

SERVICE NAME: Preliminary Approval & Locational Clearance/Dev't. Permit/Alteration of Plan

Description of the Service: Permit issued to all developer for Subdivision/Condominium/Cemetery Projects.

Office or Divisions:	City Planning & Development Office			
Classification:	Highly Technical			
Type of transactions:	G2B			
Who may avail:	Licensed Contractor/Developer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ● Application Form ● Two(2) sets of the following documents duly signed by a licensed Architect/Engineer <ul style="list-style-type: none"> a. Site Dev't. Plan (Schematic Plan) b. Vicinity Map indicating the adjoining land Use as well as existing facilities & utilities (drawn to scale) c. Survey Plan of the lot(s) ● 2 sets of certified true copy of title, tax dec, latest tax receipt. ● if the land is agricultural, 2 copies of MAR team/ field inspection report & affidavit of non tenancy by the owner/developer for non-tenanted land, or affidavit of waiver from tenants for tenanted lands. 		CPDO		
		Assessor's Office		
		DAR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get application Form	1. Give application Form	None	5 mins	Mary Jane P. Bulauan Zoning Officer I

Fill up application Form	2. Receive application/record. Forward to CPDO for evaluation	None	5 mins	Valerie Santiago <i>Statistician III</i>
2. Submit application form with the required documents to Mayor's Office	-CPDO Receive the documents. Evaluate. Conduct site Inspection. Prepare Evaluation Report.	None	2 days	Mary Jane P. Bulauan Z.O. IV
3. Proceed to CPDO submit 17 sets of the documents	Receive 17 sets of documents. Endorse to Mayors Office. Mayor's Office will make an Indorsement to the SP for their approval/appropriate action.	None none	20 mins 10 mins	Mary Jane P. Bulauan Z.O. IV Valerie Santiago <i>Statistician III</i> May Estavillo AO V
4. Pay Fees at the City Treasurer's Office, show Order of Payment	SP Office will make a schedule for the committee hearing to be attended by the applicant and concerned office(s). Issue SP Resolution Accept Payment Issue OR	None <u>PD 957(Subd. & Condominium)</u> <u>PALC</u> P360/Ha or fraction thereof <u>Dev't. Permit</u>	15 days 10 mins.	Carina Teresa Q. Bulan Clerk II Ruben S. Calimag RCC III Ricardo A. Agtarap RCC 11

5. Return to CPDO, submit OR	Check OR Prepare Clearance/ Permit.	P2,880/ha. regardless of density <u>Alteration of</u> <u>Plan</u> (Same as Dev't. Permit)	20 mins	Mary Jane P. Bulauan <i>Z.O IV</i>
6. Wait for the clearance/Permit to be signed by the Mayor	Bring the Clearance/Permit to Mayors's office for signature	<u>Cemetery/memorial</u> <u>Park</u> <u>PALC-720/ha</u> <u>Inspection Fee-</u> P1,500/ha <u>Dev't. Permit</u> P3.00/sq.m. none	1 day	Michelle Delos Santos Messenger I
TOTAL:			18 days, 1 hr & 10 mins	