

Processing and Evaluation of Subdivision Application (Preliminary Subdivision Development Plan) (External Service)

This service involves the processing and evaluation of Preliminary Subdivision Development Plans for endorsement to the Office of the City Mayor by Subdivision Developers/Owners submitted to the Sangguniang Panlungsod under BP 220 and PD 957. Compliance with other pertinent laws, such as DILG Memorandum Circular No. 2011-67 for CMP Projects and EO 648 of 1981 for Industrial, Commercial Subdivision, and Memorial Park/Cemetery development, including pertinent local ordinances are required.

Office or Division:	City Planning & Development Office – Land Use and Zoning Administration Division	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Lot Owners and Subdivision Developers	
	CHECKLIST OF REQUIREMENT/S	WHERE TO SECURE
	1. Duly Accomplished and Notarized Application Form (6 Sets)	1. CPDO
	2. Six (6) sets of 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, waste water treatment facility and other features in relation to existing conditions duly signed and sealed by a licensed and registered Environmental Planner/Civil Engineer/Architect	2. Owner/Licensed Professional
	3. Six (6) sets of 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 duly signed and sealed by a licensed and registered Geodetic Engineer	3. Owner/Licensed Professional
	4. Six (6) sets of Topographic Plan to include (1) Boundary lines, (2) Streets, easements, width and elevation of road right-of-way within the project and adjacent subdivisions/areas, (3) Utilities within and adjacent to the proposed subdivision project, (4) Ground elevation of the subdivision, (5) Water courses, marshes, rock and wooded areas, presence of all preservable trees, houses, barns, shacks, and other significant features and (6) Proposed public improvements: highways or other major improvements planned by public authorities for future construction within/adjacent to the subdivision duly signed and sealed by a licensed and registered Geodetic Engineer	4. Owner/Licensed Professional

5. Six (6) sets of Survey plan of the lot(s) as described in TCT(s) duly signed and sealed by a licensed and registered Geodetic Engineer	5. Owner/Licensed Professional
6. Six (6) copies of certified true copy of title(s) and current tax receipts	6. Owner/Registry of Deeds
7. Six (6) copies of certified true copy of current tax receipts	7. Owner/CTO-Land Tax Division
8. Six (6) copies of certified true copy of Tax Declaration of lot/s	8. Owner/City Assessor's Office
9. Six (6) copies of 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	9. Notary Public with owner/administrator of adjacent property/ies
10. NIA Certification if located in irrigated areas or NIA service areas	10. National Irrigation Administration
IF PROJECT IS UNDER COMMUNITY MORTGAGE PROGRAM	
10. Barangay Clearance	10. Barangay
11. List of Beneficiaries	11. Homeowner's Association
12. Copy of HOA Registration Certificate	12. Housing and Land Use Regulatory Board
13. Copy of MOA between lot Owner/Originator/HOA duly Notarized	13. Legal Counsel/Owner/HOA/Originator
14. Letter of Intent to Buy (HOA)	14. HOA
15. Letter of Intent to Sell (Land Owner)	15. Lot Owner
16. Certificate from UPAO that the area is occupied by underprivileged residents of LGU concerned (Indicate No. of Families)	16. Urban Poor Affairs Office (UPAO)
17. Copy of Originator's Certificate of Accreditation from SHFC	17. Socialized Housing Finance Corporation (SHFC)
18. Copy of Originator/Mobilizer's Resolution of Accreditation from SP	18. Sangguniang Panlungsod
19. Copy of Originator/Mobilizer's SEC Registration	19. Securities Exchange Commission (SEC)
20. Copy of Originator/Mobilizer's Organization Set-Up	20. Originator

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SP forward application submitted by Client to CPDO	1.1. (CPDO) Receive application and route it to LUZAD	None	5 Minutes	<i>Administrative Aide II</i> City Planning & Development Office
	1.2. (LUZAD) Receive application, encode in Database and forward to Zoning Officer IV	None	5 Minutes	<i>Planning Assistant</i> City Planning & Development Office
	1.3. Assign and Forwards to Evaluator	None	5minutes	<i>Zoning Officer IV</i> City Planning & Development Office
	1.4. Conduct initial	None	1 hour	<i>Zoning Officer II/</i>

	Evaluation			<i>Zoning Officer III City Planning & Development Office</i>
2. Applicant Receive Referral to Barangay	2.1. Prepare Referral to Barangay and Contact Applicant	None	10 Minutes	<i>Zoning Officer II/ Zoning Officer III City Planning & Development Office</i>
	2.2. Conduct Site Verification	None	1 Day	<i>Zoning Officer II/ Zoning Officer III City Planning & Development Office</i>
3. Applicant Forward Referral to Barangay	3.1. Barangay receive request and schedule consultative meeting	None		<i>Barangay</i>
	3.2. Attend Barangay Consultative Meeting at Proposed Site per schedule set by barangay	None	1 Day	<i>Zoning Officer II/ Zoning Officer III City Planning & Development Office</i>
	Prepare report regarding the barangay consultation	None	1 Hour	<i>Zoning Officer III/ Zoning Officer III City Planning & Development Office</i>
4. Applicant receive Barangay Resolution	4.1. Barangay release copy of Resolution	(Fee varies per barangay)		<i>Barangay</i>
5. Applicant submit copy of Barangay Resolution	5.1. (LUZAD) Receive copy of Barangay Resolution and encode in Database, and forward to Evaluator	None	5 Minutes	<i>Planning Assistant City Planning & Development Office</i>
	5.2. Conduct Final Evaluation	None	1 Hour	<i>Zoning Officer II/ Zoning Officer III City Planning & Development Office</i>
	5.3. Prepare Formal Endorsement to the City Mayor for appropriate action	None	1 Hour	<i>Zoning Officer II/ Zoning Officer III City Planning & Development Office</i>
	5.4. Recommend Endorsement to CMO	None	2 Minutes	<i>Zoning Officer IV City Planning & Development Office</i>
	5.5. Approve Endorsement to CMO	None	2 Minutes	<i>CPDC or Assistant Dept. Head City Planning &</i>

				Development Office
	5.6. Forward endorsement to CMO	None	10 Minutes	Administrative Aide // City Planning & Development Office
	5.9 (CMO) Receive and prepare endorsement to SP for appropriate action	None		(Refer to CMO process flow)
	5.10 (SP) Receive endorsement from CMO and deliberate application through committee hearings	None		(Refer to SP process flow)
	5.11 (SP) Pass resolution recommending for the issuance of Title for the subject parcel of land (Consists of 3 Readings)	None		
6. Receive copy of resolution	6.1 (SP) Issue copy of Resolution to the applicant and to CPDO	None		
	TOTAL:			8 Days for DCC secretariat activities 2 Days, 4 Hours, and 50 Minutes
END OF TRANSACTION				

Processing and Evaluation of Subdivision Application (Development Permit) is covered under DILG Memorandum Circular No. 2011-67 for CMP Projects, BP 220, PD 957, EO 648 of 1981 for Industrial, Commercial Subdivision, and Memorial Park/Cemetery development. Also specific provisions under Ordinance No. 27, Series of 2018, and Zoning Ordinance No. 16, Series of 2019.

** Please note that the processing time is intended for one client being served at one time. The time shall be extended when there are two or more clients*

** Processing time transacting with other offices which are prerequisite in the issuance of the clearance is not included*