



Office of the Municipal Planning and Development
Frontline Services



1. Provision of Maps, Statistical Data and Other Municipal Data

The Municipal Planning and Development Office keeps information about the municipality and its development plans such as land use plan, municipal development strategies, municipal profile, statistics, maps and municipal governance data. Information about the municipality is generally requested by investors, people in business sector, researchers, students and tourist.

Office or Division:		Office of the Municipal Planning and Development			
Classification		Simple			
Type of Transaction:		G2B – Government to business entity, G2C – Government to transacting public			
Who may avail:		Any interested group or individual			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Request Letter			Client		
Identification Card			Client		
CLIENT STEPS		AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Approach a frontline employee and present your request.	1.1 The staff will receive the request and refers you to staff in charge of the information needed.	NONE	2 MINUTES	MPDO Staff MPDO
2	Check the data accessed and review by the staff.	2.1 If the requested information is available, the staff-in-charge will access and review the information requested and show to the client		10 MINUTES	MPDO Staff MPDO
3	Leave a valid ID and photocopy the documents.	3.1 The staff will request for a valid ID and will give the requested materials for photocopying.		2 MINUTES	MPDO Staff MPDO
4	Sign the logbook. Return the original copy of the documents after photocopying.	4.1 The staff will instruct the client to sign the logbook. 4.2 The staff will return the ID.		1 MINUTES	MPDO Staff MPDO
TOTAL			NONE	15 MINUTES	



2. Issuance of Zoning Certificates

Zoning Certificate is issued for record and reference purposes

Office or Division:	Office of the Municipal Planning and Development			
Classification	Simple			
Type of Transaction:	G2B – Government to business entity, G2C – Government to transacting public			
Who may avail:	Real property owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Client		
Title of Lot/s (subject for application)		Client (Or from Register of Deeds)		
Updated Tax Declaration		Municipal Assessor's Office		
Tax Clearance		Municipal Treasurer's Office		
Lot Plan		Client (Or from surveyor of the lot/s)		
Barangay Clearance (Where the Lot/s are situated)		Barangay Hall		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit letter of request for the Zoning Certificate	1.1 The staff will receive the request and refers you to staff in charge of the information needed.	₱ 720.00 per hectare of the lot/s subject for application, or minimum fee of ₱ 50.00	5 MINUTES	MPDO Staff MPDO
2 Provide the requirements to MPDO.	2.1 The staff-in-charge will review the requirements.		30 MINUTES	MPDO Staff MPDO
3 Secure order of payment and pay at the Municipal Treasurer's Office.	3.1 The staff-in-charge will issue an order of payment		5 MINUTES	MPDO Staff MPDO Treasurer's Staff Treasurer Office
4 Return to MPDO and present the payment receipt. Secure the Zoning Certificate.	4.1 staff-in-charge will prepare the Zoning Certificate and will issue it to the client..		20 MINUTES	MPDO Staff MPDO
TOTAL			1 HOUR	



3. Issuance of Locational Clearance

Locational Clearance/Zoning Compliance is a declaration that the location of the building or business establishment complies with the provisions of the approved Zoning Ordinances or the Comprehensive Land Use Plan (CLUP).

All construction, repair, extensions, alterations, improvements of buildings, structures and all business establishments shall be started only when the owner thereof has secured zoning certificates and/or locational clearance from the Municipal Mayor. The fee herein shall be without prejudice to the imposition of the Housing and Land Regulatory Board (HLURB).

Office or Division:	Office of the Municipal Planning and Development	
Classification	Highly Technical	
Type of Transaction:	G2B – Government to business entity, G2C – Government to transacting public	
Who may avail:	General Public	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Request Letter		Client
Application Form		MPDO
Vicinity Map, Site Development Plan and Working Drawing Plans		Designer, architects and/or engineers of the project
Certificate / Proof of Ownership of the Land		Client or owner of the lot/s subject for the development (or from Register of Deeds)
Updated Tax Clearance		Municipal Treasurer's Office
Authorization of person allowed to follow-up/claim		Client being represented
Bill of Material or Cost Estimate		Designer, architects and/or engineers of the project
Certification that the lot/s subject for development is agricultural		DA
Environmental Compliance Certificate (ECC)		DENR-EMB
Barangay Clearance/Resolution endorsing the project		Barangay Hall
Consent from the Residents within 100-m radius		Residents within the 100-m radius from the project
Site Clearance concerning the Suitability of the Location (for poultries and piggeries)		Municipal Health Office / City Veterinarian
Certificate of Provisional Authority, Certificate of Public Convenience and Necessity (CPCN), or Certificate of Registration to Provide Telecommunication Services (for wireless communication services)		NTC
Radiation Protection Evaluation Report (for wireless communication services)		DOH-Radiation Health Services

Height Clearance Permit (for tower installations and high-rise constructions)		DOTC		
Project Description (for BP 220 and PD 957 projects 1 hectare or above in area)		Client or designer, architects and/or engineers of the project		
Application for Permit to Drill (for BP 220 and PD 957 projects)		NWRB		
Traffic Impact Assessment (for BP 220 and PD 957 projects 30 hectare or above in area)		Client or designer, architects and/or engineers of the project		
Copy of Special or Temporary Permit		PRC		
List of Names of the Professionals who signed the Plans		Client or designer, architects and/or engineers of the project		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Proceed to MPDO and secure the requirement checklist and application forms.	1.1 The staff issue the checklist and application forms	For single residential structure projects (attached or detached) amounting to: a. P100,000 or below = ₱ 288.00 b. over ₱ 100,000 to ₱ 200,000 = ₱ 576.00 c. over ₱200,000.00 = ₱ 720 + 0.1% in excess of ₱ 200,000	5 MINUTES	MPDP Staff MPDO
2 Fill-up the application forms.		For apartment or townhouse projects amounting to: a. ₱ 500,000 or below = ₱ 1,440.00 b. over ₱ 500,000 to ₱ 2,000,000 = ₱ 2,160.00 c. over ₱ 2,000,000 = ₱ 3,600 + 0.1% in excess of ₱ 2,000,000	5 MINUTES	Client
3 Submit the checklist and the accomplished forms together with the requirements.	3.1 The staff-in-charge will review the submitted requirements.		5 MINUTES	Zoning Officer II or MPDO MPDO
4 Accompany the team for site inspection.	4.1 Schedule and do site inspection.	For dormitory projects amounting to: a. ₱ 2,000,000 or below = ₱ 3,600.00 b. over ₱ 2,000,000 = ₱ 3,600 + 0.1% in	1 DAY	Zoning Officer II or MPDO MPDO

5	Wait for the notification to pay and secure the locational clearance.	5.1 The staff-in-charge will endorse the application to the Office of the Mayor.	<p>excess of ₱ 2,000,000</p> <p>For institutional projects amounting to:</p> <p>a. ₱ 2,000,000 or below = ₱ 2,880.00</p> <p>b. over ₱ 2,000,000 = ₱ 2,880.00 + 0.1% in excess of ₱ 2,000,000</p>	5 MINUTES	MPDP Staff MPDO
		5.2 The Office of the Mayor will endorse the application to the Sangguniang Bayan.	<p>For commercial, industrial and agro-industrial projects amounting to:</p> <p>a. ₱ 100,000 or below = ₱ 1,440.00</p> <p>b. over ₱ 100,000 to ₱ 500,000 = ₱ 2,160.00</p> <p>c. over ₱ 500,000 to ₱ 1,000,000 = ₱ 2,880.00</p> <p>d. over ₱ 1,000,000 to ₱ 2,000,000 = ₱ 4,320</p> <p>e. over ₱ 2,000,000 = ₱ 7,200 + 0.1% in excess of ₱ 2,000,000</p>	1 DAY	LCE Mayors Office
		5.3 The Sangguniang Bayan will review and/or approve the application.		21 DAYS	SB Council SB Office
6	Secure order of payment and pay at the Municipal Treasurer's Office for the necessary fee.	6.1 The staff-in-charge will issue an order of payment.	<p>For special projects (e.g. gasoline stations, cell sites, slaughter houses, treatment plants, etc.) amounting to:</p> <p>a. ₱ 2,000,000 or below = ₱ 7,200.00</p> <p>b. over ₱ 2,000,000 = ₱ 7,200.00 + 0.1% in excess of ₱ 2,000,000</p>	30 MINUTES	MPDP Staff MPDO Treasurer's Staff Treasurers Offices
7	Return to MPDO and present the payment receipt. Secure the Locational Clearance.	7.1 The staff-in-charge will prepare the Locational Clearance and will issue it to the client	<p>For alterations and expansions: same as</p>	5 MINUTES	LCE Office of the Mayor Zoning Officer II or MPDO MPDO
TOTAL				25 DAYS	