

Issuance of Subdivision of Lot Approval

ABOUT THE SERVICE

In accordance with Section 4 of Presidential Decree No. 957 and its implementing Standards, Rules and Regulations, as amended by Executive Order No. 648 dated 07 February 1981 the approval for the development of a Simple Subdivision Project should conform to the Approved Comprehensive Land Use Plan of the Municipality.

FEE

P 250.00 - processing fee
50.00 - Certification Fee

REQUIREMENT(s)

- Two (2) subdivision scheme plan showing the proposed subdivision layout, lot frontage dimension, aggregate lot areas, etc.
- Two (2) sets of Vicinity Map/Location plan, drawn to scale showing the land uses and circulation network as well as the existing landmarks, facilities and utilities at least 100 meters from project boundaries.
- One (1) certified true copy of land title (OCT/TCT) and tax declaration (Deed of Sale/Memorandum of Agreement) if the title is not registered in the name of applicant.
- SB Resolution of No objection on the proposed Simple Lot Subdivision.

HOW TO AVAIL OF THE SERVICE

PROCESS/ACTIVITY		DURATION	PERSON RESPONSIBLE
Service Provider	Client		
1.	Secure application for approval of simple subdivision project and request letter pro forma		
2. Interview the client and provide the forms	Accomplish the application forms	1 minute	Engr. Gerry Araneta
3. Check the requirements and the validity of the documents (thorough verification) Advise client to pay		10 minutes	Engr. Gerry Araneta Ma. Ellen Torres
4.	Pay processing fee		Rizean Olivar
5. Prepare for endorsement of the application to SB for SB Resolution stating no objection		5 minutes	Engr. Gerry Araneta
6. Advise client to proceed to SB Office	Proceed to Sangguniang Bayan Office for the inclusion in the agenda (for passage of SB Resolution)		
7. Issuance of Approval of Simple Subdivision Project & Zoning Certification		5 minutes	Engr. Gerry Araneta Zoning Administrator
Total		21 minutes	