



APPROVAL OF DEVELOPMENT PERMIT



About the Service:
Approval of subdivision plans for residential, commercial, or industrial purposes and other development purposes in consonance with National Laws and Local Enactments.

A. For Optional Application for Preliminary Subdivision Development Plan

Office/ Division	Sangguniang Bayan Office
Classification	Highly Technical
Type of Transaction	G2C- Government to Citizens
Who may avail	All persons, natural or juridical

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Endorsement Letter from the Municipal Mayor	Office of the Municipal Mayor
Letter request by the owner requesting for approval of development permit (4 original, 11 copies) with the following attachments:	Applicant
1. Site development plan (schematic plan) at a scale ranging from 1:200 to 1:2,000 showing the proposed layout of streets, lots, parks and playgrounds and and other features in relation to existing conditions duly signed by any of the following licensed professional: a. An architect who is also an environmental planner or b. A civil engineer who is also an environmental planner or c. A geodetic engineer who is also an an environmental planner or d. An architect or a civil engineer or a geodetic engineer and an environmental planner as co-signatory.	Applicant’s documents duly signed by licensed professional
2. Documents duly signed and sealed by a licensed geodetic engineer: a. Vicinity Map indicating the adjoining land uses, access, as well as existing facilities and utilities at least within 500 meters from the property boundaries of the project, drawn to any convenient scale. b. Topographic plan to include existing conditions as follows: (1) Boundary lines: bearings and distances or geographic coordinates of the reference or tie point (referred to as the BLLM #); (2) Streets, easements, width and elevation of right-of-way within the project and adjacent subdivisions/areas; (3) Utilities within and adjacent to the proposed subdivision project, location, sizes and invert elevations of sanitary and storm or combined sewers; location of gas lines, fire hydrants, electric and telephone poles and street lights. If water mains and sewers are not within/adjacent to the subdivisions, indicate the direction and distance to and size of nearest one, showing invert elevations of sewers, if applicable; (4) Ground elevation of the subdivision: for ground that slopes less than 2%, indicate spot elevations at all breaks in grade, along all drainage channels and at selected points not more than 25 meters apart in all directions: for ground that slopes more than 2%, either indicate contours with an interval of not more than 0.50 meter if necessary due to irregular land or need for more detailed preparation of plans and construction drawings.	Applicant’s documents



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(5) Water courses, marshes, rock and wooded areas, presence of all preservable trees in caliper diameter of 200 millimeters, houses, barns, shacks, and other significant features. (6) Proposed public improvements: highways or other major improvements planned by public authorities for future construction within/adjacent to the subdivision. c. Survey plan of the lot(s) as described in TCT(s).	
3. Certified true copy of title(s) and current tax receipts	Register of Deeds , Municipal Treasurer's Office
4. Right to use or deed of sale of right-of-way for access road and other utilities when applicable, subject to just compensation for private land.	Applicant's Documents

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. The office of the Mayor forwards the letter of endorsement to the Sangguniang Bayan with the documentary requirements	1. Receive and check the documents and affix the date, time and signature of the receiving personnel.	None	10 minutes	SB Staff /SB Secretary
	2. Include the matter in the Calendar of Business > Referred to the concerned Committee (1 st reading)	None	1 Session day	SB Secretary, Committee on Rules, Ethics and Privileges, Presiding Officer
2. Clients attend committee meeting/ hearing	3. Conduct Committee Meeting	None	1-2 hours	Committee on Zoning, Housing and Land Utilization, SB Secretary
3. Attend Public Hearing and present project to the Public	4. Conduct of Public Hearing	None	1- 2 hours	Presiding Officer, Committee Members and other SB Members, SB Secretary
	5. Signing of Committee Report	None	1 day depending on the availability of the signatories	Committee Members
	6. Renders Committee Report	None	1 session day	Committee on Zoning, Housing and Land Utilization
	7. Include proposed measure for second reading for proper deliberation of the body	None	1 session day	Committee on Zoning, Housing and Land Utilization, All SB Members, Presiding Officer, SB Secretary



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	8. Include measure for 3 rd and final reading	None	1 session day	All SB Members, Presiding Officer, SB Secretary
	9. Finalization of the approved copies of resolution	None	1-2 hours	SB Secretary
	10. Signing of Approved Copies of Resolution	None	1-2 days depending on the availability of the signatories	SB Members and Presiding Officer
	11. Transmit copies of the Resolution to the Office of the Mayor for Final Approval	None	10 minutes	SB Secretary/ SB Staff
	12. Approval of the ordinance of the LCE otherwise Veto	None	Maximum of 10 days	Municipal Mayor
	13. Upon receipt from the Office of the LCE, record the same in the logbook and inform the client.	None	5 minutes	SB Secretariat
4. Upon notification, return to SB Office and receive copy of resolution and ordinance	14. Ask the client to sign the receiving copy affixing the time and date then release copy of Resolution and ordinance to the client.	None	5 minutes	SB Staff
	15. Upon return of the approved ordinance from the Office of the Mayor, transmit the same to the Office of the Sangguniang Panlalawigan for review	None	1 day	SB Secretary/ SB Staff
END OF TRANSACTION			Maximum of 30 days from the receipt therein pursuant to Sec. 447 (2)(x) of RA 7160	

B. For Application of Subdivision Development Permit

Office/ Division	Sangguniang Bayan Office
Classification	Highly Technical
Type of Transaction	G2G- Government to Citizens
Who may avail	All persons, natural or juridical

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Endorsement Letter from the Municipal Mayor	Office of the Municipal Mayor
2. Letter request by the owner requesting for approval of development permit (4 original, 11 copies) with the following attachments:	Applicant
3. All requirements for application for preliminary Subdivision Development Plan.	Applicant



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<p>4. Subdivision Development Plan consisting of the site development plan at any of the following scales: 1:200; 1:1,000; or any scale not exceeding 1:2,000; showing all proposals including the following:</p> <p>a. Roads, easements or right-of-way and roadway width, alignment, gradient, and similar data for alleys, if any.</p> <p>b. Lot numbers, lines and areas and block numbers.</p> <p>c. Site data such as number of residential and saleable lots, typical lot size, parks and playgrounds and open spaces.</p> <p>>The Subdivision Development Plan shall be duly signed and sealed by any of the following licensed professional:</p> <p>a. An architect who is also an environmental planner or</p> <p>b. A civil engineer who is also an environmental planner or</p> <p>c. A geodetic engineer who is also an environmental planner or</p> <p>d. An architect or a civil engineer or a geodetic engineer and an environmental planner as co-signatory.</p>	<p>Licensed Professionals hired by applicant</p>
<p>Civil and Sanitary Works Design</p> <p>Engineering plans/construction drawing based on applicable engineering code and design criteria to include the following:</p> <p>a. Road (geometric and structural) design/plan duly signed and sealed by a licensed civil engineer.</p> <p>1. Profile derived from existing topographic map signed and sealed by a licensed geodetic engineer showing the vertical control, designed grade, curve elements and all information needed for construction.</p> <p>2. Typical roadway sections showing relative dimensions of pavement, sub-base and base preparation, curbs, gutters, sidewalks, shoulders, benching and others.</p> <p>3. Details of roadway and miscellaneous structure such as curb and gutter (barrier, mountable and drop), slope protection wall and retaining wall.</p> <p>b. Storm drainage and sanitary sewer system duly signed and sealed by a licensed sanitary engineer or civil engineer.</p> <p>1. Profile showing the hydraulic gradients and properties of sanitary and storm drainage lines including structures in relation with the road grade line.</p> <p>2. Details of sanitary and storm drainage lines and miscellaneous structures such as various types of manholes, catch basins, inlets (curb, gutter, and drop), culverts and channels linings.</p> <p>c. Site grading plan with finished contour lines superimposed on the existing ground the limits of earth work embankment slopes, cut slopes, surface drainage, drainage outfalls and others, duly signed and sealed by a licensed civil engineer.</p>	<p>Licensed Professionals hired by applicant</p>



5. Water system layout and details duly signed and sealed by a licensed sanitary engineer or civil engineer. Should a pump motor has a horsepower (hp) rating of 50 hp or more, its pump rating and specifications shall be signed and sealed by a professional mechanical engineer.	Licensed Professionals hired by applicant
6. Certified true copy of tax declaration covering the property(ies) subject of the application for the year immediately preceding;	Municipal Assessor's Office
7. Zoning Certification from HLURB Regional Office.	HLURB Regional Office
8. Certified true copy of DAR Conversion Order.	Department of Agrarian Reform
9. Certified true copy of Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), whichever is applicable, duly issued by the DENR;	Department of Environment and Natural Resources
<p>10. Project description for projects having areas of 1 hectare and above to include the following:</p> <ul style="list-style-type: none"> a. Project profile indicating the cost of raw land and its development (total project cost), amortization schedule, sources of financing, cash flow, architectural scheme, if any and work program; b. Audited financial statement for the last 3 preceding years; c. Income Tax Return for the last three (3) preceding years; d. Certificate of registration with Securities and Exchange Commission (SEC); e. Articles of incorporation or partnership; f. Corporation by-laws and all implementing amendments, and g. For new corporations (3 years and below) statement of capitalization and sources of income and cash flow to support work program. 	Applicant's Documents BIR SEC
11. Plans specifications, bill of materials and cost estimates duly signed and sealed by the appropriate licensed professionals.	Licensed professional hired by the applicant
12. Application for permit to drill from the National Water Resources Board (NWRB).	NWRB
13.Traffic impact assessment for projects 30 hectares and above.	Licensed professional hired by the applicant
<p>14. List of names of duly licensed professionals who signed the plans and other similar documents in connection with application filed indicating the following information:</p> <ul style="list-style-type: none"> a. Surname; b. First name; c. Middle name; d. Maiden name, in case of married women professional; e. Professional license number, date of issue and expiration of its validity; f. Professional tax receipt and date of issue; g. Taxpayer's identification number (TIN) 	Licensed professional hired by the applicant



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END OF TRANSACTION			Maximum of 30 days from the receipt therein pursuant to Sec. 447 (2)(x) of RA 7160	