



6. Issuance of Subdivision Development Permit 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 Permit 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 of Subdivision Development Permit:			
a. Duly accomplished Development Permit / Locational Clearance Application Form (1 original copy)		Office of the Municipal Planning and Development Coordinator	
b. All requirements for application of Preliminary Subdivision Development Plan Approval		Architect / Engineer	
c. Subdivision Development Plan consisting of site development plan at a scale ranging from 1:200 to 1:1,000 or any scale not exceeding 1:2,000 duly signed and sealed by any licensed and registered architect, environmental planner, civil engineer or geodetic engineer showing all proposals including the following in 2 sets:		Client / Civil Engineer	
c.1. roads, easements or right-of-way and roadway width		Client / Civil Engineer	



c.2. lot numbers, lines and areas and block numbers	Client / Surveyor
c.3. site data such as number of residential and saleable lots typical lot size, parks and playgrounds and open spaces	Client / Civil Engineer
d. Civil and Sanitary Works and Design duly signed and sealed by a licensed civil engineer atleast two copies of road (geometric and structural) design/plan including the following:	Registry of Deeds
d.1. Profile derived from the topographic map (prepared by geodetic engineer) showing the vertical control designed grade and all information needed in the construction	Client / Treasury Office
d.2. Details of sanitary and storm drainage lines and miscellaneous structures such as various types of manholes, catch basins, inlets (curb, gutter, drop), culverts, etc.	Client / Department of Environment and Natural Resources
d.3. Atleast 2 copies of site grading plan duly signed and sealed by a licensed civil engineer	Client / Department of Agrarian Reform
e. Atleast 2 copies of water system lay-out and details duly signed and sealed by a licensed sanitary engineer or civil engineer.	Sanitary Engineer or Civil Engineer
f. Certified true copy of tax declaration covering the property(ies) subject of the application (1 original copy and 1 photocopy)	Office of the Municipal Assessor
g. Zoning Certification from the HLURB Regional Office (2 photocopies)	Housing and Land use Regulatory Board (HLURB)



h. Certified true copy of DAR Conversion Order (1 original copy and 1 photocopy)	Department of Agrarian Reform
i. Certified true copy of Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), whenever is applicable, duly issued by the DENR-EMB. (1 original copy & 1 photocopy)	DENR - Environmental Management Bureau
j. Atleast two copies of project description for projects having areas of 1 hectare and above to include the following:	Client
j.1. Project Profile	
j.2. Audited financial statement for the last 3 preceding years	
j.3. Income tax return for the last 3 preceding years	
j.4. Certificate of Registration with SEC	
j.5. Articles of incorporation or partnership	
j.6. Corporation by-laws and all implementing amendments	
j.7. For new corporations (3 years and below)	
j.8. Statement of capitalization and sources of income and cash flow to support work program	
k. Plans, specifications, bill of materials and cost estimates duly signed and sealed by the appropriate licensed professionals (2 copies)	Civil Engineer
l. Application for permit to drill from National Water Resources Board (NWRB) (2 photocopies)	National Water Resources Board (NWRB)



m. Traffic Impact Assessment for projects 30 has. & above (2 copies)		Client		
n. List of names of duly licensed professionals indicating the following: (2 copies)		Client		
n.1. Surname				
n.2. First Name				
n.3. Middle Name				
n.4. Maiden name, in case of married women professional				
n.5. Professional license number, date of issue and expiration of its validity;				
n.6. Professional tax receipt & date of issue		Client / Department of Environment and Natural Resources		
g. Permit to Cut Trees				
h. Letter authorizing applicant to file and follow up application and claim decision in case the applicant is not the owner of the project.		Client		
o. Official Receipt		Municipal Treasurer's Office		
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	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	10 Days	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator
	1.2. Conduct ocular inspection, prepare and submit Zoning Report, application and documents to the Office of the Mayor	PHP 1,500.00	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 Approval 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:	PHP 1,500.00	10 Days, 4 Hours and 30 Minutes	



Subdivision and Condominium Projects (under PD 957)

A. Approval of Subdivision Plan (Including townhouse)

1. APPROVAL OF SUBDIVISION PLANS (Including Townhouses)

a. Preliminary Approval and Location Clearance (PALC) /Preliminary Subdivision Development Plan (PSDP)

* Processing Fee	P360.00 per hectare or a fraction thereof
* Inspection Fee	P1,500.00 per hectare regardless of density

b. Final Approval and Development Permit

* Processing Fee	P 2,880 per hectare or a fraction thereof
Additional Fee on Floor Area of Housing component	P3.00/sq.m.
* Inspection Fee	P1,500.00 per hectare regardless of density
c. Alteration of Plan (affected areas only)	Same as Final Approval and Development

Subdivision and Condominium Projects (under B.P. 220)

A. Subdivision Project

1. APPROVAL OF SUBDIVISION PROJECTS

a. Preliminary Approval and Location Clearance



* Processing Fee	
a. Socialized Housing	P90/ha
b. Economic Housing	P216/ha
* Inspection Fee	
a. Socialized Housing	P1,500/ha
b. Economic Housing	P1,500/ha

b. Final Approval and Development Permit

* Processing Fee	
a. Socialized Housing	P600/ha
b. Economic Housing	P1,400/ha
* Inspection Fee	
a. Socialized Housing	P1,500/ha
b. Economic Housing	P1,500/ha

(Projects already inspected for PALC application may not be charged inspection fee)

c. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
d. Building Permit (floor area of housing unit)	P7.20/sq.m.



Permit Fees for Industrial / Commercial Subdivision

1. APPROVAL OF INDUSTRIAL / COMMERCIAL SUBDIVISION

1. Preliminary Approval and Locational Clearance

Processing Fee	P432/ha
Inspection Fee	P1,500/ha

2. Final Approval and Development Permit

Processing Fee	P720/ha
Inspection Fee	P1,500/ha

(Projects already inspected for PALC application may not be charged inspection fee)

3. Alteration of Plan (affected areas only)	Same as final approval and development Permit
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Permit Fees for Farm Lot Subdivision

1. APPROVAL OF FARM LOT SUBDIVISION

1. Preliminary Approval and Locational Clearance

Processing Fee	P288.00
Inspection Fee	P1,500/ha

2. Final Approval and Development Permit

Processing Fee	P1,440/ha
Inspection Fee	P1,500/ha

(Projects already inspected for PALC application may not be charged inspection fee)

3. Alteration of Plan (affected areas only)	Same as final approval and development Permit
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Memorial Park/Cemetery Project/Columbarium

1. APPROVAL OF MEMORIAL PARK/CEMETERY PROJECT/COLUMBARIUM

1. Preliminary Approval and Locational Clearance

a. Memorial Project	P720/ha
b. Cemeteries	P288/ha
c. Columbarium	P3,600/ha

Inspection Fee

a. Memorial Project	P1,500/ha
b. Cemeteries	P1,500/ha
c. Columbarium	P1,500/ha

2. Final Approval and Development Permit

a. Memorial Project	P3.00/sq.m.
b. Cemeteries	P1.50/sq.m.
c. Columbarium	P7.20/sq.m. of land area
	P3.00/floor
	P23.05/sq.m. of GFA
Inspection Fee	

(Projects already inspected for PALC application may not be charged inspection fee)

a. Memorial Project	P1,500/ha
b. Cemeteries	P1,500/ha
c. Columbarium	P1,500/ha
3. Alteration of Plan (affected areas only)	Same as final approval and development Permit