

ZONING/PLANNING SERVICES

SECURING DATA FROM THE MUNICIPAL PLANNING & DEVELOPMENT COORDINATOR'S OFFICE

☑ ABOUT THE SERVICES

All information and development plans about the municipality

This includes:

- **Socio-Economic Profiles**
- **Other Municipal Statistics**
- **Procedures to avail the service**

- **Economic Development Data**
- **Land Use Plan**

Requirements : None

Fees : None

☑ HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE You	PLEASE APPROACH
<p>1. Inquiry</p> <ul style="list-style-type: none"> • Approach frontline personnel who will refer him to the person in-charge of 	<p>2 minutes</p>	<p>MDPC Clerk</p>

the data being requested.		
<p>2. Verify Information Availability</p> <ul style="list-style-type: none"> Person in-charge verifies if information required is available. 	5 minutes	MPDC Clerk
<p>3. Access Information</p> <ul style="list-style-type: none"> If data is available, clients wait while the person in-charge accesses the information. Otherwise, the client is referred to other probable sources of information. 	5 minutes	Engr. Cesar B. Salazar Jr. MPDC
4. Review and Verification	5 minutes	

<ul style="list-style-type: none"> • Person in-charge reviews and verifies the information to be given to the client. 		
<p>5. Photocopy Documents</p> <ul style="list-style-type: none"> • If original documents may not be given, clients leave an ID card with the person in charge and are allowed to photocopy documents. If documents were photocopied, clients return the original documents & retrieve his ID card. 	<p>3 minutes</p>	
<p>6. Secure E-Copy of Documents</p> <ul style="list-style-type: none"> • Client provides his USB/CD while person in-charge copy requested documents. 	<p>2 minutes</p>	<p>MPDC Clerk</p>

AVAILING ON TECHNICAL ASSISTANCE ON DEVELOPMENT PLANNING

☑ ABOUT THE SERVICES

The Office of the MPDC will provide assistance to all the developmental plans including trainings/project proposals.

This includes:

- Comprehensive Barangay Development Planning**
- Annual Investment Program**
- Local Development Investment Plan**
- Comprehensive Development Plan**

Requirements : None

Fees : None

☑ HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE You	PLEASE APPROACH
1. Inquiry <ul style="list-style-type: none">• Approach frontline personnel who will refer him to the person in charge of the developmental planning activity being requested.	2 minutes	MPDC Clerk
2. Request for availability of requested activity	2 minutes	MPDC Clerk

<ul style="list-style-type: none"> • Client presents request letter address to the LCE & MPDC for the conduct of the said activity and leaves contact number if request is granted or declined. 		
<p>3. Approval of Request</p> <ul style="list-style-type: none"> • Client receives letter or formal call from the office for granting/decline of request. 	2 days	Engr. Cesar B. Salazar Jr. MPDC
<p>4. Scheduling of activity</p> <ul style="list-style-type: none"> • Client receives schedule of conduct of the activity. 	5 minutes	Engr. Cesar B. Salazar Jr. MPDC

SECURING CERTIFICATE OF SITE ZONING CLASSIFICATION

☑ ABOUT THE SERVICES

Site Zoning Classification is requested for record and reference purpose. The Municipal Comprehensive Land Use Plan (CLUP) was last updated during the year 2011.

Requirements :

- **Application Form**
- **Tax Clearance**
- **Certificate Fee (Official receipt of payment)**
- **Community Tax Certificate (Sedula)**

If lot is not owned:

- **Certification Fee - P200.00**
- **Affidavit Fee - P25.00**

☑ HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Assessment of Application form and other requirements</p> <ul style="list-style-type: none"> • Submit application form and other requirements 	<p>5 minutes</p>	<p>Engr. Cesar B. Salazar Jr. MPDC/Zoning Officer</p>

<p>2. Payment of Fees</p> <ul style="list-style-type: none"> ● Proceed to Municipal Treasurer's Office; secure tax clearance, certification fee, affidavit fee (if applicable) with official receipts. 	<p>3 minutes</p>	<p>Mrs. Juditha F. Tinampay Municipal Treasurer</p>
<p>3. Review and Verification</p> <ul style="list-style-type: none"> ● Officer in-charge reviews and verifies submitted requirements and prepares certificate. 	<p>5 minutes</p>	<p>Engr. Cesar B. Salazar Jr. MPDC/Zoning Officer</p>
<p>4. Issuance of Certificate</p> <ul style="list-style-type: none"> ● Officer in-charge secures the signature of the Zoning Administrator. 	<p>2 minutes</p>	<p>Engr. Cesar B. Salazar Jr. MPDC/Zoning Officer</p>

SECURING LOCATIONAL CLEARANCE

☑ ABOUT THE SERVICES

Locational Clearance (LC) is a written authorization/permit granted by the board allowing the development and/or use of areas or any parcel of land based on the approved zoning ordinance, general land use plan or development plan of the municipality. The Municipal Comprehensive Land Use Plan (CLUP) was last updated during the year 2011 and its Zoning Ordinance was approved in 2012.

Requirements :

- Application Form duly and notarized**

- **Proof of ownership over the land to be used**
Certificate of title in the name of the applicant or any of the following documents together with the owner's certificate of title or tax declaration in it's absence:
 - i. Deed of sale in the name of the applicant**
 - ii. Deed of Donation**
 - iii. Contract of Lease**
 - iv. Authorization to use the land from the landowner**
- **Vicinity Map or Location Plan**
- **Site Development Plan or Lot Plan showing lot area boundaries and dimensions of proposed improvements within the project site**
- **Floor plan of the proposed/existing project**

- **Filing fee to be computed upon submission of complete documents**
- **DAR Conversion Clearance if project is agricultural land**
- **For Industrial Projects:**
 - a. **Equity Participating Agreement/Lot Supply Contract for sawmill**
 - b. **Description of Industry/Feasibility Study and Engineer's Information Report**
 - c. **Flow of manufacturing process/diagram/chart**
 - d. **Certified true copy of the current real state tax receipt**
 - e. **Clearance from DENR-EMB**
 - f. **Affidavit of Non-objection from neighbors**
 - g. **Affidavit of Non-expansion**

- **For Special Projects:**
 - a. **Complete Engineering Plans and Designs**
 - b. **Affidavit of Non-objection from neighbors**
 - c. **Site Inspection Report (if necessary)**
- **Environmental Compliance Certificate (ECC) by DENR-EMB**

FEES:

A. Residential structure single attached/detached, the project cost of which is:

- a. **P100,000.00 and below - P200.00**

- b. Over P100,000.00 to P200,000.00 - P400.00**
- c. Over P200,000.00 - P500.00+1/10 of 1% in excess of P200,000.00**

B. Apartments/Townhouses

- 1. P500,000.00 and below - P1,000.00**
- 2. Over P100,000.00 to P200,000.00 - P1,500.00**
- 3. Over P200,000.00 - P2,500.00+1/10 of 1% of cost excess of P2M regardless of the number of doors**

C. Dormitories

- 1. P2 Million and below** - **P2,500.00**
- 2. Over P2 Million** - **P2,500.00+1/10 of 1% of cost in excess of P2 Million regardless of the number of doors**

D. Institutional

- 1. Below P2 Million** - **P2,000.00**
- 2. Over P2 Million** - **P2,000.00 + 1/10 of 1% of cost in excess of P2M**

E. Commercial, Industrial, Agro-Industrial Project Cost of which is:

- 1. P100,000.00 and below - P1,000.00**
- 2. Over P100,000.00 - P1,500.00**
- 3. Over P500,000.00-P1 Million - P2,000.00**
- 4. Over P1 Million – P2 Million - P3,000.00**
- 5. Over P2 Million - P5,000+1/10 of cost
in excess of P2 M**

F. Special Use/Special Projects

**(Gasoline station, cell sites, slaughter house, treatment plan,
etc.)**

- 1. Below P2 Million - P5,000.00**
- 2. Over P2 Million - P5,000.00+1/10 of cost in**

excess of P2 M

J. Alteration/Expansion (affected areas)

Application cost of expansion same as original

☑ HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Assessment of Application form and other requirements <ul style="list-style-type: none">• Submit application form and other requirements	10 minutes	Engr. Cesar B. Salazar Jr. MPDC/Zoning Officer
2. Review and Verification	10 minutes	Engr. Cesar B. Salazar Jr. MPDC/Zoning Officer

<ul style="list-style-type: none"> • Officer in-charge reviews and verifies submitted requirements and prepares locational clearance 		
3. Payment of fees <ul style="list-style-type: none"> • Proceed to Municipal Treasurer's Office; secure filing fees 	5 minutes	Ms. Juditha F. Tinampay Municipal Treasurer
4. Issuance of Locational Clearance/Certificate <ul style="list-style-type: none"> • Zoning Clearance and Certification 	5 minutes	Engr. Cesar B. Salazar Jr. MPDC/Zoning Officer
5. Approved of Zoning Clearance/ Certification duly signed by Zoning Administrator	1 minute	Engr. Cesar B. Salazar Jr. MPDC/Zoning Officer
6. Releasing of Zoning Clearance <ul style="list-style-type: none"> • Record, keeping and release 	2 minutes	MPDC Staff