

## 11. Office of the City Zoning Administrator

### 11.1. AVAILMENT OF LOCATIONAL CLEARANCE/CERTIFICATE OF ZONING COMPLIANCE

#### ABOUT THE SERVICE:

A **Locational Clearance/Certificate of Zoning Compliance** is a declaration issued by the Zoning Administrator to all projects that are allowed under the provisions of the Zoning Ordinance as well as other standards, rules and regulations on land use.

All owners/developers who intend to construct, repair, rehabilitate, improve, alternate, extend and renovate their building/structure in their respective properties are required to secure first from the Zoning Administrator a Locational Clearance for Building prior to any development.

#### CLIENT GROUPS:

Property Owners/Developers

#### REQUIREMENTS:

##### Basic Requirements:

- One (1) copy of Duly accomplished and notarized **APPLICATION FORM**.
- one (1) copy of Any of the following requirements relative to **right over land**:
  1. Photocopy of the **Certificate of Title**, if the property is **registered in the name of the applicant (Certified by-Registry of Deeds Office)**
  2. In the absence of any certificate of title or if property is untitled, submit:
    - 2.1. Certified true copy of the latest **tax declaration**
    - 2.2. Duly notarized **Pro-forma Affidavit** to the effect that:
      - 2.2.1. the applicant is the owner of the property subject of the application;
      - 2.2.2. the reason/s why the property is not yet titled;
      - 2.2.3. the property is free from liens and encumbrances;
      - 2.2.4. the property is not tenanted/tenanted
    - 2.3. Certification from the Office of the Clerk of Court, Regional Trial Court (OCC-RTC) that the property has no pending registration case/decision re: claimant
  3. If the property is **not registered in the name of the applicant**, submit:
    - 3.1. Photocopy of the **owners certificate of title (Certified by-Registry of Deeds Office)** and any of the following:
      - 3.1.1. duly notarized **deed of sale** or **deed of donation**
      - 3.1.2. duly notarized **contract of lease/option to buy/contract to sell**
      - 3.1.3. duly notarized **authorization** to construct within and to use subject parcel of land from registered owner/s
    - 3.2. If without any certificate of title or if property is untitled, submit certified true copy of the latest **tax declaration, certification from OCC-RTC (Pls. refer to 1.2.2.3)** and duly notarized **pro-forma affidavit** of the landowner and any of the following:
      - 3.2.1. duly notarized **deed of sale** or **deed of donation**

- 3.2.2. duly notarized **contract of lease/option to buy/contract to sell**
- 3.2.3. duly notarized **authorization** to construct within and to use subject parcel of land from registered owner/s
- **VICINITY MAP** showing the existing land uses within the minimum of 100 meters & 1 kilometer radius from the lot boundary of the project site for projects of local and national significance, respectively.
- **SITE DEVELOPMENT PLAN** showing the project site lot area boundaries and proposed layout of improvements therein.
- **Environmental Compliance Certificate/Certificate of Non-Coverage (ECC/CNC) from DENR Office.**

## II. Additional Requirements

- For Manufacturing projects: DESCRIPTION OF INDUSTRY citing among others the following:
  1. Types and volume of raw materials/chemicals used;
  2. Products manufactured or stored;
  3. Average production output/capacity per day/week/month;
  4. Description of process flow or manufacturing processes;
  5. Manpower Requirements
- one (1) copy of **Bill of Materials and Cost of Equipment** Signed & Sealed by Civil Engr./Architect and Signed by Owner/applicant.
- one (1) copy of **Specifications** (Signed & Sealed by Civil Engr./Architect and Signed by Owner/applicant).
- One (1) copy of **Location Plan/Vicinity Map, Site Development Plan, Perspective (Sheet #1)** w/ Geodetic Engr. Certification of Non-Encroachment to adjacent/adjoining properties.
- One (1) set of complete **Building Plans**
- For applications filed by **authorized representatives; Sworn Special Power of Attorney** for the representative to file/follow-up application, and to claim decision on the application.
- Brgy. Council Resolution Interposing No Objection on the Project (*if necessary*)
- Sangguniang Panlungsod Resolution Interposing No Objection on the Project (*if necessary*)
- Duly Notarized Affidavit of Non-Objection of Nearby and Affected Residents and Establishments
- For Commercial Projects- ECC/CNC shall be required for Four (4) Storeys and above.

***N.B. \*Other additional requirements maybe requested upon evaluation of the projects which requires a more exhaustive evaluation such as funeral establishments, cell sites, poultry/piggery, pollutive and hazardous industries, etc.***

***\*No application shall be considered as filed or received unless all the requirements therein are complied with.***

**SERVICE SCHEDULES:**

Monday to Friday,  
8:00 AM to 5:00 PM

**TOTAL PROCESSING TIME:**

25 minutes (*Queuing and travel time not included*)

**TOTAL FEES/CHARGES:**

**ZONING FEE (REGULATORY FEE)** - (*Based on Sorsogon City Comprehensive Zoning Ordinance*)

*There shall be collected zoning fee for the issuance of Certificate of Zoning Compliance/Locational Clearance/Zoning Clearance from persons/entities required to secure the same, computed based on the total project cost/capital investment.*

**A. FOR RESIDENTIAL** structure attached or detached other than apartments/townhouses/ dormitories and subdivision/condominium projects:

<b>Project Cost/Investment Cost</b>	<b>Fee</b>
1. P 100,000.00 and below	P 200.00
2. Over P 100,000 to 200,000.00	P 400.00
3. Over P 200,000.00	P 500.00+ 1/10 of 1% in excess of P 200,000.00

**B. APARTMENTS/TOWNHOUSES**

<b>Project Cost/Investment Cost</b>	<b>Fee</b>
1. P 500,000.00 and below	P 1,000.00
2. Over P 500,000 to 2 Million	P 1,500.00
3. Over Two Million	P 2,500.00+ 1/10 of 1% of cost in excess of P 2 Million regardless of the number of doors

**C. DORMITORIES**

<b>Project Cost/Investment Cost</b>	<b>Fee</b>
1. P 2 Million and below	P 2,500.00
2. Over 2 Million	P 2,500.00 + 1/10 of 1% of cost in excess of P 2 Million regardless of the number of doors

**D. INSTITUTIONAL**

<b>Project Cost/Investment Cost</b>	<b>Fee</b>
1. Below P 2 Million	P 2,000.00
2. Over P 2 Million	P 2,500.00 + 1/10 of 1% of cost in excess of P 2 Million

**E. COMMERCIAL, INDUSTRIAL AND AGRO-INDUSTRIAL PROJECT**

<b>Project Cost/Investment Cost</b>	<b>Fee</b>
1. Below P 100,000.00	P 1,000.00
2. Over P 100,000.00 – P 500, 000.00	P 1, 500.00
3. Over P 500, 000.00 – P 1 Million	P 2, 000.00

4. Over P 1 Million – P 2 Million	P 3, 000.00
5. Over P 2 Million	P 5,000.00 + 1/10 of 1% of cost in excess of P 2 Million

#### **F. SPECIAL USES/SPECIAL PROJECTS**

**(Gasoline Station, Cell Sites, Slaughter House, Treatment Plant, etc.)**

<b>Project Cost/Investment Cost</b>	<b>Fee</b>
Below P 2 Million	P 5,000.00
Over P 2 Million	P 5,000.00 + 1/10 of 1% of cost in excess of P 2 Million

**G. EXTENSION / EXPANSION/ ADDITIONAL STRUCTURES (Affected areas/cost only)**  
Same as original application.

**H. For any other type of projects/additional structures subject to or intended for repair, renovation, alteration, improvement other than extension/expansion/additional structures – Zoning fee shall be Fifty Percent (50%) of fees imposed computed at cost repair, renovation, alteration, improvement and the like.**

**I. Projects/structures having a total project cost/capital investment of not more than Fifty Thousand Pesos (P50, 000.00) shall be exempted from zoning fees but in no case be exempted from filing the required documents for zoning compliance certificate/locational clearance/zoning clearance.**

#### **PROCESS OF AVAILING THE SERVICE:**

<b>Steps Involved</b>	<b>Action of the City Zoning Administrator's Office</b>	<b>Transaction Time</b>	<b>Responsible Person/s</b>
1. Secure Checklist of Requirements and Application Form	Provides and briefs the client/s of the requirements and application form.	5 minutes	<b>ELBERT L. DUKA</b> Project Evaluation Assistant  <b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I

			<b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
2. Submit duly accomplished and notarized application form together with the necessary requirements.	Receives application with complete documents and advises client of the schedule of inspection and as when to proceed to CZAO for the release of Order of Payment or Notice of Deficiency	10 minutes	<b>ELBERT L. DUKA</b> Project Evaluation Assistant  <b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
	Conducts ocular site inspection		All Staff
	Prepares ocular/site inspection report.		<b>DANIEL P. JAZMIN IV</b> Zoning Inspector I  <b>ELBERT L. DUKA</b> Project Evaluation Assistant  <b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b>

			HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
	Reviews and evaluates documents <b>considering inspection result</b>  *If documents are in order after evaluation, prepare an order of payment.  *If after evaluation found that there are necessary corrections to be made or there is a deficiency in requirements, prepare a Notice of Deficiency.		<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I Zoning Administrator
3. Secure an Order of Payment, submit photocopy of OR and receive the Locational/ Zoning Clearance for Building.	Issues Order of Payment.	10 minutes	<b>ELBERT L. DUKA</b> Project Evaluation Assistant  <b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator

	Check's proof of payment.		
	Records in the logbook and release Locational/Zoning Clearance for Building.		<p><b>AILYN O. JALMASCO</b> Zoning Officer II</p> <p><b>MARIA VICTORIA P. PALMA</b> Zoning Officer III</p> <p><b>JAIME L. JALMASCO</b> CGADH I</p> <p><b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator</p>

## 11.2. AVAILMENT OF ZONING CLEARANCE FOR PERIMETER FENCE

### ABOUT THE SERVICE:

An owner/developer who intends to construct a fence or work on an existing fence is required to secure from the Office of the Zoning Administrator a Zoning Clearance for Perimeter Fence.

### CLIENT GROUPS:

Property owners/Developers

### REQUIREMENTS:

- 1 copy of Duly accomplished and notarized APPLICATION FORM
- 1 copy of Any of the following requirements relative to right over land:
  1. Photocopy of the Certificate of Title, if the property is registered in the name of the applicant (Certified by-Registry of Deeds Office)
  2. In the absence of any certificate of title or if property is untitled, submit:
    - 2.1. Certified true copy of the latest tax declaration
    - 2.2. Duly notarized **Pro-forma Affidavit** to the effect that:
      - 2.2.1. The applicant is the owner of the property subject of the application;
      - 2.2.2. The reason/s why the property is not yet titled;
      - 2.2.3. The property is free from liens and encumbrances;
      - 2.2.4. The property is tenanted/not tenanted.
    - 2.3. Certification from the Office of the Clerk of Court, Regional Trial Court (OCC-RTC) that the property has no pending registration case/decision re: claimant
  3. If the property is **not registered in the name of the applicant**, submit:
    - 3.1. Photocopy of the **owners certificate of title (Certified by-Registry of Deeds Office)** and any of the following :
      - 3.1.1. duly notarized **deed of sale** or **deed of donation**
      - 3.1.2. duly notarized **contract of lease/option to buy/contract to sell**

- 3.1.3. duly notarized **authorization** to construct within and to use subject parcel of land from registered owner/s
- 3.2. If without any certificate of title or if property is untitled, submit certified true copy of the latest **tax declaration, certification from OCC-RTC** (Pls. refer to I.2.2.3) and duly notarized
- 3.3. **pro-forma affidavit** of the landowner and any of the following:
  - 3.3.1. duly notarized **deed of sale** or **deed of donation**
  - 3.3.2. duly notarized **contract of lease/option to buy/contract to sell**
  - 3.3.3. duly notarized **authorization** to construct within and to use subject parcel of land from registered owner/s
- **VICINITY MAP** showing the existing land uses within the minimum of 100 meters
- **SITE DEVELOPMENT PLAN** showing the project site lot area boundaries and proposed layout of improvements therein.

## II. Additional Requirements

- 1 copy of **Bill of Materials and Cost of Equipment** Signed & Sealed by Civil Engr./Architect and Signed by Owner/Applicant.
- 1 copy of **Specifications** (Signed & Sealed by Civil Engr./Architect and Signed by Owner/Applicant).
- 1 copy of **Location Plan/Vicinity Map, Site Development Plan, Perspective (Sheet #1)** w/ Geodetic Engr. Certification of Non-Encroachment to adjacent/adjoining properties.
- 1 set of complete **Perimeter Fence Plans**
- For applications filed by **authorized representatives; Sworn Special Power of Attorney** for the representative to file/follow-up application, and to claim decision on the application.

**Note: No application shall be considered as filed or received unless all the requirements therein are complied with.**

### SERVICE SCHEDULES:

Monday to Friday,  
8:00 AM to 5:00 PM

### TOTAL PROCESSING TIME:

45 minutes (Queuing and travel time not included)

### TOTAL FEES/CHARGES:

Zoning fee shall be computed (Length x Height) at Ten Pesos Per Square Meter (P10.00/sq.m.)

### PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the City Zoning Administrator's Office	Transaction Time	Responsible Person/s
1. Secure Checklist of Requirements	Provides and briefs the client/s of the requirements and application form.	5 minutes	<b>ELBERT L. DUKA</b> Project Evaluation Assistant



and Application Form			<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
2. Submit duly accomplished and notarized application form together with the necessary requirements.	Receives application with complete documents and advises client of the schedule of inspection and as when to proceed to CZAO for the release of Order of Payment or Notice of Deficiency.	10 minutes	<b>ELBERT L. DUKA</b> Project Evaluation Assistant  <b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
	Conducts ocular site inspection.		All staff
	Prepares ocular/site inspection report.		<b>ELBERT L. DUKA</b> Project Evaluation Assistant

			<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
	Reviews and evaluates documents considering inspection result  *If documents are in order after evaluation, prepare an order of payment.  *If after evaluation found that there are necessary corrections to be made or there is a deficiency in requirements, prepare a Notice of Deficiency.		<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
3. Secure an Order of Payment, submit photocopy of OR and receive the Zoning Clearance for Perimeter Fence	Issues Order of Payment.         Check's proof of payment.   Records in the logbook and releases Zoning	10 minutes	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>EDA J. BON</b> HHRO II  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator   <b>AILYN O. JALMASCO</b> Zoning Officer II

	Clearance for Perimeter Fence.		<p><b>MARIA VICTORIA P. PALMA</b> Zoning Officer III</p> <p><b>JAIME L. JALMASCO</b> CGADH I</p> <p><b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator</p>
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### 11.3. AVAILMENT OF ZONING /LOCATIONAL CLEARANCE FOR BUSINESS (ZLCB)

#### ABOUT THE SERVICE:

Any person/entity applying for a **NEW** business and license permit, including those who are changing the (a) nature; (b) location of their business; and (c) as well as those whose ownership has been transferred to another person or entity shall secure a **Zoning/Locational Clearance** from the Zoning Administrator.

***\*For those who are renewing their business and license permit, kindly present your application and previous Mayor's Permit and Zoning/Locational Clearance for Business (ZLCB) to CZAO personnel for verification and record purposes.***

#### CLIENT GROUP:

business owners/operators

#### REQUIREMENTS:

##### I. BASIC REQUIREMENTS

- Duly Accomplished and Notarized Application Form
- Photocopy of DTI/SEC Business Name Registration
- Photocopy of Barangay Business Clearance/Certificate
- Vicinity/Sketch Map/Location Map
- Photocopy of Proof of Ownership to use the property as business location
  1. Transfer Certificate of Title (if owned)
  2. Photocopy of Contract of Lease (if renting)
  3. Other documents for the use of Property
- Duly Notarized Affidavit of Non Objection from nearby and affected residents and establishments (if necessary)
- Brgy. Council Resolution Interposing No Objection on the Business applied or Favorable Endorsement from the Brgy. Council (if necessary)
- Sangguniang Panlungsod Interposing No Objection on the Proposed Business (if necessary)
- Permit to Operate from Concerned Government Agency (if necessary)

## II. Additional Requirement/s:

For projects which require a more exhaustive evaluation such as pollutive and hazardous industries, etc.

### SERVICE SCHEDULE:

Monday to Friday

8:00 AM to 5:00 PM

### TOTAL PROCESSING TIME:

25 minutes (*Queuing and travel time not included*)

### TOTAL FEES/CHARGES:

Computed at the rate of Zero Point Five (0.5%) based on the capital investment/gross sales/receipts  
(as per Amended Sorsogon City Tax Code 2011)

### PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the City Zoning Administrator's Office	Transaction Time	Responsible Person/s
1. Secure Checklist of Requirements and Application Form	Briefs the client of the checklist of requirements and application form, and issue the same	5 minutes	<b>BRYAN J. JASARENO</b> Project Evaluation Officer I  <b>ROMEO G. ALTAREJOS</b> Administrative Assistant III (Computer Operator II)  <b>ELBERT J. DUKA</b> Project Evaluation Assistant  <b>DANIEL P. JAZMIN IV</b> Zoning Inspector I  <b>FAYE L. ATIVO</b> Admin. Aide IV (Clerk II)
2. Submit duly accomplished and notarized application form together with the necessary requirements.	Receives application with complete documents and advises client of the scheduled inspection and as when to proceed to CZAO for the release of Order of Payment or Notice of Deficiency.	10 minutes	<b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>AILYN O. JALMASCO</b> Zoning Officer II  <b>BRYAN J. JASARENO</b> Project Evaluation Officer I  <b>ROMEO G. ALTAREJOS</b> Administrative Assistant III (Computer Operator II)  <b>ELBERT J. DUKA</b> Project Evaluation Assistant

			<b>DANIEL P. JAZMIN IV</b> Zoning Inspector I  <b>FAYE L. ATIVO</b> Admin. Aide IV (Clerk II)
	Conducts ocular site inspection.		All staff
	Prepares ocular/site inspection report.		<b>DANIEL P. JAZMIN IV</b> Zoning Inspector I  <b>ELBERT J. DUKA</b> Project Evaluation Assistant <b>ROMEO G. ALTAREJOS</b> Administrative Assistant III (Computer Operator II)  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>MANUEL B. BARRAMEDA</b> Driver II
	Reviews and evaluates documents considering inspection result  *If documents are in order after evaluation, prepare an order of payment.  *If after evaluation found that there are necessary corrections to be made or there is a deficiency in requirements, prepare a Notice of Deficiency.		<b>DANIEL P. JAZMIN IV</b> Zoning Inspector I  <b>ELBERT J. DUKA</b> Project Evaluation Assistant  <b>BRYAN J. JASARENO</b> Project Evaluation Officer I  <b>ROMEO G. ALTAREJOS</b> Administrative Assistant III (Computer Operator II)  <b>FAYE L. ATIVO</b> Admin. Aide IV (Clerk II) <b>MA. VICTORIA P. PALMA</b> Zoning Officer III  <b>AILYN O. JALMASCO</b> Zoning Officer II  <b>JAIME L. JALMASCO</b> CGADH I

			<b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
3. Secure an Order of Payment, submit photocopy of OR and receive the Zoning /Locational Clearance for Business	Issues Order of Payment.          Check's proof of payment, records in the logbook, and releases Zoning/Locational Clearance for Business.	10 minutes	<b>DANIEL P. JAZMIN IV</b> Zoning Inspector I  <b>ELBERT J. DUKA</b> Project Evaluation Assistant  <b>BRYAN J. JASARENO</b> Project Evaluation Officer I  <b>ROMEO G. ALTAREJOS</b> Administrative Assistant III (Computer Operator II)  <b>MA. VICTORIA P. PALMA</b> Zoning Officer III  <b>BRYAN J. JASARENO</b> Project Evaluation Officer I  <b>ROMEO G. ALTAREJOS</b> Administrative Assistant III (Computer Operator II)  <b>FAYE L. ATIVO</b> Admin. Aide IV (Clerk II)

#### **11.4. AVAILMENT OF A CERTIFICATE OF SITE ZONING CLASSIFICATION (SZC)**

##### **ABOUT THE SERVICE:**

A Site Zoning Classification is requested by an individual to comply a certain requirement or for record and reference purposes.

##### **CLIENT GROUP:**

General Public

##### **REQUIREMENTS:**

- duly accomplished request form
- Vicinity Map drawn to an appropriate scale indicating clearly and specifically the exact location of the proposed site and existing landmarks within a radius of 500 meters and duly signed by a licensed Geodetic/Civil Engineer or architect.
- Lot plan drawn to standard scale and duly signed by a licensed Geodetic Engineer
- Certified photocopy of land title or any proof of ownership, or right over the property
- Certified photocopy of latest tax declaration

**SERVICE SCHEDULE:**

Monday to Friday  
8:00 AM to 5:00 PM

**TOTAL PROCESSING TIME:**

25 minutes (*Queuing and travel time not included*)

**TOTAL FEES/CHARGES:**

Below 5,000 square meters = P 100.00

Over 5, 000 square meters = 0.05/square meter

**PROCESS OF AVAILING THE SERVICE:**

Steps Involved	Action of the City Zoning Administrator's Office	Transaction Time	Responsible Person
1. Proceed to CZAO and ask for a list of requirements.	Interview client. Provide a list of requirements. Advise client to comeback when all requirements are complied.	5 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
2. Submit request letter together with complete documents.	Review and evaluate documents presented to determine sufficiency.  Once, completed, inform the client of the schedule of ocular inspection and when to secure the Order of Payment	10 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III

			<b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
	Conduct site inspection.		<b>MANUEL B. BARRAMEDA</b> Driver II  <b>DANIEL P. JAZMIN IV</b> Zoning Inspector I  <b>ELBERT J. DUKA</b> Project Evaluation Assistant  <b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
	Prepare inspection report.  Evaluate the location of property based on the approved Zoning Ordinance.  Compute required fees.		<b>DANIEL P. JAZMIN IV</b> Zoning Inspector I  <b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III





## 11.5. AVAILMENT OF OTHER ZONING REQUEST / CERTIFICATIONS

### ABOUT THE SERVICE:

Other Zoning Certifications are being issued by the Zoning Administrator to an individual upon request for record or reference purposes.

### CLIENT GROUP:

General Public

### REQUIREMENTS:

Duly accomplished request form

### SERVICE SCHEDULE:

Monday to Friday  
8:00 AM to 5:00 PM

### TOTAL PROCESSING TIME:

15 minutes

### TOTAL FEES/CHARGES:

Certification of Town Plan/Zoning Ordinance Approval to include	-	P 150.00 Others
• Availability to records/public request	-	P 200.00
• Certificate of No Records on File	-	P 200.00
• Certification with/without Subdivision Approval/Development Permit	-	P 200.00

### PROCESS OF AVAILING THE SERVICE:

Steps Involved	Action of the City Zoning Administrator	Transaction Time	Responsible Person
1. Proceed to CZAO	Interview client. Refer to the person in-charge of the data being requested.	5 mins.	<b>ELBERT J. DUKA</b> Project Evaluation Assistant  <b>FAYE E. LOTINO</b> Admin. Aide IV (Clerk II)  <b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III
2. Secure an Order of Payment and present OR	Prepare and Issue Order of Payment.	5 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer II

			<b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
3. Receive certification	Issue Certification	5 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III

### **11.6. AVAILMENT OF SUBDIVISION APPROVAL (SA) AMONG HEIRS AND/OR CO-OWNERS**

#### **ABOUT THE SERVICE:**

A registered owner/developer who wishes to subdivide a parcel of land for purposes of **sale or to divide among heirs and/or co-owners** is required to secure an approval for Subdivision.

#### **CLIENT GROUP:**

Registered owner/developer

#### **REQUIREMENTS:**

- Duly notarized application Form
- Four (4) sets for the following documents duly sealed and signed by a licensed geodetic engineer.
  1. Subdivision plan (schematic plan) at a scale ranging from 1:200 to 1:2000 showing the proposed layout
  2. Vicinity Map indicating the adjoining land uses, access as well as existing facilities at least within 500 meters from the property boundaries of the project, drawn to any convenient scale
  3. Survey Plan of Lot(s) described on land title(s)
- Two (2) Certified True Copies of Title(s) or other proof of ownership, tax declaration and current real estate tax receipt.
- Authorization if the applicant is not the real owner of the lot subject for Subdivision.

**Note: No application shall be considered as filed or received unless all the requirements therein are complied with.**

#### **SERVICE SCHEDULE:**

Monday to Friday  
8:00 AM to 5:00 PM

**TOTAL PROCESSING TIME:**

Within 20 working days

**TOTAL FEES/CHARGES:**

Projects Under BP 220

<b>Approval of Subdivision Plan</b>		<b>Regulatory Fee</b>
1. Preliminary Approval and Locational Clearance		
<b>Processing Fee</b>		
a. Socialized Housing		Php 75.00/ha.
b. Economic Housing		Php 150.00/ha.
<b>Inspection Fee</b>		
a. Socialized Housing		Php 200.00/ha.
b. Economic Housing		Php 500.00/ha.
2. Final Approval and Development Permit		
<b>Processing Fee</b>		
a. Socialized Housing		Php 500.00/ha.
b. Economic Housing		Php 1,000.00/ha.
<b>Inspection Fee</b> (Projects already inspected for PALC may not be charged inspection fee)		
a. Socialized Housing		Php 200.00/ha.
b. Economic Housing		Php 500.00/ha.

**PROCESS OF AVAILING THE SERVICE:**

<b>Steps Involved</b>	<b>Action of the Zoning Administrator's Office</b>	<b>Transaction Time</b>	<b>Responsible Person</b>
1. Proceed to CZAO and ask for a checklist of requirements and application form	Briefs the client on the process, and the requirements needed.	5 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator

2. File application along with the complete requirements	<p>Receives complete documents.</p> <p>Compute's inspection fee and issues Order of Payment.</p>	10 mins.	<p><b>AILYN O. JALMASCO</b> Zoning Officer II</p> <p><b>MARIA VICTORIA P. PALMA</b> Zoning Officer III</p> <p><b>EDA J. BON</b> HHRO II</p> <p><b>ROBERTO J. FIECAS</b> HHRO III</p> <p><b>JAIME L. JALMASCO</b> CGADH I</p> <p><b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator</p>
3. Pay the required inspection fees at CTO and submit proof of payment at CZAO.	<p>Records proof of payment.</p> <p>Informs client of the schedule for inspection.</p>	5 mins.	<p><b>AILYN O. JALMASCO</b> Zoning Officer II</p> <p><b>MARIA VICTORIA P. PALMA</b> Zoning Officer III</p> <p><b>EDA J. BON</b> HHRO II</p> <p><b>ROBERTO J. FIECAS</b> HHRO III</p> <p><b>JAIME L. JALMASCO</b> CGADH I</p> <p><b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator</p>
4. Accompany the CZAO team during inspection	Conducts inspection	20 mins.	<p><b>MANUEL B. BARRAMEDA</b> Driver II</p> <p><b>ELBERT J. DUKA</b> Project Evaluation Assistant</p> <p><b>DANIEL P. JAZMIN IV</b> Zoning Inspector I</p> <p><b>AILYN O. JALMASCO</b> Zoning Officer II</p>

			<p><b>MARIA VICTORIA P. PALMA</b> Zoning Officer III</p> <p><b>EDA J. BON</b> HHRO II</p> <p><b>ROBERTO J. FIECAS</b> HHRO III</p> <p><b>JAIME L. JALMASCO</b> CGADH I</p> <p><b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator</p>
	Prepares inspection report and reviews/evaluates as to its compliance with the IRRs of BP 220, Zoning Ordinance & other Subdivision Laws and Regulations		<p><b>DANIEL P. JAZMIN IV</b> Zoning Inspector I</p> <p><b>AILYN O. JALMASCO</b> Zoning Officer II</p> <p><b>MARIA VICTORIA P. PALMA</b> Zoning Officer III</p> <p><b>EDA J. BON</b> HHRO II</p> <p><b>ROBERTO J. FIECAS</b> HHRO III</p> <p><b>JAIME L. JALMASCO</b> CGADH I</p> <p><b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator</p>
	*If conform, prepare an Order of Payment for Processing Fee. Then proceed to Step No. 5.		<p><b>AILYN O. JALMASCO</b> Zoning Officer II</p> <p><b>MARIA VICTORIA P. PALMA</b> Zoning Officer III</p> <p><b>EDA J. BON</b> HHRO II</p> <p><b>ROBERTO J. FIECAS</b></p>

			HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
	*If didn't conform, reflect the necessary corrections on the plan and if needed, notify the applicant as to its deficiency.		<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P.  PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
5. Obtain Order of Payment for Processing Fee. Pay the required fees at CTO and submit proof of payment to CZAO	Issues Order of Payment  Checks Proof of Payment.	5 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P.  PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
	Reviews documents and make necessary endorsement of		<b>AILYN O. JALMASCO</b> Zoning Officer II

	technical evaluation to the Sangguniang Panlungsod for confirmation through a resolution/ordinance.		<b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
	*If SP issues an approval, prepare Subdivision Approval (SA). Transmit documents to SP, Chairman of Committee on Land Use and to the Local Chief Executive for their approval/signature.		<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
6. Receive Subdivision Approval Among Heirs or Co-owners	Issues Subdivision Approval	5 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II

### 11.7. AVAILMENT OF SUBDIVISION APPROVAL FOR RESIDENTIAL SUBDIVISION

#### ABOUT THE SERVICE:

Every registered owner or developer of a parcel of land who wishes to convert the same into a residential subdivision project shall apply to the City Mayor thru the Office of the City Zoning Administrator for the approval of its development plan.

#### CLIENT GROUP:

Registered owner/developer



## REQUIREMENTS:

**(Refer to Revised IRR of PD 957 and BP 220)**

### **A. For Optional Application for Preliminary Subdivision Development Plan**

- Five (5) sets of site development plan (schematic plan) at a scale ranging from 1:200 to 1:2000 showing the proposed layout of streets, lots, parks and playgrounds and other features in relation to existing conditions in the area **prepared, signed and sealed by any licensed and registered architect, environmental planner, civil engineer, or geodetic engineer.**
- Five (5) sets of the following documents duly signed by a licensed geodetic engineer:
  1. Vicinity Map indicating the adjoining land uses, access as well as existing facilities at least within 500 meters from the property boundaries of the project, drawn to any convenient scale.
  2. Topographic Plan to include existing conditions as follows:
    - 2.1. Boundary lines; bearings and distances tie point or reference point, geographic coordinates of the tie point or Bureau of Lands Locational Monument (BLLM);
    - 2.2. Streets, easements, width and elevation of right-of-way within the project and adjacent subdivision/areas.
    - 2.3. 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 any. If water mains and sewers are not within/adjacent to the subdivision, indicate the direction and distance to and size of nearest one, showing invert elevations of sewers, if applicable;
    - 2.4. 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 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.
    - 2.5. Water courses, marshes, rocks and wooded areas, presence of all preservable trees in caliper diameter of 200 millimeters, houses , barns, shacks and other significant features.
    - 2.6. Proposed public improvements, highways or other major improvements planned by public authorities for future construction within/adjacent to the subdivision.
- Two (2) Copies of Certified True Copy of Title(s), or other proof of ownership, intent to sell and authority to develop duly notarized, certified true copy of tax declaration, and current real estate tax receipt.

- Right to use or deed of absolute sale of right of way for access roads and other utilities when applicable, subject to compensation for private land.
- Compliance to requirements of Section 18 of Republic Act 7279.
- Survey Plan of Lot(s) described on land title(s), duly signed and sealed by a licensed geodetic engineer.

#### **B. For Application for Subdivision Development Permit**

- All requirements for application for preliminary subdivision development plan
- Five (5) sets of Subdivision Development Plan **prepared, signed and sealed by any licensed and registered architect, environmental planner, civil engineer, or geodetic engineer**, consisting of the site development plan at any of the following scales: 1:200; 1:1,000; or any scale not exceeding 1:2000 showing all proposals including the following:
  1. Roads, easements or right-of-way and roadway width, alignment, gradient, and similar data for alleys, if any.
  2. Lot numbers, lines and areas and block numbers
  3. Site data such as number of residential and saleable lots, typical lot size, parks and playgrounds and open spaces.
- Five (5) sets of the following Civil and Sanitary Works Design duly signed and sealed by a licensed civil engineer:
  1. road (geometric and structural) design/plan
    - 1.1. Profile derived from existing topographic map, showing the vertical control, designed grade, curve elements and all information needed for construction,
    - 1.2. Typical Roadway sections showing relative dimensions of pavement , sub base and base preparation, curbs and gutters, sidewalks, shoulders benching and others.
    - 1.3. Details of roadway and miscellaneous structures such as curb and gutter (barrier, mountable and drop), slope protection wall, rip rapping, and retaining wall.
  2. storm drainage and sanitary sewer system
    - 2.1. Profile showing the hydraulic gradients and properties of sanitary storm drainage lines including structures in relation with the road grade line.
    - 2.2. 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 channel linings.

3. Site grading plan with the finished contour lines superimposed on the existing ground the limits of earthwork embankment slopes, cut slopes, surface drainage, drainage outfalls and others
- Five (5) sets of water system layout and details duly signed and sealed by a licensed sanitary engineer or civil engineer. Should a pump motor have a horsepower (HP) rating of 50 HP or more, its pump rating and specifications shall be signed and sealed by a professional mechanical engineer.
  - Certified true copy of Tax Declaration covering the property (ies) subject of the application for the year immediately preceding.
  - At least 5 copies of project description for projects having an area of 1 hectare and above to include the following:
    1. 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 program;
    2. Audited financial statement for the last preceding years;
    3. Income tax return for the last 3 preceding years;
    4. Certificate of Registration from Securities and Exchange Commission (SEC);
    5. Articles of Incorporation or Partnership;
    6. Corporation by-laws and all implementing amendments; and
    7. For new corporations (3 years and below) statement of capitalization and sources of income and cash flow to support work program.
  - Plans, specifications, bills of materials and cost estimates duly signed and sealed by the appropriate licensed professionals.
  - Clearance/Permit/Certification from Other Agencies applicable to Project
    1. ECC/CNC
    2. Conversion Order (DAR)
    3. PNR
    4. TRANSCO
    5. Permit to Drill from NWRB
    6. SCWD
    7. SORECO II
  - Traffic Impact assessment for projects 30 hectares and above
  - List of names of duly licensed professionals who signed the plans and other similar documents in connection with application filed.

**Note: No application shall be considered as filed or received unless all the requirements therein are complied with.**

#### **SERVICE SCHEDULE:**

Monday to Friday  
8:00 AM to 5:00 PM

**TOTAL PROCESSING TIME:**

- within 20 working days
- Site Inspection - average of one day (dependent on the distance)

**TOTAL FEES/CHARGES:****A. Projects under PD 957**

<b>Approval of Subdivision Plan</b>	<b>Regulatory Fee</b>
1. Preliminary Approval and Locational Clearance (PALC)/Preliminary Subdivision Development Plan (PSDP)	Php 250.00/ha. or a fraction thereof
1.1 Inspection Fee	Php 1,000.00/ha. regardless of density
2. Final Approval and Development Permit	Php 2,000.00/ha. regardless of density
2.1 Additional Fee on Floor Area of houses and building sold with lot	Php 2.00/square meter
2.2. Inspection Fee (not applicable for projects already inspected for PALC application)	Php 1,000.00/ha regardless of density

**B. Projects under BP 220**

<b>Approval of Subdivision Plan</b>	<b>Regulatory Fee</b>
1. Preliminary Approval and Locational Clearance	
<b>Processing Fee</b>	
a. Socialized Housing	Php 75.00/ha.
b. Economic Housing	Php 150.00/ha.
<b>Inspection Fee</b>	
a. Socialized Housing	Php 200.00/ha.
b. Economic Housing	Php 500.00/ha.
2. Final Approval and Development Permit	
<b>Processing Fee</b>	
a. Socialized Housing	Php 500.00/ha.
b. Economic Housing	Php 1,000.00/ha.
<b>Inspection Fee</b> (Projects already inspected for PALC may not be charged inspection fee)	
a. Socialized Housing	Php 200.00/ha.
b. Economic Housing	Php 500.00/ha.

**PROCESS OF AVAILING THE SERVICE:**

<b>Steps Involved</b>	<b>Action of the Zoning Administrator'</b>	<b>Transaction Time</b>	<b>Responsible Person</b>
1. Proceed to CZAO and ask for a checklist of requirements and application form	Briefs the client on the process, and the requirements needed.	5 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III

			<b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
2. File application along with the complete requirements	Receives complete documents.  Compute's inspection fee and issues Order of Payment.	10 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
3. Pay the required inspection fees at CTO and submit proof of payment at CZAO.	Records proof of payment.  Informs client of the schedule for inspection.	5 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator

4. Accompany the CZAO team during inspection	Conducts inspection	20 mins.	<p><b>DANIEL P. JAZMIN IV</b> Zoning Inspector I</p> <p><b>ELBERT L. DUKA</b> Project Evaluation Assistant</p> <p><b>AILYN O. JALMASCO</b> Zoning Officer II</p> <p><b>MARIA VICTORIA P. PALMA</b> Zoning Officer III</p> <p><b>EDA J. BON</b> HHRO II</p> <p><b>ROBERTO J. FIECAS</b> HHRO III</p> <p><b>JAIME L. JALMASCO</b> CGADH I</p> <p><b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator</p>
	Prepares inspection report and reviews/evaluates as to its compliance with the IRRs of BP 220, Zoning Ordinance & other Subdivision Laws and Regulations		<p><b>DANIEL P. JAZMIN IV</b> Zoning Inspector I</p> <p><b>AILYN O. JALMASCO</b> Zoning Officer II</p> <p><b>MARIA VICTORIA P. PALMA</b> Zoning Officer III</p> <p><b>EDA J. BON</b> HHRO II</p> <p><b>ROBERTO J. FIECAS</b> HHRO III</p> <p><b>JAIME L. JALMASCO</b> CGADH I</p> <p><b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator</p>

	*If conform, prepare an Order of Payment for Processing Fee. Then proceed to Step No. 5.		<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
	*If didn't conform, reflect the necessary corrections on the plan and if needed, notify the applicant as to its deficiency.		<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
5. Obtain Order of Payment for Processing Fee. Pay the required fees at CTO and submit proof of payment to CZAO	Issues Order of Payment  Checks Proof of Payment.	5 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II

			<b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
	Reviews documents and make necessary endorsement of technical evaluation to the Sangguniang Panlungsod for confirmation through a resolution/ordinance.		<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
	*If SP issues an approval, prepare Subdivision Approval (SA). Transmit documents to SP, Chairman of Committee on Land Use and to the Local Chief Executive for their approval/signature.		<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
6. Receive PALC/DP for Residential Subdivision	Issues Preliminary Approval and Locational Clearance or Final Approval and Development Permit	5 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III



			<b>EDA J. BON</b> HHRO II
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## **11.8. AVAILMENT OF SUBDIVISION APPROVAL FOR COMMERCIAL AND INDUSTRIAL SUBDIVISION**

### **ABOUT THE SERVICE:**

**COMMERCIAL SUBDIVISION PROJECT:** A registered owner or developer who wishes his parcel of land to be partitioned primarily into individual lots for commercial use with or without improvement thereon and offered to the public for sale in cash or in installment terms is required to secure for approval of subdivision development plan.

**INDUSTRIAL SUBDIVISION:** A registered owner or developer who wishes his tract of land to be partitioned into plots, for sale or lease to establishments engaged primarily in industrial production or services, shall need to secure for an approval of its subdivision plan.

### **CLIENT GROUP:**

Registered owner/developer

### **REQUIREMENTS:**

**(Refer to HLURB guidelines)**

#### **A. For Approval of Preliminary Development Plan**

- Five (5) sets of site development plan (schematic plan) at a scale ranging from 1:200 to 1:2000 showing the proposed layout of streets, lots, parks and playgrounds and other features in relation to existing conditions in the area **prepared, signed and sealed by any licensed and registered architect, environmental planner, civil engineer, or geodetic engineer.**
- Five (5) sets of the following documents duly signed by a licensed geodetic engineer:
  1. Vicinity Map indicating the adjoining land uses, access as well as existing facilities at least within 500 meters from the property boundaries of the project, drawn to any convenient scale.
  2. Topographic Plan to include existing conditions as follows:
    - 1.1. Boundary lines; bearings and distances tie point or reference point, geographic coordinates of the tie point or Bureau of Lands Locational Monument (BLLM)
    - 1.2. Streets, easements, width and elevation of right-of-way within the project and adjacent subdivision/areas.
    - 1.3. 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 subdivision, indicate the direction and distance to and size of nearest one, showing invert elevations of sewers, if applicable;

- 1.4. Ground elevation of the subdivision for ground that slopes less than 2%. Spot elevations at all breaks in grade, along all drainage channels and 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 plan and construction drawings.
  - 1.5. Water courses, marshes, rocks and wooded areas, presence of all preservable trees in caliper diameter of 200 millimeters, houses , barns, shacks and other significant features.
  - 1.6. Proposed public improvements, highways or other major improvements planned by public authorities for future construction within/adjacent to the subdivision.
- Two (2) Copies of Certified True Copy of Title(s), or other proof of ownership, intent to sell and authority to develop duly notarized, certified true copy of tax declaration, and current real estate tax receipt.
  - Right to use or deed of absolute sale of right of way for access roads and other utilities when applicable, subject to compensation for private land.
  - Survey Plan of Lot(s) described on land title(s), duly signed and sealed by a licensed geodetic engineer.

#### **B. For Application for Approval of Final Development Plan**

- All requirements for application for preliminary subdivision development plan
- Five (5) sets of Subdivision Development Plan **prepared, signed and sealed by any licensed and registered architect, environmental planner, civil engineer, or geodetic engineer**, consisting of the site development plan at any of the following scales:1:200; 1:1,000; or any scale not exceeding 1:2000 showing all proposals including the following:
  1. Roads, easements or right-of-way and roadway width, alignment, gradient, and similar data for alleys, if any.
  2. Lot numbers, lines and areas and block numbers
  3. Site data such as number of residential and saleable lots, typical lot size, parks and playgrounds and open spaces.
- Five (5) sets of the following Civil and Sanitary Works Design duly signed and sealed by a licensed civil engineer:
  1. road (geometric and structural) design/plan

- 1.1. Profile derived from existing topographic map, showing the vertical control, designed grade, curve elements and all information needed for construction,
  - 1.2. Typical Roadway sections showing relative dimensions of pavement , sub base and base preparation, curbs and gutters, sidewalks, shoulders benching and others.
  - 1.3. Details of miscellaneous structures such as curb and gutter (barrier, mountable and drop, slope protection wall, rip rapping, and retaining wall,
2. storm drainage and sanitary sewer system
    - 2.1. Profile showing the hydraulic gradients and properties of sanitary storm drainage lines including structures in relation with the road grade line.
    - 2.2. 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 channel linings.
3. site grading plan with the finished contour lines superimposed on the existing ground the limits of earthwork embankment slopes, cut slopes, surface drainage, drainage outfalls and others
- Five (5) sets of water system layout and details duly signed and sealed by a licensed sanitary engineer civil engineer. Should a pump motor have a horsepower (HP) rating of 50 HP or more, its pump rating and specifications shall be signed and sealed by a professional mechanical engineer.
  - At least 5 copies of project description for projects to include the following:
    1. 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 program
    2. Audited financial statement for the last preceding years;
    3. Income tax return for the last 3 preceding years;
    4. Certificate of Registration from Securities and Exchange Commission (SEC);
    5. Articles of Incorporation or Partnership;
    6. Corporation by-laws and all implementing amendments; and
    7. For new corporations (3 years and below) statement of capitalization and sources of income and cash flow to support work program.
  - Plans, specifications, bills of materials and cost estimates duly signed and sealed by the appropriate licensed professionals.
  - Clearance/Permit/Certification from Other Agencies applicable to Project
    1. ECC/CNC
    2. Conversion Order (DAR)
    3. PNR

4. TRANSCO
5. Permit to Drill from NWRB
6. SCWD
7. SORECO II

- List of names of duly licensed professionals who signed the plans and other similar documents in connection with application filed.
- Joint affidavit of owner/developer and licensed environmental planner that the industrial estate/subdivision conforms to the standards and requirements set by HLURB and Comprehensive Zoning Ordinance and that development thereof shall be made in accordance with the program submitted to this office

**Note: No application shall be considered as filed or received unless all the requirements therein are complied with.**

**SERVICE SCHEDULE:**

Monday to Friday  
8:00 AM to 5:00 PM

**TOTAL PROCESSING TIME:**

- within 20 working days
- Site Inspection - average of one day (dependent on the distance)

**TOTAL FEES/CHARGES:**

Approval of Industrial/Commercial Subdivision	Regulatory Fee
1. Preliminary Approval and Locational Clearance (PALC)	Php 300.00/ha.
1.1 Inspection Fee	Php 1,000.00/ha. regardless of location
2. Final Approval and Development Permit	Php 5,000.00/ha. regardless of locations
2.1 Inspection Fee (not applicable for projects already inspected for PALC application)	Php 5,000.00/ha. regardless of locations

**PROCESS OF AVAILING THE SERVICE:**

Steps Involved	Action of the Zoning Administrator	Transaction Time	Responsible Person
1. Proceed to CZAO and ask for a checklist of requirements and application form	Briefs the client on the process, and the requirements needed.	5 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b>

			HHRO III  <b>JAIME L. JALMASCO</b> CGADH I
2. File application along with the complete requirements	Receives complete documents.  Compute's inspection fee and issues Order of Payment.	10 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
3. Pay the required inspection fees at CTO and submit proof of payment at CZAO.	Records proof of payment.  Informs client of the schedule for inspection	5 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
4. Accompany the CZAO team during inspection	Conducts inspection	20 mins.	<b>ELBERT J. DUKA</b> Project Evaluation Assistant  <b>DANIEL P. JAZMIN IV</b> Zoning Inspector I  <b>AILYN O. JALMASCO</b> Zoning Officer II

			<p><b>MARIA VICTORIA P. PALMA</b> Zoning Officer III</p> <p><b>EDA J. BON</b> HHRO II</p> <p><b>ROBERTO J. FIECAS</b> HHRO III</p> <p><b>JAIME L. JALMASCO</b> CGADH I</p> <p><b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator</p>
	Prepares inspection report and review/evaluate as to its compliance with the IRRs of BP 220, Zoning Ordinance & other Subdivision Laws and Regulations		<p><b>DANIEL P. JAZMIN IV</b> Zoning Inspector I</p> <p><b>AILYN O. JALMASCO</b> Zoning Officer II</p> <p><b>MARIA VICTORIA P. PALMA</b> Zoning Officer III</p> <p><b>EDA J. BON</b> HHRO II</p> <p><b>ROBERTO J. FIECAS</b> HHRO III</p> <p><b>JAIME L. JALMASCO</b> CGADH I</p> <p><b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator</p>
	*If conform, prepare an Order of Payment for Processing Fee. Then proceed to Step No. 5.		<p><b>AILYN O. JALMASCO</b> Zoning Officer II</p> <p><b>MARIA VICTORIA P. PALMA</b> Zoning Officer III</p> <p><b>EDA J. BON</b> HHRO II</p>

			<b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
	*If didn't conform, reflect the necessary corrections on the plan and if needed, notify the applicant as to its deficiency.		<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
5. Obtain Order of Payment for Processing Fee. Pay the required fees at CTO and submit proof of payment to CZA0	Issues Order of Payment  Checks Proof of Payment.	5 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
	Reviews documents and make necessary		<b>AILYN O. JALMASCO</b>

	endorsement of technical evaluation to the Sangguniang Panlungsod for confirmation through a resolution/ordinance.		<p>Zoning Officer II</p> <p><b>MARIA VICTORIA P. PALMA</b> Zoning Officer III</p> <p><b>EDA J. BON</b> HHRO II</p> <p><b>ROBERTO J. FIECAS</b> HHRO III</p> <p><b>JAIME L. JALMASCO</b> CGADH I</p> <p><b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator</p>
	*If SP issues an approval, prepare Subdivision Approval (SA). Transmit documents to SP, Chairman of Committee on Land Use and to the Local Chief Executive for their approval/signature.		<p><b>AILYN O. JALMASCO</b> Zoning Officer II</p> <p><b>MARIA VICTORIA P. PALMA</b> Zoning Officer III</p> <p><b>EDA J. BON</b> HHRO II</p> <p><b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator</p>
6. Receive PALC/Final Approval of Commercial/Industrial Subdivision.	Issues Preliminary Approval and Locational Clearance or Final Approval and Development Permit	5 mins.	<p><b>AILYN O. JALMASCO</b> Zoning Officer II</p> <p><b>MARIA VICTORIA P. PALMA</b> Zoning Officer III</p> <p><b>EDA J. BON</b> HHRO II</p>



## 11.9. AVAILMENT OF SUBDIVISION APPROVAL FOR FARMLOT SUBDIVISION

### ABOUT THE SERVICE:

Every registered owner or developer of a parcel of land who wishes to convert the same into a farmlot subdivision project or a subdivision project primarily intended for agricultural production shall apply to the City Mayor thru the Office of the City Zoning Administrator for the approval of its development plan.

### CLIENT GROUP:

Registered owner/developer

### REQUIREMENTS:

**(Refer to HLURB Guidelines)**

#### A. Preliminary Approval of Farmlot Subdivision Plan

- Five (5) sets of site development plan (schematic plan) at a scale ranging from 1:200 to 1:4000 showing the proposed layout of streets, lots, parks and playgrounds and other features in relation to existing conditions in the area **prepared, signed and sealed by any licensed and registered architect, environmental planner, civil engineer, or geodetic engineer.**
- Five (5) sets of Vicinity Map in the scale 1:10,000 showing the relationship of the site to existing land uses, community facilities, or development which may directly or indirectly influence it; main traffic arteries; land marks and other relevant features of the community where the project is located, duly signed by a licensed geodetic engineer.
- Two (2) Copies of Certified True Copy of Title(s), or other proof of ownership, intent to sell and authority to develop duly notarized, certified true copy of tax declaration, and current real estate tax receipt.
- Right to use or deed of absolute sale of right of way for access roads and other utilities when applicable, subject to compensation for private land.
- Survey Plan of Lot(s) described on land title(s), duly signed and sealed by a licensed geodetic engineer.

#### B. For Application for Approval of Final Farmlot Subdivision Development Permit

- All requirements for application for preliminary subdivision development plan
- Five (5) sets of Subdivision Development Plan **prepared, signed and sealed by any licensed and registered architect, environmental planner, civil engineer, or geodetic engineer**, consisting of the site development plan at any of the following scales: 1:200; 1:4,000; indicating the following:
  1. Street layout, right-of-way, alignments, similar data for alleys, if any.
  2. Other right-of-way or easements: alignments, width and purpose.
  3. Location of utilities: Drainage System, possible sources of water supply and possible sources of power, power distribution system if local power utility is available.
  4. Lot lines, lot numbers, lot areas, block numbers.

5. Size data: Number of farmlots, schedule of dimensions and areas according to use classifications, e.g. roads, parks, playgrounds, common areas, water sources, saleable lots, etc.
- Five sets of Topographic Plan, signed and sealed by a licensed geodetic engineer, to include existing conditions as follows:
    1. Boundary lines; bearings and distances
    2. Easements: Locations, width, elevations, alignments, purposes.
    3. Streets adjacent to the subdivision: Access, name, width, elevations, paving-surface material; any legally established center line elevations; walks, curbs, gutters, culverts, etc.
    4. Utilities adjacent to the farmlot subdivision: Utility lines, roads/highways, railroad tracks, towers, etc. If utilities are not adjacent to the subdivision, indicate the direction and distance to, and the invert elevation of nearest one.
    5. Ground elevations: Spot elevation at all breaks in grade, along drainage channels and at selected points (not more than 20.00 meters apart) including contour lines at intervals sufficient for planning and detailed engineering designs shall be indicated.
    6. Other conditions on the land: Water courses, marshes, rock outcrop, wooded areas, isolated preservable trees, houses, and other significant features.
  - Civil and sanitary work designs
    1. Five (5) copies of road design/plan and details of miscellaneous structures such as various types of manholes, catch basins, inlets, culverts and channel linings signed and sealed by a licensed civil engineer
    2. Five (5) copies of sanitary and storm drainage lines duly signed and sealed by licensed sanitary engineer;
  - Five (5) copies of site grading plans duly signed and sealed by licensed civil engineer
  - Five (5) copies of water system layout
  - Five (5) copies of electrical distribution plan duly signed and sealed by professional electrical engineer
  - Survey Plan of the lot(s) as described in TCT(s)
  - At least 2 copies of certified true copy of title(s), or other proof of ownership, intent to sell and authority to develop duly notarized, certified true copy of tax declaration, and current real estate tax receipts
  - Right to use or deed of absolute sale of right of way for access roads and other utilities when applicable, subject to compensation for private land.
  - Clearance/Permit/Certification from Other Agencies applicable to Project
    1. PNR
    2. TRANSCO
    3. Permit to Drill from NWRB
    4. SCWD
    5. SORECO II
  - Project study
  - Plans specifications, bill of materials and cost estimate duly signed and sealed by the appropriate licensed professionals

- List of names of duly licensed professionals who signed the plans and other similar documents in connection with application filed.

**Note: No application shall be considered as filed or received unless all the requirements therein are complied with.**

**SERVICE SCHEDULE:**

Monday to Friday  
8:00 AM to 5:00 PM

**TOTAL PROCESSING TIME:**

- 20 Working days
- Site Inspection - average of one day (dependent on the distance)

**TOTAL FEES/CHARGES:**

<b>Approval of Farmlot Subdivision</b>	<b>Regulatory Fee</b>
1. Preliminary Approval and Locational Clearance (PALC)	Php 200.00/ha.
Inspection Fee	Php 500.00/ha.
2. Final Approval and Development Permit	Php 1,000.00/ha.
Inspection Fee (Projects already inspected for PALC application may not be charged inspection fee)	Php 500.00/ha

**PROCESS OF AVAILING THE SERVICE:**

<b>Steps Involved</b>	<b>Action of the City Zoning Administrator's Office</b>	<b>Transaction Time</b>	<b>Responsible Person</b>
1. Proceed to CZA and ask for a checklist of requirements and application form	Briefs the client on the process, and the requirements needed.	5 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I
2. File application along with the complete requirements	Receives complete documents.  Compute's inspection fee and issues Order of Payment.	10 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III

			<p><b>EDA J. BON</b> HHRO II</p> <p><b>ROBERTO J. FIECAS</b> HHRO III</p> <p><b>JAIME L. JALMASCO</b> CGADH I</p> <p><b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator</p>
3. Pay the required inspection fees at CTO and submit proof of payment at CZAO.	<p>Records proof of payment.</p> <p>Informs client of the schedule for inspection.</p>	5 mins.	<p><b>AILYN O. JALMASCO</b> Zoning Officer II</p> <p><b>MARIA VICTORIA P. PALMA</b> Zoning Officer III</p> <p><b>EDA J. BON</b> HHRO II</p> <p><b>ROBERTO J. FIECAS</b> HHRO III</p> <p><b>JAIME L. JALMASCO</b> CGADH I</p> <p><b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator</p>
4. Accompany the CZAO team during inspection	Conducts inspection	20 mins.	<p><b>ELBERT J. DUKA</b> Project Evaluation Assistant</p> <p><b>DANIEL P. JAZMIN IV</b> Zoning Inspector I</p> <p><b>AILYN O. JALMASCO</b> Zoning Officer II</p> <p><b>MARIA VICTORIA P. PALMA</b> Zoning Officer III</p> <p><b>EDA J. BON</b> HHRO II</p>

			<b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
	Prepares inspection report and reviews/evaluates as to its compliance with the IRRs of BP 220, Zoning Ordinance & other Subdivision Laws and Regulations		<b>DANIEL P. JAZMIN IV</b> Zoning Inspector I  <b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
	*If conform, prepare an Order of Payment for Processing Fee. Then proceed to Step No. 5.		<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I

			<b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
	*If didn't conform, reflect the necessary corrections on the plan and if needed, notify the applicant as to its deficiency.		<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
5. Obtain Order of Payment for Processing Fee. Pay the required fees at CTO and submit proof of payment to CZAO	Issues Order of Payment  Checks Proof of Payment.	5 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
	Reviews documents and make necessary endorsement of technical evaluation to the Sangguniang		<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III

	Panlungsod for confirmation through a resolution/ordinance.		<b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
	*If SP issues an approval, prepare Subdivision Approval (SA). Transmit documents to SP, Chairman of Committee on Land Use and to the Local Chief Executive for their approval/signature.		<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
6. Receive PALC/Final Approval and DP for Farmlot Subdivision	Issues Preliminary Approval and Locational Clearance or Final Approval and Development Permit	5 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II

#### **11.10. AVAILMENT OF SUBDIVISION APPROVAL FOR MEMORAIL PARK/CEMETERY PROJECT / COLUMBARIUM**

##### **ABOUT THE SERVICE:**

Every registered owner/developer of a parcel of land who wishes to convert the same into a memorial park/cemetery/columbarium shall apply with the City Mayor thru the Office of the City Zoning Administrator for the approval of the memorial park/cemetery/columbarium plan.

##### **CLIENT GROUP:**

Registered owner/ developer

## **REQUIREMENTS:**

### ***(Refer to HLURB Rules and Regulations for Memorial Parks/Cemeteries)***

#### **A. For Approval of the Preliminary Development Plan**

- Initial/operational clearance from the Department of Health to establish a memorial park/cemetery/columbarium as required by PD 856
- Five (5) sets of site development plan (schematic plan) at a scale ranging from 1:200 to 1:2000 duly signed and sealed by a licensed environmental planner, should be accessible to Persons with Disabilities (PWDs) in accordance with BP 344 otherwise known as the Accessibility Law and the Magna Carta for disabled persons (RA7277) reflecting therein the layout of streets, pathways, plots, parking areas, support facilities, signages, and other features in relation to existing site condition.
- Five (5) sets of the following documents duly signed by a licensed geodetic engineer:
  1. Vicinity Map/location map at a scale of 1:10,000. with a radius of 500 meters from the project site indicating existing utilities such as main traffic arteries, drainage system and outfall, etc. and community facilities like church, school, and housing areas among others.
  2. Topographic Plan to include existing conditions as follows:
    - 2.1. Boundary lines; bearings and distances;
    - 2.2. Streets, and easements, right-of-way width and elevation on and adjacent to the project;
    - 2.3. Ground elevation/ contour of the site; 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 30 meters apart in all directions; for ground that slopes more than 2%, indicate contours with an interval of not more than 0.50 for more detailed preparation of plans and construction drawings.
    - 2.4. Other conditions on the land. water courses, marshes, rocks, outcrops, wooded areas, isolated preservable trees 0.30 meters or more in diameter, houses and other significant features.
    - 2.5. Proposed public improvements, highways or other major improvements planned by public authorities for future construction on or near the project.
- Two (2) Copies of Certified True Copy of Title(s), or other proof of ownership, intent to sell and authority to develop duly notarized, certified true copy of tax declaration, and current real estate tax receipt.
- Right to use or deed of absolute sale of right of way for access roads and other utilities when applicable, subject to compensation for private land.



- Certified True copy of Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) duly issued by the Department of Environmental and Natural Resources (DENR)
- Certified True Copy of Conversion Order or Exemption Clearance from the Department of Agrarian Reform (DAR)
- Survey Plan of Lot(s) described on land title(s), duly signed and sealed by a licensed geodetic engineer.

**B. For Application for Final Memorial Park/Cemetery/Columbarium Plan**

- All requirements for application for preliminary subdivision development plan
- Five (5) sets of Final Memorial Park/Cemetery/Columbarium Plan consisting of the site development plan at any of the following scales: 1:200 or 1:1,000 or any scale not exceeding 1:2,000 indicating the following duly signed and sealed by a licensed environmental planner:
  1. Layout of roads right-of-way width and gradient, easements and similar data for alleys, if any;
  2. Plot boundaries, numbers, total land area and block numbers; (verified survey returns of mother title, sections and blocks including number of lots per block in each section and technical descriptions of road lots, open spaces, facilities and amenities
  3. Site data, total land area, number of saleable plots, typical plot size, areas allocated for roads and pathways, and other facilities and amenities.
- Five (5) sets of Engineering plans duly signed and sealed by a licensed civil engineer based on applicable Engineering Code and Design Criteria in accordance with the following:
  1. Profile derived from existing topographic map duly signed and sealed by a geodetic engineer showing the vertical control, designed grade, curb elements and all information needed for construction.
  2. Typical roadway sections showing relative dimensions and slopes of pavement, gutters, sidewalks, shoulders, benching and others
  3. Details of roadway showing the required thickness of pavements, sub-grade treatment and sub-base on the design analysis.
- Five (5) sets of Storm drainage plans duly signed and sealed by a licensed sanitary engineer or civil engineer.
  1. Profile showing the hydraulic gradients and properties of sanitary storm drainage lines including structures in relation with the road grade line.

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 channel linings.
- Five (5) sets of centralized or combined storm and sewer system layout duly signed and sealed by a  
licensed sanitary engineer
  - Five (5) sets of Site grading plan duly signed and sealed by a licensed civil engineer(*Plans with the finished contour lines superimposed on the existing ground the limits of earthwork embankment, slopes, cut slopes, surface drainage, drainage outfalls and others.*)
  - Five (5) sets of Electric Plan and specifications duly signed and sealed by a licensed professional electrical engineer and duly approved by the city electrical engineer.
  - Five (5) sets of landscaping plan indicating plant/tree species and other natural/man-made landscaping features e.g. lagoon, garden, benches, etc. duly signed and sealed by a licensed landscape architect.
  - Summary of Project Study indicating market, source/s of fund, statement of income, cash flow and work program.
  - Certified true copy of Title or other evidence of Ownership or intent to sell and authority to develop signed by the owner, Tax Declaration and current real estate tax receipt.
  - Clearance/Permit/Certification from Other Agencies applicable to Project
    1. ECC/CNC
    2. Conversion Order (DAR)
    3. PNR
    4. TRANSCO
    5. NWRB
      - 5.1. Clearance stating that the memorial park/cemetery is not located on ground where the water table is not higher than 4.50 meters below the ground surface
      - 5.2. Water permit whenever a well within the project site shall be dug.
      - 5.3. Permit to operate the well
    6. SCWD
    7. SORECO II
    8. DPWH (when necessary)
    9. DOH (Initial and operational clearances)

- Joint affidavit of owner/developer and licensed environmental planner that the memorial park/cemetery/columbarium plan conforms to the standards and requirements set by HLURB and Comprehensive Zoning Ordinance and that development thereof shall be made in accordance with the program submitted to this office
- List of names of duly licensed professionals who signed the plans and other similar documents in connection with application filed.
- SP Resolution stating the necessity of the project in relation to the needs of the locality.
- Brgy. Council Resolution Interposing No Objection on the Project
- Duly Notarized Affidavit of Non-Objection of Nearby and Affected Residents and Establishments

#### **SERVICE SCHEDULE:**

Monday to Friday  
8:00 AM to 5:00 PM

#### **TOTAL PROCESSING TIME:**

- within 20 working days
- Site Inspection - average of one day (dependent on the distance)

#### **TOTAL FEES/CHARGES:**

<b>Approval of Memorial Park/Cemetery/Columbarium</b>	<b>Regulatory Fee</b>
<b>Preliminary Approval and Locational Clearance (PALC)</b>	
Processing Fee	
a. Memorial Projects	Php 500.00/ha.
b. Cemeteries	Php 200.00/ha.
c. Columbarium	Php 2,500.00/ha.
Inspection Fee	
a. Memorial Projects	Php 1,000.00/ha.
b. Cemeteries	Php 500.00/ha.
c. Columbarium	Php 12.00/sq.m. of GFA
<b>Final Approval and Development Permit</b>	
Processing Fee	
a. Memorial Projects	Php 2.00/sq.m.
b. Cemeteries	Php 1.00/sq.m.
c. Columbarium	Php 200.00/floor
	Php 4.00/sq.m. of GFA
	Php 5.00/sq.m. of Land Area
<b>Inspection Fee</b> (not applicable for projects already inspected for PALC application)	
a. Memorial Projects	Php 1,000.00/ha.
b. Cemeteries	Php 500.00/ha.
c. Columbarium	Php 12.00/sq.m. of GFA

**PROCESS OF AVAILING THE SERVICE:**

<b>Steps Involved</b>	<b>Action of the City Zoning Administrator's Office</b>	<b>Transaction Time</b>	<b>Responsible Person</b>
1. Proceed to CZAO and ask for a checklist of requirements and application form	Briefs the client on the process, and the requirements needed.	5 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I
2. File application along with the complete requirements	Receives complete documents.  Compute's inspection fee and issues Order of Payment.	10 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
3. Pay the required inspection fees at CTO and submit proof of payment at CZAO.	Records proof of payment.  Informs client of the schedule for inspection.	5 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II

			<b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
4. Accompany the CZAO team during inspection	Conducts inspection	20 mins.	<b>ELBERT J. DUKA</b> Project Evaluation Assistant  <b>DANIEL P. JAZMIN IV</b> Zoning Inspector I  <b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
	Prepares inspection report and reviews/evaluates as to its compliance with the IRRs of BP 220, Zoning Ordinance & other Subdivision Laws and Regulations		<b>DANIEL P. JAZMIN IV</b> Zoning Inspector I  <b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III

			<b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
	*If conform, prepare an Order of Payment for Processing Fee. Then proceed to Step No. 5.		<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
	*If didn't conform, reflect the necessary corrections on the plan and if needed, notify the applicant as to its deficiency.		<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
5. Obtain Order of Payment for Processing Fee. Pay the	Issues Order of Payment	5 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II

required fees at CTO and submit proof of payment to CZA0	Checks Proof of Payment.		<b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
	Reviews documents and make necessary endorsement of technical evaluation to the Sangguniang Panlungsod for confirmation through a resolution/ordinance.		<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ROBERTO J. FIECAS</b> HHRO III  <b>JAIME L. JALMASCO</b> CGADH I  <b>ALFONSO L. TAYO JR.</b> CGDH I / Zoning Administrator
	*If SP issues an approval, prepare Subdivision Approval (SA). Transmit documents to SP, Chairman of Committee on Land Use and to the Local Chief Executive for their approval/signature.		<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II  <b>ALFONSO L. TAYO JR.</b>

			CGDH I / Zoning Administrator
6. Receive Approved PALC/DP for Memorial Park/Cemetery/ Columbarium Plan	Issues Preliminary Approval and Locational Clearance or Final Approval and Development Permit for Memorial Park/Cemetery/Columba rium Plan	5 mins.	<b>AILYN O. JALMASCO</b> Zoning Officer II  <b>MARIA VICTORIA P. PALMA</b> Zoning Officer III  <b>EDA J. BON</b> HHRO II