

OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT OFFICER

ENGR. RAINIER J. CALICA

MPDC

Service Schedule

MONDAY-FRIDAY 8:00 AM - 5:00 PM

Frontline Services

- 1. Issuance of Certificate of Zoning Compliance/Locational Clearance**
- 2. Issuance of Zoning Certification (Reclassification of Existing Land Use)**
- 3. Provision of Technical Information/Assistance**

1. 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.

Requirements:

- Basic requirements (2 copies/document)
- Notarized Application Form
- Right over land
 - 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)
 - 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
- Tax receipt for the current year
- Lot Plan
- Working Drawings
 - perspective
 - site development plan
 - vicinity map
- Bill of Materials/Specification
- CNC or ECC from DENR, if necessary
- CNC or Conversion Clearance from DAR, if necessary

Fees:	
A. Single residential structure attached or detached	
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

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
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

2. ISSUANCE OF ZONING CERTIFICATION (RECLASSIFICATION OF EXISTING LAND USE)

Requirements:

- Photocopy of Certificate of Title or CTC of the latest Tax Declaration
- Tax receipt for the current year

Fees:

Php500.00 plus Php15.00 documentary stamp

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
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
Sign in client logbook		2 minutes	Leo Cabanban Joanne Rimorin

3. 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.

Requirements:

- Valid Identification Card
- Letter of Request

Fees:

See schedule of fees

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
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	
Get requested data	Prepare/process data/assistance needed	10 minutes (depending on volume of data needed)	
Sign in Client Log Book	Undertake brief interview	5 minutes	
Pay the required fees	Assess fees	5 minutes	
Get requested data	Prepare/process data/assistance needed	10 minutes (depending on volume of data needed)	