

## 1. ISSUANCE OF CERTIFICATE OF LOCATIONAL CLEARANCES

This service issued to clients prior to the construction of new building or applying for expansion/renovation are required to secure Zoning Clearance upon application of Building Permit. This should be done before the start of construction to ensure that the building to constructed or activity to be undertaken is allowed in the area as per provision of the existing Comprehensive Land Use Plan of the municipality.

<b>Office of Division:</b>	Municipal Planning and Development Office (MPDO)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C-Government to Citizen	
<b>Who may Avail:</b>	General public, all Filipino Citizen who are requesting Locational Clearance	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Duly accomplished and notarized application form ( 1 Original Copy)		Municipal Planning and Development Office (MPDO)
2. Any of the following proof of Right Over Land <ul style="list-style-type: none"> <li>• Certificate of Original Title (OCT) (1 Photocopy)</li> <li>• Certified True Copy of Tax Declaration (1 Photocopy)</li> </ul> <b>* In case property is not registered in the name of applicant or authorized representative, submit any of the following:</b> <ul style="list-style-type: none"> <li>➤ Deed of Sale or Deed of Donation (1 photocopy)</li> <li>➤ Notarized Affidavit of Consent (1 original copy)</li> <li>➤ Authorization to Use Land (1 original copy)</li> <li>➤ Contract of Lease (1 photocopy)</li> </ul>		Municipal Assessor's Office Applicant  Applicant Municipal Planning and Development Office (MPDO) Applicant Applicant

➤ Sworn Special Power of Attorney for the representative to file to follow up application and claim decision of the application (1 photocopy or original)		Applicant		
3. Vicinity Map (1 Original Copy) or Site Development Plan (1 Original Copy)		Municipal Assessor's Office Applicant's Engineer		
4. Updated Real Property Tax Receipt (1 photocopy) or Tax clearance (1 Original Copy) of the		Applicant Municipal Treasury Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client's Log Book and Submit required documents	1. Review and Verify submitted documents.	None	5 minutes	<i>Joe Mar Castillo</i>  <i>Municipal Planning and Development Officer</i>  Municipal Planning and Development Office
	1.2. Conduct ocular site inspection if necessary and prepare result of evaluation with proper recommendation.	None	1 hour	
	1.3. Assess and Issue Order of Payment.	None	45 minutes	
2. Pay Corresponding Fees	2. Issue Official Receipt	Please see attached Housing and Land Use Regulatory Board	5 minutes	Clarice Ann Rocero Administrative Aide IV

		(HLURB) 2013 Schedule of Fees		Municipal's Treasurer's Office
3. Present Official Receipt and Claim Locational Clearance	3. Prepare and release Locational Clearance	None	15 minutes	<i>Joe Mar Castillo</i> <i>Municipal Planning and Development Officer</i> Municipal Planning and Development Office
<b>Total Processing Time</b>			<b>2 HOURS &amp; 2 MINUTES</b>	

## HOUSING AND LAND USE REGULATORY BOARD

### 2013 SCHEDULE OF FEES

<b>1.ZONING / LOCATIONAL CLEARANCE</b>	
<b>A. Single Residential Structure Attached/Detached</b>	
1. P100 000 and below	PHP 288.00
2. Over P100,000 to P200,000	PHP 576.00
3. Over P200,000	PHP 720.00 + (1/10 of 1% in excess of PHP 200,000.00)
<b>B. Apartment/ Townhouses</b>	
1. P500,000 and below	PHP 1,440.00
2. Over P500,000 to 2 million	PHP 2,160.00
3. Over P2 million	PHP 3, 600.00 + (1/10 of 1% of cost in excess of P2. M regardless of the number of floors)
<b>C. Dormitories</b>	
1. P 2 million and below	PHP 3,600.00

2. Over P2 million	PHP 3, 600.00 + (1/10 of 1% of cost in excess of P2. M regardless of the number of floors)
<b>D. Institutional</b>	
Project cost which is:	
1. Below P2million	PHP 2,880.00
2. Over P2 million	PHP 2,880.00 + (1/10 of 1% of cost in excess of P2.M)
<b>E. Commercial, Industrial and Agro-Industrial Project Cost of which is:</b>	
1. Below P100,000	PHP 1,440.00
2. Over P100,000- P500,000	PHP 2,160.00
3. Over P500,000	PHP 2,880.00
4. Over P1 million-P2 million	PHP 4,320.00
5. Over P2 million	PHP 7,200.00 + (1/10 of 1% of cost in excess of P2.M)
<b>F. Special Uses/ Special Projects</b>	
(Gasoline station, Cell sites, Slaughter house, Treatment plants, etc.)	
1. Below P2 million	PHP 7,200.00 + (1/10 of 1% of cost in excess of P2.M)
2. Over P2 million	PHP 7,200.00 + (1/10 of 1% of cost in excess of P2.M)
<b>G. Alteration/Expansion (affected areas/cost only)</b>	
Same as the original application	
<b>2.Subdivision and Condominium Projects (under P.D.957)</b>	
A. Subdivision Projects	
1. Approval of Subdivision Plans( including townhouses)	
1. Preliminary Approval and Location Clearance(PALC)/Preliminary Subdivision Development Plans(PSDC)	
• Processing Fee	PHP 360.00/ha. or a fraction thereof
• Inspection Fee	PHP 1, 500.00/ha. regardless of density
2. Final approval and Development Permit	

• Processing Fee	PHP 2, 880.00 /ha. regardless of density
Additional Fee on Floor Area of Housing Component	PHP 3.00/sq.m.
• Inspection Fee	PHP 1, 500.00/ha. regardless of density
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
<b>2. Certificate of Registration Processing Fee</b>	
• Processing Fee	PHP 2,880.00
<b>3. License to Sell</b>	
• Processing Fee	PHP 216.00 /saleable lot
• Additional Fee on Floor Area of Housing Component	PHP 14.40/sq.m
• Inspection Fee	PHP 1, 500.00/ha. regardless of density
<b>4. Certificate of Completion</b>	
• Certificate Fee	PHP 216.00
• Processing Fee	
• Inspection Fee	PHP 1, 500.00/ha. regardless of density

## 2.ISSUANCE OF ZONING CERTIFICATE

This service is issued to clients for the purpose of certifying the land use of a lot based on the approved Comprehensive Land Use Plan and the allowed or permitted uses zonified /specified in the Zoning Ordinance of the Local Government.

<b>Office of Division:</b>	Municipal Planning and Development Office (MPDO)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may Avail:</b>	General Public
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	

1. Certified True Copy of Tax Declaration (1 photocopy) <b>Additional requirement if the client is a representative</b> 1. Authorization letter attached with photocopy of any valid ID of the owner and the representative (1 original copy)		Municipal Assessor's Office  Applicant		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client's Log Book and Submit required documents	1. Review and Verify submitted documents.	None	3 minutes	<i>Kent Anthony Rabena</i> <i>Municipal Planning and Development Officer Staff</i> <i>Municipal Planning and Development Office</i>
	1.2. Issue Order of Payment	None	2 minutes	<i>Joe Mar Castillo</i> <i>Municipal Planning and Development Officer</i> <i>Municipal Planning and Development Office</i>
2. Pay Corresponding Fees	2. Issue Official Receipt	Php 150.00	5 minutes	Clarice Ann Rocero Administrative Aide IV Municipal's Treasurer's Office
3. Present Official Receipt and claim requested document.	3. Prepare and release Zoning Certificate	None	15 minutes	<i>Joe Mar Castillo</i> <i>Municipal Planning and Development Officer</i> <i>Municipal Planning and Development Office</i>
<b>Total Processing Time</b>			<b>25 MINUTES</b>	

### 3. Issuance of Maps

Information about the municipality and its development thrust: plans, programs and projects are available

<b>Office of Division</b>	Municipal Planning and Development Office (MPDO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may Avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENT</b>			<b>WHERE TO SECURE</b>	
Letter Request of Client			Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in logbook	1. Interview Client	None	1 minute	<i>Kent Anthony Rabena</i> Municipal Planning and Development Staff Municipal Planning and Development Office
2. Submit request for data/documents availability	2. Assessment of request	None	10 minutes	<i>Kent Anthony Rabena</i> Municipal Planning and Development Staff Municipal Planning and Development Office
	2.2. Print the requested document/map	None	5 minutes	<i>Kent Anthony Rabena</i> Municipal Planning and Development Staff Municipal Planning and Development Office
3. Pay corresponding fee	3. Issue Official Receipt	PHP 50.00	5 minutes	<i>Clarice Ann Rocero</i> Administrative Aide IV Municipal Treasurer's Office
4. Present the Official Receipt	4. Issue Printed documents	None	3 minutes	<i>Kent Anthony Rabena</i> Municipal Planning and Development Staff Municipal Planning and Development Office
<b>TOTAL PROCESSING TIME</b>			<b>24 MINUTES</b>	

#### 4. Issuance of Certificate of Review to Barangay Related Plans

This is also required to check the veracity and the alignment of Barangay plans as per guidelines Set forth by the DILG and other lined agencies.

<b>Office of Division</b>	Municipal Planning and Development Office (MPDO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may Avail:</b>	All Barangays			
<b>CHECKLIST OF REQUIREMENT</b>			<b>WHERE TO SECURE</b>	
Barangay Annual Investment Program ( 1 draft Copy)			Barangay	
Barangay Annual Development Plan (1 Draft Copy)			Barangay	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in Client logbook	1. None	None	1 minute	<i>Kent Anthony Rabena</i> Municipal Planning and Development Staff Municipal Planning and Development Office
2. Present the required documents for Assessment	2. Review Annual Investment Program (AIP) / Annual Development Program (ADP)	None	1 day	<i>Joe Mar Castillo</i> MPDO Municipal Planning and Development Office
3. Receive Certification	3. Release Signed Certification	None	2 minutes	<i>Joe Mar Castillo</i> MPDO Municipal Planning and Development Office
<b>TOTAL PROCESSING TIME</b>			<b>1 DAY and 3 MINUTES</b>	

