



**OFFICE OF THE MUNICIPAL PLANNING
and DEVELOPMENT**



SECURING OF LOCATIONAL CLEARANCE

All enterprises of public and private persons constructing new buildings or applying for expansion/renovation are required to secure Zoning Clearance (Locational Clearance) upon application for Building Permit. This should be done before the start of the construction to ensure that the building to be constructed or activity to be undertaken is allowed in the area as per Comprehensive Land Use Plan of the municipality.

Office or Division:	Municipal Planning and Development Office (MPDO)			
Classification:	Complex			
Type of Transaction:	G2C & G2B – Government to Clients & Government to Business			
Who may avail:	Undergoing Constructions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. Duly accomplished and notarized APPLICATION FORM b. Certified True Copy of Certificate of TITLE (or bring the original copy for authentication) c. Certified True Copy of TAX DECLARATION from Assessor's Office (or bring original copy for authentication) d. PRO-FORMA AFFIDAVIT e. Proof of Ownership (Deed of Sale, deed of donation, contract of lease or authorization to use the land, whichever is applicable) if the property is not registered in the name of the applicant f. VICINITY MAP g. SITE DEVELOPMENT PLAN h. Barangay Clearance i. Project Cost (Bill of Materials/Cost of Machineries) Additional Requirements for Other Projects (Sand & Gravel, Poultry Farm, etc.) j. Barangay Resolution Endorsing the Project k. Minutes during barangay/public consultation favorably endorsing the project l. Attach attendance during the public consultation m. SB Resolution endorsing the Project n. Environmental Compliance Certificate (ECC)		MPDO Applicant Assessor's Office MPDO Applicant Barangay Concerned Applicant Applicant Barangay concerned Barangay concerned Barangay concerned Sangguniang bayan EMB		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Form	1. Assist the client on how to accomplish the form and explain the required documents and land use of area concerned.	None	5 minutes	MPDO Staff/Jemaima Celedio
2. Compilation/ Submission of requirements	2. Validate documents submitted as per Checklist 3. Review and assessment of the Bill of Materials	None	7 minutes	MPDC
3. Site Inspection – for Industrial/Agro-Industrial/Commercial/ Special Projects For Residential Buildings - proceed to Step 4	4. Conduct site inspection to evaluate the project	None	1/2 day	MPDC
4. Payment of Fees Secure Order of Payment from person-in-charge or the MPDC Proceed to the Treasurer's Office for payment	5. Issue order of payment to the client for payment at the MTO	Refer to Chart	3 minutes	MPDC
5. Final Review and verification of documents & payments - Present all documents and the original receipt of payment to the person-in-charge or the MPDC	None	Refer to Chart	5 minutes	MPDC
6. Approval/Issuance and Releasing of Locational Clearance	6. The person in charge issues the Locational / Zoning Clearance to the client.	None	10	MPDC
TOTAL		Refer to Chart	30 minutes (excluding Site Inspection)	

(Processing time may exceed the specified time indicated depending on the completeness of the requirements and other minimum supporting documents)

FEES: (Subject to change without prior notice)	
Type of Project and Project Cost	Fee (Php)
A. Residential:	
P100,000.00 & below	200
Over P100,000.00 - P200,000.00	400
Over P200,000.00	500.00 + 1/10 of 1% in excess of P200,000.00
B. Apartments/Townhouse:	
P500,000.00 and below	1,000.00
Over P500,000.00 - 2 Million	1,500.00
Over 2 Million	2,500.00 + 1/10 of 1% in excess of 2 M
C. Institutional:	
Below 2 million	2,000.00
Over 2 million	2,000.00 + 1/10 of 1% in excess of 2 M
D. Commercial/Industrial/Agro-Industrial:	
Below 100,000.00	1,000.00
Over 100,000.00-500,000.00	1,500.00
Over 500,000.00 – 1 Million	2,000.00
1 million – 2 million	3,000.00
Over 2 Million	5,000.00 + 1/10 of 1 % in excess of 2 million
E. Special Use/Projects (gasoline station, Cell sites, slaughter, treatment plant):	
Below 2 million	5,000.00
Above 2 million	5,000.00 + 1/10 of 1% in excess of 2 million

SECURING ZONING CERTIFICATE

Site Zoning Certification is requested for record and reference purposes, based on the Comprehensive Land Use Plan of the municipality.

Office or Division:	Municipal Planning and Development Office (MPDO)			
Classification:	Simple			
Type of Transaction:	G2C or G2B			
Who may avail:	Lot owners			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
a. Tax Declaration Vicinity Map/Sketch Plan			b.	Applicant/Assessor's Office Applicant
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Basic Requirements	1. Checks the submitted documents as required.	None	5 minutes	Applicant
2. Checking of Land Use/zoning classification in the CLUP	2. Check the land use/zoning classification in the CLUP (Summary of Reclassified Land)	None	10 minutes	MPDO Staff
3. Payment of Fees Secure Order of Payment from person-in-charge or the MPDC Proceed to the Treasurer's Office for payment	3. Issue order of payment to the client for payment at the MTO	P 500.00	5 minutes	MPDO Staff
5. Approval/issuance and Releasing of Zoning Certification	4. The person in charge issues and release the Zoning Certificate to the client.	None	10 minutes	MPDC
TOTAL		500	30 minutes	

SECURING DATA FROM MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

Information about the Municipality and its development thrust, plans, programs and projects are available at the MPDO which includes:

- Socio-Economic Profile
- Land Use Plan
- Economic Development Data
- Development Plans
- Municipal statistics
- Municipal and Barangay Maps

Office or Division:	Municipal Planning and Development Office (MPDO)			
Classification:	Simple			
Type of Transaction:	G2B / Public			
Who may avail:	Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<input type="checkbox"/> Letter Request stating the data/information needed, the purpose or why such data is needed. <input type="checkbox"/> Identification Card of the requesting party		Applicant		
		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inquiry				
- Approach the person in charge and request the data needed. - Present letter request and ID for verification.	- Verify availability of data. - If available, information is given to client, otherwise makes referral / endorsement to other office.	None	10 minutes	MPDO Staff (Jemima Celedio/ J.Isidore Soledad/Dario Pontiano)
Issuance of Information Needed				
- Receives document from service provider and signs in the logbook.	- Reviews and issues information to client.	None	15 minutes	MPDO Staff (Jemima Celedio/ J.Isidore Soledad/Dario Pontiano)
TOTAL		None	25 minutes	

(Processing time may exceed the specified time indicated depending on the completeness of the requirements and other minimum supporting documents)

