



- c) *One (1) day to two (2) days for new business permit applications, and*
- d) *One (1) day for business permit renewals*

Chapter VIII

Municipal Planning and Development Office (MPDO)

Internal Services



1. Municipal Development Council (MDC) Resolutions Endorsing Barangay Resolutions Requesting for Funding of Projects to the Sangguniang Bayan Office (SBO)

The Municipal Planning and Development Office (MPDO) through the Municipal Planning and Development Coordinator (MPDC) serve as the Secretariat of the Municipal Development Council and is responsible in the transcription of minutes of meeting and in the preparation of Municipal Development Council- Executive Committee Resolutions.

Office or Section	MPDO			
Classification	Complex			
Type of Transaction	G2G – Government to Government			
Who may avail	<ul style="list-style-type: none"> - Barangay LGU; - National Agencies; - Different Offices 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Resolution/s		Barangay Hall of the concerned		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal Lobby and Office Lobby	1. Give the Log Book to the client	None	6 minutes	<i>Public Assistance Desk Officer</i> Municipal Lobby <i>Administrative Aide IV</i> MPDO
2. Give the required	2.0 Receive the required documents	None	10 minutes	<i>Administrative Aide IV</i> MPDO



documents to frontline personnel for initial review and recording	and check for completeness			
	2.1 Duly record the document in the Log Book of incoming Communications			
	2.2 Check the Resolution/s submitted if it is incorporated in the Barangay Development Plan (BDP) or Annual Investment Program (AIP) of the Barangay concern. <i>Note:</i> <i>Thursday</i> – Cut-off date of receipt of requests (Barangay Resolutions) <i>Monday</i> – Executive Committee Meeting	None	4 hours	<i>Administrative Assistant II;</i> <i>Statistician Aide;</i> MPDO
3. Wait for the processing of the resolution and be back after 5 working days	3. Prepare Municipal Development Council (MDC) - Executive Committee Resolution/s to be signed during weekly regular meeting	None	5 days	<i>Municipal Planning and Development Coordinator (MPDC)</i> MPDO
4. Return to the Municipal Planning and Development Office for the release of the BLGU copy of	4. Release approved copy of the Municipal Development Council – Executive Committee	None	1 day	<i>MPDC</i> MPDO



the MDC-ExeCom resolution/s	(MDC-ExeCom) Resolution/s <i>* Copy is forwarded to the SB for proper endorsement/action</i>			
TOTAL		None	6 days, 4 hours, 16 minutes	

External Services



1. Inquiry for the Issuance of Locational Clearance/Zoning Certification

All enterprise and private persons constructing a new building or applying for expansion/renovation are required to secure a Locational Clearance prior to the application for building permit. Query/ies on the needed requirements and processes to be undertaken will be briefly explained by the Zoning Officer to ensure that client be properly informed on what to secure before filing such application.

Office or Section	MPDO – Zoning Section			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
Who may avail	- All; - Enterprise and private persons constructing a new building or applying for expansion/ renovation			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal Lobby and Office Lobby	1. Give the Log Book to the client	None	6 minutes	<i>PACD</i> Municipal Lobby <i>Administrative Aide IV</i> MPDO
2. Inquire on the requirements needed and processes for the application for	2.0 Interview client based on proposed project/s	None	30 minutes	<i>Zoning Officer II</i> MPDO



Locational Clearance	2.1 Discuss the Locational Clearance Application Form and Checklist of Documentary Requirements (2 copies each) 2.2 Answer query(ies) if there are any			
TOTAL		None	36 minutes	

2. Issuance of Geographic Information System (GIS) Map/s

The service provides technical assistance in presenting all types of geographical data needed by the client especially for research and planning purposes.

Office or Section	MPDO			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen; G2B – Government to Business G2G – Government to Government			
Who may avail	All; Agencies; Researchers/ Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request		Head of the agency or personal letter of the availing service		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal Lobby and Office Lobby	1. Give the Log Book to the client	None	6 minutes	<i>Public Assistance Desk Officer</i> Municipal Lobby <i>Administrative Aide IV</i> MPDO
2. Give the written request to the frontline personnel for proper recording	2.0 Receive the written request 2.1 Duly record the document in the Log Book of	None	10 minutes	<i>Administrative Aide IV</i> MPDO



	Incoming Communications 2.2 Refer the client to the concerned personnel in-charge of GIS			
3. Proceed to the desk of the concerned personnel in-charge of GIS for brief background interview	3.0 Interview the client relevant to data sought			<i>Planning Officer I; Planning Assistant; Administrative Assistant II; Statistician Aide MPDO</i>
	3.1 Issue order of payment (OP) and control number and date/time of release.	None	3 minutes	<i>Planning Officer I; Planning Assistant; Administrative Assistant II; Statistician Aide MPDO</i>
4. Pay the required fees at the Municipal Treasury Office by showing OP and secure Official Receipt (OR)	4.0 Accept payment based on the OP and issue OR	PhP50.00/ copy	30 minutes	<i>Revenue Collection Clerks MTO</i>
	4.1 Prepare requested map/s		20 minutes/ Map (1 hr. & 40 minutes)	<i>Planning Officer I; Planning Assistant; Administrative Assistant II; Statistician Aide MPDO</i>
5. Return to the MPDO for the processing and releasing of the requested map/s	5.0 Check the OR	None	5 minutes	<i>Planning Officer I; Planning Assistant; Administrative Assistant II; Statistician Aide MPDO</i>
	5.1 Record in the GIS logbook and release the map/s			
TOTAL		PhP50.00/ copy	2 hours, 14 minutes	



3. Issuance of Locational Clearance (LC) for Building Construction

All enterprise and private persons constructing a new building or applying for expansion/renovation are required to secure a locational clearance prior to the application for building permit. This should be done before the start of construction to ensure that the building/business is allowed in the chosen location as per the Comprehensive Land Use Plan (CLUP) of the Municipality.

Office or Section	MPDO – Zoning Section	
Classification	Complex to Highly Technical	
Type of Transaction	G2C – Government to Citizen; G2B – Government to Business G2G – Government to Government	
Who may avail	- All; - Enterprise and private persons constructing a new building or applying for expansion/ renovation	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Duly accomplished and notarized Application Form (2 copies Original)	Client/Office of the Municipal Planning and Development Coordinator	
Any of the following relative to RIGHT OVER LAND (2 copies – certified true machine copy) <ol style="list-style-type: none"> 1. Transfer Certificate of Title; 2. Tax Declaration; and <ul style="list-style-type: none"> - Duly Accomplished and notarized Pro-forma Affidavit Form (2 copies original) 3. In case the property is not registered in the name of the applicants submit any of the following: 	Client/Bureau of Lands/Municipal Assessor’s Office Lawyer	



<ul style="list-style-type: none"> - Duly notarized Deed of sale - Duly notarized Deed of donation - Duly notarized Affidavit of consent - Duly notarized Contract of lease 	
<p>Building plan containing perspective/site development and vicinity map duly signed and sealed by Licensed Architect or Licensed Civil Engineer (1 Original and 1 certified true machine copy)</p>	Licensed Architect or Licensed Civil Engineer
<p>Bill of materials or cost of estimates duly signed and sealed by Licensed Architect or Licensed Civil Engineer (1 Original and 1 certified true Machine copy)</p>	Licensed Architect or Licensed Civil Engineer
<p>Barangay Clearance/Barangay Resolution favorably endorsing the proposed project as a result of public consultation (1 Original and 1 certified true machine copy)</p>	Barangay Concerned
<p>MGB Ocular Geological Investigation Report (1 Original and 1 certified true machine copy)</p>	Department of Environment and Natural Resources – Mines and Geosciences Bureau
<p>Road-Right-of-Way – if applicable (1 Original and 1 certified true machine copy)</p>	Department of Public Works and Highways/ Provincial Engineering Office
<p>Environmental Compliance Certificate (ECC)/Certificate of Non-Compliance (CNC) – if applicable (1 Original and 1 certified true machine copy)</p>	Department of Environment and Natural Resources – Environmental Management Bureau
<p>Affidavit of adjoining land owners – if applicable (1 Original and 1 certified true machine copy)</p>	Client/Lawyer
<p>Approved Lot Survey Plan based on the Title (1 Original and 1 certified true machine copy)</p>	Department of Environment and Natural Resources – Land Management Services
<p>Feasibility Study – if applicable (1 Original and 1 certified true machine copy)</p>	Client
<p>Representative (if applicable)</p>	
<p>Special Power of Attorney (1 Original and 1 certified true machine copy)</p>	Citizen or Client being represented/Lawyer



Government Issued Identification Card of the person being represented (2 copies - certified true machine copy and show original copy for verification)	BIR, DFA, PSA, SSS, GSIS, Pag-ibig, Post-Office
Government Issued Identification Card of the Representative ((2 copies - certified true machine copy and show original copy for verification)	BIR, DFA, PSA, SSS, GSIS, Pag-ibig, Post-Office

*Note: Additional documents may be required after inspection and evaluation.
All documents submitted should not be more than 3 months old.*

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign-in the client logbook in the Municipal Lobby and Office lobby	1. Give the logbook to the client	None	6 minutes	<i>PACD Municipal Lobby Administrative Aide IV MPDO</i>
2. Submit duly accomplished application form with complete documents/ requirements	2. Receive the submitted complete documents and record in the logbook. Review the submitted documents based on the checklist of requirements	None	1 hour	<i>Zoning Officer MPDO</i>
3. Recieve Order of Payment	3. Prepare and Issue Order of Payment to client	None	30 minutes	<i>Zoning Officer MPDO</i>
4. Pay the required Fees at the MTO	4. Receive payment and issue Official Receipt (OR)	<i>Varies (computed based on the table below)</i>	30 minutes	<i>Revenue Collection Clerks MTO</i>



<p>5. Provide copy of Official Receipt at the MPDO</p>	<p>5.0 Negotiate for availability of inspection team</p> <p>5.1 Issue control number and date of inspection</p> <p>5.2 Evaluate the submitted documents while waiting for the date of inspection.</p>	<p>None</p>	<p>30 minutes</p>	<p>Zoning Officer MPDO</p>
<p>6.Wait for the inspection team for site inspection</p> <p>*with violation - repeat steps 3-5</p> <p>*complete lacking documents/ rectify discrepancy of documents</p> <p>*Wait for another inspection of the LZBA members and for their decision</p>	<p>6.0 Conduct Ocular Inspection with client</p> <p>6.1 Conduct exit conference</p> <p>6.2 Prepare inspection report; If:</p> <p>*With Violation: Issue Notice of Violation and Order of Payment for penalty</p> <p>*With discrepancy/ Deficiency of documents Issue Notice of Discrepancy/ Deficiency of Documents</p> <p>*For Non-Conforming Use: Endorse to Local Zoning Board of</p>	<p>None</p> <p><i>Varies (computed based on the table below)</i></p>	<p>1 Day</p> <p>1 hr. & 30 minutes</p> <p>30 minutes</p>	<p>Zoning Officer MPDO</p> <p><i>Local Zoning Board of Appeals</i></p>



	<p>Appeals (LZBA) for appropriate action</p> <p>LZBA will conduct another site inspection and will deliberate for the approval/ denial of LC (through Resolution).</p> <p>LZBA will forward decision to the MPDO.</p> <p>6.3 Issue date of release</p>		15 days	
7. Wait for the decision duly signed by the LCE	<p>7. Prepare LC</p> <p>7.1 Forward to LCE for notification</p>	None	<p>30 minutes</p> <p>2 days</p>	Zoning Officer MPDO
8. Claim LC	8. Release approved LC	None	5 minutes	Zoning Officer MPDO
Total	Varies		<p>Complex – 3 days, 4 hrs. & 54 minutes</p> <p>Highly Technical- 18 days, 4 hrs. & 24 minutes</p>	

SCHEDULE OF FEES, FINES AND PENALTIES

TYPE OF FEE	AMOUNT
Zoning/ Locational Clearance:	
Single residential structure attached or detached	
○ PHP 100,000.00 and below	- PHP 288.00
○ Over PHP 100,000.00 to PHP 200,000.00	- PHP 576.00
○ Over PHP 200,000.00	- PHP 720.00 + 1/10 of 1% in excess of PHP 200,000.00
Apartments/Townhouses	



<ul style="list-style-type: none"> ○ PHP 500,000.00 and below ○ Over PHP 500,000.00 to PHP 2,000,000.00 ○ Over PHP 2,000,000.00 	<ul style="list-style-type: none"> - PHP 1,440.00 - PHP 2,160.00 - PHP 3,600.00 + (1/10 of 1% of cost in excess of PHP 2,000,000.00 regardless of the number of doors)
Dormitories <ul style="list-style-type: none"> ○ PHP 2,000,000.00 and below ○ Over PHP 2,000,000.00 	<ul style="list-style-type: none"> - PHP 3,600.00 - PHP 3,600.00 + (1/10 of 1% of cost in excess of PHP 2,000,000.00 regardless of the number of doors)
Institutional project cost of which is: <ul style="list-style-type: none"> ○ Below PHP 2,000,000.00 ○ Over PHP 2,000,000.00 	<ul style="list-style-type: none"> - PHP 2,880.00 - PHP 2,880.00 + (1/10 of 1% of cost in excess of PHP 2,000,000.00)
Commercial, Industrial and Agro Industrial Project Cost of which is: <ul style="list-style-type: none"> ○ Below PHP 100,000.00 ○ Over PHP 100,000.00 – PHP 500,000.00 ○ Over PHP 500,000.00 – PHP 1Million ○ Over PHP 1Million – PHP 2,000,000.00 ○ Over PHP 2,000,000.00 	<ul style="list-style-type: none"> - PHP 1,440.00 - PHP 2,160.00 - PHP 2,880.00 - PHP 4,320.00 - PHP 7,200.00 + (1/10 of 1% of cost in excess of PHP 2,000,000.00)

PENALTIES

Project Type	Conforming			Non-conforming		
	Minimum	Medium	Maximum	Minimum	Medium	Maximum
Industrial	1,000.00-5,000.00	2,501.00-4,000.00	4,001.00-5,500.00	2,501.00-4,000.00	4,001.00-7,000.00	4,001.00-7,000.00
Agro-industrial	750.00-2,000.00	2,001.00-3,500.00	3,501.00-5,000.00	2,001.00-4,000.00	4,001.00-7,000.00	4,001.00-7,000.00
Agriculture	700.00-1,500.00	1,501.00-3,000.00	3,001.00-4,500.00	1,501.00-3,000.00	3,001.00-6,000.00	6,001.00-9,000.00
Commercial	- do -	- do -	- do -	- do -	- do -	- do -
Institutional	600.00-1,200.00	1,201.00-2,400.00	2,401.00-3,500.00	1,201.00-2,400.00	2,401.00-5,000.00	5,001.00-7,000.00
Residential 2/	500.00-1,000.00	1,001.00-1,500.00	1,501.00-2,000.00	1,001.00-7,000.00	2,001.00-3,000.00	3,001.00-4,000.00
				Minimum	Medium	Maximum



Violations of the terms and conditions of clearance and all other non-compliance with the requirements for Locational Clearance	500.00- 2,000.00	2,001.00- 3,500.00	3,501.00- 5,000.00
1/ As per approved Sangguniang Panlalawigan (SP or HLURB-Comprehensive Land Use Plan and Zoning Ordinance).			
2/ Exclude single-detached family dwelling units.			

4. Issuance of Locational Clearance (LC) for Cell site

A Locational Clearance is required prior to the establishment of a Cell Site in accordance with the approved Comprehensive Land Use Plan and Zoning Ordinance. The Locational Clearance can be secured at the Office of the Municipal Planning and Development Coordinator.

Office or Section	MPDO – Zoning Section
Classification	Highly Technical
Type of Transaction	G2C – Government to Citizen
Who may avail	Any person/legal entity who wish to apply for a Locational Clearance for the purpose of establishing a Cell Site in the Municipality of Itogon.
CHECKLIST OF REQUIREMENTS	
Duly accomplished and notarized Application Form (2 copies - Original)	Client/Office of the Municipal Planning and Development Coordinator
Any of the following relative to RIGHT OVER LAND (2 copies – Certified true machine copy) 1. Transfer Certificate of Title; 2. Tax Declaration; and - Duly Accomplished and notarized Pro-Forma Affidavit Form (2 copies-original);	Bureau of Lands/Municipal Assessor's Office Lawyer



<p>3. In case the property is not registered in the name of the applicants submit any of the following:</p> <ul style="list-style-type: none"> - Duly notarized Deed of sale - Duly notarized Deed of donation - Duly notarized Affidavit of consent - Duly notarized Contract of lease 	
<p>Duly approved survey Plan of the lot/s as described in the Certificate of Title of lot/s subject of application (1 Original and 1 certified true Machine copy)</p>	<p>Licensed Geodetic Engineer/Department of Environment and Natural Resources – Land Management Services (DENR-LMS)</p>
<p>Subdivision plan duly signed and sealed by Licensed Civil Engineer or Licensed Architect (1 Original and 1 certified true Machine copy)</p>	<p>Licensed Civil Engineer or Licensed Architect</p>
<p>Duly signed and sealed by Licensed Civil Engineer or Licensed Architect building plan containing perspective/site development and vicinity map (1 Original and 1 certified true Machine copy)</p>	<p>Licensed Civil Engineer or Licensed Architect</p>
<p>Bill of materials duly signed and sealed by Licensed Civil Engineer or Licensed Architect (1 Original and 1 certified true Machine copy)</p>	<p>Licensed Civil Engineer or Architect</p>
<p>Barangay Council Resolution favorably endorsing the base station and recommending for the approval of the proposed project as a result of a conducted Public Hearing (1 Original and 1 certified true Machine copy)</p>	<p>Barangay Concerned</p>
<p>Certified true machine copy of National Telecommunications Provisional Authority (PA). In the absence of the foregoing Certificate of Public Convenience and Necessity (CPCN) or Certificate of Registration to provide Telecommunication Services which may operate the wireless communication. (2 copies)</p>	<p>Client/ National Telecommunications Commission</p>
<p>MGB Ocular Geological Investigation Report (1 Original and 1 certified true Machine copy)</p>	<p>DENR – Mines and Geosciences Bureau</p>
<p>Road-Right-of-Way – if applicable (1 Original and 1 certified true Machine copy)</p>	<p>Department of Public Works and Highways/Provincial Engineering Office</p>
<p>Conversion Order from the Department of Agrarian Reform (DAR) if the project is location within agricultural area/zone (1 Original and 1 certified true Machine copy)</p>	<p>Department of Agrarian Reform</p>
<p>Radiation evaluation report from the Radiation Health Service of the Department of Health</p>	<p>Department of Health</p>



(1 Original and 1 certified true Machine copy)	
<p>Written consent (1 Original and 1 certified true Machine copy)</p> <p>A. Subdivisions:</p> <ol style="list-style-type: none"> 1. Approval of the governing body/board of the duly constituted Homeowners Association (HOA) if base station is located within a residential zone with established HOA and including all members whose properties are adjoining the proposed site of the base station 2. In the absence of an established HOA, consent/affidavit of non-objection from majority of actual occupants and owners of properties within a radial distance equivalent to the height of the proposed base station measured from its base, including all those whose properties is adjoining the proposed base site of the base station <p>B. Buildings</p> <ol style="list-style-type: none"> 1. If base station shall be constructed of an unoccupied building, consent from the owner/developer 2. If base station shall be constructed of an occupied building, the following shall be obtained: <ol style="list-style-type: none"> a. consent/affidavit of non-objection from owner/developer unless he has divested himself from all interest in the building and turned over ownership of common areas to the condominium or building association. b. Approval of the governing board/body of the duly constituted condominium, association including all tenants occupying the top most floor directly below the base station and in addition the consent of the owner and majority of tenants of the adjoining building 	Client
Representative (if applicable)	
Special Power of Attorney (1 Original and 1 certified true Machine copy)	Citizen or Client being represented/ Lawyer
Government Issued Identification Card of the person being represented (Photocopy and show original copy for verification)	BIR, DFA, PSA, SSS, GSIS, Pag-ibig, Post-Office



Government Issued Identification Card of the Representative (Photocopy and show original copy for verification)		BIR, DFA, PSA, SSS, GSIS, Pag-ibig, Post-Office		
<i>Note: Additional documents may be required after evaluation and inspection. All documents submitted should not be more than 3 months old.</i>				
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign-in the client logbook in the Municipal Lobby and Office lobby	1. Give the logbook to the client.	None	6 minutes	<i>PACD Municipal Lobby Administrative Aide IV MPDO</i>
2. Submit duly accomplished application form with complete documents/ requirements	2. Receive the submitted complete documents and record in the logbook. Review the submitted documents based on the checklist of requirements	None	1 hour	<i>Zoning Officer MPDO</i>
3. Recieve Order of Payment (OP)	3. Prepare and Issue OP to client	None	30 minutes	<i>Zoning Officer MPDO</i>
4. Pay the required fees at the MTO	4. Recieve payment and issue OR	<i>Varies (Computed based on the table below)</i>	30 minutes	<i>Revenue Collection Clerk MTO</i>
5. Provide copy of Official Receipt at the MPDO	5.0 Negotiate for the availability of inspection team 5.1 Issue control number and date of inspection 5.2 Evaluate the submitted	None	30 minutes	<i>Zoning Officer MPDO</i>



	documents while waiting for the date of inspection			
6. Wait for the inspection team for site inspection	6.0 Conduct Ocular Inspection with client 6.1 Conduct exit conference 6.2 Prepare inspection report		1 Day 1 hr. & 30 minutes 30 minutes	Zoning Officer MPDO Zoning Officer/ LZBA
*With Violation: Repeat steps 3-5	*With Violation: Issue Notice of Violation and issue order of payment	<i>Varies (Computed based on the table below)</i>	15 days	
*Complete lacking documents/ rectify discrepancy of documents	*With Discrepancy/ Deficiency of Documents Issue Notice of Discrepancy/ Deficiency of Documents			
*Wait for another inspection of the LZBA members and for their decision	*For Non-conforming Use: Endorse to LZBA for appropriate action			



	<p>LZBA will conduct another site inspection and will deliberate for the approval/denial of LC through Resolution.</p> <p>Forward copy of decision to the MPDO</p> <p>6.3 Issue date of release</p>			
7. Wait for the decision duly signed by the LCE	<p>7.0 Prepare LC</p> <p>7.1 Forward to LCE for notification</p>		<p>30 minutes</p> <p>2 days</p>	<p>Zoning Officer MPDO</p>
8. Claim Locational Clearance	8. Release approved LC		5 minutes	Zoning Officer MPDO
Total		Varies	<p>Complex – 3 days, 4 hrs. & 54 minutes; Highly Technical- 18 days, 4 hrs. & 24 minutes</p>	

SCHEDULE OF FEES, FINES AND PENALTIES

TYPE OF FEE	AMOUNT		
<p>Special Uses/Special Projects (Gasoline station, cell sites, slaughter house, treatment plant etc...)</p> <ul style="list-style-type: none"> ○ Below PHP 2,000,000.00 - PHP 7,200.00 ○ Over PHP 2,000,000.00 - PHP 7,200.00 + (1/10 of 1% of cost in excess of PHP 2,000,000.00) 			
PENALTIES			
Special Project/s	1,000.00- 3,500.00	3,501.00- 6,500.00	6,501.00- 10,000.00



Violations of the terms and conditions of clearance and all other non-compliance with the requirements for Locational Clearance	Minimum	Medium	Maximum
	500.00-2,000.00	2,001.00-3,500.00	3,501.00-5,000.00
1/ As per approved Sangguniang Panlalawigan (SP or HLURB-Comprehensive Land Use Plan and Zoning Ordinance).			

5. Issuance of Preliminary Approval of Subdivision Development Plan/Locational Clearance for PD 957 & BP 220 Residential, Subdivisions, Farmlot, Industrial, Memorial Parks & Cemetery Projects

An enterprise/private person developing any kind of above mentioned project is required to apply for a Preliminary Approval/Locational Clearance (PALC) of Subdivision Development Plan for the review of documents and processing of approval. If all requirements are satisfactory, application will be endorsed to the LCE for endorsement to the Sangguniang Bayan for the approval of the said subdivision development plan.

Office or Section	MPDO – Zoning Section	
Classification	Highly Technical	
Type of Transaction	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government	
Who may avail	- All; -Any person/legal entity with lot/property within the municipality and have the intention to undertake any of the above-mentioned projects	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Duly accomplished and notarized Application Form (2 copies - Original)		Client/Office of the Municipal Planning and Development/Lawyer



Two (2) sets of Site Development Plan (schematic plan) at a scale ranging from 1:200 to 1:1,200 showing the proposed lay-out of streets, lots, parks and playgrounds and other features duly signed and sealed by licensed Architect or Licensed Civil Engineer	Licensed Architect or Licensed Civil Engineer
Two (2) sets of the following documents duly signed and sealed by geodetic engineer: <ul style="list-style-type: none"> - Vicinity Map - Topographic plan 	Licensed Geodetic Engineer
Duly approved survey plan of the lot/s as described in the Certificate of Title of lot/s subject for application (1 original and 1 certified true Machine copy)	Licensed Geodetic Engineer/Department of Environment and Natural Resources – Land Management Services (DENR-LMS)
Any of the following relative to RIGHT OVER LAND (2 copies - certified true machine copy) <ol style="list-style-type: none"> 1. Transfer Certificate of Title; 2. Tax Declaration; and duly accomplished and notarize pro-forma affidavit form; 3. In case the property is not registered in the name of the applicants submit any of the following: <ul style="list-style-type: none"> - Duly notarized Deed of sale - Duly notarized Deed of donation - Duly notarized Affidavit of consent - Duly notarized Contract of lease 	Bureau of Lands/Municipal Assessor's Office Client/Lawyer
Barangay Resolution favorably endorsing the proposed project as a result of a conducted Public Hearing (1 Original and 1 certified true Machine copy)	Barangay Concern
MGB Ocular Geological Investigation Report (1 Original and 1 certified true Machine copy)	Department of Environment and Natural Resources – Mines and Geosciences Bureau
Road-Right-of-Way – if applicable (1 Original and 1 certified true Machine copy)	Department of Public Works and Highways/ Provincial Engineering Office
Environmental Compliance Certificate (ECC)/Certificate of Non-Compliance – if applicable (1 Original and 1 certified true Machine copy)	Department of Environment and Natural Resources – Environmental Management Bureau
Affidavit of adjoining land owners – if applicable (1 Original and 1 certified true machine copy)	Client/Lawyer



Feasibility Study – if applicable (1 Original and 1 certified true machine copy)	Client
Representative (if applicable)	
Special Power of Attorney (1 Original and 1 certified true Machine copy)	Citizen or Client being represented
Government Issued Identification Card of the person being represented (Photocopy and show original for verification)	BIR, DFA, PSA, SSS, GSIS, Pag-ibig, Post-Office
Government Issued Identification Card of the Representative (Photocopy and show original for verification)	BIR, DFA, PSA, SSS, GSIS, Pag-ibig, Post-Office

Note: additional requirements may be required after inspection and evaluation of documents. All documents should not be more than 3 months old upon filing.

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign-in the client logbook in the Municipal Lobby and Office lobby	1. Give the logbook to client	None	6 minutes	<i>PACD Municipal Lobby Administrative Aide IV MPDO</i>
2. Submit duly accomplished application form with complete documents/ requirements	2. Receive the submitted complete documents and record in the logbook. Review the submitted documents based on the checklist of requirements	None	1 hour	<i>Zoning Officer MPDO</i>
3. Receive Order of Payment	3. Prepare and issue OP to the client <i>(to include inspection fee)</i>		30 minutes	<i>Zoning Officer MPDO</i>
4. Pay the required fees at the Municipal Treasury Office	4. Receive payment and issue Official Receipt	Varies (computed based on the table below)	30 minutes	<i>Revenue Collection Clerk MTO</i>
5. Provide copy of Official Receipt at the MPDO	5.0 Negotiate for the availability of Inspection team		30 minutes	<i>Zoning Officer MPDO</i>



	<p>5.1 Issue control number and date of inspection</p> <p>5.2 Evaluate the submitted documents while waiting for the date of inspection</p>			
<p>6. Wait for the inspection team for site inspection</p>	<p>6.0 Conduct Ocular Inspection with client</p> <p>6.1 conduct Exit conference</p> <p>6.2 Prepare Inspection Report</p>		<p>1 day</p>	<p><i>Zoning Officer</i> <i>MPDO</i></p>
<p>*With violation Repeat steps 3-5</p>	<p>*With Violation: Issue Notice of Violation and order of payment</p>	<p>Varies (computed based on the table below)</p>	<p>1 hr. & 30 minutes</p>	<p><i>Zoning Officer/ LZBA</i></p>
<p>*Complete lacking documents/ rectify discrepancy of documents</p>	<p>* With Discrepancy/ Deficiency of documents Issue Notice of Discrepancy/ Deficiency of documents</p>		<p>30 minutes</p>	
<p>*Wait for another inspection the LZBA members and their decision</p>	<p>*For Non-conforming Use: Endorse to Local Zoning Board of Appeals (LZBA) for appropriate action</p> <p>LZBA will conduct another site inspection and will deliberate for the</p>		<p>15 days</p>	



	approval/ denial of PALC (through Resolution) Forward decision to the MPDO 6.3 Issue date of release			
7. Wait for the decision duly signed by the LCE	7.Prepare PALC 7.1Forward to LCE for notification	None	30 minutes 2 days	Zoning Officer MPDO
8.Claim PALC	8.Release approved PALC	None	5 minutes	Zoning Officer MPDO
Total		Varies	Complex – 3 days, 4 hrs. & 54 minutes; Highly Technical- 18 days, 4 hrs. & 24 minutes	

SCHEDULE OF FEES, FINES AND PENALTIES

TYPE OF FEE	AMOUNT
<ul style="list-style-type: none"> • Subdivision and Condominium Projects (under PD 957) 	
Approval of Subdivision Plan (<i>including Town Houses</i>) <ul style="list-style-type: none"> ○ Preliminary Approval & Locational Clearance (PALC)/ Preliminary Subdivision Development Plan (PSDP) <ul style="list-style-type: none"> ▪ Processing Fee - PHP 360.00 / ha. or a fraction thereof ▪ Inspection fee* - PHP 1,500.00 / ha. regardless of density 	
<ul style="list-style-type: none"> • Subdivision and Condominium Projects (under BP 220) 	
Subdivision Projects	
Preliminary Approval and Locational Clearance <ul style="list-style-type: none"> ▪ Processing Fee <ul style="list-style-type: none"> • Socialized Housing - PHP 90.00 / ha. • Economic Housing - PHP 216.00 / ha. ▪ Inspection fee <ul style="list-style-type: none"> • Socialized Housing - PHP 1,500.00 / ha. • Economic Housing - PHP 1,500.00 / ha. 	
Industrial/ Commercial Subdivision	



Preliminary Approval and Locational Clearance	
▪ Processing Fee	- PHP 432.00 / ha
▪ Inspection fee	- PHP 1,500.00 / ha.
Farm Lot Subdivision	
Preliminary Approval and Locational Clearance	
▪ Processing Fee	- PHP 288.00 / ha.
▪ Inspection fee	- PHP 1,500.00 / ha
Memorial Park / Cemetery project/ Columbarium	
Preliminary Approval and Locational Clearance	
• Memorial Park	- PHP 720.00 / ha.
• Cemeteries	- PHP 288.00 / ha.
• Columbarium	- PHP 3,600.00 / ha
▪ Inspection Fee	
• Memorial Projects	- PHP 1,500.00 / ha.
• Cemeteries	- PHP 1,500.00 / ha.
• Columbarium	- PHP 1,500.00 / ha

PENALTIES

Project Type	Conforming			Non-conforming		
	Minimum	Medium	Maximum	Minimum	Medium	Maximum
Industrial	1,000.00- 5,000.00	2,501.00- 4,000.00	4,001.00- 5,500.00	2,501.00- 4,000.00	4,001.00- 7,000.00	4,001.00- 7,000.00
Agro-industrial	750.00- 2,000.00	2,001.00- 3,500.00	3,501.00- 5,000.00	2,001.00- 4,000.00	4,001.00- 7,000.00	4,001.00- 7,000.00
Agriculture	700.00- 1,500.00	1,501.00- 3,000.00	3,001.00- 4,500.00	1,501.00- 3,000.00	3,001.00- 6,000.00	6,001.00- 9,000.00
Commercial	- do -	- do -	- do -	- do -	- do -	- do -
Institutional	600.00- 1,200.00	1,201.00- 2,400.00	2,401.00- 3,500.00	1,201.00- 2,400.00	2,401.00- 5,000.00	5,001.00- 7,000.00
Residential 2/	500.00- 1,000.00	1,001.00- 1,500.00	1,501.00- 2,000.00	1,001.00- 7,000.00	2,001.00- 3,000.00	3,001.00- 4,000.00
Special Project		1,000.00- 3,500.00	3,501.00- 6,500.00	6,501.00- 10,000.00		
Violations of the terms and conditions of clearance and all other non-compliance with the requirements for locational				Minimum	Medium	Maximum
				500.00- 2,000.00	2,001.00- 3,500.00	3,501.00- 5,000.00



clearance			
1/ As per approved Sangguniang Panlalawigan (SP or HLURB-Comprehensive Land Use Plan and Zoning Ordinance).			
2/ Exclude single-detached family dwelling units.			

6. Issuance of Subdivision Development Permit for PD 957 & BP 220 Residential Subdivisions, Farm lot, Industrial, Memorial Park & Cemetery Project

All enterprise/private person developing any kind of above mentioned project is required to apply for an Approval of Subdivision Development Permit addressed to the Sangguniang Bayan but submitted to the Municipal Planning and Development Office for review of documents and processing of approval. If all requirements are satisfactory, application will be endorsed to the LCE for endorsement to the Sangguniang Bayan for approval of the said subdivision development plan.

Office or Section	MPDO – Zoning Section	
Classification	Highly Technical	
Type of Transaction	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government	
Who may avail	- All; - Enterprise and private persons constructing a new building or applying for expansion/ renovation	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Duly accomplished and notarized application form (2 copies original)		Client



Approved Preliminary Approval/Locational Clearance (PALC) (1 Original and 1 certified true machine copy)	Client/Office of the Municipal Planning and Development Coordinator
Two (2) copies of Certified true machine copy Transfer Certificate of Title/Special Power of Attorney/Deed of Sale/Joint Venture Agreement with tax declaration	Municipal Assessor's Office
Zoning Certification (1 Original and 1 certified true machine copy)	Municipal Planning & Development Office
DAR conversion Clearance (1 original and certified true Machine copy)	Department of Agrarian Reform
Barangay Resolution endorsing the proposed project as a result of public consultation (1 original and 1 certified true machine copy)	Barangay Concern
Environmental Compliance Certificate (1 original and 1 certified true machine copy)	Department of Environment and Natural Resources – EMB
Vicinity map (1 original and 1 certified true machine copy)	Licensed Civil Engineer/Architect
Lot Survey Plan with technical description (as describe in the TCT) (1 original and certified true machine copy)	Department of Environment and Natural Resources – Land Management Services/ License Geodetic Engineer
Topographic Map duly signed and sealed by licensed Geodetic Engineer or Civil Engineer	Licensed Geodetic Engineer or Civil Engineer
Subdivision Plan scale ranging from 1:200 to 1:1,000 or any scale not exceeding 1: 2,000 duly signed and sealed by any licensed and registered architect, civil engineer or geodetic engineer showing all proposals including the following (1 Original and 1 certified true Machine copy): <ul style="list-style-type: none"> - Project area - Project boundary - Lots (minimum area/frontage) – single, duplex, row house - Roads/alleys/footpaths - Density - Play area - Community facilities - Creek/river easement - Total open space - Lot/block numbers 	Licensed Civil Engineer/Architect



<p>Site Development Plan scale ranging from 1:200 to 1:1,000 or any scale not exceeding 1: 2,000 duly signed and sealed by any licensed Architect, Civil Engineer or Geodetic Engineer showing the following (1 original and 1 certified true machine copy)</p> <ul style="list-style-type: none"> - Housing unit type - Single - Duplex - Row house - Road-right-of-way/ carriageway for roads/ sidewalk/ planting strips - Slope protection/riprap along creeks/rivers - Bridge/box culverts - Location of water tank/capacity - Play area development - Guard house - Location of deep wells; Etc. 	<p>Licensed Architect, Civil Engineer or Geodetic Engineer showing the following</p>
<p>Electrical System Plan duly signed and sealed by Licensed Electrical Engineer showing the following: (1 original and 1 certified true machine copy)</p> <ul style="list-style-type: none"> - Electric post - Power lines - Etc. 	<p>Licensed Electrical Engineer</p>
<p>Tree Planting Development Plan (1 original and 1 certified true machine copy)</p>	
<p>Drainage System Lay-out Plan duly signed and sealed by Licensed Sanitary Engineer showing the following: (1 original and 1 certified true machine copy)</p> <ul style="list-style-type: none"> - Drainage (RCP, lined open canal) - Sizes of pipes (drainage/sewer/sewer box) - Direction flow - Manhole/catch basin/spacing - Cross drain pipes - Headwalls - Minimum and maximum slope/grade pipes - Drainage profile plan - Slope protection - Miscellaneous drainage structural details 	<p>Licensed Sanitary Engineer</p>
<p>Water distribution system duly signed and sealed by licensed Civil Engineer showing the following: (1 original and 1 certified true machine copy)</p> <ul style="list-style-type: none"> - Source - Local water district - Deep well 	<p>Licensed Civil Engineer</p>



<ul style="list-style-type: none"> - Communal - Waterworks Distribution System - Household connections - Water Pipe lines - Gate valves - End plug - Sizes of pipes - Water tank capacity - Fire hydrants (250 mts. max spacing) - Miscellaneous details for water system 	
<p>Road Layout/Site Grading Plan (Cut/fill/Elevation) duly signed and sealed by Licensed Civil Engineer showing the following:</p> <ul style="list-style-type: none"> - Road/alley number - Elevation/station - Topography elevation (specify) - Site grade elevation (specify) - Road final grade elevation/20 mts. max spacing (specify) - Road profile plan (15% max. grade) - Miscellaneous details - Cross-section of roads/alleys - Curbs/gutter details - Intersection details 	Licensed Civil Engineer
<p>At least two (2) copies certified true machine copy of project description to include the following:</p> <ul style="list-style-type: none"> - Project profile - Audited financial statement for the last 3 preceding years - Income tax return for the last 3 preceding years - Certificate of Registration with SEC - Articles of incorporation or partnership - Corporation by-laws and all implementing amendments - For new corporation (3 years and below) <p>- Statement of capitalization and sources of income and cash flow to support work plan</p>	Client
<p>Plans, specifications, bill of materials and cost estimates duly signed and sealed by the appropriate licensed professionals (1 Original and 1 certified true Machine copy)</p>	Licensed Civil Engineer
<p>Application for permit to drill from National Water Resources Board (NWRB) – if applicable (1 Original and 1 certified true machine copy)</p>	National Water Resources Board



Traffic impact assessment for projects 30 hectares and above (1 Original and 1 certified true machine copy)		Land Transportation Office/client		
List of names of duly licensed professionals: (1 Original and 1 certified true machine copy) - Surname - First name - Middle Name - Maiden Name, in case of married women professional - Professional license number, date of issue and expiration of its validity - Professional tax receipt and date of issue		Client		
Permit to cut trees (if applicable) (1 Original and 1 certified true machine copy)		Department of Environment and Natural Resources		
Affidavit of adjoining land owners – if applicable (1 Original and 1 certified true machine copy)		Client/Lawyer		
Representative (if applicable)				
Special Power of Attorney (1 Original and 1 certified true Machine copy)		Citizen or Client being represented		
Government Issued Identification Card of the person being represented (Photocopy and show original for verification)		BIR, DFA, PSA, SSS, GSIS, Pag-ibig, Post-Office		
Government Issued Identification Card of the Representative (Photocopy and show original for verification)		BIR, DFA, PSA, SSS, GSIS, Pag-ibig, Post-Office		
<i>Note: Additional requirements may be required after inspection and evaluation of documents. All documents should not be more than 3 months old upon filing</i>				
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign-in the client logbook in the Municipal Lobby and Office Lobby	1. Give the logbook to client	None	6 minutes	<i>PACD Municipal Lobby Administrative Aide IV MPDO</i>
2. Submit duly accomplished application form with complete documents/ requirements	2. Receive the submitted complete documents and record in the logbook. Review the	None	1 hour	<i>Zoning Officer MPDO</i>



	submitted documents based on the checklist of requirements.			
3. Receive Order of Payment	3. Prepare and issue Order of Payment to client		30 minutes	<i>Zoning Officer</i> MPDO
4. Pay the required fees at the Treasury Office	4. Receive payment and issue Official Receipt	Varies (computed based on the table below)	30 minutes	<i>Revenue Collection Clerk</i> MTO
5. Provide copy of Official Receipt at the MPDO	5.0 Negotiate for the availability of Inspection team 5.1 Issue control number and date of inspection 5.2 Evaluate the submitted documents while waiting for the date of inspection.	None	30 minutes	<i>Zoning Officer</i> MPDO
6. Wait for the inspection team for site inspection *with violation Repeat steps 3-5	6.0 Conduct Ocular Inspection with client 6.1 Conduct Exit conference 6.2 Prepare inspection report *with violation	None	1 Day	<i>Zoning Officer</i> MPDO



<p>*Complete lacking documents/ rectify discrepancy of documents</p>	<p>Issue notice of violation and order of payment for penalty</p> <p>*with discrepancy/ deficiency of documents</p> <p>Issue Notice of Discrepancy/ Deficiency of documents</p> <p>6.3 Submit inspection report, application and documents to the Office of the Mayor then the Office of the Mayor will endorse the documents to the Office of the Sangguniang Bayan.</p> <p>6.4The Office of the Sangguniang Bayan will conduct another inspection and will deliberate on the Approval/ Denial of Development</p>		<p>1 hour</p> <p>15 days</p>	
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	Permit through Resolution and will furnish a copy thereof to the MPDO			
	6.5 Issue date of release			
7.Wait for the decision	7. Prepare Development Permit		1 day	Zoning Officer MPDO
	7.1 Forward to LCE for notification		2 days	
8.Claim Development Permit	8.Release approved Development Permit		5 minutes	Zoning Officer MPDO
Total		Varies	19 days, 3 hrs. & 51 minutes	

SCHEDULE OF FEES, FINES AND PENALTIES

TYPE OF FEE	AMOUNT
Subdivision and Condominium Projects (under BP 220)	
<ul style="list-style-type: none"> • Subdivision Projects <ul style="list-style-type: none"> ○ Final Approval and Development Permit <ul style="list-style-type: none"> ▪ Processing Fee <ul style="list-style-type: none"> • Socialized Housing - PHP 600.00 / ha. • Economic Housing - PHP 1,440.00 / ha. ▪ Inspection fee <ul style="list-style-type: none"> • Socialized Housing - PHP 1,500.00 / ha. • Economic Housing - PHP 1,500.00 / ha. 	
(Project already inspected for PALC application may not be charged inspection fee)	
<ul style="list-style-type: none"> ○ Alteration of Plan (affected areas only) 	- Same as Final Approval & Development Permit
* Application for CR/LS with DP Issued by LGUs shall be charged inspection fee	



Industrial/ Commercial Subdivision						
<ul style="list-style-type: none"> ○ Final Approval and Development Permit <ul style="list-style-type: none"> ▪ Processing Fee - PHP 720.00 / ha. ▪ Inspection fee - PHP 1,500.00 / ha. (Projects already inspected for PALC application may not be charged inspection fee)						
<ul style="list-style-type: none"> ○ Alteration of Plan (affected areas only) -Same as Final Approval & Development Permit 						
Farm Lot Subdivision						
<ul style="list-style-type: none"> ○ Final Approval and Development Permit <ul style="list-style-type: none"> ▪ Processing Fee - PHP 1,440.00 / ha. ▪ Inspection fee - PHP 1,500.00 / ha. (Projects already inspected for PALC application may not be charged inspection fee)						
<ul style="list-style-type: none"> ○ Alteration of Plan (affected areas only) - Same as Final Approval & Development Permit 						
Memorial Park / Cemetery project/ Columbarium						
<ul style="list-style-type: none"> ○ Final Approval and Development Permit <ul style="list-style-type: none"> ▪ Memorial Park - PHP 3.00 / sq.m. ▪ Cemeteries - PHP 1.50 / sq.m ▪ Columbarium - PHP 7.20 / sq.m. - PHP 3.00 / floor - PHP 23.05/ sq.m. of GFA 						
<ul style="list-style-type: none"> ▪ Inspection Fee (Projects already inspected for PALC application may not be charged inspection fee)						
<ul style="list-style-type: none"> ▪ Memorial Projects - PHP 1,500.00 / ha. ▪ Cemeteries - PHP 1,500.00 / ha. ▪ Columbarium - PHP 1,500.00 / ha. 						
<ul style="list-style-type: none"> ○ Alteration Fee -Same as Final Approval/Development Permit 						
PENALTIES						
Project Type	Conforming			Non-conforming		
	Minimum	Medium	Maximum	Minimum	Medium	Maximum
Industrial	1,000.00-5,000.00	2,501.00-4,000.00	4,001.00-5,500.00	2,501.00-4,000.00	4,001.00-7,000.00	4,001.00-7,000.00
Agro-industrial	750.00-2,000.00	2,001.00-3,500.00	3,501.00-5,000.00	2,001.00-4,000.00	4,001.00-7,000.00	4,001.00-7,000.00
Agriculture	700.00-1,500.00	1,501.00-3,000.00	3,001.00-4,500.00	1,501.00-3,000.00	3,001.00-6,000.00	6,001.00-9,000.00
Commercial	- do -	- do -	- do -	- do -	- do -	- do -



Institutional	600.00-1,200.00	1,201.00-2,400.00	2,401.00-3,500.00	1,201.00-2,400.00	2,401.00-5,000.00	5,001.00-7,000.00
Residential 2/	500.00-1,000.00	1,001.00-1,500.00	1,501.00-2,000.00	1,001.00-7,000.00	2,001.00-3,000.00	3,001.00-4,000.00
Special Project		1,000.00-3,500.00	3,501.00-6,500.00	6,501.00-10,000.00		
Violations of the terms and conditions of clearance and all other non-compliance with the requirements for locational clearance				Minimum	Medium	Maximum
				500.00-2,000.00	2,001.00-3,500.00	3,501.00-5,000.00
1/ As per approved Sangguniang Panlalawigan (SP or HLURB-Comprehensive Land Use Plan and Zoning Ordinance).						
2/ Exclude single-detached family dwelling units.						

7. Issuance of Locational Clearance for Poultry and Piggery

Every registered owner of parcel of land who wishes to establish a poultry or piggery project shall apply to the Municipal Planning and Development Office on the approval of Locational Clearance.

Office or Section	MPDO – Zoning Section	
Classification	Complex to Highly Technical	
Type of Transaction	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government	
Who may avail	<ul style="list-style-type: none"> - All; - Enterprise and private persons who wish to establish poultry or piggery in the Municipality 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Duly accomplished and notarized Application Form (2 copies - Original)		Client/Office of the Municipal Planning and Development Coordinator
Any of the following relative to RIGHT OVER LAND		Bureau of Lands/Municipal Assessor's Office



<p>(2 copies – certified true machine copy)</p> <ol style="list-style-type: none"> 1. Transfer Certificate of Title; and <ul style="list-style-type: none"> - duly accomplished and notarized pro-forma affidavit form; 2. Tax Declaration; 3. In case the property is not registered in the name of the applicants submit any of the following: <ul style="list-style-type: none"> - Duly notarized Deed of sale - Duly notarized Deed of donation - Duly notarized Affidavit of consent - Duly notarized Contract of lease 	
<p>Barangay Council Resolution favorably endorsing the proposed project as a result of a conducted Public hearing (1 Original and 1 certified true Machine copy)</p>	<p>Barangay Concerned</p>
<p>Vicinity Map (1 Original and 1 certified true Machine copy) Drawn to the scale of 1:10,000 showing the exact location of proposed site/s and all existing adjacent land uses/ establishments within 500-meter radius from proposed site and access road leading to it duly signed by a licensed geodetic engineer</p>	<p>Licensed Geodetic Engineer</p>
<p>Site Development Plan (1 Original and 1 certified true Machine copy) Drawn to the 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 civil engineer.</p>	<p>Licensed Civil Engineer</p>
<p>MGB Ocular Geological Investigation Report (1 Original and 1 certified true Machine copy)</p>	<p>Department of Environment and Natural Resources – Mines and Geosciences Bureau</p>
<p>Road-Right-of-Way – if applicable (1 Original and 1 certified true Machine copy)</p>	<p>Department of Public Works and Highways/ Provincial Engineering Office</p>
<p>Environmental Compliance Certificate (ECC)/Certificate of Non-Compliance – whichever is if applicable (1 Original and 1 certified true Machine copy)</p>	<p>Department of Environment and Natural Resources – Environmental Management Bureau</p>
<p>Site Clearance from the Local Health Officer or Municipal Veterinarian concerned on the</p>	<p>Municipal Health Office/Municipal Veterinarian</p>



suitability of the location pursuant to Chapter IX of PD 856's IRR on Nuisance and Offensive Trade and Occupation (1 Original and 1 certified true Machine copy)	
Affidavit of adjoining land owners – if applicable (1 Original and 1 certified true machine copy)	Client/Lawyer
Approved Lot Survey Plan based on the Title (1 Original and 1 certified true machine copy)	Department of Environment and Natural Resources – Land Management Services
Feasibility Study – if applicable (1 Original and 1 certified true machine copy)	Client
Representative (if applicable)	
Special Power of Attorney (if applicable) (1 Original and 1 certified true Machine copy)	Citizen or Client being represented/Lawyer
Government Issued Identification Card of the person being represented (Photocopy and show original for verification)	BIR, DFA, PSA, SSS, GSIS, Pag-ibig, Post-Office
Government Issued Identification Card of the Representative (Photocopy and show original for verification)	BIR, DFA, PSA, SSS, GSIS, Pag-ibig, Post-Office

Note: Additional requirements may be required after inspection and evaluation of documents. All documents should not be more than 3 months old upon filing

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign-in the client logbook in the Municipal Lobby and Office lobby	1. Give the logbook to client	None	6 minutes	<i>PACD Municipal Lobby Administrative Aide IV MPDO</i>
2. Submit duly accomplished application form with complete documents/ requirements	2. Receive the submitted complete documents and record in the logbook. Review the submitted documents based on the checklist	None	1 hour	<i>Zoning Officer MPDO</i>



3. Receive Order of Payment	3. Prepare and issue OP to the client <i>(to include inspection fee)</i>		30 minutes	Zoning Officer MPDO
4. Pay the required fees at the Municipal Treasury Office	4. Receive payment and issue Official Receipt	Varies (computed based on the table below)	30 minutes	Revenue Collection Clerk MTO
5. Provide copy of Official Receipt at the MPDO	5.0 Negotiate for the availability of Inspection team 5.1. Issue control number and date of inspection 5.2 Evaluate the submitted documents while waiting for the date of inspection.	None	30 minutes	Zoning Officer MPDO
6. Wait for the inspection team for site inspection *with violation Repeat steps 3-5 *Complete lacking documents/ rectify	6.0 Conduct Ocular Inspection with client 6.1 Conduct exit conference 6.1 Prepare inspection report *With Violation: Issue Notice of Violation and order of payment for penalty *With discrepancy/ deficiency of documents		1 Day	Zoning Officer MPDO Zoning Officer/ LZBA



<p>discrepancy of documents</p> <p>*Wait for another inspection conducted by the LZBA and for their decision</p>	<p>Issue Notice of Discrepancy/ Deficiency of Documents</p> <p>*For Non-Conforming Use: Endorse to LZBA for appropriate action.</p> <p>LZBA will conduct another inspection and will deliberate for the approval/denial of Locational Clearance through Resolution and forward to the MPDO a copy of the decision.</p> <p>6.3 Issue date of Release</p>		<p>30 minutes</p> <p>15 days</p>	
<p>7.Wait for the decision duly signed by the LCE</p>	<p>7.0Prepare the decision</p> <p>7.1Forward to LCE for notification</p>	<p>None</p>	<p>30 minutes</p> <p>2 days</p>	<p><i>Zoning Officer</i> MPDO</p>
<p>8.Claim LC</p>	<p>8.Release decision</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Zoning Officer</i> MPDO</p>
<p>Total</p>		<p>Varies</p>	<p>Complex – 3 days, 4 hrs. & 54 minutes; Highly Technical- 18 days, 4 hrs. & 24 minutes</p>	



SCHEDULE OF FEES, FINES AND PENALTIES

TYPE OF FEE		AMOUNT				
<ul style="list-style-type: none"> • Commercial, Industrial and Agro Industrial Project Cost of which is: <ul style="list-style-type: none"> ○ Below PHP 100,000.00 - PHP 1,440.00 ○ Over PHP 100,000.00 – PHP 2,160.00 ○ Over PHP 500,000.00 – PHP 2,880.00 ○ Over PHP 500,000.00 – PHP 4,320.00 ○ Over PHP 1Million – PHP 7,200.00 + (1/10 of 1% of cost in excess of PHP 2,000,000.00) ○ Over PHP 1Million – PHP 2,000,000.00 ○ Over PHP 2,000,000.00 						
PENALTIES						
Project Type	Conforming			Non-conforming		
	Minimum	Medium	Maximum	Minimum	Medium	Maximum
Agriculture	700.00- 1,500.00	1,501.00- 3,000.00	3,001.00- 4,500.00	1,501.00- 3,000.00	3,001.00- 6,000.00	6,001.00- 9,000.00
Violations of the terms and conditions of clearance and all other non-compliance with the requirements for locational clearance				Minimum	Medium	Maximum
				500.00- 2,000.00	2,001.00- 3,500.00	3,501.00- 5,000.00
1/ As per approved Sangguniang Panlalawigan (SP or HLURB-Comprehensive Land Use Plan and Zoning Ordinance).						

8. Issuance of Land Use Zoning Certification

Land Use Zoning Certificate is requested by a taxpayer and/or any individual for the, to know land use of the lot they own, whether residential, commercial, industrial or institutional. This is being issued for the purpose of ensuring compliance to the Comprehensive Land Use Plan and Zoning Ordinance of the Municipality. The Zoning Certification can be secured at the Municipal Planning and Development Office.

Office or Section	MPDO
Classification	Simple
Type of Transaction	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
Who may avail	Residents of this Municipality
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished and notarized Application Form (2 copies - Original)	Client/Office of the Municipal Planning and Development Coordinator



Any of the following relative to RIGHT OVER LAND (2 copies – certified true machine copy) <ol style="list-style-type: none"> 1. Transfer Certificate of Title; 2. Tax Declaration; and - duly accomplished pro-forma affidavit form (2 copies – original); 3. In case the property is not registered in the name of the applicants submit any of the following: <ul style="list-style-type: none"> - Duly notarized Deed of sale - Duly notarized Deed of donation - Duly notarized Affidavit of consent - Duly notarized Contract of lease 		Bureau of Lands/Municipal Assessor's Office		
		Lawyer		
Vicinity map indicating clearly and specifically the exact location of the proposed site and the existing land uses and/or landmarks within a radius of at least 500 meters duly signed by a licensed geodetic engineer (1 original and 1 certified true machine copy)		Licensed Geodetic Engineer		
Lot plan duly signed by a Geodetic Engineer (1 Original and 1 certified true machine copy)		Licensed Geodetic Engineer		
Barangay Clearance (1 original and 1 certified true machine copy)		Barangay Concerned		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign-in the client logbook in the Municipal Lobby and Office Lobby	1. Give the logbook to the client	None	6 minutes	<i>PACD</i> Municipal Lobby <i>Administrative Aide IV</i> MPDO
2. Submit notarized application form and submit complete requirements	2. Receive notarized application form.	None	10 minutes 30 minutes	



	2.1 Review submitted requirements			
3. Receive Order of Payment	3. Prepare and Issue Order of Payment to client	Zoning Certification- PhP720.00/ha	30 minutes	<i>Zoning Officer MPDO</i>
4. Pay the required Fees at the Municipal Treasury Office	4. Receive payment and issue Official Receipt		30 minutes	<i>Revenue Collection Clerks MTO</i>
5. Provide copy of Official Receipt at the MPDO	5. Negotiate for the schedule of inspection team and issue control number and date of inspection		30 minutes	<i>Zoning Officer MPDO</i>
6. Wait for the inspection team	6. Conduct ocular inspection with the client 6.1 prepare inspection report and date of release		1 day	
7. Wait for the Zoning Certification	7. Prepare Zoning Certification		30 minutes	
8. Claim Zoning Certification	8. Release the Zoning Certification	None	10 minutes	
Total		Varies	1 day, 2 hrs. & 56 minutes	



9. Provision of Technical Information

This service involves the provision of technical information such as the Ecological Profile, Development Plans, Investment Plans, Accomplishment Reports and other vital documents to researchers/clients who need it for specific/legal purpose.

Office or Section	MPDO
Classification	Simple
Type of Transaction	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
Who may avail	- All; - Different Agencies; - Researchers/ Students



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request		Requesting agency, school or individual		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign-in the client logbook in the Municipal Lobby and Office frontline	1. Give the logbook to the client	None	6 minutes	<i>Public Assistance Desk Officer</i> Municipal Lobby <i>Administrative Aide IV</i> MPDO
2. Give the written request to the frontline personnel for proper recording	2.0 Receive the written request 2.1 Duly record the document in the Log Book of Incoming Communications 2.2 Refer the client to the Project Development Officer III for brief background interview	None	10 minutes	<i>Administrative Aide IV</i> MPDO
3. Proceed to the desk of the PDO III for brief interview	3. Interview the client relevant to the data being sought and issue control number and date/time of release	None	30 minutes	<i>Project Development Officer III</i> MPDO
4. Wait for the generation of the necessary data needed	4. Prepare the necessary data needed	None	1 hour	<i>Planning Officer I</i> <i>Administrative Assistant II;</i> <i>Statistician Aide</i> MPDO



5. Receive Technical data	5. Release the data needed/requested	None	2 minutes	<i>Planning Officer I; Administrative Assistant II; Statistician Aide MPDO</i>
TOTAL		None	1 hour, 48 minutes	

10. Request for Technical Assistance on the preparation of Program of Work (POW)

The service is extended to all Barangay LGUs needing the expertise of technical personnel in the preparation of program of work of their barangay funded projects.

Office or Section	MPDO
Classification	Highly Technical (<i>Maximum of 10 projects</i>)
Type of Transaction	G2G – Government to Government
Who may avail	- Barangay LGUs; - National Agencies



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request of the Punong Barangays for the preparation of Program of Work of funded projects		Barangay Concerned		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Municipal Lobby and Office Lobby	1. Give the Log Book to the client	None	6 minutes	<i>Public Assistance Desk Officer</i> Municipal Lobby <i>Administrative Aide IV</i> MPDO
2. Submit written request to the frontline personnel for receipt and duly recording and wait for the scheduled pre-inspection and subsequently its preparation of Program of Work	2.0 Receive the written request	None	30 minutes	<i>Administrative Aide IV</i> MPDO
	2.1 Duly record the document in the Log Book of Incoming Communications			
	2.2 Give the document to the MPDC for proper information and appropriate action			
	2.3 Schedule pre-site inspection and prepare necessary documents of field works and issue control number and date of inspection. *Thursday – cut-off for request for pre-inspection	None	1 hour	<i>Planning Assistant;</i> <i>Draftsman II;</i> <i>Draftsman I</i> MPDO



	<p>2.4 Proceed to the project site for inspection.</p> <p>*limitation due to geographic location-Two (2) to 3 projects could be inspected as long as location is adjacent to each other.</p> <p>- issue date of release</p>	None	1 day	
	<p>2.5 Prepare the Individual Program of Work (POW), Detailed Estimate and Plan</p> <p>2.6 Check the POW and recommend for approval to the MPDC</p> <p>2.7 Review and Approve the POW</p>	None	10 days	<p><i>Project Development Officer III</i> MPDO</p> <p>MPDC MPDO</p>
3. Return to the MPDO for the receipt of the POW and to be noted by the Punong Barangay where the project is located	3. Give the POW for signing of the Punong Barangay concerned then get office copy	None	5 minutes	<p><i>Planning Assistant;</i> <i>Draftsman II;</i> <i>Draftsman I</i> MPDO</p>
TOTAL		None	11 days, 1 hour, 41 minutes	



Chapter IX