



### Internal/External

#### 2. SERVICENAME: PRELIMINARY APPROVAL & LOCATIONAL CLEARANCE/DEV'T. PERMIT

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

<b>Office or Division:</b>	City Planning & Development Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B
<b>Who may avail:</b>	Licensed Contractor/Developer

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<p>Application Form</p> <ul style="list-style-type: none"> <li>●Two(2) sets of the following documents duly signed by a licensed Architect/Engineer               <ul style="list-style-type: none"> <li>a. Site Dev't. Plan (Schematic Plan)</li> <li>b. Vicinity Map indicating the adjoining land Use as well as existing facilities &amp; utilities (drawn to scale)</li> <li>c. Survey Plan of the lot(s)</li> </ul> </li> <li>●2 sets of certified true copy of title, tax dec, latest tax receipt.</li> <li>●if the land is agricultural, 2 copies of MAR team/ field inspection report &amp; affidavit of non tenancy by the owner/developer for non-tenanted land, or affidavit of waiver from tenants for tenanted lands.</li> </ul>	<p><b>CPDO</b></p> <p><b>Assessor's Office</b></p> <p><b>DAR</b></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get application Form Fill up application Form	Give application Form	None	5 mins	Mary Jane P. Bulauan <i>Zoning Officer IV</i>
2. Submit application form with the required documents to Mayor's Office	Receive application/record. Forward to CPDO for evaluation	None	5 mins	Barbara C. Moral <i>Administrative Officer IV</i>
	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 19 sets of the documents	Receive 19 sets of documents. Endorse to Mayors Office.  Mayor's Office will make an indorsement to the SP for their approval/appropriate action.  SP Office will make a schedule for the committee hearing to be	None	20 mins.  10 mins.  15 days	Mary Jane P. Bulauan <i>Z.O. IV</i>  Barbara C. Moral <i>Administrative Officer IV</i>  May Estavillo <i>AO V</i>



	attended by the applicant and concerned office(s). Issue SP Resolution	None		
4. Pay Fees at the City Treasurer's Office, show Order of Payment	Accept Payment Issue OR	<b><u>PD 957(Subd. &amp; Condominium)</u></b> <u>PALC</u> P360/Ha or fraction thereof <u>Dev't. Permit</u> P2,880/ha. regardless of density  <b><u>Cemetery/memorial</u></b> <b><u>Park</u></b> <u>PALC-720/ha</u> <u>Inspection Fee-</u> P1,500/ha <u>Dev't. Permit</u> P3.00/sq.m.	10 mins.	Ruben S. Calimag RCC III  Lyka Dupo AA1
5. Return to CPDO, submit OR	Check OR Prepare Clearance/ Permit	None	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	None	1 day	Barbara C. Moral Administrative Officer IV
TOTAL			18 days, 1 hr & 10 mins.	