

SANGGUNIANG PANLUNGSOD

Ground Floor, Pedro B. Generalao Bldg (SP), Buhanginan Hills, Pala-o, Iligan City, 9200
Tel.: (063) 221-4345 / 222-1098 (Fax) 225-4510 (Loc. 125) email : iligan.sp@gmail.com

Frontline Services : APPROVAL OF SUBDIVISION PROJECT

- Schedule of Availability of Service :** 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.
On Mondays provision of services starts after flag raising
- Who May Avail of the Service :** Developer
- What are the requirements :**
1. Site Development Plan
 2. Vicinity Map
 3. Certified true copy of title(s), tax declaration and current tax receipts
 4. Conversion clearance from DAR if the land is agricultural land
 5. Certificate of zoning classification
 6. Barangay resolution for social acceptability of the project
 7. Sworn statement as to nature, number and income level of beneficiaries
 8. Sworn statement as to maximum selling price per unit
 9. Environmental compliance certificate (ECC) or Certificate of Non-coverage (CNC) from DENR
 10. Engineering Plans and Designs
 11. Proof of Payment/Official Receipt

APPLICABLE FEES:

PRELIMINARY APPROVAL

PROCESSING FEE :

Php 75/ha. Socialized Housing
Php150/ha. Economic Housing

INSPECTION FEE :

Php200/ha. Socialized Housing
Php500/ha. Economic Housing

DEV'T PERMIT/FINAL APPROVAL

PROCESSING FEE :

Php 500/ha. Socialized Housing
Php 1,000/ha. Economic Housing

INSPECTION FEE :

Php200/ha. Socialized Housing
Php500/ha. Economic Housing

Duration : 3 hours and 10 minutes



How to avail of the service:

APPROVAL OF SUBDIVISION PROJECT

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Submit application with supporting documents.	<p>Receive the application with supporting documents.</p> <p>Forward the application & supporting documents to the Subdivision Application & Monitoring Office (SAMO). Instruct client to proceed to the in-charge.</p> <p>Receive the application & the supporting documents.</p>	3 mins.	<p>Jeannie R. Fabros</p> <p>Cesar B. Montes</p>		<p>-Preliminary Approval</p> <p>-Development Permit</p> <p>-Simple Subdivision Approval</p>
2	<p>Wait while the documents are being examined.</p> <p>Clients receive list of lacking document/s to be complied.</p>	<p>Check the completeness of requirements submitted.</p> <p>In case document/s are incomplete, inform developer to comply the lacking documents.</p>	10 mins.	Cesar B. Montes		
3	Present the lacking requirements.	Receive the additional lacking requirements.	30 mins.	Cesar B. Montes		
4	Discuss with the in-charge.	Evaluate the plans and confer with the developer.		<p>Paulino C. Acierto, Jr.</p> <p>Wilfredo c. Salazar, Jr.</p> <p>Cesar B. Montes</p>		
5	Receive assessment fee.	Assess payment of the plan & issue assessment fee.	13 mins.	Cesar B. Montes	applicable fees	
6	Pay at the Cashier's Office.	Instruct developer to pay the applicable fees at the Cashier's Office.		Cashier at the CTO		
7	Present Official Receipt.	Receive official receipt.		Cesar B. Montes		

How to avail the service -

APPROVAL OF SUBDIVISION PROJECT

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
8	Confirm availability of the schedule of site inspection.	Agree schedule of site inspection with the developer within 5 working days.	2 mins.	Cesar B. Montes		
9	Accompany the inspector.	Conduct site inspection. Examine the physical suitability of the area.	2 hrs. (within 5 th day)	Paulino C. Acierto, Jr. Wilfredo C. Salazar, Jr. Cesar B. Montes		-Inspection Report Form
10	Developer to cooperate with the inspector by answering basic questions in relation to the subdivision plan.	Evaluate the submitted documents and plans with technical requirements. Require developer to answer some basic questions.				
11	Receive the Notice of Deficiency.	Issue Notice of Deficiency in case the site is found not viable/feasible. If proposed project found viable, indorse the same to the SangguniangPanlungsod for action. Update developer for the status of the Subdivision Project Plan.	3 mins. 6 mins.	Paulino C. Acierto, Jr. Cesar B. Montes		Notice of Deficiency Form -On-Site Approval Endorsement Letter
12	Wait for the approval of the proposed Subdivision Project.	Advice developer to wait for the notice of approval.	2 mins.	Paulino C. Acierto, Jr. Cesar B. Montes		
13	Receive the approved Subdivision Plan.	Upon its approval, release the Project Plan.	2 mins.	Cesar B. Montes		
END OF TRANSACTION						