



Municipal Planning and Development Office External Services



1. PROCESSING OF APPLICATION FOR LOCATIONAL CLEARANCE

LOCATIONAL CLEARANCE is required before the start of construction of a building to ensure that the building and/or business are allowed in the chosen location as per the Municipal Comprehensive Land Use Plan.

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|-----------------------------|--|
| Office or Division: | Municipal Planning and Development Office |
| Classification: | Simple, Complex |
| Type of Transaction: | G2G – Government to Government, G2B Government to Business, G2C – Government to Citizens |
| Who may avail: | All Authorize Representative |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|-----------------|
| <ul style="list-style-type: none"> Duly notarized application for locational clearance – 3 copies Lot plan 1 set Site Development Plan/Floor Plan signed by licensed engineer/architect drawn to a scale of 1:100 to 1:1,000 – 1 set Vicinity Map showing the existing land uses within the prescribed radius from the lot boundary of the project site – 1 set Proof of ownership or right over land (TCT, Tax Declaration, Deed of Sale), if the property is not owned, contract of lease or authorization/consent from landowner duly notarized Bill of Materials (including equipment project cost) – 1 copy Authorization to file and claim Locational Clearance (if not the real owner/ applicant) – 1 copy Environmental Compliance Certificate or Certificate of Non Coverage (if applicable) – 1 copy DAR Clearance if Applicable SB Resolution if Applicable | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|---------------------------------|--|
| 1. Submit application form duly notarized | 1.1 Provide list of documents/requirements | | 2min. | <i>Draftsman II</i> <i>Zoning Officer</i> |
| 2. Returns and submits requirements | 2.1 Evaluates requirements | | 5min. | |
| | 3.1 Inspection (Optional) | | 1-2 days (if outside Poblacion) | |



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| | 3.2 If qualified, advise payment of fees | | 2min. | |
| 3. Pays required fees | 4.1 Issues official receipt | | 10min. | <i>Revenue Collectors</i> |
| 4. Presents OR to MPDO | 5.1 Process and records locational clearance | | 4min. | <i>Data Encoder/Clerk</i> |
| Receives Locational Clearance Certificate | 5.2 Releases locational clearance | | 2min. | <i>Zoning Officer</i> |

Fees:

Application fees:

- a. Single residential structure attached or detached – P50.00
- b. Apartment/ Town Houses, Dormitories, Institutional, Commercial, Industrial and Agro-Industrial - P100.00
- c. Special Uses? Special Projects - P100.00

Processing Fee:

- a. Single residential structure attached or detached – P50.00
- b. Apartment/ Town Houses, Dormitories, Institutional, Commercial, Industrial and Agro-Industrial - -P100.00
- c. Special Uses? Special Projects -P100.00

LOCATIONAL CLEARANCE FEE (As per HLURB Adm. Order No. 04, s. 1998)

- A. (Single residential structure attached or detached)
 - 1. P100, 000.00 and below -P100.00
 - 2. over P100, 000.00 to P200, 000.00 -P200.00
 - P200.00 + 1/10% in excess of P200, 000.00

- B. Apartments /townhouses
 - 1. P500, 000.00 and below - P500.00
 - 2. over P500, 000.00 to P2 Million - P1, 000.00
 - 3. Over P2 Million - P2,000.00 + 1/10 of 1% of cost in excess of P2M regardless of the number of doors

- C. Dormitories
 - 1. P2 Million and below -P2, 000.00
 - 2. Over P2 Million - P2, 000.00 + 1/10 of 1% of costing excess of 2M regardless of the number of doors

- D. Institutional
 - Project Cost of which is:
 - 1. below P2 Million - P2, 000.00
 - 2. Over P2 Million - P2, 000.00 + 1/10 of 1% of costing excess of 2Million



E. Commercial, Industrial and Agro-Industrial

Project cost of which is:

1. below 100,000.00 - P1, 000.00
2. Over 100,000.00 - P500, 000.00 - P1, 500.00
3. over P500, 000.00 - P1M - P2, 000.00
4. Over P1M – P2M - P3, 000.00
5. Over P2M - P5, 000.00 + 1/10 of 1% of cost in excess 2M

F. Special Uses/Special Projects the project

Cost of which is:

1. below P2M - P5, 000.00
2. Over P2M - P2, 000.00 + 1/10 of 1% of cost in excess of 2M

2. PROCESSING OF APPLICATION FOR ISSUANCE OF ZONING CLEARANCE (FOR NEW BUSINESS PERMIT ONLY)

ZONING CLEARANCE is required prior to the issuance of a business permit to ensure that the business is allowed in the chosen location as per the Municipal Comprehensive Land Use Plan.

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|---|--|------------------------|---------------------------------|--|
| Office or Division: | Municipal Planning and Development Office | | | |
| Classification: | Simple, Complex | | | |
| Type of Transaction: | G2G – Government to Government, G2B Government to Business, G2C – Government to Citizens | | | |
| Who may avail: | All Business Owners, Authorize Representative | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> • Letter of Intent/Application Form (1copy) • Proof of Ownership (1copy) • Lot Plan/Vicinity Map – duly signed by Geodetic Engineer (1set) • Latest Real Property Tax Payment • Contract of Lease, if the Applicant is not the Owner • ECC/CNC (if applicable) | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Secure Application or letter of intent and checklist of requirements | 1. Provide application form and checklist or requirements | | 2min. | <i>Draftsman II</i> <i>Zoning Officer</i> |
| 2. Submits application form duly notarized with requirements/ OR | 2.0 Review/Evaluates the submitted requirements | | 3min. | |
| | 2.1 Conduct site Inspection (Optional) | | 1-2 days (if outside Poblacion) | |
| | 2.2 Process documents, If found qualified, advise client to pay required fees | | 10min. | |
| 3. Pays required fees | 3. Issues official receipt | | | |



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| | | | 5min. | Revenue Collectors |
| 4. Presents OR to Action officer or Zoning Officer | 4. Process and records locational clearance | | 5min. | Data Encoder/Clerk |
| 4.1 Receives Zoning Clearance | 4.1 Issues Zoning Clearance | | | Zoning Officer |
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FEES FOR ZONING CLEARANCE FOR BUSINESS PERMIT:

1. Certificate Fee -P250.00
 2. Inspection Fee - P100.00
 3. Research Fee - P35.00
 4. Certified Copy (Documents) - P35.00/page
- P15.00 Documentary Stamp Tax is imposed on certificate pursuant to section 188 of the tax code

3. PROCESSING OF APPLICATION FOR ISSUANCE OF SITE ZONING CLEARANCE FOR LOT TITLING

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|--|---|------------------------|--|--|
| Office or Division: | Municipal Planning and Development Office | | | |
| Classification: | Simple, Complex | | | |
| Type of Transaction: | G2G – Government to Government, G2B Government to Business, G2C – Government to Citizens | | | |
| Who may avail: | All Authorize Representative | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> • Lot Plan/Vicinity Map • Latest Real Property Tax Payment • Proof of Ownership • Ocular Inspection | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Secure Application or letter of intent and checklist of requirements | 1. Provide application form and checklist or requirements | | 2min. | <i>Draftsman II</i> <i>Zoning Officer</i> |
| 2. Submits application form duly notarized with requirements/ OR | 2.Review/Evaluates the submitted requirements 2.1 Conduct Site Inspection 2.2 Process documents, If found qualified, advise client to pay required fees | | 3min. 1-2 days (if outside Poblacion 10min | |



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| 3. Pays required fees | 3 Issues official receipt | | 5min. | <i>Revenue Collectors</i> |
| 4. Presents OR to Action officer or Zoning Officer | 4 Prepares site zoning certificate | | 3min. | <i>Data Encoder/Clerk</i> |
| 4.1 Receives Site Zoning Certificate | 4.1 Signs and Issues Site Zoning Certificate | | | <i>Zoning Officer</i> |
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Fees:

- Site zoning Certificate Fee -P250.00
- Inspection Fee -P100.00
- Research Fee -P35.00
- Certified Copy of Documents -P35.00