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| **Description of Service:** | ISSUANCE OF RECLAMATION AND DEVELOPMENT PERMIT PLAN | |
| **Office** | Office of the City Planning and Development Coordinator | |
| **Classification** | Simple / Complex Transactions | |
| **Type of Transaction** | Government to Business Sector | |
| **Who may avail** | Person engaged in business in the City of Talisay or their authorized representatives | |
| **Documentary requirements** | | **Where to secure** |
| 1. Filled-out Reclamation and Development Permit Plan Application Form (3 copies) | | Office of the City Planning and Development Coordinator |
| 2. All documents required in the application of Reclamation (\_\_copy) | |  |
| 3. Master Site Development Plan. (\_\_copy) | |  |
| 4. Sketch Plan with Technical Description signed and sealed by Geodetic Engineer. (\_\_copy) | | Geodetic Engineer (Private Practice) |
| 5. At least two (2) copies of water system layout and details duly signed and sealed by a Licensed Sanitary Engineer or Civil Engineer. Should pump motor have a horse power (HP) rating of 50HP or more, its pump rating and specifications shall be signed and sealed by a Professional Mechanical Engineer. | | Mechanical Engineer  (Private Practice) |
| 6. Certified true copy of Tax Declaration covering the property(ies) subject of the application for the year immediately preceding. (\_\_copy) | | Office of the City Assessor |
| 7. A copy of Environmental Compliance Certificate (ECC) and Area Clearance from DENR (\_\_copy) | | DENR |
| 8. Philippine Reclamation Authority (PRA) Permit (\_\_copy) | | PRA |
| 9. Certified true copy of DAR conversion order. (\_\_copy) | |  |
| 10. Feasibility Study and final Environmental Impact Statement (EIS) or equivalent studies, (\_\_copy) | |  |
| 11. Detailed Engineering Design shall include, among others the following:  a. Detailed engineering design, reclamation plans including reclamation methodology and specifications to include the following:  - Geotechnical investigation; (\_\_copy)  - Engineering Geological and Geohazard Assessment Report (EGGAR); (\_\_copy) and  - Climate change adaptation strategy (\_\_copy)  b. Hydrographic, topographic and bathymetric plans / maps of the reclamation site and immediate vicinity as well as of the marine borrow pit areas, as the case maybe. (\_\_copy) | | Civil Engineer  Sanitary Engineer  (Private Practice) |
| 12. Barangay Clearance (\_\_copy) | |  |
| 13. Three (3) copies of the following engineering plans duly signed and sealed by a licensed Civil Engineer.  a. Site grading plan superimposed on the topographic map.  b. Road system lay-out.  i. Road plan lay-out showing spot elevation, road stationing and radius of curvature.  ii. Road profile plan showing proposed finished grade lines in relation to the natural topography or the finished road lot grade lines.  iii. Cross-section of road showing dimensions, type and thickness of pavement, base course, sub-base course, carriageway, sidewalk, planting strip, curbs and gutter and intersection details. | |  |
| 14. Combined Storm Drainage and Sewer System. (\_\_copy) | |  |
| 15. Water Distribution Plan (\_\_copy) | |  |
| 16. Application for Power Supply System from VECO (\_\_copy) | | VECO |
| 17. Specifications, Bill of Materials and Estimates (\_\_copy) | | Architect  Engineer  (Private Practice) |

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| **Client Action** | **Agency Action** | **Fees to be Paid** | **Processing Time** | **Person in Charge** |
| STEP 1  Submit filled-out Reclamation and Development Permit Plan Application Form (3 copies) with complete requirements. | Receive filled-out Reclamation and Development Permit Plan Application Form (3 copies) with complete requirements and check the completeness. |  | 15 minutes | Admin. Clerk (CPDC Office) |
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| STEP 2 |  |  |  |  |
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| STEP 3 |  |  |  |  |
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| **Total** | |  |  |  |
| **END OF TRANSACTION** | | | | |