

REQUIREMENTS FOR RECLASSIFICATION LANDS
Based on RA 7160, City Ordinance 32-2005

ARTICLE V - DOCUMENTARY AND PROCEDURAL REQUIREMENTS

SECTION 12. - DOCUMENTARY REQUIREMENTS FOR APPLICATIONS. - All applications for reclassification shall be filed with the Secretary of the SangguniangPanlungsod and shall include four (4) copies of the following:

- a. Letter of application in the name of the owner of the land;
- b. Special Power of Attorney, if applicant is other than the owner of the land;
- c. Original or Transfer Certificate of Title and/or other documents establishing ownership of the land;
- d. Certificate of updated Real Property Tax Payments;
- e. Locational Plan and/or Vicinity Map;
- f. Detailed Feasibility study of the proposed project or intended use of the land;
- g. Sworn Certification from the applicant and/or developer that the project shall be implemented within three (3) months and completed within three (3) years from the approval of reclassification.
- h. Barangay Resolution endorsing the proposed project or intended use of the land as in harmony with the Barangay Development Plan;
- i. Certification from the National Irrigation Administration that the land is not irrigated or irrigable as described under Section 6 (d) hereof;
- j. Certification from the Department of Agriculture that the land is not necessary for the food sufficiency program of the region. If any;
- k. Certification from the Department of Agrarian Reform that the land is not subject of a voluntary Offer of Sale, Voluntary Land transfer or Notice of Coverage under RA 6657, and that the reclassification of the property will not prejudice the rights of any agrarian reform beneficiary, and;
- l. Certification from the Department of Environment and Natural Resources that the land is not environmentally critical, and that the proposed project or intended use is ecologically safe and sound.

REQUIREMENTS FOR APPROVAL OF RESIDENTIAL SUBDIVISION PLAN
Based on EO No. 71, PD 957 , HLURB RESOLUTION NO. 834

1. Application Letter
2. Vicinity Map
3. Site Development Plan
4. Survey Plan
5. Certified True Copy of Titles
6. Certified True Copy of Tax Declaration
7. Topographic Plan
8. Zoning Certificate
9. Environmental Compliance Certificate (ECC)
10. Certified True Copy of DAR Conversion Order
11. Subdivision Plan
12. Road Design
13. Water System Layout and Details
14. Storm Drainage and Sewer System Plans
15. Power Distribution Plan
16. Project Study with:
 - Project profile indicating the cost of raw land and its development (total project cost), amortization schedule, sources of financing, cash flow, architectural plan, if any, and work program
 - Audited financial statement for the last 3 preceding years;
 - Income tax return for the last 3 preceding years;
 - Certificate of Registration from Securities and Exchange Commission (SEC);
 - Articles of incorporation or partnership;
 - Corporation by-laws and all implementing amendments; and
17. Certification from Local Water Franchise
18. Certification from the Local Power Franchise
19. List of names of duly licensed professionals who signed the plans and other documents in connection with application filed indicating the following information: Complete Name, Maiden name (in case of married women professional), Professional license number, date of issue and expiration of its validity, Professional tax receipt and date of issue and Taxpayer's Identification Number (TIN)
20. Facilities and Amenities (RRIS)
21. List of names of duly licensed professionals who signed the plans and other documents in connection with application filed indicating the following information: Complete Name, Maiden name (in case of married women professional), Professional license number, date of issue and expiration of its validity, Professional tax receipt and date of issue and Taxpayer's Identification Number (TIN)