



Republic of the Philippines
Province of Tarlac
CITY GOVERNMENT OF TARLAC
CITY PLANNING AND DEVELOPMENT OFFICE



CHECKLIST FOR ISSUANCE OF DEVELOPMENT PERMIT

- Reclassification from the Sangguniang Panlungsod (SP)
- Certified true copy of Transfer Certificate of Title (TCT)
- Certified true copy of Tax Declaration
- Certified true copy of Latest Tax Receipt/ Real property Tax Payment/s
- All requirements for PALC including (DAR Certificate of Non-Tenancy, DA Certificate Eligible Form for Conversion, NIA Certificate Not covered in the Irrigation System, DENR-ECC (Environmental Compliance Certificate).
- Vicinity Map
- Sketch Plan of Lot Property/ies
- Contact Number/s of the applicant
- Complete Set of Plans and Specifications including:
 - Subdivision Development Plan
 - Scale: 1;200 to 1:1000 but does not exceed 1:2000. Showing the following proposals:
 - Roads, easements or right-of-way and roadway width, alignment, gradient, and similar data for alleys if any,
 - Lot numbers, lines, areas and block numbers,
 - Site data such as number of residential and saleable lots, typical lot size, community facilities, parks and playgrounds and open space.
 - Signed and sealed by any of the following:
 - a. An Architect who is **ALSO** an Environmental Planner, or
 - b. A Civil Engineer who is **ALSO** an Environmental Planner, or
 - c. A Geodetic Engineer who is **ALSO** an Environmental Planner, or
 - d. An Architect or a Civil Engineer or a Geodetic Engineer **AND** an Environmental Planner.
 - Road Network Plan and Details
 - Signed and sealed by a Licensed Civil Engineer.
 - Geometric and Structural Design.
 - Profile derived from existing topographic map, showing the vertical control, designed grade, curve elements and all information needed for construction.
 - Typical roadway sections showing relative dimensions of pavement, sub-base and base preparation, curbs and gutters, sidewalks, shoulders benching and others,
 - Details of miscellaneous structures such as curbs and gutters (barrier, mountable and drop), slope protection wall, riprapping and retaining wall.
 - Storm Drainage and Sewerage System Layout
 - Signed and sealed by a Licensed Sanitary Engineer OR Civil Engineer.
 - Gradient profile, Sanitary and storm drainage lines,
 - Details of related structures including Sewerage and Storm Drainage lines, Manholes, Catch Basins, Inlets, Culverts and Channel linings,
 - Detail of Enclosed Sewer Treatment Facility,
 - Computations for Drainage System Capacity.
 - Site Grading Plan
 - Signed and sealed by a Licensed Civil Engineer,
 - Showing Finished Contour lines, Earthwork embankment slopes, Cut slopes, Surface drainage, Drainage outfalls and others.
 - Water Supply System Layout and Details
 - Signed and sealed by a Licensed Sanitary Engineer OR Civil Engineer.
 - Showing water lines, fire hydrants, supply systems and other related structures.
 - Note: Pump 50HP or more, must be signed by a Licensed Mechanical Engineer.
 - Power and Street Lighting Layout
 - Signed and sealed by a Licensed Professional Electrical Engineer,
 - Power supply lines, street lightings and details of other related structures.
 - Construction Specifications
 - Signed and sealed by the appropriate licensed professional.
 - Bill of Materials (Cost estimate)
 - Signed and sealed by the appropriate licensed professional.
 - For Buildings/ Structures such as Housing, Community facilities and amenities, and other related structures to the project
 - Signed and sealed by the appropriate licensed professional.
 - Complete Architectural, Structural, Plumbing/Sanitary, Electrical, Mechanical plans and details.
- Zoning Certificate (from the Zoning Administrator at the CPDO)
- Description of Projects (___ hectares and above)
 - Project profile including size, project cost amortization schedule, sources of financing, cash flow and work program.
 - Profile of the Developer including audited financial statement for the last preceding years, Income Tax return for the last 3 preceding years, Certificate of registration from SEC, Articles of Incorporation or partnership, Corporation By-laws and all implementing amendments
 - For corporations below 3years, statement of capitalization and sources of income and cash flow to support work program.
- Application for permit to Drill
- Traffic Impact Assessment (TIA) (for 30 Hectares and above)
- Development Permit **RESOLUTION** from Sangguniang Panlungsod (SP)
- Preliminary Approval of Locational Clearance (PALC)