



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





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

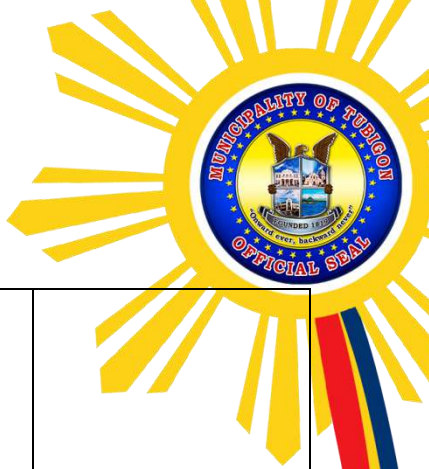


5. SECURING APPROVAL OF SUBDIVISION PLANS (SIMPLE SUBDIVISION)

Any person or legal entity who intends to subdivide a parcel of lot is required to secure a Subdivision Plan Approval to ensure compliance with the approved Comprehensive Land Use Plan (CLUP) and Zoning Ordinance of the municipality.



Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE			
Classification:	COMPLEX			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Application Form for Subdivision Plan (3 copies)		MPDC OFFICE		
2. Certified True Copy of Title/Tax Declaration (3 copies)		MUNICIPAL ASSESSOR'S OFFICE		
3. Vicinity Map (3 copies)		MUNICIPAL ASSESSOR'S OFFICE		
4. Subdivision Plans (3 sets)		APPLICANT		
5. Judicial Settlement or Deed of Sale (3 copies)		APPLICANT		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Form and List of Requirements	Issue Application Form and List of Requirements	NONE	5 minutes	Admin. Aide III
2. Submit duly accomplished Application Form with complete documents/requirements	Receive duly accomplished Application Form and review attachments, verify completeness of documents submitted *incomplete supporting documents are returned to the applicant	NONE	5 minutes	Admin. Aide III
3. Receive Order of Payment and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment	P500.00	5 minutes	Admin. Aide III
	Receive payment and Issue Official Receipt		5 minutes	Revenue Collection Clerk/ Cashier (MTO)
4. Present Official Receipt (OR)	Schedule and conduct site inspection Prepare inspection/ evaluation report with proper recommendation/s *With Violation:	NONE	1 day	Zoning Officer/ Admin.



	issue Notice			
	*For Non-Conformance: Endorse to LZBAA for appropriate action			
	Prepare Subdivision Plan Approval	NONE	30 minutes	Zoning Officer/ Admin.
	Endorse Subdivision Plan for approval by SB thru LCE	NONE	30 minutes	LCE/ Mayor
5. Claim Subdivision Plan Approval	Record on logbook and release/issue Subdivision Plan Approval	NONE	5 minutes	Admin. Aide III
TOTAL:		P500.00	1 day 1 hour and 25 minutes	

