

OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR

**ENGR. RAINIER J. CALICA**

*Municipal Planning and Development Coordinator*

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**A. ISSUANCE OF CERTIFICATE OF ZONING COMPLIANCE/LOCATIONAL CLEARANCE**

All enterprises and private persons constructing a new building or applying for expansion/renovation are required to secure a certificate of zoning compliance/locational clearance before applying for a building permit. This should be done before the start of construction to ensure that the building/business is allowed in the chosen location pursuant to the provision of the Zoning Ordinance and the Comprehensive Land Use Plan of the municipality.

**SERVICE SCHEDULE:**

Monday to Friday

8:00 AM – 5:00 PM

**REQUIREMENTS:**

Basic requirements (2 copies/document)

- a. Notarized Application Form
- b. Right over land
  - b.1. Registered in the name of the applicant
    - Photocopy of Certificate of Title
    - CTC of the latest Tax Declaration
    - Pro-forma Affidavit (not yet titled)
  - b.2. Not registered in the name of applicant
    - Notarized Deed of Sale/ Donation or Contract of Lease
    - Photocopy of owner's Certificate of Title/Tax Declaration
    - Notarized Deed of Sale/ Donation or Contract of Lease
    - Photocopy of owner's Certificate of Title/Tax Declaration
- c. Tax receipt for the current year
- d. Lot Plan
- e. Working Drawings
  - perspective
  - site development plan
  - vicinity map
- f. Bill of Materials/Specification
- g. CNC or ECC from DENR, if necessary
- h. CNC or Conversion Clearance from DAR, if necessary

**FEE/S:**

See schedule of fees

**HOW TO AVAIL OF THE SERVICE:**

Steps or Process		Duration/ Processing Time	Staff-in -Charge
Client	Service Provider		
Sign in Client Logbook		2 minutes	Leo Cabanban Joanne Rimorin
Secure Zoning Application Form	Verify as to compatibility; a. Conform-Permitted b. Inconformity-Locate alternative site Provide short briefing on the service and its requirements	5 minutes	Leo Cabanban Engr. Rainier J. Calica
Submit pertinent documents	Receive and review documents	30 minutes	Engr. Rainier J. Calica
	Site inspection and verification	30 min – 1 hour	Leo Cabanban
Pay the required fees at the Treasurer's Office	Assessment of fees	5 minutes	Leo Cabanban
	Process the application	20 minutes	Engr. Rainier J. Calica Leo Cabanban
Get approved permit	Signing and issuance of permit	5 minutes	Engr. Rainier J. Calica
<b>END OF TRANSACTION Total Processing Time</b>		<b>127 minutes</b>	

**B. ISSUANCE OF ZONING CERTIFICATION (RECLASSIFICATION OF EXISTING LAND USE)**

**SERVICE SCHEDULE:**

Monday to Friday

8:00 AM – 5:00 PM

**REQUIREMENTS:**a. Photocopy of Certificate of Title or CTC of the latest Tax Declaration  
b. Tax receipt for the current year

**FEE/S:**Php500.00 plus Php15.00 documentary stamp

**HOW TO AVAIL OF THE SERVICE:**

Steps or Process		Duration/ Processing Time	Staff-in -Charge
Client	Service Provider		
Sign in client logbook		2 minutes	Leo Cabanban Joanne Rimorin
Submit pertinent documents	Receive documents	3 minutes	Leo Cabanban
	Verification as to land use	15 minutes	Leo Cabanban
Pay required fees at the Municipal Treasury Office	Assessment of fees	5 minutes	Leo Cabanban
Get approved permit	Processing and issuance of permit	5 minutes	Engr. Rainier J. Calica
<b>END OF TRANSACTION Total Processing Time</b>		<b>30 minutes</b>	

**C. PROVISION OF TECHNICAL INFORMATION/ASSISTANCE**

The Municipal Planning and Development Office provides technical assistance to barangays, NGOs and other offices within the municipal government in the implementation of their programs and projects.

**SERVICE SCHEDULE:**

Monday to Friday 8:00 AM – 5:00 PM

**REQUIREMENTS:** a. Valid Identification Card

b. Letter of Request

**FEE/S:** See schedule of fees

**HOW TO AVAIL OF THE SERVICE:**

Steps or Process		Duration/ Processing Time	Staff-in -Charge
Client	Service Provider		
Sign in Client Log Book	Undertake brief interview	5 minutes	Florence Rulloda Arlene Catbagan Edita Baltazar Joanne Rimorin
Pay the required fees	Assess fees	5 minutes	Florence Rulloda Arlene Catbagan Edita Baltazar Joanne Rimorin
Get requested data	Prepare/process data/assistance needed	10 minutes (depending on volume of data needed)	Florence Rulloda Arlene Catbagan Edita Baltazar Joanne Rimorin
<b>END OF TRANSACTION Total Processing Time</b>		<b>20 minutes</b>	

NAME OF FEE	SCHEDULE OF FEES AMOUNT
<b>I. ZONING/LOCATION CLEARANCE</b>	
<b>A. Single residential structure attached or detached</b>	
1. P100,000 and below	P240.00
2. Over P100,000 to P200,000	480.00

3. Over P200,000 600+1/10 of 1% in excess of P200,000.00

**B. Apartments/Townhouses**

1. P500,000 and below P1,200.00  
 2. Over P500,000 to P2 Million 1,800.00  
 3. Over P2 Million 2,500+1/10 of 1% of cost in excess of 2M  
regardless of the number of doors

**C. Dormitories**

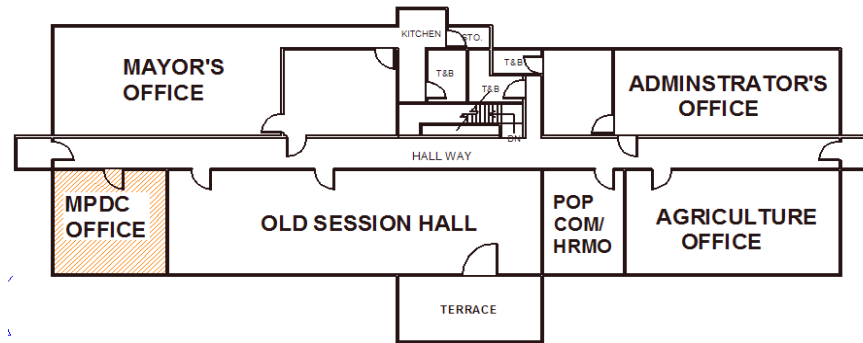
1. P2 million and below P3,000.00  
 2. Over P2 Million 3,000.00+1/10 of 1% of cost in excess of P2M  
regardless of the number of doors

**D. Institutional**

Project cost of which is  
 1. Below P2 Million P2,400.00  
 2. Over P2 Million 2,400+1/10 of 1% of cost in excess of P2M

**E. Commercial, Industrial and Agro-Industrial Project**

cost of which is:  
 1. Below P100,000 P1,200.00  
 2. Over P100,000-P500,000 1,800.00  
 3. Over P500,000-P1 Million 2,400.00  
 4. Over P1 Million-P2 Million 3,600.00  
 5. Over P2 Million 6,000.00+1/10 of 1% of cost in excess of P2M



**SECOND FLOOR PLAN**