



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





ASSESSOR'S OFFICE

ADMINISTRATIVE SERVICES



16. REQUEST FOR SUBDIVISION/CONSOLIDATION OF PROPERTY WITH P468
(WATERSHED/RESERVE AREA)

Office or Division:				
Classification:				
Type of Transaction:				
<div>1.Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies</div> <div>2. Approved subdivision plan (2 copies)</div> <div>3. Deed of Conveyance duly registered at the Registry of Deeds (2 copies)</div> <div>4. Certification from CENRO, DENR as to A & D but within the watershed and reserve area</div> <div>5. Tax Declaration of the mother lot</div> <div>6. Current land tax receipt</div> <div>7. Assessor’s fee</div> <div>8. Verification fee</div>				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1	Request for the subdivisions/ consolidation of lots with P468	Informs the client about the requirements needed	4 min.	Assessor’s Staff
2	Present all the requirements needed	Examines & verifies all the required documents. Informs	10 min.	Assessor’s Staff

	the client about the lacking documents			
3	Pay the assessor's fee at the Municipal Treasurer's Office	While waiting the OR, the staff starts the preparation of the request	75.00	5 min. Assessor's Staff
4	Present the OR to the staff and after presenting is the waiting time	The staff prepares the TD for subdivision/consolidation then initials the tax declaration		20 min. Assessor's Staff
5	Wait	Signs the jurat portion and recommendation for approval		1 min. Municipal Assessor
6	Wait and needs to follow-up until the TD be approved by the Provincial Assessor	Informs the client that the prepared tax declaration be Signed by the Provincial Assessor for approval	50.00 to be paid at the Prov'l. Treasurer's Office	3 to 15 days since submission to the Prov'l. Assessor's Office Provincial Assessor
TOTAL			125.00	40 minutes

Note: 40 minutes serving time per tax declaration and it may be extended if two or more tax declarations are being prepared



