



Office of the Municipal Planning and Development

External Services

1. Issuance of Zoning Certification

A zoning certificate is issued to the applicant/s to ensure the compatibility or conformity of the project/s with the Land Use Plan and Zoning Ordinance of the municipality.

Office or Division:	Municipal Planning and Development Office	
Who may avail:	Developers; Individuals applying for building/fencing and business permits	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Proof of Ownership or Right over the property <input type="checkbox"/> Certified True Copy of Transfer Certificate of Title If in case not registered in the name of applicant: - Deed of Absolute Sale - Affidavit of Consent from the Lot Owner - Deed of Donation - Contract to Sell	CTC at Registry of Deeds, Capitol Hills, Tandag City Notary Public Notary Public Notary Public	
2. Photocopy of Latest Tax Declaration	Municipal Assessor's Office	
3. Photocopy of Tax Clearance/ Latest Tax Receipt	Municipal Treasurer's Office	
4. Barangay Clearance	Barangay Hall where the project is located	
5. One Long Envelope for filing		
6. Additional Requirements if prior to issuance of Building permit (one copy per document): <ul style="list-style-type: none"> • Bill of Materials and Cost Estimates • Building Plan / Fencing Plan • For house with 30sq. meter or less: house plan drawn in a long bond paper with vicinity map and electrical lay-out 	Licensed Architect or Civil Engineer Licensed Architect or Civil Engineer Project owner and Professional Electrical Engineer	

<p>7. Additional Requirements if Land Classification only (one copy per document):</p> <ul style="list-style-type: none"> Duly accomplished / notarized application for zoning certification Lot Plan drawn to a minimum scale of 1:100 meters with Vicinity Map drawn and duly signed by a Licensed Geodetic Engineer 	<p>MPDO- Zoning Division/ and Public Notary</p> <p>Licensed Geodetic Engineer</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Log- in the client's information</p>	<p>1.1 Require the client to record the name, address, contact number and purpose using logbook; and hand-in feedback form</p>	<p>None</p>	<p>1 Minute</p>	
<p>2. Submit requirements</p> <ul style="list-style-type: none"> Inquire for requirements necessary for the application; Comply documents required for application; Fill-up application form <p>• Assessment for the schedule of fees</p>	<p>2.1 Provide checklist of the requirements needed for the application</p> <p>2.2 Check the requirements as to completeness</p> <p>2.3 Provide an application form to be filled up and notarize</p> <p>2.4 Assess fees based on the cost estimates of project for order of payment</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>2 Minutes</p> <p>2 Minutes</p> <p>1 Minute</p> <p>2 minutes</p>	<p><i>Zoning Officer / Receiving Clerk</i></p>

<p>3. Evaluate documents</p> <ul style="list-style-type: none"> Review the application Review the assessed schedule of fees 	<p>3.1 Check and validate the completeness and correctness of the requirements and the assessment of fees</p> <p>3.2 Review and advise to pay at the Treasurer's Office</p>	<p>None</p> <p>None</p>	<p>10 Minutes</p> <p>2 Minutes</p>	<p><i>Zoning Officer / PDO II</i></p>
<p>4. Payment of fees</p>	<p>4.1 Check the issued official receipt by the MTO</p>	<p>Fees based on the project cost</p>	<p>5 minutes (depends as to the number of clients)</p>	<p><i>MT Officer/ Cashier</i></p>
<p>5. Schedule Site Inspection</p> <ul style="list-style-type: none"> Submission of requirements with official receipt Schedule date of site inspection 	<p>5.1 Receive the requirements with copy of OR and get the contact number</p> <p>5.2 Conduct ocular inspection of the project site</p>	<p>None</p> <p>None</p>	<p>1 Minute</p> <p>30 Minutes (per application)</p>	<p><i>Zoning Officer Receiving – Releasing Clerk</i></p> <p><i>Zoning Officer</i></p>
<p>6. Record the Inspected Application in the system</p>	<p>6.1 In-put the application details in the system (with its corresponding application code)</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Zoning Officer / PDO II / Receiving-Releasing Clerk</i></p>
<p>7. Final Review of the application</p>	<p>7.1 Conduct final review of the application</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Zoning Officer / PDO II</i></p>
<p>8. Printing of Certification</p>	<p>8.1 Print the certification</p>	<p>None</p>	<p>1 Minute</p>	<p><i>Zoning Officer / PDO II/ Receiving – Releasing Clerk</i></p>
<p>9. Approval of the Certification</p>	<p>9.1 Review and sign the certification for approval</p>	<p>None</p>	<p>1 Minute</p>	<p><i>Zoning Officer / PDO II & MPDC/ LCE</i></p>
<p>10. Releasing of Approved Zoning Certification</p>	<p>10.1 Notify the applicant thru text or call for the releasing of the approved application/ certification</p>	<p>None</p>	<p>2 Minutes</p>	<p><i>Zoning Officer / PDO II Receiving – Releasing Clerk</i></p>

11. Claiming of Approved Certification	11.1 Release and record the approved certification in the log-book	None	2 Minutes	<i>Zoning Officer / PDO II Receiving – Releasing Clerk</i>
12. Feedback form retrieval	12.1 Retrieve the feedback form given to the client/applicant	None	1 Minute	<i>Clerk</i>
TOTAL		Total fee is based on Project Cost	1 hr. and 13 minutes	

2. Issuance of Locational Clearance

An approval document issued by Municipal Planning and Development Office that serves as pre-requisite document in issuance of Building and Business Permits to guarantee the structure's compliance with the Comprehensive Land Use and Zoning Ordinance.

Office or Division:	Municipal Planning and Development Office		
Who may avail:	Developers; Individuals applying for building/ fencing and business permits		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
BASIC REQUIREMENTS (1 copy per document):			
1. Duly accomplished and notarized application form	MPDO – Zoning Division / Releasing & Receiving Clerk		
2. ECC/CNC (Environmental Compliance Certificate/ Certificate of Non-Coverage)	DENR		
3. Traffic Impact Assessment (TIA) (for subdivision)	Licensed Professional		
4. Zoning Certification	MPDO – Zoning Division		
ADDITIONAL REQUIREMENTS (1 copy per document):			
1. For Manufacturing projects: <input type="checkbox"/> Project Profile/Brief	Proponent/Technical person		
2. Bill of Materials and Cost Estimates	Licensed Architect or Engineer		
3. Sworn Special Power of Attorney (for applications filed by authorized representative)	Notary Public		
4. For Cell Sites- Clearance from: <input type="checkbox"/> CAAP	Civil Aviation Authority of the Phil.		

<ul style="list-style-type: none"> • DOH • NTC • Conformity from neighbors • Barangay Resolution 		Dept. of Health National Telecommunication Commission Proponent Barangay where the project is located		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in the client's information	1.1 Require the client to record the name, address, contact number and purpose using logbook; and hand-in feedback form	None	1 Minute	<i>Office Clerk</i>
2. Submit requirements <ul style="list-style-type: none"> • Inquire for requirements necessary for the application; • Comply documents required for application; • Fill-up application form • Assessment for the schedule of fees 	2.1 Provide checklist of the requirements needed for the application 2.2 Check the requirements as to completeness 2.3 Provide an application form to be filled up and notarize 2.4 Assess fees based on the cost estimates of project for order of payment	None None None None	2 Minutes 2 Minutes 1 Minute 2 Minutes	<i>Zoning Officer / PDO II Receiving Clerk</i>
3. Evaluate documents <ul style="list-style-type: none"> <input type="checkbox"/> Review the application <input type="checkbox"/> Review the assessed schedule of fees 	3.1 Check and validate the completeness and correctness of the requirements and the assessment of fees 3.2 Review and advise to pay at the Treasurer's Office	None None	10 Minutes 2 Minutes	<i>Zoning Officer / PDO II</i>

4. Payment of fees	4.1 Check the issued official receipt from the MTO	Fees based on the project cost	5 Minutes (depends as to the number of clients)	<i>MT Officer/ Cashier</i>
5. Schedule Site Inspection <ul style="list-style-type: none"> Submission of requirements with official receipt Schedule date of site inspection 	5.1 Receive the requirements with copy of OR and get the contact number 5.2 Conduct ocular inspection of the project site	None None	1 Minute 30 Minutes	<i>Zoning Officer / PDO II Receiving – Releasing Clerk</i>
6. Record the Inspected Application in the system	6.1 In-put the application details in the system (with its corresponding application code)	None	5 Minutes	<i>Zoning Officer / PDO II Receiving- Releasing Clerk</i>
7. Final Review of the application	7.1 Conduct final review of the application	None	5 Minutes	<i>Zoning Officer / PDO II</i>
8. Printing of Certification	8.1 Print the certification	None	1 Minute	<i>Zoning Officer / PDO II Receiving – Releasing Clerk</i>
9. Approval of the Certification	9.1 Sign the Certification for approval	None	1 Minute	<i>MPDC/ LCE</i>
10. Releasing of Approved Zoning Certification	10.1 Notify the applicant thru text or call for the releasing of the approved application/ certification	None	2 Minutes	<i>Zoning Officer / PDO II Receiving – Releasing Clerk</i>
11. Claiming of Approved Certification	11.1 Release and record the approved certification in the log-book	None	2 Minutes	<i>Zoning Officer / PDO II Receiving – Releasing Clerk</i>

12. Feedback form retrieval	12.1 Retrieve the feedback form given to the client/applicant	None	1 Minute	<i>Office Clerk</i>
TOTAL		Total Fee based on Project Cost	1hrs and 13 minutes	