# MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

## SERVICE CATEGORY

# MUNICIPAL PLANNING AND DEVELOPMENT SERVICES

## 1. ISSUANCE OF LOCATIONAL CLEARANCE AND ZONING CERTIFICATE

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| **OFFICE / DIVISION:** | Municipal Planning and Development Office |
| **CLASSIFICATION:** | Simple |
| **TYPE OF TRANSACTION:** | G2C- Government to Citizens; GSB – Government to Business; G2G – Government to Government |
| **WHO MAY AVAIL:** | All clients who secures locational clearance and zoning certificate within the municipality (For Business Permit and Building Structures) |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
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| 1. Application Form for Locational Clearance and Zoning Certificate. (Annex "A" of HSRC Memorandum Cir. No. 03 series of 1986) | Municipal Planning and Development Office |
| REQUIREMENTS: | |
| 1.1 Xerox Copy of Original/Transfer Certificate of Title (TCT), Deed of Absolute Sale or Deed of Donation and Waiver of Rights and Quit Claim; | Owner |
| 1.2 If the Applicant does not own the lot, a written consent/Special Power of Attorney of the lot owner is required and/or Contract of Lease; | Owner |
| 1.3 Tax Declaration – Land | Owner |
| 1.4 Current Tax Receipt; | Owner |
| 1.5 Barangay Clearance; | Barangay Concerned |
| 1.6 Lot Plan (duly signed and sealed by a Licensed Geodetic Engineer); | Geodetic Engineer |
| 1.7 Vicinity Map/Location Map; | Licensed Engineer |
| 1.8 A duly notarized Application Form (triplicate copy); | Notary Public |
| 1.9 Set of Plan (Bill of Materials, Construction Perspective, Perspective/Drawings) | Licensed Engineer |

| **CLIENTS STEPS** | **AGENCY ACTION** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
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| 1. Submit duly accomplished application form and requirements to the staff in charge of receiving. | 1.1 Receive/ Acknowledge and evaluate the submitted requirements and duly accomplished application form. | None | 5 minutes | **MS. MARIANE C. ESPINO** Clerk III |
| | 1.2 Approve or disapprove the application submitted based on the approved Comprehensive Land Use Plan (CLUP) | None | 10 minutes | **ENGR. ENRIQUE C. CLARIN** Concurrent OIC-MPDO |
| | 1.3 Compute the required fees for securing locational clearance and zoning certificate. | None | 15 minutes | **ENGR. STEPHANIE GRACE MON** Engineer I |
| 2. Pay the computed fees at the Municipal Treasury Office | 2.1 Issuance of Official Receipt for Final Approval and Development Permit | (Based on the Revenue Code) | 15 minutes | Treasury Personnel Municipal Treasury Office |
| 3. Receive the locational clearance and zoning certificate | 3.1 Process and encode the data needed for the locational clearance and zoning certificate. | None | 10 minutes | **MS. MARIANE C. ESPINO** Clerk III |
| | 3.2 Print and release the locational clearance and zoning certificate officially sealed and signed by the Zoning Administrator | None | 5 minutes | **MS. MARIANE C. ESPINO** Clerk III |
| **TOTAL:** | | | **1 hour** | |

## 2. ISSUANCE OF ZONING CERTIFICATE FOR TITLE

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| **OFFICE / DIVISION:** | Municipal Planning and Development Office |
| **CLASSIFICATION:** | Simple |
| **TYPE OF TRANSACTION:** | G2C- Government to Citizens; G2G – Government to Governmen |
| **WHO MAY AVAIL:** | All clients who secures zoning for title within the municipality |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |

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| 1. Application Form for Zoning Certificate for Title. (Annex "B")1. Complete Subdivision Plan and Details that includes the following: Requirements:<br>Requirements:<br>a.Xerox Copy of Original/Transfer Certificate of Title (TCT), Deed of Absolute Sale or Deed of Donation and Waiver of Rights and Quit Claim;<br>b. If the Applicant does not own the lot, a written consent/Special Power of Attorney of the lot owner is required and/or Contract of Lease;<br>c. Tax Declaration – Land<br>d. Current Tax Receipt;<br>e. Barangay Clearance;<br>f. Lot Plan (duly signed and sealed by a Licensed Geodetic Engineer);<br>g. Vicinity Map/Location Map;<br>h. A duly notarized Application Form (triplicate copy); | Municipal Planning and Development Office<br><br>Owner<br><br>Owner<br><br>Owner<br>Owner<br>Barangay Concerned<br>Geodetic Engineer<br><br>Licensed Engineer<br>Notary Public |

| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit duly accomplished application form and requirements to the staff in charge of receiving. | 1.1 Receive/ Acknowledge and evaluate the submitted requirements and duly accomplished application form. | None | 5 minutes | **MS. MARIANE C. ESPINO**<br>Clerk III |
| | 1.2 Approve or disapprove the application submitted based on the approved Comprehensive Land Use Plan (CLUP) | None | 10 minutes | **ENGR. ENRIQUE C. CLARIN**<br>Concurrent OIC-MPDO |
| | 1.3 Compute the required fees for | None | 5 minutes | **ENGR. STEPHANIE GRACE MON** |

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| | zoning certificate for title. | | | Engineer I |
| 2. Pay the computed fees at the Municipal Treasury Office | 2.1 Issuance of Official Receipt for Zoning Certificate for Title | Php 230.00 (Based on the HLURB) | 15 minutes | Treasury Personnel Municipal Treasury Office |
| 3. Receive the zoning certificate for title. | 3.1 Process and encode the data needed for the zoning certificate for title. | None | 10 minutes | |
| | 3.2 Print and release the zoning certificate for title officially sealed and signed by the Zoning Administrator | None | 5 minutes | **MS. MARIANE C. ESPINO** Clerk III |
| **TOTAL:** | | | **50 minutes** | |

## 3. ISSUANCE OF PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC)

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| **OFFICE / DIVISION:** | Municipal Planning and Development Office |
| **CLASSIFICATION:** | Simple |
| **TYPE OF TRANSACTION:** | G2C- Government to Citizens; GSB – Government to Business; G2G – Government to Government |
| **WHO MAY AVAIL:** | All clients who secures preliminary approval and locational clearance within the municipality |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
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| 1. Application for Preliminary Approval and Locational Clearance of Subdivision Projects (P.D. No. 957) Requirements: | Municipal Planning and Development Office |
| a. Site Development Plan indicating subdivision lot area, lot and block no. | Licensed Engineer |
| b. Lot Plan (duly signed and sealed by a Licensed Geodetic Engineer); | Geodetic Engineer |
| c. Vicinity Map and Topographic Map | |
| d. Certified True Copy of Title/s | Licensed Engineer |
| e. Current Tax Receipt | Owner |

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| f. Right to use or Deed of Sale of Right of Way for access road and/or Drainage Right of Way, when applicable | Owner<br>Owner |

| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit duly accomplished application form for PALC. | 1.1 Receive/ Acknowledge and check the submitted requirements and duly accomplished application form. | None | 5 minutes | **MS. MARIANE C. ESPINO**<br>Clerk III<br><br>**MS. NIDA E. NAMAN**<br>**PLANNING**<br>Officer II |
| | 1.2 Evaluate as to locational viability (with site inspection) | None | 1 hour | **ENGR. ENRIQUE C. CLARIN**<br>Concurrent OIC-MPDO<br><br>**MS. NIDA E. NAMAN**<br>Planning Officer II<br>**MR. ABRAHAM EDROSOLAM**<br>Admin Aide III |
| | 1.3 Stamp "Subdivision Description" to be signed by the evaluator | None | 5 minutes | **ENGR. ENRIQUE C. CLARIN**<br>Concurrent OIC-MPDO<br><br>**MS. NIDA E. NAMAN**<br>Planning Officer II |

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| | 1.4 Stamp "Approval" of all plans to be signed by the Municipal Mayor | None | 5 minutes | **MS. MARIANE C. ESPINO** Clerk III |
| | 1.5 Compute the required fees for Preliminary Approval and Locational Clearance (PALC) | None | 15 minutes | **ENGR. STEPHANIE GRACE MON** Engineer I |
| 2. Pay the computed fees at the Municipal Treasury Office | 2.1 Issuance of Official Receipt for PALC | (Based on the Revenue Code) | 15 minutes | Treasury Personnel Municipal Treasury Office |
| 3. Receive the Preliminary Approval and Locational Clearance | 3.1 Issuance of Decision – Preliminary Approval and Locational Clearance (PALC) Granted | None | 10 minutes | **MS. MARIANE C. ESPINO** Clerk III |
| **TOTAL:** | | | **1 hour & 55 minutes** | |

## 4. ISSUANCE OF FINAL APPROVAL AND DEVELOPMENT PERMIT

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| **OFFICE / DIVISION:** | Municipal Planning and Development Office |
| **CLASSIFICATION:** | Simple |
| **TYPE OF TRANSACTION:** | G2C- Government to Citizens; GSB – Government to Business; G2G – Government to Government |
| **WHO MAY AVAIL:** | All clients who secures final approval and development permit within the municipality |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| 1. Application for Final Approval and Development Permit of Subdivision Projects (P.D. No. 957) Requirements: | Municipal Planning and Development Office |
| a. Road Lay-Out Plan and Details | |
| b. Final Site Development Plan/Scheme | Licensed Engineer |
| c. Drainage Plan and Details | |
| d. Water System Plan and Details | Licensed Engineer |
| | Licensed Engineer |
| | Licensed Engineer |

| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit duly accomplished application form for Final Approval and Development Permit | 1.1 Receive/ Acknowledge and check the submitted requirements and duly accomplished application form. | None | 5 minutes | **MS. MARIANE C. ESPINO** Clerk III<br><br>**MS. NIDA E. NAMAN** Planning Officer II |
| | 1.2 Evaluation of Engineering Plans | None | 1 hour | **ENGR. ENRIQUE C. CLARIN** Concurrent OIC-MPDO<br><br>**ENGR. STEPHANIE GRACE MON** Engineer I |
| | 1.3 Final Site Inspection | None | | **ENGR. ENRIQUE C. CLARIN** Concurrent OIC-MPDO<br><br>**MS. NIDA E. NAMAN** Planning Officer II<br><br>**MR. ABRAHAM EDROSOLAM** Admin Aide III |
| | 1.4 Stamp "Subdivision Description" to be signed by the evaluator | None | 5 minutes | **ENGR. ENRIQUE C. CLARIN** Concurrent OIC-MPDO |

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| | | | | **MS. NIDA E. NAMAN**<br>Planning Officer II |
| | 1.5 Stamp "Approval" of all plans to be signed by the Municipal Mayor | None | 5 minutes | **MS. NIDA E. NAMAN**<br>Planning Officer II<br><br>**MS. MARIANE C. ESPINO**<br>Clerk III |
| | 1.6 Compute the required fees for Final Approval and Development Permit | None | 15 minutes | **ENGR. STEPHANIE GRACE MON**<br>Engineer I |
| 2. Pay the computed fees at the Municipal Treasury Office | 2.1 Issuance of Official Receipt for Final Approval and Development Permit | (Based on the Revenue Code) | 15 minutes | Treasury Personnel<br>Municipal Treasury Office |
| 3. Receive the Preliminary Approval and Locational Clearance | 3.1 Issuance of Decision – Development Permit Granted | None | 10 minutes | **ENGR. ENRIQUE C. CLARIN**<br>Concurrent OIC-MPDO |
| **TOTAL:** | | | **1 hour & 55 minutes** | |