



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.

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|---|--|--|--------------------------------------|--|-----------------------------------|
| 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 |