



**INSTRUCTIONS TO ANY REQUEST FOR COMMENTS AND ENDORSEMENTS  
BEFORE THE OFFICE OF PLANNING AND DEVELOPMENT OF THE PUERTO RICO  
TOURISM**

- 1. The applicant must complete the required information in the leaves and shall include all documents listed.**
- 2. The applicant has to submit one (1) hard copy of the papers and one (1) copy in Compact Disc (CD) in PDF format .**
- 3. The planning staff will not make copies of the documentations.**
- 4. Have to bring the complete application and duly signed by the applicant.**
- 5. Incomplete applications will not be deemed properly filed for administrative purposes, and will be returned to the applicant.**
- 6. The term to evaluate and issue an opinion on the approval will be thirty (30) days as set forth in the Regulation on Administrative Procedures promulgated pursuant to Act. No. 170 of August 12, 1988, as amended.**
- 7. Charging for service request shall be in accordance with the attached table.**