

# **Municipal Planning and Development Office**

## **Frontline Service**

## 1. Zoning / Locational Clearance

A Zoning Clearance/Certification is required to ensure that the proposed structure and activity are allowed within the particular zone or location based on the Municipal Zoning Ordinance 2016 approved under Sangguniang Bayan Resolution No. 41-S-2003 dated approved March 12, 2003.

<b>Office or Division:</b>	Municipal Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	Individuals or organizations proposing the construction of buildings and other structures. Owner's duly designated representative(s).			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
(1 Copy) MGB (1 Copy) Environmental Compliance Certificate (1 Copy) Vicinity Map (1 Copy) Photocopy of Title (1 Copy) Affidavit of consent /special power of attorney IS REQUIRED IF THE APPLICANT IS NOT THE OWNER OF THE LAND (1 Copy) D.A. CERTIFICATION NON PRODUCTIVE (1 Copy) BARANGAY CERTIFICATION (1 Copy) PICTURE OF LOCATION( NORTH, SOUTH,EAST WEST		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application	1. Forms/ Requirements. Ask for the particular permit form applied for from any of the MPDO staff.	Fees varies on the submitted bill of materials and will be computed in accordance with the schedule of fees from the HLURB and revenue	2 Minutes	MPDO Staff MPDO
2.Submit Requirements	2. Submit the duly accomplished application form and documents to the staff in charge of receiving.		10 Minutes	MPDO Staff MPDO

3. Evaluation and Assessment	3. The technical staff evaluates and assesses the submitted plans and pertinent documents for compliance with the requirements of the building code, referral codes, laws and ordinances.	code	20 Minutes ( some location needed site inspection, may take 1-3days)	<i>Zoning Inspector</i> MPDO
4. Order of Payment	4. If the documents are in order, the applicant receives an Order of Payment		10 Minutes	<i>MPDO Staff</i> MPDO
5. Processing of Permit	5. Once the Official Receipt of payment submitted, the staff processes the plans and pertinent documents for final approval of the approving official/s.		30 Minutes	<i>MPDO Staff</i> MPDO
6. Approval of Permit	6. Authorized official/signatories approves the permit		6 Minutes	<i>MPDC</i> MPDO  Municipal Mayor Mayor's Office
7. Release of Permit	7. The applicant received the approved permit.		7 Minutes	<i>MPDO Staff</i> MPDO
<b>TOTAL:</b>			1 Hours, 25 Minutes	

## 2. Zoning Clearance Business

- A Zoning Clearance is the procedure used by the to verify that a proposed land use or e is allowed in the applicable zoning district, and that the project complies with the development standards of this Zoning Code that apply to the use, consistent with the General Plan.

<b>Office or Division:</b>	Municipal Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	1. Individuals or organizations proposing the construction of buildings and other structures. 2. Owner's duly designated representative(s).			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly accomplished Application Form(1 Copy)		MPDO		
Proof of Ownership: OCT/TCT; Tax Declaration, Deed of Sale ETC. (1 Copy)		Registry of Deeds / Municipal Assessors Office		
Barangay Clearance where the property is located (1 Copy)		Barangay Hall where the property is located.		
Approved Survey Plan / Lot Plan (1 Copy)		Licensed Architect or Civil Engineer		
Vicinity Map (1 Copy)		Applicant		
Authorization Letter if the applicant is the registered owner (1 Copy)		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>		<b>PERSON RESPONSIBLE</b>
1 .Obtain Zoning Application form	1. Forms/ Requirements. Ask for the particular permit form applied for from any of the MPDO staff.	PHP 100.00	2 Minutes	MPDO Staff MPDO
2. Submit Requirements	2. Submit the duly accomplished application form and documents to the staff in charge of receiving.	None	10 Minutes	MPDO Staff / MPDC MPDO

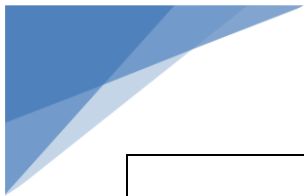
3. Evaluation and Assessment	3. The technical staff evaluates and assesses the submitted plans and pertinent documents for compliance with the requirements of the building code, referral codes, laws and ordinances.	None	20 Minutes (some location needed site inspection, may take 1-3days)	<i>MPDO Staff / MPDC MPDO</i>
4. Order of Payment	4. If the documents are in order, the applicant receives an Order of Payment (see attached form)	None	10 Minutes	<i>MPDO Staff / MPDC MPDO</i>
5. Processing of Permit	5. Once the Official Receipt of payment submitted, the staff processes the plans and pertinent documents for final approval of the approving official/s.	None	30 Minutes	<i>MPDO Staff MPDO</i>
6. Approval of Permit	6. Authorized official/signatories approves the permit	None	6 Minutes	<i>MPDC MPDO</i>
7. Release of Permit	7. The applicant received the approved permit.	None	7 Minutes	<i>MPDO Staff MPDO</i>
<b>TOTAL:</b>			1 Hours, 25 Minutes	

### 3. Zoning Clearance for Building and other Building Related Permits

-A Building Permit is a document issued by Department of Building Official that serves as your official consent to commence any construction, demolition, addition, or renovation of your property.

<b>Office or Division:</b>	Municipal Planning and Development Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C
<b>Who may avail:</b>	Citizens of Bongabon
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Present the Original Copy and Two (2) copies/sets/pcs. Each of the following documents:</p> <ul style="list-style-type: none"> <li>• Application Forms/ Affidavit Forms from MPDO to be notarized by a license Notary Public</li> <li>• Title Certificate / Tax Declaration certified true copy</li> <li>• Tax Receipt for the current year</li> <li>• Affidavit of Consent / Special Power of attorney is required if the applicant/owner of the building is not the owner of the land</li> <li>• Complete set of Plans</li> <li>• Bill of Materials</li> <li>• Specifications</li> <li>• Structural Analysis and Design is required if the building are more than two (2) storay with concrete slab</li> <li>• Barangay Building Permit/Clearance</li> <li>• Highway Clearance is required if the building is along the National roads</li> <li>• Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) is required for Special uses/Special projects like Cell site tower, Gasoline stations, Slaughterhouse, Treatment plant and Piggery.</li> <li>• Affidavit of Adjoining Land Owners (for fencing)</li> <li>• Picture of Location (Boundary of Front and Back, Left and Right View</li> </ul>	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application	1. Forms/ Requirements. Ask for the particular permit form applied for from any of the MPDO staff.	Fees varies on the submitted bill of materials and will be computed in accordance with the schedule of fees from the HLURB and Revenue Code (See attached scheduled of fees)	2 Minutes	MPDO Staff MPDO
2. Submit Requirements	2. Submit the duly accomplished application form and documents to the staff in charge of receiving.		10 Minutes	MPDO Staff MPDO
3. Evaluation and Assessment	3. The technical staff evaluates and assesses the submitted plans and pertinent documents for compliance with the requirements of the building code, referral codes, laws and ordinances.		20 Minutes	MPDC MPDO
4. Order of Payment	4. If the documents are in order, the applicant receives an Order of Payment (see attached form)		10 Minutes	MPDO Staff MPDO



5. Processing of Permit	5. Once the Official Receipt of payment submitted, the staff processes the plans and pertinent documents for final approval of the approving official/s.		30 Minutes	<i>MPDO Staff</i> MPDO
6. Approval of Permit	6. Authorized official/signatories approves the permit		6 Minutes	<i>MPDC</i> MPDO <i>Municipal Mayor</i> Mayor's Office
7. Release of Permit	7. The applicant received the approved permit.		7 Minutes	<i>MPDC</i> MPDO
TOTAL:			1 Hour, 25 Minutes	