



OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR

Other than the functional role of the office in terms of development planning, institution building, research and studies, providing statistical data and technical assistance on trainings, networking and secretariat to Local Development Councils, the office is also in-charge in the issuance of Zoning/Locational Clearance for Building and Business permit and in the processing of Simple and Complex Subdivision Application and Land Use Verification.

The following are the simplified systems and procedures on how to avail/secure the aforesaid services:

SERVICES OFFERED:

A. Securing Zoning Clearance for Business Permit

ABOUT THE SERVICE

ENTERPRISES are required to secure a Zoning Clearance upon application for business permit to ensure that the enterprise is allowed in the chosen location as per Land Use Plan and Zoning Ordinance of the Municipality.

REQUIREMENTS:

A. *New Business Permit:*

- Duly Accomplished Business License Application/Assessment Form
- Official Receipt as proof of payment
- Occupancy Permit/Locational Clearance
- Lease Contract (if the applicant does not own the building/establishment)

B. *Renewal Business Permit*

- Old Business Permit
- *if not available:*
 - Occupancy Permit
 - Lease Contract (if the applicant does not own the building/establishment)
- Duly Accomplished Business License Application/Assessment Form
- Official Receipt as proof of payment

FEE

- Zoning Clearance Fee – Php 30.00 (For Renewal Business Permit)
- Zoning Compliance Certification Fee – Varies on the amount of capitalization (For New Business Permit)



Municipal Planning Development Coordinator Office

For more information, please contact: ENGR. MARLO B. VILLANUEVA, MPDC • Tel. No. (036) 268-4120



☑ HOW TO AVAIL OF THE SERVICE

FOR RENEWAL OF BUSINESS PERMIT

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client submits duly accomplished Business Permit/ Application Form together with the required documents	5 minutes	Edgar F. Melgar Statistical Aide
2. Zoning Official Designate processes the Business License Application together with the submitted required documents		Bambi H. Dala Administrative aide II Zoning Official Designate on the One-Stop-Shop
3. Zoning Official Designate signs the attached clearance form, records the transaction and returns back all the documents submitted by the client.	5 minutes	Aneglo S. Palomar Zoning Inspector II Edgar F. Melgar Statistical Aide

Approximate Processing Time 10 minutes

FOR NEW BUSINESS PERMIT

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client submits duly accomplished Business Permit/ Application Form together with the required documents	5 minutes	Edgar F. Melgar Statistical Aide
2. Zoning Official Designate processes the Business License Application together with the submitted required documents		Bambi H. Dala Administrative aide II Zoning Official Designate on the One-Stop-Shop
3. Client pays inspection/verification fee at the Office of the Municipal Treasurer		Business Tax & Fees Division Staff
4. Client presents proof of payment to the Zoning Inspector to conduct site inspection/verification to ensure conformance with the Zoning Ordinance and Land Use Plan	Within Poblacion – 45 mins. Outside Poblacion – 1 hr & 30 mins. Island Barangays – 1 hr. & 45 mins.	Aneglo S. Palomar Zoning Inspector II
5. After the conduct of site inspection/verification, Zoning Official Designate prepares and submits Inspection/Verification Report/ Recommendations to the Municipal Planning & Development Coordinator (MPDC)	15 minutes	Edgar F. Melgar Statistical Aide
6. MPDC evaluates report/recommendation. If found complying, issues Order of Payment for Compliance Certificate; If found not complying, issues Notice of Denial	10 minutes	Engr. Marlo B. Villanueva MPDC/Zoning Administrator Aneglo S. Palomar Zoning Inspector II
7. Client pays Compliance Certificate Fee at the Office of the Municipal Treasurer		Business Tax & Fees Division Staff



8. Client presents proof of payment to MPDC Staff for the preparation of Zoning Compliance Clearance for approval by the MPDC	6 minutes	Aneglo S. Palomar Zoning Inspector II Liezal I. Intano Admin. Aide (JO)
9. MPDC approves the Compliance Clearance	3 minutes	Engr. Marlo B. Villanueva MPDC/Zoning Administrator Aneglo S. Palomar Zoning Inspector II
10. MPDC Staff records the transaction and releases the Zoning Compliance Clearance	3 minutes	Edgar F. Melgar Statistical Aide

Approximate Processing Time

1 hour & 45 mins - within Poblacion

2 hours & 20 mins.- outside Poblacion,

2 hours & 45 mins. - for island barangays

Note: Denied application is subject for appeal to the Local Zoning Board of Appeals



B. Securing Locational Zoning Clearance/Verification for the Construction of Building/Structure

ABOUT THE SERVICE

Securing Locational Clearance/Verification is a pre-requisite for the issuance of Building Permit for the proposed construction of buildings and structures to ensure that the proposed project conforms with the Land Use Plan and Zoning Ordinance of the Municipality and other laws and regulations relative thereto.

REQUIREMENTS:

1. Sealed Working Drawing Plan – 1 Set

- I. Vicinity Map/Site Location – drawn to scale 1:250.00 showing
 - 1.a. Exact location of proposed site
 - 1.b. Approximate distance of existing firm and/or institution within 1.0 km. radius from the proposed site for reference.
- II. Site Development Plan – drawn to scale 1:250 showing:
 - II.a. Plan Lay-out and road network
 - II.b. Site Area, boundaries, setback, easements and dimensions
 - II.c. Percentage of lot occupancy
 - II.d. Future expansion plan, if any
 - II.e. Sewerage and storm drainage lay-out plan
 - II.f. Cost Estimate of the project

2. Certificate of Ownership of land, Xerox copy of the following;

1. Certificate of Transfer of Title (TCT) – 1 copy each
2. Current Tax Receipt
3. Tax Declaration
4. Sketch Plan of Lot
5. Others

3. Barangay Certification that the barangay interposes no objection to the proposed project

FEE

Imposition of Fees:

1. Application Fees

- | | |
|--|---------|
| a) For locational clearance - | P150.00 |
| b) For motion for reconsideration | P500.00 |
| c) For petition/request for reclassification | P600.00 |

This excludes the cost of reclassification proceeding such as production of maps and other documents, public hearing and publication

2. Processing Fee:

Zoning/ Locational Clearance

A. Single residential structure attached or detached

- | | FEE |
|--------------------------------------|--|
| 1. P100, 000.00 and below | P200.00 |
| 2. Over P100, 000.00 to P200, 000.00 | P400.00 |
| 3. Over P200, 000.00 | P500.00 + 1/10 of 1% in excess of P200, 000.00 |

B. Apartments/ Townhouses

- | | |
|-----------------------------------|---|
| 1. P500, 000 and below | P1, 000.00 |
| 2. Over P500, 000.00 to 2 Million | P1, 500.00 |
| 3. Over 2 Million | P2, 500.00 + 1/10 of 1% of cost in excess of P2 M regardless of the number of doors . |

**C. Dormitories**

- | | |
|-------------------------|--|
| 1. P2 Million and below | P2,500.00 |
| 2. Over P2 Million | P2,500 + 1/10 of 1% of cost in excess of P2 M regardless of the number of doors. |

D. Institutional, the project cost of which is:

- | | |
|---------------------|--|
| 1. Below P2 Million | P2,000.00 |
| 2. Over P2 Million | P2,000 + 1/10 of 1% of cost in excess of P2M |

E. Commercial, Industrial, Agro-Industrial

Project cost of which is:

- | | |
|----------------------------------|--|
| 1. Below P100,000.00 | P1,000.00 |
| 2. Over P100,000.00 | P1,500.00 |
| 3. Over P500,000.00 – P1 Million | P 2,000.00 |
| 4. Over P 1Million – P2 Million | P 3,000.00 |
| 5. Over P 2 Million | P5,000.00 +1/10 of 1% of cost in excess of P2M |

F. Special Uses/Special Projects**(Gasoline station, cell sites, slaughterhouse, treatment plant, etc.)**

- | | |
|---------------------|---|
| 1. Below P2 Million | P5, 000.00 |
| 2. Over P2 Million | P5,000.00+1/10 of 1% of cost in excess of P2M same as original application. |

G. Alteration/Expansion (affected areas/cost only)

same as original application.

H. Inspection Fee for Zoning/Locational Clearance

P 150.00

I. Zoning Certification

P500.00/hectare or fraction

J. Land Use Verification

P500.00/parcel of land or

Project capital for business operation

☑ HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client submits duly Accomplished and Notarized Application Form together with the required documents for assessment and evaluation by the Zoning Inspector.	25 minutes	Aneglo S. Palomar Zoning Inspector II
2. Zoning Inspector receives, assesses the Application submitted and issues Order of Payment for Inspection/Verification Fee		Liesel I. Intano Admin . Aide (JO)
3. Client pays Inspection/ Verification Fee at the Office of the Municipal Treasurer		Business Tax & Fees Division Staff
4. Client presents proof of payment to the Zoning Inspector for her to conduct site inspection/ verification to ensure conformance with the Zoning Ordinance and Land Use Plan	Within Poblacion - 45 min. Outside Poblacion – 1 hr. & 30 mins. Island Barangays-1hr. & 45 mins.	Aneglo S. Palomar Zoning Inspector II
5. After the conduct of site inspection/ verification, Zoning Inspector prepares and submits Inspection/Verification Report/ Recommendations to the Municipal Planning & Development Coordinator (MPDC)	15 minutes	Edgar F. Melgar Statistical Aide
6. MPDC evaluates report/ recommendation. If found complying, issues Order of Payment for Locational Clearance; If found not complying, issues Notice of Denial	10 minutes	Marlo B. Villanueva MPDC/Zoning Administrator Aneglo S. Palomar Zoning Inspector II



7. Client pays Locational Clearance Fee at the Office of the Municipal Treasurer		Business Tax & Fees Division Staff
8. Client presents proof of payment to MPDC Staff for the preparation of Zoning/ Locational Clearance for approval by the MPDC	6 minutes	Aneglo S. Palomar Zoning Inspector II Liezal I. Intano Administrative Aide (JO)
9. MPDC approves the Locational Clearance	3 minutes	Marlo B. Villanueva MPDC/Zoning Administrator
10. MPDC Staff records the transaction and releases the Zoning/ Locational Clearance	1 minute	Ms Liezal I. Intano Administrative Aide (JO)

Approximate Processing Time

1 hour & 45 mins - within Poblacion

2 hours & 30 mins.- outside Poblacion,

2 hours & 45 mins. - for island barangays

Note: Denied application is subject for appeal to the Local Zoning Board of Appeals



C. Securing Land Use Verification Certificate

ABOUT THE SERVICE

This Land Use Verification is a process to ensure the current land use classification of the lot based on the Comprehensive Land Use Plan and Zoning Ordinance of the Municipality as reference for development use and land utilization.

REQUIREMENTS:

1. Sealed Working Drawing Plan – 1 Set

- I. Vicinity Map/Site Location – drawn to scale 1:250.00 showing
 - I.a. Exact location of proposed site
 - I.b. Approximate distance of existing firm and/or institution within 1.0 km. radius from the proposed site for reference.
- II. Site Development Plan – drawn to scale 1:250 showing:
 - II.a. Plan Lay-out and road network
 - II.b. Site Area, boundaries, setback, easements and dimensions
 - II.c. Percentage of lot occupancy
 - II.d. Future expansion plan, if any
 - II.e. Sewerage and storm drainage lay-out plan
 - II.f. Cost Estimate of the project

2. Certificate of Ownership of land, Xerox copy of the following;

1. Certificate of Transfer of Title (TCT) – 1 copy each
2. Current Tax Receipt
3. Tax Declaration
4. Sketch Plan of Lot
5. Others

3. Barangay Certification that the lot applied for is situated within the barangay.

FEE

- Fee varies according to lot area
- Permit Fee for Preliminary Inspection

a. For the 1 st twenty (20) linear meters	P120.00
For every meter in excess of twenty linear meters	P 6.00
b. Streets	
For the 1 st square meter	P120.00
For every square meters in excess of 20 sq. m	6.00
c. Reinforced concrete culvert for every meter	30.00
d. Bridges	360.00

If upon verification, the subdivision is found bigger in area than what was reported, the applicant shall pay the fees to the Local Treasurer upon assessment of the designated officer/inspector of the MPDC corresponding to the area difference before the final action is taken on the application by the Mayor.



☑ HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client submits duly accomplished & Notarized Application Form together with the required documents for assessment		Aneglo S. Palomar Zoning Inspector II
2. Zoning Inspector receives, assesses and issues Order of Payment for Inspection/ Verification Fee	25 minutes	Liezel I. Intano Administrative Aide (JO)
3. Client pays Inspection/ Verification Fee at the Office of the Municipal Treasurer		Business Tax & Fees Division Staff
4. Client presents proof of payment to the Zoning Inspector for him to conduct site inspection and evaluation to ensure conformance with the Zoning Ordinance and land Use Plan	Within Poblacion - 45 min. Outside Poblacion -1 1/2 hrs. Island Barangays - 1hr. & 45 mins.	Aneglo S. Palomar Zoning Inspector II
5. After the conduct of site inspection, Zoning Inspector issues Order of Payment for Land Use Verification Certificate with the approval of the MPDC	10 minutes	
6. Client pays Land Use Verification Fee at the Office of the Municipal Treasurer		Business Tax & Fees Division Staff
7. Client presents proof of payment to the MPDC Staff for the preparation of Land Use Verification Certificate for signature by the MPDC	6 minutes	Liezel I. Intano Administrative Aide (JO)
8. MPDC signs Land Use Verification Certificate	3 minutes	Marlo B. Villanueva MPDC & Zoning Administrator
9. MPDC Staff records the transaction and releases the Land Use Verification Certificate	3 minutes	Liezel I. Intano Administrative Aide (JO)

Approximate Processing Time:

1 hr. & 40 mins.. within Poblacion
2 hrs. & 24 mins. outside Poblacion,
2 hrs. & 39 mins. for Island Barangays



D. Processing of Application for Simple Subdivision

ABOUT THE SERVICE

Processing of Simple Subdivision Application is a devolved function to the Local Government Unit formerly handled by the Housing and Land Use Regulatory Board (HLURB). This is a process to ensure that the subdivision/segregation of lot is in accordance with the provisions of Sec. 4, P.D. 957 and its Implementing Rules and Regulations, as amended by Executive Order No. 648 dated February 7, 1981 and further amended by Executive Order No. 90 dated December 16, 1986. Salient features of which is the provision of access road for every sub-lots.

REQUIREMENTS:

- 1. Six (6) sets of the following documents duly signed and sealed by a Licensed Technical Person**
 - a. Site Development Plan (Schematic Plan) showing the proposed layout;
 - b. Vicinity Map
- 2. Certified True Copy of Title(s) and Tax Declaration**
- 3. Certification to Zoning Classification**
 2. Current Tax Receipt
 3. Tax Declaration
 4. Sketch Plan of Lot
 5. Others
- 4. Barangay Certification that the lot applied for is situated within the barangay.**

FEE

1. Approval of Subdivision and Condominium Plans.

a. Preliminary processing Fee for Subdivision	P 132.00
For the 1 st 10 hectares	30.00
For every additional hectares of a fraction thereof	1.50
b. Final Processing Fees (Condominiums) per	0.75
Square meter of total land area	same as Final Processing Fee
Per square meter of the floor area of the building	1.50
c. Alteration of Plans Fees for Condominium	0.75
d. Conversion of Existing Structure to condominiums	1.50
Per square meter of total land area	4.00
Per square meter of floor area of the building	4.00
2. Approval of Subdivision and Condominiums Plans

a. Subdivision	P 300.00
Having a density of 66 to 100 family lots/hectares	400.00
Subdivisions having a density of 21 to 65 family lots/hectares	450.00
Subdivision having a density of 20 family lots and below	4.00
Per hectare	4.00
b. Condominium per square meter of saleable area	4.00
3. Farm Lot Subdivision:

a. Preliminary Processing Fee	P 150.00
For the first five (5) hectares	



For every additional hectare or fraction thereof 15.00

b. Final Processing Fee
Per hectare or a fraction thereof P 400.00

c. Alteration of Plans Fee
For every additional hectare or fraction thereof same as Final Processing Fee and shall cover the affected Portion of the the subdivision, prorated against the fees for the Total area.

4. Fees on Memorial Park/Cemetery Plan

a. Approval of Memorial Park/Cemetery Plan

1. Preliminary Processing Fee/Locational Clearance Fee

For the 1st one hectare P 300.00
For every additional hectare or a fraction thereof 30.00

b. Final Processing Fee per square meter 1.00

c. Alteration of Plans affected portions
Of plans subject to alteration 1.00

d. Inspection fee per hectare 300.00

HOW TO AVAIL OF SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client submits duly accomplished & Notarized Application together with the required documents for assessment	15 minutes	Engr. Danilo M. Gumban Project Dev't. Officer II & Records Processor on Subdivision Application (Temporarily detailed at the Office of the Municipal Engineer)
2. Records Processor receives, assesses the Application Forms submitted and issues Order of Payment for Inspection/ Verification Fee		
3. Client pays Inspection/ Verification Fee at the Office of the Municipal Treasurer		MTO Personnel
4. Client presents proof of payment to the Records Processor for him to conduct Site Inspection and Evaluation to ensure conformance with the P.D. 957 and B.P. No. 220 (Standard Rules and Regulations on Subdivision Approval)	Within Poblacion - 1 hr. Outside Poblacion - 2 hrs. Island Barangays- 3 hrs.	Engr. Danilo M. Gumban Project Dev't. Officer II & Records Processor on Subdivision (Temporarily detailed at the Office of the Municipal Engineer)
5. After the conduct of site inspection, Records Processor prepares Inspection/ Verification Report for final evaluation by the MPDC	15 minutes	Engr. Danilo M. Gumban Project Dev't. Officer II & Records Processor on Subdivision (Temporarily detailed at the Office of the Municipal Engineer)



6. MPDC evaluates report/recommendations submitted. If found complying, issues Order of Payment for Final Processing Fee	5 minutes	Engr. Marlo B. Villanueva MPDC/Zoning Administrator
7. Client pays Final Processing Fee at the Office of the Municipal Treasurer		Business Tax & Fees Division Staff
8. Client presents proof of payment to the MPDC Staff for the preparation of endorsement letter for signature by the MPDC.	5 minutes	Liezel I. Intano Administrative Aide (JO)
9. MPDC signs the endorsement letter.	3 minutes	Engr. Marlo B. Villanueva MPDC/Zoning Administrator
10. MPDC Staff records the transaction and endorses the Application and supporting documents to the Office of the Sangguniang Bayan for final review and approval.	10 minutes	Liezel I. Intano Administrative Aide (JO)

Approximate Processing Time: 1 hr & 54 mins. within Poblacion
 2 hrs & 38 mins. outside Poblacion,
 3 hrs. & 53 mins. for Island Barangays



E. Processing of Application for Complex Subdivision

☑ ABOUT THE SERVICE

Similar to Simple Subdivision Permit, processing of complex subdivision is a devolved function to the Local Government Unit formerly within the scope of the Housing and Land Use Regulatory Board (HLURB). This is mandated with the provisions of P.D. 957 and B.P. 220. It implies the comprehensive information of the project such as amenities, detail of roads, drainage and other miscellaneous structures.

☑ REQUIREMENTS:

1. Six (6) sets of the following documents duly signed by a Licensed Architect/Engineer.
 - a. Site Development Plan showing the proposed layout (Schematic Plan)
 - b. Topographic Plan (Optional)
 - c. Vicinity Map with a minimum of 2-km, radius from the periphery of the project showing the relationship of the proposed project to existing community facilities such as churches, schools, markets, hospital, transportation lines, drugstores, etc.
 - d. Survey Plan of lot/s described in TCT.
2. Certified true copy of Title(s) and Tax Declaration(s) (Right to Use) Intent to Sell from lot owner
3. Clearance to conversion of property from agricultural land/pasture land to residential use from DAR.
4. Zoning Certification
5. Letter of endorsement of the project from the local government.
6. Barangay Certification that the lot applied for is situated within the barangay.

☑ FEE

- Fees and Processing Fee shall be administer under the provision of the article governing subdivisions in accordance with PD 957 & BP 220 and other pertinent laws.

☑ HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client submits duly accomplished & Notarized Application together with the required documents for assessment	15 minutes	Engr. Danilo M. Gumban Project Dev't. Officer II & Records Processor on Subdivision (Temporarily detailed at the Office of the Municipal Engineer)
2. Records Processor receives and assesses the Application submitted and issues Order of Payment for Inspection/Verification Fee		
3. Client pays Inspection/ Verification Fee at the Office of the Municipal Treasurer		Business Tax & Fees Division Staff
4. Client presents proof of payment, Records Processor for him to conduct site inspection and evaluates site to ensure conformance with the P.D. 957 and B.P. No. 220 (Standard Rules and Regulations on Subdivision Approval)	Within Poblacion - 1 hr. Outside Poblacion -2 hrs. Island Barangays- 3 hrs.	Engr. Danilo M. Gumban Project Dev't. Officer II & Records Processor on Subdivision (Temporarily detailed at the Office of the Municipal Engineer)



5. After the conduct of site inspection, Records Processor prepares Report/ Recommendations and submits to the MPDC for final evaluation	15 minutes	
6. MPDC Evaluates report/recommendations submitted. If found complying, issues Order of Payment for Final Processing Fee	5 minutes	Engr. Marlo B. Villanueva MPDC/Zoning Administrator
7. Client pays final processing fee at the Office of the Municipal Treasurer		Business Tax & Fees Division Staff
8. Client presents proof of payment to MPDC Staff for the preparation of endorsement letter for signature by the MPDC.	5 minutes	Liezel I. Intano Administrative Aide (JO)
9. MPDC signs the endorsement letter.	1 minute	Engr. Marlo B. Villanueva MPDC/Zoning Administrator
10. MPDC Staff records the transaction and endorses the application and its supporting documents to the Office of the Sangguniang Bayan for final review and approval	2 minutes	Liezel I. Intano Administrative Aide (JO)

Note: Denied application due to non-conformance, applicant is notified/advised for compliance within 30 days

Approximate Processing Time: 1 hr. & 43 mins. within Poblacion
2 hrs. & 43 mins outside Poblacion
3 hrs. & 43 mins. for Island Barangays

SERVICE STANDARD

- ✚ No application/request to be returned to the client without appropriate action (approval or disapproval of request)
- ✚ Action should not be longer than thirty (30) minutes for Simple transactions and two (2) working days for complex transactions
- ✚ Signatories in any document limited to one only.
- ✚ Staff must have official identification and office uniform when transacting with public and shall serve with utmost courtesy.

PERFORMANCE PLEDGE

We, the employees of the Office of the Municipal Planning & Development Coordinator together with our Municipal Government Department Head I (MPDC), Engr. Marlo B. Villanueva pledge and commit to deliver prompt, efficient and effective public service responsive to the needs of our constituents and clientele as promised in the Citizens Charter, we will: ensure that no application/request be returned to the client without appropriate action (approval or disapproval of request); act promptly within 30 minutes for simple transaction and not to exceed two (2) working days for complex transactions; limit to only one signatory in all clearances and documents issued by the office; and observe utmost courtesy in dealing with our clients and shall wear proper identification and prescribed office uniform.