



ISSUANCE OF ZONING CERTIFICATE

Service Information

The Zoning Certificate certifies the land use of the lot.

The certificate is a document usually availed of by individuals for building permit, fencing permit and for any other legal purpose.

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| Office or Division | MUNICIPAL PLANNING AND DEVELOPMENT OFFICE | |
| Classification | Simple | |
| Type of Transaction | G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government | |
| Who may avail | All | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. Photocopy of the Certificate of Title - 1 copy | | Registry of Deeds |
| 2. In the absence of any existing certificate of title, submit the following: A. Certified True Copy of the latest Tax Declaration – 1 copy; and B. 1 copy of Duly notarized Pro-forma affidavit | | Office of the Municipal Assessors Office MPDO |
| 3. In case the property is not registered in the name of the applicant, submit 1 photocopy of the owner's certificate of title or in the absence of title, tax declaration and pro-forma affidavit in item 2 and 1 copy of any of the following: A. Duly notarized deed of sale or deed of donation B. Duly notarized contract of lease C. Duly notarized authorization to use land, whichever is applicable | | Lessor |
| 4. Vicinity Map showing the existing land uses with 100-meter radius from the lot boundary of the projects site. For highly pollutive industries and project of national significance show 1-km radius. | | Licensed Civil Engineer |
| 5. Bill of materials | | Licensed Civil Engineer |

| CLIENTS STEPS | AGENCY ACTIONS | FEES TO BE PAID | | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|----------------------------------|-------------|-----------------|---|
| 1. Submit all documentary requirements | Receive and review of documents | None | | 10 minutes | Ma. Theresa B. Arriego Project Development Officer I Jim Arriego Planning Officer I Rosalyn A. Cañete Draftsman I |
| | Conduct on-site inspection | None | | 1 Day | |
| 2. Receive order of payment | Issue order of payment | None | | 5 minutes | Ma. Theresa B. Arriego Project Development Officer I Jim Arriego Planning Officer I Rosalyn A. Cañete Draftsman I |
| 3. Pay the Zoning Certificate Fee to the Treasurer's Office | Receive payment and issue official receipt | Application fee | P 10.00 | 30 minutes | Municipal Treasury Staff |
| | | PARTICULAR | FEES | | |
| | | RESIDENTIAL | | | |
| | | 1. Below P 15,000.00 | P 33.00 | | |
| | | 2. Over P15,000.00 to P30,000.00 | P 44.00 | | |
| | | 3. Over P30,000.00 to P60,000.00 | P 55.00 | | |
| 4. Over P60,000.00 to P100,000.00 | P 77.00 | | | | |
| 5. Over P100,000.00 to P150,000.00 | P 110.00 | | | | |



| CLIENTS STEPS | AGENCY ACTIONS | FEES TO BE PAID | | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|---|----------|------------------------------------|--|
| | | 6. Over P150,000.00 to P300,000.00 | P 143.00 | | |
| | | 7. Over P300,000.00 to P500,000.00 | P 165.00 | | |
| | | 8. Over P500,000.00 | P 220.00 | | |
| | | COMMERCIAL, INDUSTRIAL & AGRO-INDUSTRIAL | | | |
| | | 1. Below P15,000.00 | P 44.00 | | |
| | | For every additional of P50,000.00 and a fraction thereof | | | |
| | | A. APARTMENT/TOWNHOUSE | | | |
| | | 1. Below five (5) doors | P 66.00 | | |
| | | 2. Five (5) to ten (10) doors | P 88.00 | | |
| | | 3. Over ten (10) doors | P 166.00 | | |
| | | B. DORMITORIES | | | |
| | | 1. Ten (10) rooms and below | P 66.00 | | |
| | | 2. Eleven (11) to twenty (20) rooms | P 88.00 | | |
| | | 3. Twenty (21) to fifty (50) rooms | P 132.00 | | |
| | | 4. Over fifty (50) rooms | P 176.00 | | |
| | | C. INSTITUTIONAL | | | |
| | | 1. Below P15,000.00 | P 132.00 | | |
| | | 2. Over P15,000.00 to P100,000.00 | P 176.00 | | |
| | | 3. Over P100,000.00 to P200,000.00 | P 225.00 | | |
| | | 4. Over P200,000.00 to P300,000.00 | P 286.00 | | |
| | | 5. Over P300,000.00 to P500,000.00 | P 341.00 | | |
| | | 6. Over 500,000.00 | P 396.00 | | |
| 4. Present receipt to the office of the MPDC | Encode, prepare and sign the certificate | None | | 30 minutes | Ma. Theresa B. Arriego Project Development Officer I Jim Arriego Planning Officer I Rosalyn A. Cañete Draftsman I Dale Mito S. Diano MPDC |
| 5. Receive the Zoning Certificate | Keep a duplicate copy and release the certificate | None | | 5 minutes | Ma. Theresa B. Arriego Project Development Officer I Jim Arriego Planning Officer I Rosalyn A. Cañete Draftsman I |
| TOTAL: | | Based on actual computation | | 1 day 1 hour and 20 minutes | |



REQUEST FOR ENDORSEMENT

(APPLICATION FOR APPROVAL OF A PRELIMINARY SUBDIVISION DEVELOPMENT PLAN (HEIRS & ETC.))

Service Information

The Preliminary Subdivision Development Plan Approval is the preliminary approval of the schematic plan of the subdivision.

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| Office or Division | MUNICIPAL PLANNING AND DEVELOPMENT OFFICE |
| Classification | Highly Technical and requires SB resolution |
| Type of Transaction | G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government |
| Who may avail | All |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| 1. Documents duly sealed by a licensed geodetic engineer: <ul style="list-style-type: none"> a. One (1) copy Certified true copy and four (4) photocopies Vicinity map indicating the adjoining land uses, access, as well as existing facilities and utilities at least within 500 meters from the property boundaries of the project, drawn to scale. b. One (1) copy Certified true copy and four (4) photocopies of Survey plan of the lot(s) as described in TCT(s) | Licensed Geodetic Engineer |
| 2. One (1) copy Certified true copy and four (4) photocopies of Title(s), One (1) copy Certified true copy and four (4) photocopies Tax Declaration(s) and One (1) copy Certified true copy and four (4) photocopies Deed of Sale/Memorandum of Agreement, Extrajudicial Settlement & Partition, Deed of Donation, etc., (if the title is not registered in the name of the applicant) | Registry of Deeds Office of the Assessor Owner of land |
| 3. One (1) copy Certified true copy and four (4) photocopies of Tax Clearance | Office of the Treasury |
| 4. One (1) copy Certified true copy and four (4) photocopies of Zoning Certificate | Office of the MPDC |

| CLIENTS STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| 1. Submit all requirements to the receiving clerk at the Municipal Planning and Development Office | Receive, evaluate and review of documents | None | 10 minutes | Ma. Theresa B. Arriego Project Development Officer I Jim Arriego Planning Officer I Rosalyn A. Cañete Draftsman I |
| | Assessment and conduct on-site inspection | None | 3 days | Dale Mito S. Diano MPDC |
| | Instruct the client to | None | | Ma. Theresa B. Arriego Project Development Officer I Jim Arriego |



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| | wait for the invitation of Sangguniang Bayan | | | Planning Officer I Rosalyn A. Cañete Draftsman I |
| 2. Attend the committee hearing requested by SB committee chairman | Conduct deliberation and issue resolution | None | 45 days | SB |
| 3. Receive SB resolution on action taken | Provide copy of SB resolution | None | 1 day after upon approval of the resolution | Atty. Jose Maria Gastardo SB Secretary |
| 4. Claim copy of approved Preliminary Subdivision Development Plan | Retain duplicate copy and release approved Preliminary Subdivision Development Plan | None | 10 minutes | Ma. Theresa B. Arriegado Project Development Officer I Jim Arriegado Planning Officer I Rosalyn A. Cañete Draftsman I Dale Mito S. Diano MPDC |
| TOTAL: | | None | 49 days and 20 minutes | |



REQUEST FOR ENDORSEMENT (Preliminary Subdivision Development Plan Approval)

Service Information

The Preliminary Subdivision Development Plan Approval is the preliminary approval of the schematic plan of the subdivision.

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|---|---|------------------------|---|---|
| Office or Division | MUNICIPAL PLANNING AND DEVELOPMENT OFFICE | | | |
| Classification | Highly Technical | | | |
| Type of Transaction | G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government | | | |
| Who may avail | All | | | |
| CHECKLIST OF REQUIREMENTS | | | | WHERE TO SECURE |
| 1. Five (5) copies Site Development Plan (Schematic Plan) at a scale ranging from 1:200 to 1:2,000 prepared, signed and sealed by any licensed and registered architect, environmental planner, civil engineer or geodetic engineer. | | | | Licensed Architect/ Environmental Planner/ Civil Engineer or Geodetic Engineer |
| 2. Five (5) copies of Documents duly sealed by a licensed geodetic engineer: a. Vicinity map indicating the adjoining land uses, access, as well as existing facilities and utilities at least within 500 meters from the property boundaries of the project, drawn to scale. b. Survey plan of the lot(s) as described in TCT(s) c. Topographic Plan. | | | | Licensed Geodetic Engineer |
| 3. One (1) copy Certified true copy and four (4) photocopies of Title(s), One (1) copy Certified true copy and four (4) photocopies Tax Declaration(s) and One (1) copy Certified true copy and four (4) photo Current Tax Receipt(s). | | | | Registry of Deeds Office of the Assessor Office of the Treasurer |
| 4. One (1) copy Certified true copy and four (4) photocopies Right to use or deed of sale of right-of-way for access road and other utilities when applicable. | | | | Owner of access road |
| 5. One (1) copy Certified true copy and four (4) photocopies Certification as to the zoning classification of the project area from the LGU. | | | | Office of the MPDC |
| CLIENTS STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit all requirements to the receiving clerk at the Municipal Planning and Development Office | Receive, evaluate and review of documents | None | 10 minutes | Ma. Theresa B. Arriessgado Project Development Officer I Jim Arriessgado Planning Officer I Rosalyn A. Cañete Draftsman I |
| | Assessment and conduct on-site inspection | None | 3 days | Dale Mito S. Diano MPDC |
| | Instruct the client to wait for the invitation of Sangguniang Bayan | None | | Ma. Theresa B. Arriessgado Project Development Officer I Jim Arriessgado Planning Officer I Rosalyn A. Cañete Draftsman I |
| 2. Attend the committee hearing requested by SB committee chairman | Conduct deliberation and issue resolution | None | 45 days | SB |
| 3. Receive SB resolution on action taken | Provide copy of SB resolution | None | 1 day after upon approval of the resolution | Atty. Jose Maria Gastardo SB Secretary |
| 4. Claim copy of approved Preliminary Subdivision Development Plan | Retain duplicate copy and release approved Preliminary Subdivision | None | 10 minutes | Ma. Theresa B. Arriessgado Project Development Officer I |



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|---------------|------------------|-------------|-------------------------------|--|
| | Development Plan | | | Jim Arriegado Planning Officer I Rosalyn A. Cañete Draftsman I Dale Mito S. Diano MPDC |
| TOTAL: | | None | 49 days and 20 minutes | |



REQUEST FOR ENDORSEMENT (Development Permit)

Service Information

The Development Permit is the approval of the development permit of the subdivision.

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|---|---|---|
| Office or Division | MUNICIPAL PLANNING AND DEVELOPMENT OFFICE | |
| Classification | Highly Technical | |
| Type of Transaction | G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government | |
| Who may avail | All | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. Barangay Resolution/Endorsement. | | Barangay |
| 2. Minutes and Attendance of Public Hearing. | | Barangay |
| 3. All documents required in the application for Preliminary Subdivision Development Plan Approval. | | Licensed Architect/ Environmental Planner/ Civil Engineer or Geodetic Engineer Licensed Geodetic Engineer Registry of Deeds Office of the Assessor Office of the Treasurer Owner of access road Office of the MPDC Office of the Assessor Office of the MPDC DENR Owner |
| 1. Five (5) copies Site Development Plan (Schematic Plan) at a scale ranging from 1:200 to 1:2,000 prepared, signed and sealed by any licensed and registered architect, environmental planner, civil engineer or geodetic engineer. | | |
| 2. Five (5) copies of Documents duly sealed by a licensed geodetic engineer: <ol style="list-style-type: none"> Vicinity map indicating the adjoining land uses, access, as well as existing facilities and utilities at least within 500 meters from the property boundaries of the project, drawn to scale. Survey plan of the lot(s) as described in TCT(s) Topographic Plan. | | |
| 3. One (1) copy Certified true copy and four (4) photocopies of Title(s), One (1) copy Certified true copy and four (4) photocopies Tax Declaration(s) and One (1) copy Certified true copy and four (4) photo Current Tax Receipt(s). | | |
| 4. One (1) copy Certified true copy and four (4) photocopies Right to use or deed of sale of right-of-way for access road and other utilities when applicable. | | |
| 5. One (1) copy Certified true copy and four (4) photocopies Certification as to the zoning classification of the project area from the LGU. | | |
| 4. One (1) copy Certified true copy and four (4) photo copies of Certified true copy of tax declaration covering the property(ies) subject of the application for the year immediately preceding | | |
| 5. Five (5) copies Zoning certification from the Municipal Planning and Development Coordinator. | | |
| 6. One (1) copy Certified true copy and four (4) photo copies of Environmental Compliance Clearance (ECC) or Certificate of Non-Coverage (CNC), whichever is applicable, duly issued by the DENR | | |
| 7. Five (5) copies of project description for projects having areas of 1 hectare and above to include the following; <ol style="list-style-type: none"> Project profile indicating the cost of raw land and its development (total project cost), amortization schedule, sources of financing, cash flow, architectural scheme, if any, and work program Audited financial statement for the last 3 preceding years Income Tax Return for the last three 3 preceding years | | |



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| <ul style="list-style-type: none"> d. Certificate of registration with Securities and Exchange Commission (SEC) e. Articles of incorporation or partnership f. Corporation by-laws and all implementing amendments, and g. For new corporation (3 years and below) statement of capitalization and sources of income and cash flow to support work program | |
| 8. Five (5) copies Plans specifications, bill of materials and cost estimates duly signed and sealed by the appropriate licensed professionals. | Licensed Civil Engineer/ Geodetic Engineer |
| 9. Five (5) copies Application for permit to drill from the National Water Resources Board (NWRB) | National Water Resources Board |
| 10. Five (5) copies Traffic Impact Assessment for projects 30 hectares and above | Owner |
| 11. Five (5) copies List of names of duly licensed professionals who signed the plans and other similar documents in connection with application filed indicating the following information; <ul style="list-style-type: none"> a. Surname b. First name c. Middle name d. Maiden name, in case of married women professional; e. Professional license number, date of issued and expiration of its validity; and f. Professional tax receipt and date of issue | Owner |

| CLIENTS STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|---|--|
| 1. Submit all requirements to the receiving clerk at the Municipal Planning and Development Office | Receive, evaluate and review of documents | None | 10 minutes | Ma. Theresa B. Arriessgado Project Development Officer I Jim Arriessgado Planning Officer I Rosalyn A. Cañete Draftsman I |
| | Assessment and conduct on-site inspection | None | 20 days | Dale Mito S. Diano MPDC |
| | Instruct the client to wait for the invitation of Sangguniang Bayan | None | | |
| 2. Attend the committee hearing requested by SB committee chairman | Conduct deliberation and issue resolution | None | 45 days | SB |
| 3. Receive SB resolution on action taken | Provide copy of SB resolution | None | 1 day after upon approval of the resolution | Atty. Jose Maria Gastardo SB Secretary |
| 4. Claim copy of approved Preliminary Subdivision Development Plan | Retain duplicate copy and release approved Preliminary Subdivision Development Plan | None | 10 minutes | Ma. Theresa B. Arriessgado Project Development Officer I Jim Arriessgado Planning Officer I Rosalyn A. Cañete Draftsman I Dale Mito S. Diano MPDC |
| TOTAL: | | None | 65 days and 20 minutes | |

