

CITY PLANNING DEVELOPMENT OFFICE

LOCATION : G/F City Engineer's Office Building, Zamora St., Silay City
TELEPHONE NUMBER: (034) 495-5701
Head of Office : Ar. Giovanni M. Guzon
Email Address : cpdo.silay@gmail.com

ABOUT OUR OFFICE

The City Planning and Development Office (CPDO) prepares and implements the development plans and programs of the city. Among its functions are the following:

1. Formulates integrated economic, social, physical, and other development plans and policies for consideration of the City Development Council.
2. Recommends, causes and directs the conduct of continuing studies, researches, and training programs necessary to evolve plans and programs for implementation.
3. Integrates and coordinates all sectoral plans and studies undertaken by the different function groups or agencies.
4. Monitors and evaluates the implementation of the different development programs, projects, and activities of the LGU concerned in accordance with approved development plan.
5. Analyzes the income and expenditure patterns, formulates and recommend fiscal plans and policies for consideration of the Finance Committee of the LGU concerned.
6. Promotes people participation in development planning within the LGU.
7. Exercises supervision and control over the secretariat of the City Development Council.
8. Directs and oversees the proper administration, implementation and/or enforcement of the city zoning ordinance.
9. Provides assistance to the SangguniangPanglungsod in the formulation of suitable zoning policies and in updating, amending and or proposing amendment to the existing zoning ordinance.

Our office has the following divisions, namely the Administrative Division, the Plans and Programs Division, the Research, Evaluation and Statistics Division, and the Projects Development Division.

RESEARCH AND STATISTICAL INFORMATION SERVICES

ABOUT THE SERVICE

Our office provides data/information to individuals/groups representing the public or private sectors of society about the city and its development plans.

REQUIREMENTS

- Identification card
- Letter request addressed to and approved by the City Mayor

FEES

- Research fee : P100.00 per research
- Printed Copies : P30.00 (1stfive (5) pages)
: P3.00 (per page for succeeding pages)
- CD/DVD copy : P120.00 per disc

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submission of Requirements	2 minutes/client	Statistician II Statistician Aide Project Evaluation Officer IV
2. Computation of fees	2 minutes/client	Administrative Assistant
3. Payment of fees	Client's privilege	City Treasurer's Office
4. Processing of request	10 minutes/transaction	Statistician II Statistician Aide Project Evaluation Officer IV

ISSUANCE OF ZONING CERTIFICATE

REQUIREMENTS

- Letter request address to Ar. Giovanni M. Guzon, CPDC
- Photocopy of Land Title
- Lot Plan
- Tax Declaration

FEES

P 250.00 per hectare or a fraction thereof

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submission of requirements	2 minutes/client	Administrative Assistant Clerk II
2. Computation of Fees	2 minutes/client	Administrative Assistant
3. Payment of fees	Client's privilege	City Treasurer's Office
4. Processing of request	30 minutes	CPDC Zoning Administrator Administrative Assistant Clerk II
5. Release of requested document	2 minutes	Administrative Assistant Clerk II

ISSUANCE OF LOCATIONAL CLEARANCE FOR BUILDING PERMIT

REQUIREMENTS

- Building Plans
- Land Title(s) (Certified True Copy)
- Tax Declaration
- Lot Plan, signed by a Geodetic Engineer
- Bill of Materials and Cost Estimates, and Technical Specifications

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submission of Requirements	2 minutes/client	Administrative Assistant Clerk II
2. Computation of Fees	2 minutes/client	Administrative Assistant
3. Payment of Fees	Client's privilege	City Treasurer's Office
4. Processing of Requirements	30 minutes	CPDC Zoning Administrator Administrative Assistant
5. Release of requested documents	2 minutes	Administrative Assistant Clerk II

SUBDIVISION DEVELOPMENT PLAN APPROVAL

REQUIREMENT(S)

FOR OPTIONAL APPLICATION FOR PRELIMINARY SUBDIVISION DEVELOPMENT PLAN

- At least 2 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 playgrounds and other features in relation to existing conditions duly signed by any of the following licensed professional:
 - a. An architect who is also an environmental planner or
 - b. A civil engineer who is also an environmental planner or
 - c. A geodetic engineer who is also an environmental planner or
 - d. An architect or a civil engineer or a geodetic engineer and an environmental planner as co-signatory
- 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 500meters from the property boundaries of the project, drawn to any convenient scale.
 - b. Topographic plan to include existing conditions as follows:
 - 1) Boundary lines: bearings and distances or geographic coordinates of the reference or tie points (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 the sanitary and storm or combined sewers; location of the lines, fire hydrants, electric and telephone poles and street lights. If water mains and sewers are not within/adjacent to the subdivision, indicate the direction 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 than 25 meter apart and 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 preparations 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 the lot(s) as described in TCT(s).
- At least two (2) copies of certified true copy of title(s) and current tax receipt(s).
 - 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.

Approval of the Preliminary Subdivision Development Plan will be valid only for a period of 180 days from date of approval.

FOR APPLICATION FOR SUBDIVISION DEVELOPMENT PERMIT

- All requirements for application for Preliminary Subdivision Development Plan
- 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 or 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 duly signed and sealed by any of the following licensed professional:

 - a. An architect who is an environmental planner, or
 - b. A civil engineer who is also an environmental planner, or
 - c. A geodetic engineer who is also an environmental planner, or
 - d. An architect or a civil engineer or a geodetic engineer and an environmental planner as co-signatory
- Civil and Sanitary Works Design

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

 - a. At least 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 sections 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 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 2 copies of site grading plan with finished contour lines superimposed on the existing ground limits of earthwork embankment slopes,, cut slopes, surface drainage, drainage outfalls and others, duly signed and sealed by a licensed civil engineer.

- At least 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 and specifications shall be signed and sealed by a professional mechanical engineer.
- Certified true copy of tax declaration covering the property(ies) subject of the application for the year immediately preceding.
- Zoning certification from HLURB Regional Office.
- Certified true copy of DAR Conversion Order.
- Certified true copy of Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), whichever is applicable, duly issued by the DENR.
- At least 2 copies of project description for projects having areas 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 (3 years and below), statement of capitalization and sources of income and cash flow to support work program.
- Plans, specification, bill of materials and cost estimates duly signed and sealed by the appropriate licensed professionals
- Application for permit to drill from the National Water Resources Board (NWRB).
- Traffic impact assessment for projects 30 hectares and above.
- List of names of duly licensed professionals who signed the plans and other similar documents in connection with the application filed indicating the following information:
 - a. Surname;
 - b. First name;
 - c. Middle name;
 - d. Maiden name, in case of married women professionals;
 - e. Professional license number, date of issue and expiration of its validity;
 - f. Professional tax receipt and date of issue; and
 - g. Taxpayer's Identification Number (TIN)

If the establishment of the subdivision project is physically feasible and does not run counter to the approved Zoning and Comprehensive Land Use Plan of the city or municipality and the plan complies with these Rules, the same shall be approved and a Development Permit shall be issued upon payment of the prescribed processing fee.

A Development Permit shall only be valid for a period of three (3) years from date of issue if no physical development is introduced.

The owner or developer shall cause the necessary surveys of the project and prepare the survey returns with technical description and computations duly signed and sealed by a licensed geodetic engineer to be submitted together and in accordance with the approved subdivision plan, to the Land Management Sector (LMS) for verification and approval; pursuant to Section 50 of PD 1529 (Property Registration Decree) and subject to the provisions of RA 8560 and its Implementing Rules and Regulations.

FEES

- For Preliminary Approval : Based on Tariff
- For Final Approval : Based on Tariff

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit requirements for assessment and evaluation	15 days	Zoning Administrator CPDC Administrative Assistant
2. Computation of fees	2 minutes/client	Administrative Assistant
3. Payment of fees	Client privilege	City Treasurer's Office
4. Endorsement of plan to the City Mayor	10 minutes	CPDC Zoning Administrator
5. City Mayor endorses plan to the Sangguniang Panlungsod for approval		
6. Sangguniang Panlungsod endorses the approved plan to the City Planning and Development Office (CPDO)		Sangguniang Panlungsod Secretary
7. CPDO endorses plan to the SP Committee Chair on Housing, Land Use and Zoning for signature	10 minutes	Zoning Officer II
8. CPDO releases signed and approved plan to the owner	10 minutes	Zoning Administrator

LARGE SCALE MAPS

REQUIREMENTS

- Letter request duly approved by the City Mayor or his duly assigned representative

FEES

Paper Size (Inches)	Colored	Black and White
Short	P75.00	P50.00
Long	P75.00	P50.00
A3	P100.00	P75.00
20x30	P300.00	P200.00
24x33	P500.00	P300.00
32x42	P900.00	P700.00
33x47	P1,500.00	P1,200.00
42x96	P2,000.00	P1,500.00

MAPS AVAILABLE FOR COPY

SILAY CITY URBAN

1. Silay City Approved Zoning Map
2. Silay City Approved General Land Use Map
3. Silay City Barangay Boundaries