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| **Description of Service:** | ISSUANCE OF DEVELOPMENT PERMIT FOR PROJECTS UNDER PD 957 SUBDIVISION | |
| **Office** | Office of the City Planning and Development Coordinator | |
| **Classification** | Highly Technical Transaction | |
| **Type of Transaction** | G2B | |
| **Who may avail** | Real Property Developers | |
| **Documentary Requirements** | | **Where to Secure** |
| 1. Filled-out Development Permit for Projects under P.D. 957 Application Form (3 copies) | | Office of the City Planning and Development Coordinator |
| 2. All documents required in the application for Preliminary Subdivision Development Plan (in case combined PSDP and DP application) (2 copies) | |  |
| 3. Subdivision Development Plan at a scale ranging from 1:200 to 1:2000 prepared assigned and sealed by any Licensed and Registered Architect, Environmental Planner, Civil Engineer or Geodetic Engineer (2 copies) | | Civil Engineer  Architect  Environmental Planner  Geodetic Engineer  (in Private Practice) |
| 4. Civil and Sanitary Works Design  Engineering plans/ construction drawings based on applicable engineering code and design criteria to include the following:  a. Road (geometric and structural) design/plan duly signed and sealed by a Licensed Civil Engineer (2 copies)  - Profile derived from existing topographic map showing vertical control, designed grade curved elements and all information needed for construction  - Typical roadway sections showing relative dimensions of pavements sub-base and base preparation, curbs and gutters, sidewalks, shoulders benching and others  - Details of miscellaneous structures such as curb and gutter (barrier, mountable and drop) slope protection wall, rip rapping and retaining wall  b. Storm drainage and sanitary sewer system duly signed and sealed by a Licensed Sanitary Engineer or Civil Engineer (2 copies)  - Profile showing the hydraulic gradients and properties of sanitary and storm drainage lines including structures in relation with the road grade line  - Details of sanitary and storm drainage lines and miscellaneous such as various types of manholes, catch basins, inlets (curb, gutter and drop, culverts and channel linings  c. Site grading plan with finish contour lines super-imposed on the existing ground the limits of earthwork embankment slopes, cut slopes, surface drainage, drainage outfalls and others, duly signed and sealed by a Licensed Civil Engineer (2 copies) | | Civil Engineer  Sanitary Engineer  (in Private Practice) |
| 5. 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 (2 copies) | | Mechanical Engineer  (in Private Practice) |
| 6. Certified true copy of Tax Declaration covering the property(ies) subject of the application for the year immediately preceding (2 copies) | | Office of the City Assessor |
| 7. Certified true copy of Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) duly issued by the DENR, which ever as applicable (2 copies) | | DENR |
| 8. Zoning Certificate from HLURB regional Office (2 copies) | | HLURB regional Office |
| 9. Certified true copy of DAR conversion order (2 copies) | |  |
| 10. Project description for projects having an area of hectare and above to include the following:  a. Project profile indicating the cost of raw land and its development (total project cost) amortization schedule, sources of financing cash flow, architectural plan, if any, and work (2 copies)  b. Audited financial statement for the last 3 preceding years (2 copies)  c. Income tax return for the last 3 preceding years (2 copies)  d. Certificate of Registration from Securities and Exchange Commission (SEC) (2 copies)  e. Articles of incorporation or partnership (2 copies)  f. Corporation by laws and all implementing amendments (2 copies)  g. For new corporations (3 years and below) statement of capitalization and sources of income and cash flow to support work program (2 copies) | |  |
| 11. Plans, specifications, bills of materials and cost estimates duly signed and sealed by the appropriate licensed professionals (2 copies) | | Architect  Engineer  (in Private Practice) |
| 12. Applications for permit to drill from the National Water Board (NWRB) (2 copies) | | NWRB |
| 13. Traffic impact assessment (TIA) for subdivision projects 30 hectares and above (2 copies) | |  |
| 14. List of names of duly licensed professionals who signed the plans and other similar documents in connection with applicable filed indicating the following information (2 copies) | |  |

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| **Client Action** | **Agency Action** | **Fees to be Paid** | **Processing Time** | **Person in Charge** |
| 1 Submit filled-out Development Permit for Projects under B.P. 220 Application Form (3 copies) with complete requirements | 1.1 Receive filled-out Development Permit for Projects under B.P. 220 Application Form (3 copies) and check the completeness. |  | 15 minutes | Admin. Clerk (CPDC Office) |
|  | 1.2 Review and evaluate documents. |  | 15 minutes | Zoning Staff (CPDC Office) |
| 2 Pay the inspection fee and 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. | Refer to Tariff as per City Tax Code | 15 minutes | Admin. Clerk (CPDC Office) |
|  | 2.2 Receive and check the Official Receipt. |  | 15 minutes | Admin. Clerk (CPDC Office) |
|  | 2.3 Prepare and print Development Permit. |  | 20 minutes | Admin. Clerk (CPDC Office) |
|  | 2.4 Review and sign Development Permit. |  | 20 minutes | CPDC  (CPDC Office) |
|  | 2.5 Endorse to Mayor for final approval of Development Permit |  | 1 working day | City Mayor  (Mayor’s Office) |
| 3 Receive the Development Permit. | Release Development Permit. |  | 15 minutes | Admin. Clerk (CPDC Office) |
| **Total** | | **Refer to Tariff as per City Tax Code** | **1 working day, 4 hours & 40 minutes** |  |
| **END OF TRANSACTION** | | | | |