



**MUNICIPALITY OF TUBIGON**

# **CITIZEN'S CHARTER**





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





**9. SECURING CERTIFICATE OF COMPLETION 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 Certificate of Completion after the development project has completed.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE	
Classification:	COMPLEX	
Type of Transaction:	G2B	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly approved Development Permit (DP)		MPDC OFFICE
2. Permit for Extension of Time to Develop, if applicable		MPDC OFFICE
3. 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
4. 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
5. 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
6. For projects with vertical development, i.e. condominium/townhouse (duly signed by a licensed Architect/Engineer)		APPLICANT/PROJECT OWNER
i) As-Built Floor and Ground Plans		APPLICANT/PROJECT OWNER
ii) As-Built Elevation Plans (front, rear, right side, and left side)		APPLICANT/PROJECT OWNER
iii) As-Built Section Plans (cross and longitudinal)		APPLICANT/PROJECT OWNER
iv) Building Specifications, Bill of Materials and Estimates		APPLICANT/PROJECT OWNER
7. For Land Development of Projects (duly signed by a licensed Architect/ Engineer –		

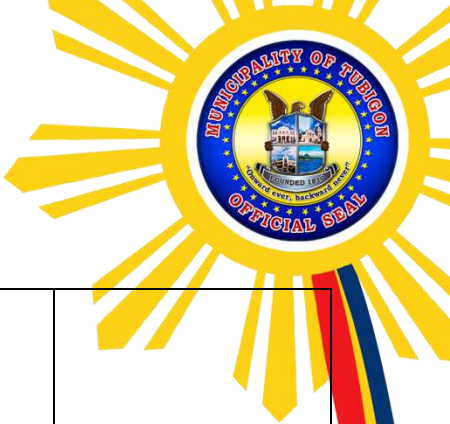


<p>at least 2 copies)</p> <p>i) As-Built Design (Geometric and Structural Designs)</p> <p>iii) As-Built Storm Drainage and Sewer System Plans</p> <p>iv) As-Built Water System Layout and Detail Plans (Pump rating and specifications for pump motor with horsepower rating of 50HP or more shall be signed and sealed by a professional mechanical engineer)</p> <p>v) As-Built Site Grading Plan</p> <p>vi) Power Distribution Line and Details</p> <p>vii) As-Built Site Development Plan/Landscape Design for Parks and Playgrounds</p> <p>viii) Specifications, Bill of Materials and Cost Estimates</p> <p>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.</p> <p>9. 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.</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>		<p>APPLICANT/PROJECT OWNER</p> <p>APPLICANT/PROJECT OWNER</p> <p>APPLICANT/ PROJECT OWNER</p> <p>APPLICANT/PROJECT OWNER</p> <p>APPLICANT/PROJECT OWNER</p> <p>APPLICANT/PROJECT OWNER</p> <p>NWRB</p> <p>BOHECO-1</p> <p>APPLICANT/ PROJECT OWNER/ LOT OWNER</p> <p>APPLICANT</p>		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Form for Certificate of Completion	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	NONE	5 minutes	Admin. Aide III/ Planning Officer I





	applicant			
3. Receive Order of Payment and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment	a. Subdivision Projects under B.P. 220: Socialized Housing – P180.00 Economic Housing - P216.00 b. Condominium Projects under B.P.220 <u>Certificate Fee</u> - P216.00 <u>Inspection Fee</u> – P1,500/ floor c) Industrial/ Commercial Subdivision <u>Certificate Fee</u> - P216.00 <u>Processing Fee</u> : Industrial – P504.00 Commercial – P720.00 <u>Inspection Fee</u> - P1,500/ ha d) Farmlot Subdivision	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)	Review and process documents		1 day	Zoning Officer/ Admin.
	Conduct ocular inspection			
	Prepare Certificate of Completion		5 minutes	Admin. Aide III/ Planning Officer I
	Approve and sign Certificate of Completion		5 minutes	Zoning Officer/ Admin.



		<u>Certificate Fee -</u> P216.00 <u>Inspection Fee -</u> P1,500/ha		
5. Claim Certificate of Completion	Record on logbook and release/issue Certificate of Completion	NONE	5 minutes	Admin. Aide III/ Planning Officer I
<b>TOTAL:</b>			1 day 4 hours and 35 minutes	