

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. 		<p>CPDO</p> <p>Assessor's Office</p> <p>DAR</p>		
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 <i>Zoning Officer I</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 <i>Z.O. IV</i>
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	20 mins	Mary Jane P. Bulauan <i>Z.O. IV</i>
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>	10 mins 15 days 10 mins.	Valerie Santiago <i>Statistician III</i> May Estavillo <i>AO V</i> Carina Teresa Q. Bulan <i>Clerk II</i> Ruben S. <i>Calimag</i> RCC III Ricardo A. <i>Agtarap</i> 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 Z.O IV
6. Wait for the clearance/Permit to be signed by the Mayor	Bring the Clearance/Permit to Mayor'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.	1 day	Michelle Delos Santos Messenger I
		none		
	TOTAL:		18 days, 1 hr & 10 mins	