



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





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





6. SECURING PRELIMINARY SUBDIVISION DEVELOPMENT PLAN (PSDP) / PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) 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 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 REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished PSDP/PALC Application Form		MPDC OFFICE
2. Four (4) sets of the following documents duly signed by a licensed Architect/Engineer		MUNICIPAL ASSESSOR'S OFFICE
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.		
ii) Site Development Plan (schematic Plan) showing the proposed layout. Plot all existing trees with a diameter of 0.30 meter or more.		
iii) Survey Plan of the lot/s as described in the Certificate of Title of lots subject of the application.		
iv) Building Plans (all models) with Housing Components		
v) Ground and Floor Plans for Condominiums/Townhouses only.		
vi) Landscaping Plan		APPLICANT
3. Certified True Copy of Transfer Certificate of Title/Tax Declaration		APPLICANT
4. Current Tax Receipt		APPLICANT
5. Environmental Compliance Certificate (ECC) for Development or Certificate of Non-Coverage (CNC) issued by the DENR whichever is applicable		APPLICANT
6. Zoning Certificate		MUNICIPAL ASSESSOR'S OFFICE
7. Certified true copy of Conversion		MUNICIPAL TREASURER'S OFFICE DENR
		MPDC OFFICE DAR



<p>Clearance/Order from Department of Agrarian Reform (DAR)</p> <p>8. Permit to Cut Trees</p> <p>9. Letter authorizing applicant to file and follow-up application and claim decision in 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>DENR</p> <p>PROJECT OWNER</p> <p>APPLICANT</p> <p>LOT OWNER</p> <p>PROJECT OWNER</p> <p>BARANGAY LGU</p> <p>PROJECT OWNER</p> <p>PROJECT OWNER</p> <p>PROJECT OWNER</p> <p>PROJECT OWNER</p> <p>DPWH</p> <p>DENR</p> <p>DENR</p>		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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	Processing Fees for: a) Subdivision Projects under P.D. 957 - P360/ha or a fraction thereof	5 minutes	Admin. Aide III/ 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	b) Subdivision Projects under B.P. 220 1. Socialized	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 and review Application Form and requirements submitted		3 days	Zoning Officer/ Admin.



		Housing - P90/ha 2. Economic Housing - P216/ha c) Condominium Projects under P.D. 957 and B.P.220 - P720.00 d) Industrial/ Commercial Subdivision - P432/ha e) Farmlot Subdivision - P288/ha f) Memorial Project - P720/ha g) Cemeteries- P288/ha h) Columbarium - P3,600/ha		
5. Receive Order of Payment for inspection fee and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment	Inspection Fee of P1,500/ha regardless of density Except for Condominium Projects	5 minutes	Admin. Aide III/ Planning Officer I
	Receive payment and Issue Official Receipt		5 minutes	Revenue Collection Clerk/ Cashier (MTO)
6. Present Official Receipt (OR)	Schedule date for site inspection		5 minutes	Zoning Officer/ Admin.
	Conduct ocular inspection		4 hours	Zoning Officer/ Admin.
	Prepare result of		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/ Admin.
	Approve and sign PSDP/PALC			
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	