



Securing Preliminary Approval and Locational Clearance (PALC) for Subdivision Developer

ABOUT THE SERVICE

All subdivision developers are required prior to issuance of final development permit to secure Preliminary Approval and Locational Clearance (PALC) for its subdivision projects.

TAXES AND FEES

Projects under **PD 957**

Preliminary Approval for Locational Clearance (PALC)

Processing Fee P 360.00/ha. or a fraction thereof

Inspection Fee P 1,500.00/ha. regardless of density

Projects under **BP 220**

Preliminary Approval for Locational Clearance (PALC)

Processing Fee:

a. Socialized Housing P 90.00/ha.

b. Economic Housing P 216.00/ha.

Inspection Fee:

a. Socialized Housing P 1,500.00/ha.

b. Economic Housing P 1,500.00/ha.

INDUSTRIAL/COMMERCIAL SUBDIVISION

Preliminary Approval for Locational Clearance (PALC) P 432.00/ha.

Inspection Fee P 1,500.00/ha.

FARMLOT SUBDIVISION

Preliminary Approval for Locational Clearance (PALC) P 288.00/ha.

Inspection Fee P 1,500.00/ha.

MEMORIAL PARK/CEMETERY

PROJECT/COLUMBARIUM

Preliminary Approval for Locational Clearance (PALC)

a. Memorial Projects P 720.00/ha.

b. Cemeteries P 288.00/ha.

c. Columbarium P 3,600.00/ha.

Inspection Fee

a. Memorial Projects 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 Intent				
• Site Zoning Certification	• City Planning Development Office			
• Barangay Clearance	• Barangay Hall			
• Current Business Permit	• City Treasurer's Office			
• Certified True Copy of Land Title/s for the property/ies subject of the application				
• Certified true copy of Tax Declaration/s for the property/ies subject of the application	• City Assessor's Office			
• Certification of updated Realty Tax Payment	• City Treasurer's Office			
• Site Development Plan (Schematic Plan)				
• the Land Title Survey Plan of lot(s) described in /s				
• Vicinity Map				
• Topographic Plan				
• Right to Use or Deed of Sale or Right-of-Way for access road and other Utilities when applicable				
• DAR Certification	• Department of Agrarian Reform			
• Statement of Proposed Mode of Compliance to Socialized Housing Development requirement under Section 18 RA 7279				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Request Letter Submit letter-request together with complete requirements.		P	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 technical evaluation to SP		30 minutes	



	and members of Land Use Committee.			
	4. Issuance of Certificate After SP approval, PALC 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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