



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	<i>Karen D. Bicomong, Admin Aide IV</i>
	Site Inspection			<i>Eng'r. Michael B. Buno, EnP, MPDC Karen D. Bicomong, Admin Aide IV</i>
	Technical Evaluation of the Proposed Project based on relevant laws such as BP220 and PD957			<i>Eng'r. Michael B. Buno, EnP, MPDC</i>
	Preparation of Locational Clearance			<i>Eng'r. Michael B. Buno, EnP, MPDC Karen D. Bicomong, Admin Aide IV</i>



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