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| **Description of Service:** | ISSUANCE OF APPLICATION OF ALTERATION OF PLAN - SUBDIVISION | |
| **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 Alteration of Plan-Subdivision Application Form (3 copies) | | Office of the City Planning and Development Coordinator |
| 2. Four (4) copies of the Plan showing the proposed alteration duly signed and sealed by a Licensed Architect / Engineer | | Architect  Engineer  (Private Practice) |
| 3. Letter stating the proposed / reason for the proposed alteration/ conversion. (\_\_copy) | |  |
| 4. Sworn statement that the affected lots / units for alteration have not been sold;. (\_\_copy) | |  |
| 5. Written conformity of the duly organized homeowners association or in the absence thereof, majority of the lots / unit buyers; (\_\_copy) | |  |
| 6. Certified true copy of titles of the affected lots / units of the said lots / units have been titled. (\_\_copy) | | Register of Deeds/  Office of the City Assessor |

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| **Client Action** | **Agency Action** | **Fees to be Paid** | **Processing Time** | **Person in Charge** |
| STEP 1  Submit filled-out Alteration of Plan-Subdivision Application Form (3 copies) with complete requirements | Receive filled-out Alteration of Plan-Subdivision 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** | | | | |