

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



- (1) NAME OF DEPARTMENT/AGENCY/LGU: MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
 (2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: Yes No
 (3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
1. SECURING MUNICIPAL STATISTICAL DATA/DOCUMENTS	Local Revenue Code		Local Revenue Code		
2. SECURING ZONING CERTIFICATE AND LOCATIONAL CLEARANCE	Local Zoning Ordinance E.O. No. 72, s. 1993 PROVIDING FOR THE PREPARATION AND IMPLEMENTATION OF THE COMPREHENSIVE LAND USE PLANS OF LOCAL GOVERNMENT UNITS PURSUANT TO THE LOCAL GOVERNMENT CODE OF	<i>Sec. 3, - PLAN IMPLEMENTATION</i> (a) The authority of the HLURB to issue Locational Clearance for locally significant projects is hereby devolved to <i>cities and municipalities</i>	Local Zoning Ordinance HLURB Memo Circular No. 06 GUIDELINES IMPLEMENTING SECTIONS 2 AND 3 OF EO 72	18 November 2011 22 October 1993	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
	1991 AND OTHER PERTINENT LAWS	with Comprehensive Land Use Plan reviewed and approved in accordance with this order (LGUs responsible for the institution of actions in the enforcement).			
3. SECURING APPROVAL OF SUBDIVISION PLANS (SIMPLE SUBDIVISION)	E.O. 71 DEVOLVING THE POWERS OF THE HOUSING AND LAND USE REGULATORY BOARD TO APPROVE SUBDIVISION PLANS, TO CITIES AND MUNICIPALITIES PURSUANT TO R.A. NO. 7160, OTHERWISE KNOWN AS THE LOCAL GOVERNMENT CODE	SECTION 1. – Cities and municipalities shall heretofore assume the powers of the Housing and Land Use Regulatory Board (HLURB) over the following: (a) Approval of preliminary as well as final subdivision schemes and development plans of all subdivisions, residential,	Rules and Regulations Implementing Farmlot Subdivision Plan	28 December 1981	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
	OF 1991	commercial, industrial and for other purposes of the public and private sectors, in accordance with the provisions of PD No. 957 as amended and its implementing standards, rules and regulations concerning approval of subdivision plans; (b) Approval of preliminary and final subdivision schemes and development plans of all economic and socialized housing projects as well as individual or group building and occupancy permits covered by BP 220 and its implementing			

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
		standards, rules and regulations;			
4. SECURING PRELIMINARY SUBDIVISION DEVELOPMENT PLAN (PSDP) / PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) FOR SPECIAL PROJECTS / SPECIAL USES	Local Zoning Ordinance E.O. No. 72, s. 1993 PROVIDING FOR THE PREPARATION AND IMPLEMENTATION OF THE COMPREHENSIVE LAND USE PLANS OF LOCAL GOVERNMENT UNITS PURSUANT TO THE LOCAL GOVERNMENT CODE OF 1991 AND OTHER PERTINENT LAWS	<i>Sec. 3, - PLAN IMPLEMENTATION</i> The authority of the HLURB to issue Locational Clearance for locally significant projects is hereby devolved to <i>cities and municipalities</i> with Comprehensive Land Use Plan reviewed and approved in accordance with this order (LGUs responsible for the institution of actions in the enforcement).	Local Zoning Ordinance HLURB Memo Circular No. 06 Guidelines Implementing Sections 2 and 3 of EO 72 Revised Implementing Rules and Regulations for PD 957	18 November 2011 22 October 1993 12 July 1976	HLURB Resolution No. 699, s. 2001 HLURB Resolution No. 725, s. 2002

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
			BATAS PAMBANSA BLG. 220 An Act Authorizing the Ministry of Human Settlements to Establish and Promulgate Different Levels of Standards and Technical Requirements for Economic and Socialized Housing Projects in Urban and Rural Areas	25 March 1982	HLURB Resolution No. 700, s. 2001
5. SECURING DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES	Local Zoning Ordinance E.O. No. 72, s. 1993 PROVIDING FOR THE PREPARATION AND	<i>Sec. 3, - PLAN IMPLEMENTATION</i> The authority of the	Local Zoning Ordinance HLURB Memo Circular No. 06	18 November 2011 22 October 1993	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
	IMPLEMENTATION OF THE COMPREHENSIVE LAND USE PLANS OF LOCAL GOVERNMENT UNITS PURSUANT TO THE LOCAL GOVERNMENT CODE OF 1991 AND OTHER PERTINENT LAWS	HLURB to issue Locational Clearance for locally significant projects is hereby devolved to <i>cities and municipalities</i> with Comprehensive Land Use Plan reviewed and approved in accordance with this order (LGUs responsible for the institution of actions in the enforcement).	Guidelines Implementing Sections 2 and 3 of EO 72	12 July 1976	HLURB Resolution No. 699, s. 2001 HLURB Resolution No. 725, s. 2002
			Revised Implementing Rules and Regulations for PD 957		
			BATAS PAMBANSA BLG. 220	25 March 1982	HLURB Resolution No. 700, s. 2001
			An Act Authorizing the Ministry of Human Settlements to Establish and Promulgate Different Levels of Standards and Technical		

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
			Requirements for Economic and Socialized Housing Projects in Urban and Rural Areas		
6. SECURING PERMIT FOR EXTENSION OF TIME TO DEVELOP FOR SPECIAL PROJECTS / SPECIAL USES	Local Zoning Ordinance E.O. No. 72, s. 1993 PROVIDING FOR THE PREPARATION AND IMPLEMENTATION OF THE COMPREHENSIVE LAND USE PLANS OF LOCAL GOVERNMENT UNITS PURSUANT TO THE LOCAL GOVERNMENT CODE OF 1991 AND OTHER PERTINENT LAWS	<i>Sec. 3, - PLAN IMPLEMENTATION</i> The authority of the HLURB to issue Locational Clearance for locally significant projects is hereby devolved to <i>cities and municipalities</i> with Comprehensive Land Use Plan reviewed and approved in accordance with this order (LGUs responsible for the institution of actions in	Local Zoning Ordinance HLURB Memo Circular No. 06 Guidelines Implementing Sections 2 and 3 of EO 72 Revised Implementing Rules and Regulations for PD 957	18 November 2011 22 October 1993 12 July 1976	HLURB Resolution No. 699, s. 2001 HLURB Resolution No. 725, s. 2002

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
		the enforcement).	BATAS PAMBANSA BLG. 220 An Act Authorizing the Ministry of Human Settlements to Establish and Promulgate Different Levels of Standards and Technical Requirements for Economic and Socialized Housing Projects in Urban and Rural Areas	25 March 1982	HLURB Resolution No. 700, s. 2001
7. SECURING CERTIFICATE OF COMPLETION FOR SPECIAL PROJECTS / SPECIAL USES	Local Zoning Ordinance E.O. No. 72, s. 1993 PROVIDING FOR THE PREPARATION AND	Sec. 3, - PLAN IMPLEMENTATION The authority of the	Local Zoning Ordinance HLURB Memo Circular No. 06	18 November 2011 22 October 1993	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
	IMPLEMENTATION OF THE COMPREHENSIVE LAND USE PLANS OF LOCAL GOVERNMENT UNITS PURSUANT TO THE LOCAL GOVERNMENT CODE OF 1991 AND OTHER PERTINENT LAWS	HLURB to issue Locational Clearance for locally significant projects is hereby devolved to <i>cities and municipalities</i> with Comprehensive Land Use Plan reviewed and approved in accordance with this order (LGUs responsible for the institution of actions in the enforcement).	Guidelines Implementing Sections 2 and 3 of EO 72	12 July 1976	HLURB Resolution No. 699, s. 2001 HLURB Resolution No. 725, s. 2002
			Revised Implementing Rules and Regulations for PD 957		
			BATAS PAMBANSA BLG. 220		HLURB Resolution No. 700, s. 2001
			An Act Authorizing the Ministry of Human Settlements to Establish and Promulgate Different Levels of Standards and Technical		

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
			Requirements for Economic and Socialized Housing Projects in Urban and Rural Areas		

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



(4) SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: SECURING MUNICIPAL STATISTICAL DATA/DOCUMENTS					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Letter request	Local Revenue Code	1. Submit the Request (verbal/written)	Local Revenue Code	5 minutes	None
2. Valid Identification card		2. Fills-up logbook and Receive Order of Payment		30 minutes to 1 hour	Depends on the quantity and technicality of data
		3. Pay corresponding fees at the Mun. Treasurer's Office (MTO)		5 minutes	Depends on the quantity and technicality of data (map – P50.00 Document – P5.00 per page)
		4. Present Official Receipt (OR)		5 minutes	None
TOTAL				45 minutes	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING ZONING CERTIFICATE					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Certified True Copy of Title/Tax Declaration	Local Zoning Ordinance	1. Submit Letter Request for Zoning Certification and secure List of Requirements		5 minutes	None
2. Current Tax Receipt		2. Receive Order of Payment		5 minutes	None
		3. pay corresponding fees at the Mun. Treasurer's Office (MTO)	Local Zoning Ordinance	5 minutes	P150.00
		4. Present Official Receipt (OR)		7 minutes	None
		5. Claim Zoning Certification		3 minutes	None
TOTAL				25 minutes	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING ZONING/LOCATIONAL CLEARANCE FOR BUSINESS PERMIT					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Business License Application/Assessment Form	Local Zoning Ordinance	1. Present Business License Application Form	Local Revenue Code	25 minutes	Included in the assessment of Business Permit
TOTAL				25 minutes	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING LOCATIONAL CLEARANCE FOR BUILDING CONSTRUCTION					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Duly accomplished and notarized Locational Clearance Application Form	Local Zoning Ordinance	1. Secure Application Form and List of Requirements		5 minutes	None
2. Certified True Copy of Transfer Certificate of Title/ Tax Declaration		2. Submit duly accomplished Application Form with complete documents/ requirements		20 minutes	None
3. Current Tax Receipt		3. Receive Order of Payment and pay corresponding fees at the Mun. Treasurer's Office (MTO)	HLURB 2013 Schedule of Fees adopted thru SB Resolution	10 minutes	a) Single Residential Structure costing: 1. P100,000 and below - P288.00 2. over P100,000 to P200,000 - P576.00 3. over P200,000 - P720 + (1/10 of 1% in excess
4. Barangay Clearance					
5. Assessor's Certification/ CENRO Certification if lot is not titled					
6. Deed of Sale, if applicable					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING LOCATIONAL CLEARANCE FOR BUILDING CONSTRUCTION						
SERVICE INFORMATION						
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid	
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis			
7. Affidavit of Consent, if applicable					of P200,000)	
8. Contract of Lease, if applicable			HLURB 2013 Schedule of Fees adopted thru SB Resolution		b) Apartments/Townhouses costing:	
9. Blue Print copy of Building Plan containing Perspective/Site Development Plan and Vicinity Map duly signed by an Architect or Civil Engineer (5 sets)						1. P500,000 and below - P1,440.00 2. over P500,000 to P2 Million - P2,160.00 3. over 2 Million - P3,600 + (1/10 of 1% in excess of P2M regardless of the number of floors)
10. Bill of Materials						c) Dormitories costing:
11. Road-Right-of-Way Clearance from DPWH or PEO, if applicable						1. P2 Million and below -
12. Waterway						

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING LOCATIONAL CLEARANCE FOR BUILDING CONSTRUCTION					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Clearance, applicable	if				P3,600.00
13. Watershed Clearance, applicable	if				2. over P2 Million - P3,600 + (1/10 of 1% in excess of P2M regardless of the number of floors)
14. Authority to process and follow-up application if applicant is not the owner					d) Institutional costing: <ol style="list-style-type: none"> 1. Below P2 Million - P2,880.00 2. Over 2 Million - P2,880 + (1/10 of 1% in excess of P2M) e) Commercial, Industrial and Agro-Industrial Project costing: <ol style="list-style-type: none"> 1. Below P100,000 -

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING LOCATIONAL CLEARANCE FOR BUILDING CONSTRUCTION					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
					P1,440.00 2. Over P100,000 to P500,000 - P2,160.00 3. Over P500,000 to P1 M - P2,880.00 4. Over P1 Million to P2 M - P4,320.00 5. Over P2 Million - P7,200 + (1/10 of 1% in excess of P2M) f) Alteration/ Expansion (affected areas/ cost only) - same as original application

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING LOCATIONAL CLEARANCE FOR BUILDING CONSTRUCTION					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
15. Photocopy of Approved Subdivision Plan, if applicable		4. Present Official Receipt (OR)		7 minutes	None
*NOTE: Additional requirements may be required after inspection and evaluation of documents.		5. Claim Locational Clearance		3 minutes	None
TOTAL				45 minutes	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING APPROVAL OF SUBDIVISION PLANS (SIMPLE SUBDIVISION)					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Duly accomplished Application Form for Subdivision Plan (3 copies)	E.O. 71	1. Secure Application Form and List of Requirements		5 minutes	NONE
2. Certified True Copy of Title/Tax Declaration (3 copies)		2. Submit duly accomplished Application Form with complete documents/ requirements		5 minutes	NONE
3. Vicinity Map (3 copies)		3. Receive Order of Payment and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Local Zoning Ordinance	10 minutes	P500.00
4. Subdivision Plans (3 sets)		4. Present Official Receipt (OR)			NONE
5. Judicial Settlement or Deed of Sale (3 copies)		5. Claim Subdivision Plan Approval		5 minutes	NONE
TOTAL				25 minutes	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PRELIMINARY SUBDIVISION DEVELOPMENT PLAN (PSDP) / PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Duly accomplished PSDP/PALC Application Form	Local Zoning Ordinance	1. Secure Application Form and List of Requirements for PSDP/PALC Application		5 minutes	NONE
2. Four (4) sets of the following documents duly signed by a licensed Architect/Engineer: i) Vicinity Map with a minimum of 2-km radius from the periphery of the project site showing the relationship of the proposed project to the existing community facilities and utilities. ii) Site Development Plan (schematic Plan) showing	E.O. 72	2. Submit duly accomplished Application Form with complete documents/ requirements	HLURB 2013 Schedule of Fees adopted thru SB Resolution	5 minutes	Processing Fees for: a) Subdivision Projects under P.D. 957 - P360/ha or a fraction thereof b) Subdivision Projects under B.P. 220 1. Socialized Housing -

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PRELIMINARY SUBDIVISION DEVELOPMENT PLAN (PSDP) / PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
the proposed layout. Plot all existing trees with a diameter of 0.30 meter or more. iii) Survey Plan of the lot/s as described in the Certificate of Title of lots subject of the application. iv) Building Plans (all models) with Housing Components v) Ground and Floor Plans for Condominiums/Townhouses only. vi) Landscaping Plan					P90/ha 2. Economic Housing - P216/ha c) Condominium Projects under P.D. 957 and B.P.220 - P720.00 d) Industrial/Commercial Subdivision - P432/ha e) Farmlot

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PRELIMINARY SUBDIVISION DEVELOPMENT PLAN (PSDP) / PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
3. Certified True Copy of Transfer Certificate of Title/Tax Declaration		3. Receive Order of Payment for processing fee and pay corresponding fees at the Mun. Treasurer's Office (MTO)	HLURB 2013 Schedule of Fees adopted thru SB Resolution	10 minutes	Subdivision - P288/ha f) Memorial Project - P720/ha g) Cemeteries- P288/ha h) Columbarium - P3,600/ha
4. Current Tax Receipt		4. Present Official Receipt (OR)			
5. Environmental Compliance Certificate (ECC) for Development or Certificate of Non-Coverage (CNC) issued by the DENR whichever is applicable					
6. Zoning Certificate					
7. Certified true copy of Conversion Clearance/Order from Department of Agrarian Reform (DAR)					
8. Permit to Cut Trees					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PRELIMINARY SUBDIVISION DEVELOPMENT PLAN (PSDP) / PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
9. Letter authorizing applicant to file and follow-up application and claim decision in case the applicant is not the owner of the project.					
10. Deed of Sale if applicable					
11. Affidavit of Consent if applicable					
12. Contract of Lease if applicable					
13. Barangay Council Resolution favorably endorsing subdivision project		5. Receive Order of Payment for inspection fee and pay corresponding fees at the Mun.	HLURB 2013 Schedule of Fees adopted thru SB	10 minutes	Inspection Fee of P1,500/ ha

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PRELIMINARY SUBDIVISION DEVELOPMENT PLAN (PSDP) / PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
		Treasurer's Office (MTO)	Resolution		regardless of density Except for Condominium Projects under B.P.220 - P720
14. Other Requirements: i) Joint Venture ii) Owner/Developer Contract iii) Secretary's Certificate iv) Special Power of Attorney v) Road-Right-of-Way / Drainage Alley Documents vi) Waterway Clearance, if applicable vii) Watershed Clearance, if applicable		6. Present Official Receipt (OR)		5 minutes	
*NOTE: Additional requirements may be required after		7. Claim PSDP/PALC		7 days	NONE

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PRELIMINARY SUBDIVISION DEVELOPMENT PLAN (PSDP) / PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) FOR SPECIAL PROJECTS / SPECIAL USES: **COMPLEX SUBDIVISION PROJECT** (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
inspection and evaluation of documents.					
TOTAL				7 days and 35 minutes	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Duly accomplished DP Application Form	Local Zoning Ordinance	1. Secure Application Form and List of Requirements for Development Permit (DP) Application		5 minutes	NONE
2. Four (4) sets of the following documents duly signed by a licensed Architect/Engineer i) Vicinity Map with a minimum of 2-km radius from the periphery of the project site showing the relationship of the proposed project to the existing community facilities and utilities. ii) Site Development Plan (schematic Plan) showing	E.O. 72	2. Submit duly accomplished Application Form with complete documents/ requirements	HLURB 2013 Schedule of Fees adopted thru SB Resolution	5 minutes	Processing Fee for: a) Subdivision Projects under P.D. 957 - P2,800/ ha regardless of density Additional Fee on Floor Area of Housing Component -

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
the proposed layout. Plot all existing trees with a diameter of 0.30 meter or more. iii) Survey Plan of the lot/s as described in the Certificate of Title of lots subject of the application. iv) Building Plans (all models) with Housing Components v) Ground and Floor Plans for Condominiums/Townhouses only.					P3.00/ sq.m. b) Subdivision Projects under B.P. 220 1. Socialized Housing – P600/ha 2. Economic Housing - P1,440/ ha c) Condominium Projects under P.D. 957 Land Area -

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
vi) Landscaping Plan					P7.20/sq.m. No. of Floors - P288/ floor Building Areas- P23.05/ sq.m. of GFA d) Condominium Projects under B.P.22 Total Land Area - P7.20/ sq.m.
3. Certified True Copy of Transfer Certificate of Title/Tax Declaration		3. Receive Order of Payment for processing fee and pay corresponding fees at the Mun. Treasurer's Office (MTO)	HLURB 2013 Schedule of Fees adopted thru SB Resolution	10 minutes	
4. Current Tax Receipt					
5. Environmental Compliance Certificate (ECC) for Development or Certificate of Non-Coverage (CNC) issued by the DENR whichever is applicable					
6. Zoning Certificate					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



**GOVERNMENT SERVICE: SECURING DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES:
COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220,
 Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery
 Projects)**

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
7. Certified true copy of Conversion Clearance/Order from Department of Agrarian Reform (DAR)					No. of Floors - P144/floor Building Areas - P5.80/ sq.m. of GFA e) Industrial/ Commercial Subdivision - P720/ha f) Farmlot Subdivision - P1,440/ ha
8. Permit to Cut Trees					
9. Letter authorizing applicant to file and follow-up application and claim decision in case the applicant is not the owner of the project.					
10. Deed of Sale if applicable		4. Receive Order of Payment for inspection fee and pay	HLURB 2013 Schedule of Fees	10 minutes	Inspection Fee of P1,500/ ha

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
11. Affidavit of Consent if applicable		corresponding fees at the Mun. Treasurer's Office (MTO)	adopted thru SB Resolution		regardless of density Alteration of Plan (affected areas only): a) Subdivision Projects under P.D. 957-P2,800/ ha regardless of density Additional Fee on Floor Area of Housing Component -
12. Contract of Lease if applicable					
13. Barangay Council Resolution favorably endorsing subdivision project					
14. Other Requirements: i) Joint Venture ii) Owner/Developer Contract iii) Secretary's Certificate iv) Special Power of Attorney v) Road-Right-of-Way / Drainage Alley Documents vi) Waterway Clearance, if					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
applicable vii)Watershed Clearance, if applicable					P3.00/ sq.m. b) Subdivision Projects under B.P. 220
15.Final Site Development/ Subdivision Plan at a scale ranging from 1:200 to 1:2,000 showing the proposed layout of streets, lots, parks and playground and other features in relation to existing conditions prepared, signed and sealed by licensed and registered architect, environmental planner, civil engineer or geodetic engineer (at least 2 sets)		5. Present Official Receipt (OR)	HLURB 2013 Schedule of Fees adopted thru SB Resolution	5 minutes	1. Socialized Housing – P600/ha 2. Economic Housing – P1,440/ ha c) Condominium Projects under P.D. 957 Land Area -

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
16. Vicinity Map indicating adjoining land uses, access, as well as existing facilities and utilities at a scale of at least 1:10,000 within 500-m radius from the property boundaries of the project signed and sealed by a licensed geodetic engineer (at least 2 sets)					P7.20/ sq.m. No. of Floors - P288/ floor Building Areas- P23.05/ sq.m. of GFA d) Condominium Projects under B.P.220
17. Topographic Plan to include existing conditions like boundary lines, streets and easements/utilities adjacent to the project, ground spot elevation, and other conditions on the land signed and sealed			HLURB 2013 Schedule of Fees adopted thru SB Resolution		Total Land Area - P7.20/ sq.m. No. of Floors -

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



**GOVERNMENT SERVICE: SECURING DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES:
COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220,
 Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery
 Projects)**

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
by a licensed geodetic engineer (at least 1 set) 18. For projects with vertical development, i.e. condominium/ townhouse (duly signed by a licensed Architect/Engineer) <ul style="list-style-type: none"> i) Final Floor and Ground Plans ii) Elevation Plans (front, rear, right side, and left side) iii) Section Plans (cross and longitudinal) iv) Building Specifications, Bill of Materials and 					P144/ floor Building Areas- P5.80/ sq.m. of GFA e) Industrial/ Commercial Subdivision - P720/ha f) Farmlot Subdivision - P1,440/ ha

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Estimates					
19. For Land Development of Projects (duly signed by a licensed Architect/ Engineer – at least 2 copies) i) Design (Geometric and Structural Designs) iii) Storm Drainage and Sewer System Plans iv) Water System Layout and Detail Plans (Pump rating and specifications for pump motor with horsepower rating of 50HP		6. Claim DP		5 minutes	NONE

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
or more shall be signed and sealed by a professional mechanical engineer) v) Site Grading Plan vi) Power Distribution Line and Details vii) Site Development Plan/Landscape Design for Parks and Playgrounds viii) Specifications, Bill of Materials and Cost Estimates					
20. For projects having an area of 1 hectare and above, at least 2 copies of the following:					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
i) Project Study or Project Profile indicating among others the land development cost, vertical development cost, amortization schedules, sources of financing, marketability, cash flow and project timetable/completion, with the following attachments: i) Audited Financial Statement for the last three (3) preceding years ii) Income Tax Return for					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
the last three (3) preceding years iii) Certificate of Registration with the Securities and Exchange Commission (SEC) iv) Articles of Incorporation of Partnership v) Corporation By-Laws and all implementing amendments vi) For new corporations (3 years and below), Statement of					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Capitalization and sources of income and cash flow to support work program					
21. Application for permit to drill from the National Water Resources Board (NWRB) or Permit for operation of deep well, and water resistivity tests, if and when necessary from the local water franchise on the availability of water supply/service in the area where the project is to be put up.					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
22. Certification from the local power franchise on the availability of electric power supply/service in the area where the project is to be put up.					
23. Concrete proof of existence of Right-of-Way over access road and drainage outfalls, i.e. Deed of Easement of Right-of-Way, Title, etc.					
24. Traffic Impact Assessment (TIA) for subdivision projects 30 hectares and above.					
*NOTE: Additional requirements may be required					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
after inspection and evaluation of documents					
TOTAL				40 minutes	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PERMIT FOR EXTENSION OF TIME TO DEVELOP FOR SPECIAL PROJECTS / SPECIAL USES: **COMPLEX SUBDIVISION PROJECT** (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects) #8

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Duly approved Development Permit (DP)	Local Zoning Ordinance	1. Secure Application Form for Extension of Time to Develop	HLURB 2013 Schedule of Fees adopted thru SB Resolution	5 minutes	NONE
2. Final/As-Built Site Development/ Subdivision Plan at a scale ranging from 1:200 to 1:2,000 showing the proposed layout of streets, lots, parks and playground and other features in relation to existing conditions prepared, signed and sealed by licensed and registered architect,	E.O. 72 HLURB Memo Circular No. 6 HLURB Resolution No. 699, s. 2001 HLURB Resolution No. 725, s. 2002 HLURB Resolution No.	2. Submit duly accomplished Application Form with complete documents/ requirements		5 minutes	a) Subdivision Projects under P.D. 957 <u>Processing Fee</u> – P504.00 <u>Additional Fee (unfinished area for development)</u> – P14.40/ sq.m. <u>Inspection Fee</u> – P1,500/ ha regardless of

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PERMIT FOR EXTENSION OF TIME TO DEVELOP FOR SPECIAL PROJECTS / SPECIAL USES: **COMPLEX SUBDIVISION PROJECT** (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects) #8

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
environmental planner, civil engineer or geodetic engineer (at least 2 sets)	700, s. 2001				density b) Subdivision Projects under B.P. 220
3. Vicinity Map indicating adjoining land uses, access, as well as existing facilities and utilities at a scale of at least 1:10,000 within 500-m radius from the property boundaries of the project signed and sealed by a licensed geodetic engineer (at least 2 sets)		3. Receive Order of Payment and pay corresponding fees at the Mun. Treasurer's Office (MTO)	HLURB 2013 Schedule of Fees adopted thru SB Resolution	10 minutes	<u>Processing Fee</u> a. Socialized Housing– P420.00 b. Economic Housing- P504.00 <u>Additional Fee (unfinished area for development)</u> – P2.88/sq.m.
4. Topographic Plan to		4. Present Official Receipt (OR)			

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PERMIT FOR EXTENSION OF TIME TO DEVELOP FOR SPECIAL PROJECTS / SPECIAL USES: **COMPLEX SUBDIVISION PROJECT** (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects) #8

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
include existing conditions like boundary lines, streets and easements/utilities adjacent to the project, ground spot elevation, and other conditions on the land signed and sealed by a licensed geodetic engineer (at least 1 set)					<u>Inspection Fee</u> a. Socialized Housing– P1,500/ ha b. Economic Housing - P1,500/ ha c) Condominium Projects under P.D. 957
5. For projects with vertical development, i.e. condominium/townhouse (duly signed by a licensed					<u>Processing Fee</u> – P504.00 <u>Additional Fee (unfinished area</u>

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PERMIT FOR EXTENSION OF TIME TO DEVELOP FOR SPECIAL PROJECTS / SPECIAL USES: **COMPLEX SUBDIVISION PROJECT** (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects) #8

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Architect/Engineer) i) Final/As-Built Floor and Ground Plans ii) Final/As-Built Elevation Plans (front, rear, right side, and left side) iii) Final/As-Built Section Plans (cross and longitudinal) iv) Building Specifications, Bill of Materials and Estimates					for development) – P17.30/ sq.m. <u>Inspection Fee</u> – P1,500/ ha d) Condominium Projects under B.P.220 <u>Processing Fee</u> – P3.00/ sq.m. <u>Inspection Fee</u> (unfinished area for development) – P1,500/ floor e) Industrial/ Commercial
6. For Land Development of Projects (duly signed					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PERMIT FOR EXTENSION OF TIME TO DEVELOP FOR SPECIAL PROJECTS / SPECIAL USES: **COMPLEX SUBDIVISION PROJECT** (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects) #8

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
by a licensed Architect/Engineer – at least 2 copies) i) Final/As-Built Design (Geometric and Structural Designs) iii) Final/As-Built Storm Drainage and Sewer System Plans iv) Water System Layout and Detail Plans (Pump rating and specifications for pump motor with					Subdivision Processing Fee – P504.00 Additional Fee (unfinished area for development) – P14.40/sq.m. Inspection Fee – P1,500/ ha f) Farmlot Subdivision Processing Fee – P504.00 Additional Fee on Floor Area of

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PERMIT FOR EXTENSION OF TIME TO DEVELOP FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects) #8

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
horsepower rating of 50HP or more shall be signed and sealed by a professional mechanical engineer) v) Final/As-Built Site Grading Plan vi) Power Distribution Line and Details vii) Final/As-Built Site Development Plan/Landscape Design for Parks and Playgrounds					<u>housing component and other development</u> - P14.40/ sq.m. <u>Inspection Fee</u> – P1,500/ ha

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PERMIT FOR EXTENSION OF TIME TO DEVELOP FOR SPECIAL PROJECTS / SPECIAL USES: **COMPLEX SUBDIVISION PROJECT** (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects) #8

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
viii) Specifications, Bill of Materials and Cost Estimates					
7. For projects having an area of 1 hectare and above, at least 2 copies of the following: i) Project Study or Project Profile indicating among others the land development cost, vertical development cost, amortization schedules, sources		5. Claim Permit for Extension of Time to Develop	NONE	5 minutes	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PERMIT FOR EXTENSION OF TIME TO DEVELOP FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects) #8

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
of financing, marketability, cash flow and project timetable/completion, with the following attachments: i) Audited Financial Statement for the last three (3) preceding years ii) Income Tax Return for the last three (3) preceding years					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PERMIT FOR EXTENSION OF TIME TO DEVELOP FOR SPECIAL PROJECTS / SPECIAL USES: **COMPLEX SUBDIVISION PROJECT** (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects) #8

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
iii) Certificate of Registration with the Securities and Exchange Commission (SEC) iv) Articles of Incorporation of Partnership v) Corporation By-Laws and all implementing amendments vi) For new corporations (3 years and below),					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PERMIT FOR EXTENSION OF TIME TO DEVELOP FOR SPECIAL PROJECTS / SPECIAL USES: **COMPLEX SUBDIVISION PROJECT** (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects) #8

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Statement of Capitalization and sources of income and cash flow to support work program					
8. Application for permit to drill from the National Water Resources Board (NWRB) or Permit for operation of deep well, and water resistivity tests, if and when necessary from the local water franchise on the availability of water supply/service in the					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PERMIT FOR EXTENSION OF TIME TO DEVELOP FOR SPECIAL PROJECTS / SPECIAL USES: **COMPLEX SUBDIVISION PROJECT** (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects) #8

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
area where the project is to be put up					
9. Certification from the local power franchise on the availability of electric power supply/service in the area where the project is to be put up					
10. Concrete proof of existence of Right-of-Way over access road and drainage outfalls, i.e. Deed of Easement of Right-of-Way, Title, etc.					
11. Traffic Impact					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PERMIT FOR EXTENSION OF TIME TO DEVELOP FOR SPECIAL PROJECTS / SPECIAL USES: **COMPLEX SUBDIVISION PROJECT** (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects) #8

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Assessment (TIA) for subdivision projects 30 hectares and above					
*NOTE: Additional requirements may be required after inspection and evaluation of documents					
TOTAL				25 minutes	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



**GOVERNMENT SERVICE: SECURING CERTIFICATE OF COMPLETION FOR SPECIAL PROJECTS / SPECIAL USES:
COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220,
 Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery
 Projects)**

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Duly approved Development Permit (DP)	Local Zoning Ordinance E.O. 72	1. Secure Application Form for Certificate of Completion		5 minutes	NONE
2. Permit for Extension of Time to Develop, if applicable		2. Submit duly accomplished Application Form with complete documents/ requirements		5 minutes	NONE
3. As-Built Site Development/ Subdivision Plan at a scale ranging from 1:200 to 1:2,000 showing the proposed layout of streets, lots, parks and playground and other features in relation to existing conditions		3. Receive Order of Payment and pay corresponding fees at the Mun. Treasurer's Office (MTO)	HLURB 2013 Schedule of Fees adopted thru SB Resolution	10 minutes	a. Subdivision Projects under B.P. 220: Socialized Housing – P180.00 Economic Housing - P216.00 b. Condominium Projects under

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING CERTIFICATE OF COMPLETION FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
prepared, signed and sealed by licensed and registered architect, environmental planner, civil engineer or geodetic engineer (at least 2 sets)					B.P.220 <u>Certificate Fee</u> - P216.00 <u>Inspection Fee</u> - P1,500/ floor
4. Vicinity Map indicating adjoining land uses, access, as well as existing facilities and utilities at a scale of at least 1:10,000 within 500-m radius from the property boundaries of the project signed and sealed by a licensed		4. Present Official Receipt (OR)	HLURB 2013 Schedule of Fees adopted thru SB Resolution	10 minutes	c) Industrial/ Commercial Subdivision <u>Certificate Fee</u> - P216.00 <u>Processing Fee</u> : Industrial - P504.00 Commercial - P720.00

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING CERTIFICATE OF COMPLETION FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
geodetic engineer (at least 2 sets)					<u>Inspection Fee-</u> P1,500/ ha
5. Topographic Plan to include existing conditions like boundary lines, streets and easements/utilities adjacent to the project, ground spot elevation, and other conditions on the land signed and sealed by a licensed geodetic engineer (at least 1 set)		5. Claim Certificate of Completion		5 minutes	d) Farmlot Subdivision <u>Certificate Fee-</u> P216.00 <u>Inspection Fee -</u> P1,500/ ha
6. For projects with vertical development, i.e.					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING CERTIFICATE OF COMPLETION FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
condominium/townhouse (duly signed by a licensed Architect/Engineer) <ul style="list-style-type: none"> i) As-Built Floor and Ground Plans ii) As-Built Elevation Plans (front, rear, right side, and left side) iii) As-Built Section Plans (cross and longitudinal) iv) Building Specifications, Bill of Materials and Estimates 					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING CERTIFICATE OF COMPLETION FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
7. For Land Development of Projects (duly signed by a licensed Architect/ Engineer – at least 2 copies)					
i) As-Built Design (Geometric and Structural Designs)					
iii) As-Built Storm Drainage and Sewer System Plans					
iv) As-Built Water System Layout and Detail Plans (Pump rating and specifications for					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING CERTIFICATE OF COMPLETION FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
pump motor with horsepower rating of 50HP or more shall be signed and sealed by a professional mechanical engineer) v) As-Built Site Grading Plan vi) Power Distribution Line and Details vii) As-Built Site Development Plan/Landscape Design for Parks and Playgrounds					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING CERTIFICATE OF COMPLETION FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
viii) Specifications, Bill of Materials and Cost Estimates					
8. Application for permit to drill from the National Water Resources Board (NWRB) or Permit for operation of deep well, and water resistivity tests, if and when necessary from the local water franchise on the availability of water supply/service in the area where the project is to be put up					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING CERTIFICATE OF COMPLETION FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
9. Certification from the local power franchise on the availability of electric power supply/service in the area where the project is to be put up					
10. Concrete proof of existence of Right-of-Way over access road and drainage outfalls, i.e. Deed of Easement of Right-of-Way, Title, etc					
11. Traffic Impact Assessment (TIA) for subdivision projects 30 hectares and above					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING CERTIFICATE OF COMPLETION FOR SPECIAL PROJECTS / SPECIAL USES: **COMPLEX SUBDIVISION PROJECT** (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
*NOTE: Additional requirements may be required after inspection and evaluation of documents					
TOTAL				35 minutes	

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: CELL SITES, FUNERAL ESTABLISHMENTS, POULTRY/PIGGERY, REFILLING GAS STATION

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
For PALC: 1. Duly accomplished PALC Application Form	Local Zoning Ordinance E.O. 72	1. Secure Application Form and List of Requirements for PALC/DP Application		5 minutes	NONE
2. Vicinity Map		2. Submit duly accomplished Application Form with complete documents/ requirements	HLURB 2013 Schedule of Fees adopted thru SB Resolution	5 minutes	a) Project Cost below P2 Million - P7,200 b) Project Cost over P2 Million - P7,200 + (1/10 of 1% of cost in excess of P2M)
3. Site Development Plan (schematic Plan) indicating the layout of proposed project showing all structures, area, and boundaries of lot (property lines)					
4. Certified True Copy of Transfer Certificate of Title/Tax Declaration. In the absence of the foregoing, a Contract to		3. Receive Order of Payment for processing fee and pay corresponding fees at the Mun. Treasurer's Office (MTO)			

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: CELL SITES, FUNERAL ESTABLISHMENTS, POULTRY/PIGGERY, REFILLING GAS STATION

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Sell or Lease; or written and duly notarized owners consent to use.					
5. Current Tax Receipt		4. Present Official Receipt (OR)		15 minutes	
6. Survey Plan of the lot/s as described in the Certificate of Title of Lots subject of the application		5. Claim PALC		5 minutes	NONE
For DP: 7. Duly accomplished DP Application Form					
8. Vicinity Map – drawn to scale of 1:1,000 showing the exact location and layout of proposed project					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: CELL SITES, FUNERAL ESTABLISHMENTS, POULTRY/PIGGERY, REFILLING GAS STATION

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
showing all structures, area, and boundaries of lot (property lines) within a radius of 200 meters					
9. Site Development Plan – drawn to a minimum scale of 1:500 indicating the layout of proposed project showing all structures, area, and boundaries of lot (property lines) signed and sealed by a licensed Architect/ Civil Engineer/					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: CELL SITES, FUNERAL ESTABLISHMENTS, POULTRY/PIGGERY, REFILLING GAS STATION

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Environmental Planner					
10. Certified True Copy of Transfer Certificate of Title/Tax Declaration. In the absence of the foregoing, a Contract to Sell or Lease; or written and duly notarized owners consent to use					
11. Current Tax Receipt					
12. Survey Plan of the lot/s as described in the Certificate of Title of Lots subject of the					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: CELL SITES, FUNERAL ESTABLISHMENTS, POULTRY/PIGGERY, REFILLING GAS STATION

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
application					
13. Certified True Copy of National Telecommunications Provisional Authority (PA). In the absence of the foregoing, a Certificate of Public Convenience and Necessity (CPCN) or Certificate of Registration to provide Telecommunication Services which may operate the wireless					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: CELL SITES, FUNERAL ESTABLISHMENTS, POULTRY/PIGGERY, REFILLING GAS STATION

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
communication					
14. Environmental Compliance Certificate (ECC) for Development or Certificate of Non-Coverage (CNC) issued by the DENR whichever is applicable					
15. Zoning Certificate					
16. Certified true copy of Conversion Clearance/Order from Department of Agrarian Reform (DAR), if the project is located within					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: CELL SITES, FUNERAL ESTABLISHMENTS, POULTRY/PIGGERY, REFILLING GAS STATION

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
agricultural area/zone					
17. Radiation Protection Evaluation Report from the Radiation Health Service of the Department of Health (DOH)					
18. Written consent: <u>Subdivisions</u> a) Approval of the governing body/board of the duly constituted Homeowners Association (HOA) if base station is located within a residential					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: CELL SITES, FUNERAL ESTABLISHMENTS, POULTRY/PIGGERY, REFILLING GAS STATION

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
<p>zone with established HOA and including all members whose properties are adjoining the proposed site of the base station.</p> <p>b) In the absence of an established HOA, consent/affidavit of non-objection from majority of actual occupants and owners of properties within a radial distance equivalent to the height of the proposed base station measured from its base, including all</p>					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: CELL SITES, FUNERAL ESTABLISHMENTS, POULTRY/PIGGERY, REFILLING GAS STATION

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
<p>those whose properties is adjoining the proposed site of the base station.</p> <p><u>Buildings</u></p> <p>a) If base station shall be constructed of an unoccupied building, consent from the owner/developer.</p> <p>b) If base station shall be constructed of an occupied building, the following shall be obtained</p>					
19. Consent/Affidavit on non-objection from					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: CELL SITES, FUNERAL ESTABLISHMENTS, POULTRY/PIGGERY, REFILLING GAS STATION

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
owner/developer unless he has divested himself from all interest in the building and turned over ownership of common areas to the condominium or building association.					
20. Approval of the governing board/body of the duly constituted condominium association including all tenants occupying the top most floor directly below the base station and in addition the consent of the owner					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: CELL SITES, FUNERAL ESTABLISHMENTS, POULTRY/PIGGERY, REFILLING GAS STATION

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
and majority of tenants of the adjoining building.					
21. Barangay Council Resolution favorably endorsing the base station and recommending for the approval of the proposed project as a result of a conducted Public Hearing					
22. Bill of Materials and Cost Estimates					
23. Authorization of persons allowed to follow-up the clearance					

ADMINISTRATIVE ORDER NO. 3 COMPLIANCE REPORT



GOVERNMENT SERVICE: SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: **CELL SITES, FUNERAL ESTABLISHMENTS, POULTRY/PIGGERY, REFILLING GAS STATION**

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
*NOTE: Additional requirements may be required after inspection and evaluation of documents.					
TOTAL				30 minutes	