ISSUANCE OF ZONING CERTIFICATE/LOCATIONAL CLEARANCE

Zoning Certificate is required in applying for business permits and other related transactions such as titling of lots, garage or parking space. Locational Clearance is needed for the application for building permit or other construction activities

Office/Division:	Municipal Planning and Development Office (MPDO)/Zoning Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business Entity
Who may avail:	All (business, lot owners, investors, etc.)

CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:
1. Duly accomplished and notarized Application Form 2. One (1) photocopy of any of the following requirements relative to the rights over land. A. Certificate of Title or Transfer Certificate of Title, in case registered in the name of applicant (Certified by Register of Deeds Office) B. In the absence of any existing certificate of title in the name of applicant, submit: b.1 1 Certified true copy of the latest tax declaration B.1.2 Tax Receipts or Tax Clearance b.2 2 Pro-forma affidavit to the effect that: • The applicant is the owner of the property subject of the application; • The reasons why the property is not yet titled; • That the property is free from liens and encumbrances of the property; □ That the property is tenanted. C. In case the property is not registered in the name of the applicant, submit a photocopy of the owner's certificate of title or in the absence of the title, the tax declaration and pro-forma affidavit as described in item B and any of the following: • Duly notarized deed of sale or deed of donation • Duly notarized contract of lease/option to buy/contract to sell • Authorization to use subject parcel of land	1. Office of the MPDO, Notarial Law Office, Public Attorney's 2. Registry of Deeds 3. Assessor's Office 4. Municipal Treasurer's Office 5. Law Office, Public Attorney Office 6. Notarial Law Office, Public Attorney's Office

CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:
Additional Requirements for construction permits: A. Copies of Bill of Materials and Construction Equipment (where applicable) signed and sealed by Civil Engineer/Architect/Owner B. Specifications (signed and sealed by Civil Engineer/Architect/Owner) a. Locational Plan/Vicinity Map, Site Development Plan, Perspective (sheet#1) with Geodetic Engineer Certification of Nonencroachment to adjacent/adjoining properties. b. 1 set Building Plans C. For applications filed by authorized representative; Sworn Special Power of Attorney for the representative to file/follow-up application, and to claim decision on the application. D. One (1) Long Brown Envelope or Folder **ON-SITE INSPECTION:** Client must provide assistance to access the location being applied for clearance/permit.	a. Licensed Architect or Engineer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly filled-out notarized application form with complete documentary requirements. Note: *Incomplete documents will not be accepted and processed.*	1. Receive and evaluate the application form and attached documents. 1.1 Compute the fees based from the approved ordinance or guidelines of HLURB or DHSUD. 1.2 Advise to pay to the Treasurer's Office.	None	1 hour	Shalle Mae G. Correa, *Planning Officer I, MPDO* or Michael G. Rivera, *Municipal Planning and Dev't. Coordinator, MPDO*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the zoning fees as advised and assist Zoning Officer during site inspection.	2. Receive copy of official receipt 2.1 Advise schedule for site inspection if necessary. 2.2 Inform client of the result of site inspection.	Sample Computation: Single Residential Structure attached or detached 3. Over P200,000 P720 + (1/10 of 1% in excess of P200,000) TOTAL PROJECT COST as per application = P4,392,310.66 = 720 + (1/10 X 1% X (4,392,310.66200,000)) *less excess of 200,000 = 720 + (1/10 X 1% X (4,192,310.66) = 720 + 4,192.31066 = 4,912.31066 rounded off Say 4,900.00 only	1 day	Shalle Mae G. Correa, *Planning Officer I, MPDO* or Michael G. Rivera, *Municipal Planning and Dev't. Coordinator, MPDO*
3. Claim the approved zoning permit/locational clearance.	3. Release of approved zoning permit/locational clearance.	None	30 minutes	Shalle Mae G. Correa, *Planning Officer I, MPDO* or Michael G. Rivera, *Municipal Planning and Dev't. Coordinator, MPDO*
TOTAL:		**1 day and 1.5 hours**		