



# **Office of the Municipal Planning and Development Coordinator**

## **External Services**



## 1. Issuance of Locational Clearance

All owners/developers shall secure **LOCATIONAL CLEARANCE** from the Zoning Officer or in cases of variances and exemptions, from the Local Zoning Board of Adjustment and Appeals (LZBAA) prior to conducting any activity or construction on their property/land.

<b>Office or Division:</b>	Office of the Municipal Planning and Development Coordinator	
<b>Classification:</b>	Simple	
<b>Type of Transactions:</b>	G2C – Government to Citizens	
<b>Who may avail:</b>	Land Owner/Client	
<b>Checklist of requirements</b>	<b>Where to secure</b>	
a. Duly accomplished and notarized application form	MPDO	
b. Requirements relative to <b>RIGHT OVER LAND</b> : <b>b.1</b> Photocopy of the certificate of title, in case registered in the name of the applicant; <b>b.2</b> In the absence of any existing certificate of title in the name of the applicant, submit: <b>b.2.1</b> Original Certified true copy of the latest tax declaration issued not later than 3 months upon filing. <b>b.2.2</b> Pro-forma affidavit to the effect that: <ul style="list-style-type: none"> <li>• the applicant is the owner of the property subject of the applicant</li> <li>• the reasons why the property is not yet titled;</li> <li>• the property is situated within alienable and disposable lands and outside lands reserved for the public domain;</li> <li>• the property is free from liens and encumbrances or stating the liens and encumbrances of the property;</li> <li>• the property is/is not tenanted (in case the property is planted to rice and corn).</li> </ul> <b>b.3</b> In case the property is not registered in the name of the applicant, submit duly notarized deed of sale or deed of donation, or contract of lease or authorization to use land, whichever is applicable plus the photocopy of the owner's certificate of title or in the absence of title, the tax declaration and pro-forma affidavit as described in the item b. thereof.	Client/Land Owner	
c. Certificate of Non-Delinquency of Tax Payment & Cedula	MTO	
d. Barangay Clearance	Concerned Barangay	
e. VICINITY MAP showing the existing land uses within the prescribed radius from the lot boundary of the site	Client	



<p>e.1 For regular projects, the vicinity should cover a minimum of 100 meter radius (the map need not be drawn to scale provided that relative distances of existing land uses to the projects site lot boundaries are indicated);</p> <p>e.2 For regular projects, the vicinity should cover a minimum of 100 meter radius (the map need not be drawn to scale provided that relative distances of existing land uses to the projects site lot boundaries are indicated);</p> <p>Note: Special projects are covered by special laws and specific Locational Guidelines.</p>	
f. SITE DEVELOPMENT PLAN showing the project site lot area boundaries and dimensions of proposed structures/ improvements within the project site (the plan need not be drawn to scale for projects of local significance)	Client
g. ONE SET OF BUILDING PLANS (Floor Plan/s, Elevations)	Client
h. DETAILED COST OF MATERIALS AND SPECIFICATIONS signed and sealed by a duly licensed Civil Engineer/Architect with conformity of the owner	Client
i. CONVERSION CLEARANCE OR CERTIFICATE OF EXEMPTION FOR CONVERSION from the Department of Agrarian Reform, if the project is to be situated in agricultural lands based on actual use and CLUP/ ZO (for projects other than small regular projects, e.g. residential, sari-sari stores, single pass rice mill);	DAR
j. FILING AND LEGAL RESEARCH FEES- (please refer to the HLURB Schedule of Fees)	HLURB
k. ECC /CNC from DENR (for all applicable projects. Refer to new guidelines)	DENR
l. AFFIDAVIT OF NON-OBJECTION from adjacent lot owners (for incompatible/non-conforming projects.)	Client
m. AFFIDAVIT OF NON-OBJECTION FROM MORTGAGEE (if lot is mortgaged)	Client
n. CERTIFICATION FROM MARO THAT LOT IS NOT TENANTED/within the coverage of CARP (for small scale regular projects located in existing/zoned agricultural areas.)	DAR
<b><u>Other Requirements:</u></b>	
<p><i>For manufacturing projects:</i> DESCRIPTION OF INDUSTRY citing among others the following:</p> <ul style="list-style-type: none"> <li>• Types and volume of raw materials used</li> <li>• Products manufactured or stored</li> <li>• Average production outputs /capacity per day /week/month</li> <li>• Industrial wastes and plans for pollution control</li> <li>• Description and flow of manufacturing process</li> </ul>	Concerned Agencies
<i>For application filed by Authorized Representative:</i>	Client



<ul style="list-style-type: none"> <li>SWORN SPECIAL POWER OF ATTORNEY for the representative to file/follow-up application and claim decision for the application.</li> </ul>				
<i>Other additional requirements as may be necessary to properly evaluate the application based on locational guideline.</i>				
<b>*2 Copies per Document</b>				
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Secure an Application Form	1. Issue the Application Form	Refer to HLURB Revised Schedule of Fees	1 minute	<i>MPDC Staff and MPD Coordinator (Office of the Municipal Planning and Development Coordinator)</i>
2. Submit accomplished Application Form (Notarized) with the Requirements	2. Receive the accomplished application form		5 minutes	MPDC Staff and MPD Coordinator (Office of the Municipal Planning and Development Coordinator)
	2.1 Review and evaluate the proposed project as to its Conformity to the Land Use Plan			
	2.2 Record the Application.			
3. Assist the Inspectors for inspection.	3. Conduct actual inspection.		10 Minutes (excluding travel time)	<i>MPDC Staff and MPD Coordinator (Office of the Municipal Planning and Development Coordinator)</i>
4. Wait for the outcome of the inspection	4. Report the outcome of the inspection with proper recommendation to the Zoning Officer.		5 minutes	<i>MPDC Staff and MPD Coordinator (Office of the Municipal Planning and Development Coordinator)</i>
	4.1 Advise the client on the development of the transaction verbally or in writing. <i>If the project is not in Conformity</i> 4.2 Endorse to the SB or LZBAA for appropriate action.	15 minutes	<i>MPD Coordinator (Office of the Municipal Planning and Development Coordinator)</i>	



5. Claim the Zoning Certification (If Complied: PAY the corresponding FEE or FINE/ PENALTY at the Treasurer's Office)	5. Issue notice of violation, if any		10minutes	<i>MPDC Staff and MPD Coordinator (Office of the Municipal Planning and Development Coordinator)</i>
	5.1 Recommend work stoppage, if not compliant			
6. Request the Order of Payment and pay the corresponding fee at the MTO.	6. Prepare and Issue the Order of Payment.		1 minute	<i>MPDC Staff and MPD Coordinator (Office of the Municipal Planning and Development Coordinator)</i>
7. Present OR and wait while preparing the Locational Clearance.	7. Prepare and record the Locational Clearance.		5 minutes	<i>MPDC Staff and MPD Coordinator (Office of the Municipal Planning and Development Coordinator)</i>
	7.1 Approve Locational Clearance.		1 minute	<i>MPD Coordinator (Office of the Municipal Planning and Development Coordinator)</i>
8. Claim Locational Clearance	8. Release of the Locational Clearance		1 minute	<i>MPDC Staff and MPD Coordinator (Office of the Municipal Planning and Development Coordinator)</i>
<b>Total</b>			54 minutes	



## 2. Issuance of certificate of land use and/or zoning clearance for businesses

Prior to the start of all enterprises and renewal of business permits all owners are required to secure a Zoning clearance or Zoning Certification to ensure that the building conforms to the Municipality's Comprehensive Land Use Plan (CLUP).

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<b>Classification:</b>	Simple			
<b>Type of Transactions:</b>	G2C - Government to Citizens			
<b>Who may avail:</b>	Land Owner/Client			
<b>Checklist of requirements</b>			<b>Where to secure</b>	
a. Proof of ownership Location Map/Vicinity Map Site			Assessor's Office	
b. Development Plan Pictures			Client	
c. Perspective/Floor Plan			Client	
d. Barangay Resolution			Concerned Barangay	
e. Barangay Permit/Certificate of no Objection			Concerned Barangay	
f. Tax Declaration – if owner			Assessor's Office	
g. If not owner – Consent of owner			Client	
h. Certificate for Non-Delinquency of Tax Payment & Cedula			MTO	
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Secure an Application Form	1. Issue the Application Form	Zoning Certification – Php 100.00	1 minute	MPDC Staff and MPD Coordinator (Office of the Municipal Planning and Development Coordinator)
2. Submit accomplished Application Form (Notarized) with the Requirements	2. Receive and review the requirements submitted.	MPDO Certification – Php 100.00	2 minutes	MPDC Staff and MPD Coordinator (Office of the Municipal Planning and Development Coordinator)
3. Wait for the evaluation	3. Evaluate the business as to its conformity with the		5 minutes	MPDC Staff and MPD Coordinator (Office of the Municipal Planning and Development Coordinator)



4. Proceed to Treasury Office and pay prescribed fees.	4. Receive payment and issue Official Receipt.		1 minute	<i>Treasury Staff</i> (Office of the Municipal Treasurer)
5. Record, prepare and approve	5. Prepare Zoning Certificate.		1 minute	<i>MPDC Staff</i> (Office of the Municipal Planning and Development Coordinator)
	5.1 Approval of Zoning Certificate		1 minute	<i>MPD Coordinator</i> (Office of the Municipal Planning and Development Coordinator)
6. Claim the Zoning Certification.	6. Release Zoning Certification		1 minute	<i>MPDC Staff</i> (Office of the Municipal Planning and Development Coordinator)
<b>Total</b>			12 minutes	