



MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR OFFICE

External Services



1. Issuance Of Zoning/ Locational Clearance of Environmental Clearances

All individual/entity must secure a Zoning/ Locational Clearance as a prerequisite for Building Permit to certify that the building location conform with the Comprehensive Land Use Plan (CLUP) and other pertinent zoning and land use ordinances.

Office or Division:	Municipal Planning and Development Coordinator Office		
Classification:	Simple		
Type of Transaction:	Government – Client		
Who may avail:	All individual/entity must secure a Zoning/ Locational Clearance as a prerequisite for Building Permit to certify that the building location conform with the Comprehensive Land Use Plan (CLUP) and other pertinent zoning and land use ordinances.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
A. Basic			
➤ Two (2) copies Application form		Municipal Planning and Development Office/ Local Zoning Office	
➤ Two (2) copies Certified true copy/Photocopy of Lot Title or Tax Declaration		Municipal Assessor’s Office or owner	
➤ One (1) copy Photocopy of current tax receipt/realty tax payment/ certification		Municipal Treasurers Office or owner	
➤ .One (1) copy Community Tax Certificate (CEDULA) 1 copy		Municipal Treasurers Office	
➤ Three (3) copies Vicinity Map		Draftsman/ Municipal Engineering Office	
➤ Three (3) Site Development Plan		Licensed Professional (Civil Engineer or Architect)	
B. Additional Requirements:			
➤ Two (2) copies Affidavit of lot ownership (if tax declaration/title is not named after the client)		Owner (form could be taken from Zoning Office)	
➤ Two (2) copies Authorization of lot ownership (in case the lot is not owned by the client)		Owner (form could be taken from Zoning Office)	



➤ Affidavit of non-objection from the mortgagor (if mortgaged)		Mortgagor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply and submit complete requirements	Evaluates the documents submitted by the applicant	None	5 minutes	<i>Assistant Zoning Officer</i> Municipal Planning and Development Coordinator's Office
2. Proceed to Treasurers Office for payment of Inspection Fee	2.1 Issue order of payment	I. Environmental Critical Projects a. Inspection Fee - P100.00	5 minutes	<i>Assistant Zoning Officer</i> Municipal Planning and Development Coordinator's Office
	2.2 Issue Official Receipt		5 minutes	<i>Revenue Collection Clerk I</i> Municipal Treasurer's Office
3. Return after 2 days to follow-up the status of application.	3. LZBA Deliberation	None	5 minutes	<i>LZBA Secretariat</i> Municipal Planning and Development Coordinator's Office
4. For approved application: Proceed to Treasurers Office for payment of Application.	4.1 Issue order of payment	I. Environmental Critical Projects a. Subscription Fee - P40.00/each subscription b. Secretary Fee - P40.00 c. Zoning/Locational Clearance Fee - see table below	5 minutes	<i>Assistant Zoning Officer</i> Municipal Planning and Development Coordinator's Office <i>Revenue Collection Clerk I</i> Municipal Treasurer's Office
	4.2 Issue Official Receipt		5 minutes	
5. Receive Decision on Zoning/ Locational	5. Records and issues decision on Zoning/ Locational Clearance	None	1 minute	<i>Assistant Zoning Officer</i> Municipal Planning and



Clearance				Development Coordinator's Office
TOTAL			- 31 minutes	

Zoning/ Locational Clearance Fees

Residential Structure, single detached, the project cost of which is:	
1. P 100,000.00 and below	P150,00.00
2. Over P 100,000.00	P150.00 + 1/10 of 1% in excess of P100,000.00
Apartments	
1. Project Cost of P 500,000.00 and below	P750.00 P750.00 + 1/10 of 1% in excess of P500,000.00
2. Project cost over P 500,000.00	regardless of the number of doors
Dormitories	
1. Project Cost of P 500,000.00 and below	P750.00 P750.00 + 1/10 of 1% in excess of P500,000.00
2. Project cost over P 500,000.00	regardless of the number of rooms
Institutional, the project cost of which is:	
1. P100,000.00 and below	P100,00.00
2. over P100,000.00	P1000.00 + 1/10 of 1% in excess of cost in excess of P100,00.00
	Same as original application.
Fences	P 100.00
Commercial/ Industrial/ Special Uses/ Special Project s/ the project cost of which is:	
1. P100,000.00 and below	P1000.00
2. Over P100,000.00	1,000.00 + 1/10 of 1% in excess of cost in excess of P 100,000.00
Alteration/ Expansion (affected areas/ cost of alteration/ expansion only)	Same as original application
Fences	P100.00



2. Issuance Of Zoning/ Locational Clearance of Non – Environmental Clearances

All individual/entity must secure a Zoning/ Locational Clearance as a prerequisite for Building Permit to certify that the building location conform with the Comprehensive Land Use Plan (CLUP) and other pertinent zoning and land use ordinances.

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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
C. Basic			
➤ Two (2) copies Application form		Municipal Planning and Development Office/ Local Zoning Office	
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➤ .One (1) copy Community Tax Certificate (CEDULA) 1 copy		Municipal Treasurers Office	
➤ Three (3) copies Vicinity Map		Draftsman/ Municipal Engineering Office	
➤ Three (3) Site Development Plan		Licensed Professional (Civil Engineer or Architect)/ Municipal Engineering Office	
D. Additional Requirements:			
➤ Two (2) copies Affidavit of lot ownership (if tax declaration/title is not named after the client)		Owner (form could be taken from Zoning Office/ Municipal Planning and Development Office)	
➤ Two (2) copies Authorization of lot ownership (in case the lot is not owned by the client)		Owner (form could be taken from Zoning Office/ Municipal Planning and Development Office)	
➤ Affidavit of non-objection from the mortgagor (if mortgaged)		Mortgagor	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply and submit complete requirements	Evaluates the documents submitted by the applicant	None	5 minutes	<i>Assistant Zoning Officer</i> Municipal Planning and Development Coordinator's Office
2. Proceed to Treasurers Office for payment of Inspection Fee	2.1 Issue order of payment	I. Non-Environmental Critical Projects a. Inspection Fee - P100.00	5 minutes	<i>Assistant Zoning Officer</i> Municipal Planning and Development Coordinator's Office
	2.1 Issue Official Receipt		5 minutes	<i>Revenue Collection Clerk I</i> Municipal Treasurer's Office
3. Return after 2 days to follow-up the status of application.	3. Verify the status of application	None	5 minutes	<i>Assistant Zoning Officer</i> Municipal Planning and Development Coordinator's Office
4. For approved application: Proceed to Treasurers Office for payment of Application.	4.1 Issue order of payment	I. Non-Environmental Critical Projects a. Subscription Fee - P40.00/each subscription b. Secretary Fee - P40.00 c. Zoning/Locational Clearance Fee - see table below	5 minutes	<i>Assistant Zoning Officer</i> Municipal Planning and Development Coordinator's Office <i>Revenue Collection Clerk I</i> Municipal Treasurer's Office
	4.2 Issue Official Receipt		5 minutes	
5. Receive Decision on Zoning/ Locational Clearance	5. Records and issues decision on Zoning/ Locational Clearance	None	1 minute	<i>Assistant Zoning Officer</i> Municipal Planning and Development Coordinator's Office



TOTAL		- 31 minutes	
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Zoning/ Locational Clearance Fees

Residential Structure, single detached, the project cost of which is:	
3. P 100,000.00 and below	P150,00.00
4. Over P 100,000.00	P150.00 + 1/10 of 1% in excess of P100,000.00
Apartments	
3. Project Cost of P 500,000.00 and below	P750.00 P750.00 + 1/10 of 1% in excess of P500,000.00
4. Project cost over P 500,000.00	regardless of the number of doors
Dormitories	
3. Project Cost of P 500,000.00 and below	P750.00 P750.00 + 1/10 of 1% in excess of P500,000.00
4. Project cost over P 500,000.00	regardless of the number of rooms
Institutional, the project cost of which is:	
1. P100,000.00 and below	P100,00.00
2. over P100,000.00	P1000.00 + 1/10 of 1% in excess of cost in excess of P100,00.00
	Same as original application.
Fences	P 100.00
Commercial/ Industrial/ Special Uses/ Special Project s/ the project cost of which is:	
3. P100,000.00 and below	P1000.00
4. Over P100,000.00	1,000.00 + 1/10 of 1% in excess of cost in excess of P 100,000.00
Alteration/ Expansion (affected areas/ cost of alteration/ expansion only	Same as original application
Fences	P100.00