



SBDMC, Inc.

Administration Building, Argonaut Highway Corner Rizal Highway
Subic Bay Gateway Park 1, Subic Bay Freeport Zone, Philippines, 2222
Tel. No: + 63 47 252 3456 Website: www.sbdmc.com
Fax No. +63 47 252 6401 | +63 47 252 7688 Email: ocp@sbdmc.com



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DATE : **02 February 2018**
FOR : **All SBGP LOCATORS**
FROM : **JULIE TAN** - Manager, Investment Services Department
SUBJECT : **IMPLEMENTATION OF DEED
OF RESTRICTIONS (DOR)**

The Construction and Operation Requirements (COR) which is an integral part of the Industrial Lease Agreement (ILA) and Lease Agreement (LA) you signed with SBDMC, Inc. has been revised to enhance and consolidate all existing and other necessary rules and regulations for Subic Bay Gateway Park (SBGP) Phases 1 and 2.

Thus, to reflect the expanded coverage of the COR, we deemed it apt to rename the COR as **DEED OF RESTRICTIONS (DOR)**.

The **DOR** shall be binding as integral part of the ILA/LA and can be modified or supplemented by any subsequent rules, regulations and requirements as SBDMC may impose in its reasonable discretion for the general safety, comfort and convenience of the lessees and orderliness of SBGP.

We enjoin you to carefully read the DOR for your proper understanding and your cooperation by adhering to the requirements.

Should you need clarifications, please do not hesitate to coordinate with Investment Services Department (ISD).

Thank You.

DEED OF RESTRICTIONS (DOR)

For

**Subic Bay Gateway Park
(SBGP Phases I & II)**

(Amended as of January 2018)

Background:

The following restrictions, rules, regulations, and requirements which are in conformity with the National Building Code and the rules and regulations of Subic Bay Metropolitan Authority (SBMA), shall govern the limitations on the construction, use, and operation of buildings and other structures in the Subic Bay Gateway Park Phases 1 and 2 (the "Gateway Park" or "SBGP 1 and 2) managed by SBDMC. These rules, regulations, and requirements can be supplemented or replaced by such additional rules, regulations, and requirements as may be imposed by SBDMC and in its reasonable discretion.

Purpose of Restrictions:

The purpose of these restrictions is to insure proper use and development of the Subic Bay Gateway Park Phases 1 and 2 to protect the owner of each parcel against improper use and development of surrounding parcels that will depreciate the value of the parcel or interfere with the Tenant's beneficial use and enjoyment of the leased property, to secure and maintain proper setbacks from streets, to prevent haphazard and unsightly improvements, and in general, to provide adequately for planned use and development of SBGP in accordance with the terms hereof.

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ARTICLE 1 – DEFINITION OF TERMS

The following capitalized terms shall have the following meanings herein:

Primary Road Property Line: Any property line adjoining a public or private street or right-of-way where the carriageway is in excess of 10.00 meters in width.

Building: Any structure used or intended for supporting or sheltering any use, property or occupancy. The definition of “Building” shall include towers, smokestacks, and poles, but not surface parking lots and fences.

Exterior Property Line: Any property line along the westerly (facing the City of Olongapo), southerly (Rizal Highway), or easterly (Argonaut Highway) edges of SBGP.

Gross Lot Area: The gross lot area of a property, without any deduction for any easements or setback areas. Gross lot area shall be measured to the boundary lines demarcating the Property.

Gross Floor Area: The gross floor area (“GFA”) of the building, without any deduction, to include basement, basement parking, etc.

GFA excludes the following:

- a) Covered areas used for parking, & driveways, services & utilities;
- b) Vertical penetrations in parking floors where no residential or office units are present; and
- c) Uncovered areas for helipads, ACU cooling towers or ACCU, balconies, overhead water tanks, roof decks, laundry areas, cages, wading or swimming pools or Jacuzzis, terraces, gardens, courts/ plazas, balconies exceeding 10m², fire escape structures.

Northerly Property Line: Any Property line along the northerly and northeasterly edges of the Gateway Park, where the Gateway Park is adjacent to the forested hills. The Northerly Property Line shall be the southerly edge of the drainage reserve.

Property: A lot or parcel in the Gateway Park.

Secondary Road Property Line: Any property line adjoining a public or private street or right-of-way where the carriageway is less than or equal to 10.00 meters in width.

Tenant: A tenant leasing any Property in the Gateway Park, and such party’s successors and assigns. Tenant is also referred to in the COR as Locator.

RROW: Road Right Of Way, a space or area allotted for public walkways, roads and utilities intended for public use required by the government.

ARTICLE 2 - GENERAL CONDITIONS

SECTION 2.1 REQUIRED IMPROVEMENTS

Section 2.1.1 Tenant shall strictly comply with the development milestones provided under the ILA/LA.

2.1.1.1 Failure of Tenant to submit building and improvement plans and specifications for the Property within the stipulated period of three (3) months shall cause SBDMC to implement the following procedures:

- a) Reminder Notice
- b) Second Notice with requirement to submit Undertaking and warning that continued non-compliance shall cause SBDMC to impose penalty
- c) Third Notice with Imposition of Penalty and with warning that continued non-compliance shall subject Tenant to the following sanctions without further notice:
 - Revocation of issued RFID
 - Restrict access to SBGP
 - Disconnect water line
 - Termination of ILA/LA
 - Request SBMA to suspend/cancel CRTE

SECTION 2.2 SUBLEASES

Section 2.2.1 Prior to subleasing the Property or any portion, Tenant must secure consent from SBDMC as stipulated under the ILA/LA.

Section 2.2.2 Failure to secure the consent of SBDMC constitutes an event of default under the ILA/LA and will subject Tenant and the sub-lessees to the following sanctions after reasonable notice:

- Revocation of issued RFID
- Restrict access to SBGP
- Disconnect water line
- Request SBMA to suspend/cancel CRTE
- Fine in the amount of PhP1,000.00 per square meter (of the area covered by the sublease without SBDMC's consent)

Section 2.2.3. SBDMC has no obligation to recognize any sublease of Tenant to which it has not consented.

ARTICLE 3 – PERMITTED USES

SECTION 3.1 INDUSTRIAL PRINCIPAL USES

The following manufacturing, compounding, trading, processing, packaging, treatment, assembly, storage, and warehousing uses shall be allowed as principal uses (“Principal Uses”) of the Property, subject to (i) SBMA and SBDMC’s environmental controls and

restrictions and (ii) approval by SBMA and SBDMC in accordance with the terms, covenants, and conditions of each Tenant's lease:

- a) Textile goods and wearing apparel, except that dyeing, bleaching, and/or other finishing operations shall not be permitted;
- b) Knitting mills, except that dyeing, bleaching, and/or other finishing operations shall not be permitted;
- c) Footwear;
- d) Products made of leather and leather substitutes, except that the tanning and finishing of leather shall not be permitted;
- e) Carpets and rugs;
- f) Cordage, ropes, and twine industries;
- g) Wooden and cane containers and small cane products, except that dyeing, bleaching, and/or other finishing operations shall not be permitted;
- h) Wood and cork products;
- i) Handicrafts;
- j) Furniture, except those made primarily of metal and excluding the manufacture of rubber or polyurethane foam;
- k) Printing, publishing, and allied industries, except that all use and disposal of inks and solvents shall be subject to specific review and approval by SBDMC and the SBMA;
- l) Paper products, containers, and boxes, except that operations involving pulping and bleaching activities shall not be permitted;
- m) Polyethylene products, except that all use and disposal of inks and solvents shall be subject to specific review and approval by SBDMC and the SBMA;
- n) Radio, television, communications, and other electronic equipment, apparatus, and parts, (ii) office, computing, and accounting machinery and products, (iii) electrical appliances and housewares, (iv) electrical and electronic apparatus and supplies; provided that for all the above activities, electroplating and galvanizing operations shall not be permitted unless specifically approved by SBDMC and the SBMA and only minor soldering operations shall be permitted without the specific approval of SBDMC and the SBMA;
- o) New components for automobiles and other vehicles, except that electroplating or galvanizing operations shall not be permitted unless specifically approved by SBDMC and the SBMA and only minor soldering operations shall be permitted without the specific approval of SBDMC and the SBMA;

- p) Bicycles, except that electroplating or galvanizing operations shall not be permitted unless specifically approved by SBDMC and the SBMA and only minor soldering operations shall be permitted without the specific approval of SBDMC and the SBMA;
- q) Cutlery, hand tools, and general hardware, except that electroplating or galvanizing operations shall not be permitted unless specifically approved by SBDMC and the SBMA and only minor soldering operations shall be permitted without the specific approval of SBDMC and the SBMA;
- r) Professional, scientific, measuring, and controlling equipment, except that electroplating or galvanizing operations shall not be permitted unless specifically approved by SBDMC and the SBMA and only minor soldering operations shall be permitted without the specific approval of SBDMC and the SBMA;
- s) Boats and yachts;
- t) Glass and glass products, provided that such operations shall only utilize electric-, natural gas-, LPG-, or propane-fired ovens and kilns;
- u) Ceramics and ceramics products, provided that such operations shall only utilize electric, natural gas, LPG, or propane-fired ovens and kilns;
- v) Sporting and athletic goods; Musical instruments; Toys;
- w) Plastic products, not elsewhere classified or restricted by SBDMC or the SBMA;
- x) Manufacturing industries, not elsewhere classified or restricted by SBDMC or the SBMA;
- y) Food products, provided that (i) all operations generating waste water containing oil or grease shall be connected to a grease trap, and (ii) only electric, natural gas, LPG, or propane fired ovens, cookers, and other types of fuel burning equipment shall be used;
- z) Software; Data entry and data processing; Service centers and repair centers;
- aa) Storage of finished goods and warehousing activities as long as such activities either (i) are accessory or supportive of a manufacturing or assembly activity within the SBGP or (ii) do not occupy more than one half of a building of two floors or more;
- bb) Other manufacturing, compounding, processing, packaging, trading, treatment and assembly activities which comply with SBMA zoning, environmental, and other requirements so long as the lessee or occupant of the Property obtains prior written approval from both SBDMC and the SBMA.

Section 3.1.1 Ancillary Uses.

The following uses shall be allowed so long as (i) such uses (excluding off-street parking facilities) do not cumulatively occupy more than 30% of the Gross Floor Area, and (ii) such uses are subordinate to the Principal Use in terms of purpose, scope, and extent and are located on the same Property as the principal use:

- a) Offices and administrative facilities;
- b) Shipping and receiving space and mail rooms;
- c) Cafeterias, educational facilities, vending services, and recreational establishments for persons employed by the business comprising the Principal Use;
- d) Retail sales of goods manufactured by the Principal Use on the Property so long as (i) such retail sales activities occupy the lesser of 100 square meters or 5% of the space occupied by the Principal Use, whichever is lesser, and (ii) such retail sales activities are specifically licensed and approved by the SBMA; and
- e) Off-street parking facilities, which must comply with the minimum requirements provided under Section 5.

SECTION 3.2 LIMITATIONS ON USE OF PROPERTY FOR WAREHOUSING AND TRADING OF USED MOTOR VEHICLES, TRUCKS AND HEAVY EQUIPMENT

3.2.1. For Tenants with Long-Term Lease Agreement with SBDMC

- a) Conversion activities shall be restricted only within the covered area of the leased property.
- b) Should the continuing conversion activities result to any violation of this DOR and environmental regulations, SBDMC reserves the right to demand from the tenant cessation of the conversion activities, without prejudice to the remedies available to SBDMC under the ILA/LA.

3.2.2. For Prospective assignees, sub-lessees and existing sub-lessees upon renewal of sublease

- a) Conversion activities are absolutely prohibited in the subleased premises.
- b) Assignees/sub-lessees shall submit development plan for approval of SBDMC.
- c) Assignees/sub-lessees shall be required to execute an Undertaking and post cash bond to guarantee faithful compliance with the rules and regulations provided in this Section 3.2, the amount to be determined based on the size of the leased/subleased lot, to wit:

(i) 2,000.00 sq. meters and below	:	PhP 200,000.00
(ii) 2,0001.00 to 3,000.000 sq. meters	:	PhP 300,000.00
(iii) 3,0001.00 and above	:	PhP 400,000.00

3.2.3 Limitations/guidelines applicable to all Tenants, prospective assignees, sub-lessees and existing sub-lessees upon renewal of sublease

- a) All vehicles, trucks, heavy equipment and similar merchandise shall be parked / displayed strictly within the warehouse/building.
- b) Trucks, chassis, other parts or accessories shall not be parked on the setback and common areas.
- c) The leased/subleased and common areas shall be kept neat, orderly and free from eyesores.
- d) Front setback area shall be used only for parking of the company's employees or guests. This area shall be covered with concrete and pavers only. Sides and rear setback areas shall always be clear from any structures and vehicles.
- e) No portion of the leased/sub-leased lot shall directly open to any SBGP roads. Fence shall be installed according to prescribed design and a gate (e.g. motorized, swing, sliding, folded type and other types to be approved by SBDMC) shall be provided.
- f) Provide concrete entrance ramp and driveway passage towards the premises. All working areas shall be inside the building.
- g) Working area shall have oil / water separator system for proper drainage and control of used oil coming from vehicles as per Environmental Compliance Certificate (ECC).
- h) Provide sufficient area for parking and traffic circulation in accordance with the National Building Code.
- i) The leased/subleased premises shall not be used as residence or family dwelling. Tenant shall submit the names of the authorized personnel within the premises. Only security personnel and caretaker limited to two (2) individuals per 5,000 sq. m. shall be allowed.
- j) Tenants/sub-lessees are required to provide planters along the front wall of the building façade and along the fence interior to the Tenant/sub-lessee's lot.
- k) Tenant or sub-lessee's customers shall not in any way utilize the front utility reserve area as parking for vehicles, shelter or for materials stockpile.
- l) Tenants shall not hang laundry or place unnecessary materials that would cause eyesores in the area.
- m) Tenants/sub-lessees must require their personnel to wear uniforms with the company name printed at the back. Otherwise, SBDMC and/or its security personnel have the right to refuse access at any SBGP gates. Wearing of sando, shorts, slippers, and the like are strictly prohibited at all times.
- n) In the event Tenant or its sub-lessee(s) violate the foregoing limitations and guidelines, the following sanctions shall be implemented:
 - (i) Automatic cancellation of the consent to assignment/sublease
 - (ii) Forfeiture of cash bond
 - (iii) Cancellation of RFID access and refusal of entry to SBGP
 - (iv) Discontinue supply of water to leased/subleased property
 - (v) Default / termination under the ILA/LA including recommendation to SBMA for CRTE cancellation
 - (vi) Coordinate with Subic Enerzone Corporation for disconnection of power supply

SECTION 3.3 COMMERCIAL USES.

Section 3.3.1 Principal Uses. The following commercial uses are allowed ("Principal Uses") on the Property, subject to (i) SBMA and SBDMC's environmental controls and restrictions and (ii) approval by SBMA and SBDMC in accordance with the terms, covenants, and conditions of each Tenant's lease:

- (a) Restaurants
- (b) Amusement (Indoor Type)
- (c) Offices (General, Medical, Dental, Law)
- (d) Retail Shops
- (e) Banks
- (f) Call Centers
- (g) Hotels
- (h) Condo-Hotels
- (i) Malls
- (j) Other commercial activities, which comply with SBMA zoning, environmental, and other requirements.

Section 3.3.2 Permitted Ancillary Uses. Additional activities in support of the Principal Uses shall be limited to maximum of 20% of the area or upon discretion of SBDMC which are as follows:

- (a) Institutional
- (b) Residential

Section 3.3.3 General Design Guidelines: The building massing plan configuration and allocation of open spaces shall relate to those adjacent building(s) to compose a unified image of SBGP Commercial Center.

- (a) All open spaces / gardens and common areas shall be paved / landscaped and provided with street furniture such as benches, lamps and trash bins, etc.
- (b) All lot openings not facing adjacent lot(s) shall be considered as frontage.
- (c) All frontages must be enhanced architecturally to uplift SBGP Commercial Area's image and preserved its land value. Finishing shall be a combination of glass and earth-tone color materials.
- (d) Arcades are not allowed.
- (e) All doors intended for public use / entrance and exit shall be properly labeled. All door labels / signs shall conform to international standards.
- (f) All permanent signs and neon signs extending perpendicular to the building line shall not be allowed. Signs allowed are signs that area facing the building walls only. All signages must conform to SBMA's Signage Guidelines.

- (g) All banners and streamers shall be posted at common posting areas, and necessary permit must be secured from SBMA.
- (h) All open spaces / gardens and common areas shall be paved / landscaped and provided with street furniture such as benches, lamps and trash bins, etc.
- (i) Provision for the physically handicapped shall be strictly complied with to conform to the BP 344 standards.
- (j) Provision of a parapet wall at a minimum height of 1.20 meters shall cover all roofs from pedestrian eyesight.
- (k) Maximum building height shall not exceed Civil Aviation Authority of the Philippines (CAAP) height limitations including towers, radars and similar structures. All towers, radar and similar structures shall be subject to a clearance from CAAP.
- (l) Minimum of 30% openings for all facades must be adhered.
- (m) All buildings must be separated by a minimum of 4.00 meters each face (2.00mts on each property side). No firewall is allowed.
- (n) All ancillary premises such as storage, water tanks, toilets, generator room and similar structures shall not be constructed separately from the building.
- (o) All proponents/Tenants shall submit conceptual designs to SBDMC & SBMA, to include but not limited to the following, subject to approval of SBDMC and SBMA: Site Development Plans, Floor Plans, Building Elevations & Building Perspective.
- (p) Other requirements provided under the SBGP Commercial Guidelines

SECTION 3.4 RESIDENTIAL USES:

Section 3.4.1 Principal Uses: The following housing/residential uses shall be allowed as principal uses ("Principal Uses") of the Property, subject to (i) SBMA and SBDMC's environmental controls and restrictions and (ii) approval by SBMA and SBDMC in accordance with the terms, covenants, and conditions of each Tenant's lease:

- a. Campsite with accommodations
- b. Team Building facilities with accommodations
- c. Single-detached rest houses, cabin type/log type.
- d. Duplex as transient accommodations
- e. Row houses, as transient accommodations
- f. Cluster houses, as transient accommodations

Section 3.4.2 Ancillary Uses. Support activities may be allowed such as stores, clinic, etc. upon approval of SBDMC and SBMA.

Section 3.4.3 General Design Guidelines. The building massing plan configuration and allocation of open spaces shall relate to those adjacent building(s) to compose a unified image of SBGP Housing Facilities.

- a. Grouping of housing facilities is recommended and be isolated by a private perimeter and sentry gate controlled by a security services provider engaged by SBDMC.
- b. All frontages must be enhanced architecturally to uplift SBGP Residential Area's image and preserve its land value. Finishing shall be a combination of concrete and glass and earth-tones color materials.
- c. No signs are allowed in housing units/area except for the address of each unit and shall be made of zinc coated stainless steel minimum to 8" high characters.
- d. Building should be not more than two storeys with building height not to exceed 14 meters from finished floor level at ground floor to roof apex. Please refer to National Building Code of the Philippines for the sizes of open spaces (depends on design and type of lot).
- e. For row-houses and duplex type, the units shall be separated by a fire resistive firewall minimum of 200mm.
- f. All proponents / Tenants shall submit conceptual designs to SBDMC & SBMA, to include but not limited to the following, subject to approval of SBDMC and SBMA: Site Development Plans, Floor Plans, Building Elevations & Building Perspective.

SECTION 3.5 MIXED USES:

Section 3.5.1 Principal Uses: Industrial/commercial, residential/commercial and other mixed uses may be allowed as principal uses ("Principal Uses") of the Property, subject to (i) SBMA and SBDMC's environmental controls and restrictions and (ii) approval by SBMA and SBDMC in accordance with the terms, covenants, and conditions of each Tenant's lease:

Section 3.5.2 General Design Guidelines:

- a) For Commercial & Residential Mixed Uses, please refer to Commercial Use Design Guidelines.
- b) For Commercial & Industrial Mixed Uses, please also refer to Commercial Use Design Guidelines. This type of mixed uses shall mean that commercial use shall be the primary activity of the area. Only SBDMC and SBMA-approved manufacturing activities shall be allowed (i.e. small jewelry manufacturing,

appliance service centers, etc.)

Section 3.5.3 All proponents / Tenants shall submit conceptual designs to SBDMC & SBMA, to include but not limited to the following, subject to approval of SBDMC and SBMA: Site Development Plans, Floor Plans, Building Elevations & Building Perspective.

SECTION 3.6 PROHIBITED USES

All uses not explicitly permitted herein shall be deemed prohibited.

ARTICLE 4 – DEVELOPMENT GUIDELINES

SECTION 4.1 PROPERTY AREA; COVERAGE; FLOOR AREA RATIOS; HEIGHT:

Section 4.1.1 Minimum Property Area:

Industrial Area. No Property shall be transferred or subleased unless the Gross Area of the Property is at least 2,250 square meters. No Property shall have a road frontage of less than 10.0 meters.

Commercial Area. No Property shall be transferred or subleased unless the Gross Area of the Property is at least 300 square meters except if the purpose is exclusively for office use. Road frontage of lot shall be a minimum of 10.00 meters.

Section 4.1.2 Minimum Building Area: Each building (other than storage sheds and other accessory structures) shall have a Gross Floor Area of not less than 1,000 square meters.

Section 4.1.3 Maximum Building Coverage: The percentage of any Property occupied by Buildings and other structures for Industrial and Commercial Uses shall not exceed 70% of the Gross Area of such Property.

For the purpose of calculating the required building coverage; the following structures and improvements shall be excluded from such computations: (a) driveways, carports and sidewalks; (b) parking lots and parking ramps; (c) unenclosed and uncovered steps and stoops; and (d) overhanging eaves and roof projections not supported by posts or pillars.

In case of proposed additional construction on a lot where a building/structure already stands, the building maximum coverage shall include the additional building/improvements.

Section 4.1.4 Maximum Floor Area Ratio: The ratio of (a) the sum of the horizontal areas of all floor space of all buildings on a Property (including hallways, mezzanines, mechanical rooms rest rooms, elevator shafts, stairwells, accessory and other structures, but excluding parking ramps, parking garages, and areas not enclosed by exterior walls) (the "Gross Floor Area") divided (b) by the Gross Lot Area of the

Property shall not exceed;

Industrial Area: FAR (Floor Area Ratio) 2.40
Commercial Area: FAR (Floor Area Ratio) 3.0-5.0

Section 4.1.5 Maximum Building Height: The distance measured from the ground elevation adjoining any building or other structure at the front side of such Building or other structure to the uppermost point of the building or other structure (including roof peaks, water tanks, smokestacks, and other building features or equipment).

Buildings and other structures (including roof peaks, water tanks, smokestacks, and other building features or equipment) in excess of 20.00 meters shall be permitted only with the prior written approval of both SBDMC and the SBMA.

Maximum building height shall not exceed CAAP height limitations including towers, radars and similar structure. All towers, radar and similar structure shall be subject to a clearance from the Civil Aviation Authority of the Philippines (CAAP).

Section 4.1.6 Guard House Design: All guard houses shall be built with a maximum area of 6 m² or dimension of 2.0 m. x 3.0 m. Materials shall be constructed within the limits stated in Section 3.3.

Section 4.1.7 Compliance to Accessibility Law: Provision for the physically handicapped shall be strictly complied with the BP344 standards.

SECTION 4.2 SETBACKS: All buildings must be separated by required property setback requirements. All buildings and other structures shall comply with the following setback provisions:

Section 4.2.1 Industrial Area

Section 4.2.1.1 Industrial Park Boundary Setback: The shortest horizontal distance from any part of a building or other structure or equipment to the nearest point on an Exterior Property Line shall not be less than: (a) 10.00 meters for that part of any Building or other structure or equipment on or below the fourth floor; and (b) 15.00 meters for that part of any Building or other structure or equipment above the fourth floor. A portion of said setback area shall be maintained in accordance with the planting requirement set forth in Article 5.

Section 4.2.1.2 Primary Road Setback: Except for greater setbacks required pursuant to Section 2.3.1 above, the shortest horizontal distance from any part of a Building or other structure or equipment to the nearest point on an Primary Road Property Line shall not be less than: (a) 8.00 meters for that part of any Building or other structure or equipment on or below the fourth floor; and (b) 10.00 meters for that part of any Building or other structure or equipment above the fourth floor. A portion of setback area shall be maintained in accordance with the planting requirement set forth in Article 5 below.

Section 4.2.1.3 Secondary Road Setback: Except for greater setbacks required pursuant to preceding sections, the shortest horizontal distance from any part of a Building or other structure or equipment to the nearest point on a Secondary Road Property Line shall not be less than: (a) 5.00 meters for that part of any Building or other structure or equipment on or below the fourth floor; and (b) 8.00 meters for that part of any Building or other structure or equipment above the fourth floor. A portion of setback area shall be maintained in accordance with the planting requirement set forth in Section 3.8 below.

Section 4.2.1.4 Side Yard Setback: Except for greater setbacks required pursuant to preceding sections, the shortest horizontal distance from any part of a Building or other structure or equipment to the nearest point on a side Property Line shall not be less than 3.00 meters.

Section 4.2.1.5 Rear Yard Setback: Except for greater setbacks required pursuant to preceding sections, the shortest horizontal distance from any part of a Building or other structure or equipment to the nearest point on a rear Property Line or a Northerly Property Line shall not be less than 3.00 meters.

Section 4.2.2 Commercial Area:

Setbacks	Commercial Zone Requirements
a. SBMA Major Road	5.0 meters from the edge of road right of Way
b. SBGP Primary Road Setback	5.0 meters provided the space is enough for parking for Tenant's employees and guests
c. SBGP Secondary Road Setback	2.0 meters
d. SBGP Side Yard Setback and Rear Setback	2.0 meters
e. SBGP Commercial Easement	Not less than 2.5 meters
f. SBGP Road Right of Way (RROW)	Not Less than 8.5 meters but not more than 10 meters.
g. SBGP Commercial Zone Building Alley	Must be 4.0 meters wide or at 2.0 meters each side per building; windows and access doors are allowed to building wall alley.

Section 4.2.3 Exceptions to Setback Requirements: The following shall not be considered as encroachments into the setbacks required by the preceding sections:

- a. Overhanging eaves not supported by posts or pillars, which do not project more 1.00 meters into the required setback;
- b. Sidewalks and driveways;
- c. Fences and walls meeting the requirements of Section 5.9 below;

- d. Awnings and canopies attached to a Building and not supported by a post or pillars, which do not project more than 1.00 meter into the required setback;
- e. Flagpoles, light poles, and light fixtures;
- f. Signs meeting the requirement of this DOR
- g. Guardhouses;
- h. Bus shelters and waiting areas approved by SBDMC and the SBMA;
- i. Unenclosed steps or stoops;
- j. Underground storage tanks, conduits, and utilities;
- k. Retaining walls;
- l. Trees, shrubs, and other vegetation;
- m. Pad Mounted Transformers;
- n. Ring Main Unit (RMU);
- o. Disconnect Switch (DS); and
- p. Main Operating Feeder (MOF).

SECTION 4.3 PARKING SPACES; LOADING DOCKS:

Section 4.3.1 Car Parking Spaces: On each Property, the following car parking spaces shall be provided:

- a. 2.00 car parking spaces for every 1,000 square meters of the Gross Floor Area, or fraction thereof, used for manufacturing, compounding, processing, packaging, treatment, assembly, storage warehousing or other industrial activities; plus
- b. 1.00 car parking space for every 100 square meters of the Gross Floor Area, or fraction thereof, used for office or administrative purposes or other uses not included in subsection above. Notwithstanding the foregoing, no improved Property shall be permitted to have less than 4 car parking spaces. All parking spaces shall be located off-street and located on the same Property as the Principal Use.

Section 4.3.2 Truck Parking Spaces: 1.00 truck parking spaces shall be provided for every 2,000 square meters of Gross Floor Area, or fraction thereof, used for manufacturing, compounding, processing, packaging, treatment, assembly, storage, warehousing, or other industrial activities. Notwithstanding the foregoing, no improved Property shall be permitted to have less than 1 truck parking space. All truck parking spaces shall be located off-street and located on the same Property as the Principal Use.

Section 4.3.3 Parking Space Construction: All car and truck parking spaces and circulation areas shall be surfaced and maintained with a hard, all-weather, durable and dust-free surfacing material composed of bituminous asphalt or concrete installed over a well-compacted sub-grade and gravel base. Each parking space shall be clearly delineated by lines painted on or embedded in the surface of the parking area.

Section 4.3.4 Parking Area Exits: Vehicular entrances and exits to and from any property shall be permitted only through streets and rights-of-way internal to the SBGP.

Section 4.3.5 Driveway Design: Provision of driveway is required for the

protection of underground utilities of SBGP.

Section 4.3.5.1 All driveways and drive aisles internal to a Property shall not be less than 3.50 meters for one-way traffic and 6.10 meters wide for two-way traffic.

Section 4.3.5.2 All driveways providing access to parking spaces on any Property shall meet the following minimum requirements as to width of entrances:

	<u>Maximum</u>	<u>Minimum</u>
One-way	6.10 meters	3.50 meters
Two-way	9.20 meters	6.10 meters

Section 4.3.5.3 The minimum distance of driveways from the intersection of any public or private street or right-of-way shall be 15.0 meters.

Section 4.3.5.4 All driveways crossing utility reserve areas shall be provided with concrete ramps on both sides connecting to the existing SBGP walkway.

Section 4.3.5.5 Provision of entryways –No occupant could open an egress or ingress from a site to other contiguous site. All site openings shall be with approval of SBDMC.

Section 4.3.6 Loading Facilities: All loading facilities shall be located off-street and be easily accessible from public and private streets and right-of-way with a minimum of interference with other vehicles and pedestrian traffic. For loading facilities located fronting the road, tractor heads shall not protrude outside the property line. Sufficient circulation of vehicles shall be provided within the property. All loading berths shall comply with the standards for construction of parking areas as specified above.

SECTION 4.4 BUILDING MATERIALS: The design, construction, alteration, or enlargement of any Building or other structures shall meet the following standards:

Section 4.4.1 Materials: Architecturally and aesthetically suitable building materials shall be applied to or used on all external sides of the facility which are visible to the general public and shall be harmonious and compatible with colors of the natural surroundings and other adjacent structures.

All exterior walls finishes on any Buildings or other structure shall be constructed of the following or a combination of the following materials:

- a. *face brick or stone;*
- b. *concrete block where the exterior surfaces are painted or otherwise treated with an applied decorative material or texture;*
- c. *pre-cast concrete panels where the exterior surfaces are painted or otherwise treated with an applied decorative material or texture;*

- d. *factory fabricated and finished metal-framed panel construction where the exterior surfaces are painted or otherwise treated with an applied decorative material or texture;*
- e. *Structural steel;*
- f. *Painted Rib Type Metal Panels for exterior walls not facing the road;*
- g. *Glass;*
- h. *Other materials specifically approved by SBDMC and the SBMA.*

All roofs on any Building or other structure shall be constructed with the following or a combination of the following materials:

- i. *Sheet metal where the exterior surfaces are painted or otherwise treated with an applied decorative material;*
- j. *Tar or asphalt; asphalt shingles; or*
- k. *Other materials specifically approved by SBDMC and the SBMA.*

Except for aesthetic treatments and finishes, the exterior walls and roofs on any Building or other structure shall not be constructed of:

- l. *Wood or fiberboard; or*
- m. *Plasterboard or any wallboard. No asbestos or materials containing asbestos shall be permitted in any Building or structure.*

Exterior color shall be subject to the control of SBDMC and the SBMA. Notwithstanding the foregoing, all materials shall also comply with the National Building Code, National Fire Code, and the National Structural Code of the Philippines.

Section 4.4.2 Maintenance. All building exterior shall be properly maintained by occupants at all times including periodic painting, if painting is customary with respect to the exterior construction materials employed for the building. No other facilities except those temporary facilities for the on-going construction shall be maintained in the leased property. Only permanent structures shall be maintained on site.

Section 4.4.3 Additions/Alterations: The exterior treatment and finishes of all subsequent addition and alteration to any Building or other structure constructed after erection of an original building or other structures shall be constructed with materials comparable to those used in the original construction and shall be designed in a manner conforming to the original architectural design and appearance of the original Buildings and other structures.

Section 4.4.4 Firewall: No firewall is allowed between two adjacent buildings or facilities.

ARTICLE 5 CONSTRUCTION REQUIREMENTS AND GUIDELINES

SECTION 5.1. PRE-CONSTRUCTION REQUIREMENTS

Section 5.1.1 Building Permit. All constructions, repairs, renovations, extensions,

demolitions of buildings, improvements and other structures inside the SBGP must be approved by SBDMC and shall be covered by a building permit issued by the SBMA's Building Permit & Safety Department (BPSD). All plans must be initially evaluated and favorably endorsed by SBDMC. It shall be the responsibility of the Tenant to secure the Building Permit.

Section 5.1.2 Documents and Plans submittal – Tenants shall submit to SBDMC for endorsement to SBMA the following:

A. Before proceeding with the detailed documents and plans:

Two (2) sets of Conceptual Design in A3 size, including
Perspective
Site Development Plan
Floor Plan
Structure/Building Elevations
Building Specifications including proposed type of foundation

B. After approval of Conceptual Design by SBDMC Inc. and SBMA;

- a) Tenant to secure Building Permit Application form and checklist with SBMA-BPSD.
- b) Tenant to secure the required clearances from SBMA's concerned departments as indicated by BPSD.
- c) Along with acquired clearances from SBMA's various departments, Tenant shall submit the Building Permit Application documents (package) to SBDMC for endorsement;

I. Six (6) sets of Site Plan/Civil works showing the exact location of project, including parking areas, driveways, sheds, etc. (Signed and sealed by a local licensed civil engineer), architectural Plans (signed and sealed by a local licensed architect), Structural Plans (signed and sealed by a local licensed civil/structural engineer), Electrical Plans (signed and sealed by a local licensed professional electrical engineer), Sanitary/plumbing plans (signed and sealed by a local licensed master plumber), Mechanical plans (signed and sealed by a local professional mechanical engineer), Electronics plans (signed and sealed by a local professional electronics engineer).

II. Six (6) sets of Temporary Works Plan (water supply, sewerage, drainage, septic tank, electricity, office construction fence, batching plant and others).

III. Six (6) sets of Construction Specifications of the project jointly signed and sealed by the Architect/Engineer in charge of the construction and signed by the contractor (if done through a contractor) and confirmed by the Tenant.

IV. Six (6) sets of bill of materials signed and sealed by the corresponding licensed architect and/or engineer.

- V. Six (6) sets of computation and analysis duly signed and sealed by a civil/structural engineer in case of civil structural works and/or electrical or mechanical engineer as applicable.
- VI. Two (2) sets of Soil Investigation Report
- VII. Six (6) sets of tapping details on electricity sewerage, drainage and water supply.
- VIII. Two (2) sets of Project Schedule.
- IX. Two (2) sets of Photocopy of PRC I.D. and PTR of the licensed Architect/Engineer involved in the project.
- X. Two (2) sets of entrance detail between road of the Park and Tenant's property.
- XI. Environmental Impact Assessment and others, if required.

Section 5.1.3 The plans shall be subject to SBDMC's review to determine compliance with this DOR and relevant standards.

Section 5.1.4 Once approved, SBDMC will issue to the Tenant an endorsement letter to SBMA-BPSD, with comments, if any. The plans and drawings shall be returned to the Tenant for purpose of application for Building Permit. One (1) copy of the plans shall be remained to SBDMC for record purposes. SBDMC shall not be liable to the Tenant for any action of SBMA on the building permit application.

Section 5.1.5 Tenant shall secure at its expense and responsibility, a Building Permit and other permit(s) as required by SBMA. If SBMA fails to act or delays in acting on the application submitted by Tenant through SBDMC, the Tenant will be advised by SBMA or SBDMC of such failure so that SBDMC could further assist Tenant.

Section 5.1.6 Temporary Fence; Fencing Permit.

Tenant and its Contractor are required to provide a temporary construction fence built with approved materials by SBDMC and SBMA prior to the commencement of construction.

Acceptable materials shall be (a) GI rib type sheets (blue color), two layers, 1.80 - 2.40 meters height, with steel frames and (b) designed to withstand strong typhoons. Other materials not mentioned in the foregoing are not allowed.

Tenant shall be solely liable in the event that temporary fence might cause harm to pedestrian, or to other structures of SBDMC facilities.

Fencing permit must be secured from SBMA prior to the installation of temporary construction fence.

SECTION 5.2 POST-CONSTRUCTION REQUIREMENTS

Section 5.2.1 Occupancy Permit. SBDMC's / SBMA's prior written approval shall be secured by the Tenant/Contractor before any building or facility could be used / occupied. It shall be the Tenant's responsibility to secure the Occupancy Permit from the Subic Bay Metropolitan Authority (SBMA).

Section 5.2.2 Documents and Plans submittal – Tenants shall submit to SBDMC for endorsement to SBMA the following:

- a) Three (3) sets blueprint and One (1) set original as-built plans: Site Plan/Civil works showing the exact location of project, including parking areas, driveways, sheds, etc. (Signed and sealed by a local licensed civil engineer), Architectural Plans (signed and sealed by a local licensed Architect), Structural Plans (signed and sealed by a local licensed civil/structural engineer), Electrical Plans (signed and sealed by a local licensed professional electrical engineer), Sanitary/plumbing plans (signed and sealed by a local Licensed master plumber), Mechanical plans (signed and sealed by a local professional mechanical engineer), Electronics plans (signed and sealed by a local professional electronics engineer).
- b) Six (6) copies, signed and sealed and notarized completion certificate
- c) One (1) set signed and sealed construction logbook
- d) Three (3) sets signed and sealed megger test results
- e) Two (2) sets of Photocopy of PRC I.D. and PTR of licensed Architect/Engineer involved in the project.
- f) Tenant and/or Tenant's Contractor shall be required to submit and electronic file of the as-built plans (ACAD format) to fast track review and SBDMC's files.

Section 5.2.3 The plans shall be subject to review to determine compliance with this DOR and relevant standards of SBDMC.

Section 5.2.4 Once approved, SBDMC will issue to the Tenant an endorsement letter to SBMA, with comments, if any. The plans and drawings shall be returned to the Tenant for application of Occupancy Permit. One (1) copy of the plans shall be remained to SBDMC for record purposes. SBDMC shall not be liable to the Tenant for any action of SBMA on the Occupancy Permit Application.

Section 5.2.5 Tenant shall apply for and secure at its expense and responsibility, the Occupancy Permit and other post-construction permit(s) as required by SBMA.

SECTION 5.3 CONSTRUCTION GUIDELINES

Section 5.3.1 Building Permit Signboard. Tenant and its contractor are required to display a building permit signage as prescribed in their building permit. Tenant who shall fail to post the building permit signage shall be required by SBDMC to stop construction and shall be treated as an unauthorized construction until they post the approved building permit signage.

Section 5.3.2 Accreditation of Contractors/Service Providers. All Designers and Contractors to be hired by Tenant must be accredited by both SBDMC and SBMA.

Section 5.3.3 Insurance. Tenant and Tenant's contractor shall maintain any relevant insurance required by SBMA, law or generally carried by reasonably prudent owners and contractors, including but not limited to public liability insurance.

Section 5.3.4 Security. During both working and non-working hours, Tenant and Tenant's contractor shall be responsible for security of the Property during construction and for safeguarding all work, materials, fittings, plant, and other property. Tenant and Tenant's contractor shall provide and maintain any security lighting necessary for the safety or security of the Property. Tenant and Tenant's contractor shall not allow any unauthorized visitors on the Property, shall keep a visitor's book, and shall inform all visitors that SBDMC, the SBMA, SBDMC's project manager, and their contractors and representatives shall not be liable for any death of or injury to any visitors.

Section 5.3.5 Temporary Entrances. Tenant shall construct any necessary temporary entrances to the property at a location and in a manner approved by SBDMC, and, upon completion of the required and approved building or improvements, remove said temporary entrances in a manner satisfactory to SBDMC.

Section 5.3.6 Heavy Equipment. Tenant will not be allowed to utilize the lot wherein access of vehicles, heavy equipment and the like will be needed unless tenant provides temporary steel plates (min. ½ in thick) to protect SBGP's utility areas.

Section 5.3.7 Location of Public and Private Services. Tenant shall be solely responsible to determine the exact location of any and all public or private services to or affecting the Property, regardless of whether or not such services are shown on any map supplied by SBDMC or the SBMA. Prior to commencement of any work on the Property, Tenant shall carry out site investigations and make additional records by means of cable detection equipment, exploratory trial holes, and other methods. The location of any public or private services detected during any site investigation or discovered during the course of construction shall be promptly reported in writing to SBDMC and the SBMA. Tenant shall be solely responsible and liable for any damage to any such services caused by Tenant or its contractor. Tenant shall cooperate with SBDMC and the SBMA in any necessary diversion or extension of public or private services, including but not limited to providing access to the Property for such purposes. Tenant shall pay all charges imposed for the diversion or extension of public and private services to the extent that such charges relate to service benefiting the Property. During construction, Tenant shall protect all public and private service facilities, including but not limited to pipes, ducts, drains, sewers, and electrical and telephone cables.

Section 5.3.8 Soil Condition. Tenant is advised that soil conditions on the property are such that construction will, in all likelihood, require the driving of piles. Tenant is advised to retain its own qualified engineering firm:

- a. to carry out soil investigations;
- b. to advise Tenant on soil conditions; and
- c. to design structurally-sound buildings and other structures taking into account actual soil conditions.

Tenant and its retained engineer/engineering firm shall be responsible for ordering adequate soil exploration (including test borings) if in their judgment such is necessary. Test borings and a written report on the results of such borings shall be required for buildings of three stories and/or 10.00 meters high.

Tenant shall, at its expense, perform all such soil remediation and fill work necessary to construct Tenant's Building and other structures, and SBDMC and SBMA shall have no responsibility or liability with respect to the condition of the Property or its ground level, topography, or soil conditions. Tenant shall be responsible for verifying and establishing bench marks and levels before commencing construction.

Section 5.3.9 Protection of Existing Improvements. Tenant and Tenant's contractor shall shore-up, support, maintain, and protect all lands, buildings, roads, signages, pavements, fences, parapets, retaining walls, cables, sewers, drains, and other property and improvements on the Property and the Gateway Park and shall promptly restore and repair any damage done thereto by Tenant and Tenant's contractor.

Section 5.3.10 Erosion Control: Tenant shall, expeditiously and in a workman-like manner, take such steps and execute such as may be necessary: (a) for the protection of shores and embankments, if any; (b) for the prevention of earth-slip erosion of soil and failure of slopes; and (c) for the removal of sediments from storm water, including the use of silt traps and settlement tanks.

Section 5.3.11 Pollution; Mosquito Control. Tenant shall comply with all rules and regulations of and shall pay charges or fines levied by the SBMA or any other governmental authority with jurisdiction over pollution control, mosquito control, or construction site hygiene.

Tenant shall take all reasonable precautions to prevent pollution of all streams, waterways, and bodies of water arising out of or by reason of construction on the Property.

Tenant shall maintain comprehensive pest control and site surveillance program to prevent the Property or any item on the Property from harboring or allowing the breeding of mosquitoes or other pests.

Tenants shall provide temporary channels and drains for the Property, shall keep the Property clear of all standing water, and shall keep all drains clear of debris and blockages.

Tenant shall not permit any engines, generator, or equipment which emits noxious smoke or gases to be used on the Property. In the event that Tenant or Tenant's contractor shall fail to keep and maintain the Property in the manner required above, SBDMC or SBMA shall have the right to rectify such failure and the cost thereof shall be promptly paid by Tenant to SBDMC or the SBMA, as applicable.

SECTION 5.4 CONSTRUCTION AND MAINTENANCE CASH BOND DEPOSIT:

Section 5.4.1 In the performance of its works, the Tenant and its Main Contractor acknowledge the obligation of the Tenant, Main Contractor and/or its Sub-contractor to keep and maintain the infrastructure on the Property and the Gateway Park such as roads, bridges, buildings, fixtures and other improvements.

Section 5.4.2 To ensure faithful compliance of these obligations, upon signing of the Lease Agreement, the Tenant or Main Contractor shall deposit a Construction and Maintenance Cash Bond to SBDMC to answer for all damages which said Tenant, Main Contractor and/or its Sub-contractor shall cause on the said infrastructure as well as for all interests and expenses that shall be incurred to restore and repair the same. The Tenant and/or its Contractor shall not be allowed to commence any construction on the Property or to be provided for water tapping unless the Construction and Maintenance Cash Bond has been furnished to SBDMC. If the Contractor cannot furnish the required Construction and Maintenance Cash Bond, the Tenant shall be liable to SBDMC for such bond. The amount of Construction and Maintenance Cash Bond Deposit shall be based on the size of the lot, to wit:

New Construction

Lot Sizes	Php	Amount (PHP)
2 has. and less	Php	300,000.00
2 has. to 5 has.		500,000.00
5 has. to 10 has.		700,000.00
10 has. and above		1,000,000.00

Expansions / Renovations / Alterations

Lot size	Amount (PHP)
Below 500 sq.m.	50,000.00
500 to 1,000 sq. m.	100,000.00
1,000 sq.m. and above	200,000.00

Section 5.4.3 Upon receipt of a written notice from SBDMC of any such damage or violation committed by the Main Contractor and/or its Sub-contractor, the Construction and Maintenance Cash Bond shall promptly be applied to indemnify SBDMC notwithstanding any protest to the effect that the Main Contractor and/or its sub-contractor fulfilled their contractual obligations.

Section 5.4.4 The Construction and Maintenance Cash Bond shall be in full force and effect until the SBMA issues to the Tenant the Permit to Occupy and Permit to Operate the constructed property. Only thereafter shall SBDMC release the Bond or its balance less fines and costs to repair damages, if any, with interests according to the lease agreement.

Section 5.4.5 Should the Construction and Maintenance Cash Bond deposited by the Tenant/Contractor be insufficient to cover the entire cost of damages, interests and expenses incurred by SBDMC to restore and repair the infrastructure on the Property and the Gateway Park as a result of the fault and or negligence of the Main Contractor and/or its Sub-Contractor, SBDMC shall not be precluded from recovering the balance thereof from the Tenant who shall be liable to pay the same upon receipt or prior notice from SBDMC.

SECTION 5.5 CONSTRUCTION PERSONNEL/WORKERS:

Section 5.5.1 All construction personnel/workers must secure SBMA Pass/IDs and shall be worn at all times when entering the SBGP.

Section 5.5.2 Employees, personnel or workers shall not be permitted to live on the Property or anywhere else within the Gateway Park. Tenant and Tenant's contractor and/or workers are advised to make arrangements for the housing of workers in the City of Olongapo or nearby areas. However, up to two (2) personnel/workers may be allowed to stay after working hours mainly to serve as caretakers of the Tenant's construction materials and equipment. Workers are not allowed to live inside the leased property.

Section 5.5.3 All workers must wear proper personal protective equipment (PPE) during work hours. No workers shall be allowed to work at construction site without proper PPE. Non-wearing of the prescribed PPE shall be considered as a major violation of the COR.

Section 5.5.4 Construction workers are not allowed to loiter or roam around the SBGP premises at nighttime especially after 10:00 p.m. Otherwise, SBDMC and/or its security personnel have the right to send those workers to Law Enforcement Department of SBMA for interview and appropriate action.

Section 5.5.5 Tenants, their sub-lessees and contractors must require their personnel to wear uniforms or decent attire. Otherwise, SBDMC and/or its security personnel has the right to refuse entry of workers at the gates. Wearing of sando, shorts, slippers, and the like are strictly not allowed.

Section 5.5.6 Worker and Public Health, Safety, and Welfare.

Tenant and Tenant's contractor shall comply with all health, safety, and welfare rules and regulations pertaining to workers on the Property. And Tenant and Tenant's contractor shall take every necessary precaution to protect the public from injury or death during the course of construction. Tenant and Tenant's contractor shall display all such flags, signals, markings, or lights as the SBMA or other governmental authorities may require for the safety of the workers and the construction site. During construction, all workers and all visitors to the Property shall be provided with safety helmets and safety shoes which shall be worn at times when in the vicinity of construction or danger areas.

SECTION 5.6 CONSTRUCTION-RELATED REQUIREMENTS / GUIDELINES:

Section 5.6.1 Excavation Works on Utility Areas: Contractors and Tenants shall submit first detailed plans and shall be checked and inspected by SBDMC Engineering Department (ED) personnel. SBDMC-ED shall issue a notice to proceed (NTP) prior to the excavation works. Tenant who shall initiate any excavation works without an NTP from SBDMC-ED shall be considered in violation of the COR.

The Main Contractor shall deposit (cash or dated check only) a Construction and Maintenance Cash Bond to SBDMC to answer for all damages which the said Main Contractor and/or its Sub-contractor shall cause on the said excavation works as well as for

all interests and expenses that shall be incurred to restore and repair the same. The Tenant and/or its Contractor shall not be allowed to commence any excavation on the Utility Areas unless the Construction and Maintenance Cash Bond has been furnished to SBDMC.

Section 5.6.2 Construction of Driveways: Tenant is not allowed to utilize the green areas (utility reserve area of SBDMC) adjoining their lots as a concrete driveway.

Concreting will be allowed on area that will be utilized as a driveway with dimensions described under Section 2.4.5 or 4.3 provided the unaffected green area/utility reserve area shall not be less than 80% of the total area. Tenants are not allowed to utilize SBDMC utility areas for driveways and/or for maneuvering of container vans.

Tenants that will need loading areas shall provide adequate front yard setback to provide space for container vans to maneuver.

SECTION 5.7 CLEANLINESS AND GOOD HOUSEKEEPING:

Section 5.7.1 During construction, Tenant and Tenant's Main Contractor shall keep the Property in good order at all times and shall remove from the Property, at frequent intervals or as directed by SBDMC or the SBMA, any items no longer required for the construction. In addition, Tenant and Tenant's Contractor shall comply with the following rules:

- a. Construction wastes such as scrap wood, etc., are to be disposed of regularly at the SBMA landfill.
- b. Paint and other related solvent cans are to be emptied, dried and crushed prior to disposal at the landfill.
- c. Regular wastes are to be disposed of at the landfill. All wastes are to be properly contained and sorted prior to collection. For collection services, arrangement should be made by the Tenant with SBDMC and the **SBMA Ecology Center**.
- d. For recyclable items such as wood and metal scraps, Tenant and Tenant's Contractor shall engage the services of the SBMA's accredited contractors.
- e. All other usable items shall be coordinated and turned over to the SBMA Procurement and Property Management Department.
- f. All transportation vehicles shall be equipped with protective canvas during hauling operations to prevent their contents from scattering.
- g. A dumping permit shall be secured from the Waste Management Department of SBMA prior to disposal of wastes. Disposal sites shall be designated by the SBMA.

Section 5.7.2 No storage of surplus materials on the property shall be allowed, except to the extent reasonably required for efficient construction. In the event that the Tenant and Tenant's Contractor shall fail to keep and maintain the Property in the manner required above, SBDMC and SBMA shall have the right to rectify such failure and the costs thereof shall be promptly paid by the Tenant to SBDMC or the SBMA, as applicable.

Section 5.7.3 Tenant and Tenant's Contractor shall ensure that construction materials are properly stored within the construction premises only. All other areas planned for storage of construction materials shall be coordinated with SBDMC or the SBMA in

advance. Use of hazardous materials shall have prior clearance from Fire Department, Ecology Center, and SBMA Health and Safety Department.

Section 5.7.4 Tenant and Tenant's Contractor shall ensure that the entire construction operations shall not constitute a nuisance or safety hazard. Both are required to ensure strict compliance with the safety rules and regulations, guidelines and other related requirements of SBDMC and the SBMA. Cleanliness must be maintained in the Freepport.

SECTION 5.8 RESTORATION OF DAMAGED ROAD AND OTHER SBGP INFRASTRUCTURES DUE TO TENANT'S CONSTRUCTION

Section 5.8.1 All restoration works shall be subject to SBDMC's approval and acceptance, otherwise SBDMC reserves the right to correct the said restoration work at Tenant's expense.

Section 5.8.2 Prior to excavation along SBGP common areas and/or utility reserve area, Tenant shall apply for an excavation permit, with corresponding key map/layout, section, details for SBDMC's approval and SBMA's approval (when needed) prior to execution of work. All approved excavation work shall be properly coordinated with SBDMC prior to commencement of work (Restoration of damaged SBGP property, including the road, utilities, landscaping and the like).

Section 5.8.3 Damaged utilities or relocated utilities affected by any construction work shall be restored to their original conditions or functions acceptable to SBDMC otherwise SBDMC reserves the right to correct the said restoration work at Tenant's expense.

SECTION 5.9 FENCING:

Section 5.9.1 SBGP Boundary Fencing:

Along any Exterior Property Line, there shall be constructed and maintained a fence (with a design, materials, and construction designated by SBDMC) consisting of a 150mm thick cement hollow blocks on cement plastered finished at both sides and painted with color matching the building exterior or combination of both. A decorative grill could be added on top subject for prior approval of SBDMC prior to construction. Height shall be 2.40 to 3.00 meters.

Section 5.9.2 Interior Fences:

Section 5.9.2.1 Along any property line other than those designated in Section 4.2.3 above, any interior fence constructed shall take the form of landscaped, trimmed, and well-maintained hedges/ornamental plants except for lots occupied by Tenants with high security requirements as approved by SBDMC and SBMA.

Section 5.9.2.2 Prior to the construction of their fences, Tenant may apply for fence height higher than the required limit for security reasons upon submission to SBDMC and SBMA for their respective approval, of the fencing plan and such other

relevant details as may be required. This is not applicable for fence along SBDMC road.

Section 5.9.2.3 Fence fronting the road shall consist of (a) 75 x 75 x 4 mm hollow steel posts spaced at 2.50 meters, (b) 12 x 12 mm solid steel square vertical bars welded to 19 x 4.5 mm solid horizontal bars, (c) painted with anti-rust epoxy paint, (d) with a total height of 1.80 meters.

Section 5.9.2.4 Fence in between lots with a total height of 1.80 meters minimum 150mm thick cement hollow blocks on cement plastered finished at both sides and painted with color matching the building exterior.

Section 5.9.3 General Requirements: If approved, all boundary fences facing any road or right-of-way in the SBGP and all fences required pursuant to this Section shall be built on the Property Line. All fences shall be constructed with the finished side facing neighboring properties or outside the SBGP.

ARTICLE 6 - PLANTING REQUIREMENTS:

Section 6.1 Planting Areas:

On each Property, the planting requirement set forth in this Section, shall apply to that part of any property within 3.00 meters of an Exterior Property Line, Primary Property Line, or Secondary Road Property Line (the "Planting Areas").

Section 6.2 Landscaping:

Every site shall be landscaped according to plans approved by SBDMC and maintained well thereafter. Any side of the property facing a street shall be landscaped along its length.

Tenants are required to do the maintenance of their landscape and green areas. No undamaged or dead tree shall be cut down without the prior written consent of SBDMC. All trees planted shall be of a variety designated or approved by SBDMC and the SBMA. All trees shall be properly watered and trimmed at all times, and in the event a tree is destroyed or dies, said tree shall be replaced within 30 days of such destruction or death by another tree.

Section 6.3 Turfing Requirement:

The Planting areas and all other unpaved or undeveloped areas of the Property shall be planted with grass, ground cover, and shrubbery. All grass, ground cover, and shrubbery shall be properly watered and maintained. All grass and ground cover shall be cut so that no grass or ground cover shall at any time be in excess of 15.0 centimeters in height. All vacant land shall, at a minimum, be covered with grass or ground cover which is sufficient to prevent erosion and blowing of dust and soil.

ARTICLE 7 - MISCELLANEOUS REQUIREMENTS:

Section 7.1. Personnel, Employees and/or Workers.

- a) All employees, personnel or workers inside SBGP must secure SBMA Pass/IDs and shall be worn at all times when entering the SBGP.
- b) Tenants, their sub-lessees and service providers must require their personnel to wear uniforms or decent attire. Otherwise, SBDMC and/or its security personnel have the right to refuse entry of employees or workers at the gates. Wearing of sando, shorts, slippers, and the like are strictly not allowed.
- c) Personnel, employees or workers of SBGP Locators are not allowed to loiter or roam around the SBGP premises at nighttime especially after 10:00 p.m., unless for night shift employees. Otherwise, SBDMC and/or its security personnel have the right to send those employees/personnel to Law Enforcement Department of SBMA for interview and appropriate action.

Section 7.2 Compliances; Violations. No building or other structure shall be erected, constructed, or placed on any Property, and no building or other structure shall be used for any purpose, unless in full and strict compliance with the restrictions and requirements of the COR and other applicable governmental rules and regulations. The SBMA shall have the right to withhold or withdraw any lessee's or occupants permit to operate, Certificate of Registration and Tax Exemption (CRTE) or permit of occupancy due to failure to comply with these DOR or any other applicable governmental rules and regulations.

Section 7.3 Refuse. All garbage, refuse, solid waste, and similar materials shall be kept in containers designated for such purpose. All such containers and such garbage, refuse, solid waste, and similar materials shall be kept (a) indoors or (b) outdoors within screened areas designated for such purpose. All areas designated for garbage, refuse, solid waste, and similar material shall be in a location on the Property reasonably accessible to garbage trucks, as approved by SBDMC and the SBMA. Tenant shall remove from the Property at frequent intervals or as directed by SBDMC and/or the SBMA, any items no longer required for business operations.

Section 7.4 Screening. All trash storage facilities and areas (including those for recyclable materials), all facilities for the outdoor storage of any material or product, water tanks, and all mechanical equipment accessory to any Building or other structure shall be screened from all property lines and all public and private roads and rights-of-way. Required screening may be achieved with fences, walls, earth berms, hedges and other landscaping materials. All walls and fences shall be architecturally harmonious with the Buildings and other structures on such Property. All materials, including landscaping shall have a minimum opacity of 80% at all times of the year. Earth beams shall not be steeper than 3:1.

Section 7.5 Drainages.

Section 7.5.1 All surface water from the Property shall be collected on the Property and properly channeled and discharged into storm sewers, swales, watercourses, or drainage facilities. No surface water shall be channeled or discharged onto an adjoining Property. Tenant shall construct a culvert or covered structure for all permanent entrances to the Property. Tenant is further required to install a catch basin to contain all silt materials from the Property. This catch basin shall be installed at least 1.00 meter from the main SBGP drainage manhole.

Section 7.5.2 Tenant shall inform SBDMC before tapping of drainage system to SBGP drainage system. All illegal tapping of drainage system is prohibited.

Section 7.5.3 All provisions for drainage, including storm sewers, sheet drainage and swales, shall be subject to review and approval by SBDMC and the SBMA prior to construction or installation and shall comply with all appropriate health codes governing the prevention of stagnant water.

Section 7.6 Lighting: All exterior lighting and illuminating devices shall be provided with lenses, reflectors, or shades so as to concentrate illumination on the Property. No light source, lamp or other illuminating devices shall be directed beyond the boundaries of the Property.

Section 7.7 Temporary Buildings: No temporary or portable Buildings or other structures, including, without limitation, any shed, shack, tent, or shelter, which is not permanently attached to the ground shall be placed or stored upon any Property except as accessory to, and during construction of, permanent Buildings or other structures. No temporary or portable structure shall under any circumstances be permitted to remain on a Property for more than 2 years.

Section 7.8 Signs and Signages:

Section 7.8.1 Except for minor, directional, and informational signs, no Property shall be permitted to have more than;

- (a) 1 sign affixed to the wall of the primary Building on the Property, and
- (b) 1 sign set on the ground of the Property. All signs shall be limited to identifying the name, logo, product, or trademark of the permitted Tenant or other permitted occupants of the Property. The area of any sign affixed to a Building wall shall not exceed the lesser of;
 - i. 30.0 square meters or (ii) 10% of the area of the wall to which the sign is attached.
 - ii. The area of any sign set on the ground shall not exceed the lesser of (y) 30 square meters or (z) 10% of the area of the wall of the primary Building located directly behind said sign.
 - iii. No sign set on the ground shall be more than 16.00 meters high. All signs shall be constructed of stone, brick, concrete, metal, or other permanent materials.
 - iv. No neon or moving images shall be permitted on any sign.

- v. All signs affixed to the wall or set on the ground shall be parallel to the building façade unless otherwise approved by SBDMC.

Section 7.8.2 General Requirements

- a) All banners and streamers shall be posted in common posting areas, and necessary permit must be secured from SBMA.
- b) No sign or signboard shall be erected in such a manner as to confuse or obstruct the view or interpretation of any official traffic sign, signal, or device.
- c) Signs which are written in any foreign language shall have a corresponding translation in English or in the local dialect.
- d) The installation of all kinds of signs shall be such that a harmonious and aesthetic relationship of all units therein is presented.
- e) No signage shall be installed without approval from SBDMC INC and/or SBMA.

Section 7.8.3 Maintenance

- a) All signs, together with all of their supports, braces, guys, and anchors, shall be kept in repair and in proper state of preservation. The display of all signs shall be kept neatly painted and secured at all times.
- b) All signs and sign structures shall be maintained in a safe and presentable condition (i.e. faded, inclined, and teared). Should a sign become unsafe or an eyesore, the Tenant shall, upon notice from the SBDMC Inc., immediately restore the sign to a safe and satisfactory condition.
- c) Signs not properly maintained shall be treated as violation of the DOR.

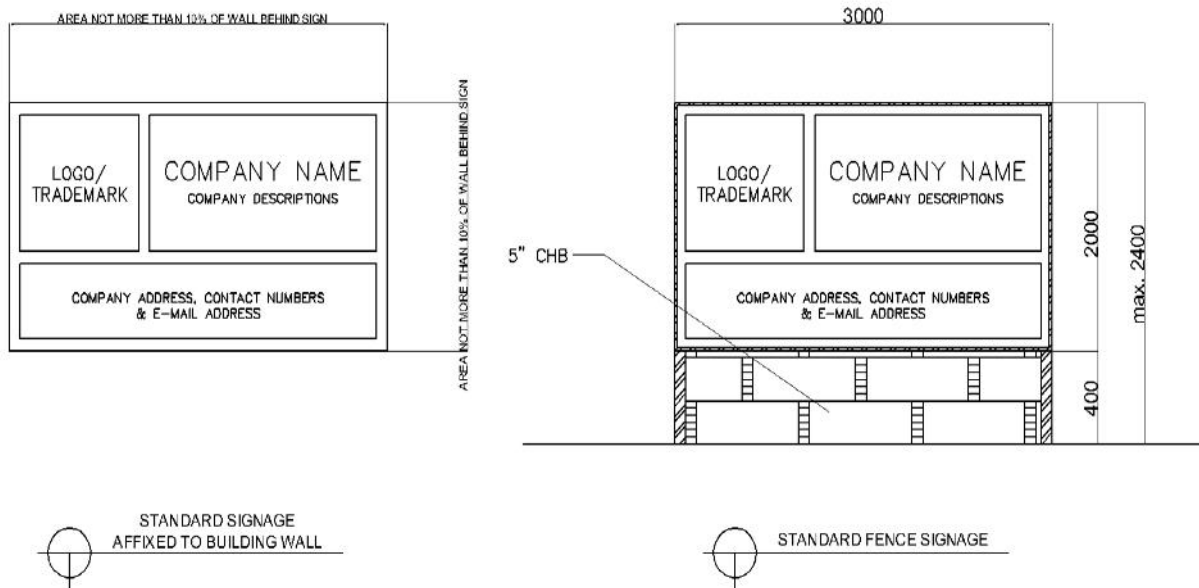
Section 7.8.4 Designs and Construction

- a) Signage structures shall be designed and constructed to resist all forces in accordance with the National Structural Code for Buildings. For signs on buildings, the dead lateral loads shall be transmitted through the structural frame of the building to the ground in such a manner as not to overstress any of the elements of the building. The weight of earth superimposed over footings may be used in determining the dead load resisting moment. Such earth shall be carefully placed and thoroughly compacted.
- b) No neon or moving images shall be permitted on any sign. All signs affixed to the wall or set on the fence shall be parallel to the building façade unless otherwise approved by SBDMC.
- c) Except for minor, directional, and informational signs, each business property shall be required to have any/both of the following;
- d) To have one (1) signage affixed to the wall of the primary Building on the Property. All signs shall be limited to identifying the name, logo, product, or

trademark of the permitted Tenant or other permitted occupants of the property. The area of any sign affixed to a Building wall shall not exceed 10% of the area of the wall to which the sign is attached.

- e) One (1) set of signage installed with the fence of the Property. The area of any sign shall not exceed 10% of the area of the wall of the primary Building located directly behind said sign. Signage fixed on fence shall not exceed the 2.4 meters height.
- f) Ground signage and advertising ground signage shall be constructed in conformity with accepted engineering standards, of which height control shall be in conformity with the Local Zoning Regulation (LZR).
- g) Ground sign structures shall be located along the fence line with dimensions described below and under no circumstances shall they occupy the RROW/street or sidewalk or Utility area or Grass area or similar access ways.
- h) In the event of a conflict between the terms and conditions contained herein and the terms and conditions of the NBC and SBMA Signage Guidelines, if any, the stricter terms or conditions shall apply.

Section 7.8.5 Materials. Construction of signs or sign structures shall be of the quality and grade as specified. In all signs and sign structures, the materials and details of construction shall, in the absence of specified requirements, conform to the following:



- a) Structural steel shall be of such quality as to conform to ASTM A 36. Secondary members in contact with or directly supporting the display surface may be formed of light gauge steel, provided such members are designed in

accordance with the specifications of the design of light gauge steel as specified in ASTM A 242 and, in addition, shall be galvanized. Secondary members, when formed integrally with the display surface, shall be not less than No. 24 gauge in thickness. When not formed integrally with the display surface, the minimum thickness of the secondary members shall be No. 12 gauge. The minimum thickness of hot-rolled steel members furnishing structural support for signs shall be 6.35 millimeters, except that if galvanized, such members shall be not less than 3.18 millimeters thick. Steel pipes shall be of such quality as to conform to ASTM A 36. Steel members may be connected with one galvanized bolt provided that connection is adequate to transfer the stresses in the members.

- b) All materials shall be either concrete or structural steel. Wood materials are not allowed.
- c) Others (stone, brick, other permanent materials)
- d) Display Surfaces - Display surfaces in all types of signs may be made of metal, glass, or approved plastics.

Section 7.8.6 Lighting. Signs shall be illuminated only by electrical means in accordance with the Philippine Electrical Code.

Section 7.8.7 Temporary Signs

- a) All temporary signs, bills, posters and the like may be installed or posted only upon approval of SBDMC / SBMA. and shall be posted at a minimum of fifteen (15) days and maximum of thirty (30) days. It shall be removed thereafter at Tenant's expense unless extension for posting is applied subject to the approval of SBDMC Inc. Nonconformance shall be grounds for C.O.R violation.
- b) During conventions and special occasions duly approved by SBMA, all temporary signs maybe installed along main road leading to such premises, signs or advertisement as maybe necessary to promote / advertise the activity of the organizer. However, this exemption shall not release the owner from securing permits from SBMA and approval from SBDMC.

Section 7.8.8 Restrictions. Tarpaulin material fixed to the fence of the property line, ground signs detached to the building wall, projecting signs and roofing signs are not allowed within SBGP.

Section 7.9 All lessees and authorized occupants shall also fully comply with the terms and conditions of the National Building Code (NBC) and SBMA Signage Guidelines. In the event of a conflict between the terms and conditions contained herein and the terms and conditions of the NBC and SBMA Signage Guidelines, if any, the stricter terms or conditions shall apply.

Section 7.10 Pets and Animals. Pets and other domesticated animals are not allowed inside SBGP or should be properly secured inside the leased property. Otherwise, loitering animals shall be impounded by SBDMC and/or Law Enforcement Department (LED) for appropriate action.

Section 7.10.1 Raising or keeping livestock (poultry, hogs, goats, cattle and the like) are not allowed inside SBGP. SBDMC reserves the right to capture or contain these animals and endorse to proper authorities/entities for appropriate handling.

Section 7.11 National Codes. The National Building Code, National Fire Code, National Accessibility Code and the National Structural Code of the Philippines and the terms and conditions of the SBMA Fire Code are deemed incorporated in this Deed of Restrictions and Construction and Operation Requirements. In the event of any conflict between the terms and conditions contained herein and the terms and conditions of the National Building Code, National Fire Code, National Accessibility Code, the National Structural Code of the Philippines, and the terms and conditions of the SBMA Fire Code, if any, the stricter terms or conditions shall apply.

Section 7.12 Subdivision of Leased Property. Tenant in any way is not allowed to subdivide their leased lots for subleasing.

Section 7.13 Fireworks and Firecrackers. Pyrotechnics are strictly prohibited, but may be allowed on special occasions for a limited time subject to permit from and under strict control by SBMA Fire Department.

Section 7.14 Alcoholic Beverages. Selling of alcoholic beverages by canteen owners or authorized food concessionaires are not allowed in SBGP unless otherwise specifically approved by SBDMC.

Section 7.15 Nuisance.

7.15.1 Unnecessary noise disrupts the peace and serenity of the SBGP. On occasions of individual tenants' activities, they should notify their immediate surrounding neighbors and SBDMC on a certain date but should be quieted down by 10:00 p.m.

7.15.2 Unnecessary foul odor that disrupts neighbor tenants shall be considered as a violation of this COR. Tenant shall ensure that all necessary mitigations are done to avoid such incident.

Section 7.16 Tree-cutting, Trimming or Relocation. In case of relocation of trees, tree trimming or tree cutting/balling out, Tenant shall secure permit first from SBDMC and Ecology Center of SBMA prior to execution of work.

ARTICLE 8: UTILITY SERVICES

SECTION 8.1 GENERAL REQUIREMENTS:

Tenants shall apply for electricity line to Subic Enerzone Corporation (SEZ) (with electrical permit to SBMA Building Permit and Safety Department as a requirement of SEZ), water connection to SBDMC and telephone lines to PLDT Subic Telecom. Tenants shall pay all fees, charges, and connection costs for such services in accordance with the rules and regulations of the above- mentioned utility companies & BPSD-SBMA. Tenants or through

third parties shall undertake works that may be needed to provide any utility service to the property, including but not limited to installation of meters, pipes, or cables.

SECTION 8.2 ELECTRICAL SERVICES

Section 8.2.1 Installations. All temporary and permanent electrical installations and connections shall be done by Tenants at their sole expense. Tenants shall coordinate with SBDMC and the utility provider, Subic Enerzone Corporation (SEZ) for the installation and tapping to SBGP-I Power Distribution System. All Electrical meters shall be located in front of a building at a location accessible for meter readings and maintenance. No electrical installation or connection shall be commenced without the prior written approval of SBDMC, SBMA and the SEZ.

Section 8.2.2 Temporary and Permanent Power Connection. Tenants shall provide 6 copies of Electrical Plan and Electrical Form (both Signed & Sealed by PEE-“Professional Electrical Engineer”) & other related requirements for temporary and permanent power connection. Electrical Plan (Sign & Sealed by PEE “Professional Electrical Engineer”) and all required documents shall be submitted to SBDMC for review and evaluation and thereafter, if found in order, endorsement to SBMA-BPSD and SBMA-BPSD will in turn endorse the Tenant’s application to Subic Enerzone. If SBMA- BPSD has comments, Tenant shall respond to/comply with all the comments before it will be endorsed to Subic Enerzone. SEZ will proceed for the power connection after the Tenant has provided all the requirements, paid all the required fees and been issued an electrical permit.

Section 8.2.2.1 Requirements for Temporary Power Connection. Tenant shall provide/comply with the following requirements for temporary power connection (for construction purposes & other approved purposes);

- a. Two (2) copies of Electrical Plan (signed & sealed by PEE)
- b. Duly filled-up Form of SBMA-BPSD requirements under Electrical application and payment of the corresponding fee to SBMA-BPSD.
- c. Compliance with the requirements for power connection of Subic Enerzone for power connection including payment of necessary fees.

Section 8.2.2.2 Requirements for Permanent Power Connection. Tenant shall provide/comply with the following for permanent power connection;

- a. As-Built Electrical Plan (sign & sealed by PEE)
- b. Duly filled-up Electrical Permit Form of SBMA-BPSD and payment of the corresponding fee to SBMA-BPSD.
- c. Compliance with the power connection requirements by Subic Enerzone including payment of necessary fees.
- d. 3Ø Pad Mounted Transformer (step down the distribution voltage of 13.8KV to the desired secondary voltage).
- e. Load Break Switch (LBS) plus accessories- if the load requirement is greater than 500VA required.
- f. Metering Outfit (MOF) plus accessories (Tenant to coordinate with Subic Enerzone for the complete technical specifications); required if the load

- requirement is greater than 500VA.
- g. Connection of conduit system from Tenant building premises going to the main distribution lines.
 - h. Testing of transformer (by Subic Enerzone for the account of the amount of the Tenant)
 - i. Megger Test or Insulation Resistance Test
 - j. Others as may require by Subic Enerzone and SBMA-BPSD

Section 8.2.3 Underground Distribution lines. All underground distribution lines crossing the road from Tenant's building going to the main distribution lines shall be in concrete encasement with rebar and with a minimum depth requirement of 460mm from the top of electrical duct bank to finished grade elevation.

Section 8.2.4 Compliance with the Standards. All electrical works, materials, equipment, power cables, termination kits and all power layout designs shall conform the Philippine Electrical Code (PEC), IEEE/NEMA Standards, SBMA regulations and as required by Subic Enerzone.

Section 8.2.5 Additional Supply/Load: If Tenant requires an electrical design load higher than that available to the Property, Tenant shall apply with SBDMC, SBMA and the Subic Enerzone for the electrical supply needed. Tenant shall be permitted to have an access to such higher load only if, in the reasonable judgment of SBDMC, SBMA and the Subic Enerzone, sufficient excess electrical capacity is available to serve the needs of the Tenant without impairing the operations of other electrical system users. Tenant shall bear all costs and expenses relating to supplying such higher loads to the Property. However, Tenant is advised to verify the factory's electrical load requirement, since there is a corresponding penalty imposed for not meeting the demand.

Section 8.2.6 Electrical Material Specifications. All primary cables shall be single-core, 15KV, XLPE/ PVC, 133% Insulation, lead-alloy sheathed type. For the electrical system of a building in loop network, the primary lines shall have two (2) sets of feeders using 3x1cx400mm square, 15KV, XLPE/ PVC, 133% Insulation, lead-alloy sheathed primary cable. All direct buried cable secondary lines must be in rigid steel conduit (RSC) or in PVC pipe with concrete encasement with rebar, schedule 40 for concrete encasement, and schedule 80 for underground-type cable. Tenant shall tap its primary service feeders to the electrical manhole designated by SBDMC and Subic Enerzone. Tenant is required to seek approval from SBDMC, SBMA and Subic Enerzone for the method of tapping the main feeder to the electrical manhole. All materials and equipment to be used by the Tenant shall be in accordance with the approval of Subic Enerzone and SBDMC and SBMA and shall comply with the Philippine Electrical Code.

Section 8.2.7 Electrical Usage: Tenant shall not install or use any electrical equipment, installation, machine, or apparatus that may cause power surges, high frequency voltage or current, noise, vibrations, or any electrical or mechanical interference or disturbance which may interfere with or prevent the service or use of any telephone or communications system or which may affect or impair the operation of other equipment, installations, machinery, or apparatus within or outside of the Gateway Park.

Section 8.2.8 Right of Access: SBDMC, SBMA and the Subic Enerzone shall have the right to enter upon the Property for the purpose of inspecting or servicing any

electrical systems servicing the Property and for the purpose of verifying compliance with the above requirements.

Section 8.2.9 Other Concern: Tenant shall coordinate with Electrical Engineer of SBDMC and SEZ for information, guidelines, and monitoring of all activities related to power connection.

SECTION 8.3 WATER AND SEWER SERVICES:

Section 8.3.1 Installation: All temporary and permanent water and sewer installations and connections shall be done by Tenant at Tenant's sole expense. No water or sewer installation or connection shall be commenced without the written approval of SBDMC and the SBMA.

Section 8.3.2 Sanitary Sewer Line: The sanitary sewer line serving each Property is located beneath each Property within the front Property Line (within the utility reserved area). Tenant and Tenant's Contractor shall refer to the SBGP Phase I & 2 sewer line system plans provided by SBDMC to determine the location of Tenants tapping point/s.

Section 8.3.3 Water Service: SBDMC has no obligation to install the water meter in the Tenant's leased property. Should any leased property happens to have an existing water meter at the time of the turnover of the property to Tenant, the same shall not be construed that SBDMC shall assume the cost of replacement thereto. Water consumption billing shall be forwarded by SBDMC to the Tenant for payment. SBDMC shall notify Tenant regarding the charges and penalties to be imposed.

Section 8.3.4 Water meter and all fittings needed shall be provided and installed by the Tenants and under supervision by SBDMC. If water meter is defective, Tenant/s shall replace the said defective water meter at their expense subject to supervision of SBDMC. Tapping of water meter without informing SBDMC is prohibited.

Section 8.3.5 Treatment of Industrial & Domestic Sewerage: Tenant shall construct, operate, and maintain a primary industrial sewerage treatment facility on the Property. Tenant shall pre-treat its wastes before discharging them to the sewer system. Tenant's wastewater effluent shall comply with the effluent standard composition set forth by applicable Philippine laws and SBMA regulations.

SECTION 8.4 TELEPHONE SERVICE: or other authorized service provider directly to arrange for needed telecommunications services.

ARTICLE 9 - PARKING RULES AND REGULATIONS

SECTION 9.1 GENERAL GUIDELINES

Section 9.1.1 As provided under the Industrial Lease/Lease Agreement (ILA/LA) and this COR, Tenants, their employees and customers are allowed to park only inside their leased property.-It is the Tenant's responsibility to ensure that their employees, customers and guests follow the parking regulations.

Section 9.1.2 Parking outside the leased property is a violation of the COR and consequently, an event of default under the ILA/LA. To enforce effectively the SBGP parking regulations, SBDMC shall request the assistance of SBMA LED Traffic Division who has the authority to regulate traffic within the Subic Bay Freeport Zone including unauthorized parking.

Section 9.1.3 Prior to implementation of the procedure against illegal parking, the Tenants shall be reminded through an advisory of the parking regulations and the procedure to be carried out by SBDMC and SBMA LED to deter parking violations.

Section 9.1.4 What constitutes Illegal parking.

- Parking in Tow Away Zone (All Yellow Painted Curbs)
- Impeding the free flow of traffic
- Blocking an access lane
- Creating a safety hazard
- Parking on utility areas and driveways
- Unauthorized parking in posted two way area
- Parking outside the leased property area

Section 9.1.5 Exemptions from Illegal Parking

- a) A Tenant, who submitted a valid written request for exemption and upon evaluation, will be granted parking off-street by SBDMC for a limited period of 2 days only.
- b) Subject to prior notice/advice to SBDMC, temporary parking in prohibited areas may be allowed due to special events or incidents.

SECTION 9.2 SANCTIONS FOR VIOLATION OF PARKING REGULATIONS

- Verbal Warning- within 1 hour - Security
- Citation Ticket - after 1 hour- SBMA LED
- Reminder Letter
- Warning Letter with 7 days compliance
- RFID Revocation
- Blocking of Importation
- Disconnect water line
- Default / termination under the ILA/LA including recommendation for CRTE cancellation

ARTICLE 10 – RFID-CONTROLLED ACCESS TO SBGP

SECTION 10.1 GENERAL GUIDELINES

Section 10.1.1 Subic Bay Gateway Park (SBGP) is a private area where access and movement are regulated in order to protect and preserve the security, safety and general welfare of the SBGP Tenants.

Section 10.1.2 Vehicles of SBGP Tenants and their employees, sub-lessees, service providers and suppliers shall bear the most recent and valid SBGP RFID sticker;

- The RFID sticker is valid only for 1 year from issuance.
- No RFID Cards shall be issued, only sticker type RFIDs. All issued RFID cards for renewal should be replaced with sticker type RFID.
- The registered owner of the vehicle has the full responsibility over his/her authorized driver.

SECTION 10.2 STICKER/RFID RULES AND REGULATIONS

1. No tail-gaiting (keep your distance), one vehicle apart.
2. Proceed only when light turns green or security guard signals you to proceed.
3. Wait for the vehicle in front of you to enter/exit and wait for your turn.
4. Slow down or reduce speed when approaching automated gate barrier, observe speed limits.
5. After sunset, turn on your headlight when entering/exiting SBGP vicinity.
6. Observe “FIRST STOP – FIRST TO GO” policy. FULL STOP at each stop sign.
7. Avoid misuse of UHF sticker; it may result to poor reading and malfunctioning.
8. Replace worn-out, damaged, and expired stickers. Stickers are heat sensitive and no warranty.
9. SBDMC will not be held liable for any damages to your vehicle as a result of disobeying traffic procedures
10. During rainy seasons, make sure you drive slowly when entering/exiting SBGP vicinity. Rain may affect the quality of reading the UHF readers
11. Motorist will be held liable for any accident that occurs in sentry area. (ex: Side sweeping of any equipment, driving under the influence of alcohol, etc.)
12. Trailer trucks are not allowed to enter or exit gates 2,3, and 4; use Main Gate sentry
13. Inbound/outbound trucks with towing trailer are not allowed to enter SBGP vicinity
14. Issued RFIDs cannot be shared for use by other motorists/users.

LOCATION MAP



LAND USE MAP

LEGEND

- COMMERCIAL USE
- MIXED-USE COMMERCIAL/HOUSING
- GREEN/BUFFER
- INDUSTRIAL USE
- MIXED-USE INSTITUTIONAL
- MIXED-USE COMMERCIAL
- EARTH DRAIN



ANNEX 3



**SUBIC BAY DEVELOPMENT
and
MANAGEMENT CORPORATION,
INC.**

Document Code : **SBDMC-EGD**


Revision Code: 0

Issue Date: September 23, 2012

STANDARD PROCEDURES ON TURNOVER OF LOT TO LOCATOR

Reviewed by:


ROLAND P. ADDUN
Chief Operating Officer and
Quality Management Representative


GINA B. OROZCO
In-House Attorney
Deputy QMR

Approved by:


JEFF LIN, M.S., P.E.
Corporate President

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Prepared By:


Eduardo B. Reyes, Jr.
Manager, Engineering Department





**SUBIC BAY DEVELOPMENT
and
MANAGEMENT CORPORATION,
INC.**

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STANDARD PROCEDURES ON TURNOVER OF LOT TO LOCATOR

1. PURPOSE

To set standard guidelines and procedures on the turnover of a lot to a new Locator

2. SCOPE

This procedure is applicable to new Locators who have signed lease agreements with SBDMC or existing Locators who leased additional lots.

3. RESPONSIBILITIES

- 3.1. Engineering Department (ED)- primarily in-charge of the layout and location of the utility tapping points.
- 3.2. Investment Services Department (ISD) – responsible for providing assistance to Locators

4. PROCEDURE

- 4.1. ISD officially informs ED through a memo that an Industrial Lease Agreement (ILA) has been signed by a new Locator. ISD shall likewise advise the new lessee that it cannot occupy or use the property until after approval of the lease by SBMA and turnover of the lot by SBDMC. However, the new Locator may inspect the property for purposes of survey and preparation of plans.
- 4.2. ED within 7 days upon receipt of the advice of ISD, checks the lot layout, inspect and provides details of utility tapping. ED also prepares the list of requirements for building permit, EC permit. A checklist shall be provided by ED.
- 4.3. ED provides an IOR for the conduct of final survey of the leased lot through an outsourced surveyor
- 4.4. Upon approval and release of the downpayment for the surveyor, survey shall be completed within 14 working days to check lot area and demarcate the lot boundaries.
- 4.5. For purposes of preparation of Locator on design documents, ED shall conduct advance coordination through a technical conference to discuss lot survey, tapping points, bldg. permit & EC permit requirements, etc.
- 4.6. FAD informs ISD through a memo that downpayment has already been received by SBDMC as provided by the lease agreement, otherwise, FAD shall follow-up from the Locator.





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STANDARD PROCEDURES ON TURNOVER OF LOT TO LOCATOR

- 4.7. Upon approval of SBMA on the ILA and payment of the downpayment to SBDMC, ISD to inform ED through a memo. Likewise, ISD to coordinate with ED if survey is already completed and sets date for the turnover.
- 4.8. ED to officially turnover the lot to the Locator. A turnover letter with a checklist indicating the lot boundaries, utility tapping points, etc. shall be received by the Locator.
- 4.9. ED shall promptly inform FAD of the turnover and acceptance of the lot by the Locator for purpose of determining the commencement of the billing for Management Fee.



SOP ON TURNOVER OF LOT TO LOCATOR

	Activities	Remarks
Step 1	ISD officially informs ED through a memo within 3 days after signing of the ILA by a new Locator, ISD likewise informs the new Locator that they cannot occupy or use the lot until after approval by SBMA of the lease and turnover of the lot by SBDMC	
Step 2	ED within 7 working days after receipt of memo checks lot layout and inspect and prepare details of utility tapping (a checklist shall be provided by ED)	
Step 3	ED also facilitate's through an IOR for the conduct of final survey of the lot through an outsource surveyor	
Step 4	Conduct of survey within 14 days upon approval of IOR and release of downpayment, ED to demarcate the boundaries with flags	
Step 5	For purposes of preparation of design, ED to conduct advance coordination through a technical conference with Locator to discuss Lot survey, tapping points, bldg permit & EC permit requirements	
Step 6	FAD issues a memo to ISD to inform them that downpayment has already been received from the Locator as provided in the lease agreement, otherwise, FAD shall follow-up from the Locator	
Step 7	ED waits for a memo from ISD on the approval of SBMA on the lease agreement (as per ISD, usually within a month from endorsement of SBDMC) and payment of the downpayment by the Locator, and coordinate's with ED if survey is already completed and sets the official turnover date	
Step 8	Upon receipt of the memo, ED to officially turnover the lot to the Locator. A checklist shall be provided by ED indicating: lot boundaries, tapping point of utilities, etc. ED shall promptly inform FAD of the turnover for purpose of effecting the billing for Management Fee.	

Prepared by:

Engr. Eduardo B. Reyes Jr.
ED Manager



ANNEX 4



**SUBIC BAY DEVELOPMENT
and
MANAGEMENT CORPORATION,
INC.**

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**STANDARD PROCEDURES AND GUIDELINES FOR THE REQUIRED MAINTENANCE
CASH BOND (MCB) & PROCESSING OF REFUND ON SUBIC BAY GATEWAY PARK
(SBGP) LOCATORS**

Reviewed by:

ROLAND P. ADDUN
Chief Operating Officer and
Quality Management Representative

GINA B. OROZCO
In-House Attorney
Deputy QMR

Approved by:

JEFF LIN, M.S., P.E.
Corporate President

8/20/13

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Prepared By:

Eduardo B. Reyes, Jr.
Manager, Engineering Department

Enclosure 1



**SUBIC BAY DEVELOPMENT
and
MANAGEMENT CORPORATION,
INC.**

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**STANDARD PROCEDURES AND GUIDELINES FOR THE REQUIRED MAINTENANCE
CASH BOND (MCB) & PROCESSING OF REFUND ON SUBIC BAY GATEWAY PARK
(SBGP) LOCATORS**

1. PURPOSE

To set standard guidelines and procedures for the effective implementation of the required Maintenance Cash Bond (MCB) and the processing of it release.

2. SCOPE

This procedure is applicable to Locators who have signed lease agreements with SBDMC and agreed to comply with the Construction and Operation Requirements (COR), their assignees or sub-lessees and contractors.

MCB is applicable to new constructions, renovation, addition and alterations on the leased property by the Locators, their assignees or sub-lessees.

3. RESPONSIBILITIES

- 3.1. Engineering Department (ED)- primarily in-charge of the implementation of the COR and the procedures herein
- 3.2. Investment Services Department (ISD) – responsible for providing assistance to Locators to ensure that the COR are complied with and the consequences for violations thereof are properly understood
- 3.3 MIS/Security Department (MIS/Sec) – to assist ED in inspecting the construction and operation activities of the Locators for possible violations of the COR.
- 3.4 Finance & Accounting Department (FAD) – to receive the MCB and notify ED of such compliance

4. DEFINITION OF TERMS

- 4.1. Construction and Operation Requirements (COR) – are the standard requirements, guidelines and restrictions of SBDMC and Subic Bay Metropolitan Authority (SBMA) pertaining to the construction, use, and operation of buildings and other structures in Subic Bay Gateway Park (SBGP).
- 4.2. Maintenance Cash Bond (MCB) – is a cash tendered to SBDMC by the Locator or its contractor in compliance with the requirement under the COR, to answer for all damages which the Locator's Contractor shall cause on the SBGP infrastructures during construction or renovation as well as for all interests and expenses that shall be incurred to restore and repair the same.



**SUBIC BAY DEVELOPMENT
and
MANAGEMENT CORPORATION,
INC.**

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**STANDARD PROCEDURES AND GUIDELINES FOR THE REQUIRED MAINTENANCE
CASH BOND (MCB) & PROCESSING OF REFUND ON SUBIC BAY GATEWAY PARK
(SBGP) LOCATORS**

5. PROCEDURE

Before Construction:

- 5.1. Upon receipt of the construction plans, ED to check if the Locator has submitted the required MCB, if not, ED will remind Locator to submit the MCB within two (2) working days
- 5.2. Upon payment of the MCB, FAD will notify ED through a memo on the receipt of MCB within two working days.
- 5.3. ED will review the plans but will hold the endorsement thereof to SBMA until the Locator or its contractor tendered the required MCB.
- 5.4. Upon FAD's notification on the receipt of MCB, and ED's completion of the review of plans, ED will endorse the plans to SBMA.

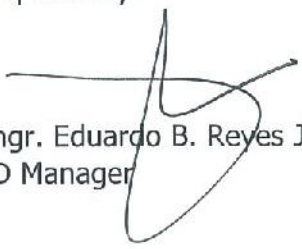
After Construction:

- 5.5. The Locator or contractor shall request SBDMC in writing the return/release of the MCB.
- 5.6. Within three working days after receipt of the request, ED shall conduct inspection of the Locator's leased property. ED shall document its finding through an Inspection Report.
- 5.7. If ED found damages caused by the Locator's construction, ED will notify the Locator or contractor to restore or rectify the damage. ED will determine based on the restoration needed, the appropriate period within which to complete the restoration.
- 5.8. Otherwise, ED through an IOR shall recommend the refund/return of the MCB. ED will ensure that the processing of IOR will be completed in five (5) days.
- 5.9. Pursuant to the COR, the MCB shall be released after SBMA issues the Permit to Occupy and Permit to Operate the constructed property.

SOP ON IMPLEMENTATION OF MCB & PROCESSING OF REFUND

	Activities	Remarks
Step 1	Upon receipt of the plans, ED within two (2) working days will remind the Locators of the needed MCB through a letter	Before Construction
Step 2	Upon payment of the MCB, FAD shall inform ED through a memo within two (2) working days	
Step 3	Upon review of the plans, ED to hold endorsement of the plans until Locator pays the required MCB	
Step 4	Upon receipt of memo from FAD after payment, if review is already done, ED to endorse the plans to SBMA-BPSD	
Step 5	ED receives request letter from concerned Locator / Locator's Contractor for the refund of MCB	After Construction
Step 6	Upon receipt of the letter, ED within 3 working days will conduct an inspection of the area covered of the MCB	
Step 7	After inspection, ED within another 3 working days provide an inspection report which shall indicate either: (a) Request Locator through a letter to correct deficiencies / damages brought by their construction on the SBGP area (correction time shall depend on the type of deficiency) or (b) Provide an IOR requesting for the release of the MCB	
Step 8(a)	Under (a), ED will wait for the notice of correction from the concerned Locator / Contractor. Upon receipt of the notice, ED to proceed with step 6	
Step 8(b)	Under (b), SBDMC concerned departments process the IOR towards release of MCB within 5 working days	

Prepared by:


 Engr. Eduardo B. Reyes Jr.
 ED Manager



ENGINEERING DEPARTMENT

Application No. _____

Permit No. _____
Date Issued: _____

EXCAVATION PERMIT

Permit is hereby granted to _____
(Owner / Applicant)

Located at _____
for _____

Subject to the following conditions:

1. This permit does not guarantee the subsequent granting of any principal building permit under process and that the owner / applicant undertake the work or project at His/Her own risk.
2. This permit shall be kept at the jobsite at all times for the duration of the project.
3. All the public utilities such as streets, sidewalks, curbs, gutters, electric post, power and communication lines, navigational equipment, water, sewer, and drainage lines and the like shall be properly protected against any damage and obstruction. Any facility and/ or utility directly or indirectly damaged shall be properly repaired and restored to its original condition by the Owner / Applicant subject to the approval of the building official and the proper authorities concerned.
4. The Applicant and contractor shall be jointly responsible for the safety, protection, security and convenience of the general public and His/Her personnel, third parties, the works, equipment, installation and the like. The applicant shall render the SBDMC free and harmless from any claims for injuries or damages to the others or to their properties that may result from the prosecution of the works.
5. Applicant should settle the maintenance cash bond deposit or present receipt of MCB for clearance.
6. All waste or discarded materials from the project shall be properly stored and disposed of water waste shall be discharged directly into sanitary sewer line. Pertinent provisions of the NATIONAL BUILDING CODE (P.D. 1096) shall be complied with.
7. This permit may be considered or revoked pursuant to Section 305 and 306 of the NATIONAL BUILDING CODE (P.D. 1096).

CONFORM:

Applicant Contractor

Address

Applicant (Architect/Engineer)

TIN _____
PRC Reg. No. _____
P.T.R. No. _____
Date Issued : _____
Place Issued : _____

Remarks: Contractor shall coordinate with SBDMC Engineering Department for the existing utilities inside SBGP.

Recommending Approval:

Approved by:

ENGR. MANUEL PALCON
Civil Engineer

ENGR. EDUARDO B. REYES, JR.
Manager, ED



ENGINEERING DEPARTMENT

Application No. _____

Permit No. _____

Date Issued: _____

WORK PERMIT

Permit is hereby granted to _____
(Owner / Applicant)

Located at _____
for _____

Subject to the following conditions:

1. This permit shall be kept at the jobsite at all times for the duration of the project.
2. All the public utilities such as streets, sidewalks, curbs, gutters, electric post, power and communication lines, navigational equipment, water, sewer, and drainage lines and the like shall be properly protected against any damage and obstruction. Any facility and/ or utility directly or indirectly damaged shall be properly repaired and restored to its original condition by the Owner / Applicant subject to the approval of the building official and the proper authorities concerned.
3. The Applicant and contractor shall be jointly responsible for the safety, protection, security and convenience of the general public and His/Her personnel, third parties, the works, equipment, installation and the like. The applicant shall render the SBDMC free and harmless from any claims for injuries or damages to the others or to their properties that may result from the prosecution of the works.
4. Applicant should settle the maintenance cash bond deposit or present receipt of MCB for clearance.
5. All waste or discarded materials from the project shall be properly stored and disposed of water waste shall be discharged directly into sanitary sewer line. Pertinent provisions of the CONSTRUCTION OPERATION REQUIREMENTS (COR) shall be complied with.
6. Observed regular housekeeping.

CONFORM:

Applicant contractor

Address

Approved by:

LOCATOR (President or Manager)

Recommending Approval:

ENGR. MANUEL PALCON
Civil Engineer

Approved by:

ENGR. EDUARDO B. REYES, JR.
Manager, ED

Commercial Design Guidelines



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This document was written to guide the builders and developers in the design stages of developing new projects and also to guide proposed upgrades to existing buildings and sites. These guidelines are meant to show some of the architectural characteristics that SBIP Commercial desires in order to maintain the vision and image of SBIP as well as to conform with the Subic Gateway Master Plan. This document, however, cannot possibly cover all architectural themes and characteristic SBIP Commercial wishes to implement, and is not meant to limit creativity instead, these guidelines are meant to spark the creative spirit and bring forth designs consistent with the general intent of the document, which will enhance the aesthetics of the Commercial Park. Due to the fact that these guidelines are flexible in allowing many types of buildings and developments, SBDMC reserves the responsibility to interpret these guidelines to guarantee that new developments and remodeling of existing sites & buildings promote the theme, which SBDMC desires to maintain. Locators & designers should rely on this document for principle ideas and design standards, with the understanding that broad discretion is given to the SBDMC Management for approval of architectural treatments and site design.

I. Introduction

1.1 Subic Bay Industrial Park

The Subic Bay Industrial Park (SBIP) is envisioned to be a premiere economic center and model development with a well balanced growth center promoting industrial service, commercial, residential and ecological development. More specifically, the SBIP is envisioned to be the site of modern, industrial estates, commercial and trade centers.

Subic Bay Industrial Park Phase 1 is located in a former US military base at Subic; Subic's strategic location is right at the heart of growing markets in the Asia-Pacific region – a given advantage in today's global economy. The zone's modern infrastructure facilities, generous fiscal and non-fiscal incentives, professional support services, amenities, and other advantages make it an ideal place for investment.

The Master Plan for the **105 hectares SBIP-PHASE 1** is now serving an approximate area of **78 hectares** for **Industrial Estates** and envisioned to cater a **5 hectares Residential** and **4 hectares Commercial Estate**. This will transform the zone into business driven urban center perfect for the requirements of information and communication technology, aviation support, commercial trading, agro-industrial, tourism and other sectors.

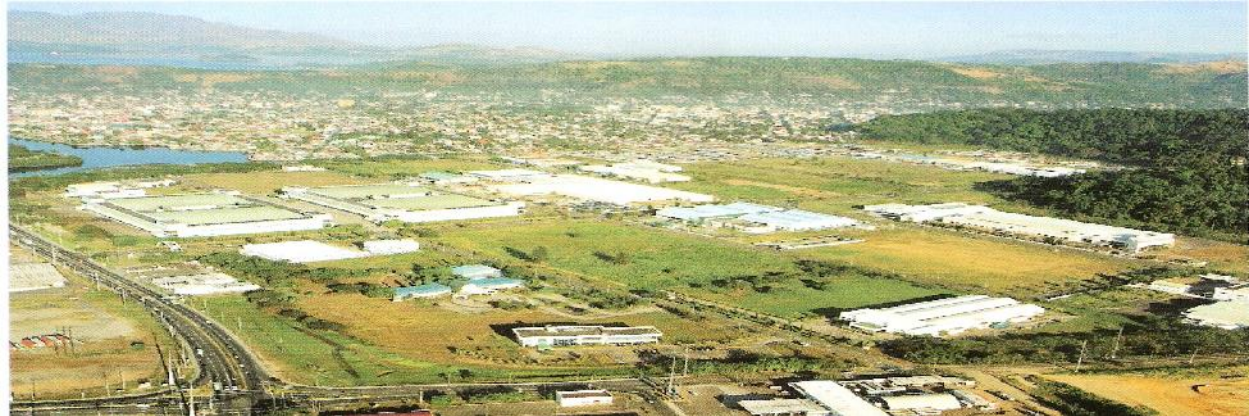


Fig. 1 View of Subic Bay Industrial Park

1.2 Intent of Guidelines

This guideline is intended to be applied to all SBIP commercial areas. The object of these guidelines is to guide future development that will enhance the character of SBIP Commercial Center. In order to respect and reference its vision, SBDMC has chosen to draw primarily upon the existing building types and styles of the SBIP for new commercial structures. See figure 2.

Fig. 2 Existing Building.



Figure 3: SBIP input.

SBDMC Management has led the establishment of guiding principles to promote appropriate development standards (See figure 3) that will create a vibrant commercial corridor as well as small commercial districts that respect and enhances the image/vision of the SBIP Commercial Center identity. There is a desire to create that kind of small commercial center at SBIP and Subic Gateway district or gathering place in SBIP.



New structures should affect the area in a positive manner, signifying continued growth, and not be detrimental through use of inappropriate massing, scale, or materials. These guidelines utilize approaches that intend to encourage a sense of place and a sustainability of the area. The guidelines are not meant to preclude making exception in the case of innovative design, and modifications to the guidelines are allowed at the discretion of SBDMC and SBMA.

Each of the three subsections in the document provides guidance for various design aspects of building in the SBIP Commercial Area:

- Streetscape
- Site Design
- Architectural Character

Photographs, drawings, and diagrams included in each section illustrate desirable characteristics that describe the general intent of these guidelines. Strict adherence to the standards may require some flexibility depending on specific site conditions. Such flexibility, however, should not be contrary to the general intent for each section, as described.

Several useful tools to assist the prospective locators and developers are included in the appendices, including a color palette of SBIP-based earth tones, a glossary of architectural terms, and a building materials guide.

II. Streetscape

2.1 General Intent / Introduction

Streets are important public spaces that contribute to the character and identity of a commercial area. The intent of streetscape guidelines is to create a collective streetscape of buildings, landscaping, and other site design elements that identify the commercial zones of SBIP as

a cohesive commercial district, rather than a conglomeration of individual commercial structures. The overall streetscape design will be visually attractive, as well as safe and comfortable.

2.2 Layout & Spatial Form

The general pattern of buildings should help define streets as public open spaces. The following guidelines can be used to enhance spatial definition of the commercial area. Special consideration should be given to further enhance the streetscape and public amenities of key intersections, such as Argonaut Highway and Rizal Highway, and future key intersections along Tipo Road in SBIP Phase II. The use of a special overlay district may be used to implement a special streetscape enhancement approach.

- Buildings located on corner lots should orient to both streets. In order to define these corner pad sites, a setback of **7.5 meters** is recommended on both street-facing facades as far as sites permit.
- Orient and align the street-facing façade of buildings to the street to help define and shape the street.
- Orient primary entrances to streets and other public spaces, such as plazas, courtyards, and pathways, that have higher levels of pedestrian activity.



Fig. 4 When possible use landscaping to maintain a buffer between sidewalks and parking lots.

- Consolidate driveways and entrances to minimize the amount of breaks, maximize safety and support the continuity of the streetscape design.
- Locate a landscaped parking strip between street and walkway to provide a buffer from traffic. Parking strips are recommended be a minimum of **3 meters** wide. A width of **2.5 meters** may be allowed to accommodate a meandering style of walkway/sidewalk.

2.3 Amenities (Trees, Landscaping, Furnishings)

- The use of amenities, such as street trees and planter boxes, are important to an overall streetscape design and can greatly help define a wider street. A consistent landscape and amenity design and theme along the length of a street or block can strengthen the association of unrelated buildings.
- In addition to street trees, other landscaping such as lawn, shrubs, or ground covers provide a buffer between people and cars, as well as providing seasonal colors. Proper maintenance is essential to keep the benefits of these areas continuous.



Fig. 5 Planter boxes/pots add to the color and attractiveness of the streetscape.

- Where a landscaping strip does not exist, install planter boxes and/or plant trees along sidewalk.
- Hanging baskets or large pots are also encouraged to enhance the façade and provide color and create a more pedestrian friendly atmosphere.
- Coordinated street furnishings, such as fencing, trash receptacles, bollards, bicycle racks, and seating, can be an important component in creating a unified, attractive look to a commercial streetscape. Maintenance, safety, and durability are the main considerations regarding choice and placement of furnishings.



Fig. 6 Planters, benches, parking strips, pots, and trees create an attractive commercial streetscape.

2.3.1 Trees

Street trees can be a critical element in defining the edges of a street. To realize the effect, the correct type of street trees must be installed in a well-designed manner and well maintained over time. Refer to the “SBIP Tree Planting Guide” for detailed information on selecting trees for a site.

- Provide a parking strip of street trees between street and walkway, with trees spaced a minimum of every **6 meters**. Trees should be placed a minimum of **2 meters** from street corners to allow visibility at intersections.
- Select trees and other plant materials based on appearance, hardiness, and appropriateness to site location, solar orientation, and climate. Low-water, low maintenance, and adaptable varieties are desirable. Consult Landscaping experts or SBIP Tree Planting Guide for recommendations of appropriate tree varieties.
- Keep the choice of street tree(s) consistent for each corridor. Establish a pattern or design that will continue the length of the corridor for greatest effect in defining the space.
- Select trees that will provide a large canopy while maintaining a suitable height to keep unobstructed passage of vehicles and pedestrians.

Fig. 7 Trees with a large canopy provide shade and help to define a specific corridor.



- Space trees appropriately from each other and from buildings and other structures to allow for full canopy growth.
- Street trees should have a consistent, continued spacing without omissions. Design driveways, lamp poles, and other elements around the spacing of the trees.
- Careful consideration should be given when selecting the type and location of trees in front of businesses so as to not obstruct business signage or building identification (See fig. 8).
- Street trees planted along the Rizal and Argonaut Highways and Tipo Road corridor shall be specified by SBDMC. Type and location of the required trees can be obtained at the Engineering Dept., SBDMC



Fig. 8 Trees should be appropriately spaced and located so as not to overly obstruct the view of buildings, signage, or entryways (as shown above).

- Landscaping along streets, easements, and public corridors should be consistent to reinforce the overall identity of the commercial district.
- All landscaped areas should be regularly maintained in neat and orderly appearance as appropriate to the plant types. Leaves, clippings, and other debris should be immediately cleared when accumulation occurs.
- A parking strip of lawn may be most appropriate in streetscapes with a large area between the sidewalk and the street, or where a low pedestrian volume exists. Turf should be used in areas where there is a minimum of **0.50 meters** available, in order to accommodate irrigation systems and mowing.
- Pavers and stamped or colored concrete are desired effects around pedestrian foot traffic areas.
- Parking strips should use a system that is permeable, in order to sustain and enhance the survival of street trees.
- Acceptable paving materials include brick, flagstone, or concrete pavers. Colored, scored, or stamped concrete may be considered.
- Identifying a beginning and end of a corridor or district can enhance the definition of the street. Use well-designed entry monuments, statues, or other means to mark the entrance into the Commercial District of Subic Bay Industrial Park.
- Use district gateway markers throughout the commercial zone to define the district. The scale of the markers should relate to the street width and size



Fig. 9 A planted median is a desirable way to define the streetscape, especially on wider streets.

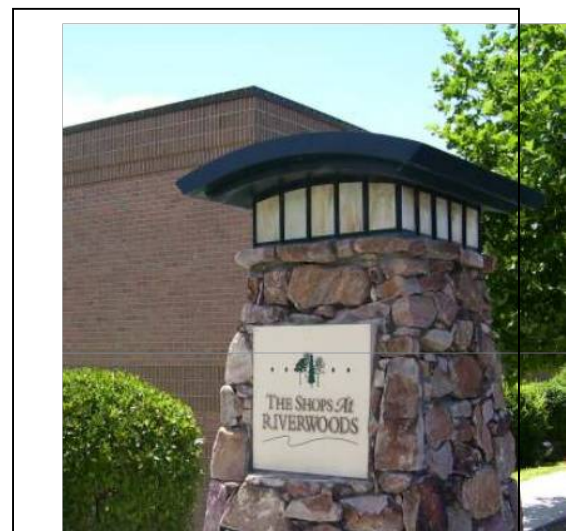


Fig 10 Marked entrances define commercial districts.

of buildings nearby. Markers should be effective both for the pedestrian and vehicular traffic (See fig. 10).

2.4 Paths & Walkways

Paths and walkways are used to provide proper separation of pedestrian and vehicular movement in a manner that encourages pedestrian activity, comfort, and safety. Paths and walks within the commercial areas are encouraged to be linked in some way to the overall trail system of Subic Bay Industrial Park.

- Crosswalks should be of a paving material different from the rest of the street or drive to emphasize their location and increase the safety of pedestrians.
- Walkways and sidewalks should be separated from travel lanes by either on-street parking or landscape treatments.



Fig. 11 Pedestrian corridors should be marked by landscaping and other treatments. Corridors provide access between buildings and parking areas. Delineating crosswalks using a different paving material or painted stripes enhances pedestrian safety and the overall streetscape.

- Walkway widths will vary depending on intensity of adjacent uses. Recommended minimum requirements are **3 meters** for primary walkways in high pedestrian traffic areas (i.e., stores, restaurants, etc.), and **1.5 meter** for secondary walkways in lower traffic areas (i.e., service oriented businesses, public buildings, etc.). All high traffic walkways shall have a minimum of **3 meters** unobstructed walking space (with respect to overhanging of parked vehicles, landscaping, seating, etc.).
- Use wider sidewalks or patios to create additional space for more intensive sidewalk uses such as outdoor dining, rather than greatly encumbering the sidewalk for such uses.
- Provide overhead weather and sun protection, such as canopies, awnings, balconies, or other overhangs, at building entrances.
- Provide pedestrian circulation and access to buildings adjacent to pedestrian corridors.
- Periodically interrupt large blocks and development parcels exceeding **20 meters** in length periodically with pedestrian paths, alleys, or driveways. These routes should be provided with appropriate lighting and amenities such as landscaping and seating.
- Develop pedestrian corridors to connect activity centers and blocks throughout the business district and to surrounding residential neighborhoods. This promotes foot traffic and creates a more vibrant commercial district.
- Use walkways between neighboring developments to enhance the flow of pedestrians.

- Where on-street parking is not practical, other types of buffering such as landscaping, street trees, seating, etc., should be used to improve perception of pedestrian safety.
- Articulate and enhance pedestrian ways with furnishings, waste and recycle bins, lighting, paving materials, public art, and landscaping.



Fig. 12 Providing open space for seating creates a more friendly and inviting environment for walking, dining, and lounging.

- Provide for proper collection and drainage of water from roofs, balconies, etc., to avoid standing water on walkways that may create a slipping hazard.
- Drainage grates should allow safe passage by bicycles and pedestrians, and should be designed with some redundancy to reduce the possibility of clogging by leaves and other debris.

2.5 Lighting & Fencing

Coordinate streetscape lighting is required throughout the Commercial District, including type of light source, style of poles and fixtures. Lighting styles should be harmonious and complement the architectural and landscape features of the district.

2.5.1 Street Lighting

Street lighting is an important component of the overall character of a commercial district, as well as improving the quality and safety of the street. Street lighting should be consistent throughout the district. Street lighting can also be placed in planted and paved medians.

- If on street parking is provided, street light poles should be located at least **0.50 meters** from the curb to avoid contact with car doors and bumpers.

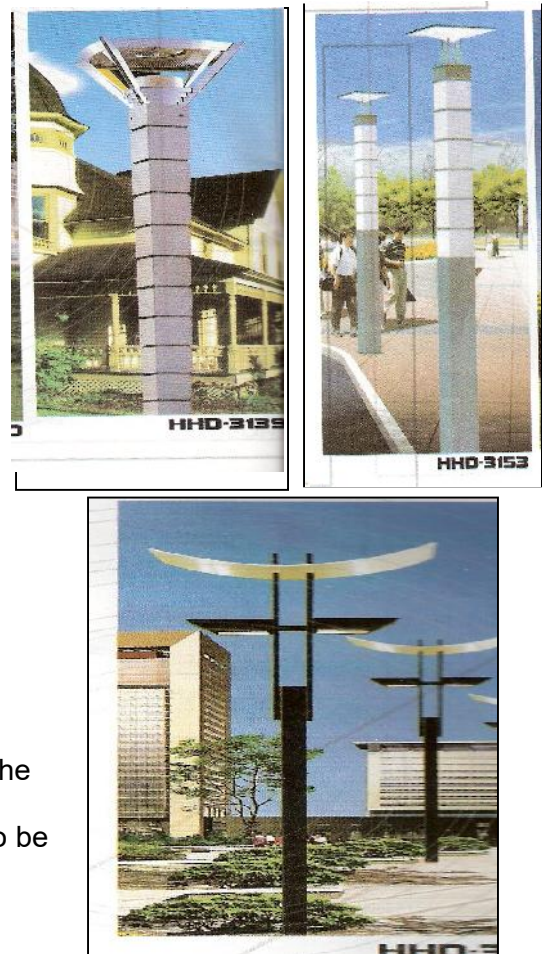


Fig. 13. Decorative lighting with hanging baskets increases safety and enhances the streetscape.

- Street lights are required along streets in commercial zones. Street lights design shall be of approved design and specification of SBDMC to blend with the existing and foreseen development of the Commercial Center.
- Light fixtures used in parking areas should not exceed **5 meters** in height.
- Single globe luminaries are recommended. Multiple globe luminaries may be considered for entryway points or special locations.

Fig. 14 landscaping, hedges adds continuity and uniformity to the commercial district.



2.5.2 Fencing

- No fence is required in all areas to enhance the character, consistency free flowing concept of the commercial area of SBIP.
- Landscaping, hedges or shrubs can replace fence design to project continuity of the whole commercial center

2.5.3 Pedestrian Scale/Pathway Lighting

Pedestrian scale lighting plays an important role in the overall character of a commercial district. This type of lighting, such as lower poles and bollards, should be used along walkways, public plazas, and other pedestrian areas to illuminate and identify routes and provide safety at night.

- Align lights with street trees where possible.
- Lights should be spaced **8 meters** apart to avoid excess glare and provide room for street trees and other furnishings.
- Lights should be properly located to avoid glare into second story windows.
- Single globe luminaries are recommended. Multiple globe luminaries may be considered for entryway points or special locations.



Fig. 15 Lighting adds charm to a shopping district and encourages shopping after dark.

III. Site Design

3.1 Setbacks

Front, street-facing setbacks should be compatible with the pattern of SBIP structures being used in a commercial capacity.

- A setback of **8 meters** is generally desirable on Rizal Highway and Braveheart street.
- Avoid setbacks greater than **15 meters**. Buildings that are located too far back from the street generally do not contribute in a positive manner to the overall streetscape of the area.
- A maximum front setback of **6 meters** with no more than one row of parking stalls is recommended to avoid a suburban atmosphere of large parking lots fronting the street. A landscaped setback should be located between the sidewalk and the parking area.
- Large 'big-box' stores are encouraged to locate towards the rear of a property and provide smaller pad sites closer to the primary public street. These pad sites can consist of secondary buildings with more pedestrian oriented amenities.
- Utilize the front and side setbacks to create usable public gathering spaces, such as plazas or patio/outdoor seating areas, or for landscaping or public art.
- Avoid placing parking in the front setback between building and street; the majority of parking shall be located to the side or rear of a building to maintain the connection between building and street.
- Greater setbacks may be considered for buildings that propose a public park/plaza area in front of the primary, street-facing façade.

Fig. 1 Where street parking exists, wide sidewalks are desirable to provide an uninhibited walkway for pedestrians.



- Include a minimum landscaped front setback of **3 meters** along **Rizal Highway** to retain a sense of openness and small, rural atmosphere. Front landscaping on side streets may include a hard-scaped public plaza, large sidewalk or outdoor patio dining area.
 - For narrower side streets off of the main commercial corridors, no minimum landscaped setback is required, but there cannot be a net loss in landscaping. This will allow for a pedestrian scale of buildings that are built closer to the sidewalk, enhancing the sense of a commercial district for an area.
- A **0.60 meters** setback should be considered between the sidewalk and parking lots that are located to the side of a building.

3.2 Parking

- Surface parking should be located so as to minimize the break in streetscape character and design, yet have sufficient visibility for safety and convenience.
- The use of shade trees, landscaping, and low screen walls can help diminish the dominant and often negative visual impact of parking lots, especially near adjacent residences and parks. A minimum of 20% of the parking lot area is required to be landscaped (See fig. 2).



Fig. 2 Landscaping beautifies the area and conceals large parking lots as well as provides shade - thus cooling the urban environment.

- On-street parking provides an effective buffer for the pedestrian as well as easy access to surrounding businesses and reduces the amount of surface lot parking needed. Spaces on side streets provide a positive perception of parking availability.
- Locate the majority of surface parking to the rear of buildings. Side parking lots are allowed, but should be minimized to allow more continuity between adjacent structures. Big box buildings may require surface parking to be located in the front.
- Encourage the use of shared parking lots that provide more efficient parking patterns. Shared parking with all businesses in an area can help reduce the overall amount of surface parking needed in the commercial district.

- On-street parking may be considered where street width and traffic patterns/speed limits allow. Angled parking may be effectively utilized on side streets.
- Parking should be visible from an entrance to the building.
- Design primary access points to avoid traffic conflicts. Wherever possible, they should be located across from existing access drives and streets.
- Minimize the number of access points from the street by encouraging shared/common driveways for multiple buildings or a building complex.
- Encourage the use of side streets or drives for access to parking areas.
- Provide perimeter and interior islands throughout parking lots to break up hard-surfaced areas. Islands should be landscaped with shade trees that will provide a canopy as well as other lower level landscape elements and plantings (Refer to SBIP Tree Guide for recommended varieties).
- Interior islands should be minimum **0.30 to 0.60 meters** in width to allow adequate drip line for trees and landscaping. This minimizes visual impact of expanses of asphalt and controls cross traffic through the lot.



Fig. 3 In smaller spaces, smaller varieties of trees are required as to not destroy the sidewalk or create extensive maintenance costs.



Fig. 4 Introduction of “positive” parking scheme using good urban design to identify parking places without the need of traditional paint marker is much desirable for the Commercial Development .

- Locate parking lots back from buildings to allow for pedestrian space, such as walkways benches, and landscaping.
- Separate parking from pedestrian walkways, using landscaping elements.
- Include other amenities such as public art near or within parking areas to add visual interest.

3.3 Driveways & Circulation

- Encourage shared driveways, cross easements, and automobile entrances to minimize vehicle trips and conflicts between automobiles and pedestrians. Use a coordinated and shared system to access parking and delivery areas at the rear of buildings where possible.
- Walkway materials perpendicular to the drive shall continue across the drive apron to help alert drivers to possible pedestrian activity.



Fig. 5 Shaded on-street parking is desirable on small side streets.

- Interior circulation drives should be articulated and reinforced with other site design features such as lighting standards, trees and other plantings, special paving and walkways. Include an interior circulation system that clearly defines the route to parking areas.
- Minimize conflicts between pedestrians, service vehicles, and customer vehicles through proper design and layout of the parking lot.
- Clearly delineate crosswalks from parking areas to surrounding businesses/residences with the use of contrasting pavers and/or striping.



Fig 6 Shaded/covered walkways are desirable, especially to promote use in extreme weather.

3.4 Site Lighting

Lighting styles within individual developments should complement the architecture and landscape design as well as the overall Commercial District streetscape lighting scheme. Avoid selecting different types of lighting for individual developments.

3.4.1 Building Lighting

- Lighting may be used to highlight and articulate building facades.
- Building facades should be lit primarily at street level.
- Above the first floor, light should only be used to selectively highlight unique building features without lighting the entire structure.



Fig. 7 Lighting enhances architectural characteristics.

3.4.2 Landscape Lighting

- Lighting can be used to accent and highlight plantings and landscaping elements.
- Direct accent lighting upward into trees to achieve appropriate light levels and pleasant accent effects. This provides for a low intensity that offers dramatic illumination of nearby pedestrian areas.
- Reserve special architectural lighting for individual plaza areas to emphasize focal points.



3.4.3 Lighting Levels

- Lighting levels should be sufficient to produce a safe, visible nighttime environment, without producing excess light and glare.

- Lighting levels should not be less than 0.5 footcandles at 5 feet above the ground plane, with an average of approximately 3 footcandles at 5 feet above the ground plane throughout parking areas and pedestrian walks.
- Consider ambient lighting from indoors when determining lighting levels.
- Outdoor building lights and pole lights should not produce obtrusive off-site glare. Use full or partial cut-off fixtures that eliminate direct light pollution.

3.5 Signage

- The signs covered in this section cover mainly pedestrian oriented signs. Refer to Section of the SBIP Deeds of Restriction and Construction Operations Requirements for more details.
- Signs should be used sparingly to provide information, identify businesses, and assist pedestrians and drivers with way-finding. Signs should be compatible with structures and storefronts, and should be simple and straightforward to avoid visual clutter.
- Signs should be located closest to the ground floor of buildings, where pedestrians and drivers most easily



Fig. 9 Signs can add architectural character and be used to enhance the streetscape.

3.5.1 Commercial Signs

- A variety of shapes, sizes, and materials are possible for most signs. Sign materials and colors should be complementary to the materials, colors and architecture of the related structure. Excessively bright colors should be avoided.
- Simplicity in design, style, and shape is preferred over complex or fancy signs.
- Signs should be large enough to be visible and read with ease, yet not dominate the structure or streetscape by an overly large scale.
- Fully backlit signs are not recommended. Individual backlit or neon letters, or front- or side-lit signs are preferred. Lighting fixtures for signs should be consistent with the architecture and lighting scheme for the building/development.

Fig. 10 Bright colored signs that distract from the façade are not desirable.



- Signage or wording is not permitted on any part of awnings.
- Sign materials should be of high quality, durable materials that will maintain their beauty and appearance for many years. Consider the use of materials such as bronze, brass and copper, that patina naturally, are suitable.
- Signs on historic structures should be designed and attached in such a way that they do not damage or destroy elements of the building.
- Signs within a development should have a common element, such as type of sign, color scheme, or lettering to provide a sense of continuity.

3.5.2 Sign Types and Location

Some of the types of signs recommended may be appropriate for use as a primary sign for a business entity. Others may be more appropriate for use as a secondary or pedestrian-scale sign that is better seen while walking by or through a development.

Monument signs

- A free-standing, two-sided sign, generally placed in the front setback area between the building and the street
- Appropriate at entry drives or paths for building complexes, and may include identification for multiple businesses.



Fig. 11 Monument signs are the most desirable sign type.

Blade/Bracket Mounted signs

- A two-sided sign, usually mounted by a metal bracket and projecting from a building's façade. Blade/bracket signs do not conform to the current code but may be considered as part of a pedestrian orientated development.
- Can be well suited for both pedestrians and drivers, since they can be viewed from far down a sidewalk or street depending on the size/scale.
- Can also be located on the corner of a building where they can be visible from two directions.
- Often shaped to mimic an architectural element of the building to reinforce the style of the building.
- Simple mounting brackets should be used, so as not to detract from the sign itself.



Fig. 12 Bracket signs should be moderately sized, simple, and easy to read.

Signboards/Flush Mounted signs

- Usually a long, narrow panel, located just above the main entrance on a storefront. Sometimes, individual lettering is used directly on the building instead of attached to a signboard panel.
- Generally most suitable as a pedestrian-scale sign, or at an intersection, where signs can be viewed most easily at oblique angles.

Pedestrian-scale, artistic pole signs

- Pedestrian-scale artistic pole signs are not allowed under



Fig. 13 Small pole signs may be permitted in pedestrian-oriented developments.

current code but may be considered in a pedestrian-oriented development.

- Usually a wooden or metal pole with an extended arm to attach a hanging signboard that is catered to pedestrian traffic.
- Height should be such that the hanging signboard does not interfere with pedestrian traffic. Generally, height does not exceed **2.40 to 3.0 meters**.
- Suitable at the front of a yard or plaza where businesses may be set back from the street or are not visible.
- Suitable for use with historic structures to avoid unnecessary damage to the structure, which often can occur with sign installation.

Window and Door Signs

- Simple lettering or motifs that are placed on storefront display windows, glass panels of entry doors, or upper floor windows.
- Traditionally, these were painted signs, but the same look may be achieved through the application of thin, vinyl appliques; another alternative is to hang a sign placed on clear glass or acrylic in the window or door.

Plaques

- Wall mounted plaques located near an entry or recessed vestibule; often used to direct patrons to upper level offices or businesses.

Wayfinding Signs

- Directional signs should be low, highly visible, and integrated with other graphic and design systems throughout the district. Directional signage for cars and people on the street should be consistent with any signage within the interior of a development.
- Locate signs to avoid blocking important views for pedestrians or drivers.
- Larger retail developments or complexes may include a single monument at public drive entries noting the names of businesses within the complex.
- Each building within a complex or development should have a legible address sign, visible both day and night. Numbers should be a minimum of **20 cm** high.



Fig. 14 Reader board signs are adaptable and can be used in many different ways to display information and advertisements.

IV. Building Forms and Architecture

4.1 Architectural Styles of SBIP Commercial District

Architectural styles and the details associated with them are considered secondary characteristics of a structure. Each building form has traditionally accommodated a range of architectural styles, and can also accommodate more contemporary styles of architecture. The architectural styles commonly represented in SBIP Commercial Area structures are contemporary modern and Mediterranean and Spanish. Thus, simple detailing is encouraged for all building types and styles, with an emphasis on enhancing the structure, rather than trying to achieve a “period look” or style through the use of excessive ornamentation.



Fig. 1 Corporate Building

4.2 SBDMC Design Theme

The basis of the following guidelines is respect for SBIP building forms. Accordingly, the design of future development along Rizal and Argonaut highways should incorporate, as much as possible, SBIP building forms. Contemporary modern style developments are acceptable. The Commercial area of SBIP can be further enhanced through site design. Streetscapes should include sidewalks, street trees, and to create an attractive and safe environment for pedestrians. Locating most off-street parking on the sides and rear of buildings will help preserve the of conceptual image and aesthetics of SBIP Commercial District.

Multiple options are given for recommended building forms to provide flexibility and variety in design and avoid the development of too many similar structures. Certain forms are more suited for smaller structures, while other forms may accommodate a wide range of building sizes. Care should be taken by developers and the city to work with a building form that is appropriate for the massing and scale of the proposed structure. Variations and adaptations of these basic building forms is expected, although the approach of tacking on different elements to a boxy building should be avoided. Major variations should be considered on a case-by-case basis.



Fig. 2 Commercial and Office Building

V. Architectural Character

5.1 General Intent / Introduction

The character of SBIP Commercial Center should be positively conveyed through the appropriate use of massing, form, and materials in new commercial structures. In this chapter, general guidelines for all development are presented first, followed by guidelines specific for each recommended building form.

New commercial development should be sensitive and complementary to the image and vision of SBIP yet be balanced with present objectives to encourage development diversity and establish a vibrant commercial area.

The architectural guidelines are designed to promote development that is compatible and complementary to the built environment of SBIP and Subic Gateway. However, direct imitation of architectural styles and specific details is not recommended, but commercial design principles should be incorporated into the design.

Rhythms and proportions of existing buildings should be identified and incorporated into new construction. These include such things as window to wall or solid-void ratio, bay division, proportion of openings, entrance and porch projections, and site coverage.

Exterior surfaces should be compatible with those of existing structures or the collective character of SBIP Commercial in regard to scale, type, size, finish, texture, and color. Finishes should complement the existing scheme of SBIP Commercial structures. Roof form and style should be similar to or replicate those found in Subic Bay Freeport Zone

Contemporary design and architectural expression that follows the basic principles of the guidelines is appropriate. The guidelines are not meant to preclude making exception in the case of innovative design.



Fig. 1 Massing of a building can be broken up by the variation of depth, texture, and color.



Fig. 2 Mediterranean or Spanish and rustic architectural features are preferred design characteristics that are consistent with the character of SBIP Commercial Area.



5.2 General Guidelines

5.2.1 Massing and Orientation

- Utilizing appropriate massing and orientation can allow new development to complement the image and vision of SBIP. New structures should use massing and orientation similar to that of commercial structures. Building placement and orientation should also reinforce the connection to primary and secondary streets, contributing in a positive manner to the streetscape of the commercial area.



Fig. 3 Even very large buildings can be broken up into smaller sections and avoid large blank walls.

- Small, individual developments are preferred. Several small developments contribute a greater degree of diversity than a few large developments.
- Where large buildings are unavoidable, they should be located at the rear of a development parcel or staggered with adjacent developments, with smaller individual developments along the street to preserve a consistent streetfront.
- Breaking up large buildings with multiple bays is required, and each façade should provide a meaningful purpose such as individual entrances to the larger building. On large buildings the façade should be broken up every 30' (9.14M) to 40' (12.20 m) with color, change of building materials, depth, height, or other architectural characteristics. On smaller buildings, the break in façade should be every 15' (4.6 m) to 25' (7.62 m). Appropriate detailing, scale, and proportion area elements that can be addressed through facade design.
- Orient buildings to the main street, either parallel to the street or at a maximum angle of 45 degrees. If a building is on a corner lot, it may have a corner orientation. This is not to



Fig. 4 Artistic design & architectural features can decrease the impact of 'big-box' size and massing.

- The perceived width of buildings should be consistent with smaller developments. Divide wider buildings into modules to convey a sense of more traditional construction, yet

remain true to the interior layout/programming of the building. This is especially recommended for a series of adjacent businesses built in one development.

- Use courts and atria to help vary the mass of buildings with large floor plates and introduce natural light to the interior.
- Provide for depth and variation in a façade through the use of different colors, materials, and other details.
- Avoid flat looking walls/facades and large, boxy buildings. Break up the flat front effect by introducing projecting elements such as wings, porticos, bay windows, awnings, recessed balconies and/or alcoves. Staggered bays will also contribute to a greater definition of a façade. Specific guidelines for different building forms are given in the recommended building forms section of this chapter.
- Give the greatest consideration in terms of design emphasis and detailing to the street facing façade (or façades if a corner site). Clusters of buildings in a single planned development may utilize common or compatible building forms and/or architectural styles, with a secondary emphasis on the internal relationships of buildings around a shared parking facility, interior court, landscaped yard, or plaza.
- Buildings on corner sites shall orient to both streets. These buildings are encouraged to have an entrance situated at or near the corner.
- Use sculpture, fountains, monuments, and landscape to enhance the three-dimensional quality of outdoor spaces.



Fig. 5 Color changes & variation in material and depth are good tools to break up the massing of a building.

5.2.2 Height

Building heights shall comply with the limits as established in the Deeds of Restrictions and COR for the underlying zone. Building heights of one to three stories are considered desirable and appropriate to the scale of SBIP Commercial.

5.2.3 Mixed Use Housing

Since SBIP strives to create an attractive & vibrant shopping district along Rizal Highway and Argonaut highway corridor, maintaining commercial uses on the ground floor is essential. The second and third floors of commercial buildings can be used for office space, retail and in some cases housing (if specific amenities are provided). Second and third story housing (condominiums, hotels) may be feasible along Rizal Highway.

North corridor if additional public pedestrian amenities are provided such as open space, pocket



Fig. 6 Mixed used developments can be architecturally pleasing, satisfy housing needs, and also create vibrant shopping districts.

parks, plazas, sitting areas, extra landscaping, fountains, etc. A starting recommendation is that for every two square feet of amenities that provide a public benefit, one square foot of livable housing may be added on upper floors. This housing must be utilized as part of a mixed use development, therefore street level commercial elements are required to be part of the project. The SBDMC and SBMA must approve any mixed use developments.

5.2.4 Exterior Walls and Surfaces: Building Materials

- Materials for exterior walls and surfaces should be selected based on durability, Appearance and timelessness.

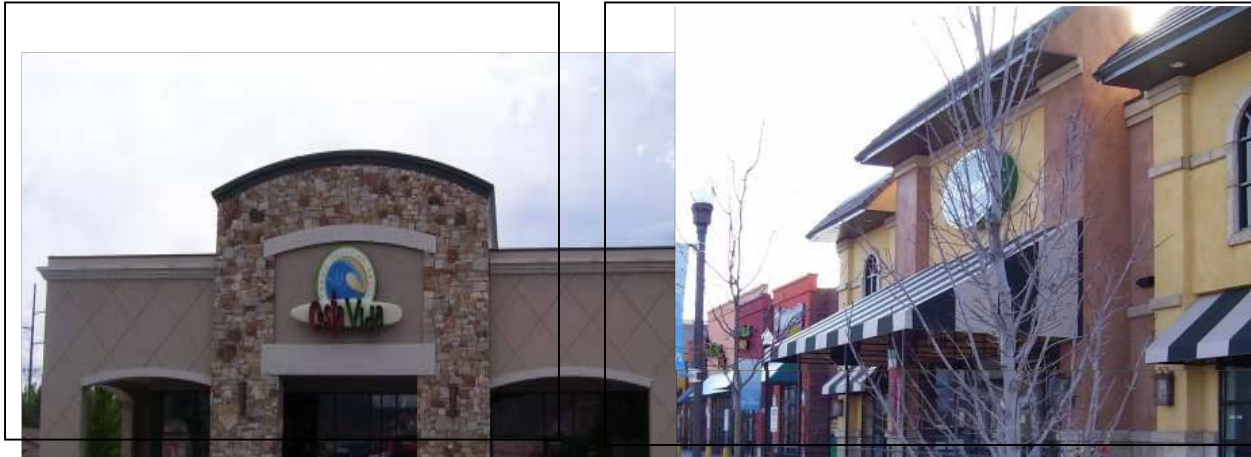


Fig. 7 Emphasis on the detailing of the street-facing façade creates a pleasing experience for the pedestrian as well as the overall character of a commercial district.

- To complement and be compatible with the character of SBIP Commercial, masonry building materials, such as brick, stone, and colored decorative concrete block, are highly preferred for use as the primary building material (85% or greater) of commercial development. Fenestration can also be used to count toward the 85% of the recommended building materials. Many varieties and colors of brick or stone are available and acceptable for use. Other materials may be considered for use as a primary building material, based on review by SBDMC.
- Secondary building materials may include brick, stone, colored decorative concrete block, stucco, wood/cement fiber siding & timbers. These materials are highly desirable over metals, plastics, vinyl, and faux siding materials including synthetic stucco-type materials.



Fig 8 Wainscoting is encouraged to break up the façade and inhibit a color or material from dominating the building façade.

- Scale, texture, detailing, and fenestration should be greatest at the ground floor, where the level of visibility and adjacency to pedestrian activity is greatest.
- Use materials in a manner that is consistent and visually true to the nature of the building material. (See Appendix A for additional materials guidelines.)
- Use primary building materials for facades that front onto public ways. Secondary building materials may be used as accents on these facades or on less visible facades.
- Use natural building breaks (such as inside corners) for changes in materials, rather than abrupt changes or changes at outside corners to avoid the appliqué look of a material.
- Avoid the use of synthetic materials.
- Innovative use of other materials may be considered.
- Consider durability and life cycle in the selection of materials.



Fig. 9 Secondary building materials (such as the timbers over this entryway) are encouraged as accents to a primary building design.

5.2.5 Texture, Colors, Finishes

- Design elements such as color and materials should reinforce the scale and character of the SBIP Commercial District. Avoid large areas of the same color and/or materials with no relief. Conversely, avoid the use of too many materials and/or colors, which may create busy or incongruous facades. Use materials that have a modular pattern closest to pedestrian ways to add scale, texture and visual interest.
- Earth tones are generally preferred over harsh or loud colors, except where more vibrant colors are used to create a special effect that is harmonious with the adjacent context. A color palette of SBIP earth tones has been provided in the appendix for use as a reference guide to color selections in developments.
- The use of color schemes should be compatible with the surrounding areas.
- Simplicity is encouraged regarding color. Excessive amounts of different colors should not be used. Brighter colors are recommended for use as accents only.
- The texture and finish of a structure should convey a modern, yet timeless, building.
- Vary colors and materials to break up the monotony in larger developments.



Fig. 10 Individual businesses can share a larger building but stand out by changing the color or material of the facade.

5.2.6 Windows and Doors/Fenestration

- Windows and doors make important contributions to the appearance of any building and should be of a similar design and style to the general character of SBIP Commercial buildings.
- Facades that front on to public ways should contain functional windows and doors, with a balance of solids and voids.
- Windows at the ground level should generally be of clear glass, and placed at a height that relates visual connection of indoor and outdoor environments.
- Avoid blank facades with no fenestration.
- Avoid the use of dark-tinted or reflective glass windows. Where possible, awnings, balconies, eaves, arbors, landscaping, and other shading devices are effective, and can be far more visually interesting.
- Materials for framing windows shall be compatible to the primary exterior material. Aluminum or similar framing materials that do not match are discouraged.
- Consider the use of canopies or awnings on windows that directly abut pedestrian walkways to provide protection from the elements.
- Sun and glare can be controlled with awnings, canopies, balconies, trellises, foliage, and other shading devices that also protect pedestrians from inclement weather.
- The ground floor of the primary façade shall be 60% fenestration at the pedestrian level.
- A significant amount of the primary ground story façade facing public streets, easements and other right-of-way corridors should be transparent glazing, to enhance the pedestrian environment, to connect the building interior to the outside, and to provide ambient lighting at night.
- Dark and obscure glazing should not be used at the ground level, except where harsh solar conditions cannot be controlled with other devices.



Fig. 11 Arches, sills, trim, muntins, and other architectural features can enhance windows.



Fig. 12 Architectural characteristics that do not blend in, such as these 'pasted on timbers', should be avoided.

5.2.7 Architectural Styles: Exterior Trim and Decorative Detailing

While building form is the primary identifying characteristic of a structure, architectural style, represented by the use of exterior trim and detailing, is a secondary characteristic. Different architectural styles can be used on the same basic building form. Thus, in general, most detail is simple in form and application, while still being attractive. This simplified approach to trim and detail should also be utilized for new construction.



Fig. 13 Covered entrances or porches create a more attractive façade.

- Use details and features that work well with the chosen primary and secondary building materials.
- Design details to be visually true and consistent with their materials of construction.
- The use of details can break up uninspiring solid surfaces and helps to avoid the box-like appearance often seen in new construction.
- Trim and details should be simple in material and design. A classic, timeless style should be used.
- Materials for trim and details shall be compatible with the primary exterior material. Detailing should be authentic with the characteristics and capabilities of the materials.
- Excessive ornamentation is not recommended.
- The use of details such as timbers, stones, and beams should be considered.
- Avoid use of pasted on details that do not reflect internal pattern of building or are not proper use of materials.
- Avoid façade appliquéés as a method to modulate the façade. Exterior materials, massing, modulation, etc., should relate to the indoor function and use of the structure.

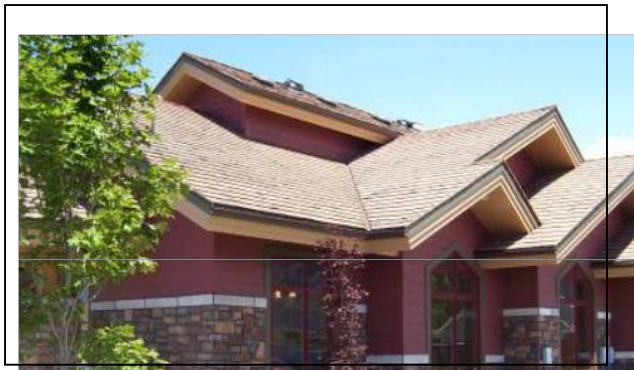


Fig. 14 Variation in rooflines, slope, and plane are very desirable for providing character to a commercial structure.

5.2.8 Roofing

Roofing is a significant design feature. The form, height, color, pattern, materials, configuration and massing of the roof contribute to the success of a structure. Roof mass and form should be consistent with the scale and proportions of the building as well as the architectural character (see Fig 14 above). Use roof materials and patterns that are appropriate to the overall character and form of the building.

- Use no more than two roof types in a single structure i.e. a primary and secondary roof type.
- Roof materials visible from the street (i.e. sloped roofs), should be harmonious in texture, color, and material with other building materials.
- Sloped roofs should be carefully designed to shed snow away from all pedestrian ways.

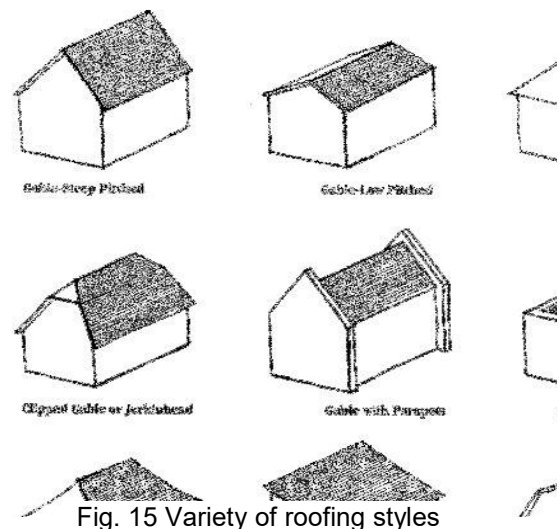


Fig. 15 Variety of roofing styles

5.2.9 Mechanical and Service Areas

Mechanical, electrical, and communications equipment such as heating and cooling units, transformers, control boxes, and antennas should not be located on primary facades.

- Rooftop mechanical units are desirable where possible, and should be screened from view with integrated architectural elements (walls, parapets, etc.).
- Meters, stacks, and service pipes should be located conveniently for service and use, but not on primary façades.
- Loading docks should be located near parking facilities, in alley ways or on side streets, and designed or screened in a way that minimizes their visual impact.

5.3 Specific Guidelines for Recommended Building Forms

The following recommended building forms for new commercial structures in SBIP Commercial are based on those common and/or similar to other commercial establishments within the SBFZ. For each building form, guidelines are given for the following elements:

1. Massing and Form
2. Height and Scale/Size
3. Roofing
4. Exterior Walls and Surfaces (Building Materials)
5. Fenestration (Windows and Doors)
6. Exterior Trim and Decorative Detailing

5.3.1 Building guidelines: Massing & Form, Height & Scale, Roofing, Exterior Walls & Surfaces, Fenestration, and Exterior Trim & Detailing.

1. Massing and Form

A. One and two-part Commercial Block

- Large plate-glass display windows shall be used to distinguish the front façade or storefront.
- The number of bays can range from one to five when building a One-part Commercial Block .
- The façade need not be symmetrical, although bays should be of the same or similar widths.
- If the structure is used for a business requiring a drive-through area (such as a bank or restaurant), use an extension of the roofline detail and supportive elements on the facade to encompass a covered drive-through area that is consistent with the building.
- A linear series of adjacent businesses may be incorporated into one block, utilizing separate bays for each business. Or, a series of adjacent blocks may be used more successfully if the size of the development would exceed five bays in width.

B. Central block with wings

- Use a symmetrical composition of a central block with identical wings.
- The central block will project from the wings and should be accentuated by size and/or height, as well as decoration.
- The wings will generally be lower and recessed from the central block.



Fig. 16 Two-part commercial block building.

C. Hall-Parlor/ Central Passage

- Use a symmetrical building composition, with the long side of the building being the primary façade.
- May be either three or five bays across on the front façade.
- Depth of the building should be one or two rooms deep.
- A covered front porch may be used.



Fig. 17 Gabled Ell with historic western theme and cupola.

D. Cross Wing/ Gabled Ell

- The form will have two or more wings placed at right angles to each other.
- The basic building may take the form of a "T", "L", or "H"
- The form/shape could be repeated or mirrored for larger structures or a connected series of stores.

2. Height and Scale/Size

A. One and two-part Commercial Block

- Scale and Size may vary from a small building (such as the Cullimore Mercantile) to larger structures.
- Bays should generally range from **5 – 8 meters** in width for small buildings; large buildings **10-15 meters**.
- For corner buildings, articulation of the corner with additional height may be considered.
- Scale and Size may vary from a small two-story building of one or two bays to larger structures



Fig. 18 Bays & entryways break up this façade.

B. Central block with wings

- Buildings may be one to three stories in height.
- The height of the central block should be higher than that of the wings.

C. Hall-Parlor/ Central Passage

- Buildings may be one, one and a half, or two stories in height.
- This building type is best suited for smaller buildings (a footprint of less than 6,250 square feet)

D. Cross Wing/ Gabled Ell

- Buildings may be one, one and a half, or two stories in height.
- A range of sizes may be accommodated with this form by utilizing additional sections of the projecting and flanking wing form.

Fig. 19 A simple building with appropriate features can create a unique appearance.



E. Bungalow

- Buildings may be one, one and a half, or two stories in height.
- This building type is recommended for smaller buildings (a footprint of less than 6,250 square feet)

3. Roofing

A. One and two-part Commercial Block

- Sloped roofs should be the primary roof form and should use a material that is compatible in material and color with the exterior material of the building and any flat roof material. Wood or faux wood shingles, or architectural asphalt shingles are preferred.

- The flat roof can be used, but should always be used with a parapet and/or decorative cornice. Secondary roof forms, such as gabled, hip, or shed roofs may be considered for use to break up larger structures or for use on the corner of buildings situated on a corner.
- A wide range of roofing materials can be used for the flat roofs.

B. Central block with wings

- The entire structure may have flat roof with parapet or cornice detailing or the central block may be gabled with a flat roof used on the wings. For a structure that has a gabled center block and gabled wings, refer to the cross wing form in the residentially influenced building form section.



Fig. 20 Possible variation of rooflines

C. Hall-Parlor/ Central Passage

- A steeply pitched gable roof (8:12 to 14:12) is the preferred roof form. A hip roof may also be used.
- If a building is more than one story and dormers are used, the roof of the dormer should be of the same form as the primary roof.

D. Cross Wing/ Gabled Ell

- A steeply pitched gable roof (8:12 to 14:12) or a hip roof are the preferred roof forms.
- All sections of the roof should have the same height for the peak.
- If a building is more than one story and dormers are used, the roof of the dormer should be of the same form as the primary roof.

4. Exterior Walls and Surfaces (Building Materials)

- Brick, Stone, or Colored Decorative Block should be utilized as the primary building material (85% or greater of the building), especially on street-facing facades (Refer to Appendix 6.2).
- If using Stone or Decorative Concrete Block, details such as the texture of the block and the mortar joints should be similar to that of the historic structures Subic Bay Freeport Zone (Refer to Appendix 6.2).
- All of the above, as well as Cement Stucco, Wood, Architectural Metals, colored or decorative



Fig. 21 Stucco is common but other materials should be used to enhance the appearance.

concrete, and cement board siding may be used as secondary (less than 40%) building materials, and on less visible facades.

- Foundation ribbons may be created from a material complementary to the primary building material.

5. Fenestration (Windows and Doors)

- If using muntins to create the look of paned glass, use an exterior application to create a visible shadow line, lending to an authentic look. Coordinate with an interior application of muntins.
- Avoid center pressed muntins, which lack a look of authenticity

A. One and two-part Commercial Block

- Large, transparent storefront windows are an essential component of the one-part commercial block.
- Storefront windows should be framed with a material complementary to the primary building material(s). Wood or metal are framing materials that work well with brick or stone.
- If storefront windows do not reach to the ground, a projecting sill should be used at the bottom.
- Transom windows should be used above storefront windows. These are often also transparent, but clear, decorative colored glass may be used to add detail to the building façade. Transoms may be either single or multi-paned.
- Awnings, if used, may be either metal or fabric. These should generally be mounted just above or below the transom windows when used on the storefront.
- Use of recessed entries that are flanked by the storefront display windows is encouraged, however flush entries may also be used (See fig. 23).
- Upper levels use more traditional windows with a vertical emphasis. These windows should be inset, with a sill and lintel, and may incorporate some simple detailing to add definition to the upper zone.
- If the building is free-standing, windows on the sides of the building should be vertical in orientation and proportional to the size of the building. These windows should be inset, with a sill and lintel. Simple window shapes should be used, although windows may be enhanced with details such as paned glass divided by muntins.
- Panes are also encouraged to add character to windows.



Fig. 24 Window trims and awnings add to the visual character of the fenestration.

B. Central block with wings

- Locate the main entrance to the building in central block section.
- Additional entrances are allowed in the wings.
- High, vertical windows should be used in the central block.
- The same style of windows used in the central block should be used in the wings, but usually of a smaller scale. These windows should continue around to the sides and potentially the back of the building, depending on the interior use of the structure.
- Windows should be inset, with a sill and lintel, and should incorporate some simple detailing in the molding or casing elements to add definition to the building.
- Simple window shapes should be used, although windows may be enhanced with details such as paned glass divided by muntins.

C. Hall-Parlor/ Central Passage

- Windows should be vertical in orientation and proportional to the size of the building. Windows should be inset, with a sill and lintel.
- Simple window shapes should be used, although windows may be enhanced with details such as paned glass divided by muntins, or detailing in the lintel and/or molding.
- Molding or trim around the windows can be used to enhance a simple window shape.
- Entries may be accented with a covered porch area. Roofing of the entry porch should be of the same form as the main roof.

D. Cross Wing/ Gabled Ell

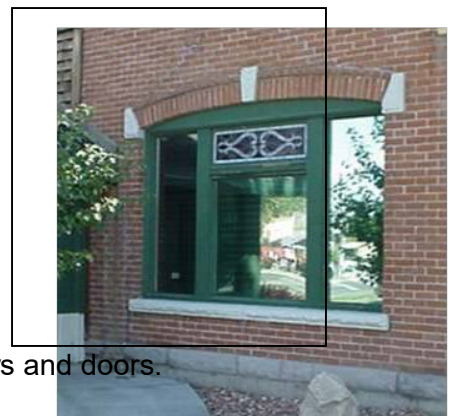
- Entrances should be located in side facing/flanking wing. These entrances may be protected by a porch or awning, which will add detail to the façade.
- Windows should be vertical in orientation and proportional to the size of the building. Windows should be inset, with a sill and lintel.
- Simple window shapes should be used, although windows may be enhanced with details such as paned glass divided by muntins.
- Molding or trim around the windows can be used to enhance a simple window shape.

E. Bungalow

- Windows should be vertical in orientation and proportional to the size of the building. Windows should be inset, with a sill and lintel.
- Simple window shapes should be used. Windows and doors may be enhanced with geometric patterns, created in stained or leaded glass, or by the use of wooden muntins. These are often seen only in the top half of windows and doors.



Fig. 25 Addition of muntins, color variations, trim, sills and arches create attractive windows.



6. Exterior Trim and Decorative Detailing

- Some form of detailing or fenestration should be used every **5 to 8 meters** along each side of small building (every **10-15 meters** for large buildings). Windows, doors, art or architectural detailing at the first floor level are all options for a blank wall.
- Enhance buildings with usable details and accents, such as a covered porch or walkway.
- Avoid trying to incorporate multiple styles in one structure, instead use consistent, continuous detailing.
- Utilize colors, textures, and changes in building material to give definition to the façade.

A. One and two-part Commercial Block

- Use simple decorative detailing to enhance the features of building rather than using excessive decoration or pasted on details.



Fig. 26 These block form buildings have an attractive, modern, clean look achieved through detailing.

- Detailing should be focused on the primary, street-facing façade of the building.
- Utilize colors, textures, and changes in building material to give definition to a building's façade.
- Avoid trying to excessively break up a building's façade. Instead use consistent detailing along the façade.
- Two-part commercial blocks often incorporate more detailing than the one-part block. Simple, decorative detailing that evokes an architectural style should be used.
- Most detailing should be focused on the street-level.
- Upper level(s) feature less detailing than the street-level.

B. Central Block with Wings

- The central block portion should be further accentuated through use of detailing.
- Stylistic influences may be incorporated in both the central block and wings, with a greater emphasis on the central block.
- Detailing should be consistent on all sides of the building, although the primary, street-facing façade



Fig. 27 This older two-part block building has been restored to maintain a modern appearance.

may have a greater emphasis of detail.

C. Hall-Parlor/ Central Passage

- Use simple detailing that highlights the structural elements of the building, such as the eaves, windows, and doors.
- Use simplified versions of design elements seen in SBIP Commercial District.

D. Cross Wing/ Gabled Ell

- Decoration and detailing should be consistent between the façade of the facing wing and the porch/front of the flanking wing
- Use simple detailing that highlights the structural elements of the building, such as the eaves, windows, and doors.



Fig. 28 Gabled Ell with historic western theme.

- Use simplified versions of design elements seen in SBIP.
-

VI. Appendices

I. Preference List: These architectural features are considered desirable and are suggested as “recurring themes” for buildings within the SBIP.

- a. Cupolas
- b. Arched windows with muntins
- c. Exposed Timbers
- d. Hedges fences along streets & walkways
- e. Pitched roofing styles
- f. Stone wainscot and other stone or brick accents
- g. “Mediterranean accents ” in line with the SBIP Commercial theme

II. Building Materials Guidelines

The use of details and features that work well with the chosen primary and secondary building materials are most effective. Design buildings such that details are visually true and consistent with their materials of construction. Provided are guidelines for:

- A. Brick
- B. Timbers
- C. Stone
- D. Stucco
- E. Siding/Cement fiber panels
- F. Concrete Block Masonry- split faced or decorative.
- G. Concrete Tilt Up Building
- H. Wood / cement fiber siding

A. Brick

Brick is a modular material and should be used in a manner that achieves a sense of permanence and quality.

- Dimensions of facades and openings should course out with brick modules where possible, to avoid small, cut pieces of brick.
- Trim with appropriate water table detail.
- Brick should appear self-supporting and three-dimensional. Avoid wide spans (over 10' or 3 mts) at openings.
- Use some form of header or lintel at all openings. These should be deeper for wider spans.
- Use inset windows, brick jamb returns, and projecting sills at windows.
- Avoid pieces of wall that are less than one brick wide between openings, or



Fig 1. Brick is a classic and timeless building material.

less than two bricks wide at a corner.

- Use the range of decorative patterns brick offers. Use combinations of soldiers, headers, stringers, etc. to form patterns that create cornices, wall caps, water tables, and other details. Use patterns in a manner consistent with the material.

B. Timbers

Wood beams or exposed logs can be used to add to the architectural appeal of the building. This type of treatment is often seen in Craftsman & Alpine style construction.

- The use of timbers helps to maintain the historical & western feel of the city.
- Used as decoration over porches and windows and other overhangs.



Fig. 2 Timbers dress up a building front and entrance and add to the character of Lindon.

C. Stone

Stone is a substantial material rooted in the land. Stone and stone panels must be used in a manner that appears self-supporting and three-dimensional in order to feel genuine.

- Avoid wide spans (over 10') at openings.
- Avoid narrow pieces of stone wall less than 1' wide between openings, and less than 2' wide at corners.
- Take care in the detailing and construction to create a believable corner.
- Keep mortar joints consistent in width to match apparent breaks between stones with breaks in modules.
- Show some form of header or lintel at all openings. Wider spans should utilize deeper headers and lintels.
- Use inset windows, stone jamb returns, and projecting sill at windows.



Fig. 3 This entry way is oriented to the corner and is emphasized by the use of stone.

D. Stucco

Stucco is traditionally a rough 'plaster type' finish coat over masonry walls. Use in a simple manner over large planar wall surfaces.



- Stucco turns corners without need of trim, so keep clean lines at the corners.
- Emphasize the material with broad overhangs, deep recesses at openings, and delicate details such as thin metal rails.
- Avoid narrow pieces of wall at corners or between windows.
- Create points of emphasis to provide contrast to stucco walls. Use slight changes in plane, changes in texture (walls vs. trim), or inset panels of contrasting finish and color (ceramic tile).
- Use appropriate scoring joints to create smaller panels that allow for natural expansion and contraction without unnecessary cracking. Joints should tie in with natural breaks or openings where cracks might naturally develop.

E. Wood Siding / Cement Fiber Panels

Siding is traditionally a lightweight material over a frame structure. If using a cement-based product, choose those with a genuine appearance and use an authentic manner when detailing.

- Avoid vinyl, plywood, or pressboard siding.
- Critical details, both visually and functionally, are joint sealings at corners, soffits, openings, and between siding pieces.
- Combinations of trim, fascia, subfascia, soffits, eaves and rakes protect the vulnerable joints in a building that is sided. Work to create a functional, unified, and harmonious family of these details.
- Ensure that the scale of details is appropriate to the function.
- Apply details consistently on all sides of the building.
- Stagger vertical joints in horizontal pieces of siding.
- Avoid small sections of siding between openings and at corners.
- Use a base to protect sided walls from the elements. Masonry bases are preferred.
- Provide an attractive and functional transition to the base.

F. Decorative Concrete Block Masonry

A modular material used in a similar manner to brick or cut stone. Many different textures and sizes are available.

- Dimensions of facades and openings should course out with the block modules where possible, to avoid small cut pieces of block.
- Use a stain or color finish for visible areas.
- Consider the use of patterns to enhance the building; create cornices, wall caps, water tables, and other details using patterns.
- Accent with detail blocks of different texture/finish.
- Use inset windows.
- Avoid pieces of wall that are less than one block wide between openings, or are less than two blocks wide at corners.
- Large sections of smooth faced, plain block in highly visible areas is not permitted.

G. Concrete tilt up buildings

A Tilt-up is a building constructed of concrete panels, commonly used for commercial or industrial facilities, such as; office buildings, warehouses, retail centers, manufacturing facilities, etc. Large concrete panels are typically poured on site and raised by a crane in place to form the exterior walls of the building.

- It is strongly recommended that stamped, stained, or textured panels be used to add character and appeal to the building. Plain, blank panels over large expanses of wall will not be permitted.
- Wainscot is also recommended to break of the façade.
- Use change of color or change of material to break up large walls of cement.
- Plain cement panels without decorative features are not permitted.
- Windows can also be used to add character and break up the wall area.

III. Glossary of Architectural terms

Readers of this book may find several descriptive architectural terms with which they are not familiar. This glossary of terms is provided to give simple definitions of words used throughout this text.

ADOBE - A large, unfired brick made of clay-based mud and straw binder, handpicked in a form and dried in the sun.

ARCADE - A range of arches supported by piers or columns. A passageway, of which one side is a range of arches supporting a roof.

ARCH - A structural element designed to support the weight above an opening. A true arch consists of wedge-shaped stones or bricks that make a curved bridge spanning an opening.

ASHLAR - Textured, rough-hewn stone; or the simulated appearance of rusticated stone in concrete blocks.

ASTRAGAL - A molding of half-round profile, especially the strip covering the joint between a pair of doors or casements.

BALCONET - A decorative balcony that is too small to stand on.

BALUSTRADE - A railing consisting of a handrail supported on balusters, often built on a base.

BALUSTERS - Lathe-turned or straight spindles that support a handrail as part of a balustrade.

BARGEBOARD - Ornamental trim board along the face of the incline of a roof gable.

BATTERED WALL - A wall that slopes inward as it rises; a tapering pier. Common on Pueblo walls and Bungalow porches.

BAY WINDOW - A window that projects from the outer wall, extending the floor space and creating an alcove in the interior space.

BELCAST ROOF - A roof slope with a convex profile creating a distinctive curve, associated with some Victorian and Bungalow styles.

BELT COURSE - A slightly raised horizontal band marking a division in wall surfaces.

BOARD-AND-BATTEN - Vertical plane siding with joints covered by narrow wood strips.

BRACKET - A supporting member, often L-shaped or triangular, for a projecting roof cave, balcony or shelf.

BROKEN SCROLL - A Colonial decorative motif placed over doors or windows featuring a central ornament flanked by interrupted gable moldings.

CANALE - A waterspout extending beyond the plane of an exterior wall or parapet.

CANTILEVER - Construction in which a beam or structure extends beyond the face of a wall, being supported only at the one end.

CASEMENT - A window with the sashes opening outward on vertical hinges.

CASING - Decorative trim encasing a window or door opening.

CHICAGO STYLE - With reference to windows, a symmetrical, flat-arched, tri-partite gang of windows with a large, fixed picture window in the center, flanked on both side by narrower, operable windows.

CLASSICAL ORDERS - In classical architecture, the design of a column and entablature relating to a specific style and time period, including: Doric, Ionic, Corinthian, Composite and Tuscan.

COPING - The sloped capping or top course of a wall made of stone, metal, wood, or some other material for the purpose of protecting the wall from weather.

CORBEL - A projection of successive level of masonry beyond the wall surface producing a bracket form.

CORNICE - The projecting member at the top of a wall or roof trim.

COLUMN - A vertical round shaft that supports, or appears to support, a load.

CREEPING DAMP - (Sometimes called rising damp) The vertical movement of water through a substance by capillary action. Common on lower levels of masonry buildings

CROSS WING - A house form involving two intersecting rectilinear shapes, one recessed.

CROWN MOLDING - A curved molding used to terminate the trim on cornices, walls, casings and cabinets.

CUPOLA - A small structure built on top of a roof & used as architectural treatment or observation post.

CURVILINEAR PARAPET - The multiple-curving, ornamental motif on the center of the top of a parapet wall, especially in Mission Style architecture.

DEAD LOAD - The uniform, fixed weight inherent in any structure (as opposed to LIVE LOAD).

DECKING - The material used to cover the floor of a porch, balcony or other flat exterior walking surface.

DENTILS - A classical ornamental molding consisting of a horizontal series of block-like projections thought to have been based on the appearance of rows of teeth.

DORIC - The simplest of the classical orders.

DORMER - A projecting gable in a pitched roof with a window or windows on its front vertical side.

DOUBLE HUNG - A window in which both the upper and lower sash are independently operable in vertical movement within the same frame.

EAVE - The edge of a roof that projects over the outside wall.

ELEVATION - A "head-on" drawing of face of a building or object, without any allowance for the effect of the laws of perspective.

ENTABLATURE - In classical architecture, the horizontal member immediately above the columns consisting of the architrave, the frieze and the cornice.

FACADE - The front or principal face of building: any side of a building that faces street or other open space.

FANLIGHT - A semi-elliptical or semicircular window, usually over a door.

FASCIA - A flat board with a vertical face that forms the trim along the edge of a flat roof or along the eaves of a pitched roof.

FEDERAL - A classical American architectural style. Dating from 1780 to the mid-1800's.

FENESTRATION - The arrangement and design of windows in a building.

FINIAL - A terminal form at the top of a spire, gate-post, pinnacle, or other point of relative height.

FLASHING - Metal sheets at the junction of roofs and walls or chimneys used to prevent leaking.

FLUSH - Being even with or in the same plane or line as.

FLUTING - A decoration consisting of long, rounded grooves in columns or casings.

FOOTPRINT - A popular term for the shape of an area within the perimeter of a floor plan.

FRAME - The part of an encasement of an opening supporting a door or window. Also, a method of building construction employing a skeletal system of several repetitive structural components, as in wood-frame or steel-frame, or the work of constructing such a system.

FRONTISPIECE - A classical, ornamental projection, including windows, around a major door. Sometimes refers to a wing extending forward from the facade.

GABLE ROOF - A ridged roof forming a gable at each end. A roof with a single peak.

GABLE - The upper (usually triangular shaped) terminal part of a wall under the eave of a pitched roof.

GAMBREL ROOF - A roof with two slopes on each of two sides, the lower steeper than the upper.

GLAZING - Glass set in windows.

GREEK REVIVAL - A classical American architectural style, or individual components of that style, generally dating from 1820 to 1860, but also used during later decades in the west. Architectural style, or individual components of that style, generally dating from 1820 to 1860, but also used during later decades in the West.

HALF-TIMBER - A form of Medieval construction using exposed wood framing with the intervening spaces filled with stucco or masonry. Ornamental trim that reflects the internal structure.

HIGH STYLE - Common terminology for the most elaborate and formal versions of major architectural styles.

HIP ROOF - A roof with sloping ends and sides, usually with four sides terminating in a ridge or point.

HOOD - A protective, often ornamental cover over doors or windows.

HUE - Generally, color or a particular shade or tint of a given color.

IN-KIND - Matching the original material.

ITALIANATE - An architectural style from the mid-to-late nineteenth century which derived its designs and forms from mansions and villas of the Italian Renaissance.

JACOBEOAN - A seventeenth century English architectural style, revived in America in the early twentieth century, characterized by red brick Wells, and steep, coped, cast concrete gable trim.

JERKINHEAD - A gable roof with the ends of the gables clipped off to form small hips.

JOINERY - The hand-crafted intersecting joints in ornamental woodwork; associated with woodwork, eaves and cabinetry.

LACE WORK - Fine wooden or metal ornamental screens or scrollwork.

LANCET ARCH - A tall, thin, three-centered or pointed arch surrounding a window opening or vent.

LINTEL - A supporting beam placed over a door, window or other opening; usually visible and of a contrasting material from the wall surface.

LIVE LOAD - A moving or inconstant structural load or weight (such as people) that a building's structure carries in addition to its own weight.

LOGGIA - A covered second-story porch, typically cantilevered and framed by a balustrade. Square posts or turned columns usually support a shed roof.

MANSARD ROOF - A roof that slopes in two planes, the lower of which is usually steeper. Typical of the French Second Empire style.

MILL FINISH - The raw, unfinished color and texture of an aluminum or other metal product, such as a window or door frame, as it comes directly from the mill or factory.

MUNTIN - A small piece of wood or metal in a window sash holding in place and separating one piece of glass from another.

ONE-OVER-ONE (1/1) - A double-hung window with one pane of glass in the top sash and one pane in the bottom. 2/2 has two panes over two panes. A likewise 4/4, 6/6, 12/9 and other window patterns.

ORIEL - A projecting corner window supported by brackets.

OXIDATION - In rusting or burning, the chemical union of a substance with oxygen.

PALLADIAN WINDOW - A tri-partite window consisting of a large, central, round headed window flanked by two smaller, rectangular windows.

PARAPET - A low wall at the edge of a roof, porch, or terrace.

PATINA - A thin coating or color change resulting from natural oxidation during aging; for example, the changing of copper to a greenish-blue color over time.

PENDANT - A hanging ornament.

PERGOLA - An arbor or colonnade with columns or posts supporting open roof timber.

PIECE-IN - To add a piece or pieces matching the original in order to repair.

PILASTER - A pier or half-column of shallow depth applied to a wall.

PINNACLE - A terminal ornament or protecting cap, usually tapered upward to a point or knob and used as a high point of a roof.

PITCH - The degree of slope or inclination, as in the steepness of a roof.

PLASTER - A wall finish material, usually made of lime gypsum or cement, sand and water, applied in a plastic state with or without a heavy texture, to exterior or interior surfaces.

PLINTH BLOCK - A small, slightly projecting block at the bottom of the casing around a door opening.

PLUMB - The degree to which a wall is perfectly vertical.

POLYCHROMATIC - Featuring several colors, as opposed to monochromatic or one color.

PORTAL - A principal entrance, usually recessed and arched.

PORTE COCHERE - An open-walled but covered structure attached to the side of a building through which a carriage or automobile may pass or under which they may park. Also a roof and supporting projection over a driveway near the entrance to a house; later referred to as a carport.

PRESERVATION - The process of preserving the existing form, character and appearance of a structure through techniques designed to arrest or slow the deterioration of a structure, or to improve structural conditions.

PROJECTING BAY - Typically a three sided extension from the main facade of a building, containing windows and ornamental elements; sometimes called a "pent" or "slanting" bay or BAY WINDOW.

QUARREL - A small, diamond-shaped pane of glass, one of many in a window. Associated with English styles.

QUOINS - An ornamental element, usually of masonry, on the corners of buildings that expresses the structural interlocking of the corner.

RAISED PANEL - In wood millwork, a door, cabinet or furniture with beveled panels inset in flat wooden frames. Doors will usually have several raised panels, as opposed to slab or flat panel doors that may have only one panel per door.

RAFTER - A wooden frame member stretching from the ridge to the eave of the roof.

RENOVATION - The introduction of new elements to a building to replace old worn parts.

RESTORATION - To employ treatments aimed at returning a building to its original appearance and condition.

REHABILITATION - To take corrective measures to make a building usable or livable again.

RIDGE - The horizontal top line formed by the meeting of two sloping roof planes.

RIDGE CAP - The wood, tile or metal cap covering the ridge of a roof.

ROMAN ARCH - A semi-circular or "round" arch, invented by the Romans.

ROOF CRESTING - A decorative metal element placed along a ridgeline.

ROOF PITCH - The relative angle of the roof slope.

SASH - The movable frame holding glass in a window opening.

SCONCES - Decorative wall fixtures or lamps. Wrought iron sconces are common to the Spanish Colonial and Mediterranean Revival styles.

SCUPPER - An opening through a wall that allows for roof drainage. Term also refers to the metal funnel which catches runoff water and directs it into the downspout.

SECOND EMPIRE - An American architectural style from the mid-to-late nineteenth century, employing the Mansard roof and related elements from the reign of Napoleon.

SEGMENTAL ARCH - A gently curving arch having the shape of the uppermost segment of a circle.

SHAKE - A thick, wavy, rough, shingle made of wood, used in Ranch Era architecture.

SHED ROOF - A single sloped roof.

SHINGLE STYLE - A turn of the century American architectural style characterized by the use of shingles on most wall surfaces, often paired with Colonial Revival ornamentation.

SIDELIGHTS - Tall, narrow windows with small glass panes flanking a doorway, or picture window.

SOLID CORE - With reference to doors, a slab door made of solid wood rather than several panels with a hollow interior.

SPINDLEWORK - Delicate ornamentation of turned wood spindles, typically from the Victorian Era, often found on porches and as ornamentation for doorways.

SQUARE - Forming a right angle.

STUCCO - Plaster for exterior walls.

SURROUND - Ornamental trim or casing surrounding a door or window opening.

TERRA COTTA - Cast and fired clay units, usually larger and more intricate in form and detail than brick.

THATCH - A Medieval roofing material consisting of matted or woven straw; imitated by undulating wood shingles in Period Revival architecture.

THREE-POINTED ARCH - An elliptically shaped arch with its curve established by three perspective points beneath the arch.

TRANSOM - A window opening over a door.

TRI-PARTITE - Consisting of three similar, joined components, such as windows or ornament.

TRUNCATED - Having the top of a hip roof cut off by a flat plane.

TUDOR ARCH - An English arch which slopes gently upward to a point. Associated with English Revival styles.

TURRET - A small tower, sometimes corbelled from the corner of a building & extending above it.

VENTS - Ventilation openings, pipes or shafts.

VESTIBULE - A small entrance room or enclosure situated at an exterior entry to a building.

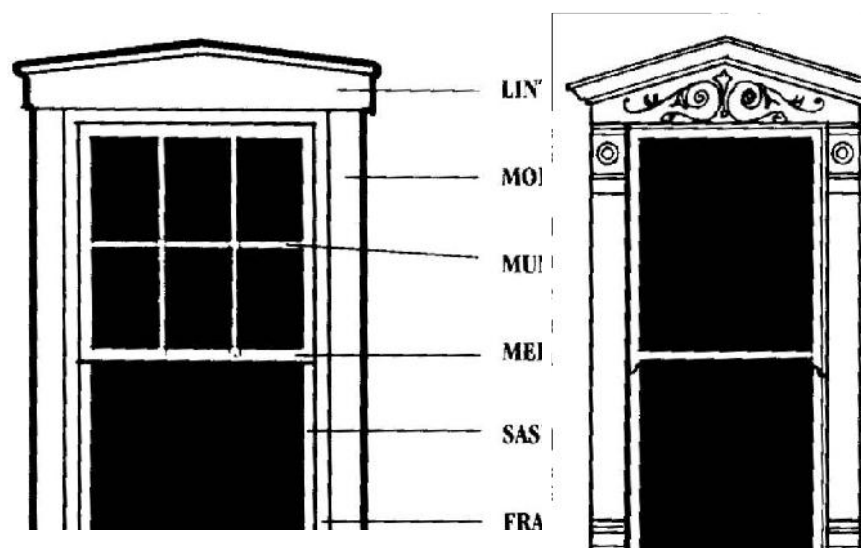
VIGA - A horizontal roof beam, usually a wood log exposed and extending beyond the plane of a wall or parapet.

VERANDA - A long, roofed, gallery-like arcade or porch that spans the width of a facade.

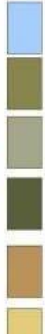
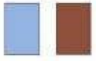
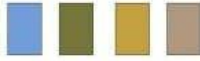
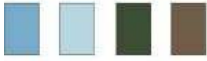
VERNACULAR - Indigenous architecture characteristic of a certain locale.

WAINSCOT – Wood, stone, brick or stucco paneling or some other decorative material that is applied to the lower section of a wall and may extend around the entire facade.

WINGWALL - A non-structural ornamental wall extending out to the side of a building.



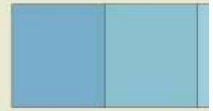
IV. SBIP Color Palette



**SBIP
Color Palette**

Mountain Desert
Color Palette

Primary





SBDMC, INC.
 Administration Building
 Subic Bay Gateway Park
 Argonaut Cor. Rizal Highways
 Subic Bay Freeport Zone
 Philippines 2222

Tel. No. +63 47 252 3456
 Mla. Line:+63 2 894 1546
 Fax. No. +63 47 252 6401
 E-mail: ocp@sbdmc.com

Developer and Administrator of the Subic Bay Gateway Park

ISD-1403-005

LOCATOR'S ADVISORY

TO: ALL SBGP LOCATORS PHASE 1 & II

FROM : Julie S. Tan
 OIC for Investment Services Department

RE : ***INCREASE OF RFID FEES***

DATE : March 7, 2014

We are respectfully advising you that SBDMC will implement the increase of RFID fees effective on **APRIL 01, 2014**. This increase is caused by the continuing increase in the costs of RFID stickers and RFID maintenance labor cost. Rest assured, however, that we have found a way to reduce that price increase to the littlest amount possible in these circumstances.

For any inquiries, suggestions, and concerns regarding the increase or our services, please do not hesitate to call our customer service number at 252-3456 local 250. We would most appreciate any and all inquiries, as well. We hope you will inform us immediately if there is any way we can serve you better.

Below table shown our new rates for RFID sticker for your reference:

Particulars	Rates (PHP)
SBGP Locators Company Vehicles	FREE
Employees of SBGP locators, Subleases and SBMA Tourism	300.00
Sub-leasees Company Vehicles	700.00
SBMA Employees Vehicles/Gate Passer and Supplier	1,000.00

Thank you for your continuing patronage and support.

cc: *Mr. Jeff Lin, President*
Arch. Roland P. Addun, COO
Admin/HR/ED/FAD/MIS Security/OCP