

OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT
COORDINATOR

Office

**SECURING LOCATIONAL
CLEARANCE/ZONING CERTIFICATE FOR
BUILDING**

Frontline Services

ENGR. GLENN I. LANSANGAN

Municipal Planning & Development Coordinator

❖ **ABOUT THE SERVICE:**

All enterprises and private persons constructing a new building or applying for expansion.....

❖ **WHO CAN AVAIL OF THE SERVICE:**

❖ **REQUIREMENTS:**

1. One (1) set of plans duly signed and sealed by registered engineer/ architect concerned with the conformity of the owner/applicant
2. One (1) copy of location plan duly signed and sealed by a registered geodetic engineer
3. One (1) certified photocopy of TCT
4. One (1) photocopy of Real Property Tax Receipt
5. One (1) photocopy of Tax Declaration
6. One (1) copy of Bill of Materials duly signed and sealed by a registered civil engineer or architect.

❖ **FEE:**

Type of Structure	Amount to Pay
ZONING/LOCATIONAL CLEARANCE	
A. Residential Structure single attached/detached, the project cost of which is:	
1. P 100,000 & below	P 200.00
2. Over P 100,000.00 to P 200,000.00	P 400.00
3. Over P 200,000.00	P 500.00 plus 1/10 of 1% Excess of P 200,000.00
B. Apartment/Townhouses	
1. P 500,000 & below	P 1,000.00
2. Over P 500,000.00 to P 2 million	P 1,500.00
3. Over P 2 million	P 2,500.00 plus 1/10 of cost in excess of P 2 million regardless of the number of

	doors
C. Dormitories 1. Project Cost of P 2 million & below 2. Project Cost of over P 2 million	P 2,500.00 P 2,500.00 plus 1/10 of cost of excess of P 2 million regardless of the number of doors
D. Institutional the project cost of which is: 1. P 2 million & below 2. Over P 2 million	P 2,000.00 P 2,500.00 plus 1/10 of cost in excess of P 2 million
E. Commercial, Industrial, Agro-Industrial, the project cost of which is: 1. P 100,000.00 & below 2. Over P 100,000.00 to P 500,000.00 3. Over P 500,000.00 – P 1 million 4. Over P 1 million – P 2 million 5. Over P 2 million	P 1,000.00 plus LRF = LCF P 1,500.00 plus LRF = LCF P 2,000.00 plus LFR – LCF P 3,000.00 plus LFR = LCF P 5,000.00 plus 1/10 of 1% og cost in excess of P 2 million
F. Special Uses/Special Projects, the project cost of which is: (Gasoline Station, Cell Sites, Slaughter House, Treatment plant, etc.) 1. P 2 million & below 2. Over P 2 million	P 5,000.00 P 5,000.00 plus 1/10 of 1% of cost in excess of P 2 million

❖ **AVAILABILITY OF THE SERVICE:**

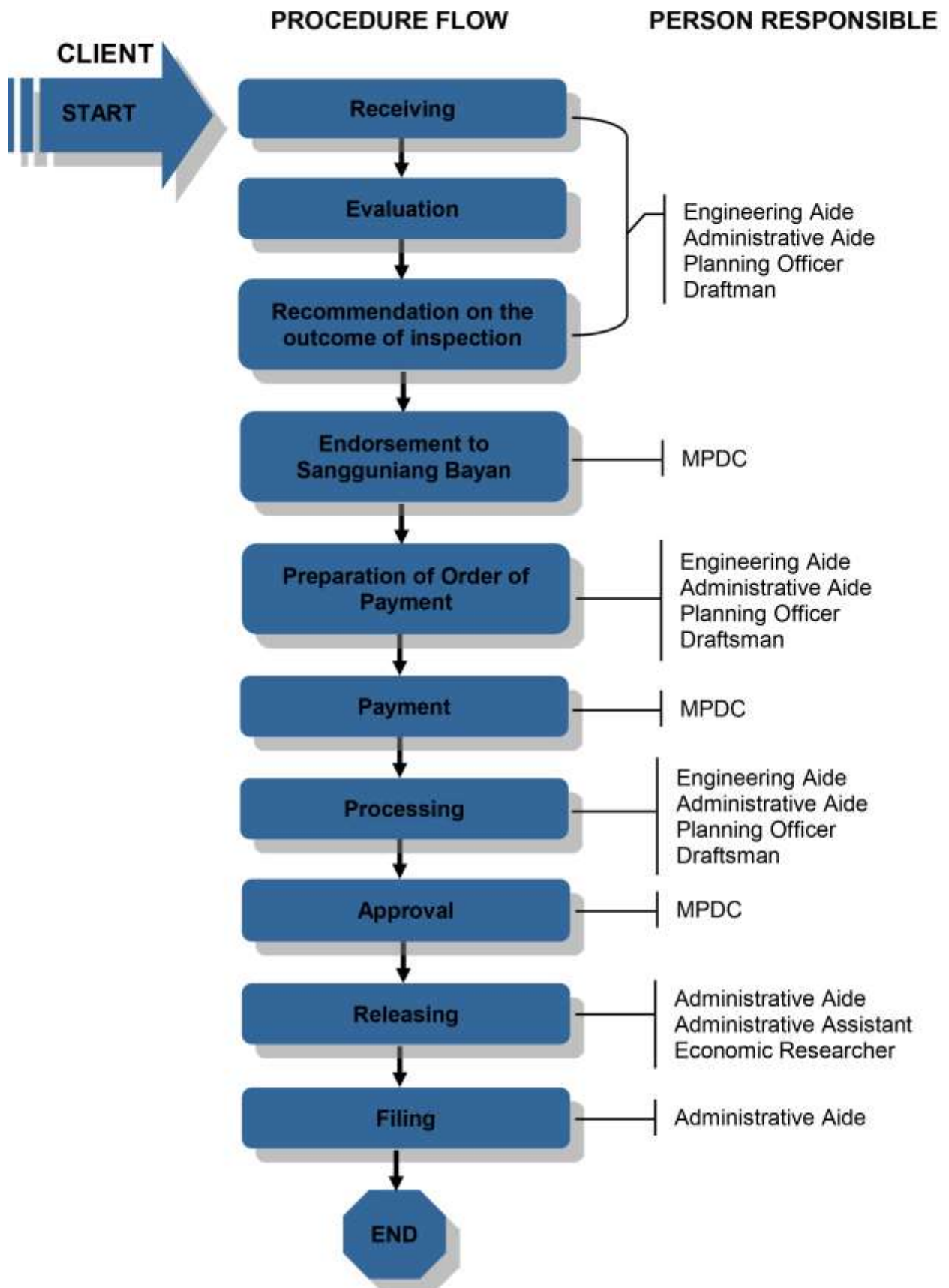
Monday to Friday, from 8:00 am to 5:00 p.m. except non-working holidays & all legal holidays.

❖ **HOW TO AVAIL OF THE SERVICE:**

Procedures	Processing Time	Person Responsible
1. Issue the application form. Receive the filled out form and review the requirements submitted by the client	15 minutes	Engineering Aide Administrative Aide Planning Officer Draftsman
2. Evaluate as to the use of the parcel of land at the CLUP Matrix. If does not conform, conduct actual inspection.	60 minutes Within 3 days after evaluation	
3. Report the outcome of the inspection with proper recommendation.	20 minutes after the conduct of inspection	
4. Endorse the transaction to the Sangguniang Panlungsod for appropriate action. Advise the client on the development of the transaction verbally or in writing	For non-conforming use	MPDC Officer (Department Head)
5. Prepare the order of payment based on the schedule of fees.	20 minutes	Engineering Aide Administrative Aide Planning Officer Draftsman
6. Instruct the client to pay the corresponding fee at the City Treasurer's Office	1 minute	

7.	Prepare and record the locational clearance/zoning certificate for building	30 minutes	Administrative Aide Administrative Assistant Economic Researcher
8.	Approve locational clearance/zoning certificate	20 minutes	MPDC Officer (Department Head)
9.	Release the certificate	15 minutes	Administrative Aide Administrative Assistant Economic Researcher
10.	File of documents	15 minutes	Administrative Aide

FLOWCHART



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**SECURING ZONING CERTIFICATE
FOR LAND**

Frontline Services

ENGR. GLENN I. LANSANGAN
Municipal Planning & Development Coordinator

IMELDA A. CALMA
Zoning Officer

❖ **ABOUT THE SERVICE:**

Site zoning is requesting.....

❖ **REQUIREMENTS:**

1. One (1) copy of location plan duly signed and sealed by a registered Geodetic Engineer
2. One (1) certified photocopy of Title
3. One (1) photocopy of Real Property Tax Receipt
4. One (1) photocopy of Tax Declaration

❖ **FEE:**

Based on Art. 31, Sec. 129 to 131 of the 2008 Revenue & Market Code
Zoning Certificate for Land Fees = Php 500.00 per hectare
= Php 160.00 /3,200 sq.m or fraction thereof

❖ **AVAILABILITY OF THE SERVICE:**

Monday to Friday, from 8:00 am to 5:00 pm

❖ HOW TO AVAIL THE SERVICE:

Procedures	Processing Time	Person Responsible
1. Issue the application form. Receive the filled out form and review the requirements submitted by the client.	15 minutes	Engineering Aide Planning Officer Administrative Assistant Draftsman
2. Evaluate as to the use of the parcel of land at the CLUP Matrix.	60 minutes	
3. Prepare the order of payment. Compute be based on the schedule of fees on zoning certificate for land.	20 minutes	
4. Instruct client to pay the corresponding fee at the City Treasurer's Office.	1 minute	
5. Receive the copy of proof of payment.	1 minute	
6. Prepare and record the Zoning Certificate for Land.	30 minutes	Administrative Aide Administrative Assistant Economic Researcher
7. Approve the certificate.	20 minutes	MPDC Officer/Dept. Head
8. Release the certificate to the client.	15 minutes	Administrative Aide Administrative Assistant Economic Researcher
9. Filing of document.		

FLOWCHART:

