

Processing and Evaluation of Subdivision Application (Simple) (External Service)

This service entails the processing and evaluation of applications for Simple Subdivisions. According to City Ordinance No. 27, Series of 2018, Section 3d, a Simple Subdivision refers to a subdivision plan of a registered lot wherein no street, passageway, or open space is delineated.

Office or Division:	City Planning & Development Office – Land Use and Zoning Administration Division			
Classification:	Simple			
Type of Transaction:	G2C (Government to Government)			
Who may avail:	Lot Owners			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Duly Accomplished and Notarized Application Form (Application and Documentation shall be submitted in 6 sets)		1. CPDO		
2. Site development plan (schematic plan) showing the proposed lay-out duly signed and sealed by a licensed and registered Environmental Planner/Civil Engineer/Architect		2. Owner/Licensed Professional		
3. Vicinity map drawn to scale showing the adjoining land use circulation network as well as existing facilities and utilities at least within 100 meters from the project boundaries duly signed and sealed by a licensed and registered Geodetic Engineer		3. Owner/Licensed Professional		
4. Certified true copy of title(s)		4. Owner/Registry of Deeds		
5. Certified true copy of Tax declaration(s)		5. Owner/City Assessor's Office		
6. Certified current Tax Clearance		6. Owner/CTO-Land Tax Division		
7. Deed of Sale/Memorandum of agreements/Authority if the Title is not registered in the name of the applicant		7. Owner with other parties		
8. Proof of right of way to existing public road (xerox copy of title of road)		8. Owner/City Engineer's Office/Registry of Deeds		
9. Court Clearance		9. District Court		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements and accomplished application form to the Sangguniang Panlungsod (SP)	1.1. (SP) Receive application, check for completeness, and endorse to CPDO for technical evaluation.	None	<i>(Refer to SP Process on receiving applications)</i>	<i>(Refer to SP Process on receiving applications)</i>
	1.2. (LUZAD) Receive application,	None	5 Minutes	<i>Planning Assistant City Planning &</i>

	encode in Database and forward to Zoning Officer IV			Development Office
	1.3. Assign and forward subdivision application to Evaluator	None	5 Minutes	<i>Zoning Officer IV</i> City Planning & Development Office
	1.4. Conduct Evaluation. If details require site verification, conduct inspection, and prepare order of Payment	None	3 Days	<i>Zoning Officer II/ Zoning Officer III</i> City Planning & Development Office
2. Receive Order of Payment (CPDO)	2.1. Issue Order of Payment	None	5 Minutes	<i>Planning Assistant</i> City Planning & Development Office
3. Pay fees at the City Treasurer's Office (CTO)	3.1. Receive payment and print OR	PHP 300.00 application fee and PHP 30.00 DST		<i>City Treasurer's Office</i>
4. Present Proof of Payment to CPDO	4.1. Receive Proof of Payment	None	5 Minutes	<i>Planning Assistant</i> City Planning & Development Office
	4.2. Prepare Formal Endorsement to the City Mayor for SP appropriate action	None	30 Minutes	<i>Zoning Officer II/Zoning Officer III</i> City Planning & Development Office
	4.3. Review, and signed endorsement	None	10 Minutes	<i>Zoning Officer IV</i> City Planning & Development Office
	4.4. Recommend, and sign endorsement	None	10 Minutes	<i>Asst. Department Head or Dept. Head</i> City Planning & Development Office
	4.5. Forward endorsement to CMO	None	10 Minutes	<i>Administrative Aide II</i> City Planning & Development Office
	4.6. (CMO) Receive and prepares endorsement to SP for appropriate action			<i>(Refer to CMO process flow)</i>
	4.7. (SP) Receive endorsement from CMO and deliberate			<i>(Refer to SP process flow)</i>

	application through committee hearings			
	4.8. (SP) Pass resolution approving the simple subdivision scheme (Consists of 3 Readings)			
5. Receive copy of resolution from SP	5.1. (SP) Furnish copy of Resolution to the applicant and to CPDO			
	TOTAL		3 Days, 1 Hour, 15 Minutes	

Processing and evaluation of Subdivision Application (Simple Subdivision) is covered under Ordinance No. 27, Series of 2018, and pertinent provisions of Zoning Ordinance No. 16, Series of 2019 and other related national laws.

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

Processing time for transactions with other offices, which are prerequisites for the issuance of the clearance, is not included.