



THE CITIZEN'S CHARTER

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

Ground Floor, Municipal Building Annex

Tel. No.: (046) 412-1675

ERIBERTA A. ESTRADA

MPDC

Service	: ISSUANCE OF ZONING CERTIFICATE
Who may avail the service	: Individuals, Legal Entity Intending to build structures within the Municipality
Schedule of Service	
Availability	: Monday to Friday (8:00 AM to 5:00 PM) NO NOON BREAK except holidays
Requirements	: 1. Xerox Copy of Certificate of Title and/or Tax Declaration : 2. Xerox Copy of Cadastral Map Showing the Lot : 3. Official Receipt
Fees/Charges	: Depends on the project applying for

HOW TO AVAIL THE SERVICE...

STEPS	CLIENT	SERVICE PROVIDER	DURATION	RESPONSIBLE PERSON	OFFICE/ LOCATION	REQUIREMENTS
1	Presents requirements and states purpose for the certification	Issues payment slip	1 min.	ERIBERTA A. ESTRADA	MPDO	1. Xerox Copy of Certificate of Title and/or Tax Declaration 2. Xerox copy of the cadastral map showing the lot
		Verifies with the Assessor's Office for the location	5 mins.	DANIELO VILLANUEVA EDITHA DIMAISIP	MPDO	
		Verifies with the CLUP as to the land classification	5 mins.	ERIBERTA A. ESTRADA	MPDO	
2	Pays the required fee for the ocular inspection	Issue Official Receipt	5 mins.	MTO	MTO	Payment Slip
3	Presents Official Receipt	Schedule and Conduct of ocular inspection, advice client to pay the certification fee after the conduct of ocular inspection	1-4 hrs (depending on the distance of the location from the mun. bldg.)	DANIELO VILLANUEVA	MPDO	Official Receipt
4	Pays the required fee for the zoning certification	Issues Official Receipt	5 mins.	MTO	MTO	Payment Slip
5	Presents Official Receipt	Prepares Zoning Certification for approval	10 mins.	ERIBERTA A. ESTRADA	MPDO	Official Receipt
		Approval of MPDO			MPDO	
6	Receives the Zoning Certification	Releases and lets applicant sign the acknowledgement receipt	4 mins.	DANIELO VILLANUEVA EDITHA DIMAISIP	MPDO	None

Service : **ISSUANCE OF LOCATIONAL CLEARANCE**
Who may avail the service : Individuals, Legal Entity Intending to build structures within the Municipality
Schedule of Service :
Availability : Monday to Friday (8:00 AM to 5:00 PM) **NO NOON BREAK** except holidays
: 1. Duly accomplished Application Form for Locational Clearance, subscribed by the Municipal Mayor
Requirements : 2. Photocopy of Certificate of Title or Duly subscribed affidavit (HLURB pro-Forma), in the absence of Certification of Title of the lot
: 3. Recent Tax Declaration of the subject lot
: 4. Duly Notarized Deed of Sale or Donation, Contract of Lease or Authority to use land
: 5. Copy of Bldg. Plan showing the location and Site Development Plan
: 6. Photocopy of Cadastral Map
: 7. Barangay Clearance for building permit purpose
: 8. Bill of Materials
: 9. Highway Clearance (if location is along National Highway)
: 10. MANRO Clearance (if location is adjacent to a creek, river or seashore)
: 11. Ocular Inspection report signed by MPDO Staff and Zoning Inspector
: 12. Official Receipt for Locational Clearance Fee (upon compliance of all other requirements)
Fees/Charges : per Revised Revenue Code

HOW TO AVAIL THE SERVICE.....

STEPS	CLIENT	SERVICE PROVIDER	DURATION	RESPONSIBLE PERSON	OFFICE/ LOCATION	REQUIREMENTS
1	Presents requirements and states purpose for the Locational Clearance	Checks as to completeness of requirements	10 mins.	DANIELO VILLANUEVA EDITHA DIMAISIP	MPDO	Items 2 to 10 of the above mentioned requirements
2	Provides data needed in the Application for Locational Clearance Form and pro-Forma Affidavit (if applicable)	Assists Client in filling out the application form and /or Affidavit	15 mins.	DANIELO VILLANUEVA EDITHA DIMAISIP	MPDO	
3	Pay ocular inspection fee	Issues official receipt	3 mins.	MTO	MTO	Payment Slip
		Schedules and conducts of ocular inspection	1-4 hours (depending on the distance of the project)	ERIBERTA A. ESTRADA / DANIELO VILLANUEVA	MPDO/MEO	Official receipt of ocular inspection
		Prepares ocular inspection report to be signed by the team	15 mins.	DANIELO VILLANUEVA	MPDO	
4	Pay application fee for Locational Clearance and oath fee for the subscription by the Municipal Mayor of the application for Locational Clearance and/or Affidavit	Issues official receipt	3 mins.	MTO	MTO	Payment Slip
		Attach necessary documents for the Application for Locational Clearance and Affidavit and submit to the Office of the Mayor for signature	10 mins.	ERIBERTA A. ESTRADA	MPDO	1. All requirements mentioned above 2. Official receipt/s for Oath fee
5	Submit notarized/subscribed Application for Locational Clearance and Affidavit	Assess Locational Clearance Fee and issue payment slip	5 mins.	ERIBERTA A . ESTRADA	MPDO	Building Plan and Cost of Estimates
6	Pay Locational Clearance Fee	Issues official receipt	3 mins.	ERIBERTA A. ESTRADA	MTO	Payment Slip
		Drafts Locational Clearance	10 mins.	ERIBERTA A. ESTRADA	MPDO	Official receipt of Locational Clearance Fee
		Reviews documents and approves Locational Clearance	10 mins.	ERIBERTA A. ESTRADA	MPDO	
		Release of clearance	2 mins.	ERIBERTA A. ESTRADA	MPDO	

