



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

User Guide for the System of  
**Private Land Schemes Approval**  
**(Final Approval Service)**

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Internal Users'  
Version in the  
Municipality

## Objective of the Document

This document aims to explain the procedures and configurations related to the Final Approval of Land Schemes service.

## Portal Content Overview

The user can browse the portal content through the designated (**URL**), which is accessed by clicking on (**Final Approval of Land Schemes**) from the (**Balady**) portal services list, displaying the required service.

## System Users

- 1) Municipality System Administrator
- 2) Main Administration in the Municipality
- 3) Approval Workflow
- 4) Real Estate Identity User

## 1) Municipality System Administrator

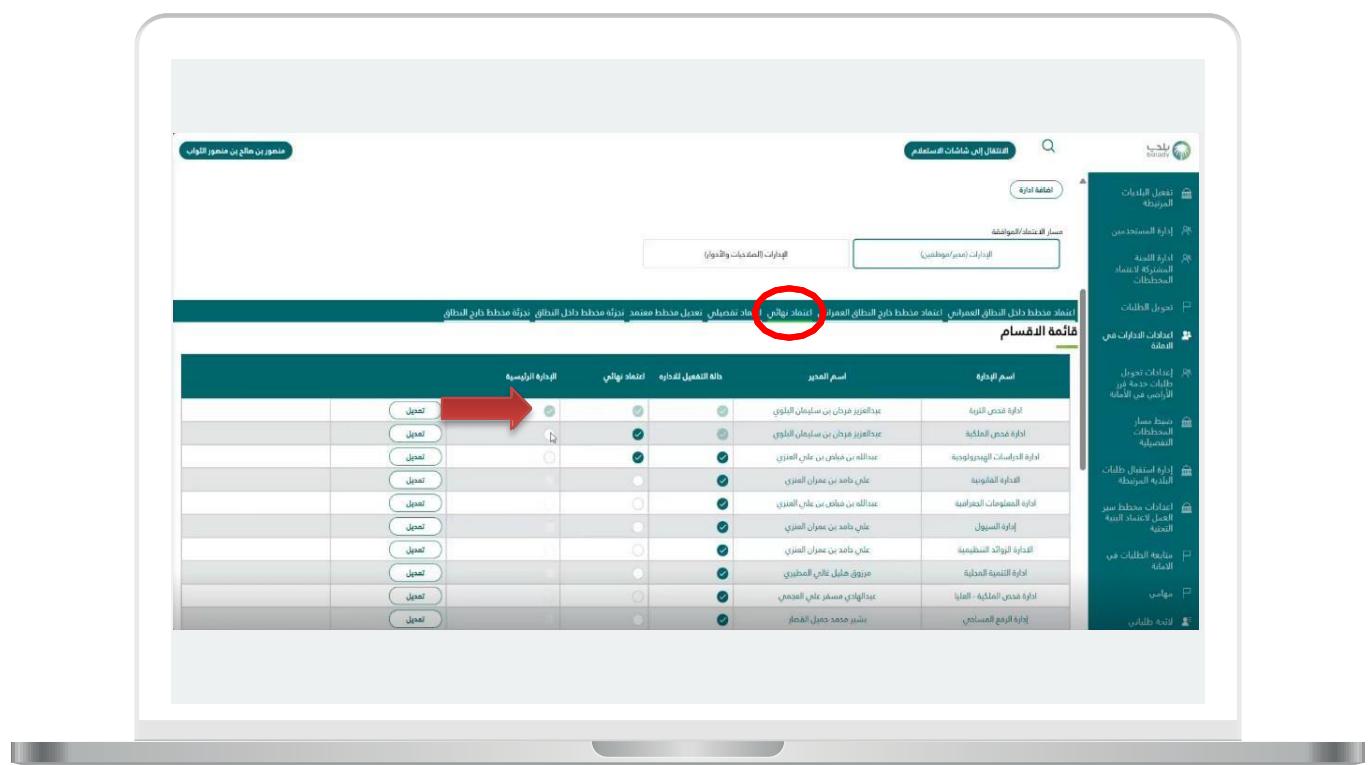
The system allows the user to access the platform and configure the Final Approval of Land Schemes service after the required municipalities are activated by the Ministry's system administrator.

The configurations will be managed by the municipality's system administrator through the following screens: **(Municipality Administration Settings / Preliminary Approval Authorization Management / Engineering Office Attachments Settings / Applicant Attachment Configuration)**.

The following is an explanation of the screens:

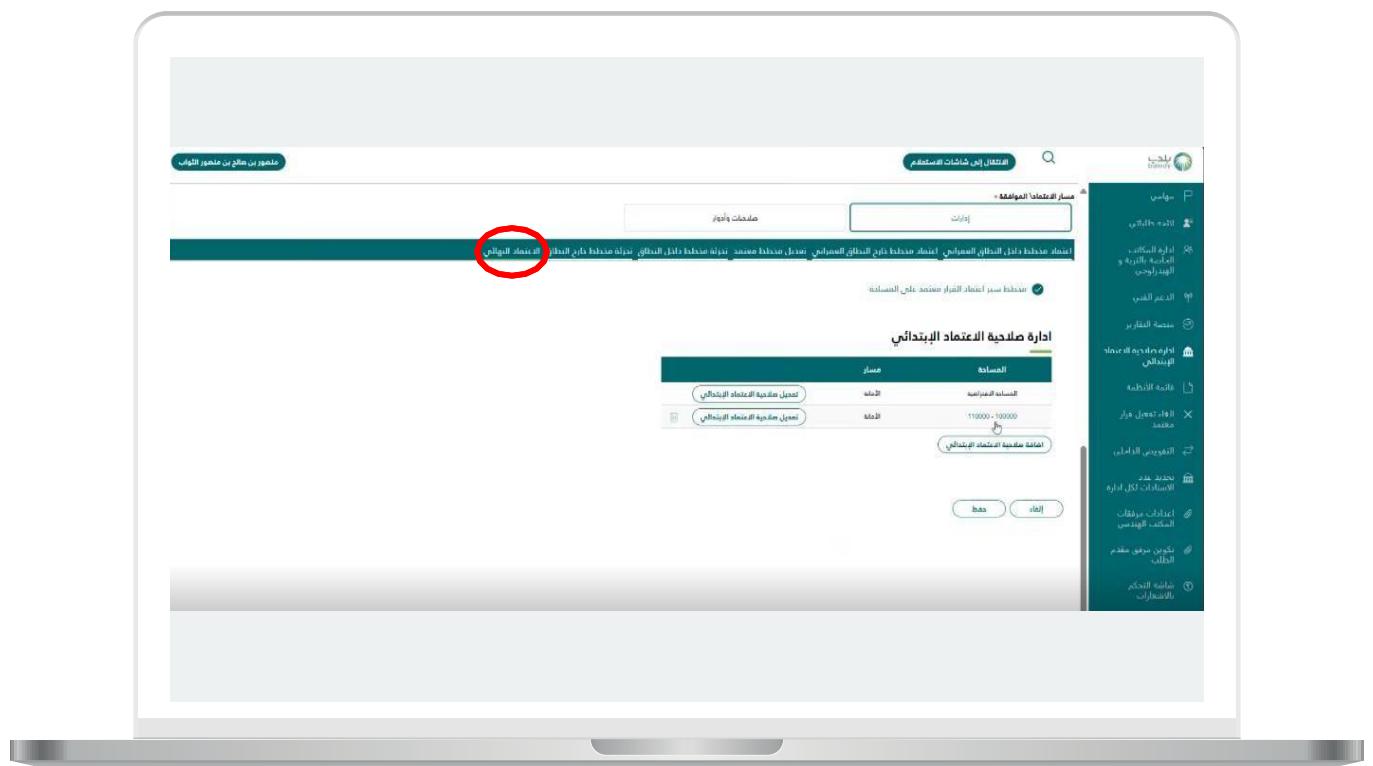
## Municipality Administration Settings Screen

The system enables the user to select **(Final Approval)** and define the main administration in the municipality, following the previously established process for other services.



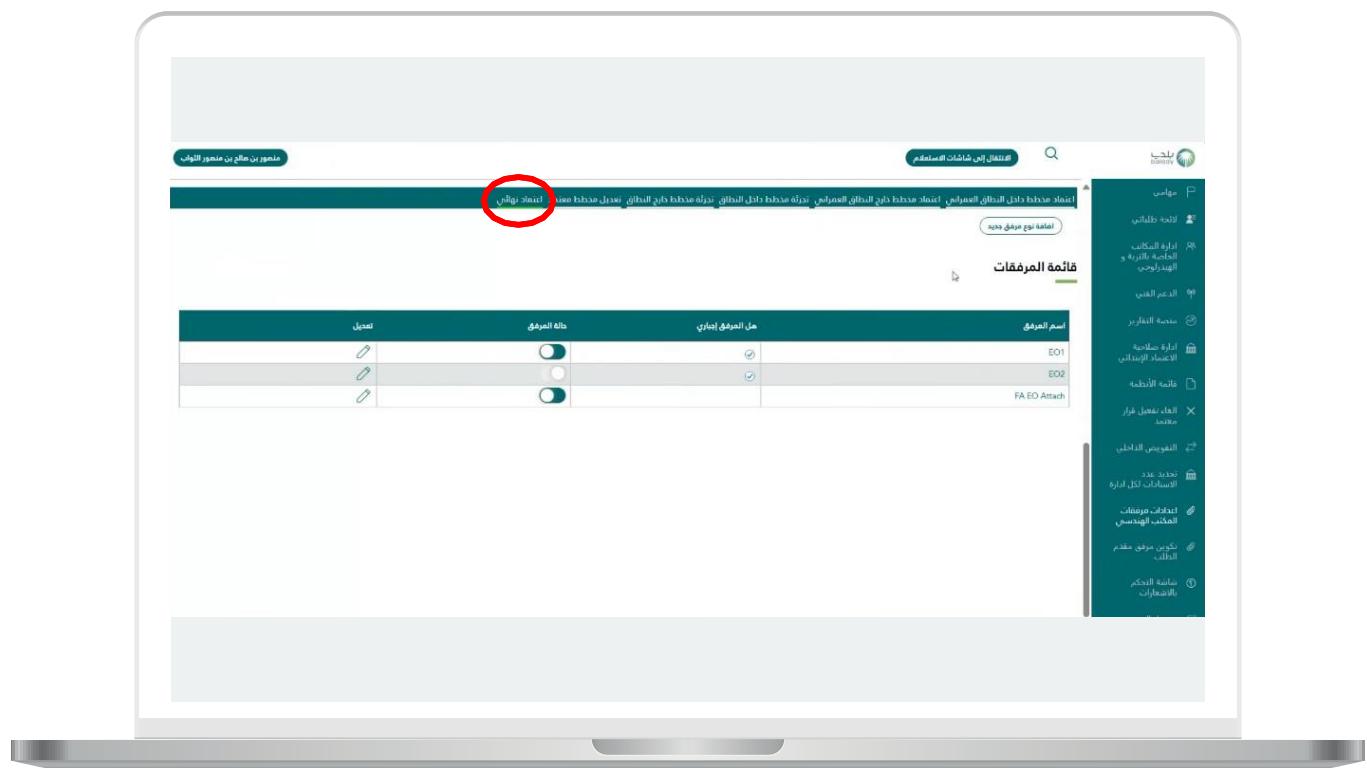
## Preliminary Approval Authorization Management Screen (Approval Workflow).

The system enables the user to select **(Final Approval)** and define the approval workflow, following the previously established process for other services.



## Applicant Attachment Configuration Screen

The system enables the user to select (Final Approval) and define the applicant attachments, following the previously established process for other services.

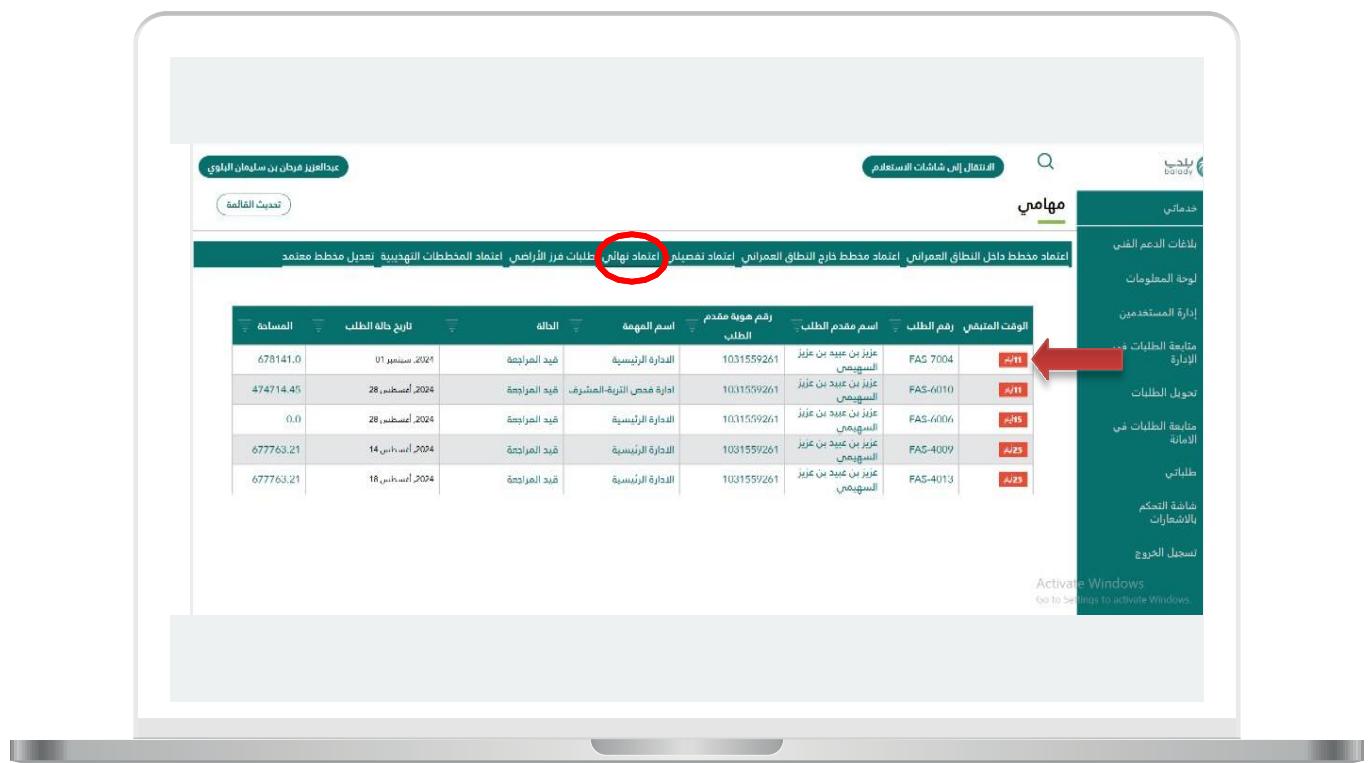


## **2) Main Administration in the Municipality (e.g., the Soil Inspection Department designated as the main administration by the Municipality System Administrator)**

The system allows the Main Administration User in the municipality (**Soil Inspection Department**) to access the Final Approval section from the My Tasks screen. All requests requiring approval will be displayed. Upon selecting a request, the full details will appear. If the request is approved, it will be forwarded to the Approval Path, as shown in the following images.

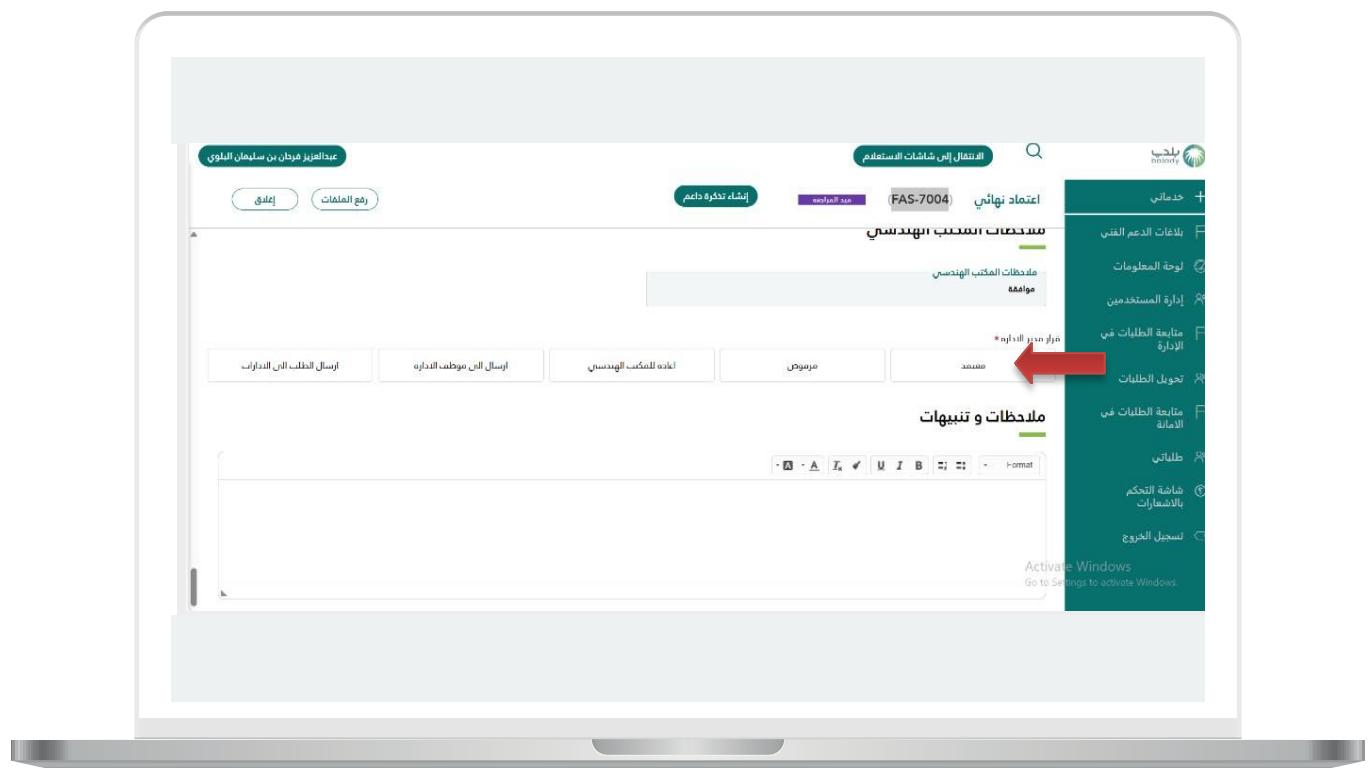
# My Tasks Screen

The system will display requests submitted for Final Approval to the Soil Inspection User, based on the settings configured by the Municipality System Administrator. The screen will be displayed as follows:



After selecting the request to be processed, the system will display the request details along with buttons for the Administration Manager's decision, as shown in the following screen:

A decision will be taken based on the appropriate and predefined procedures, whether to approve, reject, or forward the request to the relevant entity.



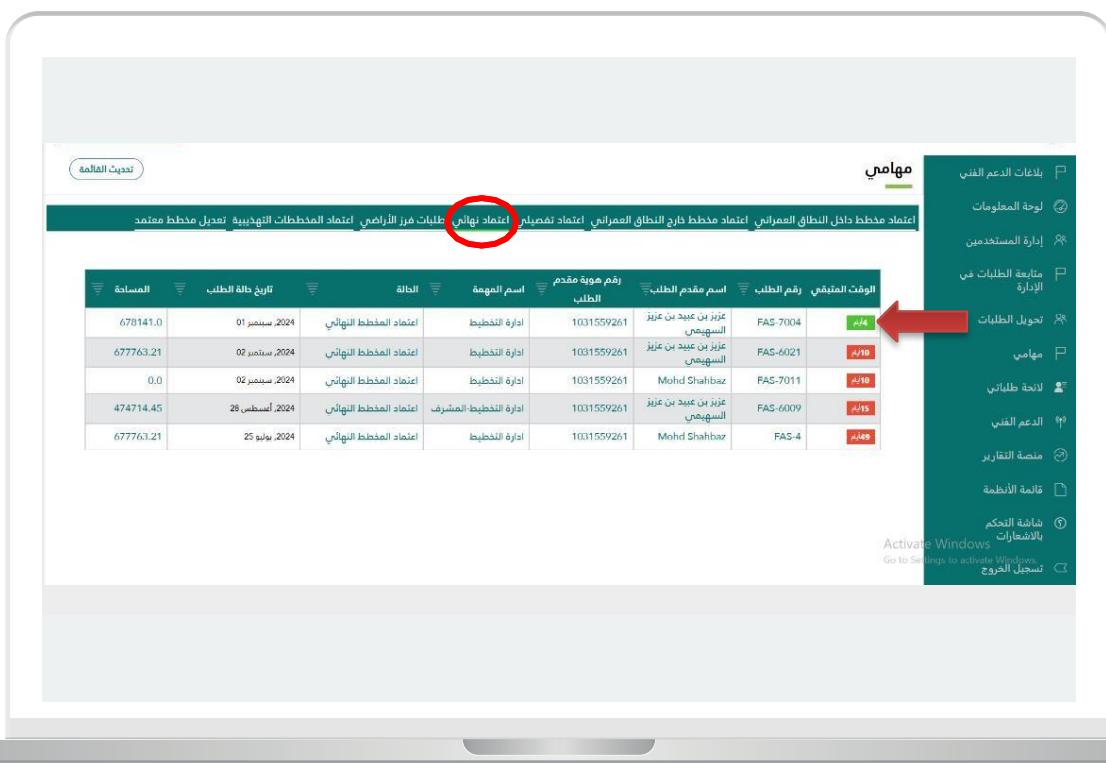
### 3) Approval Workflow (Example: Administrations – Planning Administration)

The system enables request processing through the Approval Path (**Planning Administration**) after the request has been approved by the (**Main Administration – Soil Testing Administration**). The request will then appear in the My Tasks screen as follows:

## My Tasks Screen

The system will list requests in the Approval Path under My Tasks.

After selecting a request to process, the system will display its details along with decision buttons.



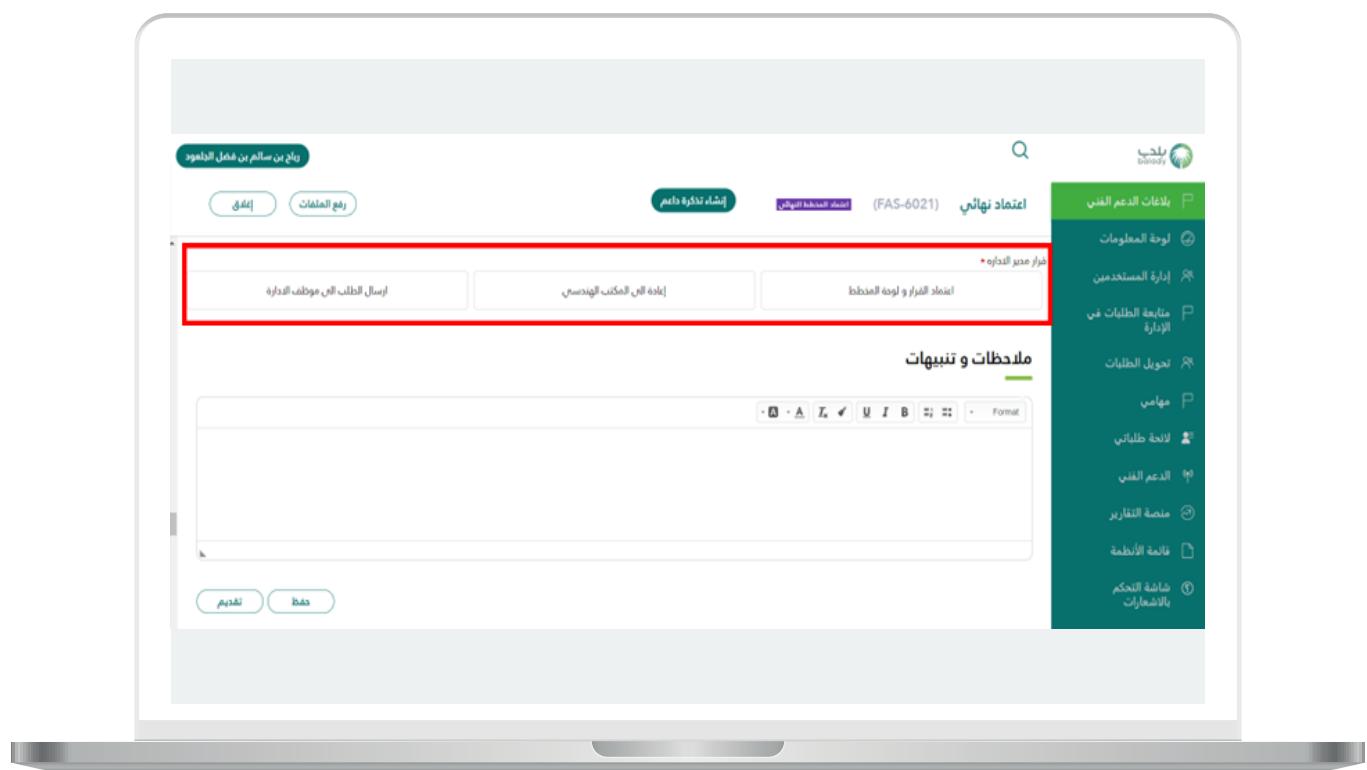
اللقطة تُظهر شاشة 'My Tasks' حيث يُعرض طلبات المراجعة. يتم تضليل المربع الأحمر على حالة المراجعة الأولى، والتي هي 'أتمتة مخطط داخل النطاق العقاري' (Approved). يتم تضليل المربع الأحمر الثاني على زر التفاصيل 'تفصيل' في الزاوية العلوية اليمنى من بطاقة الطلب.

الوقت المتبقي	رقم الطلب	اسم مقدم الطلب	رقم هوية مقدم الطلب	الطلب	الدائرة	اسم الموقعة	أعتماد المخطط النهائي	تاريخ دخال الطلب	المساحة
678141.0	01 سبتمبر 2024	أعتماد المخطط النهائي	ادارة التخطيط	1031559261	عمر بن عبد بن عزيز	السهيفر	عمر بن عبد بن عزيز	677763.21	677763.21
677763.21	02 سبتمبر 2024	أعتماد المخطط النهائي	ادارة التخطيط	1031559261	عمر بن عبد بن عزيز	السهيفر	عمر بن عبد بن عزيز	0.0	0.0
474714.45	28 أغسطس 2024	أعتماد المخطط النهائي	ادارة التخطيط	1031559261	Mohd Shahbaz	FAS-7011	عمر بن عبد بن عزيز	474714.45	474714.45
677763.21	25 يونيو 2024	أعتماد المخطط النهائي	ادارة التخطيط	1031559261	Mohd Shahbaz	FAS-4	عمر بن عبد بن عزيز	677763.21	677763.21

The request will be impacted based on the user's decisions as follows:

- Approval of the Decision and Land Scheme Sign: The request will be sent to the Real Estate Identity provided that it is activated by the System Administrator in the Ministry.
- Return to the Engineering Office: As per standard procedure.
- Send the Request to the Administration Employee: As per standard procedure.

Note: If the request is approved without (**Real Estate Identity**) activation, it will be approved directly within the Approval Path Departments without being sent to the Real Estate Identity employee. Instead, the Final Report Decision and the SubdivisionReport will be issued immediately.



## 4) Real Estate Identity Employee User

The system will allow the user to process the request based on activation by the System Administrator in the Ministry. The request will be directed to the user for processing. The request will appear in the My Tasks screen as follows:

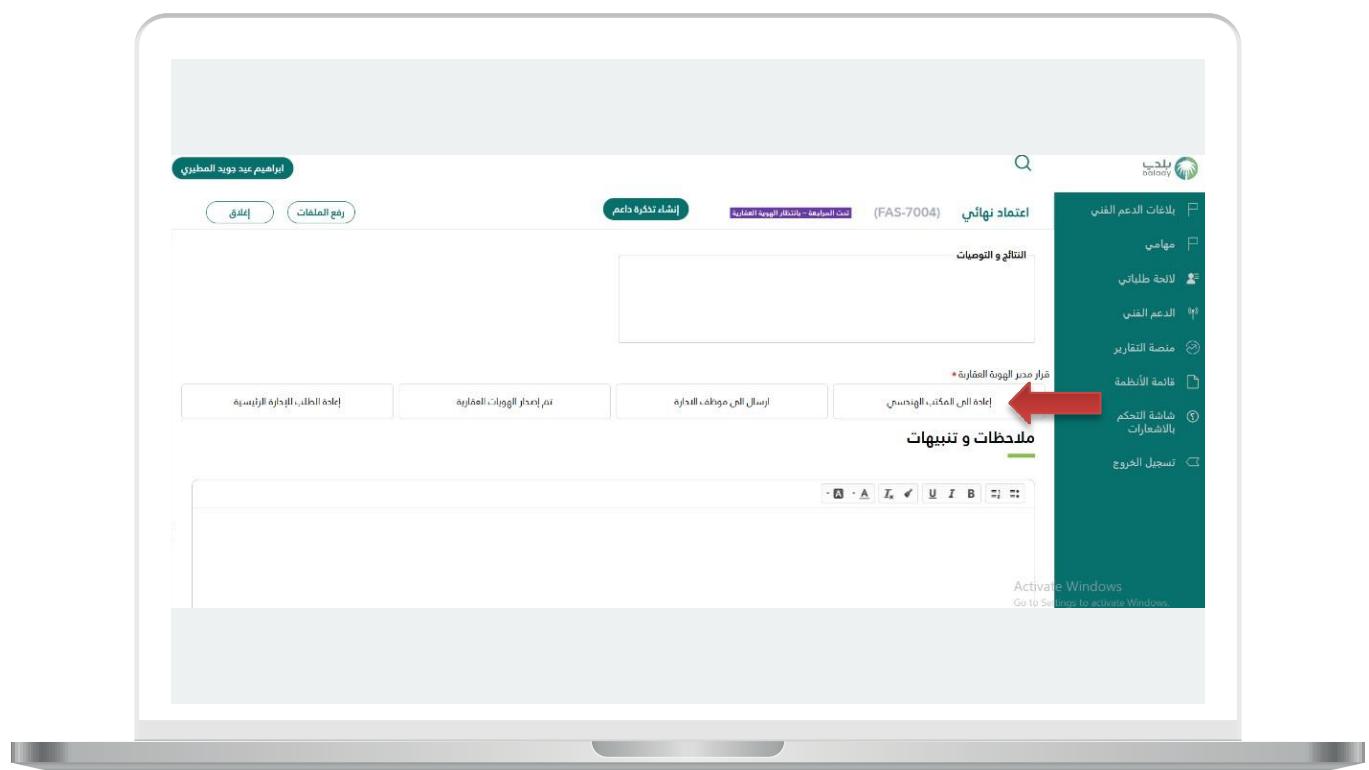
## My Tasks Screen

The user selects the **(Final Approval)** tab and chooses the request, as shown in the following screenshot:

My Tasks

رقم الطلب	اسم مقدم الطلب	رقم هوية مقدم الطلب	الطلبة	نوع الطالب	العنوان	تاريخ طالب
FAS-7004	عزيز بن عبد بن عزيز السهيمي	1031559261	فرز الراضي	نعت المراجحة - بانتظار الهوية المفافية	أصدار الهويات المفافية والصكوك	01 سبتمبر, 2024
FAS-4011	عزيز بن عبد بن عزيز السهيمي	1031559261	فرز الراضي	نعت المراجحة - بانتظار الهوية المفافية	أصدار الهويات المفافية والصكوك	16 أكتوبر, 2024
FAS-4005	عزيز بن عبد بن عزيز السهيمي	1031559261	فرز الراضي	نعت المراجحة - بانتظار الهوية المفافية	أصدار الهويات المفافية والصكوك	14 أغسطس, 2024

The system will display the request details and allow the user to select the **(Real Estate Identity Manager's Decision)** according to the standard procedure, ensuring approval is granted when the **(Real Estate Identities Have Been Issued)** button is selected. The following screen image illustrates the standard tasks assigned to the user.



Once all stages are completed and the request is approved by the Real Estate Identity Employee or the Approval Workflow User, depending on the System Administrator's settings in the Municipality, the following files will be generated:

## 1) Land Scheme Subdivision Report:



المدينة المنورة  
المحافظة





بلدي  
balady

**محضر فرز مخطط**

**بيانات المخطط المعتمد**

فرز تسل	نوع الفرز (كتب/درجه)	رقم المخطط	التاريخ	رقم فرار الاعتماد المعندي
6	الحال	العندي	سبع	226591
			البلدية	البلدية
			العامة	العامة

**بيان حدود وأطوال القطع**

رقم القطعة	رقم المخطط	نوع القطعة	المساحة (متر مربع)	طول الارض	عرض الارض	المسافة	المسافة	المسافة	المسافة
1	226591	مربع	89.63	89.63	89.63	89.63	89.63	89.63	89.63
2	226591	مربع	91.99	91.99	91.99	91.99	91.99	91.99	91.99
3	226591	مربع	87.63	87.63	87.63	87.63	87.63	87.63	87.63
4	226591	مربع	89.99	89.99	89.99	89.99	89.99	89.99	89.99
5	226591	مربع	91.99	91.99	91.99	91.99	91.99	91.99	91.99
6	226591	مربع	89.99	89.99	89.99	89.99	89.99	89.99	89.99
7	226591	مربع	102.99	102.99	102.99	102.99	102.99	102.99	102.99
8	226591	مربع	107.99	107.99	107.99	107.99	107.99	107.99	107.99
9	226591	مربع	87.99	87.99	87.99	87.99	87.99	87.99	87.99
10	226591	مربع	288.99	288.99	288.99	288.99	288.99	288.99	288.99

مقر الدعم الفني



199040

Balady\_csa



saudimomra



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## 2) Final Approval Decision for the Land Scheme.

أمانة محافظة  
المنطقة المقدمة

بلدي balady

قرار اعتماد نهائى لمخطط

البيانات الأساسية

التاريخ	226591	رقم قرار الاعتماد	22056788934
رقم السداد	003101/3101/226591	المواصفة على الاعتماد النهائي لمخطط رقم	62
الجدي	العلا	المدينة	

بيانات القرار المسابدي

رقم القرار المسابدي	678141.0	تاریخ القرار المسابدي	25-02-1443	المساحة حسب القرار المسابدي	25
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بيانات الملك

رقم الملك	871204000629	تاریخ الملك	30/01/1441	المساحة حسب الملك	885.13
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بيانات الملاك

الرقم الوطني	1031559261	الاسم	عزيز عبد عزيز ال مطير السهيبي	تاریخ الميلاد	18/01/1404
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ال單位 التنفيذية

المرحلة التنموية	الفقرة	النسبة التخطيطية
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📞|199040 Direct Contact Number  
🐦|@Balady\_CS Customer Service