



Securing Development Permit (DP) for Subdivision Project

ABOUT THE SERVICE

All subdivision developers are required to secure a Development Permit (DP) for its subdivision projects.

TAXES AND FEES

Projects under **PD 957**

Final Approval and Development Permit	P 2,880.00/ha. regardless of density
Additional Fee on Floor Area of housing component	P 3.00/sq.m.
Inspection Fee	P 1,500.00/ha. regardless of density

Projects under **BP 220**

Final Approval and Development Permit Processing Fee:	
a. Socialized Housing	P 600.00/ha.
b. Economic Housing	P 1,440.00/ha
Inspection Fee:	.
a. Socialized Housing	P 1,500.00/ha
b. Economic Housing	P 1,500.00/ha..

INDUSTRIAL / COMMERCIAL SUBDIVISION

Final Approval and Development Permit	P 720.00/ha.
Inspection Fee	P 1,500.00/ha.

FARM LOT SUBDIVISION

Final Approval and Development Permit	P 1,440.00/ha.
Inspection Fee	P 1,500.00/ha

MEMORIAL PARK / CEMETERY PROJECT / COLUMBARIUM

Final Approval and Development Permit Processing Fee:	
a. Memorial Project	P 3.00/sq.m
b. Cemeteries	P 1.50/sq.m.
c. Columbarium	P 7.20/sq.m of land area P 3.00/sq.m of floor area P 23.05/sq.m of Gross floor area
Inspection Fee:	
a. Memorial Project	P 1,500.00/ha.
b. Cemeteries	P 1,500.00/ha.
c. Columbarium	P 1,500.00/ha



UPLC Legal Research Fee - Computation of Legal Research Fee for the University of the Philippines Law Center (UPLC) remains at One Percent (1%) of every charged but shall in no case be lower than P12.00

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		
• Applicant's Letter of Application				
• Documents of Ownership and Financial				
• Certified Xerox copy of the Joint Venture Agreement (JVA), if the project is a joint undertaking between the landowner and a housing developer				
• Subdivision Development Plan				
• Engineering Plans consisting of: <ul style="list-style-type: none"> ○ Water System Layout Plan ○ Power Supply System Plan ○ Drainage and Sewer System Plan ○ Road System Plan ○ Site Grading Plan 				
• List of names of duly licensing professionals				
• Waste Management Plan		• Solid Waste Management Office		
• Certification / clearance on the suitability of design of the subdivisions water system		• Metro Naga Water District		
• Comment on the proposed Power Supply System		• CASURECO II		
• Certified true copy of DAR Conversion Oder or DAR Clearance		• Department of Agrarian Reform Office		
• Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) whichever is applicable		• Department of Environment and Natural Resources Office		
• Traffic Impact Assessment (TIA), for subdivision projects 30 hectares and above				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Request Letter Submit letter-request together with complete requirements.			30 minutes	WILFREDO B. PRILLES, JR. CDGH 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, DP 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:

Wilfredo B. Prilles, Jr., City Government Department Head I / City Planning and Development
Coordinator

Tel. No. (054) 205-2980 Loc. 2080

E-mail: cpdo@naga.gov.ph