|  |  |  |
| --- | --- | --- |
|  | | |
| **Description of Service:** | ISSUANCE OF PRELIMINARY SUBDIVISION DEVELOPMENT PLAN (PSDP) OF PROJECTS UNDER BP 220 APPROVAL / DISAPPROVAL | |
| **Office** | Office of the City Planning and Development Coordinator | |
| **Classification** | Highly Technical Transactions | |
| **Type of Transaction** | G2B | |
| **Who may avail** | Real Estate Developers | |
| **Documentary Requirements** | | **Where to Secure** |
| 1. Filled-out Preliminary Subdivision Development Plan (PSDP) of Projects under BP 220 Application Form (3 copies) | | Office of the City Planning and Development Coordinator |
| 2. Site Development Plan (Schematic Plan) at a scale ranging from 1:200 to 1:2000 prepared, signed and sealed by any Licensed and Registered Architect, Environmental Planner (preferred), Registered Architect, Civil Engineer or Geodetic Engineer (2 copies) | | Environmental Planner (preferred)  Civil Engineer  Architect  Geodetic Engineer  (in Private Practice) |
| 3. Vicinity Map indicating the adjoining Land Uses; (2 copies)  a. Access, as well as existing facilities and utilities at least within 500 meters from the property boundary of the project drawn to scale.  b. Survey plans of the lot(s) as described in TCT(s) duly signed by Licensed Geodetic Engineer.  c. Topographic Plan. | | Geodetic Engineer  (in Private Practice) |
| 4. Original Certificate of Title OCT / Transfer Certificate of Title TCT, Certified True Copy (2 copies) | | Register of Deeds |
| 5. Tax Declaration, Certified True Copy (2 copies) | | Office of the City Assessor |
| 6. Real Property Tax Receipt / Clearance, Certified True Copy (2 copies) | | Office of the City Treasurer |
| 7. Certification 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 (2 copies) | | Department of Agrarian Reform |
| 8. Right to Use or Deed of Sale of Right-of-Way for access road and other utilities when applicable (2 copies) | | Register of Deeds |
| 9. Zoning Certification of the project area from the LGU-City of Talisay (2 copies) | | Office of the City Planning and Development Coordinator |
| 10. Barangay Clearance / Resolution (2 copies) | | Barangay jurisdiction where the project is located |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Client Action** | **Agency Action** | **Fees to be Paid** | **Processing Time** | **Person in Charge** |
| 1 Submit filled-out Preliminary Subdivision Development Plan (PSDP) of Projects under BP 220 Application Form (3 copies) with complete requirements. | 1.1 Receive the filled-out Preliminary Subdivision Development Plan (PSDP) of Projects under P.D. 957 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 Guide / Assist inspectors during site inspection. | 2.1 Conduct site inspection. |  | 3 hours | Zoning Inspector  (CPDC Office) |
| 3 Pay the inspection fee and zoning / locational clearance fee at the Office of the City Treasurer and submit the Official Receipt to CPDC Office. | 3.1 Issue Order of Payment. | Refer to Tariff as per City Tax Code | 15 minutes | Admin. Clerk (CPDC Office) |
|  | 3.2 Receive and check the Official Receipt. |  | 15 minutes | Admin. Clerk (CPDC Office) |
|  | 3.3 Prepare and print inspection report. |  | 20 minutes | Admin. Clerk (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 City 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** | | **Refer to Tariff as per City Tax Code** | **46 working days, 5 hours & 10 minutes** |  |
| **END OF TRANSACTION** | | | | |