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| **Description of Service:** | ISSUANCE OF PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE OF PROJECTS UNDER B.P. 220 | |
| **Office** | Office of the City Planning and Development Coordinator | |
| **Classification** | 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 Preliminary Approval and Locational Clearance of Projects under B.P.220 Application Form (3 copies) | | Office of the City Planning and Development Coordinator |
| 2. Two (2) sets of the following documents duly signed by a Licensed Architect / Engineer.  a. Site Development Plan (Schematic Plan) showing the proposed layout.  b. Vicinity Map with a minimum of 2km. radius from the periphery of the project showing the relationship of the proposed project to existing community facilities and infrastructures.  c. Survey plans of lot(s) as described in TCT(s) duly signed by Licensed Geodetic Engineer. | | Civil Engineer  Architect  Geodetic Engineer  (Private Practice) |
| 3. Official Certificate of Title OCT, Certified True Copy (1 copy) | | Register of Deeds |
| 4. Copy of the Real Property Tax Declaration, Certified True Copy (1 copy) | | Register of Deeds |
| 5. Certified of non-tenancy from Department of Agrarian Reform or an Affidavit of Waiver of Tenants if the land is an agricultural / Pasture land planted to rice. (1 copy) | | Department of Agrarian Reform |
| 6. Sworn statement as to nature, number and income level of beneficiaries. (1 copy) | |  |
| 7. Sworn statement as to the maximum selling price per unit. (1 copy) | |  |
| 8. Barangay Resolution (1 copy) | | Barangay jurisdiction where the project is located |
| 9. Barangay Clearance (1 copy) | | Barangay jurisdiction where the project is located |

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| **Client Action** | **Agency Action** | **Fees to be Paid** | **Processing Time** | **Person in Charge** |
| STEP 1  Submit filled-out Preliminary Approval and Locational Clearance of Projects under B.P.220 Application Form (3 copies) with complete requirements. | Receive the filled-out Preliminary Approval and Locational Clearance of Projects under B.P.220 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** | | | | |