



C. MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

1. ISSUANCE OF LOCATIONAL CLEARANCE				
Locational Clearance is issued for the purpose of ensuring that the structure is compliant to Zoning Ordinance and National Zoning regulations				
Office/Division:	Office of the MPDC			
Classification:	Complex			
Type of Transaction:	Government to Client; Government to Business; Government to Government			
Who may avail:	Building/Structure Owners			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Notarized Application Form (in duplicate),			Office of the MPDC	
Vicinity Map/site Location drawn to scale 1: 25,000 (1 Blue Print)			Office of the Assessor/Surveyor	
Certificate of Transfer of Title (TCT) (1 Photocopy)			Office of the Assessor/Surveyor	
Current Tax Receipt (1 Photocopy)			Office of the Assessor/Surveyor	
Tax Declaration (1 Photocopy)			Register of Deeds Province	
special power of attorney from the owner, In case the property is not registered in the name of the applicant (1 Original Copy)			Lawyer	
Bill of Materials (1 Photocopy)			Civil Engineer	
Barangay Resolution (for Special Project/Special Uses like cemeteries/memorial parks, gasoline stations, cockpit poultry and piggery, base stations of cellular mobile, etc.) (1 Photocopy)			Barangay Hall	
Note: other documents not specified may be required depending on the type of project applied for (ECC, CNC, and clearance from other government agencies).			DENR	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure application form at the office of the MPDC	1. Provides application Form and requirements		3 minutes	ENGR. DAN P. PLAGATA <i>MPDC</i> OR CYRIL PAMOCOL <i>MPDC STAFF</i>
2. Submit set of application requirements	2. 1. Receives and evaluates completeness of application documents 2.2. Issue Order of Payment for inspection fee		10 minutes	ENGR. DAN P. PLAGATA <i>MPDC</i>
3. Pay corresponding amount	3.1. Accept payment based on the order of	P 100.00	15 minutes	Eleazar M. Belloga



at the office of the Municipal Treasurer	payment 3.2. Issue Official Receipt			<i>LRCO I OR Precious Christy Compas Cashier- Designate</i>
4. Return to the Office of the MPDC & present proof of payment	4.1. Conduct site inspection 4.2. Prepare Inspection/Evaluation report 4.3. Inform client of the result of inspection		1 hour (depending on site location)	ENGR. DAN P. PLAGATA MPDC
5. If structure location is compliant with Zoning Ordinance Get the order of payment for the Zoning Fee and pay at the office of the Municipal Treasurer.	5. Issue order of payment	<ul style="list-style-type: none"> • Single residential structure attached or detached • P100,000 and below – P288 • Over P100,000 to P200,000 - P576 • Over P200,000 - P720.00 plus 1/10 of 1% in excess of P200,000 	15 minutes	ENGR. DAN P. PLAGATA MPDC
6. Return to the Office of the MPDC and present proof of payment	6. Check proof of payment and prepare Locational Clearance		10 minutes	Eleazar M. Belloga LRCO I OR Precious Christy Compas Cashier- Designate
7. Get the Zoning Clearance	7. Records and release Locational Clearance		10 minutes	ENGR. DAN P. PLAGATA Deputized Zoning Administrator
	TOTAL:			



2. ISSUANCE OF BUSINESS ZONING CERTIFICATION

Business zoning certification is issued for the purpose of ensuring that the structure is compliant to Zoning Ordinance and National Zoning regulations

Office/Division:	Office of the MPDC			
Classification:	Simple			
Type of Transaction:	Government to Business			
Who may avail:	Business Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished Unified Application Form for Business Permit		BPLO		
Barangay Business Clearance (1 photocopy)		Barangay Hall		
Sanitary Permit (1 photo copy)		Rural Health Unit		
Proof of business registration, incorporation or legal personality (1 photocopy)		DTI Negosyo Center, SEC, CDA		
Health Certificate (for food handlers) (1 photocopy)		Rural Health Unit		
Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present accomplished business permit form together with the required documents	1. 1. Receive and review documents as to completeness and logs pertinent data		3 minutes	ENGR. DAN P. PLAGATA MPDC
2. Wait for the result of site inspection (for new business)	2.1.a. For new business application, conduct site inspection and notify client of the result 2.1.b . For renewal, proceed to step 3		1 hour or less (depends on the location)	ENGR. DAN P. PLAGATA MPDC
3. Receive Business Zoning Certification	3.1. Prepare, record and release Business Zoning Certification		2 minutes	ENGR. DAN P. PLAGATA MPDC
	TOTAL:			



3. ISSUANCES OF ZONING CERTIFICATION (LAND USE)

Zoning Certification (Land Use) is issued for the purpose of ensuring that the project location is compliant to Zoning Ordinance and National Zoning regulations

Office/Division:	Office of the MPDC			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Property Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Title (1 photo copy)		Municipal Assessor Office		
Tax Declaration (1 photo copy)		Municipal Assessor Office		
Lot Plan (1 blue print)		Municipal Assessor Office/Surveyor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Requirements	1. Receives and Evaluates documents, records all pertinent data and advises client to pay to the Municipal Treasurer's Office		5 minutes	ENGR. DAN P. PLAGATA <i>MPDC</i>
2. Pays corresponding fees at the Municipal Treasurer's Office	2. Accepts payment and issue Official Receipt	100.00		AMALIA Q. PAMOCOL <i>Municipal Treasurer</i>
3. Presents Official Receipt	3. Prepares reviews and signs Zoning Certification		7 minutes	ENGR. DAN P. PLAGATA <i>MPDC</i>
4. Receives Zoning Certification	4. Records and releases Zoning Certification		2 minutes	ENGR. DAN P. PLAGATA <i>MPDC</i>
	TOTAL:			



4. SUBDIVISION APPROVAL

SUBDIVISION APPROVAL may be availed by property owners contractor, developers, etc. for the purpose of land subdivision and development

Office/Division:	Office of the MPDC
Classification:	Highly Technical
Type of Transaction:	Government to Client
Who may avail:	Property owners, contractor, developers, etc.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Subdivision Plan (blue print) 6 copies	Municipal Assessor Office/Surveyor
Vicinity Map or Location Plan (blue print) 6 copies	Municipal Assessor Office/Surveyor
Lot Plan (blue print) 6 copies	Municipal Assessor Office/Surveyor
Deed of partition/adjudication/subdivision agreement 6 copies	Lawyer
Certified True Copy of Titles 6 copies	Register of Deeds, Province
Original Sketch Plan based on TCT 6 copies	Municipal Assessor/Surveyor
Zoning Verification 6 copies	Deputized Zoning Administrator
Special Power of Attorney/ affidavit of consent 6 copies	Lawyer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required Documents	1.1.Receives and evaluate completeness of requirements 1.2. Issue order of payment for complete requirements		15 minutes	ENGR. DAN P. PLAGATA <i>MPDC</i>
2. Get order of Payment for inspection fee and pay to the office of the Municipal Treasurer	2. Receive payment and issue Official Receipt	P100.00	6 minutes	Eleazar M. Belloga <i>LRCO I</i> or Precious Christy Compas <i>Cashier- Designate</i>
3. Return to the Office of the MPDC and present proof of payment	3. Receives the Proof of payment		15 minutes	ENGR. DAN P. PLAGATA <i>MPDC</i>
4. Wait for the result of inspection	4.1. Conduct Site inspection 4.2. Notify client of the result of inspection 4.3. Issue order of payment to viable application		1 hour (depending of site location)	ENGR. DAN P. PLAGATA <i>MPDC</i>
5. Get order of payment for final	5. Receive Payment based on the order of	Refer to Municipal		Eleazar M. Belloga



processing fee and pay to the Office of the Municipal Treasurer	payment	Revenue code	6 minutes	<i>LRCO I</i> or Precious Christy Compas <i>Cashier- Designate</i>
6. Return to MPDO and present proof of payment	6.1. Receive proof of payment 6.2. Prepare evaluation report and necessary documents and endorsement to the Sangguniang Bayan for approval		10 minutes	ENR. DAN P. PLAGATA <i>MPDC</i>
7. Wait for the decision of the Sangguniang Bayan	7.1. Conduct Committee meetings/hearings 7.2. Issue resolution for zoning decision 7.3. Furnish MPDO of the result		Depends on Zoning regulations	SANGUNIANG BAYAN Chairman on Land Use
8. Receive Subdivision Approval	8. Prepare, record and release Subdivision Approval		5 to 7 days	
	TOTAL:			