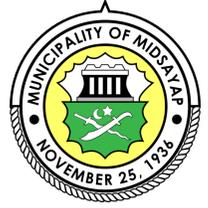




5. Issuance of Preliminary Approval of Subdivision Development Plan/Locational Clearance for PD 957 & BP 220 Residential Subdivisions, Farm lot, industrial, Memorial Parks & Cemetery Projects

An enterprise/private person developing any kind of above-mentioned project is required to apply for an Approval of Subdivision Development Plan/Locational Clearance addressed to the Sangguniang Bayan but submitted to the Office of the MPDC / Zoning Administrator for review of documents and processing of the approval. If all requirements are satisfactory, application will be endorsed to the LCE for endorsement to the Sangguniang Bayan for the approval of the said subdivision development plan.

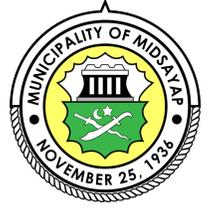
Office or Division:	Office of the Municipal Planning and Development Coordinator
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Any person / legal entity with lot/property within the municipality and have the intention to undertake any of the above-mentioned projects.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. For Application for Preliminary Approval of Subdivision Development Plan and Locational Clearance:	Client
a. Duly accomplished and notarized Application Form (1 original copy)	Office of the Municipal Planning and Development Coordinator
b. Two (2) sets of Site Development Plan (schematic plan) at a scale ranging from 1:200 to 1:2,000 showing the proposed lay-out of streets, lots, parks and playgrounds and other features duly signed and sealed by any licensed and registered Architect, Environmental Planner, Civil Engineer or Geodetic Engineer.	Architect / Environmental Planner / Civil or Geodetic Engineer
c. Two (2) sets of the following documents duly signed and sealed by a licensed geodetic engineer:	Client / Civil Engineer
c.1. Vicinity Map	
c.2. Topographic plan	
c.3. Survey plan of the lot(s) as described in the title	



d. At least 2 copies of certified true copy of title(s) and current tax receipts		Registry of Deeds and Municipal Treasurer's Office		
e. Right to use or deed of sale of right-of-way for access road (2 photocopies)		Client		
Official Receipt		Municipal Treasurer's Office (Windows 1-6)		
NOTE: Additional requirements may be required after inspection and evaluation of documents. All documents should not be more than 3 months old upon filing.		Client		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit accomplished application form and complete requirements at the receiving area	1. Receive accomplished application form and complete requirements	None	1 Minute	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator
	1.1 Evaluate and review application form and documents submitted	None	7 Days	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator
	1.2. Conduct ocular inspection, prepare and submit Inspection Report, application and documents to the Office of the Mayor	None	4 Hours	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator



	1.3. The Office of the Mayor endorses the documents to the Office of the Sangguniang Bayan	None		<i>Administrative Aide VI</i> Office of the Mayor
	1.4 The Office of the Sangguniang Bayan deliberates on the Approval / Denial of Development Permit (through Resolution) and furnish a copy thereof to Office of the Municipal Planning and Development Coordinator.	None		<i>Administrative Aide IV</i> Office of the Sangguniang Bayan
	1.5. Issue Order of Payment	None	1 Minute	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator
2. Pay corresponding fees at Municipal Treasurer's Office (Windows 1-6) and present the Official Receipt at the Office of the Municipal Planning and Coordinator	2. Issuance of Official Receipt	Please refer to attached Table. Permit Fees on Real Estate Development		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer



	2.1 Prepare PALC & Development Permit	None	20 Minutes	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator
	2.2 Review and Approve PALC & Development Permit	None	7 Minutes	<i>Municipal Planning and Development Coordinator</i> Office of the Municipal Planning and Development Coordinator
3. Claim the approved PALC & Development Permit	3. Record, file for office copy and release the approved PALC & Development Permit to client	None	1 Minute	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator
	TOTAL:	Please refer to Table of Permit Fees	7 Days, 4 Hours and 30 Minutes	