



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





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





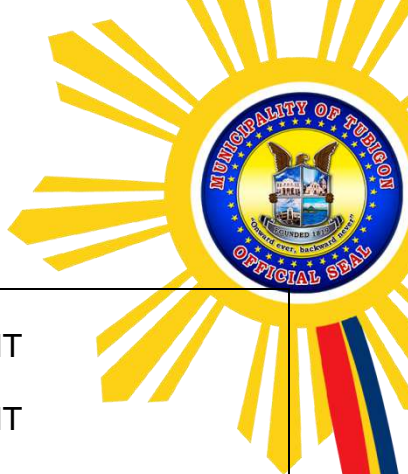
7. SECURING DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

An enterprise or private person developing any kind of project mentioned above is required to secure a Development Permit (DP) prior to the start of the project. This should be done before 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 REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished DP Application Form		MPDC OFFICE
2. Four (4) sets of the following documents duly signed by a licensed Architect/Engineer		
i) Vicinity Map with a minimum of 2-km radius from the periphery of the project site showing the relationship of the proposed project to the existing community facilities and utilities.		MUNICIPAL ASSESSOR'S OFFICE
ii) Site Development Plan (schematic Plan) showing the proposed layout. Plot all existing trees with a diameter of 0.30 meter or more.		APPLICANT
iii) Survey Plan of the lot/s as described in the Certificate of Title of lots subject of the application.		APPLICANT
iv) Building Plans (all models) with Housing Components		APPLICANT
v) Ground and Floor Plans for Condominiums/Townhouses only.		APPLICANT
vi) Landscaping Plan		APPLICANT
3. Certified True Copy of Transfer Certificate of Title/Tax Declaration		MUNICIPAL ASSESSOR'S OFFICE
4. Current Tax Receipt		MUNICIPAL TREASURER'S OFFICE
5. Environmental Compliance Certificate (ECC) for Development or Certificate of Non-Coverage (CNC) issued by the DENR whichever is applicable		DENR
6. Zoning Certificate		MPDC OFFICE
7. Certified true copy of Conversion Clearance/Order from Department of Agrarian Reform (DAR)		DAR
8. Permit to Cut Trees		DENR
9. Letter authorizing applicant to file and follow-up application and claim decision in		PROJECT OWNER



<p>case the applicant is not the owner of the project.</p> <p>10. Deed of Sale if applicable</p> <p>11. Affidavit of Consent if applicable</p> <p>12. Contract of Lease if applicable</p> <p>13. Barangay Council Resolution favorably endorsing subdivision project</p> <p>14. Other Requirements:</p> <p>i) Joint Venture</p> <p>ii) Owner/Developer Contract</p> <p>iii) Secretary's Certificate</p> <p>iv) Special Power of Attorney</p> <p>v) Road-Right-of-Way / Drainage Alley Documents</p> <p>vi) Waterway Clearance, if applicable</p> <p>vii) Watershed Clearance, if applicable</p> <p>*NOTE: Additional requirements may be required after inspection and evaluation of documents.</p> <p>15. Final 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)</p> <p>16. 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)</p> <p>17. 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)</p> <p>18. For projects with vertical development, i.e. condominium/townhouse (duly signed by a licensed Architect/Engineer)</p> <p>i) Final Floor and Ground Plans</p> <p>ii) Elevation Plans (front, rear, right side, and left side)</p> <p>iii) Section Plans (cross and longitudinal)</p> <p>iv) Building Specifications, Bill of Materials and Estimates</p> <p>19. For Land Development of Projects (duly signed by a licensed Architect/ Engineer –</p>	<p>APPLICANT LOT OWNER PROJECT OWNER BARANGAY LGU</p> <p>PROJECT OWNER PROJECT OWNER PROJECT OWNER PROJECT OWNER DPWH</p> <p>DENR DENR</p> <p>APPLICANT</p> <p>APPLICANT</p> <p>APPLICANT</p> <p>APPLICANT APPLICANT</p> <p>APPLICANT APPLICANT</p>
--	---



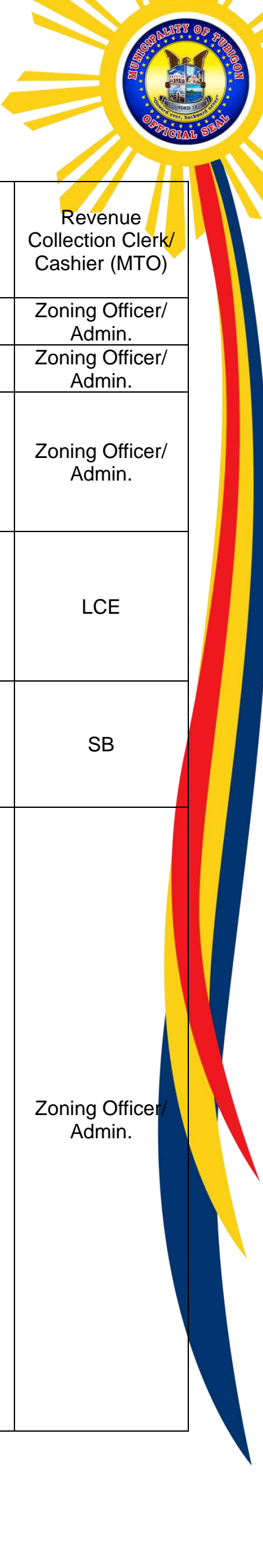
at least 2 copies)	
i) Design (Geometric and Structural Designs)	APPLICANT
iii) Storm Drainage and Sewer System Plans	APPLICANT
iv) Water System Layout and Detail Plans (Pump rating and specifications for pump motor with horsepower rating of 50HP or more shall be signed and sealed by a professional mechanical engineer)	APPLICANT
v) Site Grading Plan	APPLICANT
vi) Power Distribution Line and Details	APPLICANT
vii) Site Development Plan/Landscape Design for Parks and Playgrounds	APPLICANT
viii) Specifications, Bill of Materials and Cost Estimates	APPLICANT
20. 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
i) Audited Financial Statement for the last three (3) preceding years	
ii) Income Tax Return for the last three (3) preceding years	BIR
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
21. 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
22. Certification from the local power franchise on the availability of electric power supply/service in the area where the project is to be put up.	BOHECO-1
23. Concrete proof of existence of Right-of-	APPLICANT/ PROJECT OWNER/ LOT



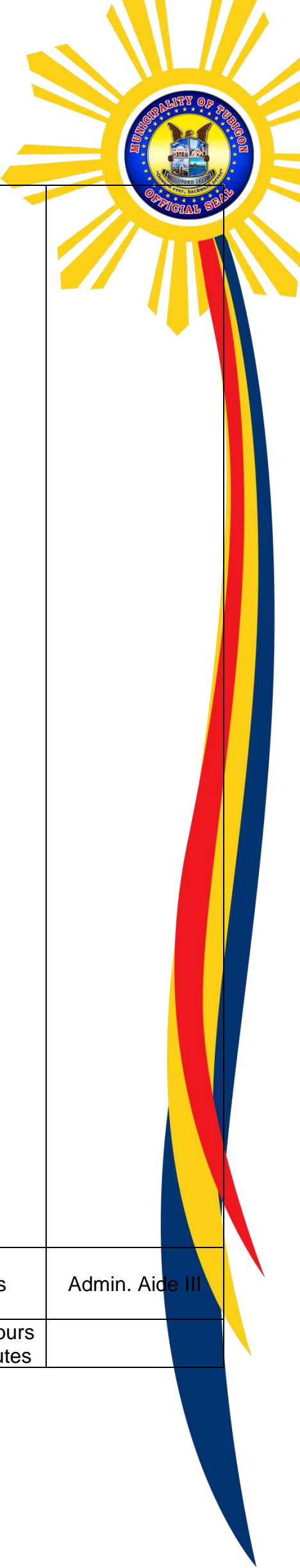
Way over access road and drainage outfalls, i.e. Deed of Easement of Right-of-Way, Title, etc. 24. Traffic Impact Assessment (TIA) for subdivision projects 30 hectares and above. *NOTE: Additional requirements may be required after inspection and evaluation of documents		OWNER APPLICANT		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Form and List of Requirements for Development Permit (DP) 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;	Processing Fee for: a) Subdivision Projects under P.D. 957 - P2,800/ha regardless of density Additional Fee on Floor Area of Housing Component -P3.00/sq.m. b) Subdivision Projects under B.P. 220 1. Socialized Housing -P600/ha 2. Economic Housing - P1,440/	5 minutes	Admin. Aide III/ Planning Officer I
	*incomplete supporting documents are returned to the applicant		5 minutes	Admin. Aide III/ Planning Officer I
	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)
3. Receive Order of Payment for processing fee and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Process and review Application Form and requirements submitted		3 days	Zoning Officer/ Admin.



		ha c) Condominium Projects under P.D. 957 Land Area - P7.20/sq.m. No. of Floors - P288/floor Building Areas - P23.05/sq.m. of GFA d) Condominium Projects under B.P.22 Total Land Area - P7.20/sq.m. No. of Floors - P144/floor Building Areas - P5.80/sq.m. of GFA e) Industrial/Commercial Subdivision - P720/ha f) Farmlot Subdivision - P1,440/ha		
4. Receive Order of Payment for	Prepare Order of Payment	Inspection Fee of	5 minutes	Admin. Aide III/ Planning Officer I



inspection fee and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Receive payment and Issue Official Receipt	P1,500/ha regardless of density	5 minutes	Revenue Collection Clerk/ Cashier (MTO)
5. Present Official Receipt (OR)	Schedule date for site inspection	Alteration of Plan (affected areas only): a) Subdivision Projects under P.D. 957- P2,800/ha regardless of density Additional Fee on Floor Area of Housing Component - P3.00/sq.m. b) Subdivision Projects under B.P. 220 1. Socialized Housing – P600/ha 2. Economic Housing – P1,440/ha c) Condominium Projects under P.D. 957	5 minutes	Zoning Officer/ Admin.
	Conduct ocular inspection		4 hours	Zoning Officer/ Admin.
	Prepare result of inspection with proper recommendation/s and transmit to SB thru LCE		1 hour	Zoning Officer/ Admin.
	Endorse and transmit result of inspection with proper recommendation/s to SB		30 minutes	LCE
	SB deliberates on approval/denial of DP and furnish copy of resolution to MPDO		7 days	SB
	Prepare Development Permit		15 minutes	Zoning Officer/ Admin.
	Approve and sign DP			



		Land Area - P7.20/ sq.m. No. of Floors - P288/ floor Building Areas - P23.05/ sq.m. of GFA d) Condominium Projects under B.P.220 Total Land Area - P7.20/ sq.m. No. of Floors - P144/ floor Building Areas - P5.80/ sq.m. of GFA e) Industrial/ Commercial Subdivision - P720/ha f) Farmlot Subdivision - P1,440/ ha		
6. Claim DP	Record on logbook and release/issue DP	NONE	5 minutes	Admin. Aide III
TOTAL:			10 days 6 hours and 25 minutes	