



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**

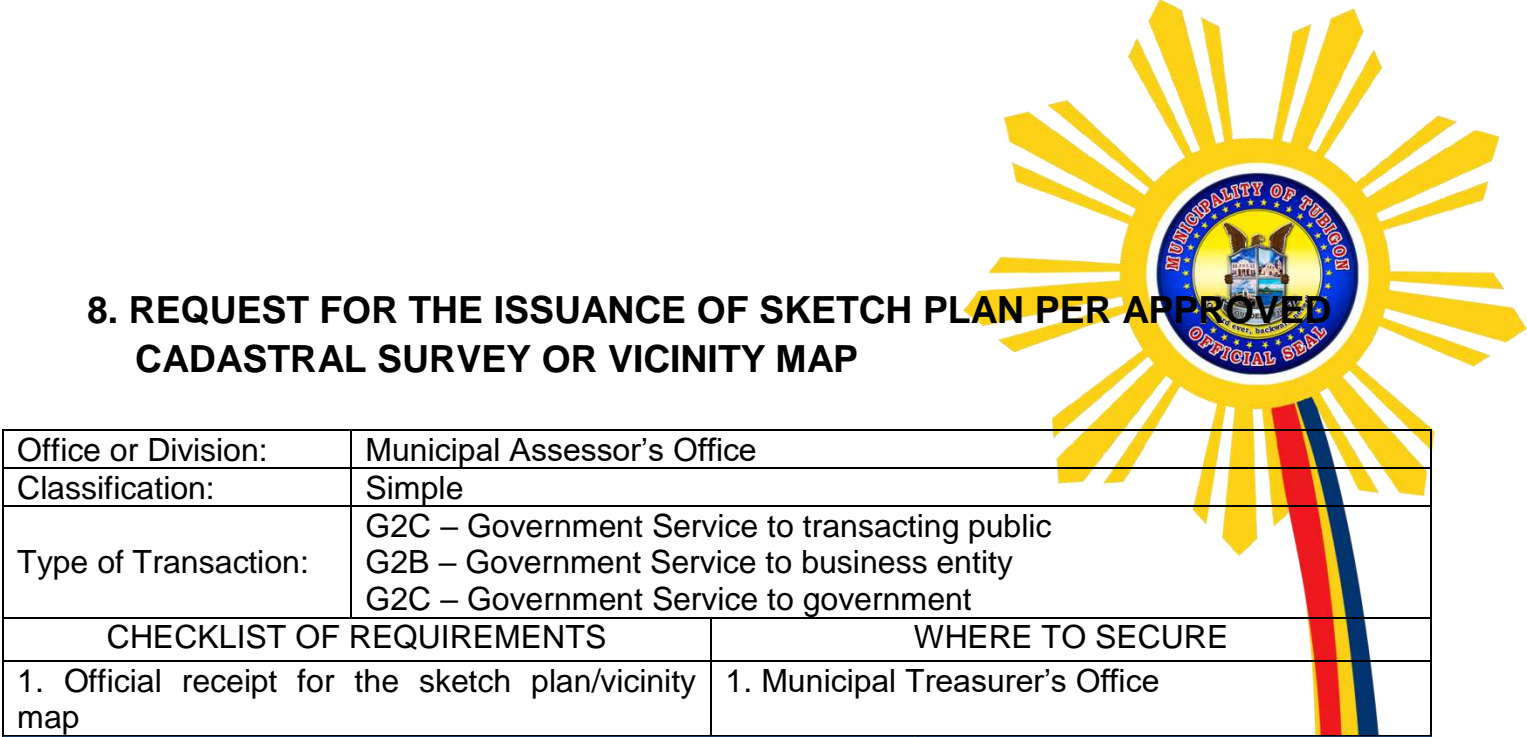




ASSESSOR'S OFFICE

ADMINISTRATIVE SERVICES





8. REQUEST FOR THE ISSUANCE OF SKETCH PLAN PER APPROVED
CADASTRAL SURVEY OR VICINITY MAP

Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government
CHECKLIST OF REQUIREMENTS	
1. Official receipt for the sketch plan/vicinity map	1. Municipal Treasurer's Office

CLIENTS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request for a sketch plan	Interviews the client re: the name of the declarant and the lot number. If the client did not know ask the location of the property		1 minute	Assessor's Staff
2 Wait while the requested documents are being verified.	Retrieve the maps thru the Manifold or Autocad system		51 minutes	Assessor's Staff
3 Pay the sketch fee or VM fee to the Municipal Treasurer's Office	Prepared the requested sketch plan or vicinity map	100.00 for SP 75.00 for VM	5 minutes	Assessor's Staff
4 Present the Official Receipt	Encode the OR on the requested sketch plan or vicinity map		1 minute	Assessor's Staff
5 Wait	Let the Municipal Assessor signed the sketch plan or vicinity map		1 minute	Assessor's Staff
6 Receives the sketch plan or vicinity map	Release the sketch plan or vicinity map		1 minute	Assessor's Staff
TOTAL		P 100/75	60 minutes	

Note: 1 hour serving time per sketch plan and it may be extended if two or more sketch plans are being prepared