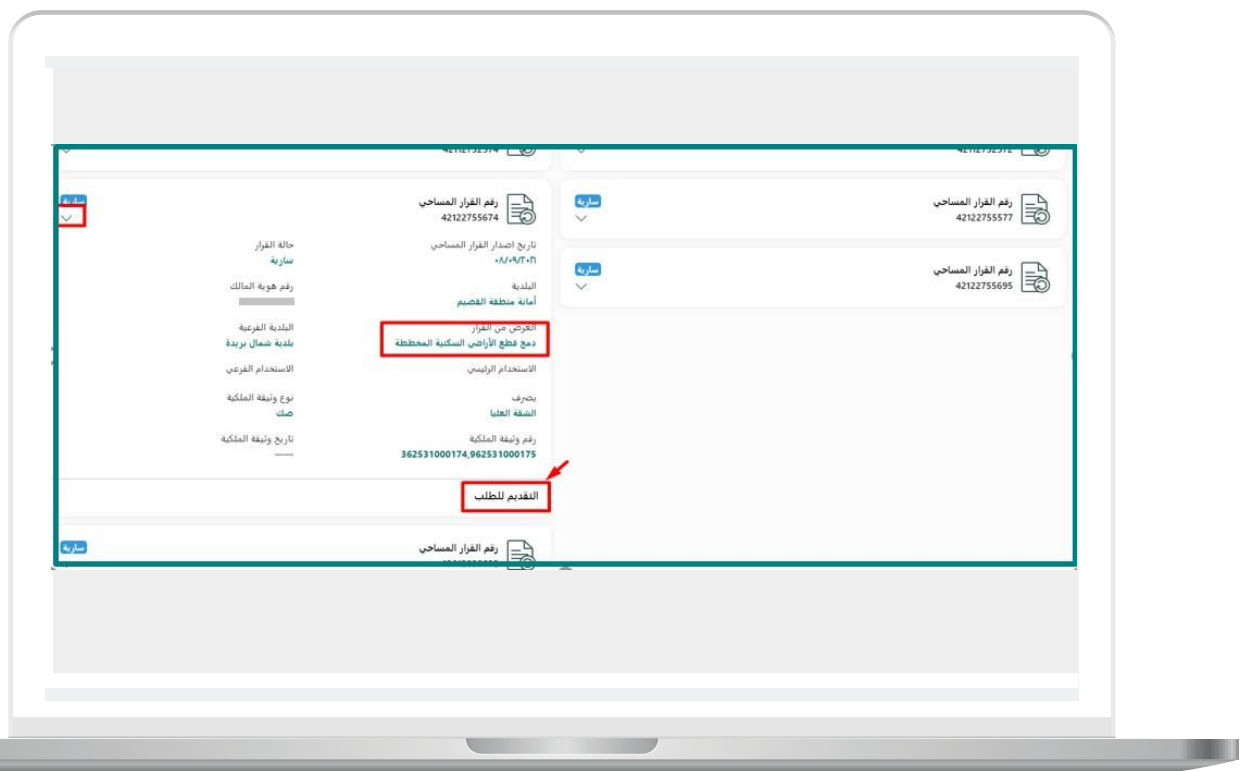
*For Myself

- The user views the cadastral decisions associated with the landowner and selects the cadastral decision intended for merging the desired land, then clicks (**Proceed with Request**) to proceed.

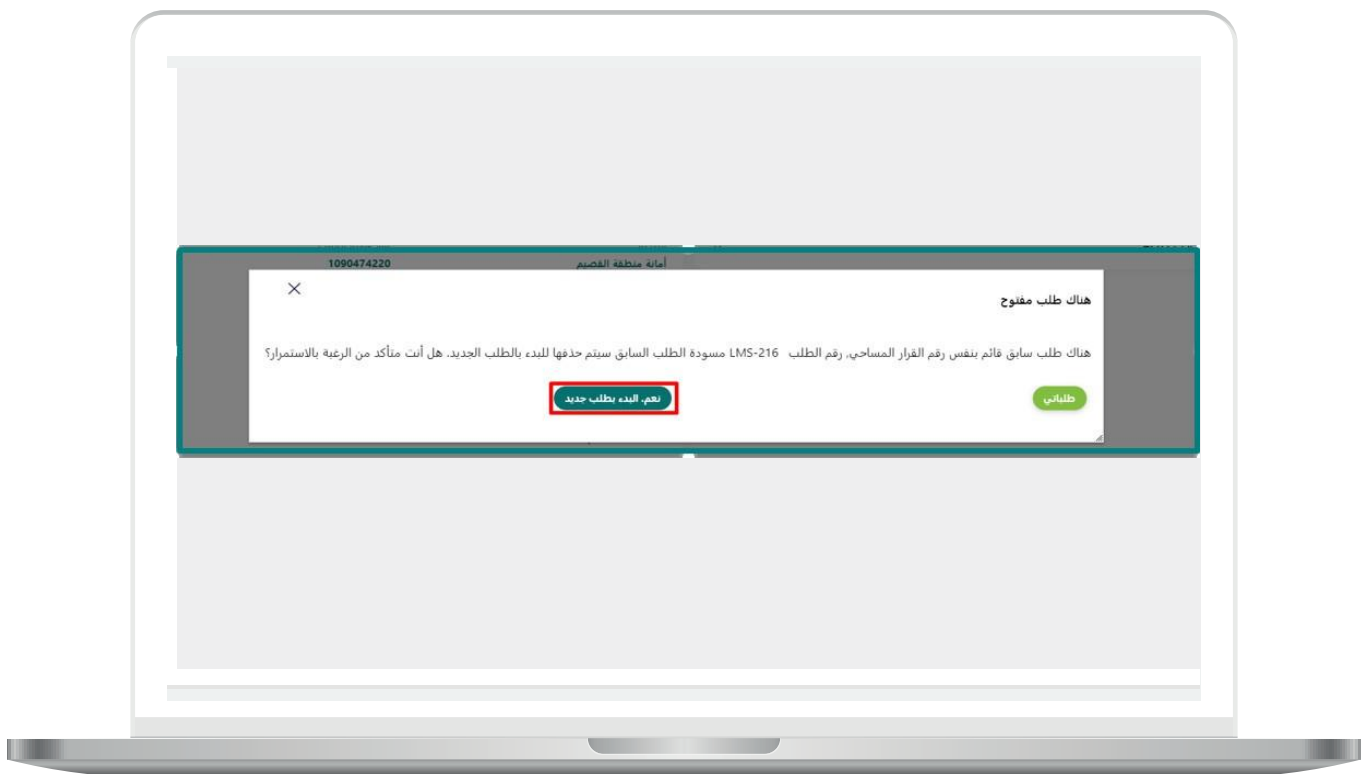


This step is related to the previous step.

The system verifies that the cadastral decision status is (**Valid**) and that its purpose is (**Merging Land Parcels within an Approved Scheme**).



If a draft request exists that has not yet been submitted by the user and a new request is initiated using the same cadastral decision number, a warning message appears notifying the user of the new request initiation and offering the option to either delete the draft or return to the draft to complete the submission. A cadastral decision cannot be used for more than one request.



*Owner or Manager of an Establishment

- If the user is an Owner/Establishment Manager, the commercial register number is entered first, and its details are verified.
- The cadastral decisions associated with the landowner are displayed. The user selects the cadastral decision for merging the land parcel.

*Authorized Representative

- If the user is an Authorized Representative, the commercial register number is selected from the dropdown list and verified.
- The cadastral decisions associated with the landowner are displayed. The user selects the cadastral decision for merging the land parcel.

صفة مقدم الطلب

مقدم الطلب *
عن نفسي

مالك/ مدير منشأة

مفوض

وكيل

السجل التجاري/رقم 700 اختياري

تحقق

*Legal Agent

- If the user is a Legal Agent, the power of attorney number and the National ID numbers of both the principal and the agent are entered. The power of attorney is verified, and its status, issuance date, expiration date, and content are retrieved.
- The cadastral decisions associated with the landowner are displayed. The user selects the cadastral decision for merging the land parcels.

صفة مقدم الطلب

مقدم الطلب *
عن نفسه

مالك / مدير منشأة

مفوض

وكيل

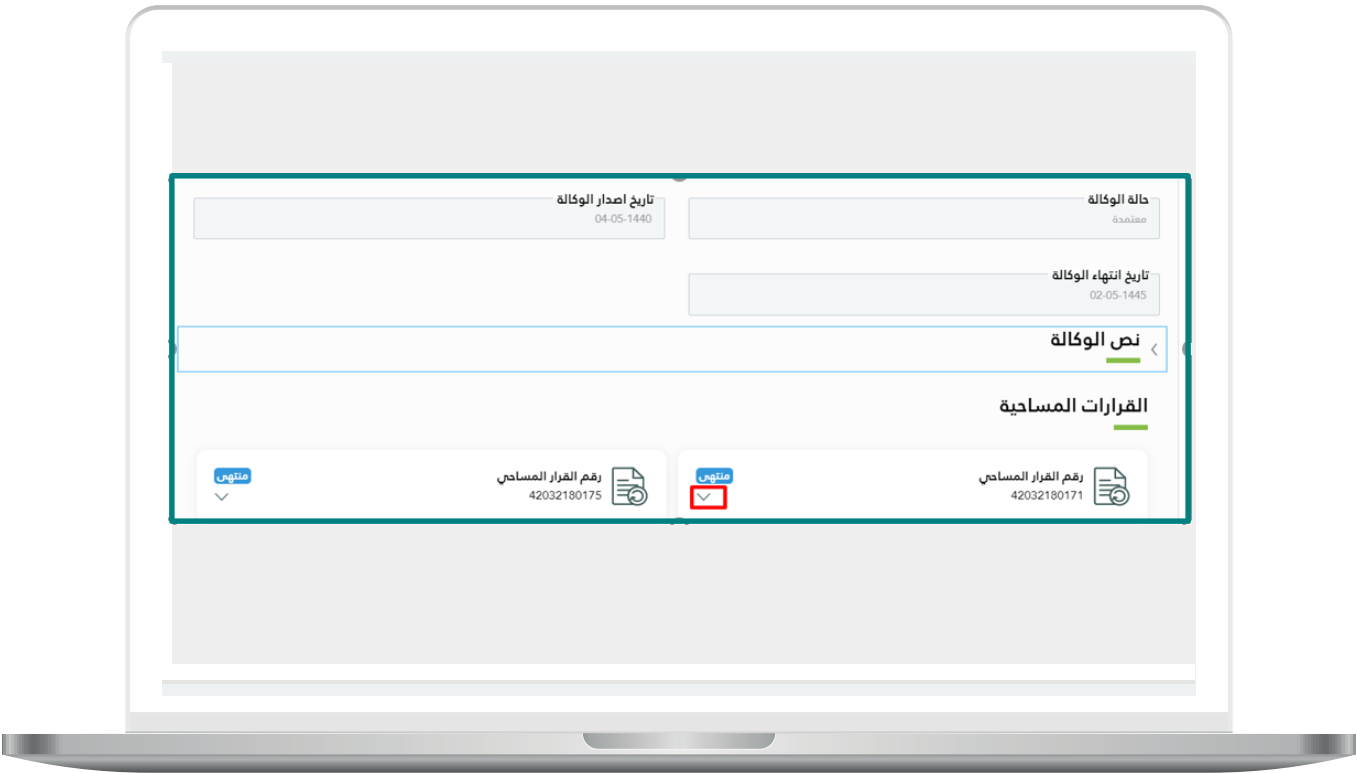
بيانات الوكالة

رقم الوكالة *
رقم هوية صاحب التوكيل *

التحقق

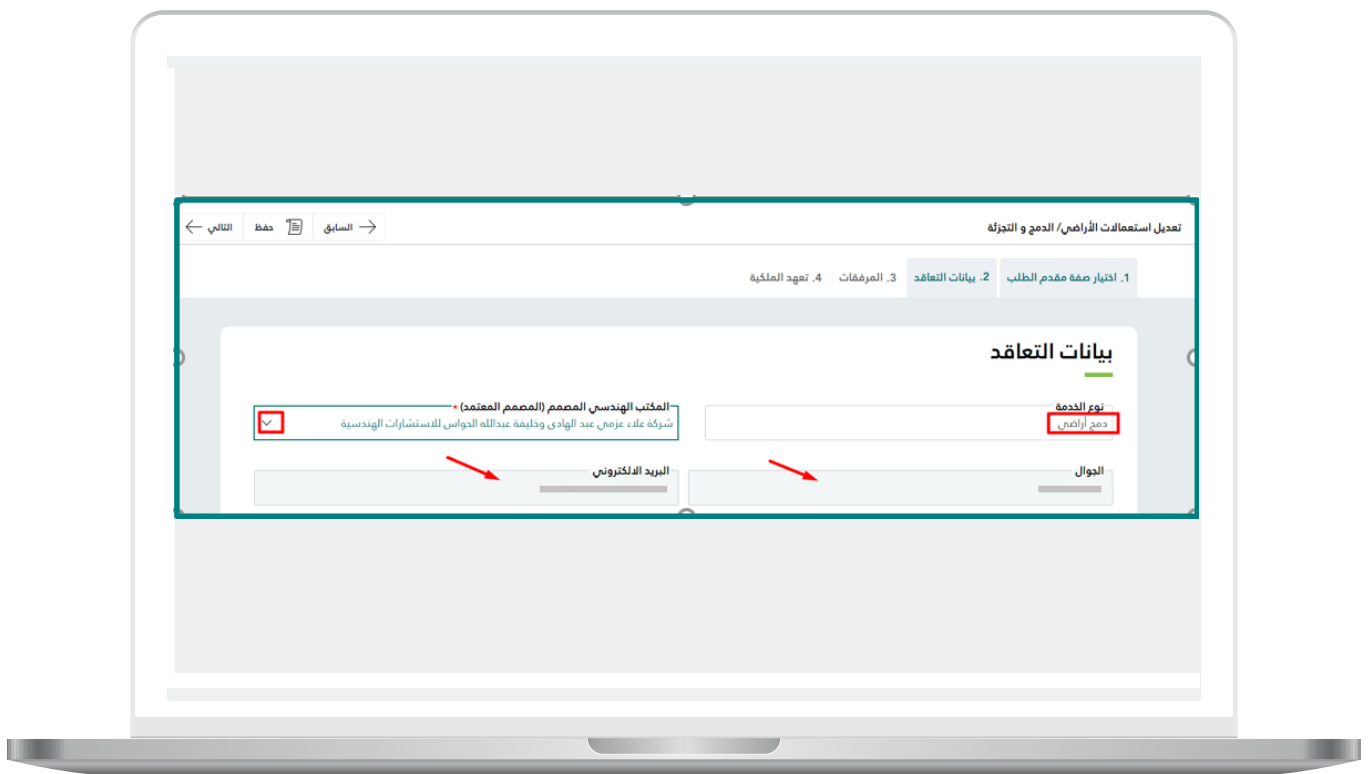
رقم هوية الموكل *

This step is related to the previous step.



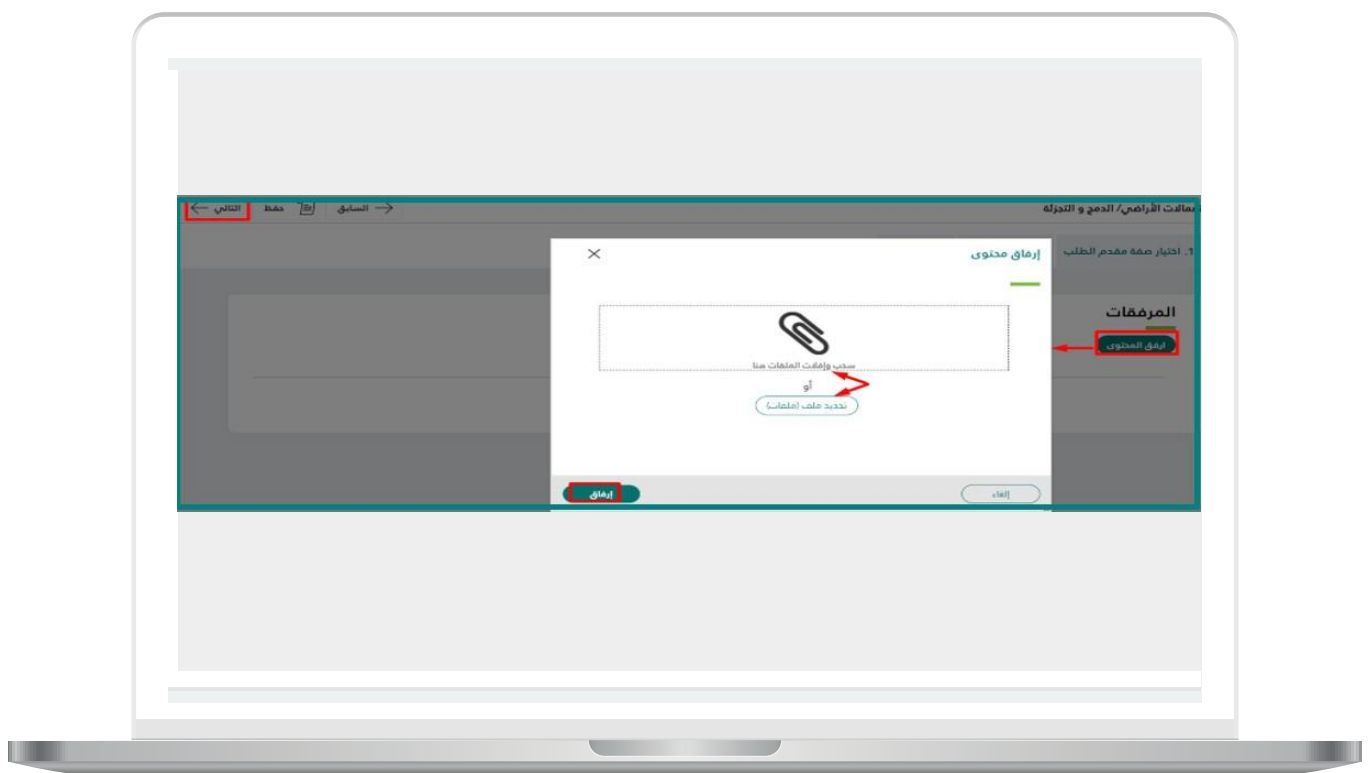
6) Selecting Contract Details

- The purpose of the cadastral decision (**Merging**) is reflected in the (**Service Type**) field based on the selected cadastral decision.
- The user selects the engineering office to contract with from the dropdown list, and the engineering office's mobile number and email address are retrieved.



7) Attachments

The user uploads the mandatory attachments, if required, as configured by the Municipality System Administrator.



8) Ownership Declaration

The user selects the checkbox next to the Ownership Declaration text for the land to be merged and clicks (**Next**). This completes the application submission after providing service evaluation, and the request is sent to the engineering office for processing.

معرض البيع والشراء

1. اختيار صيغة عقد الطلب 2. بيانات العقار 3. المرفقات 4. العهد الملكية

البيانات الأساسية

اسم مالك الأرض
تاريخ
الجهة الراعية

العقد

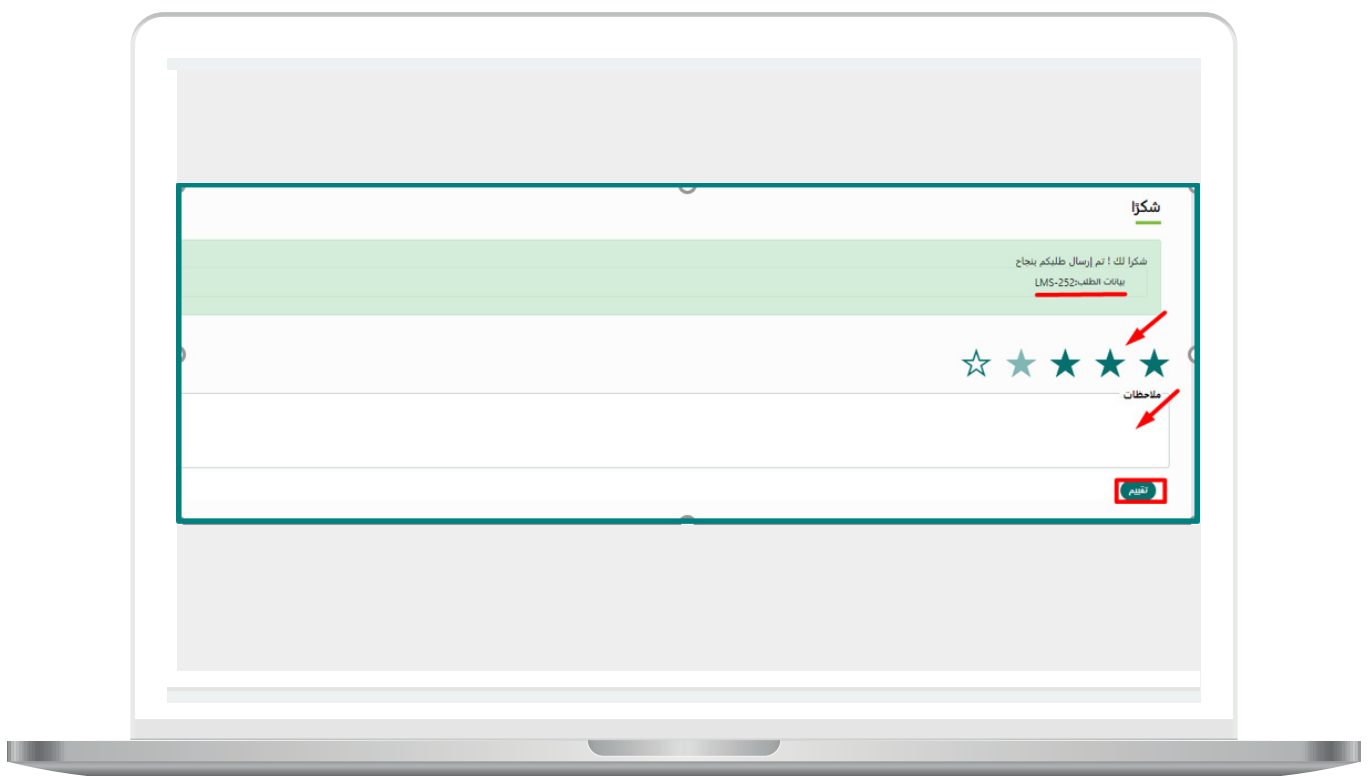
أقر صحة كافة البيانات الواردة أعلاه

التوقيع

أقر صحة كافة البيانات الواردة أعلاه

9) Service Evaluation Page

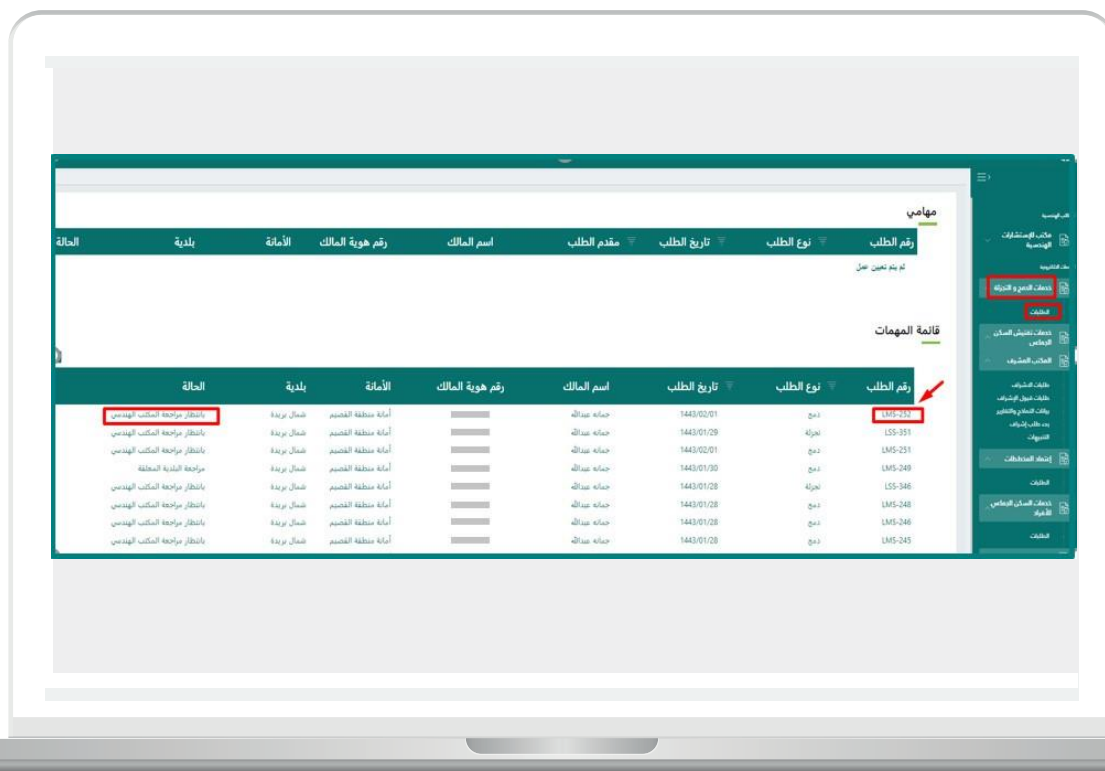
The user evaluates the service and enters comments if desired, then clicks **(Evaluate)**.



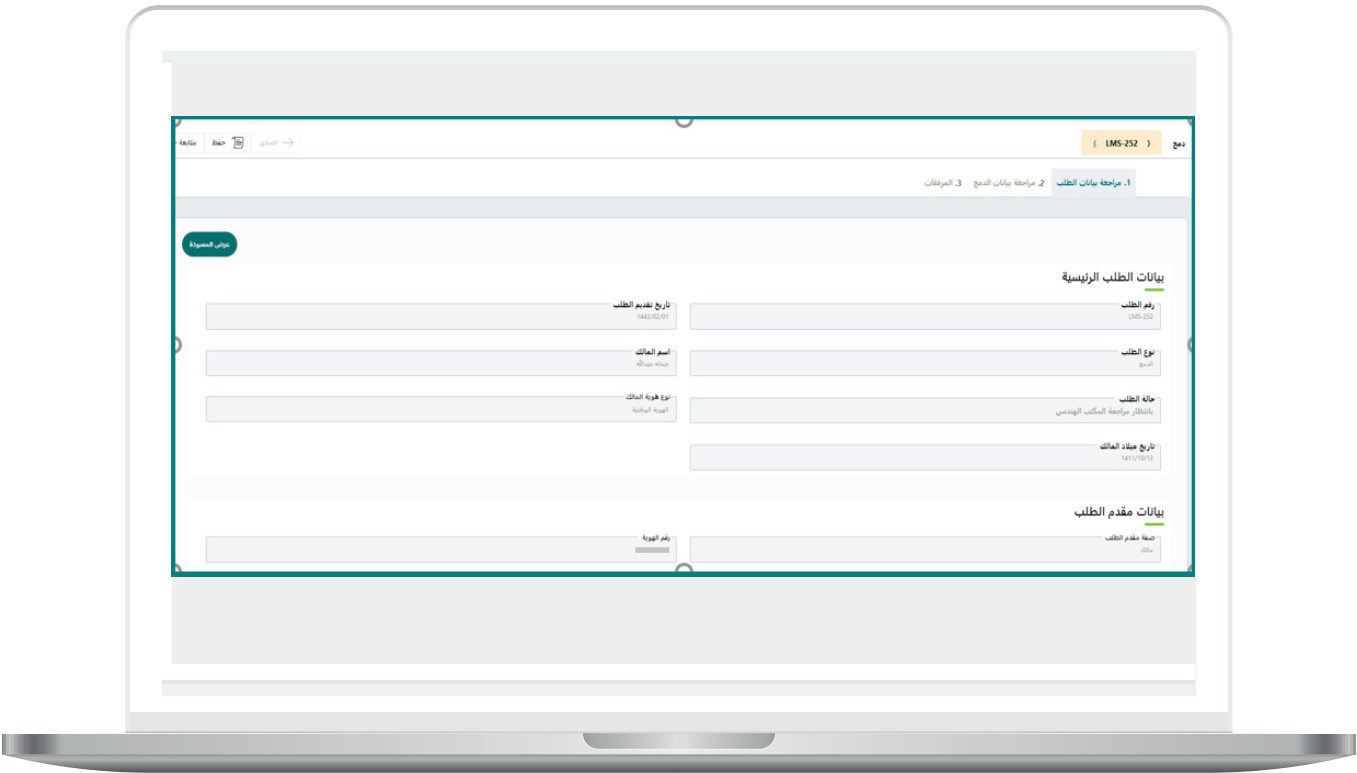
Engineering Office Screen

The engineering office logs into the Balady platform using the same login process as the applicant, selects **(Engineering Offices System)** from the **(Balady Services)** menu, and then clicks **(Electronic Services)**.

After clicking **(Requests)** from the task list, all requests related to land merging and subdivision for this engineering office are displayed. When clicking on a specific request number, the request details appear.



1) The engineering office views the request details, including (Main Request Data – Applicant Data – Cadastral Decision Data – Coordinates of the Merged Parcel).



This step is related to the previous step.

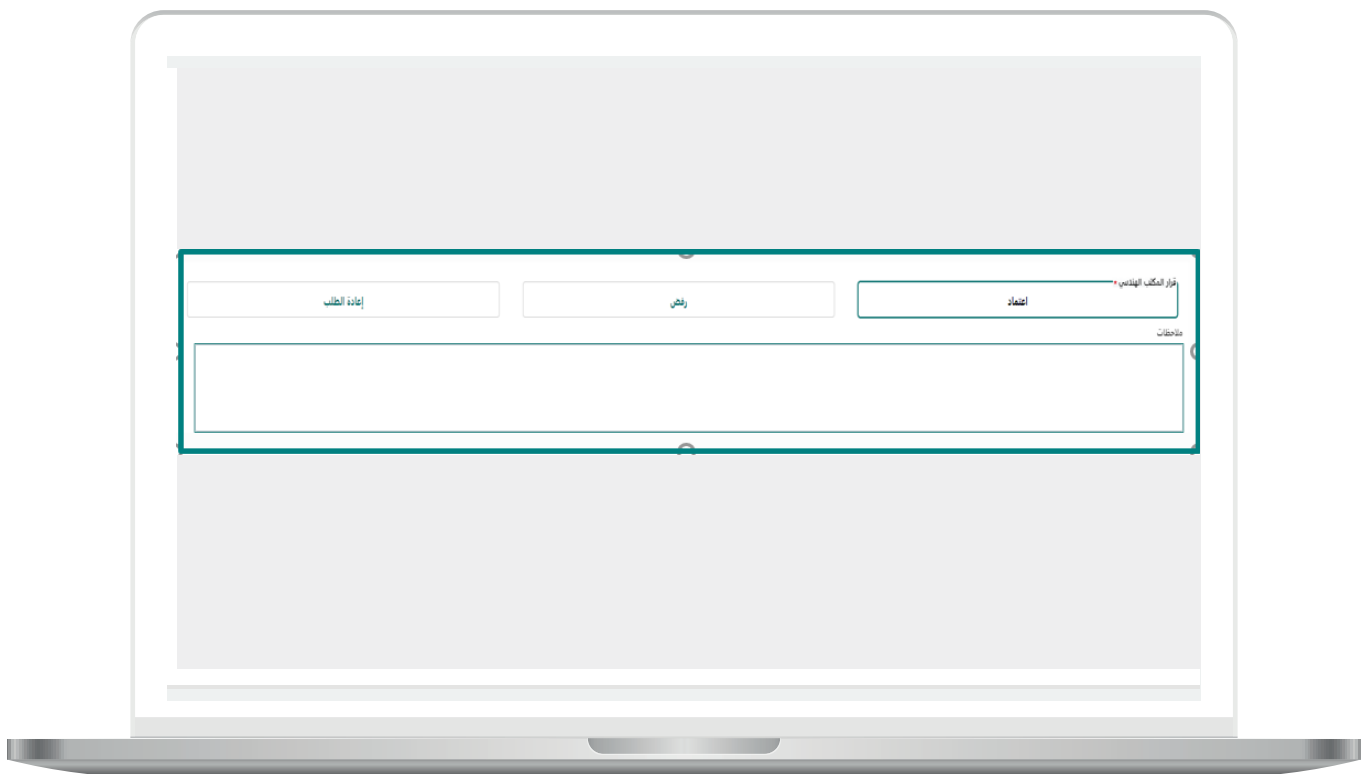
The image shows a laptop screen with a web application interface. The interface is in Arabic and contains several sections:

- Header Section:** Includes fields for 'اسم نظام الطلب' (Request System Name), 'الرقم الجديد' (New Number), 'رقم الدوال' (Duality Number), and 'بيانات القرار المساحي' (Spatial Decision Data).
- Form Fields:** There are several input fields for 'الرقم الجديد' (New Number), 'الرقم المساحي' (Spatial Number), 'الرقم المساحي' (Spatial Number), and 'الرقم المساحي' (Spatial Number).
- Table:** A table with two columns: 'البيانات' (Data) and 'البيانات' (Data). The table contains two rows of data.

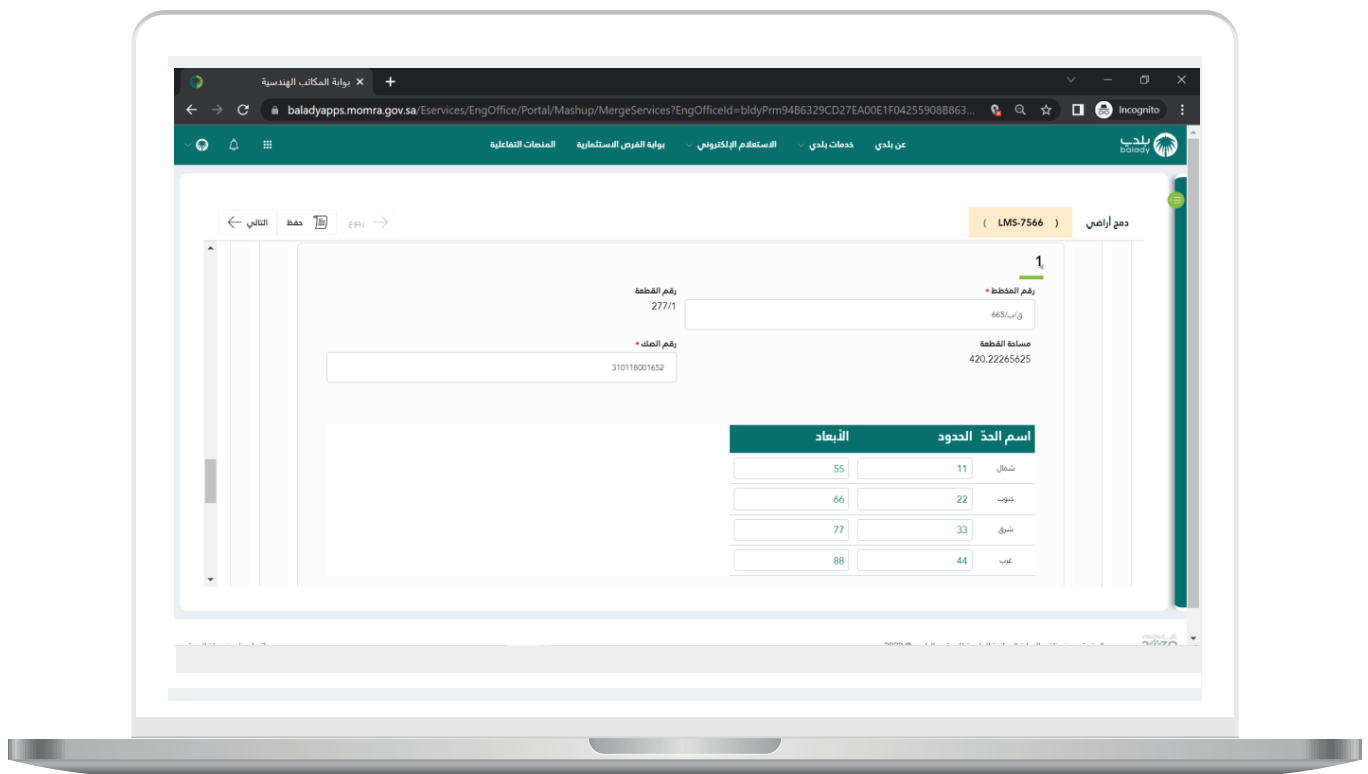
The table data is as follows:

البيانات	البيانات
26.424977004000027	43.831321738999975
26.424784192999994	43.831397412

- After reviewing the request data, the engineering office has the right to reject the request, which **(opens a text box for entering the rejection reason)**, or return it to the applicant, which also **(opens a text box for the return reason)**.
- Selecting Approval means the engineering office agrees to process the request and enters any relevant comments in the notes box.

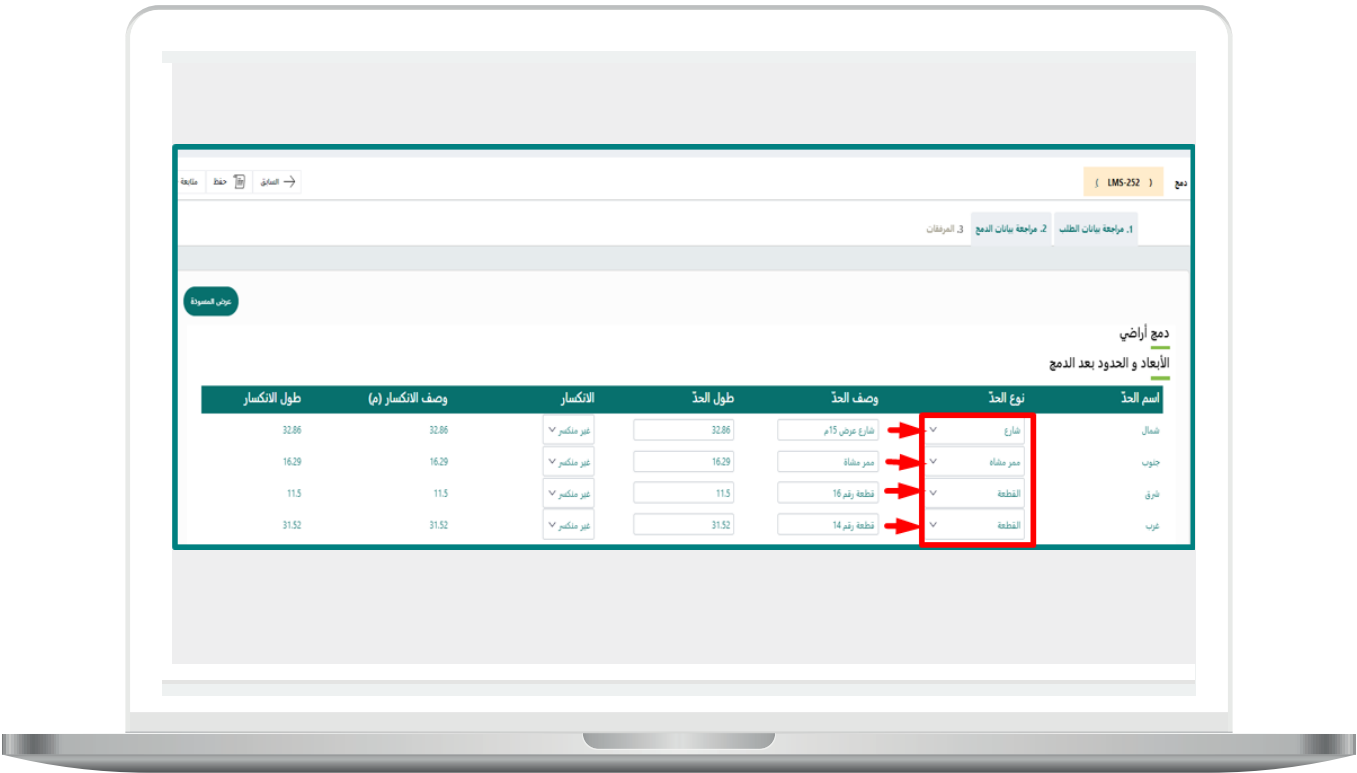


The engineering office enters data for at least two parcels to be merged, retrieving the parcel number and area from the cadastral decision data.

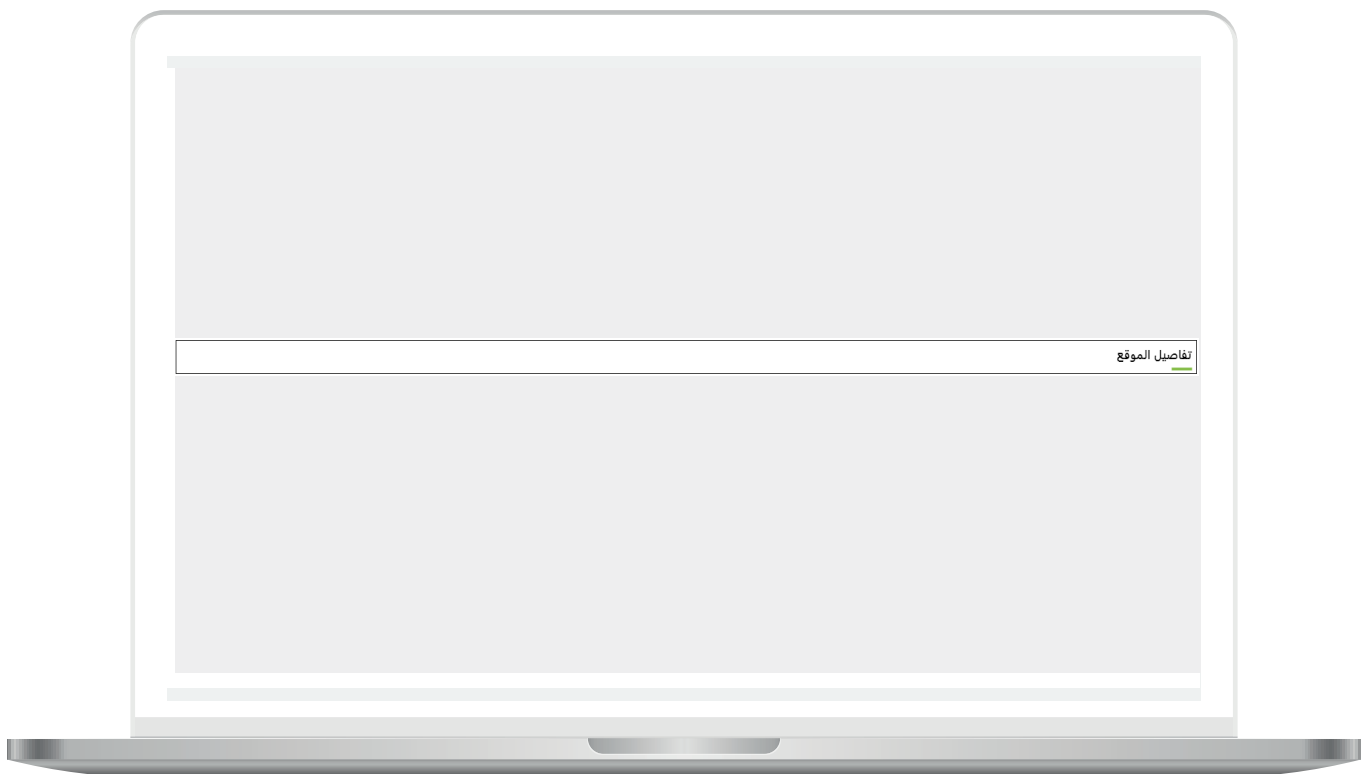


Merging Data Review

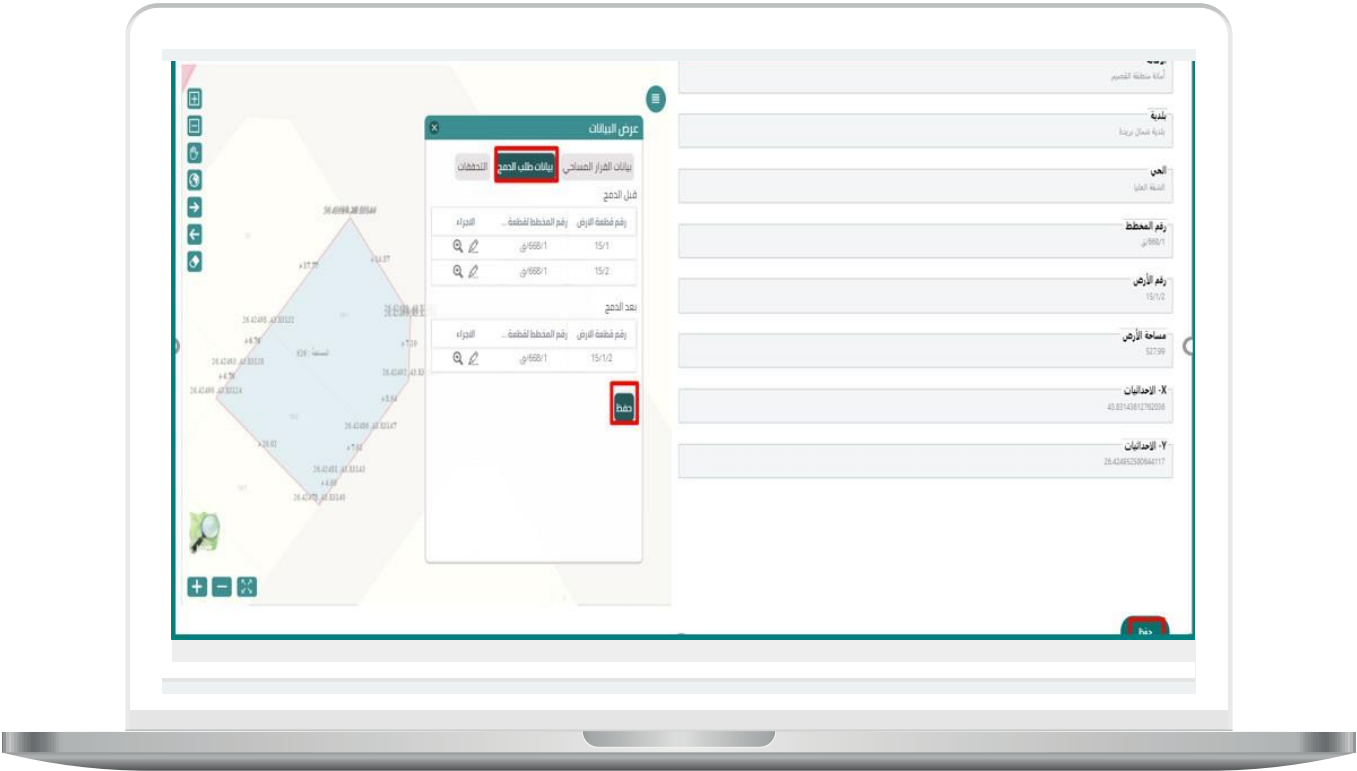
- The engineering office retrieves certain land parcel data after the merge, including boundary description, boundary length, break description, and break length.
- The engineering office also enters some data, such as the boundary type, as shown below. The break value is automatically set to (Not Broken) but can be modified.



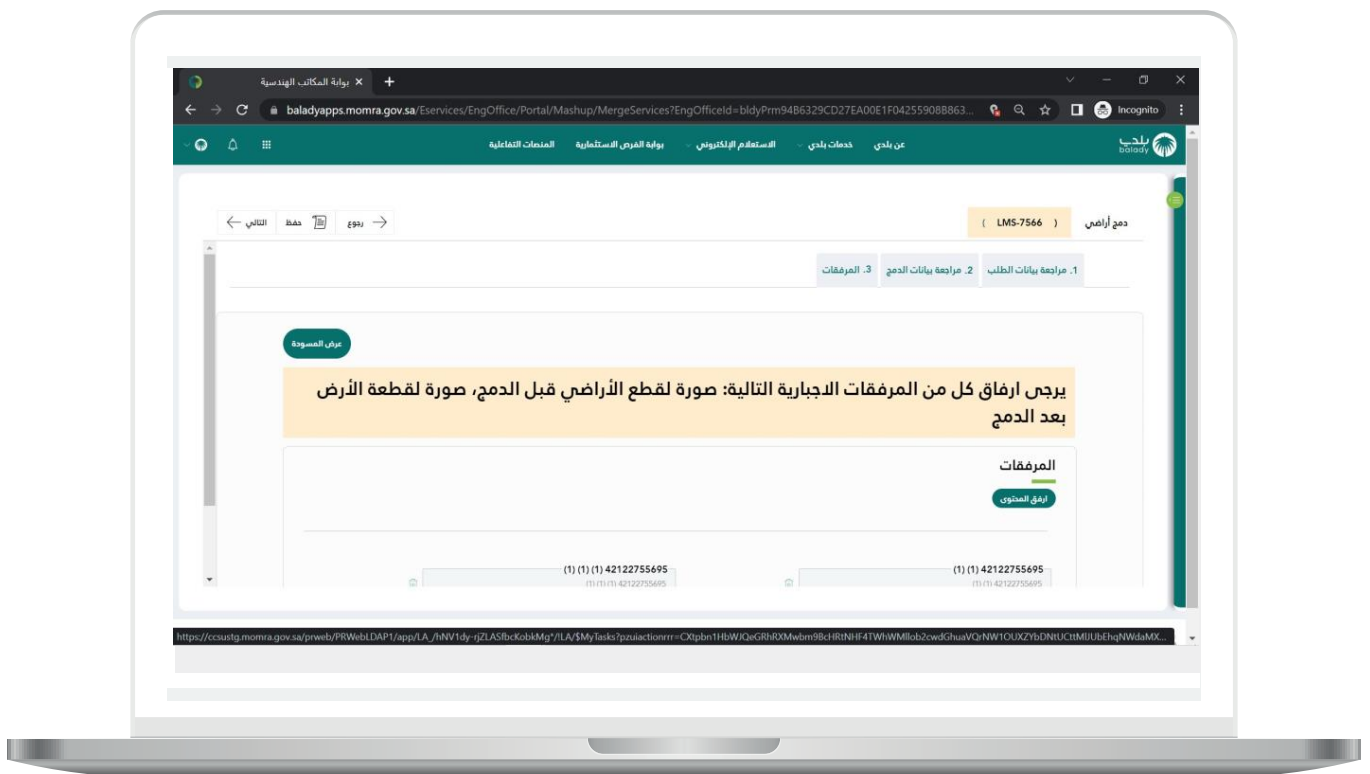
The engineering office then reviews the merged land parcel on the map and must click the **(Save)** button within **(Merge Request Data)** on the map. After that, the **(Save)** button at the bottom of the map must be clicked to store the data of the parcels before and after the merge in the system.



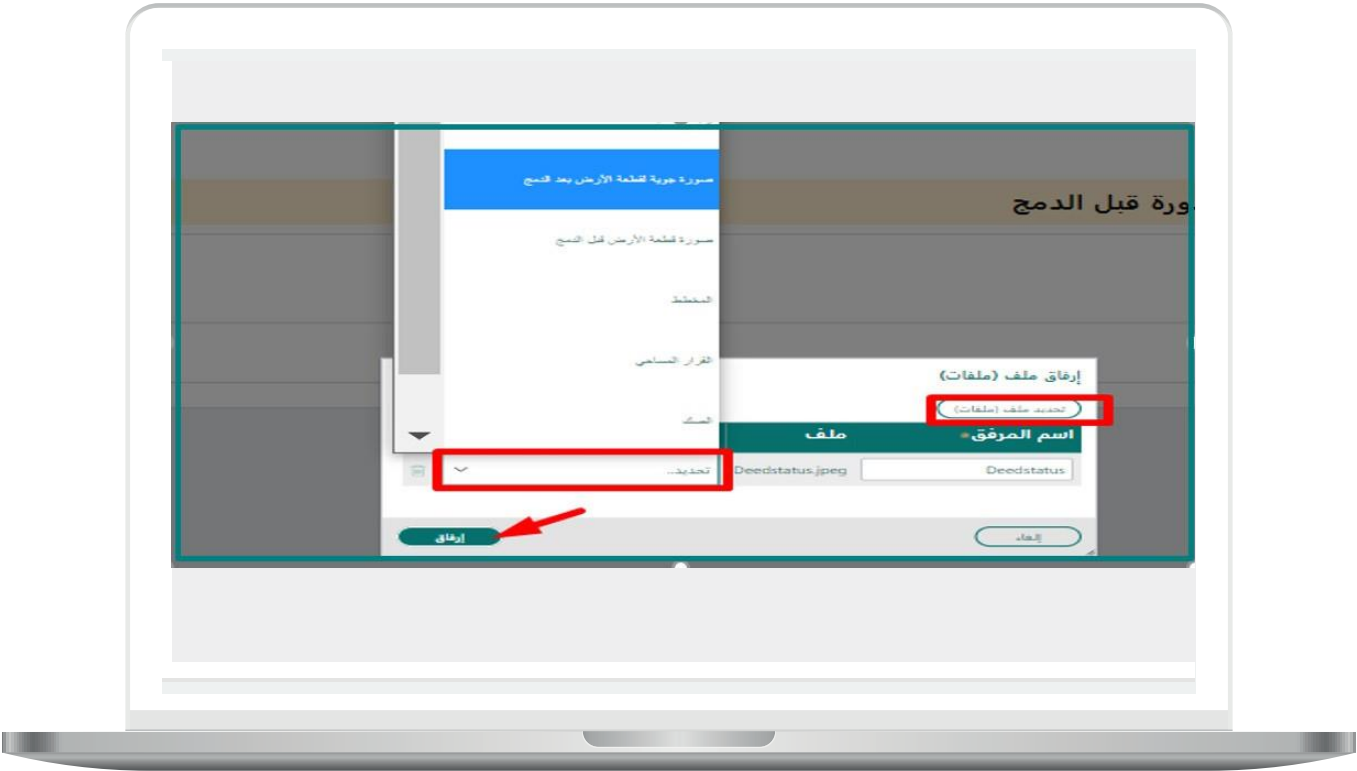
This step is related to the previous step.



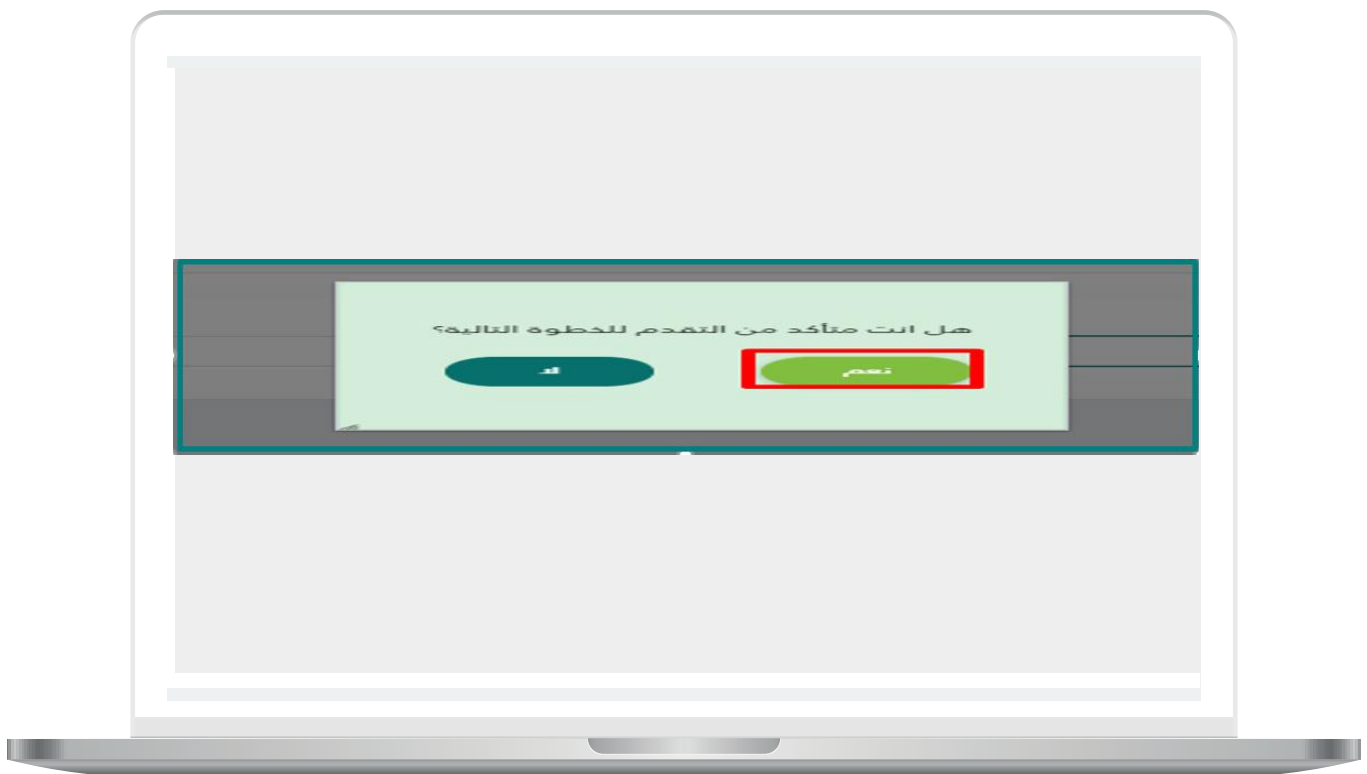
The required attachments are uploaded, including an image of the land before and after the merge, which will be included in the merge report. The engineering office can also review a draft version of the report via the draft option.



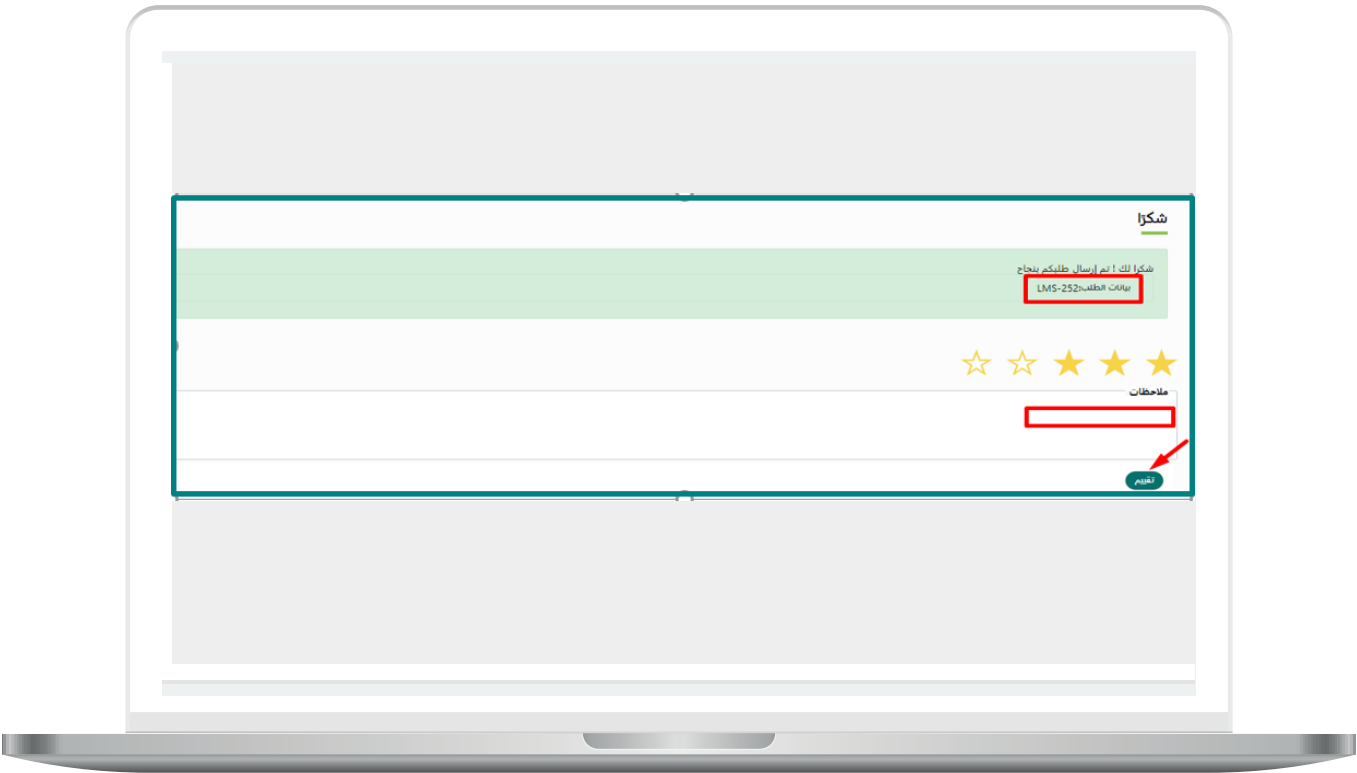
This step is related to the previous step.



A confirmation message appears for the engineering office. If **(Yes)** is selected, the process moves to the next step; if **(No)** is selected, the previous selections are canceled.



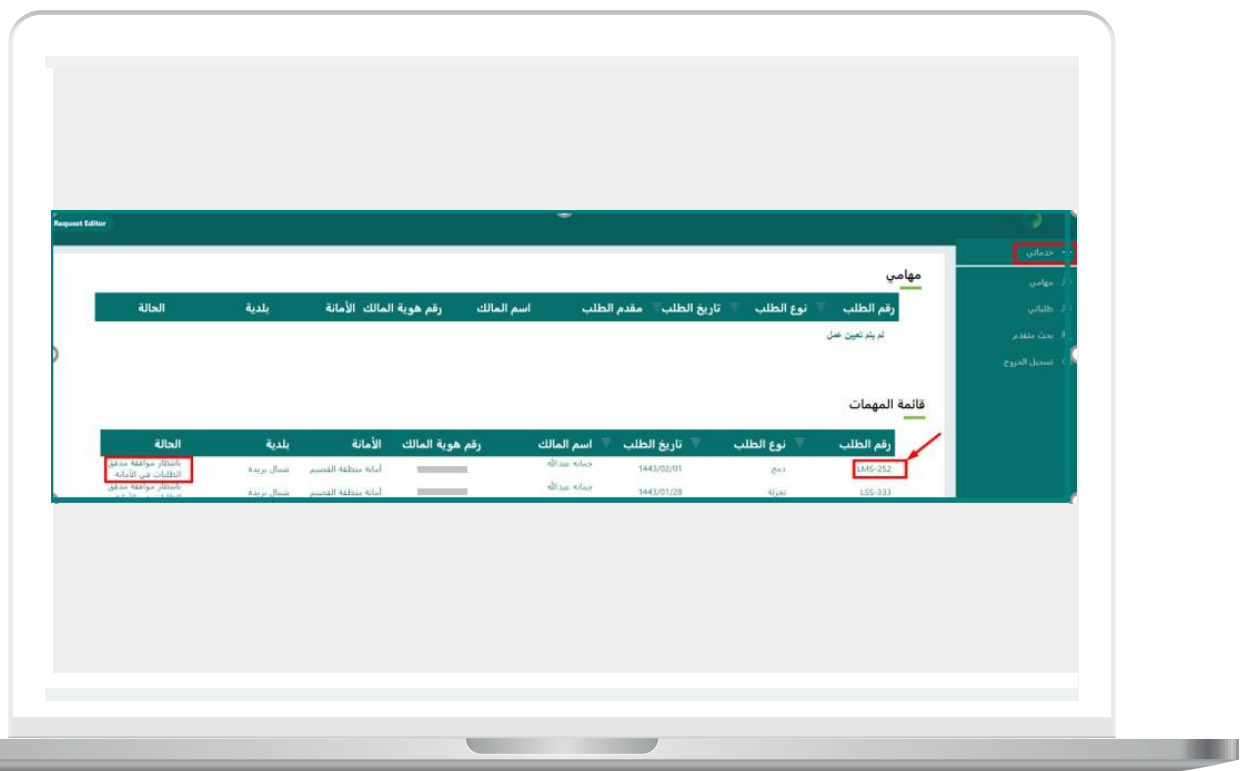
The engineering office evaluates the service.



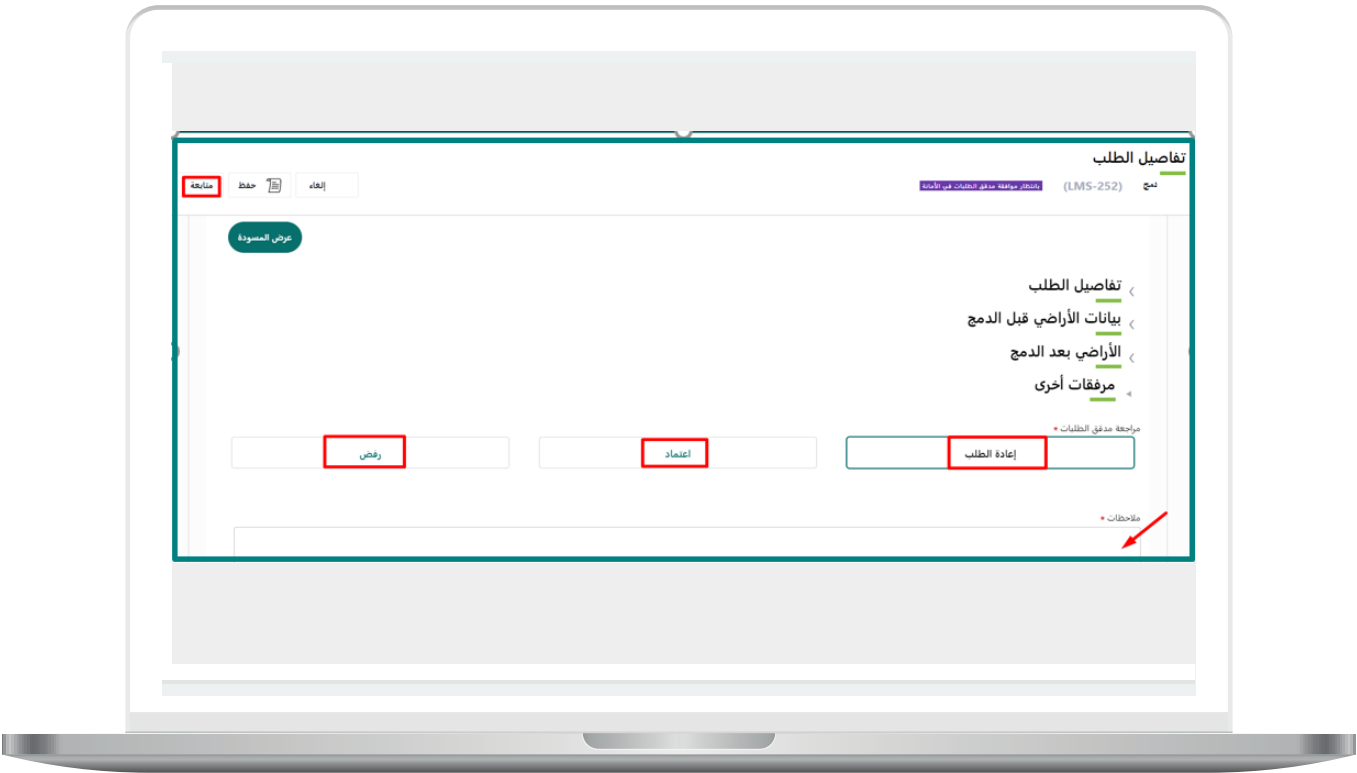
Municipality/Secretariat User Screens

1) Requests Reviewer

The request reviewer at the municipality reviews all requests approved by the engineering office, which are listed in **(My Tasks List)**.



Upon clicking the request number, the request reviewer can view the request details, cadastral decision data, land merge data on the map, and request attachments. A decision must be made by selecting one of the following options: **(Return Request - Approve - Reject)**.

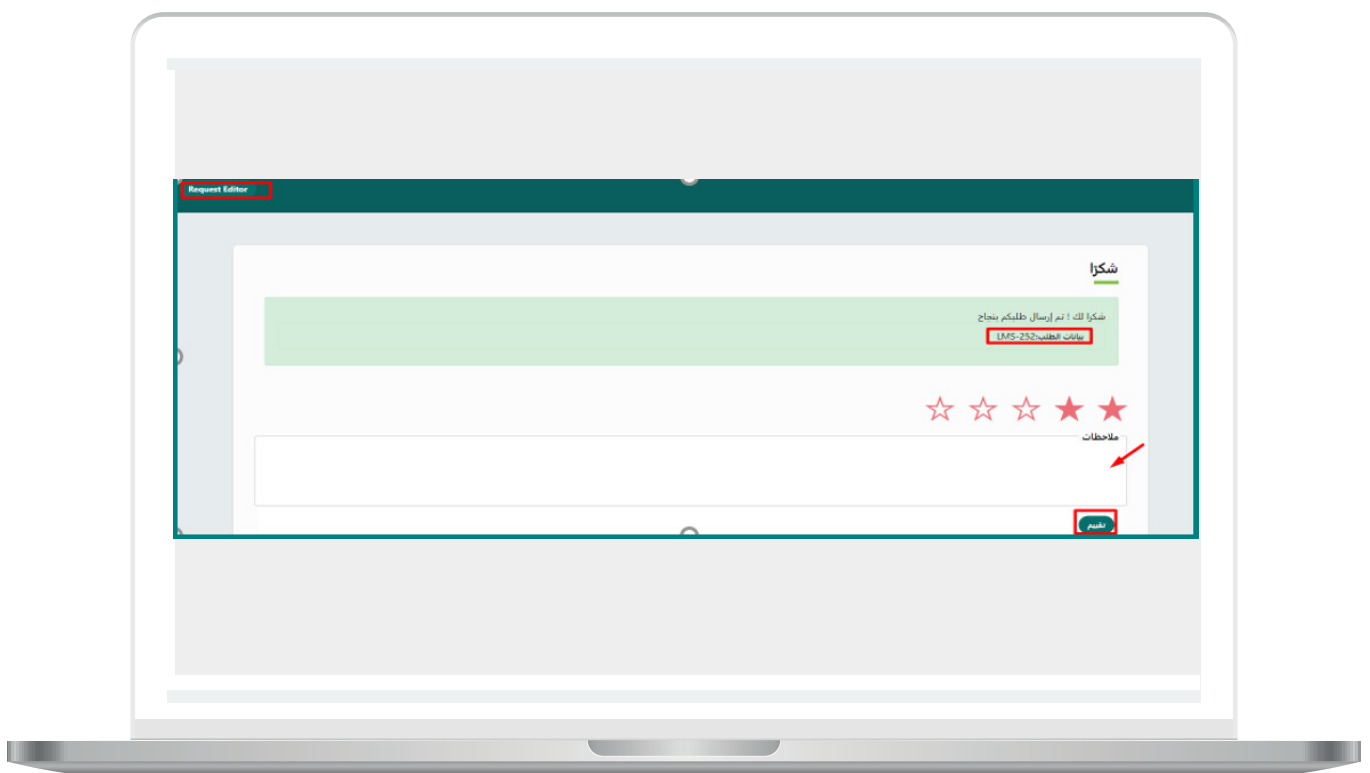


If **(Approve)** is selected, the request is forwarded to one of the engineers at the municipality, and the **(Proceed)** button at the top of the screen must be clicked to send the request to the next user.

If **(Reject)** is selected, a text box appears to enter the reason for rejection, and the request process is terminated.

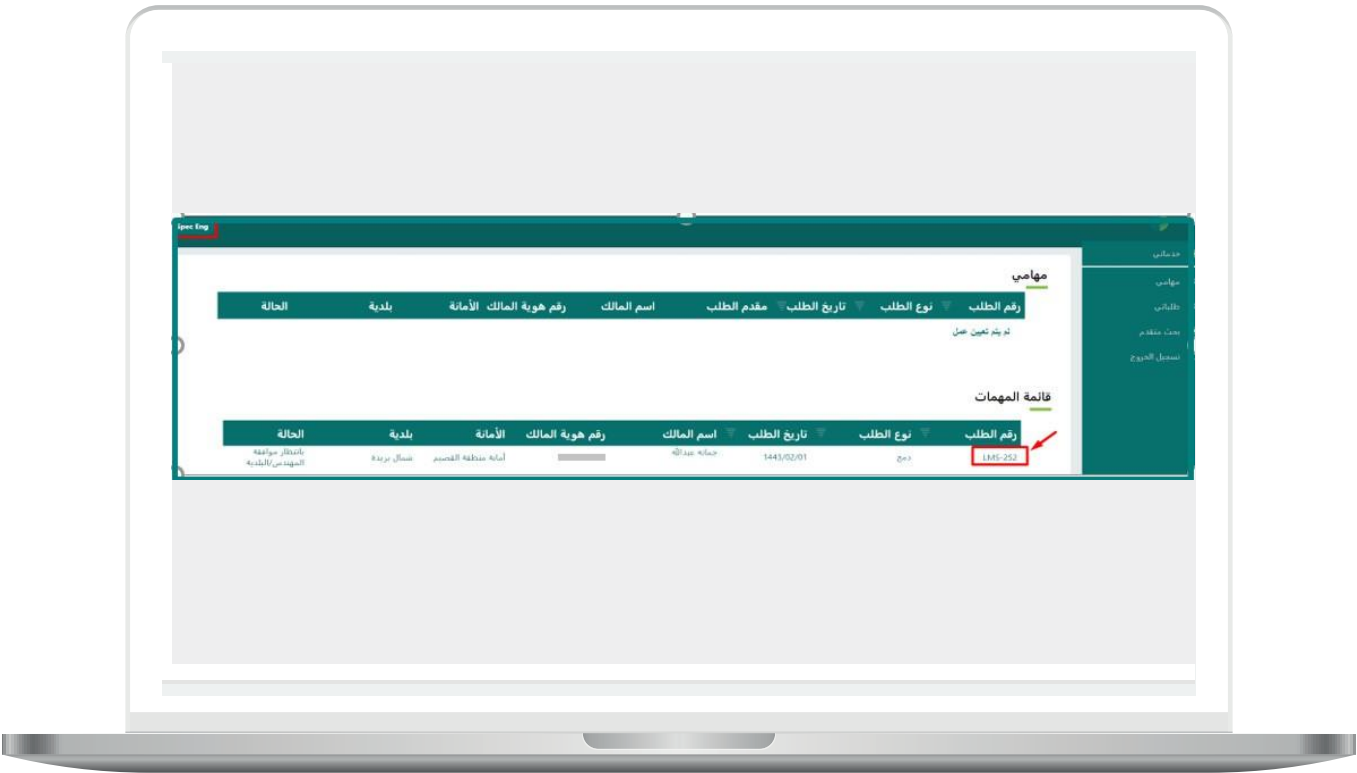
If **(Return Request)** is selected, the request is sent back to the engineering office, with comments required.

Finally, the request reviewer evaluates the service.

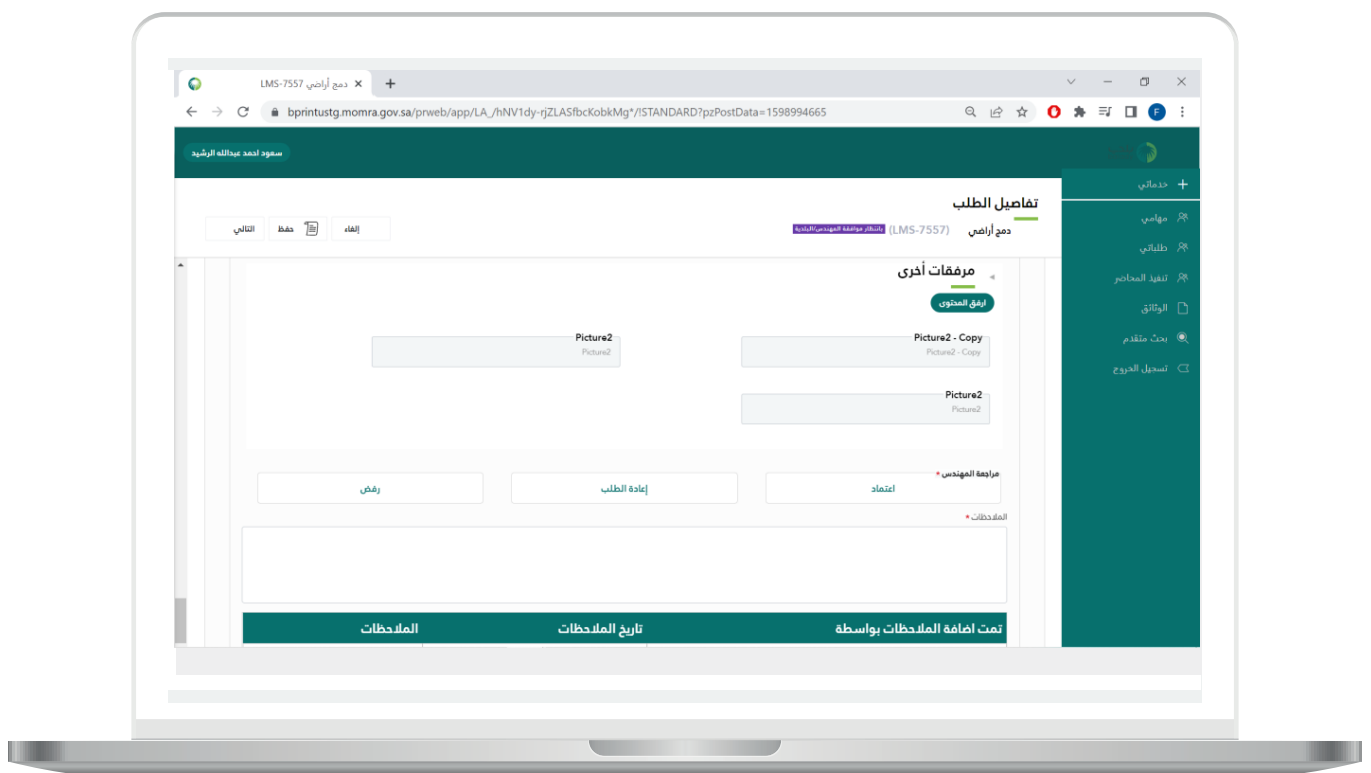


2) Engineer Screen

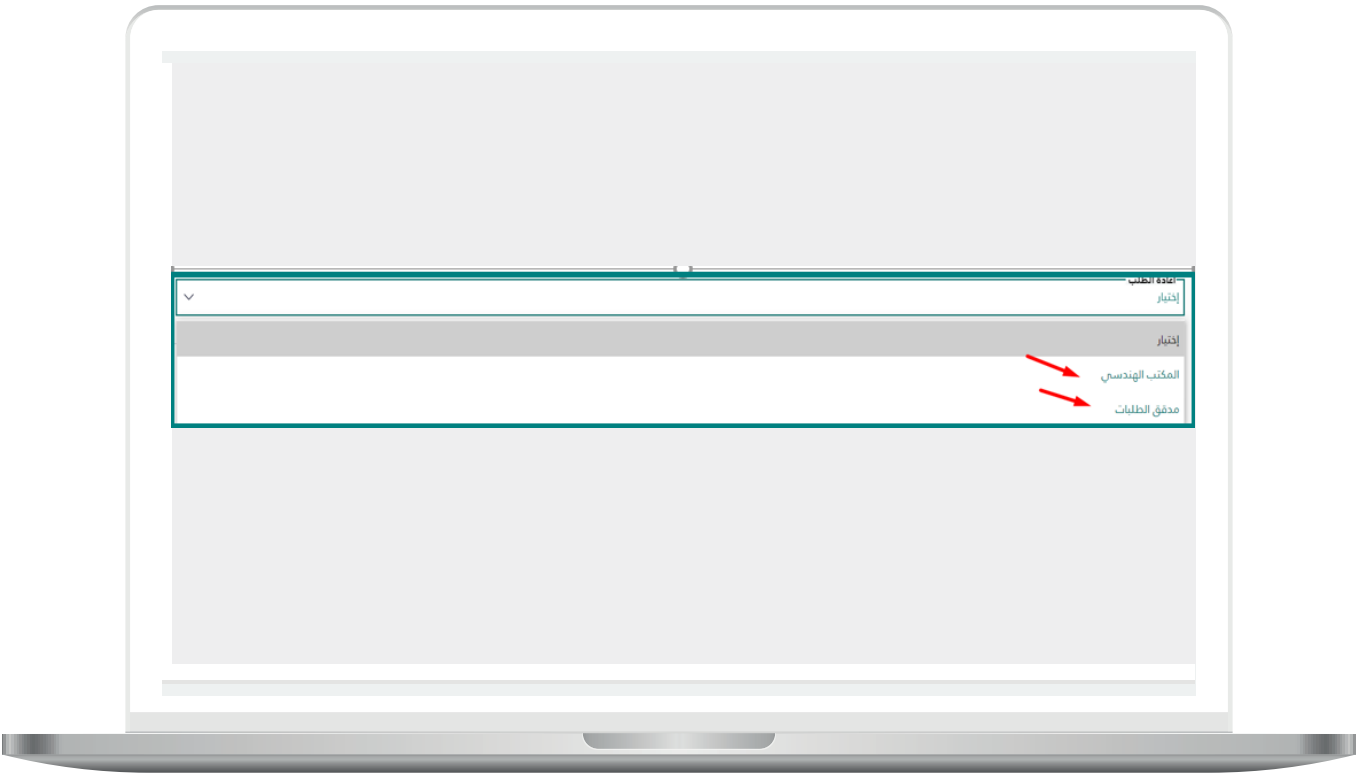
The engineer at the municipality reviews all requests forwarded by the request reviewer.



The engineer examines the request details, cadastral decision data, land merge data on the map, request attachments, and comments from the request reviewer at the municipality. A decision must be made to either approve, return, or reject the request by selecting return request either to the request reviewer or the engineering office from the dropdown menu, with comments required.



This step is related to the previous step.

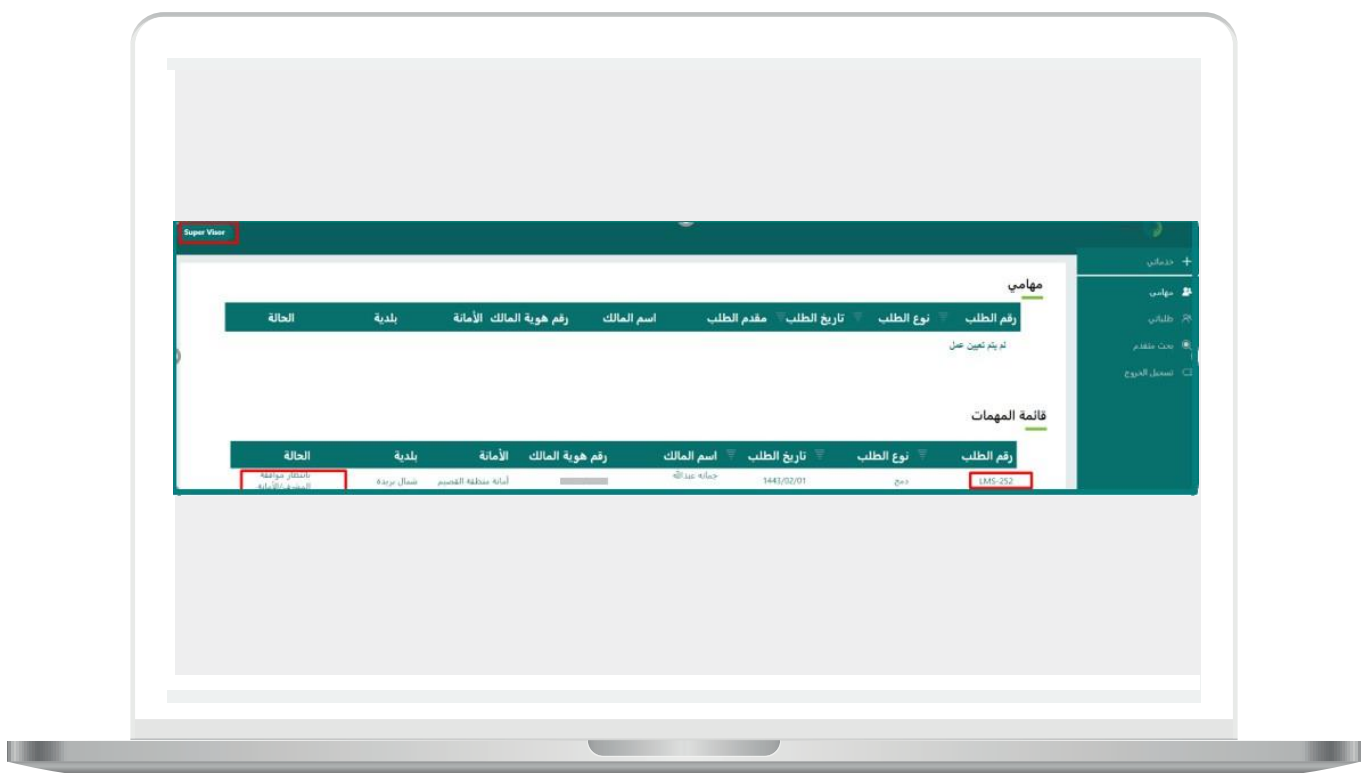


If approval is selected, the engineer at the municipality writes comments related to the request and forwards it to the supervisor at the municipality by clicking the **(Proceed)** button at the top of the screen.

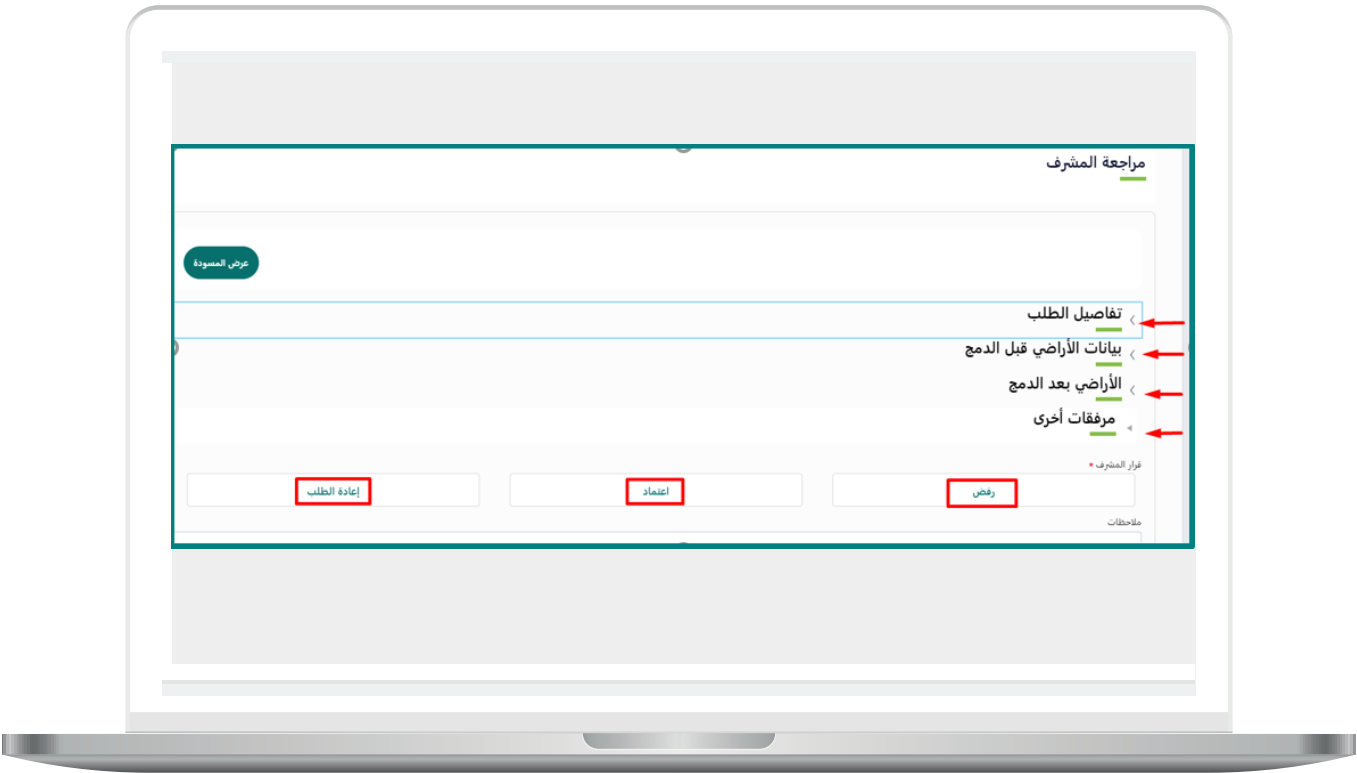
The engineer evaluates the service.

3) Supervisor Screen

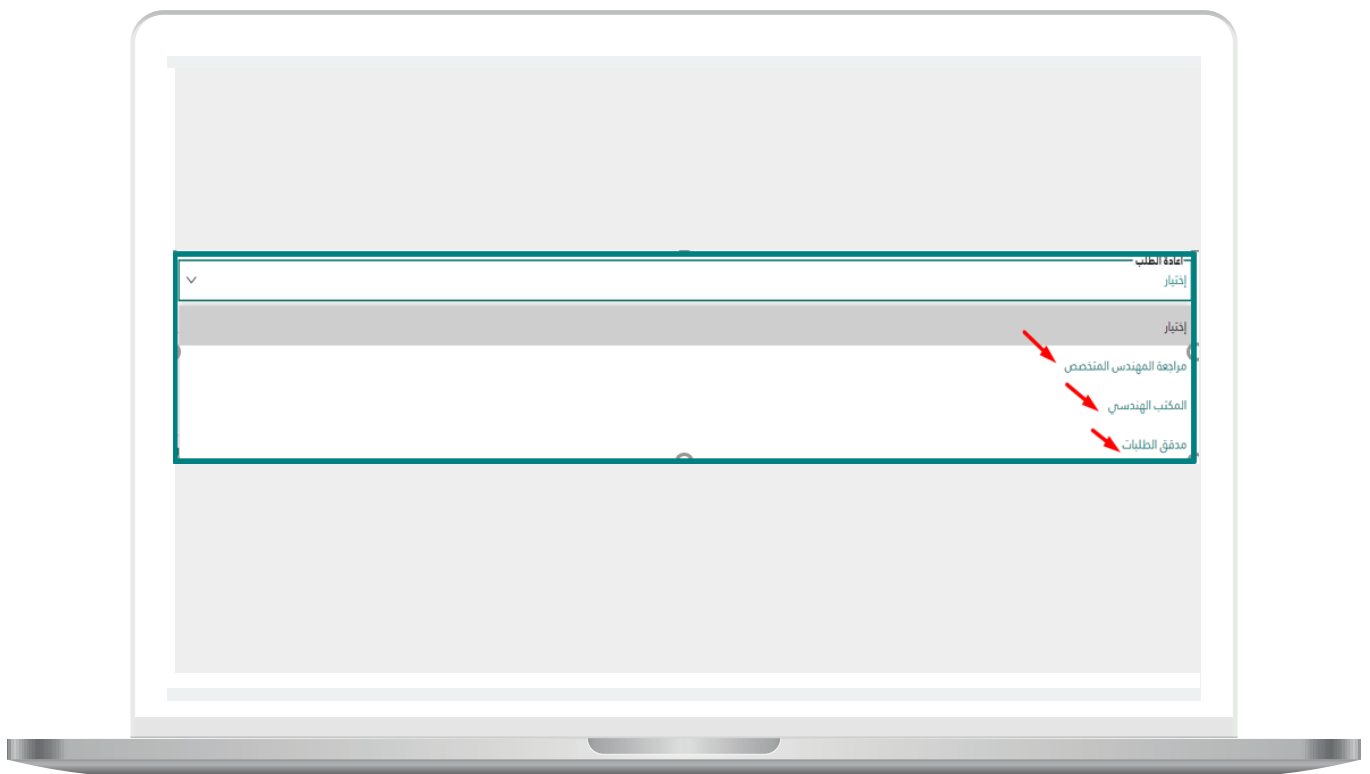
The supervisor at the municipality reviews all requests forwarded by the engineer.



The supervisor examines the request details, cadastral decision data, land merge data on the map, request attachments, and comments from the request reviewer and the engineer at the municipality. A decision must be made to either approve, reject, or return the request by selecting return request either to the engineer, request reviewer, or the engineering office from the dropdown menu.

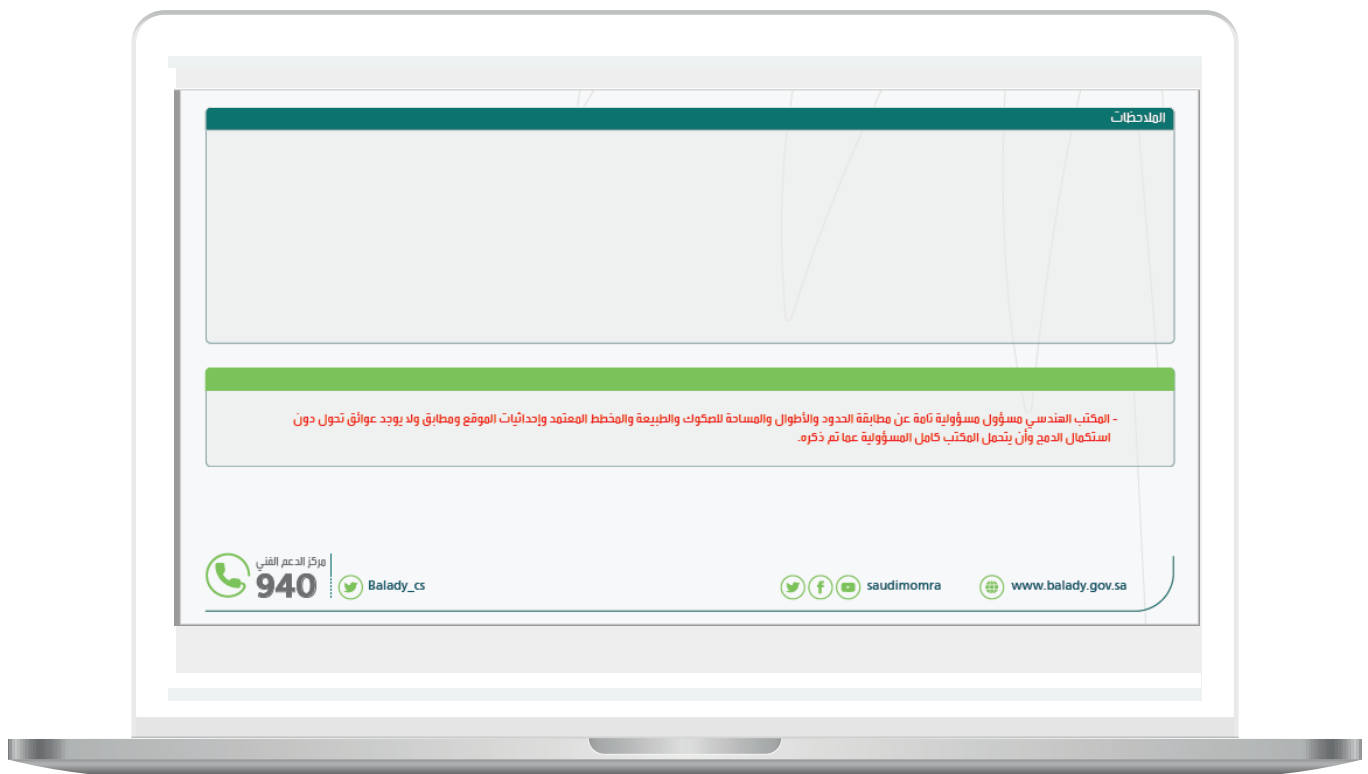


This step is related to the previous step.



Merging Report Template

If real estate identities are issued, they are recorded in the merging report template (**before and after merging**), and the system allows the beneficiary to print the template.



This step is related to the previous step.

المساحة الإجمالية	
رقم القطعة الثانية	رقم القطعة
رقم الصك	رقم الصك
الشمال	الجنوب
الشرق	الغرب
المساحة الإجمالية	

*لاستعراض بقية بيانات القطع يرجى مسح رمز الاستجابة السريع أعلى الصفحة.

مركز الدعم الفني 940 | Balady_cs | saudimomra | www.balady.gov.sa

 | 199040 Direct Contact Number

 | @Balady_CS Customer Service

