

15. Recommendation for the Issuance of Certificate of Completion of Subdivision Projects approved by the Sangguniang Panlungsod (External Service)

This service requires developers of approved subdivision projects to apply for a Certificate of Completion from the DHSUD. This certificate ensures that the subdivision has been constructed or developed in accordance with the approved development plans passed by the Sangguniang Panlungsod.

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| 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: | Subdivision Developer | | | |
| CHECKLIST OF REQUIREMENT/S | | WHERE TO SECURE | | |
| 1. Letter Request | | 1. Subdivision Developer | | |
| 2. Copy of Sangguniang Panlungsod Approved Plans (Stamped) to include Subdivision Development Plan, Roads, Drainages, Water System, Electric Pole, Tree Planting and WWTF plans | | 2. Subdivision Developer/Sangguniang Panlungsod | | |
| 3. Copy of SP Resolution approving the issuance of a Development Permit | | 3. Subdivision Developer/Sangguniang Panlungsod | | |
| 4. Copy of DHSUD issued Certificate of Registration | | 4. Subdivision Developer/DHSUD | | |
| 5. Copy of DHSUD issued License to Sell | | 5. Subdivision Developer/DHSUD | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit Letter request and complete requirements | 1. Receive request, checks for completion, encodes in database and prepares tracking slip | None | 20 Minutes | <i>Planning Assistant City Planning & Development Office</i> |
| 2. Receive tracking slip | 2. Issue tracking slip | None | 5 Minutes | <i>Planning Assistant City Planning & Development Office</i> |
| | 2.1 Forward to Zoning Officer IV for routing | None | 5 Minutes | <i>Planning Assistant City Planning & Development Office</i> |
| | 2.2 Route to personnel for processing and scheduling with Developer | None | 15 Minutes | <i>Zoning Officer IV City Planning & Development Office</i> |
| | 2.3 Conduct site inspection with City Engineer's Office | None | 5 Days | <i>Zoning Officer II or III City Planning & Development Office</i> |
| | 2.4 Prepare | None | 30 Minutes | <i>Zoning Officer II or</i> |

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|--------------------------------|--|------|-------------------------------|--|
| | inspection Report | | | <i>III City Planning & Development Office</i> |
| | | | | |
| | 2.5 Receive Copy of Inspection Report from CEO | | | <i>Zoning Officer II or III City Planning & Development Office</i> |
| | | | | |
| | 2.6 Prepare endorsement to DHSUD | None | 60 Minutes | <i>Zoning Officer II or III City Planning & Development Office</i> |
| | 2.7 Review and sign endorsement | None | 15 Minutes | <i>Zoning Officer IV City Planning & Development Office</i> |
| | 2.8 Recommend and sign endorsement | None | 15 Minutes | <i>Department Head City Planning & Development Office</i> |
| | 2.9 Send letter of endorsement via Postal Service or through developer | None | 1 Day | <i>Administrative Division City Planning & Development Office</i> |
| 3. Receive copy of endorsement | 3.1 Release CC copy to developer | None | 5 Minutes | <i>Planning Assistant LUZAD City Planning & Development Office</i> |
| | TOTAL | ** | 7 Days, 2 Hours, & 50 Minutes | |

Recommendation for the issuance of Certificate of Completion for subdivision projects approved by the Sangguniang Panlungsod is covered under NBC, PD 957, GSC CLUP Vol. 2, s. 2019, and Zoning Ordinance No. 16, Series of 2019.

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