

3. APPLICATION FOR PERMIT TO CUT TREE/S

Office or Division:	City Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	Government to citizen			
Who may avail:	Lot Owners and Private Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Lot Owners				
• Application Form				
• Photocopy of TCT				
• Consent of affected neighbors (<i>if any</i>)				
• Certification from the Barangay/Homeowners Association certifying therein that no person or organization poses objection on tree cutting				
• Pictures of affected tree/s				
• Sketch/location showing affected tree/s				
• Community Tax Certificate		City Treasury Office		
• Permit Fee		City Treasury Office		
For Private Contractors				
• Application Form				
• Photocopy of the Contract (specifically including the scope of work and cost estimate)				
• Photocopy of the site development plan showing the affected tree/s				
• Certification from the Barangay/Homeowners Association				
• Pictures of affected tree/s				
• Community Tax Certificate				
• Permit Fee				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of documentary requirements. (Fill out application form)	Receive and check documents submitted. If complete, forward the same to the assigned Technical Officer.		5 min.	Environmental Inspector
	Advise client to await notice on status of the application within 48 hours.		3 mins	Technical Officer

	Assign inspector to conduct site inspection			
	Conduct site inspection that include the veracity of application (e.g. approximate age and number of tree to be cut)		<i>WITHIN</i> 24 hrs	Environmental Inspector
	Prepare inspection report and recommendation and present to the Department Head for assessment		30 mins	Environmental Officer
	Approve or Disapprove the application and endorse the same to the Receiving/Releasing Clerk		30 mins	Department Head
	Notification of client as to the result of the application. If approved, advise the client to proceed to CENRO for the order of payment		10 mins	Receiving/Releasing Clerk
	Prepare order of payment		3 mins	Receiving/Releasing Clerk
Proceed to CENRO and get order of payment	Issue order of payment		1 min.	Receiving/Releasing Clerk
Payment of fees per order of payment issued by CENRO	Receive payment and issue official receipt		5 mins	Treasury
Present official receipt	Prepare PERMIT TO CUT TREE (Encode proof of payment and print)		5 mins.	Technical Officer
	Sign PERMIT TO CUT TREE		1 min	Department Head
Receive PERMIT TO CUT TREE	Release PERMIT TO CUT TREE		1 min	Receiving/Releasing Clerk

END OF TRANSACTION