

MUNICIPAL PLANNING DEVELOPMENT OFFICE

Acquiring Data and Computer-Drawn Maps from Municipal Planning and Development Office

A. ABOUT THE SERVICE

Information about the Municipality, its history, demography, socio-economic profile, and other statistics available can be requested at the MPDO. These are available in print and electronic copying text or PDF format. Computer drawn maps are available in predetermined resolutions.

This includes:

- Socio-Economic Profiles
- Land Use Plan
- Economic Development Data
- Computer-Generated Maps
- Other Municipal Statistics

B. FEES

Photocopy (Maps, Subd. /Condo Plans) : **Php 50.00**
 Hard Copy : **Php 30.00 minimum; Php 5.00/page in excess of 5**
 Electronic Copy : **Php 150.00/diskette; additional Php 50.00 for rushjob**
 Certified True Copy (Map) : **Php 10.00**

C. AVAILABILITY OF THE SERVICE : Monday to Friday, from 8:00 A.M. to 5:00 P.M

D. DURATION : 38 Minutes

E. SERVICE AVAILABILITY : Monday to Friday, 8:00 A.M. - 5:00 P.M.

F. HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORM/S
1	Approach frontline personnel and request for the data needed	Confirm if data required is available	3 minutes	MPDO Staff	None	
2	a. If data is available, client waits for the information to be provided. b. Otherwise, the client is referred to other probable sources of information.	Review the information to be given to the client	5 minutes	MPDO Staff	None	
3	a. For paid documents, wait for the assessment of fees; b. Otherwise client leaves an ID card and is allowed to photocopy documents.	Assess fees for the requested documents. Collect the ID card and provide the documents to be photocopied	5 minutes	MPDO staff	Assessed fees	None
4	a. Wait for the approval of assessment form and fees b. Client signs a logbook for record purposes. If documents were photocopied, client returns the original documents.	Sign assessment Form Return the ID card to the client	2 minutes 2 minutes	Municipal Zoning Administrator MPDO Staff	None None	Assessment Form
5	a. Pay dues at the Treasury Office.	Accept payment and issue Official Receipt	5 minutes	Revenue Collection Clerk	Based on schedule of fees	Official Receipt
6	a. Present OR for the preparation of Data and/or Maps Requested	Prepare the Data and/or Maps Requested	15 minutes	MPDO Staff		
7	a. Claim Data and/or Maps Requested	Sign, record and release the Data and/or Maps Requested	3 minutes	MPDO staff		Data/Maps
End of Transaction (40 minutes)						

SECURING ZONING/LOCATIONAL CLEARANCE (LC) & PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC)

A. ABOUT THE SERVICE

Zoning/Locational Clearance (LC) and Preliminary Approval and Locational Clearance (PALC) are clearances or permits issued to a certain project that is allowed under the provisions of the Zoning Regulations of the Municipality pursuant to section 20 of RA 7160 as well as other standards, rules and regulations on land use.

B. APPLICATION REQUIREMENTS:

1. Duly accomplished and notarized application form.
2. Vicinity map
3. Site development Plan.
4. Certificate of ownership of the land, any of the following:
 - 4.1 Photocopy OCT/TCT registered in the name of the applicant.
 - 4.2 Tax Declaration declared in the name of the applicant plus certification from the Registered of Deeds/ Bureau of Lands that subject parcel of land is not yet registered in the name of any other person.
 - 4.3 Deed of Sale or Contract of Lease plus photocopy of TCT.
 - 4.4 Authorization from the registered owner allowing applicant to use subject parcel of land plus TCT.
 - 4.5 Bill of Materials/Cost Estimates
 - 4.6 Locational Clearance Fee

Additional Requirements for special projects like, piggery, poultry, cellsite, gasoline station, et. al.

1. Environmental Compliance Certificate or Certificate of Non-Coverage (ECC/CNC) from the Environmental Management Bureau (EMB) of the DENR.
2. If Non-Conforming Land Use, secure DAR conversion clearance or Sanguniang Bayan Reclassification.
3. Barangay Clearance/Resolution on the project.
4. Written conformity/non-objection from adjacent neighbors. Written conformity/non-objection from Homeowners Association of adjacent subdivision project/s. Written conformity/non-objection from owner/developer of adjacent subdivision project/s.

C. DURATION : 35 Minutes

D. SERVICE AVAILABILITY : Monday to Friday, 8:00 A.M. - 5:00 P.M.

E. HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORM/S
1	Submit accomplished and notarized application form and requirements	Evaluate submitted documents & assess fees	15 minutes	MPDO Staff	None	Application for Locational Clearance/ Certificate of Zoning Compliance Form
2	Wait for the approval of assessment form and fees by the Municipal Zoning Officer	Sign assessment Form & approval of requirements	5 minutes	Municipal Zoning Administrator	None	
3	Pay dues at the Treasury Office	Accept payment and issue OR	5 minutes	Revenue Collection Clerk	Assessed fees	Official Receipt
4	Present Official Receipt for the preparation of LC/PALC	Preparation of the LC/PALC	10 minutes	MPDO Staff	None	
5	Claim LC/PALC.	Sign, record and release LC/PALC	5 minutes	MPDO staff	None	LC/PALC
End of Transaction (40 minutes)						

ISSUANCE OF ZONING CERTIFICATION AND OTHER RELATED CERTIFICATIONS

A. ABOUT THE SERVICE

Zoning Certification is issued on a parcel of land based on the provisions of the Zoning Ordinance of the Municipality as well as other standards, rules and regulations on Land Use.

Issuance of other certifications deemed relevant and appropriate by the Municipal Planning and Development Office.

B. APPLICATION REQUIREMENTS:

1. Transfer Certificate of Title (TCT)
2. Tax Declaration
3. Subdivision Plan
4. Location/Vicinity Map

C. FEES

Zoning Certifications	Php 250/ha.
Other Certifications	Php 100

Certified True Copy/ Photocopy Php 30 (additional Php 3/page)
(Documents of Five (5) pages or less)

D. DURATION

33 minutes

E. SERVICE AVAILABILITY

Monday to Friday, 8:00 A.M. - 5:00 P.M.

F. HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORM/S
1	Submit complete requirements	Check and review documents & assess fees	10 minutes	MPDO Staff	None	
2	Wait for the approval of assessment form and fees by the Municipal Zoning Officer	Sign assessment Form & approval of requirements	3 minutes	Municipal Zoning Administrator	None	Assessment Form
3	Pay dues at the Treasury Office.	Accept payment and issue Official Receipt	5 minutes	Revenue Collection Clerk	Assessed fees	Official Receipt
4	Present OR for the preparation of Zoning Certificate/Other Certifications	Prepare & Sign the Zoning Certificate /Other Certifications	10 minutes	MPDO Staff	None	
5	Claim Zoning Certificate /Other Certifications	Release and record Zoning Certificate /Other Certifications	5 minutes	MPDO staff	None	Zoning Certificate /Other Certifications
End of Transaction (33 minutes)						