OFFICE OF THE CITY URBAN PLANNING AND DEVELOPMENT OFFICER

External Services

1. Issuance of Locational Clearance/Certificate of Zoning Compliance For Building Permit

A clearance issued to a proposed building construction that the project conforms to the existing Land Use Plan of the City and is allowed under the provisions of the Zoning Ordinance as well as other standards, rules and regulations on land use.

Office or Division:	Office of the City Planning and Development Coordinator
Classification:	Simple
Type of Transaction:	G2C/G2B – Government to Client / Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Notarized application form (2 Original copies)	City Urban Planning and Development Office
2. Complete Architectural Plan: Location/Vicinity Map, site development plan, floor plans and building elevations and sections duly signed and sealed by a licensed Architect or Engineer. New Construction (Original copy)	Licensed Engineer/Architect
3. Complete As Built Architectural plan: Location/Vicinity Map, site development plan, floor plans and building elevations and sections duly signed and sealed by a licensed Architect or Engineer. Renovation/Alteration (Original copy)	Licensed Engineer/Architect
4. Proof of Ownership (Property Owner) ✓ Transfer Certificate of Title (1 Photocopy) ✓ Tax Declaration (Land and Building, if applicable) ✓ Deed of Conveyance (1 Photocopy)	 Owner's File Copy / Registry of Deeds Owner's File Copy /Office of the City Assessor To be provided by client
5. Right Over Property (If not Property Owner) ✓ Contract of Lease (1 Photocopy) ✓ Letter of Authority with photocopied ID of the owner (1 Photocopy) ✓ Contract to Sell (1 Photocopy)	 Property owner / Lessor Property owner / Lessor Property owner
6. Bill of Materials(1 original copy) 7. Barangay Building Clearance (1Photocopy) 8. Homeowner's Association Clearance (1Photocopy) 9. Pay the required fees (1 photocopy)	To be provided by client/representative Office of the City Treasurer Existing Subdivision/Condominium Office of the City Treasurer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished and notarized form together with documentary requirements.	1.1 Receive and review documents and record in the logbook	None	15 minutes	Administrative Assistant II Project Development Officer Zoning Inspector Zoning Officer CUPDO
2. Assist in the ocular inspection	2.1 Conduct ocular inspection to verify the location of the building against the Land Use Plan	None	1 hour (as per schedule)	Zoning Inspector Zoning Officer CUPDO
	2.2 Verify and check area computation	None	8 minutes	Zoning Officer CUPDO
3. Wait for the Order of Payment.	3.1 Issue order of payment.	Based on Schedule of Zoning Fees	2 minutes	Administrative Assistant II Project Development Officer CUPDO
4. Proceed to the Office of the City Treasurer for payment. Secure Official Receipt	4.1 Receive payment and issue official receipt.	Refer to Schedule of Zoning Fees	5 minutes	Revenue Collection Clerk I Office of the City Treasurer
5. Present the Official Receipt	5.1 Prepare and Sign Locational Clearance.	None	8 minutes	Administrative Assistant II Project Development Officer Zoning Administrator City Planning and Development Coordinator CUPDO
6. Receive Locational Clearance.	6.1 Release Locational Clearance.	None	2 minutes	Administrative Assistant II Project Development Officer CUPDO
	TOTAL	*Refer to Schedule of Zoning Fees*	**1 hour & 40minutes**	

ZONING SCHEDULE OF FEES *(base on HLURB Resolution No. 912 Series of 2013)*

A.	Single residential structure attached or detached:	
	1. P100,000 and below	P 288
	2. Over P100,000 to P200,000	P 576
	3. Over P200,000	P 720 + (1/10 of 1% in excess of P200,000)
B.	Apartments/Townhouses	
	1. P500,000 and below	P 1,440
	2. Over P500,000 to 2 Million	P 2,160
	3. Over 2 Million	P 3,600 + (1/10 of 1% of cost in excess of P2 M regardless of the number of floors)
C.	Dormitories	
	1. P2 Million and below	P 3,600
	2. Over P2 Million	P 3,600 + (1/10 of 1% of cost in excess of P2 M regardless of the number of floors)
D.	Institutional:	
	1. Below P2 Million	P 2,880
	2. Over P2 Million	P 2,880 + (1/10 of 1% of cost in excess of P2 M)
E.	Commercial, Industrial, Agro-Industrial Project Cost of which is:	
	1. Below P100,000	P 1,440
	2. Over P100,000 – P500,00	P 2,150
	3. Over P500,00	P 2,880
	4. Over P1 Million – P2 Million	P 4,320
	5. Over P2 Million	P 7,200 + (1/10 of 1% of cost in excess of P2 M)
F.	Special Uses/Special Projects: (Gasoline Station, Cell Sites, Slaughter House, Treatment Plants, etc.)	
	1. Below P2 Million	P 7,200
	2. Over P2 Million	P 7,200 + (1/10 of 1% of cost in excess of P2 M)
G.	Alteration/Expansion (affected areas/cost of expansion only)	same as original application

2. Issuance of Locational Clearance/Certificate of Zoning Compliance Business Permit

A clearance issued to a proposed business that the business conforms to the existing Land Use Plan of the City and is allowed under the provisions of the Zoning Ordinance as well as other standards, rules and regulations on land use.

Office or Division:	Office of the City Planning and Development Coordinator
Classification:	Simple
Type of Transaction:	G2C/G2B – Government to Client / Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Notarized application form (2 Original copies)	City Urban Planning and Development Office
2. Location/Vicinity Map indicating clearly & specially the exact location of the proposed site and/or landmarks. (Original copy)	Licensed Engineer/Architect/Google Map
4. Proof of Ownership (Property Owner)	
✓ Transfer Certificate of Title (1 Photocopy)	Owner's File Copy / Registry of Deeds
✓ Tax Declaration (Land and Building if applicable)	Owner's File Copy /Office of the City Assessor
✓ Deed of Conveyance (1 Photocopy)	Owner's File Copy / Notary Public
5. Right Over Property (If not Property Owner)	
✓ Lessor's Business Permit (1 Photocopy)	Property owner / Lessor
✓ Contract of Lease (1 Photocopy)	Property owner / Lessor
✓ Letter of Authority with photocopied ID of the owner (1 Photocopy)	Property owner
✓ Contract to Sell (1 Photocopy)	Property owner
7. Barangay Business Clearance (1 Photocopy)	Office of the City Treasurer
8. Homeowner's Association Clearance (1 Photocopy)	Existing Subdivision/Condominium
7. Floor Plan (1 original)	To be provided by the client/representative
8. Pay the required fees (1 photocopy)	Office of the City Treasurer
For Single Proprietorship	
✓ DTI Certificate of Registration of Business Name	Department of Trade & Industry (DTI)
For Corporation/Partnership	
✓ SEC Certificate and Articles of	

Incorporation/Partnership Additional Requirements for Industrial Projects ✓ Description of Product/s of the Project ✓ Flowchart of Manufacturing Process ✓ Environmental Compliance Certificate (ECC) / Certificate of Non-Coverage (CNC)		Securities and Exchange Commission To be provided by client To be provided by client Dept. of Environment & Natural Resources (DENR)		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit duly accomplished and notarized form together with documentary requirements.	1.1 Receive and review documents and record in the logbook	None	15 minutes	Administrative Assistant II Project Development Officer Zoning Inspector Zoning Officer CUPDO
2. Assist in the ocular inspection	2.2 Conduct ocular inspection to verify the location of the business against the Land Use Plan	None	1 hour (as per schedule)	Zoning Inspector Zoning Officer CUPDO
3. Wait for the Order of Payment.	2.3 Issue order of payment.	Refer to Schedule of Zoning Fees	2 minutes	Administrative Assistant II Project Dev't. Officer CUPDO
4. Proceed to the Office of the City Treasurer for payment. Secure Official Receipt	4.1 Receive payment and issue official receipt.	Refer to Schedule of Zoning Fees	5 minutes	Revenue Collection Clerk I Office of the City Treasurer
5. Present the Official Receipt	5.1 Prepare Locational Clearance.	None	8 minutes	Administrative Assistant II Project Dev't. Officer Zoning Administrator CPDC CUPDO
6. Receive Locational Clearance.	6.1 Release Locational Clearance.	None	2 minutes	Administrative Assistant II Project Dev't. Officer CUPDO
	TOTAL	*Refer to Schedule of Zoning Fees*	**1 hour & 32 minutes**	

ZONING SCHEDULE OF FEES *(base on HLURB Resolution No. 912 Series of 2013)*

A.	Single residential structure attached or detached:	
	1. P100,000 and below	P 288
	2. Over P100,000 to P200,000	P 576
	3. Over P200,000	P 720 + (1/10 of 1% in excess of P200,000)
B.	Apartments/Townhouses	
	1. P500,000 and below	P 1,440
	2. Over P500,000 to 2 Million	P 2,160
	3. Over 2 Million	P 3,600 + (1/10 of 1% of cost in excess of P2 M regardless of the number of floors)
C.	Dormitories	
	1. P2 Million and below	P 3,600
	2. Over P2 Million	P 3,600 + (1/10 of 1% of cost in excess of P2 M regardless of the number of floors)
D.	Institutional:	
	1. Below P2 Million	P 2,880
	2. Over P2 Million	P 2,880 + (1/10 of 1% of cost in excess of P2 M)
E.	Commercial, Industrial, Agro-Industrial Project Cost of which is:	
	1. Below P100,000	P 1,440
	2. Over P100,000 – P500,00	P 2,160
	3. Over P500,00	P 2,880
	4. Over P1 Million – P2 Million	P 4,320
	5. Over P2 Million	P 7,200 + (1/10 of 1% of cost in excess of P2 M)
F.	Special Uses/Special Projects: (Gasoline Station, Cell Sites, Slaughter House, Treatment Plants, etc.)	
	1. Below P2 Million	P 7,200
	2. Over P2 Million	P 7,200 + (1/10 of 1% of cost in excess of P2 M)
G.	Alteration/Expansion (affected areas/cost of expansion only)	same as original application

3. Request for Data (Socio-Economic Profile/Statistical Data/Maps/Others)

Research service provided to any individuals needed data about City of Meycauayan.

Office or Division:	Office of the City Planning and Development Coordinator
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G – Government to Client / Government to Business/ Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Letter Request (Original copy) ✓ Addressed to the City Mayor, attention to the City Administration ✓ Stating extent and purpose of the research ✓ Printed in letterhead and noted by authorized signatories	To be provided by client
Endorsement slip	Office of the City Administrator
If requesting via E-mail Letter Request (scanned copy)	To be provided by client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit endorsed letter of request and Sign in the logbook.	1.1 Review letter request and refer to the Office / division concern	None	5 minute	Economic Researcher Statistician I CUPDO
2. Receive requested data.	2.1 Prepare and release requested data.	None	30 minutes	Economic Researcher Statistician I City Planning and Development Coordinator CUPDO
	TOTAL	**None**	**35 minutes**	
If requesting via E-Mail				
1. Send scanned copy of letter request thru e-mail address: meycauayan@yahoo.com	1.1 Review letter request and refer to the Office / division concern	None	5 minute	Economic Researcher Statistician I CUPDO
2. Received requested data via personal e-mail.	1.2 Prepare and send soft copy of requested data via e-mail.	None	30 minutes	Economic Researcher Statistician I City Planning and Development Coordinator CUPDO
	TOTAL	**None**	**35 minutes**	

4. Certificate/Endorsement of Barangay Annual Investment Program (AIP)

A Certificate issued to barangays for the endorsement of their respective AIP to the City Sangguniang Panlungsod.

Office or Division:	Office of the City Planning and Development Coordinator
Classification:	Simple
Type of Transaction:	G2G / Government to Government
Who may avail:	Barangay Secretary / Barangay Treasurer

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
(All original copy) BDC- endorsed AIP BDC Resolution endorsing AIP Sangguniang Barangay (SB) Resolution adopting AIP SB Resolution per Mandatory Fund List of PPAs per Mandatory Fund Transmittal Letter	Barangay Hall

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit documentary requirements.	1.1 Receive and review documents	None	10 minutes	Planning Officer III Planning Officer I Personnel-in-Charge CUPDO
	1.2 Prepare Certificate/ Endorsement	None	5 minutes	Planning Officer III Planning Officer I OIC-CPDO CUPDO
2. Receive Certificate	2.1 Issue Certificate.	None		Planning Officer III Planning Officer I CUPDO
	TOTAL	**None**	**15 minutes**	

5. Preliminary Approval and Locational Clearance (PALC)

Issued to every registered owner or developer of a parcel of land who wishes to convert the same into a subdivision project

Office or Division:	Office of the City Planning and Development Coordinator
Classification:	Highly Technical
Type of Transaction:	G2B / Government to Business
Who may avail:	Real Estate Developers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished application form	City Urban Planning & Development Office (CUPDO)
Complete Subdivision Plan (15 sets) together with:	To be provided by client
Vicinity map indicating the adjoining land uses	To be provided by client/Geodetic Engineer
Transfer Certificate of Title (1 photocopy)	To be provided by client/Registry of Deeds
Tax Declaration (1 photocopy)	To be provided by client/City Assessor's Office
DAR Clearance (1 photocopy)	To be provided by client/DAR
Site zoning certification from the Zoning Administrator (original)	To be provided by client/ CUPDO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished and notarized form together with documentary requirements.	1.1 Receive the accomplished form and the required documents and evaluate the application /schematic plan	None	30 minutes	Zoning Officer III Zoning Officer II Zoning Inspector Draftsman I CUPDO
	1.2 Conduct site inspection and prepare Inspection Report	None	1 hour	Zoning Administrator Zoning Inspector CUPDO

	1.3 Prepare endorsement letter to the office of the Sangguniang Panlungsod together with all the required documents	None	10 minutes	Zoning Administrator Zoning Officer III Zoning Officer II CUPDO
2. Attend committee hearing / Ocular inspection for the approval of the subdivision project	2.1 Attend committee hearing / Ocular inspection for the approval of the subdivision project	None	*As per schedule	Zoning Administrator Zoning Officer III Zoning Officer II CUPDO
3. Wait for the Order of Payment	3.1 Prepare order of payment for processing & inspection fee and issue order of payment to applicant	Refer to Zoning Schedule of Fees	2 minutes	Zoning Officer III Zoning Officer II Zoning Inspector Draftsman I CUPDO
4. Proceed to City Treasurer's Office and pay the required fee. Secured Official Receipt	4.1 Receive payment and issue official receipt.	Refer to Schedule of Zoning Fees	5 minutes	Revenue Collection Clerk I Office of the City Treasurer
5. Present original & photocopy of the official receipt	4.1 Prepare PALC and stamp the schematic plan with PALC Seal for signature of the City Mayor	None	3 hours	Zoning Officer III Zoning Officer II Draftsman I CUPDO
6. Receives the approved PALC and Schematic Plan	5.1 Releases the approved PALC and schematic plan	None	2 minutes	Zoning Officer III Zoning Officer II CUPDO
	TOTAL	*Refer to Zoning Schedule of Fees*	**4 hours & 49 minutes**	

6. Site Zoning Classification Certificate

Real property owners/representative, students (for academic research purposes), may secure a certificate of zoning classification for various purposes that such may serve them.

Office or Division:	Office of the City Planning and Development Coordinator
Classification:	Simple
Type of Transaction:	G2C / G2B
Who may avail:	Real Estate Developers / Business Owners / Prospective Buyers / Students

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Duly accomplished application form (1 original)	CUPDO
Letter Request indicating the Purpose (original copy)	To be provided by client
Location/Vicinity Map (original copy)	To be provided by client /Geodetic Engineer
Transfer Certificate of Title (1 Photocopy)	To be provided by client/ Registry of Deeds
Tax Declaration (1 Photocopy)	To be provided by client /City Assessor's Office

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit filled out forms together with the required documents	1.1 Receive and evaluate the accomplished form and the required documents	None	2 minutes	Zoning Officer III Zoning Officer II Zoning Inspector Draftsman I CUPDO
2. Wait for the Order of Payment	2.1 Prepare order of payment and issue to applicant	Refer to Zoning Schedule of Fees	2 minutes	Zoning Officer III Zoning Officer II Zoning Inspector Draftsman I CUPDO
3. Proceed to City Treasurer's Office and pay the required fee. Secured Official Receipt	3.1 Receive payment and issue official receipt.	Refer to Schedule of Zoning Fees	5 minutes	Revenue Collection Clerk I Office of the City Treasurer
4. Receives the signed Site Zoning Certification	4.1 Prepare Site Zoning Certification for signature of the Zoning Administrator and release to the applicant	None	15 minutes	Zoning Administrator Zoning Officer III Zoning Officer II CUPDO
	TOTAL	*Refer to Zoning Schedule of Fees*	**22 minutes**	