



Securing Alteration Permit (AP) for Subdivision Project

ABOUT THE SERVICE

All subdivision developers are required to secure Alteration Permit (AP) if changes will be made in the approved development plans.

Department / Office:		CITY PLANNING AND DEVELOPMENT OFFICE		
Classification:		Complex		
Type of Transaction:		G2C - Government to Citizens G2B - Government to Businesses G2G – Government to Government		
Who may avail		Subdivision Developers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- Plan showing the proposed alteration duly signed and sealed by a Licensed Architect/Engineer				
- Letter of Intent stating the proposed/reason for the proposed alteration/conversion				
- Sworn Statement that the affected lots/units for alteration have not been sold				
- Minutes of the General Assembly of buyers/homeowners for purposes of discussing the proposed alteration of plan, and the written conformity of the duly organized homeowners association or in the absence thereof, majority of the lot/unit buyers		Homeowners Secretary		
- Certified true copy of title (s) of the affected lots/units if the said lots/units have been titled				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Request Letter Submit letter-request together with complete requirements		See Table below	30 minutes	WILFREDO B. PRILLES, JR. CGDH I City Planning and Development Coordinator JOB B. OLIVA Statistician II ODILIO G. NATE Project Development Officer II NESSY P. SALES Project Development Officer I
	2. Review and Evaluation			



	Zoning personnel conducts review, site visits and complete evaluation of application.		Maximum of 5 days	
	3. Submission of consolidated evaluation report to SP and members of Land Use Committee		30 minutes	
	4. Issuance of Certificate After SP approval, Alteration Certificate will be issued to be signed by CPDO Chief, Land Use Chairman and City Mayor		1 day	
TOTAL		P	6 days and 1 hour	

CITY PLANNING AND DEVELOPMENT OFFICE

Room 208, 2/F Main Bldg., City Hall Complex, J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact:

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