City Planning and Development Office
External Services

1. Issuance of Locational Clearance

Locational Clearance is a written authority / permit granted by the LGU through the City Planning and Development Office pursuant to the approved Zoning Ordinance for the establishment or operation of development projects.

Office or Division:	City Planning and Development Office (CPDO) – Zoning Section
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
Who may avail:	All Individuals, Businesses / Corporations and Government Agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirements:	
Accomplished Application Form for Locational Clearance (1 original) *Make sure that the application form is filled out appropriately and duly notarized	City Planning and Development Office – Zoning Section, Notary Public
Latest Certified True Copy of Title (1 photocopy)	Register of Deeds
Latest Tax Declaration (1 photocopy)	City Assessor's Office
Latest Tax Clearance (1 photocopy)	City Treasurer's Office
Complete set of Building Plan / Site Development Plan (Area) duly signed and sealed by the Owner and the appropriate registered and licensed Building Professional – Architect, Civil/ Structural Engr., Electrical Engr., Master Plumber/Sanitary Engr., and Professional Mechanical Engr. (1 set)	Registered and Licensed Building Professional
Site Development Plan (Area) duly signed and sealed by the Owner and the appropriate registered and licensed Building Professional – Architect	Registered and Licensed Building Professional
Cost Estimates duly signed and sealed by the Owner and the appropriate registered and licensed Building Professional – Architect, Civil Engr. (1 copy)	Registered and Licensed Building Professional
Specification duly signed and sealed by the Owner and the appropriate registered and licensed Building Professional – Architect, Civil Engr. (1 copy)	Registered and Licensed Building Professional
Professional Tax Receipt and PRC License of the Building Professional/s (1 photocopy)	Registered and Licensed Building Professional

Barangay Clearance (1 photocopy)	Barangay Hall (where the project is located)
Folder / Envelope	Applicant
Situational Requirements:	
If not yet titled: Deed of Sale (1 photocopy) *In case of Conditional Deed Sale, a specific provision allowing the vendee to introduce improvements is required	Law Office
For non-owners: Affidavit of Consent / Contract of Lease / Affidavit of Non-Rental with right to use the land (1 photocopy)	Law Office
For transacting party other than the owner: Special Power of Attorney / Corp. Secretary's Certificate (1 copy)	Citizen or Client Being Represented / Law Office / Corporate Secretary
If subdivided and not yet titled: Lot Plan / Sketch Plan duly signed and sealed by a Geodetic Engr. (1 copy)	Construction Firms
If subdivided and not yet titled: Extrajudicial Settlement of Partition (1 photocopy)	Law Office
If subdivided and not yet titled: Approved Subdivision Plan (1 photocopy)	Department of Environment and Natural Resources – Land Management Bureau
For Water Refilling Station: CHO Certification for Water Source (1 copy)	City Health Office
For Water Refilling Station: PWD Certification/Non-Objection (1 copy)	City Health Office
For Ferries, Wharves, Markets or Slaughterhouse Projects: Legislative Franchise (1 photocopy of the ordinance)	Office of the Secretary to the Sanggunian
For Projects covered under the Philippine Environmental Impact Statement System: Environmental Compliance Certificate / Certificate of Non-Coverage (1 photocopy)	Department of Environment and Natural Resources – Environmental Management Bureau
If land is non-conforming for uses: DAR Conversion (1 photocopy)	Department of Agrarian Reform
For Irrigated Agricultural Areas: NIA Certification (1 photocopy)	National Irrigation Authority
For development and appropriate use of water	National Water Resources Board

source/s: NWRB Water Permit (1 photocopy)	
As required by existing and relevant laws of the project/s applied: Other Clearance/s from the concerned regulating agencies (1 photocopy)	DPWH, NPC, DOH, NTC, DOTC, etc.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at Zoning Section	1. Receive and verify submitted requirements 1.1 Inform client of the process and the schedule of ocular inspection 1.2 Evaluate application and conduct ocular inspection. Prepare evaluation report as to allowable use and conformity to the zoning ordinance including the area and building regulations of existing laws, codes and regulations **Conditional Steps:** A. Prepare and issue a Notice of Deficiency for lacking requirements and non-conforming applications after inspection and evaluation to be complied within 15 days subject to review and evaluation	None	30 minutes 8 days Inspection is scheduled every Wednesday 3 hours	*Admin Aide VI* CPDO *Zoning Inspector II* CPDO *Zoning Inspector II* CPDO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Included in the Notice of Deficiency "Failure to submit deficiency in requirements within 15 days, application will be denied without prejudice to submit a new application" B. Applications with deviations (Exceptions and/or Variances) shall apply to the Local Zoning Board of Appeals 1.3 Prepare Locational Clearance 1.4 Review and recommend to Zoning Officer III 1.5 Recommend approval to the CPDC 1.6 Approve Locational Clearance		1 day 1 day 1 day 1 day	*Admin Aide VI* CPDO *Zoning Officer I* CPDO *Zoning Officer III* CPDO *City Planning and Dev't. Coordinator* CPDO
2.0 Receive Order of Payment	2.0 Prepare, notify and issue Order of Payment and direct client to the City Treasurer's Office for the assessment, payment of fees and schedule of releasing of the clearance	Annex 01 HLURB Schedule of Fees	30 minutes	*Admin Aide VI* CPDO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.1 Secure priority number at queuing machine 2.2 Wait for the number to be called to pay assigned fees at the City Treasurer's Office – Window 3-5 *Make sure to secure Official Receipt that will be issued upon payment	2.1 Provide priority number from the queuing machine 2.2 Accept payment based on the Order of payment and issue the Official Receipt		5 minutes 1 hour	*Clerk* CTO *Revenue Collection Clerk III* CTO
3. Presents the official receipt 3.1 Receive approved Locational Clearance *Make sure to sign the logbook upon receipt of permit logbook	3. Receive, verify and record the official receipt 3.1 Release approved Locational Clearance 3.2 Advice client to sign the logbook	None	30 minutes	*Admin Aide VI* CPDO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL (if with complete requirements):		**12 Days, 4 Hours 35 Minutes**	

Issuance of Locational Clearance for Building Permit / Area qualified for multi-stage processing.

2. Issuance of Zoning Certification

Zoning Certification is a certification issued by the Zoning Administrator / Zoning Officer the zoning classification of a parcel of land in accordance with the approved Zoning Ordinance to ensure conformity of the proposed project.

Office or Division:	City Planning and Development Office (CPDO) – Zoning Section
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirements:	
Application Form for Zoning Certification (1 original) *Make sure that the application form is filled out appropriately and duly notarized	City Planning and Development Office – Zoning Section, Notary Public
Vicinity Map indicating clearly and specifically the exact location of the proposed site and the existing land uses and / or landmarks within a radius of least 500 meters and duly signed and sealed by a Licensed Geodetic Engineer (1 original)	Registered and Licensed Geodetic Engineer
Lot Plan duly signed and sealed by a Registered and Licensed Geodetic Engineer (1 original)	Registered and Licensed Geodetic Engineer
Latest Certified True Copy of Title (1 photocopy)	Registry of Deeds
Latest Tax Declaration (1 photocopy)	City Assessor's Office – Windows 3-5
Latest Tax Clearance (1 photocopy)	City Treasurer's Office – Windows 3-5

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at Zoning Section *Make sure to secure Order of Payment that will be issued	1. Receive and verify submitted documentary requirements 1.1 Issue the Order of Payment if all required	Annex 01 HLURB Schedule of Fees	30 Minutes 25 Minutes	*Admin Aide VI / Zoning Inspector II* CPDO

	documents were given			
2. Secure priority number at queuing machine 2.1 Wait for the number to be called to pay assigned fees at the City Treasurer's Office – Window 3-5 *Make sure to secure Official Receipt that will be issued upon payment	2. Provide priority number from the queuing machine 2.1 Accept payment based on the order of payment and issue the Official Receipt	None	5 Minutes 1 Hour	*Clerk* CTO *Revenue Collection Clerk III* CTO
3. Return to the City Planning and Development Office, present the Official Receipt and wait for the processing of the Zoning Certificate	3. Receive, verify and record the official receipt 3.1 Evaluate / validate zoning classification as to allowable and conformity pursuant to the Zoning Ordinance 3.2 Prepare the Zoning Certificate 3.3 Review and approve the Zoning Certificate 3.4 Approve the Zoning Certificate 3.5 Notify client of	None	30 Minutes 1 Day 1 Hour 30 Minutes 30 Minutes 15 Minutes	*Admin Aide VI* CPDO *Zoning Officer I* CPDO *Admin Aide VI* CPDO *Zoning Officer III* *CPDC* CPDO *City Planning and Dev't. Coordinator* CPDO *Admin Aide VI*

	the approved certificate			CPDO
4. Receive the Zoning Certificate *Make sure to sign the logbook upon receipt of certification	4. Release Zoning Certificate 4.1 Advice client to sign the logbook	None	15 Minutes	*Admin Aide VI* CPDO
	TOTAL:	**PHP 720.00 / hectare**	**1 Day and 5 hours**	

3. Issuance of Development Permit

Development Permit is a permit issued to every registered owner or developer of a parcel of land who wishes to convert the same into a subdivision project applied with the local government unit concerned for the approval of the subdivision development plan.

Office or Division:	City Planning and Development Office (CPDO) – Zoning Section
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirements:	
Accomplished Application Form for Development Permit (original– 2 sets) *Make sure that the application form is filled out appropriately and duly notarized	City Planning and Development Office – Zoning Section, Notary Public
Subdivision Development Plan consisting of the site development plan at any of the following scales: 1:200; 1:300; 1:400; 1:600; 1:1,000; or 1:1,200 showing all proposals including the following (2 original / set): 1. Proposed lay-out of streets, lots, parks and playgrounds and other features in relation to existing conditions 2. Roads, easements or right-of-way and road width, alignment, gradient and similar data for alleys, if any. 3. Lot numbers, lines and areas and block numbers. 4. Size data such as number of residential and saleable lots, typical lot size, parks and playground and open spaces.	Any of the following registered and licensed professional: a. Environmental Planner b. Architect who is also an Environmental Planner, or c. Civil Engineer who is also An Environmental Planner, or d. Geodetic Engineer who is also an Environmental Planner, or e. Architect or a Civil Engineer or a Geodetic Engineer and an Environmental Planner as co-signatory
Plans specifications, bill of materials and cost estimates duly signed and sealed by the appropriate licensed professionals (1 original / set)	Licensed and Registered Sanitary Engineer or Civil Engineer

Vicinity Map indicating the adjoining land uses, access roads, as well as existing facilities and utilities at least within 500 meters from the property boundaries of the project, drawn to any convenient scale duly signed and sealed (1 original / set)	Registered and Licensed Geodetic Engineer
Topographic Plan duly signed and sealed (1 original / set)	Registered and Licensed Geodetic Engineer
Survey Plan of the lot(s) as describe in TCT(s) duly signed and sealed (1 original / set)	Registered and Licensed Geodetic Engineer
Certified True Copy of Title/s (1 original / set)	Register of Deeds
Certified True Copy Latest Tax Declaration covering the property/ies subject of the application (1 original / set)	City Assessor's Office
Latest Tax Clearance (1 original / set) Tax receipt	City Treasurer's Office
Right to use or deed of sale of right-of-way for access road and other utilities when applicable, subject to just compensation for private land (1 original / set)	Applicant
Civil and Sanitary Works Design Engineering Plans/ construction drawing based on applicable engineering code and design criteria to include the following: 1. Road (geometric and structural) Design / Plan duly signed and sealed (2 original / set) 2. Storm Drainage and Sanitary Sewer System duly signed and sealed (2 original / set) Site Grading Plan (2 original / set)	 Licensed and Registered Civil Engineer Licensed and Registered Sanitary Engineer or Civil Engineer Licensed and Registered Civil Engineer
Water System Layout and Details duly signed and sealed Should a pump motor has a horsepower (hp) rating of 50 hp or more, its pump rating and specifications duly signed and sealed by (2 original / set)	Licensed and Registered Sanitary Engineer or Civil Engineer Licensed and Registered Professional Mechanical Engineer
Certificate of Service Coverage from the local water district or local franchise holder for water supply, whichever is applicable, or a Permit to drill duly approved by NWRB	Water Utility Provider / National Water Resources Board
a. Electrical Plan duly signed and sealed (2	Licensed Professional Electrical Engineer

original / set)	
Certificate of Service Coverage from the local power distribution utility company or electric cooperative	Power Utility Provider
Zoning Certificate (1 photocopy / set)	City Planning and Development Office – Zoning Section
Certified true copy of DAR Conversion Order	Department of Agrarian Reform
Traffic impact assessments (TIA) for subdivision projects 30 hectares and above (1 original / set)	Consultants / Traffic Engineer / Traffic Planner
Certified true copy of Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), whichever is applicable (1 original / set)	Department of Environment and Natural Resources – Environmental Management Bureau
Project description (2 original /set): a. Project profile indicating the cost of raw land and its development (total project cost), amortization schedule, sources of financing, cash flow, architectural scheme, if any, and work program; b. Audited financial statement for the last 3 preceding years; c. Income Tax Return for the last three (3) preceding years; d. Certificate of registration with Securities and Exchange Commission (SEC); e. Articles of incorporation or partnership; f. Corporation by-laws and all implementing amendments, and For new corporations (3 years and below) statement of capitalization and sources of income and cash flow to support work program	Applicant
List of names of duly licensed professionals who signed the plans and other similar documents in connection with the application filed with the city indicating the following information: b. Full Name (Surname, First Name, Middle Name and Maiden Name, in case of married women professional) c. Professional license number, date of issue and expiration of its validity; and d. Professional tax receipt and date of issue, and	Applicant

Taxpayer's Identification Number (TIN)	
Whenever applicable, copy of the special/temporary permit from the Professional Regulation Commission (PRC) and of the separate permit from the Department of Labor and Employment (DOLE) for Foreign Architects who signed on plans required under the IRR of PD 957	Professional Regulation Commission Department of Labor and Employment
Additional Requirements for Application of Memorial Park / Cemetery:	
Landscaping plan indicating plant/tree species and other natural/man-made landscaping features e.g. lagoon, garden, benches, etc. duly signed and sealed (1 original / set)	Licensed and Registered Landscape Architect
Centralized or combined storm and sewer system (1 original / set)	Licensed and Registered Sanitary Engineer or Civil Engineer
Summary of Project Study indicating market, source/s of fund, statement of income, cash flow and work program	Applicant
Clearances/Permits: (1 original / set) a. Clearance stating that the memorial park/cemetery is not located on ground where the water table is not higher than 4.50 meters below the ground surface. b. Water permit whenever a well within the project site shall be dug. Permit to operate the well	National Water Resources Board (NWRB)
Permit, when necessary, e.g. when opening an access to a controlled traffic artery	Department of Public Works and Highways (DPWH)
Initial Clearance	Department of Health
Joint affidavit of owner/developer and licensed environmental planner that the memorial park/cemetery plan conforms to the standards and requirements of the rules and that development thereof shall be made in accordance with the program submitted to the city concerned	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1.0 Submit application in 2 sets of complete documentary requirements at Zoning Section *Wait for the processing of the permit	1. Conduct initial evaluation of submitted documentary requirements as to completeness and receive 1.1 Conduct of site inspection. Evaluate submitted requirements and prepare inspection and evaluation report in accordance with applicable laws. If found compliant, proceed to step 1.3 **1.2 Conditional Steps:** * If with lacking requirements after inspection and evaluation, prepare and issue notice of deficiency for to be complied within 15 days subject to review and evaluation for 5 days *Failure to submit deficiency in requirements within 15 days, application will be denied without prejudice to submit a new application or request for reasonable period of extension. 1.3 Review and recommend approval of evaluation report 1.4 Approve evaluation report	None	1 hour 11 days 4 hours 3 days 1 day	*Admin Aide VI* CPDO *Zoning Officer I* CPDO *Zoning Officer I* CPDO *Zoning Officer III* CPDO *CPDC* CPDO

	1.5 Endorse the application with the evaluation report to the Office of the Secretary to the Sanggunian		2 hours	*Admin. Aide VI* CPDO
	1.6 For application with SP resolution, prepare Development Permit and Stamp approved Plans 1.7 Review and countersign on Development Permit and Stamped plans 1.8 Review, affix initials on the permit and sign approved plans 1.9 Endorse the permit and stamped plans to the Office of the City Mayor for approval		1 day 1 day 1 day 4 hours & 40 minutes	*Admin Aide III* CPDO *Zoning Officer III* CPDO *CPDC* *CPDO* *Admin Aide VI* CPDO
2.0 Receive Order of Payment	2. Prepare, notify and issue Order of Payment and direct client to the City Treasurer's Office for the assessment and payment of fees	Annex 01 HLURB Schedule of Fees	30 minutes	*Admin Aide VI* *CPDO*
2.1 Secure priority number at queuing machine 2.2 Wait for the number to be called to pay assigned fees at the City Treasurer's Office	2.1 Provide priority number from the queuing machine 2.2 Accept payment based on the Order of payment and issue the Official Receipt		5 minutes 1 hour	*Clerk* CTO *Revenue Collection Clerk III* CTO

– Window 3-5 *Make sure to secure Official Receipt that will be issued upon payment				
3. Return to CPDO, present Official Receipt 3.1 Receive the approved Development Permit and plans *Make sure to sign the logbook upon receipt of permit	3. Verify and record the official receipt 3.1 Release Development Permit and approved plans and advice client to sign the logbook	None	30 minutes	*Admin Aide III* CPDO
	TOTAL (if with complete requirements):		**19 Days, 5 Hours, 45 Minutes**	

Issuance of Development Permit qualified for multi-stage processing.

ANNEX 01
HLURB Revised Schedule of Fees
Board Resolution No. 912 Series of 2013

PARTICULARS	FEES
1. LOCATIONAL CLEARANCE	
A. Single Residential Structure Attached or Detached	
1. P100,000.00 and below	P288.00
2. Over P100,000.00 to P200,000.00	P576.00
3. Over P200,000.00	P720 + (1/10 of 1% of cost in excess of P200,000.00)
B. Apartments / Townhouses	
1. P500,000.00 and below	P1,440.00
2. Over P500,000.00 to 2 Million	P2,160.00
3. Over 2 Million	P3,600.00 + (1/10 of 1% of cost in excess of 2 Million regardless of the number of floors)
C. Dormitories	
1. 2 Million and below	P3,600.00
2. Over to 2 Million	P3,600.00 + (1/10 of 1% of cost in excess of 2 Million regardless of the number of floors)
D. Institutional	
1. Below 2 Million	P2,880.00
2. Over to 2 Million	P2,880.00 + (1/10 of 1% of cost in excess of 2 Million)
E. Commercial, Industrial and Agri-Industrial Projects	
1. Below P100,000.00	P1,440.00
2. Over P100,000.00 to P500,000.00	P2,160.00
3. Over P500,000.00	P2,880.00

PARTICULARS	FEES
F. Special Uses / Special Projects (Gasoline Station, Cell Sites, Slaughterhouse, Treatment Plants, etc.)	
1. Below 2 Million	P7,200 + (1/10 of 1% of cost in excess of 2 Million)
2. Over to 2 Million	
2.OTHER TRANSACTIONS / CERTIFICATIONS	
A. Zoning Certifications	P720.00 / ha
3. DEVELOPMENT PERMIT	
A. SUBDIVISION AND CONDOMINIUM PROJECTS UNDER PD 957	
a. Subdivision Project	
a.1 Final Approval and Development Permit	
- Processing Fee	PHP2,880.00 / ha. regardless of density
- Additional Fee on Floor Area of housing component	PHP3.00 / sq.m.
- Inspection Fee	PHP1,500.00 / ha. regardless of density
b. Condominium Project	
b.1 Final Approval and Development Permit	
- Processing Fee	PHP720.00
➢ Land Area	PHP7.20 / sq.m.
➢ No. of Floors	PHP288.00 / floor
➢ Building Areas	PHP23.05 / sq.m. of GFA
- Inspection Fee	PHP1,500.00 / ha.

PARTICULARS	FEES
B. SUBDIVISION AND CONDOMINIUM PROJECTS UNDER BP 220	
a. Subdivision Project	
a.1 Final Approval and Development Permit	
i. Processing Fee	
➢ Socialized Housing	PHP600.00 / ha.
➢ Economic Housing	PHP1,440.00 / ha.
ii. Inspection Fee (Projects already inspected for PALC / PSDP application may not be charged inspection fee)	
➢ Socialized Housing	PHP1,500.00 / ha.
➢ Economic Housing	PHP1,500.00 / ha.
b. Condominium Project	
b.1 Final Approval and Development Permit	
i. Processing Fee	
➢ Land Area	PHP7.20 / sq.m.
➢ No. of Floors	PHP144.00 / floor
➢ Building Areas	PHP5.80 / sq.m. of GFA
ii. Inspection Fee	PHP1,500.00 / ha.
C.INDUSTRIAL / COMMERCIAL SUBDIVISION	
a. Final Approval and Development Permit	
i. Processing Fee	PHP720.00 / ha.
ii. Inspection Fee (Projects already inspected for PALC / PSDP application may not be charged inspection fee)	PHP1,500.00 / ha.
D. FARMLOT SUBDIVISION	
a. Final Approval and Development Permit	
i. Processing Fee	PHP1,440.00 / ha.

PARTICULARS	FEES
ii. Inspection Fee (Projects already inspected for PALC / PSDP application may not be charged inspection fee)	PHP1,500.00 / ha.
E.MEMORIAL PARK / CEMETERY PROJECT / COLUMBARIUM	
a. Final Approval and Development Permit	
a.1 Memorial Project	PHP3.00 / sq.m.
a.2 Cemeteries	PHP1.50 / sq.m.
a.3 Columbarium	PHP7.20 / sq.m. of land area PHP3.00 / floor PHP23.05 / sq.m. of GFA
b. Inspection Fee (Projects already inspected for PALC / PSDP application may not be charged inspection fee)	
b.1 Memorial Project	PHP 1,500.00 / ha.
b.2 Cemeteries	PHP 1,500.00 / ha.
a.3 Columbarium	PHP 1,500.00 / ha.