



MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR



1. Application of Certificate of Zoning Classification

Land Use Certificate of Zoning Classification is requested by a taxpayer and/or any individual for them to know the allowable land use of the lot they own, whether residential, commercial, industrial or institutional. This is being issued as proof of zoning classification of the land based on the Zoning Ordinance of the Municipality.

OFFICE / DIVISION	MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Client			
WHO MAY AVAIL	All land owners in the municipality			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Letter to MPDC			Applicant	
Lot Plan with vicinity map drawn to scale			Geodetic Engineer	
Tax Declaration, Transfer Certificate Title			Assessor's Office, Registry of Deeds	
Certificate of Real Property Tax Payment			Treasurer's Office	
Special Power of Attorney of land owner's authorized representative, if any			Public or Private Lawyer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete Set of Requirements	Assessment of submitted documents and verification from the Zoning Ordinance	P 216.00 (HLURB Schedule of fees 2013)	10 minutes	Eng'r. Michael B. Buno, EnP, MPDC
				Karen D. Bicomong, Admin Aide IV
2. Payment of Certificate of Zoning Classification fee to the Municipal Treasury Office	Issue Payment Order Slip		5 minutes	TREASURY OFFICE
				ELSA M. MANALO Acting Municipal Treasurer
3. Receive Certificate of Zoning Classification	Release Certificate of Zoning Classification to the applicant		5 minutes	Eng'r. Michael B. Buno, EnP, MPDC
				Karen D. Bicomong, Admin Aide IV
TOTAL :			20 minutes	



2. Application of Locational Clearance

Locational Clearance (LC) is a clearance issued by the Zoning Administrator/Zoning Officer to a project that is allowed under the provisions of the Municipal Ordinance.

OFFICE / DIVISION	MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR		
CLASSIFICATION	Simple		
TYPE OF TRANSACTION	G2C - Government to Client		
WHO MAY AVAIL	All applicants for building permit, new business permit and building electrification permit		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Duly accomplished and notarized Application Form		MPDC Office	
Any of the following requirements relative to right over land:			
a. Photocopy of the certificate of title/ Certified true copy of the latest tax declaration		Assessor's Office, Registry of Deeds	
b. In case the property is not registered in the name of the applicant			
- contract of lease		Applicant, Landowner	
- authorization to use land/affidavit of consent, whichever is applicable		Applicant, Landowner	
Lot Plan with Vicinity Map		Geodetic Engineer	
Site Development Plan		Contractor, Developer	
Bill of Materials/Cost of Equipment (where applicable)		Contractor, Developer	
Barangay Clearance (Public Hearing and Sangguniang Barangay Resolution for Special Projects)		Barangay LGU where project is located	
Local Environmental Clearance/Environmental Compliance		Municipal Environment and Natural Resources Office	
Certificate of Real Property Tax Payment		Treasurer's Office	
Other additional documents as may be needed for special projects in accordance to HLURB Implementing Rules and Regulations			
Special Power of Attorney of land owner's authorized representative, if any		Public or Private Lawyer	



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete Set of Requirements	Assessment for completeness of submitted documents	(HLURB Schedule of fees 2013)	45 minutes	Karen D. Bicomong, Admin Aide IV Eng'r. Michael B. Buno, EnP, MPDC
	Project Evaluation to see if the project conforms with the Zoning Ordinance and all its applicable provisions are met			
	Site Inspection / Validation			
2. Payment of Locational Clearance fee to the Municipal Treasury Office	Issue Payment Order Slip		5 minutes	ELSA M. MANALO Acting Municipal Treasurer
3. Receive Locational Clearance	Release Locational Clearance to the applicant		5 minutes	Eng'r. Michael B. Buno, EnP, MPDC
				Karen D. Bicomong, Admin Aide IV
TOTAL :			55 minutes	



3. Application of Locational Clearance and Development Permit

An enterprise/private person developing any kind of above mentioned project is required to apply for an Approval of Subdivision Development Plan/Locational Clearance addressed to the Sangguniang Bayan but submitted to the Office of the MPDC / Zoning Administrator for review of documents and processing of the approval. If all requirements are satisfactory, application will be forwarded to the Local Chief Executive for approval and will be endorsement to the Sangguniang Bayan for the confirmation of the approval of the said subdivision development plan.

OFFICE / DIVISION	MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR		
CLASSIFICATION	Complex		
TYPE OF TRANSACTION	G2C - Government to Client		
WHO MAY AVAIL	All applicants for all types of subdivision (Residential, Commercial, Industrial, Agricultural), condominium and memorial parks.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Duly accomplished and notarized Application Form		MPDC Office	
Any of the following requirements relative to right over land: a. Photocopy of the certificate of title/ Certified true copy of the latest tax declaration b. In case the property is not registered in the name of the applicant - contract of lease - authorization to use land/affidavit of consent, whichever is applicable		Assessor's Office, Registry of Deeds/Applicant, Landowner	
Lot Plan with Vicinity Map within 1 km radius		Geodetic Engineer	
Complete sets of Civil design including: a. Subdivision Scheme b. Site Development Plan c. Topographic Plan d. Road Lay-out Plan e. Site Grading		Contractor, Developer	



f. Electrical Lay-out Plan				
g. Water Distribution Lay-out				
h. Drainage Lay-out Plan				
i. Engineering Details				
SEC Registration with By-Laws and Treasurer's Affidavit		Applicant, Security and Exchange Commission		
Barangay Clearance with Brgy. Public Hearing and Consultation Certificate		Barangay LGU where project is located		
Local Environmental Clearance/Environmental Compliance		Municipal Environment and Natural Resources Office		
Certificate of Real Property Tax Payment		Treasurer's Office		
DAR Conversion		Department of Agrarian Reform		
NIA Certification		National Irrigation Authority		
Clearance from National Water Resources Board (NWRB)		National Water Resources Board		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete Set of Requirements	Assessment for completeness of submitted documents	(HLURB Schedule of fees 2013)	4 weeks	Karen D. Bicomong, Admin Aide IV
	Site Inspection			Eng'r. Michael B. Buno, EnP, MPDC Karen D. Bicomong, Admin Aide IV
	Technical Evaluation of the Proposed Project based on relevant laws such as BP220 and PD957			Eng'r. Michael B. Buno, EnP, MPDC
	Preparation of Locational Clearance			Eng'r. Michael B. Buno, EnP, MPDC Karen D. Bicomong, Admin Aide IV



	Submission of Complete Documents, Locational Clearance and Technical Evaluation to the Municipal Mayor for Approval of Development Permit			Eng'r. Michael B. Buno, EnP, MPDC Karen D. Bicomong, Admin Aide IV
	Endorsement of Complete Documents, Locational Clearance and Technical Evaluation Confirmation of Sangguniang Bayan on the Approval of Development Permit thru a Resolution			Hon. Eladio M. Magampon M.D., Municipal Mayor
2. Payment of fee to the Municipal Treasury Office	Issue Payment Order Slips for Locational Clearance and Development Permit		5 minutes	ELSA M. MANALO, Acting Municipal Treasurer
3. Receive Locational Clearance and Development Permit	Release Locational Clearance and Development Permit		5 minutes	Karen D. Bicomong, Admin Aide IV
TOTAL :			4 weeks	