

5. Issuance of Preliminary Subdivision Development Permit (PSDP)

The issuance of a preliminary subdivision development permit (PSDP), in accordance with RA 7279, Executive Order No. 648, Presidential Decree No. 957, Batas Pambansa Blg. 220, and related implementing rules and regulations, is a critical step in the subdivision development process. This permit is a legal document that authorizes the preliminary planning and layout of a subdivision project. It ensures compliance with pertinent laws and regulations governing land subdivision, promoting orderly and sustainable urban development. Approval of preliminary subdivision plan will be valid only for a period of one hundred eighty (180) days from date of approval. Qualified for multi-stage processing subject for Anti Red Tape Authority's approval.

Office or Division:	Municipal Planning and Development Office	
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 Copies)		Municipal Planning and Development Office
2. Site Development Plan (Schematic Plan) at a scale ranging from 1:200 to 1:2,000 showing the proposed layout of streets, lots, parks and playgrounds and other features in relation to existing conditions in the area prepared, signed and sealed by any licensed and registered architect, environmental planner, civil engineer, or geodetic engineer (3 Copies)		Applicant
3. Documents duly signed by licensed architect, engineer, environmental planner, or geodetic engineer (3 Copies): <ul style="list-style-type: none"> • Vicinity map indicating the adjoining land uses, access as well as existing facilities and utilities at least within 500 meters from the property boundaries of the project, drawn to any convenient scale. • Topographic Plan to include the following: <ul style="list-style-type: none"> • Boundary Lines: bearings, distances tie point or reference point, geographic coordinates of the tie point or Bureau of Lands Locational Monument (BLLM); • Streets, easements, width and elevation of road right-of-way within the project and adjacent subdivision/areas; 		Applicant

<ul style="list-style-type: none"> • Utilities within and adjacent to the proposed subdivision project; location, sizes and invert elevations of sanitary and storm or combined sewers; location of gas lines, fire hydrants, electric and telephone poles and street lights, if any. If water mains and sewers are not within or adjacent to the subdivision, indicate the direction and distance to and size of nearest one, showing invert elevations of sewers, if applicable. • Ground elevation of the subdivision: for ground that slopes less than 2%, indicate spot elevations at all breaks in grade, along all drainage channels and at selected points not more than 25 meters apart in all directions: for ground that slopes more than 2%, either indicate contours with an interval of not more than 0.5 meter if necessary due to irregular land or need for more detailed preparation of plans and construction drawings. • Water courses, marshes, rock and wooded areas, presence of preservable trees in caliper diameter of 200 millimeters, houses, barns, shacks, and other similar features. • Propose public improvements: highways or other major improvements planned by public authorities for future construction within/adjacent to the subdivision. 				
<ul style="list-style-type: none"> • Survey Plan of the Lot(s) as described in Transfer Certificate of Titles (TCTs). 				
4. Certified True Copy of Title(s) and current Tax Receipt (3 Copies)		Registry of Deeds/Municipal Treasurers Office		
5. Right to Use or Deed of Right-of-Way for access road and other utilities when applicable, subject to just compensation for private land (3 Copies)		Department of Public Works and Highways		
6. Geo-Hazard Certification ensure the suitability and safety of a project site proposed (3 Copies)		Department of Environment and Natural Resources – Mines and Geosciences Bureau (DENR-MGB)		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submit duly accomplished Application Form and the complete required documents to the receiving	1. Provide the Log Book to the Client	None	5 Minutes	<i>Draftsman II/Administrative Aide I</i> Municipal Planning and Development Office

<p>officer for initial assessment and verification and secure the Order of Payment.</p>	<p>2. Receive and record the Application Form and the complete required documents</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Draftsman III/Planning Staff-Designate/ Administrative Aide I</i> Municipal Planning and Development Office</p>	
	<p>3. Review, assess, and evaluate the submitted documents</p>	<p>None</p>	<p>1 Day</p>		
	<p>4. Issue the Assessment and Order of Payment</p>			<p><i>Draftsman III/Planning Staff-Designate</i> Municipal Planning and Development Office</p>	
	<p>5. Conduct site inspection</p>	<p>None</p>	<p>10 minutes</p>		
			<p>None</p>	<p>1 Day</p>	<p><i>Draftsman III/Planning Staff-Designate</i> Municipal Planning and Development Office</p>
	<p>6. Endorse for final review and approval (<i>Note: For non-conforming issues, endorse to the Local Zoning Board of Appeal or the Sangguniang Bayan for appropriate action and notify the client on the development of the transaction</i>)</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Municipal Planning and Development Coordinator/Draftsman III</i> Municipal Planning and Development Office</p>	

	<p>7. For non-conforming, Sangguniang Bayan or the Local Zoning Board of Appeal will conduct technical review</p> <p>8. Start processing the request</p> <p>9. Approved the Preliminary Subdivision Development Permit (PSDP)</p>	<p>None</p> <p>None</p> <p>None</p>	<p>20 Days</p> <p>10 Minutes</p> <p>1 Day</p>	<p><i>Municipal Planning and Development Coordinator/Draftsman III</i> Municipal Planning and Development Office</p> <p><i>Secretary to the Sangguniang Bayan</i> Sangguniang Bayan Office</p> <p><i>Municipal Planning and Development Coordinator/Draftsman III</i></p>
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2. Pay the required fees at the Municipal Treasurer's Office and secure Official Receipt	1. Accept the payment based on the Order of Payment 2. Issue the Official Receipt	Subdivision Project Processing Fee *P360.00 per hectare or fraction thereof Inspection Fee *P1,500.00 per hectare regardless of density Condominium Projects *Processing Fee of P720.00 Subdivision and Condominium Projects *Processing Fee of P90.00 per hectare for socialized housing, and P216.00 per hectare for economic housing *Inspection Fee of P1,500.00 per hectare both for	5 Minutes 5 Minutes	<i>Revenue Collection Clerk III/ Ticker Checker/Data Controller III</i> Municipal Treasurer's Office <i>Revenue Collection Clerk III/ Ticker Checker/Data Controller III</i> Municipal Treasurer's Office

		socialized and economic housing Farm Lot Subdivision *Processing Fee of P288.00 per hectare *Inspection Fee of P1,500.00 per hectare		
3. Claim the Preliminary Subdivision Development Permit (PSDP) 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 permit to the client	None	5 Minutes	<i>Draftsman III/Planning Staff-Designate/ Administrative Aide I Municipal Planning and Development Office</i>
4. 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 Project = P360.00 per hectare + P1,500.00 per hectare	23 Days, and 1 Hour	

		<p>Condominium Projects = P720.00</p> <p>Subdivision and Condominium Projects = (P90.00 per hectare or P216.00 per hectare) + P1,500.00 per hectare</p> <p>Farm Lot Subdivision = P288.00 per hectare + P1,500.00 per hectare</p>		
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