MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

EXTERNAL SERVICE

1. ISSUANCE OF ZONING CLEARANCE (FOR TITLING AND PRE PATENT)

A certification that shows basic information like number of parcel/s, location of property, total and land area, proposed use and zoning classification

Office or Division:	Municipal Planning and Development Office
Classification:	Simple
Type of Transactions:	G2C – Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Photocopy of the following: 1. Tax Declaration 2. Barangay Clearance 3. Deed of Sale or Contract of Sale	Assessor's Office Barangay Owner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents	Validate and review submitted documents and issue an order of payment (Site inspection if necessary)	None	10 minutes	Bryan Tolentino/ Planning Assistant
2. Pay the required fees at the Municipal Treasurer's Office	Received the payment and issue Official Receipt	150	5 minutes	Clerk/ Municipal Treasurer Office
3. Present the OR and claim the Locational Clerance	Issue locational clearance to the Client	None	2 minutes	Bryan Tolentino/ Planning Assistant
TOTAL			**17 minutes**	

***Schedule of fees based on Municipal Ordinance No. 336 – 2010 & Provincial Board Resolution No. 133 – T'11

2. ISSUANCE OF LOCATIONAL CLEARANCE

The Locational Clearance is issued to individuals/company/establishments who are planning to construct or improve their building or any facility. The clearance states that that project conforms with the Comprehensive Land Use Plan of the municipality.

Office or Division:	Municipal Planning and Development Office
Classification:	Simple
Type of Transactions:	G2C – Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Application Form	MPDO
Photocopy of the following:	
Land Title	Reigstry of Deeds
Deed of Sale or Contract of Sale (if applicable)	Client
Tax Declaration	Municipal Assessor's Office
Tax Receipt or Tax Clearance	Treasurer's Office
Barangay Clearance (for building permit application)	Barangay where project located
Detailed Drawing (sign and seal by professional)	Client
Lot Plan Signed by Geodetic Engineer	Client
Bill of Materials and Estimate	Client
Specification	Client
PTR & PRC of Professionals	Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the Zoning Form with the attached xerox copy of the required documents	Validate and review submitted documents and issue an order of payment (Site inspection if necessary)	None	2 days	Bryan Tolentino/ Planning Assistant
2. Pay the required fees at	Accept the	Dependi	5 minutes	Clerk/ Municipal

the Municipal Treasurer's Office	payment based on the order of payment	ng on the declared Total Cost of Project		Treasurer's Office
3. Present the OR and claim the Locational Clerance	Issue locational clearance to the Client	None	5 minutes	Bryan Tolentino
TOTAL			**2 days and 10 minutes**	

***Schedule of fees based on Municipal Ordinance No. 336 – 2010 & Provincial Board Resolution No. 133 – T'11

3. ISSUANCE OF LOCATIONAL CLEARANCE (NEW BUSINESS APPLICATION)

The Locational Clearance is issued to individuals/company/establishments that are planning to apply foe new business. The clearance states that that project conforms with the Comprehensive Land Use Plan of the municipality.

Office or Division:	Municipal Planning and Development Office			
Classification:	Simple to Complex			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1 XEROX COPY EACH OF THE FOLLOWING: DULY ACCOMPLISHED BUSINESS APPLICATION BARANGAY CLEARANCE (FOR BUSINESS PERMIT) DTI OR SEC REGISTRATION CONTRACT OF LEASE (IF RENTED)		Client Client Client Client Client		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Accomplish the Zoning Form with the attached xerox copy of the required documents	Validate and review submitted documents and issue an order of		5 minutes	Leopher De Leon

	payment (Site inspection if necessary)			
2. Pay the required fees at the Municipal Treasurer's Office	Accept the payment based on the order of payment	Depending on the declared Total Cost of Project	5 minutes	Clerk/ Municipal Treasurer's Office
3. Present the OR and claim the Locational Clerance	Issue locational clearance to the Client	None	5 minutes	Leopher de Leon
TOTAL			**15 minutes**	

***Schedule of fees based on Municipal Ordinance No. 336 – 2010 & Provincial Board Resolution No. 133 – T'11