

## 4. 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.

<b>Office or Division:</b>	Subdivision Administration and Regulatory Division (SARD)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B (Government to Business)			
<b>Who may avail:</b>	HOA and Private Developers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> <li>Subdivision Development Plan and Vicinity Map (4 sets signed &amp; sealed) &amp; PTR</li> <li>Topographic Plan (4 sets signed &amp; sealed) &amp; PTR</li> <li>Road Design Development Plan (4 sets signed &amp; sealed) &amp; PTR</li> <li>Power Distribution System (4 sets signed &amp; sealed) &amp; PTR</li> <li>Plumbing/Sanitary Development Layout (4 sets signed &amp; sealed) &amp; PTR</li> <li>Technical Specifications (4 sets signed &amp; sealed) &amp; PTR</li> <li>Bill of Materials/Cost Estimate (4 sets signed &amp; sealed) &amp; PTR</li> <li>Lot Plan (4 sets signed &amp; sealed) &amp; PTR</li> <li>Project Study (2 sets)</li> <li>Locational Clearance (4 photocopies)</li> <li>Certified True Copy of TCT (1 original, 1 photocopy)</li> <li>Tax Declaration (1 original, 3 photocopies)</li> <li>SEC Registration (Open Market - PD 957) (4 photocopies)</li> <li>Certificate of Registration (CMP - BP 220) (4 photocopies)</li> <li>Environment Compliance Certificate or Certificate of Non-Coverage (1 original, 3 photocopies)</li> <li>DTI Certification (1 original, 3 photocopies)</li> <li>Board Resolution (4 copies)</li> <li>MOA w/ Land Owner, Developer, or Originator (1 original, 3 photocopies)</li> <li>Barangay Certification (1 original, 3 photocopies)</li> <li>Secretary Certificate (1 original, 3 photocopies)</li> </ul>		Licensed Architect or Environmental Planner		
		Licensed Geodetic Engineer		
		Licensed Civil Engineer		
		Licensed Professional Electrical Engineer		
		Licensed Sanitary Engineer		
		Private Developer		
		Private Developer		
		Licensed Geodetic Engineer		
		Private Developer		
		Zoning Administration Unit (ZAU)		
		Registry of Deeds – LRA		
		CTO		
		Security and Exchange Commission		
		DHSUD		
		DENR		
		DTI		
		Private Developer		
		Registered Land Ownership		
		Barangay		
		Private Developer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up and submits the application Form for CMP or PD 957	1.1 Check completeness of documents	None	1 day	SARD Technical Personnel
	1.1.1 Evaluate Pertinent documents including			Evaluation Group

	Subdivision Plans and Engineering Plans			
	A. Simple Subdivision		3-days	SARD Technical Personnel
	B. Complex Subdivision		7-days	
	C. Highly Complex Subdivision		20-days	
	1.1.2 Conduct a site inspection and verify the conformity of plans in the project area		1-day	PDO IV
	1.1.3 Prepare the evaluation report and recommendation report		1-day	SARD Head
	1.1.4 Endorse the application with evaluation report and recommendation to the City Administration Office for legislation to the QC Council			Quezon City 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			

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
Total			8 days & 8 mins (simple) 12 days & 8 mins (technical)* 25 days & 8 mins (complex)*	

*Note: \* time may differ depending on the complexity of the request/proposal*

## 5. LOCATIONAL CLEARANCE FOR BUSINESS PERMIT: NEW @ QCeServices

Locational Clearance is issued to business owners that serve as a pre-requisite document in the issuance of a Business Permit to guarantee that the business is in compliance with the Zoning Ordinance.

<b>Office or Division:</b>	Zoning Administration Unit (ZAU)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B			
<b>Who may avail:</b>	Business Owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>QC eServices website registration (Attachment of Supplemental Documents (whichever is applicable)</li> <li>Certificate of No Objection from HOA or Neighbors' Consent</li> <li>Barangay Council Resolution</li> <li>Building Permit or Certificate of Occupancy/Locational Clearance (Building)/SUP/COE/SP(City Council Resolution)</li> </ul>		<a href="https://qceservices.quezoncity.gov.ph/">https://qceservices.quezoncity.gov.ph/</a>  HOA Concerned Barangay DBO/ZAU		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register and log in to the QC eServices website and create an account				BPLD Technical Staff
2. Fill out the Unified Online Business Permit Application (UOBPA) and attach/upload documentary requirements				BPLD Clerks/ Evaluators