



**MUNICIPALITY OF TUBIGON**

# **CITIZEN'S CHARTER**





**MUNICIPAL PLANNING &  
DEVELOPMENT  
COORDINATOR'S  
OFFICE (MPDCO)**  
ADMINISTRATIVE SERVICES





**8. SECURING PERMIT FOR EXTENSION OF TIME TO DEVELOP FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)**

An enterprise or private person developing any kind of project mentioned above is required to secure a Permit for Extension of Time to Develop if development has not commenced or completed within one year upon issuance of the Development Permit of the project.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE		
Classification:	HIGHLY TECHNICAL		
Type of Transaction:	G2B		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly approved Development Permit (DP)		MPDC OFFICE	
2. Final/As-Built Site Development/ Subdivision Plan at a scale ranging from 1:200 to 1:2,000 showing the proposed layout of streets, lots, parks and playground and other features in relation to existing conditions prepared, signed and sealed by licensed and registered architect, environmental planner, civil engineer or geodetic engineer (at least 2 sets)		APPLICANT/PROJECT OWNER	
3. Vicinity Map indicating adjoining land uses, access, as well as existing facilities and utilities at a scale of at least 1:10,000 within 500-m radius from the property boundaries of the project signed and sealed by a licensed geodetic engineer (at least 2 sets)		APPLICANT/PROJECT OWNER	
4. Topographic Plan to include existing conditions like boundary lines, streets and easements/utilities adjacent to the project, ground spot elevation, and other conditions on the land signed and sealed by a licensed geodetic engineer (at least 1 set)		APPLICANT/PROJECT OWNER	
5. For projects with vertical development, i.e. condominium/townhouse (duly signed by a licensed Architect/Engineer)		APPLICANT/PROJECT OWNER	
i) Final/As-Built Floor and Ground Plans		APPLICANT/PROJECT OWNER	
ii) Final/As-Built Elevation Plans (front, rear, right side, and left side)		APPLICANT/PROJECT OWNER	
iii) Final/As-Built Section Plans (cross and longitudinal)		APPLICANT/PROJECT OWNER	
iv) Building Specifications, Bill of Materials and Estimates		APPLICANT/PROJECT OWNER	
6. For Land Development of Projects (duly			



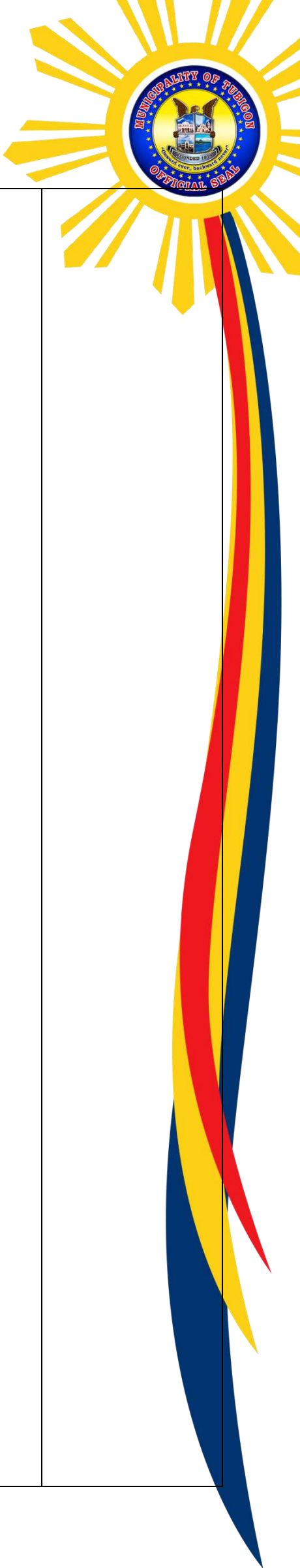
signed by a licensed Architect/ Engineer – at least 2 copies)	
i) Final/As-Built Design (Geometric and Structural Designs)	APPLICANT/PROJECT OWNER
iii) Final/As-Built Storm Drainage and Sewer System Plans	APPLICANT/PROJECT OWNER
iv) Water System Layout and Detail Plans (Pump rating and specifications for pump motor with horsepower rating of 50HP or more shall be signed and sealed by a professional mechanical engineer)	APPLICANT/ PROJECT OWNER
v) Final/As-Built Site Grading Plan	APPLICANT/PROJECT OWNER
vi) Power Distribution Line and Details	APPLICANT/PROJECT OWNER
vii) Final/As-Built Site Development Plan/Landscape Design for Parks and Playgrounds	APPLICANT/PROJECT OWNER
viii) Specifications, Bill of Materials and Cost Estimates	APPLICANT/PROJECT OWNER
7. For projects having an area of 1 hectare and above, at least 2 copies of the following:	
i) Project Study or Project Profile indicating among others the land development cost, vertical development cost, amortization schedules, sources of financing, marketability, cash flow and project timetable/completion, with the following attachments:	APPLICANT/PROJECT OWNER
i) Audited Financial Statement for the last three (3) preceding years	BIR
ii) Income Tax Return for the last three (3) preceding years	SEC
iii) Certificate of Registration with the Securities and Exchange Commission (SEC)	SEC
iv) Articles of Incorporation of Partnership	SEC
v) Corporation By-Laws and all implementing amendments	SEC
vi) For new corporations (3 years and below), Statement of Capitalization and sources of income and cash flow to support work program	APPLICANT/PROJECT OWNER
8. Application for permit to drill from the National Water Resources Board (NWRB) or Permit for operation of deep well, and water resistivity tests, if and when necessary from the local water franchise on the availability of water supply/service in the area where the project is to be put up.	NWRB
9. Certification from the local power franchise on the availability of electric power supply/service in the area where the	BOHECO-1

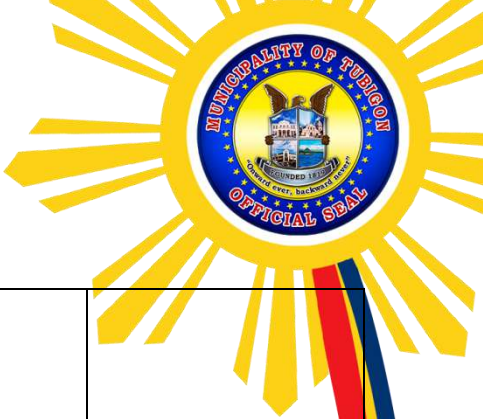




<p>project is to be put up.</p> <p>10. Concrete proof of existence of Right-of-Way over access road and drainage outfalls, i.e. Deed of Easement of Right-of-Way, Title, etc.</p> <p>11. Traffic Impact Assessment (TIA) for subdivision projects 30 hectares and above.</p> <p>*NOTE: Additional requirements may be required after inspection and evaluation of documents</p>		APPLICANT/ PROJECT OWNER/ LOT OWNER		
		APPLICANT		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Form for Extension of Time to Develop	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	a) Subdivision Projects under P.D. 957 <u>Processing Fee</u> – P504.00 <u>Additional Fee</u> (unfinished area for development) – P14.40/ sq.m. <u>Inspection Fee</u> – P1,500/ ha regardless of density	5 minutes	Admin. Aide III/ Planning Officer I
3. Receive Order of Payment and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment		5 minutes	Admin. Aide III/ Planning Officer I
	Receive payment and Issue Official Receipt		5 minutes	Revenue Collection Clerk/ Cashier (MTO)
4. Present Official Receipt (OR)	Process application, review documents submitted, Conduct ocular inspection	b) Subdivision Projects under B.P. 220 <u>Processing Fee</u> a. Socialized Housing– P420.00 b.	3 days	Zoning Officer/ Admin.

		<p>Economic Housing- P504.00</p> <p><u>Additional Fee</u> (unfinished area for development) – P2.88/sq. m.</p> <p><u>Inspection Fee</u></p> <p>a. Socialized Housing– P1,500/ha</p> <p>b. Economic Housing - P1,500/ha</p> <p>c) Condominium Projects under P.D. 957</p> <p><u>Processing Fee</u> – P504.00</p> <p><u>Additional Fee</u> (unfinished area for development) – P17.30/ sq.m.</p> <p><u>Inspection Fee</u> – P1,500/ha</p> <p>d) Condominium Projects under B.P.220</p> <p><u>Processing</u></p>	
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5. Claim Permit for Extension of Time to Develop	Record on logbook and release/issue DP	NONE	5 minutes	Admin. Aide III
TOTAL:			3 days and 25 minutes	