

15. DEVELOPMENT PERMIT FOR SUBDIVISION APPROVAL

A Development Permit is a pre-requisite for the issuance of Certificate of Registration and License to Sell in compliance with the approved Quezon City Council Ordinance on subdivision plan approval.

Office or Division:	Subdivision Administration Unit (SAU)			
Classification:	Complex			
Type of Transaction:	G2B			
Who may avail:	HOA and Private Developers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Subdivision Plans, Eng'g. Plans and Topo Plan (4 sets original plans)		Private Developer		
• Certified True Copy of TCT(1 original, 1 photocopy)		Registry of Deeds - LRA		
• Locational Clearance (4 photocopies)		Zoning Administration Unit (ZAU)		
• Certificate of Registration (CMP - BP 220) (4 photocopies)		HLURB		
• SEC Registration (Open Market - PD 957) (4 photocopies)		Security and Exchange Commission		
• MOA w/ Land Owner, Developer, or Originator (1 original, 3 photocopies)		Registered Land Ownership		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up and submit the application Form for CMP or PD 957	1.1 Check completeness of documents	None	15 minutes	SAU Technical Personnel
	1.1.1 Evaluate pertinent documents including Subdivision Plans and Engineering Plans		1 day	Evaluation Group
	1.1.2 Conduct a site inspection and verify the conformity of plans in the project area		1-day	SAU Technical Personnel
	1.1.3 Prepare the evaluation report and recommendation report		2 hours	PDO IV
	1.1.4 Endorse the application with evaluation report and recommendation to the City Administration Office for legislation to		15 minutes	SAU Head

	the QC Council 1.1.5 Schedule on first reading followed by Committee hearing, agenda for the second reading, and third/final reading 1.1.6 Finalization of the Proposed Ordinance (PO No.) 1.1.7 Approved Ordinance 1.1.8 Prepares Order of Payment upon receipt of Approved Ordinance			Quezon City Council City Secretary's Office Office of the City Mayor PDO IV
2. Pay at CTO and submit the photocopy of Official Receipt	2.1 Check the Official Receipt		3 minutes	PDO IV
3. Receives Development Permit	3.1 Release the Development Permit and Approved Subd. Plan		5 minutes	Releasing Clerk

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	The client may fill up the Customer Service Survey Form found at the Receiving Area and drop it in the designated Suggestion Box. (Transparent Box)
How feedback is processed	<p>Every Friday, the assigned personnel will open the dropbox and consolidate the survey feedback form. Feedbacks requiring response is forwarded to the Administrative Division to specify the proper division/personnel to take appropriate action.</p> <p>For inquiries and follow-ups, the Client may contact Tel. No. 8988-4242 loc. 1013</p>
How to file a complaint	<p>Complaints can be filed through walk-in or e-mail. Email Address: ZAU@quezoncity.gov.ph/CPDO@quezoncity.gov.ph</p>
How complaints are processed	Receiving staff will open emails daily and forward printed copies of the complaint/sto the Office Head; upon evaluation, the Office Head will forward the complaint to the proper division/staff for appropriate action.