

MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER

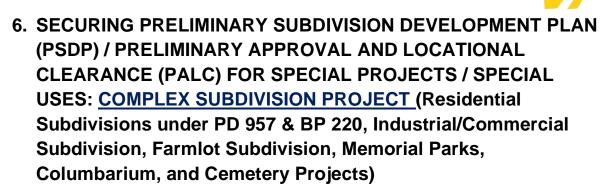




MUNICIPAL PLANNING & DEVELOPMENT COORDINATOR'S OFFICE (MPDCO)

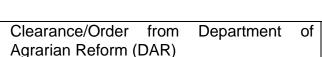
ADMINISTRATIVE SERVICES





An enterprise or private person developing any kind of project mentioned above is required to secure a Preliminary Approval and Locational Clearance (PALC) prior to the issuance of final approval and development permit (DP). This should be done before the final design/plan is approved prior to the start of construction/development to ensure that the project is allowed in the chosen location and is in conformity with the Comprehensive Land Use Plan and Zoning Ordinance of the municipality.

Office or Division: MUNICIPAL PLANNING AND DEVELOPMENT OFFICE					
Classification:	HIGHLY TECHNICAL				
Type of Transaction: G2B					
CHECKLIST OF REQUIR		WHERE TO SECURE			
1. Duly accomplishe	ed PSDP/PALC	MPDC OFFICE			
Application Form					
2. Four (4) sets of the f					
	a licensed				
Architect/Engineer		MUNICIPAL ACCECCODIC OFFICE			
i) Vicinity Map with a		MUNICIPAL ASSESSOR'S OFFICE			
radius from the perip site showing the re					
proposed project	to the existing				
community facilities an			١.		
ii) Site Development Pl		APPLICANT	M		
showing the propose	,	711 210/111	М		
existing trees with a					
meter or more.					
iii) Survey Plan of the lot/s as described in		APPLICANT			
the Certificate of Title	of lots subject of the				
application.					
iv) Building Plans	(all models) with	APPLICANT			
Housing Components		_			
,	Floor Plans for	APPLICANT			
Condominiums/Townho	ouses only.	ABBUGANIT			
vi) Landscaping Plan	Tarantan Oratifia ata	APPLICANT			
Certified True Copy of of Title/Tax Declaration		MUNICIPAL ASSESSOR'S OFFICE			
4. Current Tax Receipt	I	MUNICIPAL TREASURER'S OFFICE			
	oliance Certificate	DENR			
(ECC) for Developme		DEINIX			
Non-Coverage (CNC) i					
whichever is applicable	•		1		
6. Zoning Certificate	-	MPDC OFFICE			
G	of Conversion	DAR			



- 8. Permit to Cut Trees
- 9. Letter authorizing applicant to file and follow-up application and claim decision in case the applicant is not the owner of the project.
- 10. Deed of Sale if applicable
- 11. Affidavit of Consent if applicable
- 12. Contract of Lease if applicable
- 13. Barangay Council Resolution favorably endorsing subdivision project
- 14. Other Requirements:
 - i) Joint Venture
 - ii) Owner/Developer Contract
 - iii) Secretary's Certificate
 - iv) Special Power of Attorney
 - v) Road-Right-of-Way / Drainage Alley Documents
 - vi) Waterway Clearance, if applicable vii) Watershed Clearance, if applicable
- *NOTE: Additional requirements may be required after inspection and evaluation of documents.

DENR PROJECT OWNER

APPLICANT LOT OWNER PROJECT OWNER BARANGAY LGU

PROJECT OWNER PROJECT OWNER PROJECT OWNER PROJECT OWNER DPWH

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CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure Application Form and List of Requirements for PSDP/PALC Application	Issue Application Form and List of Requirements	NONE	5 minutes	Admin. Aide III/ Planning Officer I
2. Submit duly accomplished Application Form with complete documents/ requirements	Receive Application Form and requirements submitted; *incomplete supporting documents are returned to the applicant	Processi ng Fees for: a) Subdivisi on Projects under P.D. 957 - P360/ha	5 minutes	Admin. Aide II <mark>I/</mark> Planning Officer I
3. Receive Order of Payment for processing fee and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment	or a fraction	5 minutes	Admin. Aide III/ Planning Officer I
	Receive payment and Issue Official Receipt	thereof b) Subdivisi on Projects	5 minutes	Revenue Collection Clerk/ Cashier (MTO)
4. Present Official Receipt (OR)	Process and review Application Form and requirements submitted	under B.P. 220 1. Socialize d	3 days	Zoning Officer/ Admin.

		Housing - P90/ha 2.		
		Economi c Housing -		
		P216/ha c) Condomi		
		nium Projects under		
		P.D. 957 and B.P.220 - P720.00		
		d) Industrial/ Commerc		
		ial Subdivisi on -		
		P432/ha e) Farmlot		
		Subdivisi on - P288/ha f)		
		Memorial Project - P720/ha		
		g) Cemeteri es-		
		P288/ha h) Columbar		
5. Receive Order of	Propers Order of	ium - P3,600/h a		
Payment for inspection fee and	Prepare Order of Payment	Inspection n Fee of	5 minutes	Admin. Aide III/ Planning Officer
pay corresponding fees at the Mun. Treasurer's Office (MTO)	Receive payment and Issue Official Receipt	P1,500/ ha regardles s of	5 minutes	Revenue Collection Clerk/ Cashier (MTO)
6. Present Official Receipt (OR)	Schedule date for site inspection	density Except for	5 minutes	Zoning Officer/ Admin.
	Conduct ocular inspection	Condomi nium Projects	4 hours	Zoning Officer/ Admin.
	Prepare result of	Projects	1 hour	Zoning Officer/



	inspection with proper recommendation/s and transmit to SB thru LCE	under B.P.220 - P720		Admin.
	Endorse and transmit result of inspection with proper recommendation/s to SB		30 minutes	LCE
	SB deliberates on approval/denial of PSDP/PALC and furnish copy of resolution to MPDO		7 days	SB
	Prepare PSDP/PALC		15 minutes	Zoning Officer/
	Approve and sign PSDP/PALC		13 minutes	Admin.
7. Claim PSDP/PALC	Record on logbook and release/issue PSDP/PALC	NONE	5 minutes	Admin. Aide III
	TOTAL:		10 days 6 hours and 25 minutes	