



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





**MUNICIPAL PLANNING &
DEVELOPMENT
COORDINATOR'S
OFFICE (MPDCO)
ADMINISTRATIVE SERVICES**





1. SECURING MUNICIPAL STATISTICAL DATA/DOCUMENTS

Research assistance thru provision of municipal data/documents is given to any individual/organization.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request. 2. Valid Identification card		APPLICANT		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Request (verbal/written)	Receives and Evaluates the Request (verbal/written)	None	5 minutes	Admin. Aide III / Planning Officer I
2. Fills-up logbook and Receive Order of Payment	Prepare Order of Payment	Depends on the quantity and technicality of data	5 minutes	Planning Officer I
	Research requested data/documents		30 minutes to 1 hour	Planning Officer I
3. pay corresponding fees at the Mun. Treasurer's Office (MTO)	Receive payment and Issue Official Receipt	Depends on the quantity and technicality of data (map – P50.00 Document – P5.00 per page)	5 minutes	Revenue Collection Clerk/ Cashier (MTO)
4. Present Official Receipt (OR)	Release requested data/documents	None	5 minutes	Planning Officer
TOTAL:		Depends on the quantity and technicality of data (map – P50.00 Document – P5.00 per page)	50 minutes to 1 hour and 20 minutes	

2. SECURING ZONING CERTIFICATE AND ZONING CERTIFICATE FOR FREE PATENT

Land Use Zoning Certification is requested by a taxpayer and/or any individual for them to identify/know the land use of the lot they own whether it is a residential, commercial, industrial or institutional. This is being issued for the purpose of ensuring compliance to the Comprehensive Land Use Plan (CLUP) and Zoning Ordinance of the municipality.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
Classification:	SIMPLE



Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certified True Copy of Title/Tax Declaration		MUNICIPAL ASSESSOR'S OFFICE		
2. Current Tax Receipt		MUNICIPAL TREASURER'S OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request for Zoning Certification and secure List of Requirements	Receive Letter Request and review attachments, verify completeness of documents submitted *incomplete supporting documents are returned to the applicant	None	5 minutes	Admin. Aide III
2. Receive Order of Payment	Prepare Order of Payment	None	5 minutes	Admin. Aide III
3. pay corresponding fees at the Mun. Treasurer's Office (MTO)	Receive payment and Issue Official Receipt	P150.00	5 minutes	Revenue Collection Clerk/ Cashier (MTO)
4. Present Official Receipt (OR)	Prepare Zoning Certification	None	5 minutes	Admin. Aide III
	Approve and sign Zoning Certification	None	2 minutes	Zoning Officer/ Admin.
5. Claim Zoning Certification	Record on logbook and release/issue Zoning Certification	None	3 minutes	Admin. Aide III
TOTAL:		P150.00	25 minutes	

3. SECURING ZONING/LOCATIONAL CLEARANCE FOR BUSINESS PERMIT

A Zoning Certification/Locational Clearance is required prior to securing a New Business Permit in order to ensure compliance to the Comprehensive Land Use Plan (CLUP) and Zoning Ordinance of the Municipality.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2B			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business License Application/Assessment Form		BUSINESS PROCESS & LICENSING OFFICE (BPLO)		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Business	Check the location	Included	10 minutes	Admin. Aide III



License Application Form	of the business	in the assessment of Business Permit		
	Review attachments and verify documents		10 minutes	Admin. Aide III
	Sign Zoning/Locational Clearance slot on Business License Application Form		5 minutes	Zoning Officer/ Admin.
TOTAL:			25 minutes	

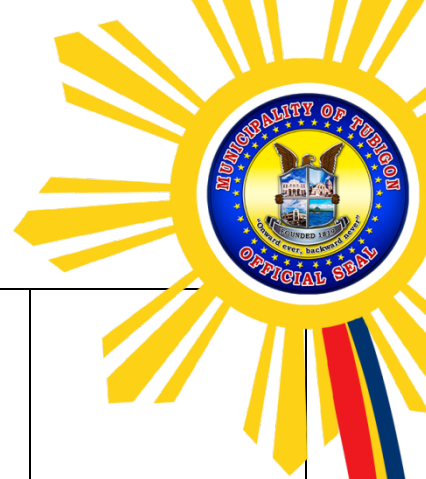
4. SECURING LOCATIONAL CLEARANCE FOR BUILDING CONSTRUCTION

An enterprise or private person constructing a new building or applying for expansion/renovation/alteration is required to secure a Locational/Zoning Clearance prior to the application for Building Permit. This should be done before the start of construction to ensure that the structure is allowed in the chosen location and that it is in conformity with the Comprehensive Land Use Plan (CLUP) and Zoning Ordinance of the municipality.

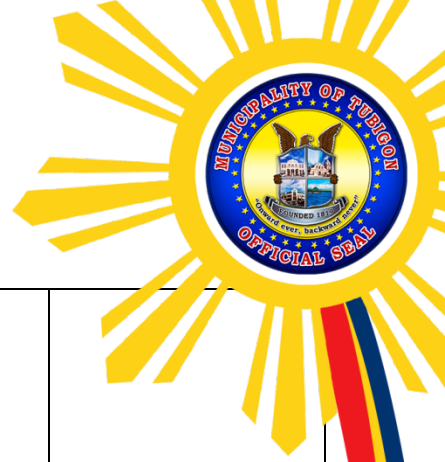
Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE			
Classification:	COMPLEX			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
1. Duly accomplished and notarized Locational Clearance Application Form	MPDC OFFICE			
2. Certified True Copy of Transfer Certificate of Title/ Tax Declaration	MUNICIPAL ASSESSOR'S OFFICE			
3. Current Tax Receipt	MUNICIPAL TREASURER'S OFFICE			
4. Barangay Clearance	BARANGAY LGU			
5. Assessor's Certification/ CENRO Certification if lot is not titled	DENR			
6. Deed of Sale, if applicable	APPLICANT			
7. Affidavit of Consent, if applicable	LOT OWNER			
8. Contract of Lease, if applicable	LOT OWNER			
9. Blue Print copy of Building Plan containing Perspective/Site Development Plan and Vicinity Map duly signed by an Architect or Civil Engineer (5 sets)	APPLICANT			
10. Bill of Materials	DPWH OR PROVINCIAL ENGINEERING OFFICE			
11. Road-Right-of-Way Clearance from DPWH or PEO, if applicable	DENR			
12. Waterway Clearance, if applicable	DENR			
13. Watershed Clearance, if applicable	BUILDING OWNER			
14. Authority to process and follow-up application if applicant is not the owner	APPLICANT			
15. Photocopy of Approved Subdivision Plan, if applicable	APPLICANT			
*NOTE: Additional requirements may be required after inspection and evaluation of documents.				
CLIENTS	AGENCY ACTION	FEES TO	PROCESSING	PERSON



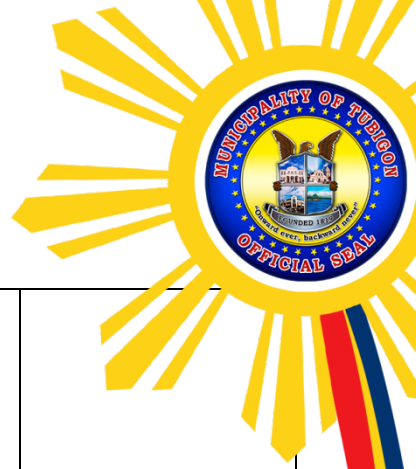
		BE PAID	TIME	RESPONSIBLE
1. Secure Application Form and List of Requirements	Issue Application Form and List of Requirements	None	5 minutes	Admin. Aide III
2. Submit duly accomplished Application Form with complete documents/ requirements	<p>Receive duly accomplished Application Form and review attachments, verify completeness of documents submitted</p> <p>*incomplete supporting documents are returned to the applicant</p>	None	20 minutes	Admin. Aide III
	<p>Schedule and conduct site inspection</p> <p>Prepare result of inspection with proper recommendation/s</p> <p>*With Violation: issue Notice</p> <p>*Not Complied: recommend work stoppage</p> <p>*For Non-Conformance: Endorse to LZBAA for appropriate action</p>	None	1 day	Zoning Officer/ Admin.
3. Receive Order of Payment and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment	a) Single Residential Structure costing:	5 minutes	Admin. Aide II
	Receive payment and Issue Official Receipt	1. P100,000 and below - P288.00 2. over P100,000 to P200,000 - P576.00	5 minutes	Revenue Collection Clerk/ Cashier (MTO)



		<p>3. over P200,000 - P720 + (1/10 of 1% in excess of P200,000)</p> <p>b) Apartments/Townhouses costing:</p> <p>1. P500,000 and below - P1,440.00</p> <p>2. over P500,000 to P2 Million - P2,160.00</p> <p>3. over 2 Million - P3,600 + (1/10 of 1% in excess of P2M regardless of the number of floors)</p> <p>c) Dormitories costing:</p> <p>1. P2 Million and below - P3,600.00</p> <p>2. over P2 Million - P3,600 + (1/10 of 1% in excess of P2M</p>		
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		<p>regardless of the number of floors)</p> <p>d) Institutional costing:</p> <p>1. Below P2 Million - P2,880.00</p> <p>2. Over 2 Million - P2,880 + (1/10 of 1% in excess of P2M)</p> <p>e) Commercial, Industrial and Agro-Industrial Project costing:</p> <p>1. Below P100,000 - P1,440.00</p> <p>2. Over P100,000 to P500,000 - P2,160.00</p> <p>3. Over P500,000 to P1 M - P2,880.00</p> <p>4. Over P1 Million to P2 M - P4,320.00</p> <p>5. Over P2 Million</p>		
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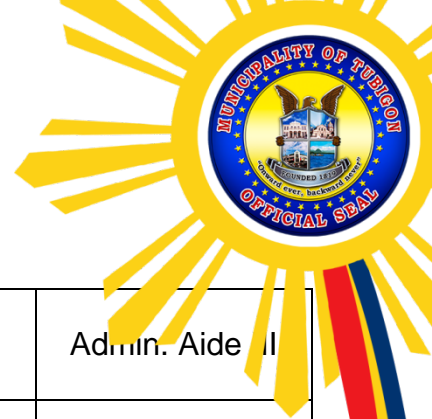


		- P7,200 + (1/10 of 1% in excess of P2M) f) Alteration / Expansio n (affected areas/ cost only) - same as original applicatio n		
4. Present Official Receipt (OR)	Prepare Decision on Application for Locational Clearance	None	5 minutes	Admin. Aide III
	Approve and sign Locational Clearance	None	2 minutes	Zoning Officer/Admin.
5. Claim Locational Clearance	Record on logbook and release/issue Locational Clearance	None	3 minutes	Admin. Aide III
TOTAL:			1 day and 45 minutes	

1. SECURING APPROVAL OF SUBDIVISION PLANS (SIMPLE SUBDIVISION)

Any person or legal entity who intends to subdivide a parcel of lot is required to secure a Subdivision Plan Approval to ensure compliance with the approved Comprehensive Land Use Plan (CLUP) and Zoning Ordinance of the municipality.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE			
Classification:	COMPLEX			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Application Form for Subdivision Plan (3 copies)		MPDC OFFICE		
2. Certified True Copy of Title/Tax Declaration (3 copies)		MUNICIPAL ASSESSOR'S OFFICE		
3. Vicinity Map (3 copies)		MUNICIPAL ASSESSOR'S OFFICE		
4. Subdivision Plans (3 sets)		APPLICANT		
5. Judicial Settlement or Deed of Sale (3 copies)		APPLICANT		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Secure Application Form and List of Requirements	Issue Application Form and List of Requirements	NONE	5 minutes	Admin. Aide II
2. Submit duly accomplished Application Form with complete documents/ requirements	Receive duly accomplished Application Form and review attachments, verify completeness of documents submitted *incomplete supporting documents are returned to the applicant	NONE	5 minutes	Admin. Aide III
3. Receive Order of Payment and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment	P500.00	5 minutes	Admin. Aide III
	Receive payment and Issue Official Receipt		5 minutes	Revenue Collection Clerk/ Cashier (MTO)
4. Present Official Receipt (OR)	Schedule and conduct site inspection Prepare inspection/ evaluation report with proper recommendation/s *With Violation: issue Notice *For Non-Conformance: Endorse to LZBAA for appropriate action	NONE	1 day	Zoning Officer/ Admin.
	Prepare Subdivision Plan Approval	NONE	30 minutes	Zoning Officer/ Admin.
	Endorse Subdivision Plan for approval by SB thru LCE	NONE	30 minutes	LCE/ Mayor
5. Claim Subdivision Plan Approval	Record on logbook and release/issue Subdivision Plan Approval	NONE	5 minutes	Admin. Aide III
TOTAL:		P500.00	1 day 1 hour	

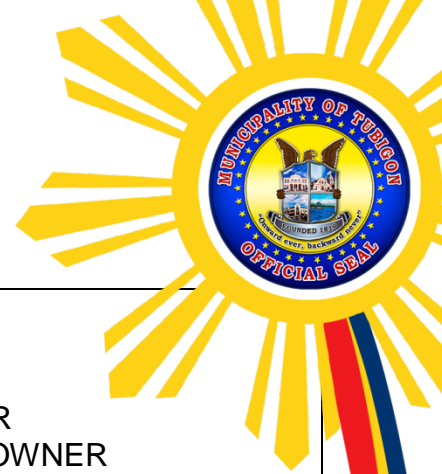


		and 25 minutes	
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2. SECURING PRELIMINARY SUBDIVISION DEVELOPMENT PLAN (PSDP) / PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

An enterprise or private person developing any kind of project mentioned above is required to secure a Preliminary Approval and Locational Clearance (PALC) prior to the issuance of final approval and development permit (DP). This should be done before the final design/plan is approved prior to the start of construction/development to ensure that the project is allowed in the chosen location and is in conformity with the Comprehensive Land Use Plan and Zoning Ordinance of the municipality.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE		
Classification:	HIGHLY TECHNICAL		
Type of Transaction:	G2B		
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
1. Duly accomplished PSDP/PALC Application Form	MPDC OFFICE		
2. Four (4) sets of the following documents duly signed by a licensed Architect/Engineer	MUNICIPAL ASSESSOR'S OFFICE		
i) Vicinity Map with a minimum of 2-km radius from the periphery of the project site showing the relationship of the proposed project to the existing community facilities and utilities.	APPLICANT		
ii) Site Development Plan (schematic Plan) showing the proposed layout. Plot all existing trees with a diameter of 0.30 meter or more.	APPLICANT		
iii) Survey Plan of the lot/s as described in the Certificate of Title of lots subject of the application.	APPLICANT		
iv) Building Plans (all models) with Housing Components	APPLICANT		
v) Ground and Floor Plans for Condominiums/Townhouses only.	APPLICANT		
vi) Landscaping Plan	APPLICANT		
3. Certified True Copy of Transfer Certificate of Title/Tax Declaration	MUNICIPAL ASSESSOR'S OFFICE		
4. Current Tax Receipt	MUNICIPAL TREASURER'S OFFICE		
5. Environmental Compliance Certificate (ECC) for Development or Certificate of Non-Coverage (CNC) issued by the DENR whichever is applicable	DENR		
6. Zoning Certificate	MPDC OFFICE		



7. Certified true copy of Conversion Clearance/Order from Department of Agrarian Reform (DAR)
 8. Permit to Cut Trees
 9. Letter authorizing applicant to file and follow-up application and claim decision in case the applicant is not the owner of the project.
 10. Deed of Sale if applicable
 11. Affidavit of Consent if applicable
 12. Contract of Lease if applicable
 13. Barangay Council Resolution favorably endorsing subdivision project
 14. Other Requirements:
 - i) Joint Venture
 - ii) Owner/Developer Contract
 - iii) Secretary's Certificate
 - iv) Special Power of Attorney
 - v) Road-Right-of-Way / Drainage Alley Documents
 - vi) Waterway Clearance, if applicable
 - vii) Watershed Clearance, if applicable
- *NOTE: Additional requirements may be required after inspection and evaluation of documents.

DAR

DENR
PROJECT OWNER

APPLICANT
LOT OWNER
PROJECT OWNER
BARANGAY LGU

PROJECT OWNER
PROJECT OWNER
PROJECT OWNER
PROJECT OWNER
DPWH

DENR
DENR

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Form and List of Requirements for PSDP/PALC Application	Issue Application Form and List of Requirements	NONE	5 minutes	Admin. Aide III/ Planning Officer
2. Submit duly accomplished Application Form with complete documents/ requirements	Receive Application Form and requirements submitted; *incomplete supporting documents are returned to the applicant	Processing Fees for: a) Subdivision Projects under P.D. 957 - P360/ha or a fraction thereof	5 minutes	Admin. Aide II/ Planning Officer
3. Receive Order of Payment for processing fee and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment	b) Subdivision Projects under B.P. 220 1. Socialize	5 minutes	Admin. Aide I/ Planning Officer
	Receive payment and Issue Official Receipt		5 minutes	Revenue Collection Clerk/ Cashier (MTO)
4. Present Official Receipt (OR)	Process and review Application Form and requirements		3 days	Zoning Officer/ Admin.



	submitted	d Housing - P90/ha 2. Economi c Housing - P216/ha c) Condomi nium Projects under P.D. 957 and B.P.220 - P720.00 d) Industrial/ Commerci al Subdivisi on - P432/ha e) Farmlot Subdivisi on - P288/ha f) Memorial Project - P720/ha g) Cemeteri es- P288/ha h) Columbar ium - P3,600/h a		
5. Receive Order of Payment for inspection fee and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment	Inspection Fee of P1,500/ha regardless of density Except for Condominium	5 minutes	Admin. Aide III/ Planning Officer
	Receive payment and Issue Official Receipt		5 minutes	Revenue Collection Clerk/ Cashier (MTO)
6. Present Official Receipt (OR)	Schedule date for site inspection		5 minutes	Zoning Officer/ Admin.
	Conduct ocular inspection	4 hours	Zoning Officer/ Admin.	

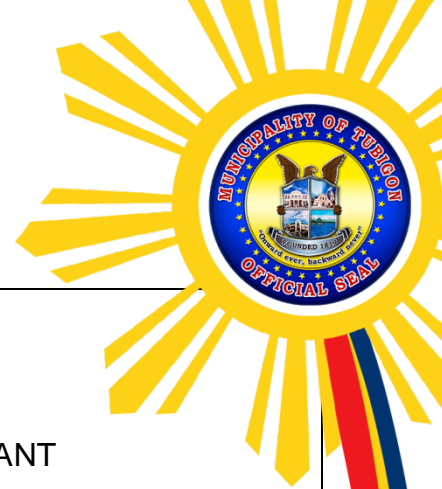


	Prepare result of inspection with proper recommendation/s and transmit to SB thru LCE	Projects under B.P.220 - P720	1 hour	Zoning Officer/ Admin.
	Endorse and transmit result of inspection with proper recommendation/s to SB		30 minutes	LCE
	SB deliberates on approval/denial of PSDP/PALC and furnish copy of resolution to MPDO		7 days	SB
	Prepare PSDP/PALC		15 minutes	Zoning Officer/ Admin.
	Approve and sign PSDP/PALC			
7. Claim PSDP/PALC	Record on logbook and release/issue PSDP/PALC	NONE	5 minutes	Admin. Aide III
TOTAL:			10 days 6 hours and 25 minutes	

3. SECURING DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

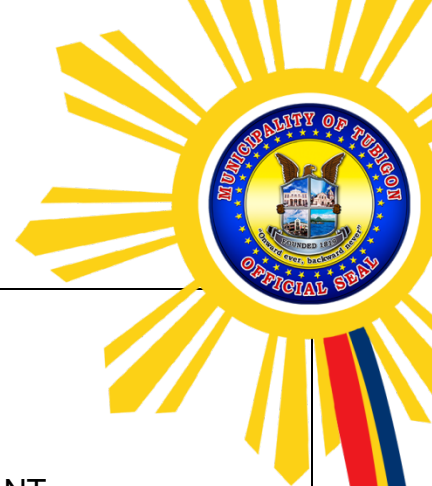
An enterprise or private person developing any kind of project mentioned above is required to secure a Development Permit (DP) prior to the start of the project. This should be done before the start of construction/development to ensure that the project is allowed in the chosen location and is in conformity with the Comprehensive Land Use Plan and Zoning Ordinance of the municipality

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
Classification:	HIGHLY TECHNICAL
Type of Transaction:	G2B
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished DP Application Form	MPDC OFFICE
2. Four (4) sets of the following documents duly signed by a licensed Architect/Engineer	
i) Vicinity Map with a minimum of 2-km	MUNICIPAL ASSESSOR'S OFFICE



- radius from the periphery of the project site showing the relationship of the proposed project to the existing community facilities and utilities.
- ii) Site Development Plan (schematic Plan) showing the proposed layout. Plot all existing trees with a diameter of 0.30 meter or more.
- iii) Survey Plan of the lot/s as described in the Certificate of Title of lots subject of the application.
- iv) Building Plans (all models) with Housing Components
- v) Ground and Floor Plans for Condominiums/Townhouses only.
- vi) Landscaping Plan
- 3. Certified True Copy of Transfer Certificate of Title/Tax Declaration
- 4. Current Tax Receipt
- 5. Environmental Compliance Certificate (ECC) for Development or Certificate of Non-Coverage (CNC) issued by the DENR whichever is applicable
- 6. Zoning Certificate
- 7. Certified true copy of Conversion Clearance/Order from Department of Agrarian Reform (DAR)
- 8. Permit to Cut Trees
- 9. Letter authorizing applicant to file and follow-up application and claim decision in case the applicant is not the owner of the project.
- 10. Deed of Sale if applicable
- 11. Affidavit of Consent if applicable
- 12. Contract of Lease if applicable
- 13. Barangay Council Resolution favorably endorsing subdivision project
- 14. Other Requirements:
 - i) Joint Venture
 - ii) Owner/Developer Contract
 - iii) Secretary's Certificate
 - iv) Special Power of Attorney
 - v) Road-Right-of-Way / Drainage Alley Documents
 - vi) Waterway Clearance, if applicable
 - vii) Watershed Clearance, if applicable
- *NOTE: Additional requirements may be required after inspection and evaluation of documents.
- 15. Final Site Development/Subdivision Plan at a scale ranging from 1:200 to 1:2,000 showing the proposed layout of streets, lots, parks and playground and other

- APPLICANT
- APPLICANT
- APPLICANT
- APPLICANT
- APPLICANT
- MUNICIPAL ASSESSOR'S OFFICE
- MUNICIPAL TREASURER'S OFFICE
- DENR
- MPDC OFFICE
- DAR
- DENR
- PROJECT OWNER
- APPLICANT
- LOT OWNER
- PROJECT OWNER
- BARANGAY LGU
- PROJECT OWNER
- PROJECT OWNER
- PROJECT OWNER
- PROJECT OWNER
- DPWH
- DENR
- DENR
- APPLICANT



<p>features in relation to existing conditions prepared, signed and sealed by licensed and registered architect, environmental planner, civil engineer or geodetic engineer (at least 2 sets)</p>	
<p>16. Vicinity Map indicating adjoining land uses, access, as well as existing facilities and utilities at a scale of at least 1:10,000 within 500-m radius from the property boundaries of the project signed and sealed by a licensed geodetic engineer (at least 2 sets)</p>	<p>APPLICANT</p>
<p>17. Topographic Plan to include existing conditions like boundary lines, streets and easements/utilities adjacent to the project, ground spot elevation, and other conditions on the land signed and sealed by a licensed geodetic engineer (at least 1 set)</p>	<p>APPLICANT</p>
<p>18. For projects with vertical development, i.e. condominium/townhouse (duly signed by a licensed Architect/Engineer)</p>	
<p>i) Final Floor and Ground Plans</p>	<p>APPLICANT</p>
<p>ii) Elevation Plans (front, rear, right side, and left side)</p>	<p>APPLICANT</p>
<p>iii) Section Plans (cross and longitudinal)</p>	<p>APPLICANT</p>
<p>iv) Building Specifications, Bill of Materials and Estimates</p>	<p>APPLICANT</p>
<p>19. For Land Development of Projects (duly signed by a licensed Architect/ Engineer – at least 2 copies)</p>	
<p>i) Design (Geometric and Structural Designs)</p>	<p>APPLICANT</p>
<p>iii) Storm Drainage and Sewer System Plans</p>	<p>APPLICANT</p>
<p>iv) Water System Layout and Detail Plans (Pump rating and specifications for pump motor with horsepower rating of 50HP or more shall be signed and sealed by a professional mechanical engineer)</p>	<p>APPLICANT</p>
<p>v) Site Grading Plan</p>	<p>APPLICANT</p>
<p>vi) Power Distribution Line and Details</p>	<p>APPLICANT</p>
<p>vii) Site Development Plan/Landscape Design for Parks and Playgrounds</p>	<p>APPLICANT</p>
<p>viii) Specifications, Bill of Materials and Cost Estimates</p>	<p>APPLICANT</p>
<p>20. For projects having an area of 1 hectare and above, at least 2 copies of the following:</p>	
<p>i) Project Study or Project Profile indicating among others the land development cost, vertical development cost, amortization schedules, sources of financing, marketability, cash flow and project</p>	<p>APPLICANT</p>





timetable/completion, with the following attachments:

- i) Audited Financial Statement for the last three (3) preceding years
- ii) Income Tax Return for the last three (3) preceding years
- iii) Certificate of Registration with the Securities and Exchange Commission (SEC)
- iv) Articles of Incorporation of Partnership
- v) Corporation By-Laws and all implementing amendments
- vi) For new corporations (3 years and below), Statement of Capitalization and sources of income and cash flow to support work program

21. Application for permit to drill from the National Water Resources Board (NWRB) or Permit for operation of deep well, and water resistivity tests, if and when necessary from the local water franchise on the availability of water supply/service in the area where the project is to be put up.

22. Certification from the local power franchise on the availability of electric power supply/service in the area where the project is to be put up.

23. Concrete proof of existence of Right-of-Way over access road and drainage outfalls, i.e. Deed of Easement of Right-of-Way, Title, etc.

24. Traffic Impact Assessment (TIA) for subdivision projects 30 hectares and above.

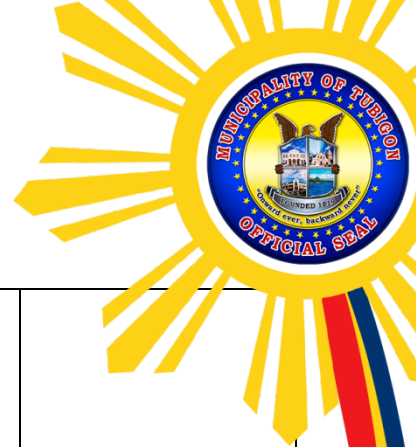
*NOTE: Additional requirements may be required after inspection and evaluation of documents

APPLICANT
 BIR
 SEC
 SEC
 SEC
 APPLICANT
 NWRB
 BOHECO-1
 APPLICANT/ PROJECT OWNER/ LOT OWNER
 APPLICANT

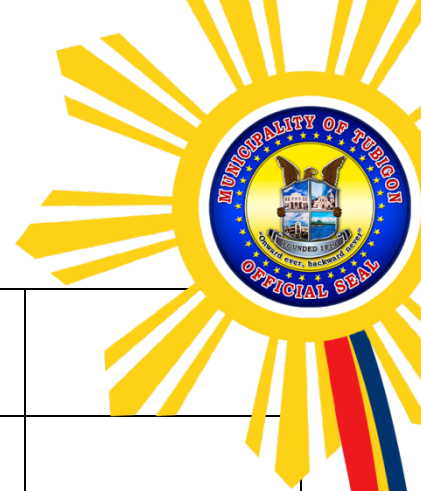
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Form and List of Requirements for Development Permit (DP) Application	Issue Application Form and List of Requirements	NONE	5 minutes	Admin. Aide I Planning Office
2. Submit duly accomplished Application Form with complete documents/ requirements	Receive Application Form and requirements submitted; *incomplete supporting documents are	Processing Fee for: a) Subdivision Projects under	5 minutes	Admin. Aide III/ Planning Officer



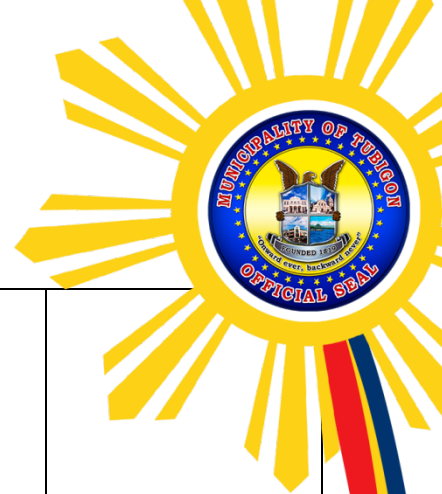
	returned to the applicant	P.D. 957 - P2,800/ha			
3. Receive Order of Payment for processing fee and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment	regardless of density	5 minutes	Admin. Aide / Planning Officer	
	Receive payment and Issue Official Receipt	Additional Fee on Floor Area of Housing Component -P3.00/sq.m.	5 minutes	Revenue Collection Clerk/ Cashier (MTO)	
	Process and review Application Form and requirements submitted	b) Subdivision Projects under B.P. 220	1. Socialized Housing -P600/ha	3 days	Zoning Officer/ Admin.
		c) Condominium Projects under P.D. 957	Land Area - P7.20/sq.m. No. of Floors - P288/floor Building Areas - P23.05/sq.m. of GFA		
		d) Condominium Projects			



		<p>under B.P.22 Total Land Area - P7.20/ sq.m. No. of Floors - P144/ floor Building Areas - P5.80/ sq.m. of GFA e) Industrial/ Commercial Subdivision - P720/ha f) Farmland Subdivision - P1,440/ ha</p>		
4. Receive Order of Payment for inspection fee and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment	Inspection Fee of P1,500/ha regardless of density	5 minutes	Admin. Aide III/ Planning Officer I
	Receive payment and Issue Official Receipt		5 minutes	Revenue Collection Clerk/ Cashier (MTO)
5. Present Official Receipt (OR)	Schedule date for site inspection	Alteration of Plan (affected areas only): a) Subdivision Projects under P.D. 957- P2,800/ha regardless of density Additional Fee on	5 minutes	Zoning Officer/ Admin.
	Conduct ocular inspection		4 hours	Zoning Officer/ Admin.
	Prepare result of inspection with proper recommendation/s and transmit to SB thru LCE		1 hour	Zoning Officer/ Admin.
	Endorse and transmit result of inspection with proper recommendation/s to SB		30 minutes	LCE
	SB deliberates on approval/denial of		7 days	SB



	DP and furnish copy of resolution to MPDO	Floor Area of Housing Component -		
	Prepare Development Permit	P3.00/sq.m.		
	Approve and sign DP	b) Subdivision Projects under B.P. 220 1. Socialized Housing – P600/ha 2. Economic Housing – P1,440/ha c) Condominium Projects under P.D. 957 Land Area - P7.20/sq.m. No. of Floors - P288/floor Building Areas - P23.05/sq.m. of GFA d) Condominium Projects under B.P.220 Total Land Area - P7.20/	15 minutes	Zoning Officer/ Admin.

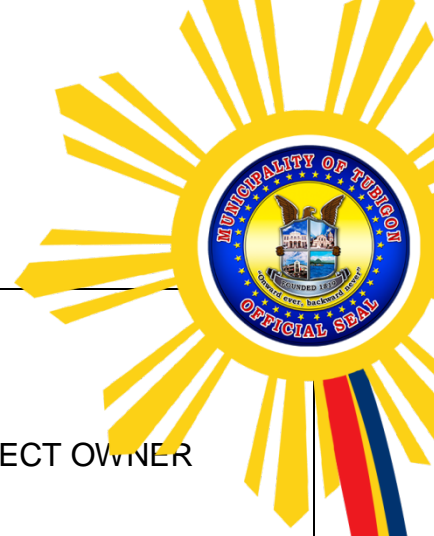


		sq.m. No. of Floors - P144/ floor Building Areas - P5.80/ sq.m. of GFA e) Industrial/Commercial Subdivision - P720/ha f) Farmlot Subdivision - P1,440/ha		
6. Claim DP	Record on logbook and release/issue DP	NONE	5 minutes	Admin. Aide III
TOTAL:			10 days 6 hours and 25 minutes	

4. SECURING PERMIT FOR EXTENSION OF TIME TO DEVELOP FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

An enterprise or private person developing any kind of project mentioned above is required to secure a Permit for Extension of Time to Develop if development has not commenced or completed within one year upon issuance of the Development Permit of the project.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
Classification:	HIGHLY TECHNICAL
Type of Transaction:	G2B
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly approved Development Permit (DP) 2. Final/As-Built Site Development/ Subdivision Plan at a scale ranging from 1:200 to 1:2,000 showing the proposed layout of streets, lots, parks and playground and other features in relation to existing conditions prepared, signed	MPDC OFFICE APPLICANT/PROJECT OWNER



- and sealed by licensed and registered architect, environmental planner, civil engineer or geodetic engineer (at least 2 sets)
3. Vicinity Map indicating adjoining land uses, access, as well as existing facilities and utilities at a scale of at least 1:10,000 within 500-m radius from the property boundaries of the project signed and sealed by a licensed geodetic engineer (at least 2 sets)
 4. Topographic Plan to include existing conditions like boundary lines, streets and easements/utilities adjacent to the project, ground spot elevation, and other conditions on the land signed and sealed by a licensed geodetic engineer (at least 1 set)
 5. For projects with vertical development, i.e. condominium/townhouse (duly signed by a licensed Architect/Engineer)
 - i) Final/As-Built Floor and Ground Plans
 - ii) Final/As-Built Elevation Plans (front, rear, right side, and left side)
 - iii) Final/As-Built Section Plans (cross and longitudinal)
 - iv) Building Specifications, Bill of Materials and Estimates
 6. For Land Development of Projects (duly signed by a licensed Architect/ Engineer – at least 2 copies)
 - i) Final/As-Built Design (Geometric and Structural Designs)
 - iii) Final/As-Built Storm Drainage and Sewer System Plans
 - iv) Water System Layout and Detail Plans (Pump rating and specifications for pump motor with horsepower rating of 50HP or more shall be signed and sealed by a professional mechanical engineer)
 - v) Final/As-Built Site Grading Plan
 - vi) Power Distribution Line and Details
 - vii) Final/As-Built Site Development Plan/Landscape Design for Parks and Playgrounds
 - viii) Specifications, Bill of Materials and Cost Estimates
 7. For projects having an area of 1 hectare and above, at least 2 copies of the following:
 - i) Project Study or Project Profile indicating among others the land development cost, vertical development cost, amortization schedules, sources of financing,

APPLICANT/PROJECT OWNER

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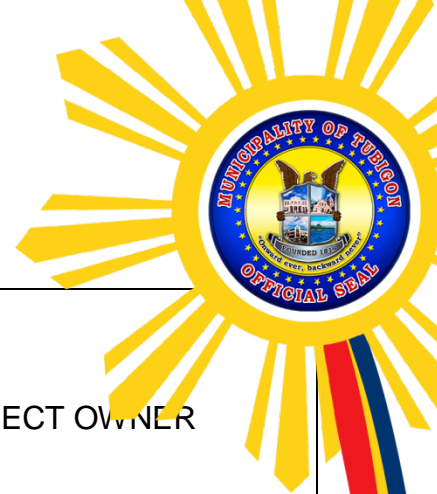
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APPLICANT/PROJECT OWNER



marketability, cash flow and project timetable/completion, with the following attachments:

- i) Audited Financial Statement for the last three (3) preceding years
- ii) Income Tax Return for the last three (3) preceding years
- iii) Certificate of Registration with the Securities and Exchange Commission (SEC)
- iv) Articles of Incorporation of Partnership
- v) Corporation By-Laws and all implementing amendments
- vi) For new corporations (3 years and below), Statement of Capitalization and sources of income and cash flow to support work program

8. Application for permit to drill from the National Water Resources Board (NWRB) or Permit for operation of deep well, and water resistivity tests, if and when necessary from the local water franchise on the availability of water supply/service in the area where the project is to be put up.

9. Certification from the local power franchise on the availability of electric power supply/service in the area where the project is to be put up.

10. Concrete proof of existence of Right-of-Way over access road and drainage outfalls, i.e. Deed of Easement of Right-of-Way, Title, etc.

11. Traffic Impact Assessment (TIA) for subdivision projects 30 hectares and above.

*NOTE: Additional requirements may be required after inspection and evaluation of documents

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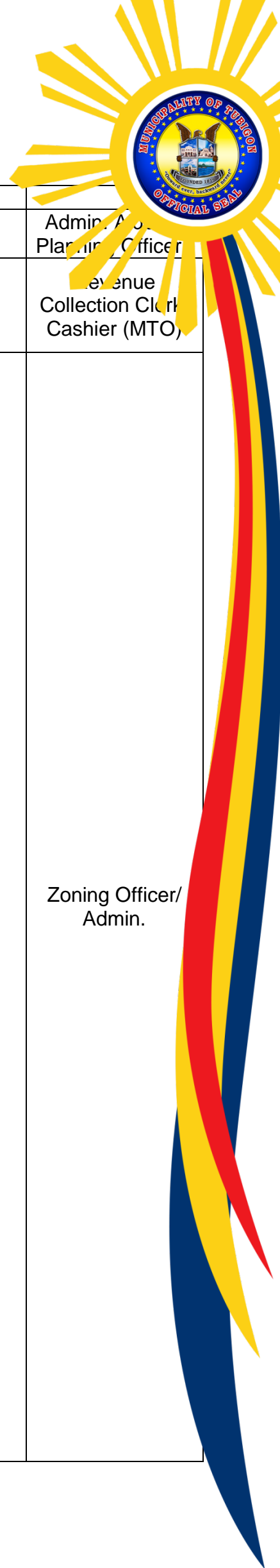
NWRB

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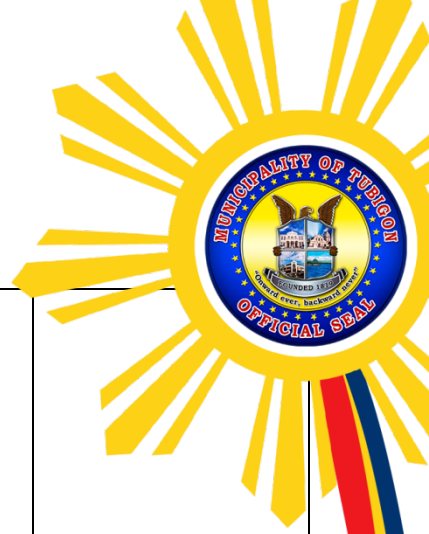
APPLICANT/ PROJECT OWNER/ LOT OWNER

APPLICANT

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Form for Extension of Time to Develop	Issue Application Form and List of Requirements	NONE	5 minutes	Admin. Aide II/ Planning Office
2. Submit duly accomplished Application Form with complete documents/ requirements	Receive Application Form and requirements submitted; *incomplete supporting documents are returned to the	a) Subdivision Projects under P.D. 957 <u>Processing Fee</u> – P504.00	5 minutes	Admin. Aide III/ Planning Officer



	applicant			
3. Receive Order of Payment and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment	<u>Additional Fee (unfinished area for development)</u> – P14.40/sq.m. <u>Inspection Fee</u> – P1,500/ha regardless of density b) Subdivision Projects under B.P. 220 <u>Processing Fee</u> a. Socialized Housing– P420.00 b. Economic Housing– P504.00 <u>Additional Fee (unfinished area for development)</u> – P2.88/sq.m. <u>Inspection Fee</u> a. Socialized Housing– P1,500/ha b. Economic Housing - P1,500/	5 minutes	Admin. Planning Officer
	Receive payment and Issue Official Receipt		5 minutes	Revenue Collection Clerk/Cashier (MTO)
4. Present Official Receipt (OR)	Process application, review documents submitted, Conduct ocular inspection		3 days	Zoning Officer/ Admin.



		<p>ha</p> <p>c) Condominium Projects under P.D. 957 <u>Processing Fee</u> – P504.00 <u>Additional Fee</u> (unfinished area for development) – P17.30/sq.m. <u>Inspection Fee</u> – P1,500/ha</p> <p>d) Condominium Projects under B.P.220 <u>Processing Fee</u> – P3.00/sq.m. <u>Inspection Fee</u> (unfinished area for development) – P1,500/floor</p> <p>e) Industrial/Commercial Subdivision <u>Processing Fee</u> – P504.00 <u>Additional Fee</u> (unfinished area for development)</p>	
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		ent) – P14.40/ sq.m. <u>Inspection Fee</u> – P1,500/ ha f) Farmlot Subdivision <u>Processing Fee</u> – P504.00 <u>Additional Fee on Floor Area of housing component and other development</u> - P14.40/ sq.m. <u>Inspection Fee</u> – P1,500/ ha		
5. Claim Permit for Extension of Time to Develop	Record on logbook and release/issue DP	NONE	5 minutes	Admin. Aide III
TOTAL:			3 days and 25 minutes	

5. SECURING CERTIFICATE OF COMPLETION FOR SPECIAL PROJECTS / SPECIAL USES: COMPLEX SUBDIVISION PROJECT (Residential Subdivisions under PD 957 & BP 220, Industrial/Commercial Subdivision, Farmlot Subdivision, Memorial Parks, Columbarium, and Cemetery Projects)

An enterprise or private person developing any kind of project mentioned above is required to secure a Certificate of Completion after the development project has completed.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
Classification:	COMPLEX
Type of Transaction:	G2B
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly approved Development Permit (DP)	MPDC OFFICE
2. Permit for Extension of Time to Develop, if applicable	MPDC OFFICE
3. As-Built Site Development/ Subdivision	APPLICANT/PROJECT OWNER



- Plan at a scale ranging from 1:200 to 1:2,000 showing the proposed layout of streets, lots, parks and playground and other features in relation to existing conditions prepared, signed and sealed by licensed and registered architect, environmental planner, civil engineer or geodetic engineer (at least 2 sets)
4. Vicinity Map indicating adjoining land uses, access, as well as existing facilities and utilities at a scale of at least 1:10,000 within 500-m radius from the property boundaries of the project signed and sealed by a licensed geodetic engineer (at least 2 sets)
 5. Topographic Plan to include existing conditions like boundary lines, streets and easements/utilities adjacent to the project, ground spot elevation, and other conditions on the land signed and sealed by a licensed geodetic engineer (at least 1 set)
 6. For projects with vertical development, i.e. condominium/townhouse (duly signed by a licensed Architect/Engineer)
 - i) As-Built Floor and Ground Plans
 - ii) As-Built Elevation Plans (front, rear, right side, and left side)
 - iii) As-Built Section Plans (cross and longitudinal)
 - iv) Building Specifications, Bill of Materials and Estimates
 7. For Land Development of Projects (duly signed by a licensed Architect/ Engineer – at least 2 copies)
 - i) As-Built Design (Geometric and Structural Designs)
 - iii) As-Built Storm Drainage and Sewer System Plans
 - iv) As-Built Water System Layout and Detail Plans (Pump rating and specifications for pump motor with horsepower rating of 50HP or more shall be signed and sealed by a professional mechanical engineer)
 - v) As-Built Site Grading Plan
 - vi) Power Distribution Line and Details
 - vii) As-Built Site Development Plan/Landscape Design for Parks and Playgrounds
 - viii) Specifications, Bill of Materials and Cost Estimates
 8. Application for permit to drill from the National Water Resources Board (NWRB)

APPLICANT/PROJECT OWNER

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APPLICANT/PROJECT OWNER

NWRB



or Permit for operation of deep well, and water resistivity tests, if and when necessary from the local water franchise on the availability of water supply/service in the area where the project is to be put up.

9. Certification from the local power franchise on the availability of electric power supply/service in the area where the project is to be put up.

10. Concrete proof of existence of Right-of-Way over access road and drainage outfalls, i.e. Deed of Easement of Right-of-Way, Title, etc.

11. Traffic Impact Assessment (TIA) for subdivision projects 30 hectares and above.

*NOTE: Additional requirements may be required after inspection and evaluation of documents

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APPLICANT/ PROJECT OWNER/ LOT OWNER

APPLICANT

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Form for Certificate of Completion	Issue Application Form and List of Requirements	NONE	5 minutes	Admin. Aide III/ Planning Officer I
2. Submit duly accomplished Application Form with complete documents/ requirements	Receive Application Form and requirements submitted; *incomplete supporting documents are returned to the applicant	NONE	5 minutes	Admin. Aide III/ Planning Officer
3. Receive Order of Payment and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment	a. Subdivision Projects under B.P. 220: Socialized Housing - P180.00 Economic Housing - P216.00 b. Condominium Projects	5 minutes	Admin. Aide III/ Planning Officer
	Receive payment and Issue Official Receipt		5 minutes	Revenue Collection Clerk/ Cashier (MTO)
4. Present Official Receipt (OR)	Review and process documents		1 day	Zoning Office Admin.
	Conduct ocular inspection			
	Prepare Certificate of Completion		5 minutes	Admin. Aide II/ Planning Officer
	Approve and sign Certificate of Completion		5 minutes	Zoning Officer/ Admin.



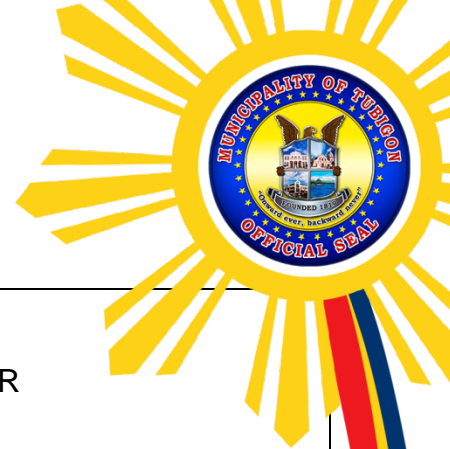
		under B.P.220 <u>Certificate Fee</u> - P216.00 <u>Inspection Fee</u> – P1,500/ floor c) Industrial/ Commercial Subdivision <u>Certificate Fee</u> - P216.00 <u>Processing Fee:</u> Industrial – P504.00 Commercial – P720.00 <u>Inspection Fee</u> - P1,500/ ha d) Farmlot Subdivision <u>Certificate Fee</u> - P216.00 <u>Inspection Fee</u> - P1,500/ ha		
5. Claim Certificate of Completion	Record on logbook and release/issue Certificate of Completion	NONE	5 minutes	Admin. Aide III/ Planning Officer
TOTAL:			1 day 4 hours and 35 minutes	

6. SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: CELL SITES



A Preliminary Approval and Locational Clearance (PALC) and Development Permit are required prior to the establishment of a Cell Site in accordance with the approved Comprehensive Land Use Plan (CLUP) and Zoning Ordinance of the municipality.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
Classification:	COMPLEX
Type of Transaction:	G2B
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>For PALC:</p> <ol style="list-style-type: none"> 1. Duly accomplished PALC Application Form 2. Vicinity Map 3. Site Development Plan (schematic Plan) indicating the layout of proposed project showing all structures, area, and boundaries of lot (property lines) 4. Certified True Copy of Transfer Certificate of Title/Tax Declaration. In the absence of the foregoing, a Contract to Sell or Lease; or written and duly notarized owners consent to use. 5. Current Tax Receipt 6. Survey Plan of the lot/s as described in the Certificate of Title of Lots subject of the application <p>For DP:</p> <ol style="list-style-type: none"> 7. Duly accomplished DP Application Form 8. Vicinity Map – drawn to scale of 1:1,000 showing the exact location and layout of proposed project showing all structures, area, and boundaries of lot (property lines) within a radius of 200 meters 9. Site Development Plan – drawn to a minimum scale of 1:500 indicating the layout of proposed project showing all structures, area, and boundaries of lot (property lines) signed and sealed by a licensed Architect/ Civil Engineer/ Environmental Planner 10. Certified True Copy of Transfer Certificate of Title/Tax Declaration. In the absence of the foregoing, a Contract to Sell or Lease; or written and duly notarized owners consent to use. 11. Current Tax Receipt 12. Survey Plan of the lot/s as described in the Certificate of Title of Lots subject of the application 13. Certified True Copy of National Telecommunications Provisional Authority (PA). In the absence of the foregoing, a Certificate of Public Convenience and Necessity (CPCN) or Certificate of Registration to provide Telecommunication 	<p>MPDC OFFICE</p> <p>MUNICIPAL ASSESSOR'S OFFICE APPLICANT</p> <p>REGISTRY OF DEED/ MUNICIPAL ASSESSOR'S OFFICE</p> <p>MUNICIPAL TREASURER'S OFFICE APPLICANT/ PROJECT OWNER</p> <p>MPDC APPLICANT/ PROJECT OWNER</p> <p>APPLICANT/ PROJECT OWNER</p> <p>REGISTRY OF DEED/ MUNICIPAL ASSESSOR'S OFFICE</p> <p>MUNICIPAL TREASURER'S OFFICE APPLICANT/ PROJECT OWNER</p> <p>NTC</p>



- Services which may operate the wireless communication
14. Environmental Compliance Certificate (ECC) for Development or Certificate of Non-Coverage (CNC) issued by the DENR whichever is applicable
 15. Zoning Certificate
 16. Certified true copy of Conversion Clearance/Order from Department of Agrarian Reform (DAR), if the project is located within agricultural area/zone
 17. Radiation Protection Evaluation Report from the Radiation Health Service of the Department of Health (DOH)
 18. Written consent:
 - Subdivisions
 - a) 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.
 - b) 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 site of the base station.
 - Buildings
 - a) If base station shall be constructed of an unoccupied building, consent from the owner/developer.
 - b) If base station shall be constructed of an occupied building, the following shall be obtained:
 19. Consent/Affidavit on 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.
 20. 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.
 21. Barangay Council Resolution favorably endorsing the base station and

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DOH

HOME OWNERS ASSOCIATION (HOA)

LOT OWNERS

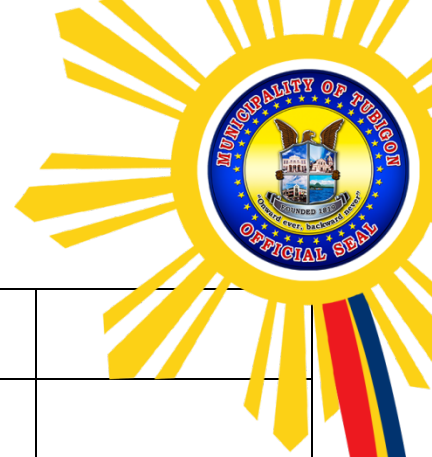
BUILDING OWNER/DEVELOPER

BUILDING TENANTS

BARANGAY COUNCIL



recommending for the approval of the proposed project as a result of a conducted Public Hearing 22. Bill of Materials and Cost Estimates 23. Authorization of persons allowed to follow-up the clearance *NOTE: Additional requirements may be required after inspection and evaluation of documents.		PROJECT OWNER/DEVELOPER PROJECT OWNER/DEVELOPER			
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Secure Application Form and List of Requirements for PALC/DP Application	Issue Application Form and List of Requirements	NONE	5 minutes	Admin. Aide III/ Planning Officer I	
2. Submit duly accomplished Application Form with complete documents/ requirements	Receive Application Form and requirements submitted; *incomplete supporting documents are returned to the applicant	a) Project Cost below P2 Million - P7,200 b) Project Cost over P2 Million - P7,200 + (1/10 of 1% of cost in excess of P2M)	5 minutes	Admin. Aide III/ Planning Officer I	
3. Receive Order of Payment for processing fee and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment		5 minutes	Admin. Aide III/ Planning Officer I	
	Receive payment and Issue Official Receipt		5 minutes	Revenue Collection Clerk/ Cashier (MTO)	
4. Present Official Receipt (OR)	Process and review Application Form and requirements submitted		1 day	Zoning Office Admin.	
	Schedule date for site inspection			Zoning Office Admin.	
	Conduct ocular inspection				1 day
	Prepare result of inspection with proper recommendation/s and transmit to SB thru LCE				1 hour
SB deliberates on approval/denial of PALC/DP and furnish copy of		Depends on SB session schedule	SB		

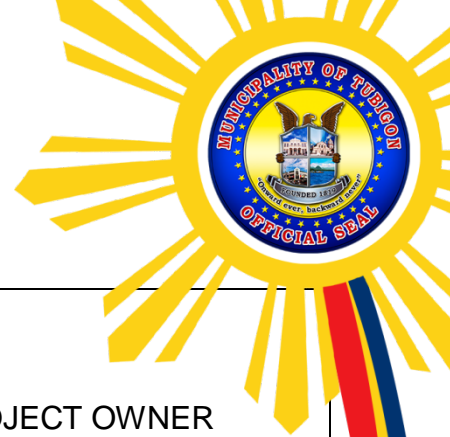


	resolution to MPDO			
	Prepare PALC upon receipt of SB Resolution		15 minutes	Zoning Officer/ Admin.
	Approve and sign PALC			
5. Claim PALC	Record on logbook and release/issue PALC	NONE	5 minutes	Admin. Aide III
TOTAL:			2 days 1 hour and 40 minutes	

7. SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: FUNERAL ESTABLISHMENTS

A Preliminary Approval and Locational Clearance (PALC) and Development Permit (DP) is required prior to the establishment of a funeral parlor to ensure compliance with the approved Comprehensive Land Use Plan (CLUP) and Zoning Ordinance of the municipality.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
Classification:	COMPLEX
Type of Transaction:	G2B
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>For PALC:</u> 1. Duly accomplished PALC Application Form 2. Certified True Copy of Transfer Certificate of Title/Tax Declaration. In the absence of the foregoing, a Contract of sale or Lease; or written and duly notarized owners consent to use together with an approved survey plan if available. 3. Current Tax Receipt 4. Vicinity Map showing the exact location of proposed site and all existing adjacent land uses/establishments within 500-m radius 5. Site Development Plan (schematic Plan) indicating lot property boundaries, building layout and future expansion area (if any), entrance and exit to the main service road and parking <u>For DP:</u> 6. Duly accomplished DP Application Form 7. Vicinity Map – drawn to scale of 1:10,000 showing clearly and specifically the exact	MPDC OFFICE REGISTRY OF DEED/ MUNICIPAL ASSESSOR'S OFFICE MUNICIPAL TREASURER'S OFFICE MUNICIPAL ASSESSOR'S OFFICE APPLICANT MPDC OFFICE APPLICANT/ PROJECT OWNER



location of proposed site and all existing adjacent land uses/establishments within 500-m radius.

8. Site Development Plan – drawn to the scale of 1:200 indicating lot property boundaries, building layout and future expansion area (if any), entrance and exit to the main service road and parking signed and sealed by a licensed environmental planner.

9. Initial clearance from the municipal health office that the plans are in accordance with the provisions of PD 856 per Funeral Establishments Category I,II and III.

10. Floor Plan showing the different areas or rooms within the building

11. Environmental Compliance Certificate (ECC) issued by the DENR for Category I project

*NOTE: Additional requirements may be required after inspection and evaluation of documents.

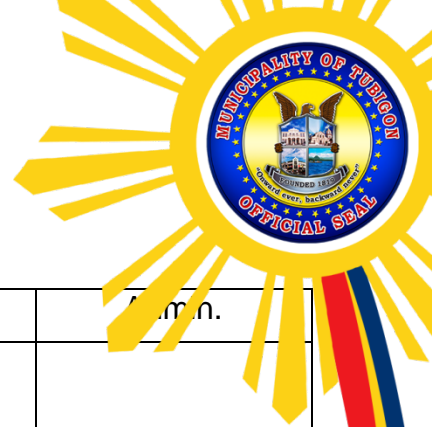
APPLICANT/ PROJECT OWNER

MUNICIPAL HEALTH OFFICE

APPLICANT/ PROJECT OWNER

DENR

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Form and List of Requirements for PALC/DP Application	Issue Application Form and List of Requirements	NONE	5 minutes	Admin. Aide III/ Planning Officer
2. Submit duly accomplished Application Form with complete documents/ requirements	Receive Application Form and requirements submitted; *incomplete supporting documents are returned to the applicant	a) Project Cost below P2 Million - P7,200	5 minutes	Admin. Aide I Planning Officer
3. Receive Order of Payment and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment	b) Project Cost over P2 Million - P7,200	5 minutes	Admin. Aide Planning Officer
	Receive payment and Issue Official Receipt	+ (1/10 of 1% of cost in excess of P2M)	5 minutes	Revenue Collection Clerk Cashier (MTO)
4. Present Official Receipt (OR)	Process and review Application Form and requirements submitted		1 day	Zoning Officer/ Admin.
	Schedule date for site inspection			
	Conduct ocular			
			1 day	Zoning Officer/



	inspection			Admin.
	Prepare result of inspection with proper recommendation/s and transmit to SB thru LCE		1 hour	Zoning Officer/ Admin.
	SB deliberates on approval/denial of PALC/DP and furnish copy of resolution to MPDO		Depends on SB session schedule	SB
	Prepare PALC upon receipt of SB Resolution		15 minutes	Zoning Officer/ Admin.
	Approve and sign PALC			
5. Claim PALC	Record on logbook and release/issue PALC	NONE	5 minutes	Admin. Aide III
TOTAL:			2 days 1 hour and 40 minutes	

8. SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: POULTRY/PIGGERY

A Preliminary Approval and Locational Clearance (PALC) and Development Permit (DP) is required prior to the establishment of poultry/piggery to ensure compliance with the approved Comprehensive Land Use Plan (CLUP) and Zoning Ordinance of the municipality.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
Classification:	COMPLEX
Type of Transaction:	G2B
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>For PALC:</u> 1. Duly accomplished PALC Application Form 2. Certified True Copy of Transfer Certificate of Title/Tax Declaration. In the absence of the foregoing, a Contract of sale or Lease; or written and duly notarized owners consent to use together with an approved survey plan if available. 3. Current Tax Receipt 4. Vicinity Map showing the exact location of proposed site and all existing adjacent land uses/establishments within 500-m radius from the lot boundary of the project	MPDC OFFICE REGISTRY OF DEED/ MUNICIPAL ASSESSOR'S OFFICE MUNICIPAL TREASURER'S OFFICE MUNICIPAL ASSESSOR'S OFFICE



- site.
 - 5. Site Development Plan (schematic Plan) showing the project site lot area boundaries and dimensions of proposed improvements within the project site
 - 6. Zoning Certificate
For DP:
 - 7. Duly accomplished DP Application Form
 - 8. Vicinity Map – drawn to an appropriate scale (minimum of 100 meters) showing clearly and specifically the exact location of proposed site and all existing adjacent land uses/establishments within the 500-m radius from the lot boundary of the project site.
 - 9. Site Development Plan – drawn to the scale of 1:200 showing the project site lot area boundaries and dimensions of proposed improvements within the project site signed and sealed by a licensed environmental planner
 - 10. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) issued by the DENR
- *NOTE: Additional requirements may be required after inspection and evaluation of documents.

APPLICANT

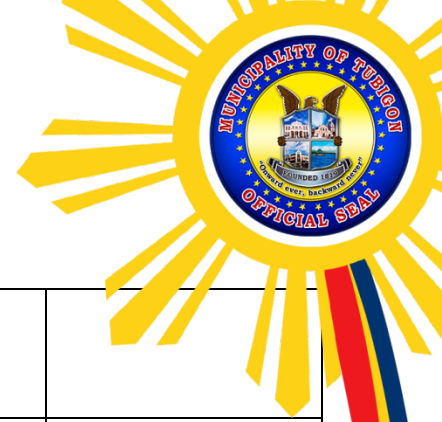
MPDC OFFICE

MPDC OFFICE
APPLICANT/ PROJECT OWNER

APPLICANT/ PROJECT OWNER

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CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Form and List of Requirements for PALC/DP Application	Issue Application Form and List of Requirements	NONE	5 minutes	Admin. Aide II Planning Office
2. Submit duly accomplished Application Form with complete documents/ requirements	Receive Application Form and requirements submitted; *incomplete supporting documents are returned to the applicant	a) Project Cost below P2 Million - P7,200 b) Project Cost over P2 Million - P7,200 + (1/10 of 1% of cost in excess of P2M)	5 minutes	Admin. Aide I Planning Office
3. Receive Order of Payment and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment		5 minutes	Admin. Aide I Planning Office
	Receive payment and Issue Official Receipt		5 minutes	Revenue Collection Clerk Cashier (MTO)
4. Present Official Receipt (OR)	Process and review Application Form and requirements		1 day	Zoning Officer/ Admin.

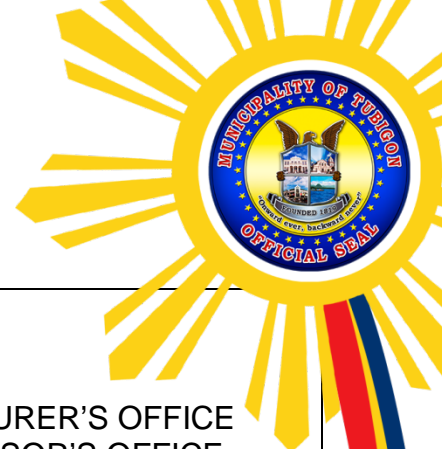


	submitted					
	Schedule date for site inspection					
	Conduct ocular inspection				1 day	Zoning Officer/ Admin.
	Prepare result of inspection with proper recommendation/s and transmit to SB thru LCE				1 hour	Zoning Officer/ Admin.
	SB deliberates on approval/denial of PALC/DP and furnish copy of resolution to MPDO				Depends on SB session schedule	SB
	Prepare PALC upon receipt of SB Resolution				15 minutes	Zoning Officer/ Admin.
	Approve and sign PALC					
5. Claim PALC	Record on logbook and release/issue PALC	NONE	5 minutes	Admin. Aide III		
TOTAL:			2 days 1 hour and 40 minutes			

9. SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: REFILLING GAS STATION

A Preliminary Approval and Locational Clearance (PALC) and Development Permit (DP) are required prior to the establishment of a refilling gas station to ensure compliance with the approved Comprehensive Land Use Plan (CLUP) and Zoning Ordinance of the municipality.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE		
Classification:	COMPLEX		
Type of Transaction:	G2B		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<u>For PALC:</u>			
1. Duly accomplished PALC Application Form		MPDC OFFICE	
2. Certified True Copy of Transfer Certificate of Title/Tax Declaration. In the absence of the foregoing, a Contract of sale or Lease;		REGISTRY OF DEED/ MUNICIPAL ASSESSOR'S OFFICE	



or written and duly notarized owners consent to use together with an approved survey plan if available.

3. Current Tax Receipt
4. Vicinity Map showing the exact location of proposed site and all existing adjacent land uses/establishments within 500-m radius from the lot boundary of the project site.
5. Site Development Plan (schematic Plan) showing the project site lot area boundaries and dimensions of proposed improvements within the project site
6. Zoning Certificate
7. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) issued by the DENR
- For DP:
8. Duly accomplished DP Application Form
9. Vicinity Map – drawn to a scale of 1:10,000 showing clearly and specifically the exact location of proposed site and all existing adjacent land uses/establishments within the 500-m radius from the lot boundary of the project site.
10. Site Development Plan – drawn to the scale of 1:200 to 1:2,000 showing the project site lot area boundaries and dimensions of proposed improvements within the project site signed and sealed by a licensed environmental planner
11. Topographic Plan showing the following:
 - a) property boundary lines, bearing and distances
 - b) streets and easements, right-of-way width and elevation on and adjacent to the project
 - c) ground elevation/contour of the site
 - d) other conditions on the land: water courses, marshes, rock outcrops, wooded areas, houses and other significant features
 - e) proposed public improvements: highways or other major improvements planned by public authorities for future construction on or near the project.

*NOTE: Additional requirements may be required after inspection and evaluation of documents.

MUNICIPAL TREASURER'S OFFICE
MUNICIPAL ASSESSOR'S OFFICE

APPLICANT

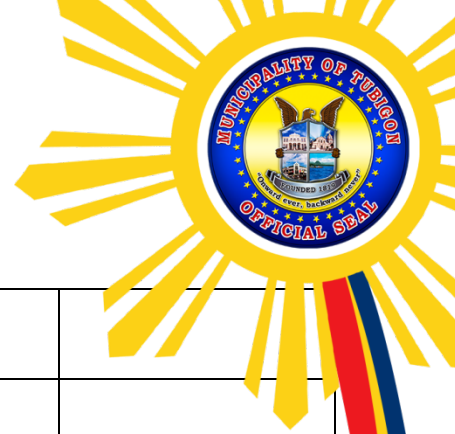
MPDC OFFICE
DENR

MPDC OFFICE
APPLICANT/ PROJECT OWNER

APPLICANT/ PROJECT OWNER

APPLICANT/ PROJECT OWNER

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Form and List of	Issue Application Form and List of	NONE	5 minutes	Admin. Aide III/ Planning Officer I



Requirements for PALC/DP Application	Requirements			
2. Submit duly accomplished Application Form with complete documents/ requirements	Receive Application Form and requirements submitted; *incomplete supporting documents are returned to the applicant		5 minutes	Admin. Aide III/ Planning Officer I
3. Receive Order of Payment and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment		5 minutes	Admin. Aide III/ Planning Officer I
	Receive payment and Issue Official Receipt		5 minutes	Revenue Collection Clerk/ Cashier (MTO)
4. Present Official Receipt (OR)	Process and review Application Form and requirements submitted	a) Project Cost below P2 Million - P7,200 b) Project Cost over P2 Million - P7,200 + (1/10 of 1% of cost in excess of P2M)	1 day	Zoning Officer/ Admin.
	Schedule date for site inspection			
	Conduct ocular inspection		1 day	Zoning Officer/ Admin.
	Prepare result of inspection with proper recommendation/s and transmit to SB thru LCE		1 hour	Zoning Office Admin.
	SB deliberates on approval/denial of PALC/DP and furnish copy of resolution to MPDO		Depends on SB session schedule	SB
	Prepare PALC upon receipt of SB Resolution		15 minutes	Zoning Office Admin.
	Approve and sign PALC			
5. Claim PALC	Record on logbook and release/issue PALC	NONE	5 minutes	Admin. Aide III
TOTAL:			2 days 1 hour and 40 minutes	