

CITY PLANNING and DEVELOPMENT OFFICE

P E R F O R M A N C E P L E D G E S

Here, in the City Planning and Development Office, we are committed to provide the highest possible service performance and pledge to achieve the following:

FRONTLINE SERVICES	RESPONSE TIME (Per Transaction)	PERSON/S RESPONSIBLE
- Issue Locational Clearance for: Building Permits Business Establishments - Issue certification as to Site Zoning Classification	1 day, 2 hrs. & 15 mins. 1 hr. and 50 minutes 1 day, 1 hr. & 55 mins.	Miss Lorelei B. Piansay CPDC/ Acting Zoning Administrator Engr. Remegio D. Dollete Zoning Officer III Mr. Francisco Ibañez Draftsman III Actg. Zoning Inspector Mr. Junifer C. Gevero Draftsman I Miss Zandra Caldeo Adm. Aide II
- Processing of: Simple Subd. Applications Complex Subd. Applications	19 days, 1 hour and 40 mins. 29 days 2 hours & 30 mins.	Hon. City Mayor Miss Lorelei B. Piansay CPDC/Actg. Zoning Admtr. Engr. Remegio D. Dollete Zoning Officer III Arch. Henry Bob T. Limosnero Proj. Dev't. Officer II Mr. Vicente A. Artuz Adm. Officer II Mrs. Carmela A. Hismaña Adm. Aide II
- Issuance of Certified copy of Approved Subd. Plans	1 hour & 27 mins.	Miss Lorelei B. Piansay CPDC/ Actg. Zoning Administrator Engr. Remegio D. Dollete Zoning Officer III Arch. Henry Bob T. Limosnero Proj. Dev't. Officer II Mr. Vicente A. Artuz Adm. Officer II Mrs. Carmela A. Hismaña Adm. Aide II
Approval of Alteration of Approved Subdivision Plans Simple Subdivision Complex Subdivision	18 days, 1 hr. & 40 mins. 21 days, 2 hrs. & 15 mins.	Miss Lorelei B. Piansay CPDC/ Actg. Zoning Administrator Engr. Remegio D. Dollete Zoning Officer III Arch. Henry Bob T. Limosnero Proj. Dev't. Officer II Mr. Vicente A. Artuz Adm. Officer II Mrs. Carmela A. Hismaña

FRONTLINE SERVICES	RESPONSE TIME (Per Transaction)	PERSON/S RESPONSIBLE
- Attend to researches (students, investors, tourists, private and government agencies, etc.)	15 to 45	Adm. Aide II Mrs. Ruthella L. Basas Planning Officer IV Mrs. Liza L. Arnedo Proj. Evaluation Officer IV Mrs. Yolanda A. Consing Planning Assistant Mrs. Melanie C. Arboleda Stat. Aide Mrs. Emilyn A. Ardeña Draftsman II Mrs. Lorenza Dillo Adm. Aide II

SECURING ZONING CLEARANCE FOR BUSINESS PERMIT

- **ABOUT THE SERVICE**

Enterprises are required to secure a Zoning/Locational Clearance for Business Permit to ensure that the enterprises are being allowed in the chosen location as per the CLUP and Zoning Ordinance of the City.

- **REQUIREMENTS**

1. Application form duly subscribed/notarized – 2 copies
2. Previous Locational Clearance (for renewal)
3. Lease Contract (if not building owner) – 1 copy
4. Brgy. Clearance and (Brgy. Resolution, if necessary, for business not in proper zone)
 - 1 copy

- **FEE – Php 20.00**

- **HOW TO AVAIL OF THE SERVICE**

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Proceed to CPDO Go to the frontline staff and present your application form for Locational Clearance with the corresponding attached requirements. Receive/Review/Evaluate Documents Zoning Staff checks location of business against the land use plan and the corresponding documents.	10-15 minutes	Remegio Dollete Zoning Officer III Francisco Ibañez Draftsman III
2. Processing of Documents Frontline Personnel will record, assess payment, type and process documents.	20-30 minutes	Junifer Gevero Draftsman I Zandra Caldeo Adm. Aide II
3. Approval The Zoning Administrator approves/signs the Order of Payments and Decision Form for Locational Clearance.	20-30 minutes	Lorelei B. Piansay CPDC/ Acting Zoning Administrator
4. Payment for Fees Proceed to the City Treasurer's Office with the Order of Payment, pay the requisite fees and secure an Official Receipt.	20 minutes	City Treasurer's Office
5. Releasing Present your Order of Payment with the corresponding Official Receipt by the City Treasurer's Office, Record OR # from the OP form and Decision Form for Locational Clearance and get a file copy of documents, client signs record book for release.	15 minutes	Francisco Ibañez Draftsman III Junifer Gevero Draftsman I Zandra Caldeo Adm. Aide II

SECURING LOCATIONAL /ZONING CLEARANCE FOR BUILDING PERMIT

- **ABOUT THE SERVICE**

All enterprises and private persons constructing a new building or applying for extensions/renovation are required to secure a zoning/locational clearance upon qualification for building permit.

This should be done before the start of Construction to ensure that the building/business is allowed in the chosen location as per the Roxas City CLUP/zoning Ordinance and to avoid penalties.

- **REQUIREMENTS**

1. Application Form for Zoning/Locational Clearance duly subscribed/notarized
 - 2 copies
2. Appendix # 7 – 1 copy
3. Perspective duly signed by a Civil Engr. – 1 set
4. Building Plans duly signed by a Civil Engr. – 1 set
5. Bill of Materials – 1 copy
6. Specifications – 1 set
7. Transfer Certificate of Title or Deed of Sale – 1 copy
8. Real Property Tax Declaration – 1 copy
9. Environmental Compliance Certificate (ECC) or Certificate of Non-Compliance (CNC), when applicable – 1 copy
10. If lot is not owned:
 - Contract of Lease – 1 copy
 - Authorization to occupy Lot – 1 copy
11. Special Power of Attorney (SPA), if necessary – 1 copy

- FEES

SCHEDULE OF FEES

I. ZONING/LOCATIONAL CLEARANCE

A. RESIDENTIAL STRUCTURES SINGLE OR DETACHED OTHER THAN THE APARTMENTS/TOWNHOUSES, DORMITORIES, & SUBDIVISION/ CONDOMINIUM PROJECTS, THE COSTS OF WHICH ARE:

1. P 15,000 But not over P 50,000 ----- P 22.00
2. P 50,000 but not over P 100,000 ----- P 33.00
3. P 100,00 but not over P 500,000 ----- P 44.00
4. over P 500,000 ----- P 55.00

B. APARTMENTS/TOWNHOUSES

1. Below five (5) doors ----- P 55.00
2. Five (5) to ten (10) doors ----- P 82.50
3. Over ten (10) doors ----- P 110.00

C. DORMITORIES

1. Ten (10) rooms and below ----- P 55.00
2. Eleven (11) to twenty (20) rooms ----- P 82.50
3. Twenty one (21) to fifty (50) ----- P 110.00
4. Fifty one (51) or over ----- P 165.00

D. INSTITUTIONAL BASED ON THE FOLLOWING PROJECT COST

1. P 15,000 to P 100.,000 ----- P 165.00
2. Over P100,000 but not exceeding P 200.000 ----- P 220.00
3. Over P200,000 but not exceeding P300.000 ----- P 275.00
4. Over P300,000 but not exceeding P500,000 ----- P 330.00
5. Over P500,000 ----- P 385.00

E. COMMERCIAL, INDUSTRIAL, AGRO-INDUSTRIAL ESTABLISHMENT BASED ON THE FOLLOWING PROJECT COST.

1. P 15,000 TO 50,000 ----- P 55.00
2. For every additional 50,000Project cost or a fraction
Thereof ----- P 44.00

F. SPECIAL USES/SPECIAL PROJECTS EXCEPT MEMORIAL PARKS BASED ON THE FOLLOWING PROJECT COST.

1. P 15,000 to 100,000 ----- P 110.00
2. For every additional P 100,000 ----- P 55.00

- HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Proceed to CPDO Go to the frontline staff and present application form for zoning/locational clearance with the attached corresponding requirements.</p> <p>Receive/Review/Evaluate Documents</p>	<p>1 minute</p> <p>20 minutes</p>	<p>Remegio Dollete Zoning Officer III Francisco Ibañez Draftsman III Junifer Gevero Draftsman I Zandra Caldeo Adm. Aide II</p>
<p>2. Ocular Inspection An ocular Site Inspection is conducted per schedule and to determine whether there is a violation on the applied construction in relation to the provisions of the Zoning Ordinance.</p>	<p>1 hour</p>	<p>Francisco Ibañez Draftsman III Junifer Gevero Draftsman I</p>
<p>3. Preparation of Locational Clearance Record in Log Book, assess, evaluate fees and type Order of Payment, Decision Form and Evaluation Report.</p>	<p>30 minutes</p>	<p>Francisco Ibañez Draftsman III Junifer Gevero Draftsman I</p>
<p>4. Approval of Locational Clearance Staff-in-charge submits to Zoning Administrator for final evaluation and secure his/her signature for approval or denial.</p>	<p>1 day</p>	<p>Lorelei B. Piansay CPDC/ Acting Zoning Administrator</p>
<p>5. Payment of Fees Proceed to the City Treasurer's Office, pay the requisite fees per Order of payment and secure an official receipt.</p>	<p>20 minutes</p>	<p>City Treasurer's Office</p>
<p>6. Releasing Present Order of Payment with corresponding Official Receipt by the City Treasurer's Office, copy OR # to the OP & Decision Forms for Zoning/Locational Clearance and get a file copy of the documents and have client sign record book for release.</p>	<p>5 minutes</p>	<p>Francisco Ibañez Draftsman III Junifer Gevero Draftsman I Zandra Caldeo Adm. Aide II</p>

ISSUANCE OF CERTIFICATION AS TO ZONE CLASSIFICATION

- **ABOUT THE SERVICE**

Enterprises/Developers/Customers are required to secure a certificate as to Zone Classification for approval of Subdivision whether complex or single and other development that needs a Zone classification certificate.

- **REQUIREMENTS**

1. Application Form - 2 copies
2. Latest Certified Xerox Copy and Land Title – 1 copy
3. Latest Certified Xerox of Tax Declaration – 1 copy
4. Vicinity Map & Lot Sketch Plan duly signed by Geodetic Engineer
5. Others if needed

- **FEES** – Php 20.00

- **HOW TO AVAIL OF THE SERVICE**

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Proceed to CPDO Go to the frontline staff and present application form for the issuance of Certificate as Zone Classification with the corresponding requirements. Receive/Review/Evaluate Documents & Verify Zone Classification Staff in charge checks pertinent documents, zone classification on the zoning map & zoning ordinance.	1 minute 20 minutes	Francisco Ibañez Draftsman III
2. Processing of Documents Staff-in-charge record, assess fee, type Order of Payment and Certification for signature of Zoning Administrator.	30 minutes	
3. Approval Staff-in-charge submits to the Zoning Administrator for signature & approval.	20-30 minutes	Lorelei B. Piansay CPDC Acting Zoning Administrator
4. Confirmation of City Mayor	1 day	Hon. Vicente B. Bermejo City Mayor
5. Payment of Fees Proceed to the City Treasurer’s Office, pay the requisite fees stated in the Order of Payment and secure an Official Receipt.	20 minutes	City Treasurer’s Office (In-Charge)
6. Releasing Present Order of Payment with corresponding Official Receipt by the City Treasurer’s Office, Copy OR # to the OP & Decision Forms for Zoning/Locational Clearance and get a file copy of the documents and have client sign record book for release.	15 minutes	Francisco Ibañez Draftsman III Junifer Gevero Draftsman I Zandra Caldeo Adm. Aide II

Services:

Processing for Approval of Simple Subdivision

Requirements:

1. Two (2) sets of Site Development Plan (Schematic Plan) at a scale ranging from 1:200 to 1:2,000 showing the proposed lay-out signed and sealed by a Licensed Geodetic Engineer.
2. Vicinity Map and Lot Sketch Plan signed and sealed by a Licensed Geodetic Engineer.
3. Certified True Copy of Title(s) and Tax Declaration(s). (both documents Certified within 30 days of application) Submit also Memorandum of Agreement or Special Power of Attorney if the title is not registered in the name of the applicant.
4. Certificate as to Zoning Classification.
5. Technical Description of the proposed subdivision sublots signed and sealed by a Licensed Geodetic Engineer.
6. Affidavit Granting Perpetual Easement for Road Right of Way (R.R.O.W.) of the proposed subdivision lots.
7. Affidavit of Undertaking delineating the 20% Socialized Housing Components in compliance to Sec. 18 of R.A. 7279 for 5 or more sub-lots which are for sale.

Services:

Processing for Approval of Complex Subdivision (either under PD 957 of BP 220)

Requirements:

FOR OPTIONAL APPLICATION FOR PRELIMINARY SUBDIVISION DEVELOPMENT (BP 220 & PD 957)

1. Four (4) sets of site development plan (Schematic plan) at a scale ranging from 1:200 to 1:2,000 showing the proposed layout of streets, lots, parks and playground 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.
2. A set of the following documents duly signed and sealed by a licensed geodetic engineer
 - a. Vicinity map indicating the adjoining land uses, access, as well as existing facilities and utilities at least within 500 meters from the property boundaries of the project, drawn to any convenient scale.
 - b. Topographic plan to include existing condition as follows:
 - 1) Boundary lines: bearings and distances or geographic coordinates of the reference or tie point (referred to as the BLLM #)
 - 2) Streets, easements, width and elevation of right-of-way within the project and adjacent subdivisions/areas.
 - 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 streets lights, if any. If water mains and sewers are not within or adjacent to the subdivision, indicate the direction and distance to and size of nearest one, showing invert elevations of sewers, if applicable;
 - 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 at selected points not more that 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.
 - 5) Water courses, marshes, rock and wooded areas, presence of all preservable trees in caliper diameter of 200 millimeters, houses, barns, shacks, and other significant features.
 - 6) Proposed public improvements: highways or other major improvements planned by public authorities for future construction within/adjacent to the subdivision.
 - c. Survey Plan of lot(s) as described in TCT(s).
3. At least 2 copies of certified true copy of title(s) and current tax receipts. (Certified within 30 days of application.) If not registered in the name of applicant, submit also Memorandum of Agreement or Joint Venture Agreement or Special Power of Attorney.
4. Right to use or deed of sale of right-of-way for access road and other utilities when applicable, subject to just compensation for private land.

Requirements:

APPLICATION FOR SUBDIVISION DEVELOPMENT PERMIT (BP 220 & PD 957)

- 1) All requirements for application for preliminary Subdivision Development Plan (as specified on Section 10. A for BP 220 & Section 5.A for PD 957).
- 2) Subdivision Development Plan consisting of the Site Development Plan at any of the following scales: 1:200; 1:1,000, or any scale not exceeding 1:2,000; showing all proposals including the following:
 - a.) Roads, easements of right-of-way and roadway width, alignment, gradient, and similar data for alleys, if any
 - b.) Lot numbers, lines and areas and block numbers.
 - c.) Site data such as number of residential and saleable lots, typical lot size, parks and playgrounds and open spaces.

The Subdivision Development Plan shall be prepared, signed and sealed by any licensed and registered architect, environmental planner, civil engineer, or geodetic engineer.

3) Civil and Sanitary Works Design

Engineering plans/construction drawings based on applicable engineering code and design criteria to include the following:

- a.) At least two (2) copies of road (geometric and structural) design/plan duly signed and sealed by a licensed civil engineer.
 - 1.) Profile derived from existing topographic map signed and sealed by a licensed geodetic engineer showing the vertical control, designed grade, curve elements and all information needed for construction.
 - 2.) Typical roadway section showing relative dimensions of pavement, sub-base and base preparation, curbs, gutters, sidewalks, shoulders, benching and others.
 - 3.) Details of roadway and miscellaneous structure such as curb and gutter (barrier, mountable and drop), slope protection wall and retaining wall.
- b.) At least two (2) copies of storm drainage and sanitary sewer system duly signed and sealed by a licensed sanitary engineer or civil engineer.
 - 1.) Profile showing the hydraulic gradients and properties of sanitary and 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.
- c.) At least two (2) copies of site grading plan with finished contour lines superimposed on the existing ground, the limits of earth work embankment

slopes, cut slopes, surface drainage, drainage outfalls and others, duly signed and sealed by a licensed civil engineer.

- 4) At least two (2) copies of water system layout and details duly signed and sealed by a licensed sanitary engineer or civil engineer. Should a pump motor has a horsepower (hp) rating of 50 hp or more, its pump rating specifications shall be signed and sealed by a professional mechanical engineer.
- 5) Certified true copy of tax declaration covering the property(ies) subject of the application for the year immediately preceding;
- 6) Zoning Certification from HLURB Regional Office
- 7) Certified True Copy of DAR Conversion Order.
- 8) Certified true copy of Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), whichever is applicable, duly issued by the DENR;
- 9) At least 2 copies of project description for projects having an area of 1 hectare and above to include the following:
 - a.) Project profile indicating the cost of raw land and its development (total project cost), amortization schedule, sources of financing, cash flow, architectural scheme, if any, and work program;
 - b.) Audited financial statement for the last three (3) preceding years;
 - c.) Income Tax Return for the last three (3) preceding years;
 - d.) Certificate of Registration with Securities and Exchange Commission (SEC);
 - e.) Articles of incorporation or partnership;
 - f.) Corporation by-laws and all implementing amendments, and
 - g.) For new corporations three (3) years and below statement of capitalization and sources of income and cash flow to support work program.
- 10) Plans specifications, bill of materials and cost estimates duly signed and sealed by the appropriate licensed professionals.
- 11) Application for permit to drill from the National Water Resources Board (NWRB).
- 12) Traffic impact assessment (TIA) for subdivision projects 30 hectares and above.
- 13) List of names of duly licensed professionals who signed the plans and other similar documents in connection with application filed indicating the following information:
 - a.) Surname;
 - b.) First name;
 - c.) Middle name;
 - d.) Maiden name, in case of married women professional;
 - e.) Professional license number, date of issue and expiration of its validity;
 - f.) Professional tax receipt and date of issue;
 - g.) Taxpayer's Identification Number (TIN)

- 14) Certification from City Engineer's Officer on the result of its technical review of the drainage, road & site grading plans.
- 15) Electrical Lay-out Plan
- 16) Water System Lay-out Plan
- 17) Tree-planting Lay-out Plan
- 18) Certification from Capelco for provision of electricity
- 19) Certification from MRWD for provision of potable water
- 20) Drainage Systems Design Analysis
- 21) Subdivision Cost Estimates
- 22) Subdivision Program of works
- 23) Affidavit to comply with RS-532 (Tree-planting)
- 24) Subdivision Project Feasibility Study
- 25) Certification of 20% Socialized Housing Components for compliance of Sec.18, R.A. 7279, or Affidavit of Undertaking for complying Section 18 of RA 7279.

SECURING PERMITS FOR SIMPLE AND COMPLEX SUBDIVISIONS.

ABOUT THE SERVICE:

REQUIREMENTS:

- Simple Subdivision Application Form and documentary requirements (checklist attached)
- Preliminary Approval & Locational Clearance Application Form and Development Permit Application Form and documentary requirements (checklist attached)

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Proceed to the CPDO</p> <ul style="list-style-type: none"> ➤ Go to a frontline staff and present your Simple Subd. Application Form; PALC or DP Application Form, w/ Documents in folder <p>Checking of Applications for requirements</p> <ul style="list-style-type: none"> ➤ Simple Subd. Application ➤ Complex Subd. Application <p>If requirements are complete proceed to step 2</p> <p>If Not return the documents to applicant.</p>	<p>10 minutes</p> <p>20 minutes</p>	<p>REMEGIO D. DOLLETE Zoning Officer III</p> <p>HENRY BOB T. LIMOSNERO Project Dev't. Officer II</p> <p>VICENTE A. ARTUZ Admin Officer II</p> <p>MA. CARMELA A. HISMAÑA Adm. Aide II</p> <p>REMEGIO D. DOLLETE Zoning Officer III</p> <p>OR</p> <p>HENRY BOB T. LIMOSNERO Project Dev't. Officer II</p>
<p>2. Review and Evaluation of Plans and Documents</p> <ul style="list-style-type: none"> ➤ Simple Subdivision ➤ Complex Subdivision <p>If no discrepancies are noted, proceed to step 4</p> <p>If discrepancies are noted on plans and documents submitted including computation of areas-return to applicant.</p>	<p>2 days</p> <p>10 days</p>	<p>REMEGIO D. DOLLETE Zoning Officer III</p> <p>OR</p> <p>HENRY BOB T. LIMOSNERO Project Dev't. Officer II</p>
<p>3. Site Inspection</p> <ul style="list-style-type: none"> ➤ Simple Subdivision ➤ Complex Subdivision 	<p>1 hour</p> <p>1 hour</p>	<p>REMEGIO D. DOLLETE Zoning Officer III</p> <p>HENRY BOB T. LIMOSNERO Proj. Dev't. Officer II</p>
FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p>4. Stamping/typing of endorsement letter and approval form and recording</p>		<p>VICENTE A. ARTUZ</p>

<ul style="list-style-type: none"> ➤ Simple Subdivision ➤ Complex Subdivision <p>Frontline personnel stamps plans and documents and types endorsement letter and approval form before recording and affixing reference number</p>	<p>30 minutes</p> <p>1 hour</p>	<p>Admin. Officer II</p> <p>MA. CARMELA A. HISMAÑA Admin. Aide II</p>
<p>5. Approval of the City Planning & Dev't. Coordinator.</p> <p>The CPDC reviews & evaluates the plans & documents and signs for endorsement to SP</p>	<p>Simple – 1 day</p> <p>Complex – 3 days</p>	<p>LORELEI B. PIANSAY City Planning & Dev't. Coord.</p>
<p>6. City Mayor's Approval & Indorsement to Sangguniang Panlungsod.</p>	<p>2 days</p>	<p>Staff-in-charge of preparing endorsement letter to SP</p>
<p>7. Sangguniang Panlungsod Approval</p>	<p>2 weeks</p>	<p>SP Secretary</p>
<p>8. City Planning & Dev't. Office for releasing of Documents.</p> <p>Staff-in-charge receives documents from SP, records, contacts proponent and releases documents</p>	<p>10 minutes</p>	<p>REMEGIO D. DOLLETE Zoning Officer III</p> <p>HENRY BOB T. LIMOSNERO Proj. Dev't. Officer II</p> <p>VICENTE A. ARTUZ Adm. Officer II</p> <p>MA. CARMELA A. HISMAÑA Adm. Aide II</p>

FEES ON APPROVAL OF SUBDIVISION PROJECT (ORDINANCE NO. 03-93)

A. Preliminary Approval and Locational Clearance – P 60.00/hectare

B. Inspection Fee for Final Approval

1. High Density – P 110.00/ha.

2. Eco. Subd. - 165.00/ha.

3. Open Market - 220.00/ha.

C. Final Approval

Based on Density

$\frac{\text{No. of lot}}{\text{Land Area (ha.)}} = \text{Density}$

Land Area (ha.)

1. High Density – 66 – 100 – P 181.50/ha. or fraction

2. Eco. Subd. – 21 - 65 - P 242.00/ha. or fraction

3. Open Market – 20 & Below – P 363.00/ha. or fraction

D. Alteration of Plan

Same as final processing fees

ISSUANCE OF CERTIFIED COPY OF APPROVED SUBDIVISION PLAN AND APPROVAL FORM

ABOUT THE SERVICE

Lot owners, Developers or other interested individuals secure copy(ies) of the subdivision plans processed and approved by the Roxas City LGU.

REQUIREMENT(S)

Accomplished Request Form/Slip

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Proceed to the CPDO Go to a frontline staff and fill out/accomplish the request form/slip	2 minutes	Engr. Remegio D. Dollete Zoning Officer III Ma. Carmela A. Hismaña Adm. Aide II
2. Verify/Retrieve File/Make Order of Payment Staff-in-charge will look for file, retrieve it and make Order of Payment for the requisite fee.	30 minutes	Ma. Carmela A. Hismaña Admin. Aide III
3. Photocopy/Payment of Requisite Fee Staff-in-charge lends client the file to be photocopied and gives out Order of Payment for payment of requisite fee.	30 minutes	Photocopier City Treasurer's Office Receipt-in-Charge
4. Processing of Request Client returns original copy of document(s). Staff-in-charge types name of approving officer OR # & date of payment on photocopy of document, records, transaction.	10 minutes	Ma. Carmela A. Hismaña Admin. Aide II
5. Signing of Requested Document(s) Staff-in-charge secures signature of approving officer(s)	10 minutes	Lorelei B. Piansay CPDC/Acting Zoning Administrator Engr. Remegio D. Dollete Zoning Officer III
6. Releasing Staff-in-charge makes client sign logbook before releasing document(s)	5 minutes	Ma. Carmela A. Hismaña Admin. Aide II

SECURING ALTERATION PERMIT FOR APPROVED SUBDIVISION PLANS

REQUIREMENTS:

A. For Simple and Complex Subd. Application for Alteration of Plan.

1. Two (2) copies of previously approved site development plan of the entire subdivision (Schematic Plan).
2. Four (4) copies of the plan showing the proposed alteration duly signed and sealed by a Licensed Architect/Civil Engineer/Geodetic Engineer.
3. Letter stating the purpose/reason for the proposed alteration/conversion.
4. Sworn Statement that the affected lots/units for alteration have not been sold.
5. Written conformity or consent of the duly organized homeowner’s association or the majority of the lot/unit buyers.
6. Certified true copy of Title(s) of the affected lots/units if the said lots/units have not been titled.
7. Certified true copy of Tax Declaration.
8. Current Tax Receipts.

FEES:

1. Simple Subd. Alteration Fees – P 60.00/Subdivision
2. Complex Subd. Alteration Fees – same as Final Processing Fees.

Based on Density:

$$\frac{\text{No. of Lot}}{\text{Land Area (ha.)}} = \text{Density}$$

1. High Density – 66 – 100 – P 181.50 / ha. or fraction
2. Eco. Subd. – 21 – 65 – P 242.00/ha. or fraction
3. Open Market – 20 & below – P 363.00/ha. or fraction

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Proceed to the CPDO</p> <p>Go to a frontline staff and present your application for Alteration of Plan forms for Simple Subd. or Complex Subd. with documents in Folder.</p> <p>If req’ts. are complete proceed to step 2. If not, return documents to applicant.</p>	<p>Simple – 10 mins.</p> <p>Complex – 20 mins.</p>	<p>Remegio D. Dollete Zoning Officer III Henry Bob T. Limosnero Proj. Dev’t. Officer II Vicente A. Artuz Adm. Officer II Ma. Carmela A. Hismaña Admin. Aide II</p>
<p>2. Review / Evaluation</p> <p>If no discrepancies are noted, proceed to step 3. If discrepancies are noted on Plans and documents submitted including computation of areas, return to applicant.</p>	<p>Simple – 1 day</p> <p>Complex - 3 days</p>	<p>Remegio D. Dollete Zoning Officer III Henry Bob T. Limosnero Proj. Dev’t. Officer II</p>
FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p>3. Inspection</p>	<p>Simple – 1 hour</p> <p>Complex – 1 hour</p>	<p>Remegio D. Dollete Zoning Officer III Henry Bob T. Limosnero</p>

		Proj. Dev't. Officer II
4. Stamping / Typing of Endorsement letter and approval form and recording	Simple – 20 mins. Complex – 45 mins.	Vicente A. Artuz Adm. Officer II Ma. Carmela A. Hismaña Admin. Aide II
5. Approval of the City Planning & Dev't. Coordinator The CPDC reviews & evaluates the plans & documents and signs for endorsement to Sangguniang Panlungsod.	Simple – 1 day Complex – 2 days	Lorelei B. Piansay City Planning & Dev't. Coord.
6. City Mayor's Approval & Endorsement to Sangguniang Panlungsod. City Mayor reviews the application & endorsement. Instructs staff to prepare endorsement to SP.	2 days	City Mayor Staff-in-charge
7. Sangguniang Panlungsod Approval	2 weeks	SP Secretary
8. City Planning & Dev't. Office for releasing of documents.	Simple – 10 mins. Complex – 10 mins.	Remegio D. Dollete Zoning Officer III Henry Bob T. Limosnero Proj. Dev't. Officer II Vicente A. Artuz Adm. Officer II Ma. Carmela A. Hismaña Admin. Aide II

**SECURING DATA/MAPS/INFORMATION FROM THE
CITY PLANNING AND DEVELOPMENT OFFICE**

ABOUT THE SERVICE

INFORMATION about the city and its development plans are available at the CPDO.

Information available includes:

- Socio-Economic Profile
- Land Use Plan
- Economic Development Data
- Other City Statistics
- Certified copy of land use and zoning maps.

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Inquiry/Verification as to Information Availability:</p> <ul style="list-style-type: none"> ❖ Approach a frontline staff who will verify if data/maps/information needed is available 	5 minutes	<p>Lorenza D. Roldan Admin. Aide II</p> <p>Emilyn A. Ardeña Draftsman II</p>
<p>2. Access Information :</p> <ul style="list-style-type: none"> ❖ If data is available, you will be requested to wait while the person-in-charge accesses the information. Otherwise, you will be referred to other probable sources of information. 	10 minutes	<p>Melanie C. Arboleda Stat. Aide</p> <p>Yolanda A. Consing Planning Assistant</p>
<p>3. Review, Verify and Certify</p> <ul style="list-style-type: none"> ❖ Person-in-charge reviews and verifies the information to be given & signs certified copy/ies if needed. 	5 minutes	<p>Liza L. Arnedo Proj. Evaluation Officer IV</p> <p>Ruthella L. Basas Planning Officer IV</p>
<p>4. Photocopy Documents & Register in the Logbook</p> <ul style="list-style-type: none"> ❖ If you need to photocopy documents, you will be asked to leave an ID card before you can take the documents out of the office ❖ Sign a logbook for record purposes if documents were photocopied, return the original documents and retrieve your ID card. 	2 minutes	<p>Lorenza D. Roldan Admin. Aide II</p> <p>Emilyn Ardeña Draftsman II</p>

