



# **City Planning and Development Office**

## **External**



## HEALTH PROTOCOLS AND SAFETY PRECAUTIONS

As the Covid19 pandemic remains the focal and main concern among people, with attention and demand for health care and sanitation becomes the “new normal,” the city Planning and Development Office hereby sets its office service delivery with a simple reconfiguration of its work place for the benefit of its clients, partners as well as other service providers that work harmoniously with the office personnel and staff.

The physical distancing measures, the mandatory wearing of face masks, use of healthy and sanitary disinfectants are the primary arrangement set by the office.

“No facemask, no sanitation, no transaction” banners the main entrance of the office for the clients, partners and other visitors to be made aware and ready upon entrance. These are the precautionary measures that every client must follow before proceeding any transactions. Before entering the main office building a foot bath vessel is provided with alcohol for hand wash to maintain hygiene and a temperature check is done.

To provide physical distancing and minimum face-to-face transactions while maintaining sanitary office arrangement, a transparent plastic material is set up at the entrance of the office to serve as a dividing wall for the office personnel to receive clients and conduct all transactions. An alcohol sprayer is provided at the entrance table for all to use. Anytime of the day and before closing the office, the transparent plastic wall and its surroundings are sprayed with alcohol to maintain sanitation and cleanliness.

### I. ISSUANCE OF LOCATIONAL CLEARANCE FOR BUILDING PERMIT

Our office assess zoning of building permit application to individuals/groups representing the public or private sectors of society.

<b>Office or Division:</b>	Planning Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen/ G2B – Government to Business/ G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Building Plans		Client		
Land Title(s) (Certified True Copy)		Register of Deeds		
Tax Declaration		City Assessors		
Lot Plan, signed by a Geodetic Engineer		Client		
Bill of Materials and Cost Estimates, and Technical Specifications		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of Requirements to	1. Checking of request	None	2 minutes	<i>Administrative Assistant</i>



the Receiving Section of the City Planning & Development Office				CPDO Clerk II CPDO
2. Wait for computation	2. Computation of fees	Varies based on HLURB schedule of fees	2 minutes	<i>Draftsman Zoning Administrator</i> CPDO
3. Payment of Fees to the City Treasurer's Office	3. Get the copy of payment request		1 Day	<i>Cashier</i> City Treasurer's Office
4. Wait for request by the Releasing Section	4. Processing of request	None	30 minutes	<i>CPDC</i> CPDO <i>Zoning Administrator</i> CPDO <i>Administrative Assistant</i> CPDO
5. Release of requested documents	4. Log Book-out	None	2 minutes	<i>Administrative Assistant</i> CPDO <i>Clerk II</i> CPDO
<b>TOTAL:</b>		None	1 Day, 36 minutes	

## II. ISSUANCE OF ZONING CERTIFICATE

Our office provides information about zoning classification of property to individuals/groups representing the public or private sectors of society.

<b>Office or Division:</b>	Planning Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen/ G2B – Government to Business/ G2G – Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Letter request address to Ar. Giovanni M. Guzon, CPDC		City Planning and Development Office (CPDO)
Photocopy of Land Title		Register of Deeds
Lot Plan		Surveying Office
Tax Declaration		City Assessor



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of requirements to the Receiving Section of the City Planning & Development Office	1. Checking of requirement	None	2 minutes	<i>Administrative Assistant</i> CPDO <i>Clerk II</i> CPDO
2. Wait for computation	2. Computation of fees	None	2 minutes	<i>Administrative Assistant</i> CPDO
3. Payment of fees to the City Treasurer's Office	3. Get the copy of payment receipt	PHP 250/ hectare or a fraction thereof	1 Day	<i>Cashier</i> City Treasurer's Office
4. Wait for request by the Releasing Section	4. Processing of request	None	30 minutes	<i>CPDC</i> CPDO <i>Zoning Administrator</i> CPDO
5. Release of requested documents	5. Log Book-out	None	2 minutes	<i>Administrative Assistant</i> CPDO <i>Clerk II</i> CPDO
<b>TOTAL:</b>		PHP 250/ hectare or a fraction thereof	1 Day, 36 minutes	

### III. LARGE SCALE MAPS

Our office provides maps of the city to individuals/groups representing the public or private sectors of society.

<b>Office or Division:</b>	Planning Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen/ G2B – Government to Business/ G2G – Government to Government



<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request duly approved by the City Mayor or his duly assigned representative		Submit to the City Mayor's Office (CMO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Request with Title of Maps	1. Print-out request of Maps  Maps Available For Silay City Urban:  1. Silay City approved Zoning Map 2. Silay City Approved General Land Use Map 3. Silay City Barangay Boundaries	Colored a. PHP 75/ short b. PHP 75/ long c. PHP 100/ A3 d. PHP 300/ 20x30 e. PHP 500/ 24x33 f. PHP 900/ 32x42 g. PHP1,500/ 33x47 h. PHP2,000/ 42x96  Black and White a. PHP 50/ short b. PHP 50/ long c. PHP 75/ A3 d. PHP 200/ 20x30 e. PHP 300/ 24x33 f. PHP 700/ 32x42 g. PHP 1,200/ 33x47 h. PHP 1,500/ 42x96	10 minutes	CPDC CPDO <i>Zoning Officer II</i> CPDO <i>Draftsman III</i> CPDO
<b>TOTAL:</b>		Dependent on the kind and size of copy	10 minutes	



#### IV. RESEARCH AND STATISTICAL INFORMATION SERVICES

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

<b>Office or Division:</b>	Project Evaluation Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen/ G2G – Government to Government/ G2B – Government to Business			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Identification card		Client		
Letter request addressed to and approved by City Mayor (1 Original)		City Mayor's Office (CMO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Submit the requirements to the Receiving Section of the City Planning & Development Office	1. Checking of requirements	None	2 minutes	<i>Statistician II</i> CPDO <i>Statistician Aide</i> CPDO <i>Project Evaluation Officer IV</i> CPDO
2. Wait for the computation of fees	2. Compute the fees	None	2 minutes	<i>Administrative Assistant</i> CPDO
3. Pay the required fees to the City Treasurer's Office	3. Get the copy of payment receipt	Research fee: PHP 100/ research  Printed Copies: PHP 30 (1 <sup>st</sup> five (5) pages): PHP 3/ page for succeeding pages  CD/DVD copy: PHP 120/disc	1 Day	<i>Cashier</i> City Treasurer's Office
4. Wait for the request to be	5. Process of request	None	10 minutes	<i>Statistician II</i> <i>Statistician Aide</i>



released by the Releasing Section				CPDO Project Evaluation Officer IV CPDO
<b>TOTAL:</b>		None	1 Day, 14 minutes	

## V. SUBDIVISION DEVELOPMENT PLAN APPROVAL

Our office evaluates subdivision plans of the developers representing the public or private sectors of society.

### **APPLICATION FOR PRELIMINARY SUBDIVISION DEVELOPMENT**

<b>Office or Division:</b>	Planning Division		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2B – Government to Business/ G2G – Government to Government		
<b>Who may avail:</b>	All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<p>1. At least 5 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:</p> <p>a. An architect who is also an environmental planner or</p> <p>b. A civil engineer who is also an environmental planner or</p> <p>c. A geodetic engineer who is also an environmental planner or</p> <p>d. An architect or a civil engineer or a geodetic engineer and an environmental planner as co-signatory</p>		Client	
<p>2. A set of the following documents duly signed and sealed by a licensed geodetic engineer:</p>		Client	



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| <p>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.</p> <p>b. Topographic plan to include existing conditions as follows:</p> <ol style="list-style-type: none"><li>1) Boundary lines: bearings and distances or geographic coordinates of the reference or tie points (referred to as the BLLM #);</li><li>2) Streets, easements, width and elevation of right-of-way within the project and adjacent subdivisions/areas;</li><li>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;</li><li>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.</li><li>5) Water courses, marshes, rock and wooded areas, presence of all preservable trees in caliper</li></ol> |  |
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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).				
3. At least five (5) copies of certified true copy of title(s) and current tax receipt(s)		Client		
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		Client		
5. Approval of the Preliminary Subdivision Development Plan will be valid only for a period of 180 days from date of approval.		Client		
6. AutoCAD files of plans		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements for assessment and evaluation	1. Checking of request	None	15 days	<i>Zoning Officer</i> CPDO
2. Wait for site inspection	2. Schedule/ conduct site inspection	None	2 minutes	<i>Zoning Officer</i> CPDO
3. Wait for computation	3. Computation of fees	Varies based on HLURB fees	2 minutes	<i>Zoning Officer</i> CPDO
4. Payment of fees	4. Get the copy of payment receipt  a. For Preliminary Approval – Based on Tariff	None	1 Day	<i>Cashier</i> City Treasurer's Office



	b. For Final Approval – Based on Tariff			
5. Wait for the approval of the subdivision plan by the Sangguniang Panlungsod after committee hearings	5. Endorse the plan to the City Mayor for submission to the Sangguniang Panlungsod	None	10 minutes plus waiting time for SP deliberation and approval	CPDC CPDO Zoning Officer CPDO
6. Receives the signed and approved plan	6. After receipt of the Sangguniang Panlungsod Resolution approving the subdivision plan, records it to the logbook and releases the signed and approved plan to the owner	None	10 minutes	Zoning Administrator CPDO
<b>TOTAL:</b>		None	1day, 39 minutes plus waiting time for SP deliberation and approval	

**APPLICATION FOR SUBDIVISION DEVELOPMENT PERMIT**

<b>Office or Division:</b>	Planning Division	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen/ G2B – Government to Business/ G2G – Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. All requirements for application for Preliminary Subdivision Development Plan		Client
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		Client



<p>all proposals including the following:</p> <ol style="list-style-type: none"> <li>a. Roads, easements or right-of-way and roadway width, alignment, gradient, and similar data for alleys, if any.</li> <li>b. Lot numbers, lines and areas and block numbers.</li> <li>c. Site data such as number of residential and saleable lots, typical lot size, parks and playgrounds and open spaces.</li> </ol> <p>The Subdivision Development Plan shall be duly signed and sealed by any of the following licensed professional:</p> <ol style="list-style-type: none"> <li>a. An architect who is an environmental planner, or</li> <li>b. A civil engineer who is also an environmental planner, or</li> <li>c. A geodetic engineer who is also an environmental planner, or</li> <li>d. An architect or a civil engineer or a geodetic engineer and an environmental planner as co-signatory</li> </ol>	
<ol style="list-style-type: none"> <li>3. <b>Civil and Sanitary Works Design</b> Engineering plans/construction drawings based on applicable engineering code and design criteria to include the following:             <ol style="list-style-type: none"> <li>a. At least 5 copies of road (geometric and structural) design/plan duly signed and sealed by a licensed civil engineer.                 <ol style="list-style-type: none"> <li>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.</li> <li>2) Typical roadway sections showing relative dimensions of pavement, sub-base and base preparation, curbs, gutters,</li> </ol> </li> </ol> </li> </ol>	<p>Client</p>



<p>sidewalks, shoulders, benching and others.</p> <p>3) Details of roadway and miscellaneous structure such as curb and gutter (barrier, mountable and drop), slope protection wall and retaining wall.</p> <p>b. At least 5 copies of storm drainage and sanitary sewer system duly signed and sealed by a licensed sanitary engineer or civil engineer.</p> <p>1) Profile showing the hydraulic gradients and properties of sanitary and storm drainage lines including structures in relation with the road grade line.</p> <p>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.</p> <p>c. At least 5 copies of site grading plan with finished contour lines super-imposed 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.</p>	
<p>4. At least 5 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.</p>	<p>Client</p>



<p>5. Certified true copy of tax declaration covering the property(ies) subject of the application for the year immediately preceding.</p>	<p>Client</p>
<p>6. Zoning certification from HLURB Regional Office.</p>	<p>Client</p>
<p>7. Certified true copy of DAR Conversion Order.</p>	<p>Client</p>
<p>8. At least 5 copies of project description for projects having areas of 1 hectare and above to include the following:</p> <ul style="list-style-type: none"> <li>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;</li> <li>b. Audited financial statement for the last three (3) preceding years;</li> <li>c. Income Tax Return for the last three (3) preceding years;</li> <li>d. Certificate of registration with Securities and Exchange Commission (SEC);</li> <li>e. Articles of Incorporation or partnership;</li> <li>f. Corporation by-laws and all implementing amendments; and</li> <li>g. For new corporations (3 years and below), statement of capitalization and sources of income and cash flow to support work program.</li> </ul>	<p>Client</p>
<p>10. Plans, specification, bill of materials and cost estimates duly signed and sealed by the appropriate licensed professionals (5 copies)</p>	<p>Client</p>



11. Application for permit to drill from the National Water Resources Board (NWRB).		Client		
12. Traffic impact assessment for projects 30 hectares and above.		Client		
13. 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)		Client		
14. AutoCAD Files of Plans		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements for assessment and evaluation	1. Checking of request	None	15 days	<i>Zoning Officer</i> CPDO
2. Wait for site inspection	2. Schedule/ conduct site inspection	None	2 minutes	<i>Zoning Officer</i> CPDO
3. Wait for computation	3. Computation of fees	Varies based on HLURB fees	2 minutes	<i>Zoning Officer</i> CPDO
4. Payment of fees	4. Get the copy of payment receipt  a. For Preliminary Approval – Based on Tariff	None	1 Day	<i>Cashier</i> City Treasurer's Office



	b. For Final Approval – Based on Tariff			
5. Wait for the approval of the subdivision plan by the Sangguniang Panlungsod after committee hearings	5. Endorse the plan to the City Mayor for submission to the Sangguniang Panlungsod	None	10 minutes plus waiting time for SP deliberation and approval	CPDC CPDO Zoning Officer CPDO
6. Receives the signed and approved plan	6. After receipt of the Sangguniang Panlungsod Resolution approving the subdivision plan, records it to the logbook and releases the signed and approved plan to the owner	None	10 minutes	Zoning Administrator CPDO
<b>TOTAL:</b>		None	1 Day, 39 minutes plus waiting time for SP deliberation and approval	

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.

