

1. Issuance of Development Permit (DP)

The issuance or approval of a subdivision development permit, in accordance with RA 7279, Executive Order No. 648, Presidential Decree 957, Batas Pambansa Blg. 220, and related implementing rules and regulations, is a crucial process in the development of subdivisions. This permit signifies compliance with legal requirements and ensures that the subdivision project adheres to established guidelines for land subdivision, contributing to organize and sustainable urban growth. Qualified for multi-stage processing subject for Anti Red Tape Authority's approval.

| Office or Division: | Municipal Planning and Development Office | |
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| Classification: | Multi-Stage Transaction | |
| Type of Transaction: | G2B – Government to Business; G2C – Government to Client; G2G – Government to Government | |
| Who may avail: | All transacting public, business entities and other government agencies | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. Application Form duly accomplished (3 Original Copies) | Municipal Planning and Development Office | |
| 2. Final Subdivision Development Plan duly prepared, signed and sealed by a licensed and registered architect, environment planner, civil engineer or geodetic engineer consisting of the site development plan at any of the following scales: 1:200; 1:1,000; or any scale not exceeding 1:2,000; showing all proposals including the following (3 Copies): <ul style="list-style-type: none"> • Roads, easements or right-of-way and roadway width, alignment, gradient, and similar data for alleys, if any. • Lot numbers, lines and areas and block numbers. • Site data such as number of residential and saleable lots, typical lot size, parks and playgrounds and open spaces. | Applicant | |
| 3. Engineering Plans showing the alignment, elevations, typical cross sections and details of road system, water supply system, drainage and sewerage disposal facilities, power distribution system and street lighting plan (3 Copies) | Applicant | |
| 4. Vicinity Map/Topographic Plan/Survey Plan signed by a licensed Geodetic Engineer to include existing conditions such as boundary lines: bearing and distances (3 Copies) | Applicant | |

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| 5. Certified true copy of Title, Tax Declaration and Current Tax Receipt and other evidence of ownership or intent to sell and authority to develop signed by the owner (3 Copies) | Registry of Deeds Municipal Treasurer's Office |
| 6. Certified true copy of Environmental Compliance Certificate (ECC) or Certificate of Non-coverage (CNC) whichever is applicable (3 Copies) | Department of Environment and Natural Resources |
| 7. Zoning Certificate | Department of Human Settlements and Urban Development (DHSUD) Regional Office |
| 8. Certified true copy of Conversion Order | Department of Agrarian Reform |
| 9. Project Description for projects having an area of 1 hectare and above to include project profile indicating the cost of raw land and its development (total project costs), amortization schedule, sources of financing, cash flow, architectural plan, if any, and work program; audited financial statement for the last 3 preceding years; income tax return for the last 3 preceding years; Certificate of Registration from Securities and Exchange Commission (SEC); Articles of incorporation or partnership; Corporation by-laws and all implementing amendments; and for new corporations (3 years and below), statement of capitalization and sources of income and cash flow to support work program (3 Copies) | Applicant |
| 10. Plans, specifications, bills of materials and cost estimates duly signed and sealed by the appropriate licensed professionals | Applicant |
| 11. Application for permit to drill or Permit for operation of Deep Well, and a water resistivity test if and when necessary (3 Copies) | National Water Resources Board |
| 12. Traffic Impact Assessment (TIA) for subdivision projects 30 hectares and above (3 Copies) | National Center for Transportation Studies |
| 13. Copy of the special/temporary permit and of the separate permit for foreign architects who signed on plans required under the Implementing Rules and Regulations of Presidential Decree 957. | Professional Regulation Commission (PRC) Department of Labor and Employment (DOLE) |
| 14. List of name of duly licensed professionals who signed the plan and other similar documents in connection with application filed with requirements indicating the following information (3 Copies): • Surname/First/Middle/Maiden Name | Applicant |

| <ul style="list-style-type: none"> Professional License No., date of issued and expiration of its validity Professional Tax receipt, date of issued Taxpayer's Identification Number (TIN) | | | | |
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| Client Steps | Agency Actions | Fees to be Paid | Processing Time | Person Responsible |
| 1. Submit Notarized Application Form and the complete required documents to the receiving officer for initial assessment and verification and secure the Order of Payment. | 1. Provide the Log Book to the Client | None | 5 Minutes | <i>Draftsman II/Administrative Aide I</i> Municipal Planning and Development Office |
| | 2. Receive and record the Application Form and the complete required documents | None | 5 Minutes | <i>Draftsman III/Planning Staff-Designate</i> Municipal Planning and Development Office |
| | 3. Review, assess, and evaluate the submitted documents | None | 1 Day | |
| | 4. Issue the Assessment and Order of Payment | None | 10 Minutes | <i>Draftsman III/Planning Staff-Designate/ Administrative Aide I</i> Municipal Planning and Development Office |
| | 5. Conduct site inspection | None | 1 day | <i>Draftsman III/Planning Staff-Designate</i> Municipal Planning and Development Office |

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| | <p>6. Issue recommendation for final review and approval <i>**For non-conforming issues, endorse to the Sangguniang Bayan or Local Zoning Board of Appeal for appropriate action and notify the client on the development of the transaction</i></p> <p>1. For non-conforming, Sangguniang Bayan or the Local Zoning Board of Appeal will conduct technical review</p> <p>7. Start processing the request</p> <p>8. Approved the Certification</p> | <p>None</p> <p>None</p> <p>None</p> | <p>10 Minutes</p> <p>20 days</p> <p>10 Minutes</p> | <p><i>Municipal Planning and Development Coordinator/Draftsman III Municipal Planning and Development Office</i></p> <p><i>Municipal Planning and Development Coordinator/Draftsman III Municipal Planning and Development Office</i></p> <p><i>Secretary to the Sangguniang Bayan Sangguniang Bayan Office</i></p> |
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| | | None | 1 Day | <p><i>Municipal Planning and Development Coordinator/Draftsman III Municipal Planning and Development Office</i></p> <p><i>Municipal Mayor Municipal Mayor's Office</i></p> |
| 2. Submit Notarized Application Form and the complete required documents to the receiving officer for initial assessment and verification and secure the Order of Payment. | 1. Provide the Log Book to the Client | None | 5 Minutes | <p><i>Draftsman II/Administrative Aide I Municipal Planning and Development Office</i></p> |
| | 2. Receive and record the Application Form and the complete required documents | None | 5 Minutes | <p><i>Draftsman III/Planning Staff-Designate Municipal Planning and Development Office</i></p> |
| | 3. Review, assess, and evaluate the submitted documents | None | 1 Day | |

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| | 4. Issue the Assessment and Order of Payment | | | <i>Draftsman III/Planning Staff-Designate/ Administrative Aide I</i> Municipal Planning and Development Office |
| | 5. Conduct site inspection | None | 10 Minutes | |
| | 6. Issue recommendation for final review and approval <i>**For non-conforming issues, endorse to the Sangguniang Bayan or Local Zoning Board of Appeal for appropriate action and notify the client on the development of the transaction</i> | None | 1 day | <i>Draftsman III/Planning Staff-Designate</i> Municipal Planning and Development Office |
| | 2. For non-conforming, Sangguniang Bayan or the Local Zoning Board of Appeal will conduct technical review | None | 10 Minutes | <i>Municipal Planning and Development Coordinator/Draftsman III</i> Municipal Planning and Development Office |
| | 7. Start processing the request | | | <i>Municipal Planning and Development Coordinator/Draftsman III</i> Municipal Planning and Development Office |
| | | None | 20 days | |

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| | 8. Approved the Certification | | | |
| | | None | 10 Minutes | <i>Secretary to the Sangguniang Bayan Sangguniang Bayan Office</i> |
| | | None | 1 Day | <i>Municipal Planning and Development Coordinator/Draftsman III Municipal Planning and Development Office</i> |
| | | | | <i>Municipal Mayor Municipal Mayor's Office</i> |
| 3. Pay the required fees at the Municipal Treasurer's Office and secure Official Receipt | 1. Accept the payment based on the Order of Payment | Subdivision Projects *Processing Fee of P2,880.00 per hectare regardless of density *Additional fee of P3.00 per square | 5 Minutes | <i>Revenue Collection Clerk III/ Ticker Checker/Data Controller III Municipal Treasurer's Office</i> |

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| | <p>2. Issue the Official Receipt</p> | <p>meter on floor area of housing component *Inspection Fee of P1,500.00 per hectare regardless of density</p> <p>Condominium Projects *Processing Fee of P7.20/sqm for land area, P288.00 per floor, and P23.05 per square meter of Gross Floor Area for building areas regardless of density *Inspection Fee of P1,500.00 per hectare</p> <p>Subdivision and Condominium Projects *Processing Fee of P600.00 per hectare for socialized housing, and P1,440.00 per hectare for economic housing *Inspection Fee of P1,500.00 per hectare both for socialized and economic housing</p> | <p>5 Minutes</p> | <p><i>Revenue Collection Clerk III/ Ticker Checker/Data Controller III Municipal Treasurer's Office</i></p> |
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| 4. Claim the Locational Clearance at the Office of the Municipal Planning and Development Coordinator | 1. Check the Official Receipt and record the transaction in the releasing logbook | None | 5 Minutes | <i>Draftsman III/Planning Staff-Designate/ Administrative Aide I Municipal Planning and Development Office</i> |
| | 2. Release the certification to the client | None | 5 Minutes | <i>Draftsman III/Planning Staff-Designate/ Administrative Aide I Municipal Planning and Development Office</i> |
| 5. Accomplish the Client Satisfaction Survey (CSS) and drop in the Feedback Box | 1. Request the client to accomplish the Client Satisfaction Survey (CSS) | None | 10 Minutes | <i>Planning Staff-Designate/ Administrative Aide III/ Administrative Aide I Municipal Planning and Development Office</i> |
| | TOTAL | Subdivision Projects = P2,880.00 per hectare + P3.00per square meter + P1,500.00 per hectare Condominium Projects = P7.20 per square meter + P288.00 per floor + P23.05 per square meter + P1,500.00 per hectare | 23 Days, 1 Hour, and 10 Minutes | |

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| | | Subdivision and Condominium Projects = P600.00 per hectare + P1,440.00 per hectare + P1,500.00 per hectare Farm Lot Subdivision = P1,440.00 per hectare + P1,500.00 per hectare | | |
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