



## Request for Cutting and / or Trimming Trees

### ABOUT THE SERVICES

Firms, individuals or entities that wish to cut down trees, prune or trim, even if they are within their property are required to secure a permit to cut trees.

<b>Department / Office:</b>		<b>CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens		
<b>Who may avail</b>		Any Resident		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• Letter request with Transfer Certificate of Title (TCT) / Tax Declaration (TD)				
• Picture of the tree				
• Barangay Clearance		• Barangay Hall		
• Permit to cut the tree issued by the DENR		• Dept. of Environment and Natural Resources (Provincial Office)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request.			5 minutes	CARLOS SHERWIN SP. ESTANISLAO III Metro Aide I
	2. Site inspection and verification/ evaluation of the request/ report preparation.		1 day	ANTONIO V. OLARTE Metro Aide I / Inspector
	3. Recommendation.		5 minutes	ENGR. DANILO B. CEA Administrative Officer V
	4. Approval of the request and/ or endorsement to concerned agency.		5 minutes	ALEXANDER N. CANING CGDH I City ENRO
<b>TOTAL</b>		P	1 day and 15 minutes	

### CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

Room 115, Multi-Purpose Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

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