



D. Master Development Planning

These pertains to projects which involve large parcels of idle land which may be developed for public use and enjoyment.

Office or Division:	City Architect Department			
Classification:	Highly Technical			
Type of Transaction:	Government-to-Government (G2G) / Inter-Department			
Who may avail:	The Honorable Mayor, Barangay Captains and Councilors, other government agencies, other QC Government Departments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
List of Priority Projects approved by the City Infrastructure Committee in line with the City Mayor's 14 Point Agenda		Endorsement from the Chairman of the Infrastructure Committee (INFRACOM) and the Housing Community Development and Resettlement Department (HCDRD)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmit request letter to City Architect Department or send email to cityarchitect@quezoncity.gov.ph	1.1 Receives letter request / list	N/A	30 minutes	Administrative Support Staff
	1.2 City Architect reviews proposed project and routes the request to concerned Division	N/A	1 hour	City Architect & Administrative Support Staff
	1.3 Division Heads review the request and assigns the request to Architect/s	N/A	1 day	Senior Architects
2. Client will provide information regarding the project: - Transfer Certificate of Title (TCT)s - Space requirements - Others	2.1 Coordinate with the client for ocular site inspection on the actual / proposed project site	N/A	3 - 5 days	Senior and Junior Architects
	2.2 Preparation of Site Evaluation Report (SER) to determine project feasibility	N/A	3 -5 days	Senior and Junior Architects



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Endorsement of project to INFRACOM for approval and prioritization	N/A	1 day	Senior and Junior Architects
	2.4 Provision of schematic design in coordination with the clienteles, requesting parties and/or end users for approval	N/A	10 – 20 days	Senior and Junior Architects
	2.5 Design development and preparation of architectural and auxiliary (engineering) plans, designs and specifications	N/A	40 – 60 days	Senior and Junior Architects, and Engineers
	2.6 Presentation of Project Plans for Approval	N/A	1 – 2 days	City Architect & Senior Architects
	2.7 Preparation of Plans (Plotting)	N/A	1 – 2 days	Junior Architects and CAD Operators
	2.8 Preparation of cost estimates and work program	N/A	7 days	Engineers
	2.9 Signs plans and other pertinent documents	N/A	1 day	City Architect
	2.10 Transmits Bid Documents to INFRACOM and QC Engineering Department	N/A	1 day	Administrative Support Staff
	2.11 Preparation of Project Narrative for project inauguration	N/A	1 day	Senior and Junior Architects
	TOTAL		107 Days	