

**CHECKLIST OF REQUIREMENTS FOR APPLICATION FOR APPROVAL
OF CONDOMINIUM PLAN**

(Per HLURB Res. Nos. 699 and 700 S.2000 Res. No. 725 S. 2002)

- A. Two (2) sets of Condominium Plan at any of the following scales: 1:200; 1:400; or any scale not exceeding 1:400 duly signed and sealed by a license architect:
 - 1. Site development plan to include parking and parks and playground layout, if applicable.
 - 2. Floor plan(s)
 - 3. Sections and elevations
- B. Two (2) copies of vicinity map indicating the adjoining land uses, access, as well as existing facilities and utilities at least within 500 meters from the property boundaries of the project, drawn to scale and duly signed and sealed by a license geodetic engineer.
- C. Building specifications and estimated cost.
- D. Zoning Certificate from HLURB Regional Office
- E. Certified true copy of DAR conversion order.
- F. Certified true copy of Environmental Clearance Certificate (ECC) or Certificate of Non-coverage (CNC) duly issued by the DENR, whichever is applicable.
- G. Certified true copy of title(s) and current tax receipt.
- H. Right to use or deed of sale of right-of-way for access road and other utilities when applicable.
- I. One (1) copy of project study to include the following:
 - 1. Project profile indicating among others, the development cost, total project cost, amortization schedules, sources of financing, marketability, cash flow, architectural building plans and work program/project time table;
 - 2. Audited financial statement for the last 3 preceding years;
 - 3. Income tax return for the last 3 preceding years;
 - 4. Certificate of registration from Securities and Exchange Commission (SEC);

5. Articles of incorporation or partnership;
 6. Corporation by-laws and all implementing amendments, and
 7. For new corporations (3 years and below) statement of capitalization and sources of income and cash flow to support work program.
- J. Permit to drill from NWRB or certificate of coverage from concerned local franchise holder.
- K. List of names of duly license professionals who signed the plans and other similar documents in connection with application filed indicating the following information:
1. Surname
 2. First name
 3. Middle name
 4. Maiden name, in case of married women professional;
 5. Professional license number, date of issue and expiration of its validity; and
 6. Professional tax receipt and date of issue
 7. Taxpayer's Identification Number (TIN)

If the establishment of the condominium project is physically feasible and does not run counter to the approved zoning and land use plan of the city or municipality and the plan complied with these Rules, the condominium plan shall be approved and a development permit shall be issued upon payment of the prescribed processing fee.

A development permit shall only be valid for a period 3 years from date of issuance if no physical development is introduced.

If project has been issued a development permit, a locational clearance is deemed incorporated therein.

The owner or developer shall submit the condominium plan in accordance with the requirements of the National Building Code to the building official of the city or municipality where the property lies and the same shall be acted upon subject to the conditions and in accordance with the procedure prescribed in Section 4 of the Condominium Act (R.A. No. 4726).