



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.

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)	To be provided by client/representative
7. Barangay Building Clearance (1Photocopy)	Office of the City Treasurer
8. Homeowner's Association Clearance (1Photocopy)	Existing Subdivision/Condominium
9. Pay the required fees (1 photocopy)	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 and inform the client to wait for the scheduled ocular inspection	None	15 minutes	Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
	1.2 Endorse to the City Mayor's Office for approval	None	2 days	Atty. Henry R. Villarica City Mayor City Mayor's Office
2. Assist in the scheduled ocular inspection	2.1 Conduct ocular inspection to verify the location of the building against the Land Use Plan	None	1 hour	Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
	2.2 Verify and check area computation	None	8 minutes	EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
2. Wait for the Order of Payment.	3.1 Issue order of payment.	Based on Schedule of Zoning Fees	2 minutes	Jessie A. Castro Project Dev't. Officer III Alvin D. Chavas Planning Officer II Rowena A. Dela Pierre Project Dev't. Officer II EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
3. Proceed to the Cashier Window at the City Treasurer's Office and present the order of payment	4.1 Issue official receipt.	Refer to Schedule of Zoning Fees	5 minutes	Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuniga Admin. Assistant I Dominica I. Lagpao Administrative Aide V Office of the City Treasurer



4. Return to the CUPDO and present the Official Receipt	5.1 Prepare and Sign Locational Clearance.	None	8 minutes	<p>Marietta G. Orlanda Administrative Asst. II Rowena A. Dela Pierre Project Dev't. Officer II Alvin D. Chavas Planning Officer II Jose Mari B. Trinidad Economic Researcher Ma. Victoria A. Natividad Local Legislative Staff Officer III EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office</p>
5. Receive Locational Clearance.	6.1 Release Locational Clearance.	None	2 minutes	<p>Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff Marietta G. Orlanda Administrative Asst. II Rowena A. Dela Pierre Project Dev't. Officer II Alvin D. Chavas Planning Officer II Jose Mari B. Trinidad Economic Researcher City Urban Planning & Dev't. Office</p>
	TOTAL	<i>Refer to Schedule of Zoning Fees</i>	2 days, 1 hour & 40 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 2,150
 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	Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
	1.2 Endorse to the City Mayor's Office for approval	None	2 days	Atty. Henry R. Villarica City Mayor Office of the City Mayor
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)	Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
3. Wait for the Order of Payment.	2.3 Issue order of payment.	Refer to Schedule of Zoning Fees	2 minutes	Jessie A. Castro Project Dev't. Officer III Alvin D. Chavas Planning Officer II Rowena A. Dela Pierre Project Dev't. Officer II EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office



4. Proceed to the Cashier Window at the City Treasurer's Office and present the order of payment.	4.1 Receive payment and issue official receipt.	Refer to Schedule of Zoning Fees	5 minutes	Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuniga Admin. Assistant I Dominica I. Lagpao Administrative Aide V Office of the City Treasurer
5. Present the Official Receipt	5.1 Prepare Locational Clearance.	None	8 minutes	Marietta G. Orlanda Administrative Asst. II Rowena A. Dela Pierre Project Dev't. Officer II Alvin D. Chavas Planning Officer II Jose Mari B. Trinidad Economic Researcher Ma. Victoria A. Natividad Local Legislative Staff Officer III EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
6. Receive Locational Clearance.	6.1 Release Locational Clearance.	None	2 minutes	Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff Marietta G. Orlanda Administrative Asst. II Rowena A. Dela Pierre Project Dev't. Officer II Alvin D. Chavas Planning Officer II Jose Mari B. Trinidad Economic Researcher City Urban Planning & Dev't. Office
	TOTAL	<i>Refer to Schedule of Zoning Fees</i>	2 days, 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)
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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



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

136



4. ISSUANCE OF 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		
Endorsement Letter – 1 original copy Barangay Development Council (BDC) Annual Investment Plan (AIP) – 1 original copy BDC Resolution endorsing AIP – 1 original copy Sangguniang Barangay (SB) Resolution adopting AIP – 1 original copy SB Resolution per Mandatory Fund – 1 original copy List of Programs, Projects and Activities (PPAs) per Mandatory Fund – 1 original copy Transmittal Letter – 1 original copy			Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit all required documents	1.1 Receive and review documents	None	10 minutes	Jeraldyn DLS. Ignacio Planning Officer I Alvin D. Chavas Planning Officer II EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office	
	1.2 Prepare Certificate/ Endorsement	None	5 minutes		
2. Receive Certificate	2.1 Issue Certificate.	None			
	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		
Application form – 3 copies		City Urban Planning & Development Office (CUPDO) To be provided by client		
Complete Subdivision Plan - 15 sets <ul style="list-style-type: none"> Site Development Plan Road Network Plan Topographic Map Site Grading Plan Water System Layout Site Drainage Layout Electrical Post Layout 				
Vicinity map indicating the adjoining land uses – 15 photocopies		To be provided by client/Geodetic Engineer		
Transfer Certificate of Title - 15 photocopies		To be provided by client/Registry of Deeds		
Tax Declaration – 15 photocopies		To be provided by client/City Assessor's Office		
Department of Agrarian Reform (DAR) Clearance, if applicable – 15 photocopies		To be provided by client/DAR		
Site zoning certification from the Zoning Administrator – 15 photocopies		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 and inform the client on the	None	30 minutes	Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office



	scheduled site inspection			
2. Assist in the scheduled site inspection	2.1 Conduct site inspection, inform the client to wait for the scheduled committee hearing and prepare Inspection Report	None	1 hour	
	2.2 Prepare endorsement letter to the office of the Sangguniang Panlungsod together with all the required documents	None	10 minutes	Rowena A. Dela Pierre Project Dev't. Officer II EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
3. Attend to the scheduled committee hearing	3.1 Attend to the committee hearing for the approval of the subdivision project 3.2 Inform the client on the schedule of ocular inspection if needed	None	1 day	Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
4. Assist in the scheduled ocular inspection	4.1 Conduct ocular inspection on the scheduled	None	1 day	Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
	4.2 Approve the subdivision project, issue resolution and forward to the CUPDO	None	2 weeks	
		None	5 minutes	Michael A. Resurreccion Draftsman I



	4.3 Inform the client on the approval upon receipt of SP Resolution and proceed to CUPDO for order of payment			Roy G. Orlanda Project Dev't. Officer I EnP. Isagani S. Rubio, Jr. Acting CPDC
5. Proceed to CUPDO, 3 rd Floor and wait for the Order of Payment	5.1 Issue order of payment	Refer to Zoning Schedule of Fees	2 minutes	Jessie A. Castro Project Dev't. Officer III Alvin D. Chavas Planning Officer II Rowena A. Dela Pierre Project Dev't. Officer II EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
6. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor and present the order of payment	4.1 Issue official receipt.	Refer to Schedule of Zoning Fees	5 minutes	Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuniga Admin. Assistant I Dominica I. Lagpao Administrative Aide V Office of the City Treasurer
7. Proceed to CUPDO, 3 rd Floor and present original & photocopy of the official receipt	4.1 Prepare PALC and stamp the schematic plan with PALC Seal, forward to the City Mayor's Office for signature of the City Mayor and inform the client to wait for the release of PALC	None	3 hours	Rowena A. Dela Pierre Project Dev't. Officer II Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
8. Receive the approved PALC and Schematic Plan	5.1 Release the approved PALC and schematic plan	None	2 minutes	Rowena A. Dela Pierre Project Dev't. Officer II Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I City Urban Planning & Dev't. Office
	TOTAL	<i>Refer to Zoning Schedule of Fees</i>	2 weeks, 4 hours & 57 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		
Application form -1 original copy Letter Request indicating the Purpose - 1 original copy Location/Vicinity Map -1 original copy Transfer Certificate of Title - 1 Photocopy Tax Declaration -1 Photocopy		CUPDO To be provided by client To be provided by client /Geodetic Engineer To be provided by client/ Registry of Deeds To be provided by client /City Assessor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplish form together with the required documents	1.1 Receive and evaluate the accomplished form and the required documents	None	2 minutes	Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
2. Wait for the Order of Payment	2.1 Issue order of payment	Refer to Zoning Schedule of Fees	2 minutes	
3. Proceed to the Cashier Window at the City Treasurer's Office, 1 st Floor and present the order of payment	3.1 Issue official receipt.	Refer to Schedule of Zoning Fees	5 minutes	Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuniga Admin. Assistant I Dominica I. Lagpao Administrative Aide V Office of the City Treasurer
4. Return to the CUPDO, 3 rd Floor and present the official receipt	4.1 Prepare Site Zoning Certification and forward to the Zoning Administrator for signature	None	15 minutes	Michael A. Resurreccion Draftsman I Roy G. Orlanda Project Dev't. Officer I Dennis V. Castro CUPDO Staff EnP. Isagani S. Rubio, Jr. Acting CPDC City Urban Planning & Dev't. Office
5. Receive Site Zoning Classification Certificate	5.1 Release Site Zoning Classification	None	5 minutes	
	TOTAL	<i>Refer to Zoning Schedule of Fees</i>	24 minutes	