



MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

CITIZEN'S CHARTER

ISSUANCE OF ZONING CLEARANCE/PERMIT PRIOR TO BUSINESS PERMIT APPLICATION

Zoning is a procedure to segregate uses that are thought to be incompatible and to prevent new development from interfering with existing uses and/or to preserve the character of a community. Zoning clearance is a municipal's procedure to verify that a proposed land use or structure is allowed in the applicable zoning district. This also determine if the project complies with the development standards of its zoning code.

Office/Division	Municipal Planning and Development Office
Classification	Complex
Type of Transaction	G2C, G2B
Who may avail	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Duly accomplished and notarized application form (2 copies) 2. Any of the following relative to RIGHT OVER LAND (2 copies): <ol style="list-style-type: none"> a. TCT (photocopy) b. Copy of the latest tax declaration c. Deed of sale, Deed of donation, Contract of Lease or Authorization to use land 3. Vicinity Map/Location Map – Sketch (2 copies) 4. Bill of materials/Estimated cost/Capitalization (2 copies) 5. Tax Clearance (2 copies) 6. Barangay Clearance (2 copies) 	<p>Notary Public</p> <p>BIR</p> <p>To be prepared by the requesting client</p> <p>To be prepared by the requesting client</p> <p>BIR</p> <p>Barangay hall – Barangay Secretary</p>
Additional Requirements for Certificate of Zoning Compliance (Business)	
<ol style="list-style-type: none"> 1. DTI (photocopy) 2. For Water Refilling Stations – Water Potability Test 3. Environmental Compliance Certificate (ECC) for Environmentally Critical Projects or CNC (Certificate of Non-Coverage) 4. Certification for Cellular 	<p>DTI</p> <p>From recognizing testing facility</p> <p>DENR</p> <p>NTC</p>

Stations/Radio Stations 5. Certification for Cemeteries/Memorial Parks/Radio/Cellular Station 6. Conversion order for Projects located on agricultural zones	DOH DAR			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to MPDO and sign in the client's logbook	Give the client's logbook to the client	None	1 minute	Administrative Division Staff, MPDO
2. Submit all the requirements for specific projects	Check and evaluate submitted requirements Conduct zoning inspection and report Assess all fees to secure if necessary	None	5 minutes	Mr. Allan Castanarez Zoning Officer, MPDO
3. Pay the assessed fees at the Municipal Treasurer's Office (MTO)	Received the payment Issue the official receipt	Depends upon the scope of the project	2 minutes	Treasurer's Office Staff
4. Return to MPDO for the releasing of Zoning Clearance/ Permit	Prepare the Zoning Clearance/Permit Sign the Zoning Clearance/Permit Issue the Zoning Clearance/Permit	None	5 minutes	Mr. Allan Catanarez Zoning Officer, MPDO
TOTAL			13 minutes	

ISSUANCE OF LOCATIONAL CLEARANCE PRIOR TO BUSINESS PERMIT APPLICATION

Locational clearance is another municipal's procedure to verify that a proposed land use or structure is allowed in the applicable zoning district in accordance

Office/Division	Municipal Planning and Development Office
Classification	Complex
Type of Transaction	G2C, G2B
Who may avail	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished and notarized application form (2 copies)	Notary Public
2. Any of the following relative to RIGHT OVER LAND (2 copies): a. TCT (photocopy) b. Copy of the latest tax declaration c. Deed of sale, Deed of donation, Contract of Lease or Authorization to use land	BIR
3. Vicinity Map/Location Map – Sketch (2 copies)	To be prepared by the requesting client
4. Site Development Plan	To be prepared by the requesting client
5. Waiver if Non-conformance/ Sangguniang Bayan Resolution	Sangguniang Bayan Office
6. Bill of materials/Estimated cost/Capitalization (2 copies)	To be prepared by the requesting client
7. Tax Clearance (2 copies)	BIR
8. Barangay Clearance (2 copies)	Barangay hall – Barangay Secretary
Additional Requirements for Certificate of Zoning Compliance (Business)	
1. Environmental Compliance Certificate (ECC) for Environmentally Critical Projects or Certificate of Non-Coverage (CNC)	DENR
2. Certification for Cellular Stations/Radio Stations	NTC
3. Certification for Cemeteries/Memorial Parks/Radio/Cellular Station	DOH
4. Conversion order for Projects located on agricultural zones	DAR
Requirements for Locational Clearance Subdivisions Projects (Preliminary Approval)	
Two (2) sets of the following documents duly signed and sealed by an Architect/Engineer/Environment Planner:	

1. Site Development Plan (Schematic Plan) showing the proposed lay-out	To be prepared by the requesting client
2. Vicinity Map with a minimum radius of 2KM from the periphery of the project to the existing facilities and infrastructure	To be prepared by the requesting clients
3. Surveys Plans of Lot(s) as described in the TCT/s	To be prepared by the requesting clients
4. Certified true copies of Title(s) and Tax Declaration(s)	BIR
5. Certificate of non-tenancy from the Department of Agrarian Reform of an Affidavit of Waiver of tenants if the land is in agricultural/pasture land planted to rice and corn	DAR
6. Barangay Clearance/Certification approving the project	Barangay hall – Barangay Secretary
7. Environmental Compliance Certificate (ECC) issued by DENR	DENR

Requirements for Poultry and Piggery Projects

1. Vicinity Map – Drawn to scale 1:10,000 showing exact location of proposed site and all existing adjacent land uses/establishments within 500 meter radius from the proposed site and access road leading to it, duly signed by a licensed geodetic engineer.	To be prepared by the requesting client
2. Site Development Plan – Drawn to scale of 1:200 indicating lot property boundaries, circulation, road network, buildable area/building, site parking and future expansion, if any, signed and sealed by a duly licensed environmental planner	To be prepared by the requesting client
3. Certified true copy of TCT or Contract of Sale or Lease	BIR
4. Environmental Compliance Certificate (ECC) or Certificate of non-Compliance from Environmental Management Bureau 9EMB-Regional Office(s) as required under P.D. 1586 “Philippine Environmental Impact	DENR

<p>Statements (EIS) Systems” and it’s implementing rules and regulations.</p> <p>5. Conversion Order (CO) or Exemption Clearance (EC0 from DAR if Agricultural Zone</p> <p>6. Site clearance from the local health officer or municipality veterinarian concerned on the suitability of the location pursuant to chapter IX of P.D. 856’s IRR on nuisance and offensive Trade and Occupation.</p>		<p>DAR</p> <p>Municipal Health Office</p>		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Proceed to MPDO and sign in the client’s logbook</p>	<p>Give the client’s logbook to the client</p>	<p>None</p>	<p>1 minute</p>	<p>Administrative Division Staff, MPDO</p>
<p>2. Submit all the requirements for specific project</p>	<p>Check and evaluate submitted requirements</p> <p>Conduct zoning inspection and report</p> <p>Assess all fees to secure if necessary</p>	<p>None</p>	<p>5 minutes</p>	<p>Mr. Allan Castanarez Zoning Officer, MPDO</p>
<p>3. Pay the assessed fees at the Municipal Treasurer’s Office (MTO)</p>	<p>Received the payment</p> <p>Issue the official receipt</p>	<p>Depends upon the scope of the project</p>	<p>2 minutes</p>	<p>Municipal Treasurer’s Office (MTO) Staff</p>
<p>4. Return to MPDO for the releasing of zoning clearance/permit</p>	<p>Prepare the zoning clearance/permit</p> <p>Sign the zoning clearance/permit</p> <p>Issue the zoning clearance/permit</p>	<p>None</p>	<p>5 minutes</p>	<p>Mr. Allan Castanarez Zoning Officer, MPDO</p>
TOTAL			13 minutes	

RESEARCH STATISTICS/MONITORING AND EVALUATION SERVICES (RELEASING OF DATA)

Securing data is a viable solution to the dissemination of government information. Its purpose is to improve the government transparency, foster civic engagement and offer new and innovative service possibilities.

Office/Division	Municipal Planning and Development Office
Classification	Complex
Type of Transaction	G2C, G2B, G2G
Who may avail	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> Letter request (1 original copy) Approved letter request (1 original copy, 1 photocopy) Official Receipt (1 original copy, 1 photocopy) 	<p>To be prepared by the requesting client Office of the Mayor – Municipal Mayor</p> <p>Municipal Treasurer’s Office (MTO) - Cashier</p>

CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Mayor’s Office and present the letter request for data	Require the client to sign in the logbook	None	2 minutes	Mayor’s Office Staff
	Present the letter request to the Local Chief Executive (LCE) for his approval		10 minutes	Hon. Ronaldo M. Morada Municipal Mayor
	Give the approved request to the client and instruct him/her to proceed to the MPDO		2 minutes	Mayor’s Office Staff
2. Proceed to MPDO and present the approved letter request for data	Review the approved letter request and advise the client to pay the corresponding research fee to MTO	None	10 minutes	Engr. Mary Shaira Fonte Project Evaluation Officer – Designate, MPDO
3. Proceed to MTO for the processing of payment	Received payment and issue official receipt	Depends of the number of pages	2 minutes	Municipal Treasurer’s Office Staff
4. Return to	Review the official	None	2 minutes	Engr. Mary

MPDO and present the official receipt	receipt issued and release the requested documents/data/profile			Shaira Fonte Project Evaluation Officer – Designate, MPDO
TOTAL			38 minutes	



PLANNING AND PROGRAMMING SERVICES

The purpose of this service is to assist the Barangays, Sangguniang Kabataan and other development planning stakeholders in the preparation/formulation of their development plans and other mandatory thematic plans required from them. This service is also being provided to ensure that all their plans were aligned to the existing municipal development plans and are supportive of the municipal development goals and objectives, thus contributes to the attainment of the municipal vision.

Office/Division	Municipal Planning and Development Office
Classification	Highly Technical
Type of Transaction	G2G
Who may avail	Barangay Local Government Units, Sangguniang Kabataan and other members of Technical Working Group involved in the formulation of various development and thematic plans who needs technical assistance.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Draft of Plan to be reviewed		To be prepared by the requesting client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the MPDO and present the draft plan for inquiries and assistance on the preparation and review	Assist and orient the client on the standard and process of preparation of the subject plan	None	30 minutes	EnP. Mediatrix T. Lusterio, Planning Officer II
2. Return to the MPDO after 2 -3 days for the comments and corrections on the draft plan	Review the draft plan based on the existing guidelines	None	3 days	EnP. Mediatrix T. Lusterio Planning Officer II
3. Revise/ update plan based on the review findings and recommendations	Received and recheck the updated draft plan as to its compliance to the review findings	None	3 days	EnP. Mediatrix T. Lusterio, Planning Officer II
4. Return the updated draft	If the updated plan is correct and	None	2 days	EnP. Mediatrix T. Lusterio

<p>plan to the MPDO for final evaluation and checking</p>	<p>compliant to the review findings, return it to the client for finalization. However, if the plan is still non-compliant, return the same to the client for further revision/updating</p>			<p>Planning Officer II</p>
<p>5. If the draft plan is yet again not compliant to the review findings, conduct further revision and resubmit to the MPDO for another review process. If the draft plan is already correct and compliant to the review findings, finalize the plan and submit one (1) copy to the MPDO</p>	<p>Received one (1) copy of final plan, record transaction and compile</p>	<p>None</p>	<p>5 minutes</p>	<p>Administrative Staff</p>
<p>TOTAL</p>			<p>8 days & 35 minutes</p>	