

# 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.

Classification:  Type of Transaction:  G2G – Government to Government, G2B Government to Business, G2C – Government to Citizens  Who may avail:  CHECKLIST OF REQUIREMENTS  WHERE TO SECURE
Government to Citizens  Who may avail: All Authorize Representative  CHECKLIST OF REQUIREMENTS WHERE TO SECURE
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Duly paterined application for leasting of
<ul> <li>Duly notarized application for locational clearance – 3 copies</li> <li>Lot plan 1 set</li> <li>Site Development Plan/Floor Plan signed by licensed engineer/architect grawn to a scale of 1:100 to 1:1,000 – 1 set</li> <li>Vicinity Map showing the existing land uses within the prescribed radius from the lot boundary of the project site – 1 set</li> <li>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</li> <li>Bill of Materials (including equipment project cost) – 1 copy</li> <li>Authorization to file and claim Locational Clearance (if not the real owner/ applicant) – 1 copy</li> <li>Environmental Compliance Certificate or Certificate of Non Coverage (if applicable) – 1 copy</li> <li>DAR Clearance if Applicable</li> <li>SB Resolution if Applicable</li> </ul>

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

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

#### 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

2. over P100, 000.00 to P200, 000.00

-P200.00 + 1/10% in excess of

-P200.00 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.

Office or Division:	Municipal Planning	Municipal Planning and Development Office		
Classification:	Simple, Complex	Simple, Complex		
Type of Transaction	G2G – Government	t to Governm	nent, G2B Govern	ment to
	Business, G2C – G	overnment t	o Citizens	
Who may avail:	All Business Owner	s, Authorize	Representative	
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	CURE
Letter of Intent/A	application Form (1copy)			
<ul> <li>Proof of Owners</li> </ul>	hip (1copy)			
<ul> <li>Lot Plan/Vicinity</li> </ul>	Map – duly signed by	p – duly signed by		
Geodetic Engine	er (1set)	(1set)		
Latest Real Prop	perty Tax Payment			
<ul> <li>Contract of Leas</li> </ul>	e, if the Applicant is not			
the Owner				
ECC/CNC (if approximately see the second secon	plicable)			
OLIENT OTERO	4071101/40710110	FEES TO	PROCESSING	PERSON

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure Application or letter of intent and checklist of requirements	Provide application form and checklist or requirements		2min.	
2. Submits application form duly notarized with	2.0Review/Evaluates the submitted requirements		3min.	
requirements/ OR	2.1 Conduct site Inspection (Optional)		1-2 days (if outside	Draftsman II
	2.2 Process documents, If found qualified, advise client to pay required fees		Poblacion 10min.	Zoning Officer
3. Pays required fees	3.Issues official receipt			

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		5min.	Revenue Collectors
4. Presents OR to	4. Process and records		
Action officer or	locational clearance	5min.	Data
Zoning Officer			Encoder/Clerk
	4.1Issues Zoning		
4.1 Receives Zoning	Clearance		Zoning Officer
Clearance			_

#### 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

Office or Division:

Classification:

P15.00 Documentary Stamp Tax is imposed on certificate

Municipal Planning and Development Office

pursuant to section 188 of the tax code

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

Simple, Complex

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REQUIREMENTS		WHERE TO SE	CURE
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ACENCY ACTIONS	FEES TO	PROCESSING	PERSON
AGENCI ACTIONS	BE PAID	TIME	RESPONSIBLE
Provide application			
		2min.	
requirements			
2 Review/Evaluates the			
		3min.	
•			Draftsman II
2.1 Conduct Site			Dialisiliali li
Inspection		• `	Zoning Officer
2.2 Dragge decuments of		5 5.15.5.5	_3/11/19
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	- Government to Citiz All Authorize Represe REQUIREMENTS Map Derty Tax Payment hip n  AGENCY ACTIONS  1. Provide application form and checklist or requirements  2.Review/Evaluates the submitted requirements	- Government to Citizens All Authorize Representative  REQUIREMENTS  Map Derty Tax Payment hip In  AGENCY ACTIONS  1. Provide application form and checklist or requirements  2.Review/Evaluates the submitted requirements  2.1 Conduct Site Inspection  2.2 Process documents, If found qualified, advise	All Authorize Representative  REQUIREMENTS  Map Derty Tax Payment hip In  AGENCY ACTIONS  1. Provide application form and checklist or requirements  2.Review/Evaluates the submitted requirements  2.1 Conduct Site Inspection  2.2 Process documents, If found qualified, advise client to pay required fees  WHERE TO SE  WHERE TO SE  PROCESSING TIME  2min.  2min.  1-2 days (if outside Poblacion .

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

### Fees:

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