



Republic of the Philippines
MUNICIPALITY OF CATARMAN
Province of Northern Samar

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

**FINAL APPROVAL / DEVELOPMENT PERMIT FOR SUBDIVISION
REQUIREMENTS CHECKLIST**

- Duly Accomplished Development Permit Application Form
- All the above requirements for PALC
- One(1) set of the following documents duly signed and sealed by a licensed Geodetic Engineer
 - Topographic Plan
 - Vicinity Map
 - Survey Plan
- For projects w/ vertical development, i.e. condominium/townhouses (duly signed by a licensed Architect/Engineer)
 - Final Floor and Ground Plans
 - Elevation Plans (Front, Rear, Right side, and Left Side)
 - Section Plans (Cross and Longitudinal)
 - Building Specifications, Bill of Materials and Estimate
- Two(2) copies each for Land Development of Projects (Duly Signed by a licensed Architect/Engineer)
 - Final Subdivision Development Plan
 - Road Design (Geometric and Structural Designs)
 - Storm Drainage and Sewer System Plans
 - Water System Lay out and Detail Plans
 - Site Grading Plan
 - Power Distribution Line and Details
 - Site Development Plan/Landscape Design for Parks and Playgrounds
 - Specifications, Bill of Materials and Cost Estimates
- Project Study indicating among others the land development cost, amortization schedules, sources of financing, marketability, cash flow and project timetable/completion, with the following financial attachments:
 - Audited Assets and Liabilities/Income Statement for last three (3) preceding years
 - 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;
- Income Tax Return for Last three (3) years
- Certificate of Registration w/ the Securities and Exchange Commission (SEC)
- Articles of Incorporation of Partnership
- Corporation By-laws and all Implementing amendments
- For new corporations three(3) years and below statement of capitalization and sources of income and cash flow to support work program;
- Water Distribution System Plan and Certificate of Service Coverage from the local water district or local franchise holder for water supply, whichever is applicable, or Permit to Drill duly approved by the NWRB;
- Electrical Plan duly certified by Professional Electrical Engineer
- Certification from the Local Power Franchise on the availability of electric power supply/service in the area where the project is to be put up.
- Right to use or deed of sale of Right-Of-Way for access road and other utilities when applicable, subject to just compensation for private land.
- Traffic Impact Assessment (TIA) for subdivision projects pursuant to existing guidelines;
- List of names of duly licensed professionals who signed the plans and other similar documents in connection w/ the application filed indicating the following information:
 - Full Name
 - Professional license number, date of issue and expiration of its validity;
 - Professional Tax Receipt and date of issue; and,
 - Tax Payer's Identification Number (TIN)

NOTE: Additional requirements may be required after inspection and evaluation of documents. All documents should **not be more than 3 months old** upon filing.