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| **Description of Service:** | ISSUANCE OF SIMPLE SUBDIVISION PROJECT APPROVAL / DISAPPROVAL | |
| **Office** | Office of the City Planning and Development Coordinator | |
| **Classification** | Highly Technical Transaction | |
| **Type of Transaction** | G2C | |
| **Who may avail** | Lot Owners, Real Estate Brokers | |
| **Documentary Requirements** | | **Where to Secure** |
| 1. Filled-out Simple Subdivision Project Application Form (3 copies) | | Office of the City Planning and Development Coordinator |
| 2. Subdivision Scheme Plan showing the proposed subdivision layout, lot frontage dimension, aggregate lot areas, etc. (6 copies) | | Geodetic Engineer (in Private Practice) |
| 3. Transfer Certificate of Title TCT, Certified True Copy (1 copy) | | Register of Deeds |
| 4. Real Property Tax Clearance / Receipt, Certified True Copy (1 copy) | | Office of the City Treasurer |
| 5. Tax Declaration, Certified True Copy (1 copy) | | Office of the City Assessor |
| 6. Barangay Clearance (1 copy) | | Barangay jurisdiction where the project is located |
| 8. Other Documents: (As Needed)  a. Deed of Absolute Sale - For Sale  b. Deed of Donation - For Donation  c. Extrajudicial Settlement - Among Heirs  d. Partition Agreement - Among Co-owners  e. Consolidation – Subd. Agreement - Consolidation-Subd. of Lots  f. Affidavit of Undertaking | |  |

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| **Client Action** | **Agency Action** | **Fees to be Paid** | **Processing Time** | **Person in Charge** |
| 1 Submit filled-out Simple Subdivision Project Application Form (3 copies) with complete requirements. | 1.1Receive the filled-out Simple Subdivision Project Application Form (3 copies) and check the completeness of documentary requirements. |  | 15 minutes | Admin. Clerk (CPDC Office) |
|  | 1.2 Review and evaluate documents. |  | 15 minutes | Zoning Staff (CPDC Office) |
| 2 Pay the zoning / locational clearance fee at the Office of the City Treasurer and submit the Official Receipt to CPDC Office. | 2.1 Issue Order of Payment. | PHP 250.00 | 15 minutes | Admin. Clerk (CPDC Office) |
|  | 2.2 Receive and check the Official Receipt. |  | 15 minutes | Admin. Clerk (CPDC Office) |
| 3 Guide / Assist inspectors during site inspection. | 3.1 Conduct site inspection. |  | 2 hours | Zoning Inspector  (CPDC Office) |
|  | 3.2 Prepare and print inspection report. |  | 20 minutes | Zoning Inspector  (CPDC Office) |
|  | 3.3 Review and sign inspection report. |  | 20 minutes | CPDC  (CPDC Office) |
|  | 3.4 Endorse to SP for appropriate action and issuance of resolution. |  | 45 working days | SP Chairman  (SP Office) |
|  | 3.5 Receive SP resolution and prepare Simple Subdivision Project Approval / Disapproval |  | 15 minutes | Zoning Inspector  (CPDC Office) |
|  | 3.6 Endorse to Mayor for final approval of SP action. |  | 1 working day | City Mayor  (Mayor’s Office) |
| 4 Receive the Simple Subdivision Project Approval / Disapproval | Release Simple Subdivision Project Approval / Disapproval |  | 15 minutes | Admin. Clerk (CPDC Office) |
| **Total** | | **PHP250.00** | **46 working days, 4 hours & 10 minutes** |  |
| **END OF TRANSACTION** | | | | |