



# **MUNICIPAL PLANNING & DEVELOPMENT OFFICE**

## **External Services**



## 18. Issuance of Zoning Clearance/Certification

This is issued to certify as to the use of the subject property or land as reflected from the approved Comprehensive Land Use Plan and Zoning Ordinance of the municipality.

Office or Division:	Municipal Planning & Development Office (MPDO)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity
Who may avail:	Individuals/organizations proposing the construction of buildings and other structures.
Checklist of Requirements:	
1. Duly accomplished & notarized application form	Municipal Planning and Development Office (MPDO)
2. Any of the following requirements relative to the right over land:  a. Photocopy of Certificate of Title (in case registered in the name of the applicant)  In case the property is not registered in the name of the applicant:  b. Duly notarized Deed of Donation  c. Contract of Lease/Authorization to use the land (whichever is applicable)  d. Photocopy of owner's Certificate of Title (in the absence of a title, tax declaration will suffice)	To be provided by the client.
3. Sketch Plan/Location Map	
4. Building Plan	
5. Site Development Plan showing the project site, lot area boundaries and the dimension of the proposed improvements within the project site.	
6. Bill of Materials	
7. Authority to follow up/claim clearance	
Note: Additional requirements may be required by the office.	



Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit accomplished form and attach pertinent requirements for verification	1.1 Assessment of requirements.	None	15 minutes	Eng. Charles Taimur H. Bartonico
	1.2. Determine the location of the property/proposed project.	None	15 minutes	
2. Clients pays the amount due.	2.1 Compute the fees to be paid (based on Tax Code).	Certification: Php 100.00 Clearance: Computed based on total project cost	5 minutes	
	2.2 Acceptance of payments & issuance of receipt.	None	5 minutes	
3. Approval of Zoning Clearance/ Certificate	3.1 Preparation of Zoning Clearance/ Certificate	None	10 minutes	
4. Issuance of Zoning Clearance/ Certificate	4.1 Issuance of Clearance/Certificate to the Client	None	5 minutes	
TOTAL:		<b>100.00</b>	<b>55 minutes</b>	

ZONING CLEARANCE FEES	
ZONING/LOCATIONAL CLEARANCE	
Residential structure single or detached other than apartment, dormitories and subdivision projects, the project cost of which is:	
P100, 000 and below	P150.00
Over P100, 000	P150.00 + 1/10 of 1% of cost in excess of P100, 000
Apartments	
Five doors and below	P250.00
More than five doors	P250.00 + 50.00 for every door in excess of five
Commercial, Industrial, Agro-Industrial, the project	



cost of which is:	
P100, 000 and below	P800.00
Over P100, 000	P800.00 + 1/10 of 1% in excess of P100, 000
Expansion/Alternation (affected areas/cost of expansion only)	Same as original application
Temporary Use Permit	P750.00
Approval of Commercial Subdivision	
Preliminary approval	
First two hectares	P500.00
Every Addition Hectare	P100.00
Final Approval (per hectare)	P3,800.00
Inspection (per hectare)	P500.00
Alternation of Plan (affected areas only) approval	Same as final
Alternation of registration and license to sell (per sq.m. of land area)	P500.00
Approval of Farm Lot	
Preliminary Approval	
First five hectares	P300.00
Every addition hectare	P50.00
Final approval (per hectare)	P800.00
Inspection (per hectare)	P400.00
Alternation of plan (affected areas only)	P700.00
Certificate of registration and license to sell per salable lot	P50.00
Certificate of completion (per hectare)	P500.00
Other Certifications	
Zoning certification	P100.00
Certification of town plan/zoning ordinance approval	P100.00
Certification-new rights/sales	P100.00
Certification of location viability	P100.00
Certification of registration and License to sell (form)	P100.00
Others to include	
Availability of records/public request of copies/research works	P100.00
Certification of no records on file	P100.00
Certification of with or without CRLS	P100.00
Certified true/Xerox copy of Documents	
Documents of five pages or less	P20.00
Every Additional page	P2.00