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Service Information

Office or Division:	MUNICIPAL PLANNING & DEVELOPMENT COORDINATOR'S OFFICE			
Classification:	Simple			
Type of Transaction:	Issuance of Site Zoning Certification			
Who may avail:	All citizens			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
<p>*Lot Plan duly signed by a Licensed Geodetic Engineer</p> <p>*Vicinity Map indicating clearly and specifically the exact location of the proposed site and the existing land uses and/or landmarks within a radius of at least 500 meters and duly signed by a Geodetic/Civil Engineer or Architect.</p> <p>* Proof of Ownership; OCT/KOT or TCT or right over property and Latest Tax Declaration - xerox copy</p> <p>*Secure MDRRMO Certification that the location of the project is not in a hazard zone or no build zone.</p>	<p>*Licensed Geodetic Engineer</p> <p>*Office of the Municipal Assessor – Tax Declaration</p> <p>*Register of Deeds – Title of Land</p> <p>*Office of the Municipal Disaster Risk Reduction and Management Office</p>			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the client's logbook and secure documentary requirements in the Office of the Municipal Planning and Development	Provide list of requirements	None	2 mins.	<i>Mr. Benedicto B. Calisura, Jr. Zoning Officer II</i>
2. Submit requirements needed for the processing of certification	Review the completeness of submitted documents (if	None	5 mins.	

	incomplete, return to the applicant for completion			<i>Mr. Benedicto B. Calisura, Jr. Zoning Officer II</i>
3. Pay Zoning Certification Fee at the Municipal Treasurer's Office and submit the Official Receipt at the MPDC Office	Evaluate submitted documents and verify project site to its zoning classification	Php.103.00 for electrical permit purposes Php. 342.50 for building permit purposes (subject for adjustment annually) (Site inspection if necessary)	30 mins. 1 hour	<i>MTO</i> <i>Mr. Benedicto B. Calisura, Jr. Zoning Officer II</i>
4. Wait for the signed Zoning Certification if for electrical connection purposes	Processing; If submitted documents are completed and without discrepancy, prepare the Zoning Certification	None	30 mins.	<i>Mr. Benedicto B. Calisura, Jr. Zoning Officer II</i>
Note: If site inspection is required, advise the client to come back the next day to get the Site Zoning Certification	Review and sign Zoning Certification	None	5 mins.	<i>Mr. Benedicto B. Calisura, Jr. Zoning Officer II</i>
END OF TRANSACTION				

A. SITE ZONING CERTIFICATION

A document issued by the office of MPDC to owners of land/properties, citing the zoning classification of a particular and based on the approved Municipal Zoning Ordinance. This certification is requested for record and reference purposes

ASSESSMENT OF A BUSINESS FOR ZONING CLEARANCE

Business Zoning Clearance is a document issued by the office of MPDC to owners of business, citing the zoning classification of a particular business on the approved Municipal Zoning Ordinance. This certification is requested for record and reference purposes.

Office or Division:	MUNICIPAL PLANNING & DEVELOPMENT COORDINATOR'S OFFICE			
Classification:	Simple			
Type of Transaction:	Assessment of a Business for Zoning Clearance			
Who may avail:	All citizens			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
* Business Application Form from the previous year * Duly Accomplished Application Form * Gross Sale Report of the previous year to be indicated in the application form * Assessment/Computation of Fee	*Licensing Office *Licensing Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the client's logbook in the Office of the Municipal Planning and Development Office	Provide list of requirements	None	2 mins.	<i>Ms. Athena Ma. Fiel R. Pelonio Admin. Assistant II Mr. Benedicto B. Calisura, Jr. Zoning Officer II Engr. Filipina E. Celso MPDC</i>
2. Submit requirements needed for the processing of certification	Review the completeness of submitted documents (if incomplete, return to the	None	5 mins.	<i>Ms. Athena Ma. Fiel R. Pelonio Admin. Assistant II Mr. Benedicto B. Calisura, Jr.</i>

	applicant for completion			<i>Zoning Officer II</i> <i>Engr. Filipina E. Celso</i> <i>MPDC</i>
3. Wait for the signed Business Zoning Clearance (for big and large-scale business only)	Assessment/Computation of Fees Processing; If submitted documents are completed and without discrepancy, record the transaction and preparation of Business Zoning Clearance	None	10 mins.	<i>Ms. Athena Ma. Fiel R. Pelonio</i> <i>Admin. Assistant II</i> <i>Mr. Benedicto B. Calisura, Jr.</i> <i>Zoning Officer II</i> <i>Engr. Filipina E. Celso</i> <i>MPDC</i>
4. Referral	The client will be referred to the Engineering's Office after the Assessment for the next step.	None	1 min.	<i>Ms. Athena Ma. Fiel R. Pelonio</i> <i>Admin. Assistant II</i> <i>Mr. Benedicto B. Calisura, Jr.</i> <i>Zoning Officer II</i> <i>Engr. Filipina E. Celso</i> <i>MPDC</i>
END OF TRANSACTION				

ISSUANCE OF RESEARCH DOCUMENTS AND/OR CERTIFICATION

Document Research and Certification is issued by the office of the MPDC to an individual who wants to gather data and information about the municipality and its services, land uses, topographical maps, urban and base maps as to its actual uses. This certification and document research are requested for record and reference purposes.

Office or Division:	MUNICIPAL PLANNING & DEVELOPMENT COORDINATOR'S OFFICE			
Classification:	Simple			
Type of Transaction:	ISSUANCE OF RESEARCH DOCUMENTS AND/OR CERTIFICATION			
Who may avail:	All citizens			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
* Formal letter requesting data to be received by the office of the Mayor/MPDC	<ul style="list-style-type: none"> Client 			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the client's logbook and presents documentary needs in the office of the Municipal Planning and Development Coordinator	Assess the needed documents, maps or certification needed	None	2 mins.	<i>Ms. Athena Ma. Fiel R. Pelonio Admin. Assistant II</i> <i>Mr. Benedicto B. Calisura, Jr. Zoning Officer II</i> <i>Engr. Filipina E. Celso MPDC</i>
2. Verify if needed document is present at the files in the office for the printing /replication of documents and certification	Reviews/ verify the needed documents from the files and documents for printing or certification.	None.	5 – 10 mins.	<i>Ms. Athena Ma. Fiel R. Pelonio Admin. Assistant II</i> <i>Mr. Benedicto B. Calisura, Jr. Zoning Officer II</i> <i>Engr. Filipina E. Celso MPDC</i>
3. Waits for the signed Research/certification documents	Assessment/Computation of Fees if needed Processing; If needed documents is/are present. Re print, scan or	Fees depending on the importance of the files.	5 mins.	<i>Ms. Athena Ma. Fiel R. Pelonio Admin. Assistant II</i>

	copy for purposes of research and certification			<i>Mr. Benedicto B. Calisura, Jr. Zoning Officer II</i> <i>Engr. Filipina E. Celso MPDC</i>
END OF TRANSACTION				