

## City Planning and Development Coordinator's Office – Zoning Administration External Services

### 1. Application for Locational Clearance for Building Permit: New, Renovation & Interior Renovation (Partial One-Stop Shop)

All applicants constructing a new building or applying for expansion/renovation are required to secure Locational Clearance as a pre-requisite for the building permit. The Locational Clearance is a document that shows conformity of the proposed structure as per the Comprehensive Land Use Plan (CLUP).

<b>Office or Division:</b>	City Planning and Development Coordinator's Office – Zoning Section	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business Entity, G2G – Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		
<b>WHERE TO SECURE</b>		
1. Notarized Application Form (1 Original Copy)	City Planning and Development Coordinator's Office – Zoning Administration	
2. Signed and sealed Architectural Plan (6 Sets)	Licensed Architect or Engineer	
3. Certified True Copy of Land Title/s (1 Photocopy)	Registry of Deeds	
4. Certified True Copy of Tax Declaration (1 Photocopy)	City Assessor's Office	
5. Current Tax Receipt (1 Photocopy)	City Treasurer's Office	
6. Ground Verification Survey with Vicinity Map (1 Original Blueprint/A3 Paper)	Geodetic Engineer	
7. Signed and sealed Bill of Materials (1 Original Copy)	Licensed Engineer	
8. Barangay Clearance (1 Photocopy)	Barangay Hall where the project is located	
9. Valid I.D. of Neighbors (1 Photocopy), such as but not limited to: <ul style="list-style-type: none"> <li>✓ National I.D.;</li> <li>✓ Driver's License;</li> <li>✓ Passport;</li> <li>✓ Postal I.D.;</li> <li>✓ PRC I.D.;</li> <li>✓ NBI Clearance; and</li> <li>✓ Other accepted forms of identification.</li> </ul>	Adjacent property owners	
<b>If the property is not under the name of the applicant:</b>		
10. Proof of ownership over the land (1 Photocopy) such as but not limited to: <ul style="list-style-type: none"> <li>✓ Certificate of Title or Tax Declaration;</li> <li>✓ Deed of Sale;</li> <li>✓ Deed of Donation; and</li> <li>✓ Contract of Lease.</li> </ul>	Registry of Deeds  Applicant Applicant Applicant	
<b>If applicant is a corporation:</b>		
11. Secretary Certificate (1 Original Copy)	Corporation	
12. Valid I.D. of Authorizing Party and	Authorizing Party and Applicant	

Representative (1 Photocopy), such as but not limited to: <ul style="list-style-type: none"> <li>✓ National I.D.;</li> <li>✓ Driver's License;</li> <li>✓ Passport;</li> <li>✓ Postal I.D.;</li> <li>✓ PRC I.D.;</li> <li>✓ NBI Clearance; and</li> <li>✓ Other accepted forms of identification.</li> </ul>	Philippine Statistics Authority (PSA) Land Transportation Office (LTO) Department of Foreign Affairs (DFA) Nearest Post Office Philippine Regulatory Commission (PRC) National Bureau of Investigation (NBI) Respective office or agency where the identification is being applied to
---	---

**If the project is located inside a subdivision:**

1. Homeowner's Association (HA) Clearance (1 Photocopy)	HA Office where the project is located
---	--

**If application is processed through a representative:**

1. Special Power of Attorney (SPA)/Authorization Letter (1 Original Copy)	Authorizing Party and Applicant
2. Consularized SPA (if applicant is residing abroad)	Philippine Embassy abroad where the applicant resides
3. Valid I.D. of Authorizing Party and Representative (1 Photocopy), such as but not limited to: <ul style="list-style-type: none"> <li>✓ National I.D.;</li> <li>✓ Driver's License;</li> <li>✓ Passport;</li> <li>✓ Postal I.D.;</li> <li>✓ PRC I.D.;</li> <li>✓ NBI Clearance; and</li> <li>✓ Other accepted forms of identification.</li> </ul>	Philippine Statistics Authority (PSA) Land Transportation Office (LTO) Department of Foreign Affairs (DFA) Nearest Post Office Philippine Regulatory Commission (PRC) National Bureau of Investigation (NBI) Respective office or agency where the identification is being applied to

**If project abuts to adjacent properties:**

1. Neighbor's Consent Form (1 Original Copy)	Property owners adjacent to project site
--	--

**If project will generate a large volume of traffic:**

1. Traffic Impact Statement (TIS) (1 Original Copy)	Licensed Transport Engineer
---	-----------------------------

**For all development proposals in flood prone areas and all major proposals likely to affect the existing drainage regime:**

1. Drainage Impact Assessment Study (DIAS) (1 Original Copy)	Licensed Civil/Sanitary Engineer or Environmental Planner
--	---

**For projects located in Barangays near the Faultline (Calendola, G.S.I.S., Rosario, Sampaguita, San Antonio)**

1. Certification of property distance to the faultline (1 Original Copy)	City Disaster Risk Reduction and Management Office (CDRRMO)
--	---

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the front desk officer to be oriented on the list	1. Explain to the client the requirements for	None None	10 minutes	Zoning Inspector I Or Clerk (Job Order)

of requirements.	the Locational Clearance.			CPDCO
	1.1 Verify zoning classification and check if the project conforms to the provisions of the Zoning Ordinance. Write amount to be paid on the unified assessment sheet.	Based on the 2013 HLURB Schedule of Fees	30 minutes	Planning Officer II Or Draftsman I Or Engineer I CPDCO
	1.2 Review and approve/disapprove the application.	None	10 minutes	Acting Zoning Officer Or Planning Officer II CPDCO
	1.3 Release the approved LC to the client.	None	5 minutes	Zoning Inspector I Or Clerk (Job Order) CPDCO
	<b>TOTAL:</b>	<b>Based on the 2013 HLURB Schedule of Fees</b>	<b>55 Minutes</b>	

### Zoning / Locational Clearance Fees

<b>A. Single residential structure attached or detached</b>	
1. P100,000 and below	P288
2. Over P100,000 to P200,000	P576
3. Over P200,000	P720 + (1/10 of 1% in excess of P200,000)
<b>B. Apartments/Townhouses</b>	
1. P500,000 and below	P1,440
2. Over P500,000 to 2 Million	P2,160
3. Over 2 Million	P3,600 + (1/10 of 1% of cost in excess of P2.M regardless of the number of floors)
<b>C. Dormitories</b>	
1. P2 Million and below	P3,600
2. Over 2 Million	P3,600 + (1/10 of 1% of cost in excess of P2.M regardless of the number of floors)
<b>D. Institutional</b>	
1. Below P2 Million	P2,880
2. Over 2 Million	P2,880 + (1/10 of 1% of cost in excess of P2.M)
<b>E. Commercial, Industrial and Agro-Industrial Project Cost of which is:</b>	
1. Below P100,000	P1,440
2. Over P100,000 – P500,000	P2,160
3. Over P500,000	P2,880
4. Over P1 Million – P2 Million	P4,320
5. Over P2 Million	P7,200 + (1/10 of 1% of cost in excess of P2.M)
<b>F. Special Uses/Special Projects (Gasoline Station, Cell Sites, Slaughter House, Treatment Plants, etc.)</b>	
1. Below P2 Million	P7,200 + (1/10 of 1% of cost in excess of P2.M)
2. Over P2 Million	
<b>G. Alteration / Expansion (affected areas/cost only)</b>	
	Same as the original application

Source: HLURB 2013 Schedule of Fees

### 2. Application for Locational Clearance for Business Permit (New) – One-Stop Shop

All applicants applying for a business permit are required to secure Locational Clearance for business permit purposes. This document is proof that the proposed business is allowed in the subject property in accordance with the Comprehensive Land Use Plan (CLUP).

<b>Office or Division:</b>	City Planning and Development Coordinator's Office – Zoning Section	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Application Form with Unified Clearance (1 Original Copy)		Business Permits and Licensing Office (BPLO)
2. Certified True Copy of Land Title (1 Photocopy)		Registry of Deeds
3. Barangay Business Clearance (1 Photocopy)		Barangay where the business is located
4. Picture of business establishment (1 Original Copy)		Applicant
5. Building Permit (1 Photocopy)		Applicant
6. Occupancy Permit (1 Photocopy)		Applicant
<b>If the property is not under the name of the applicant:</b>		
7. Proof of ownership over the land (1 Photocopy), such as but not limited to:		
✓ Certificate of Title or Tax Declaration;		Registry of Deeds
✓ Deed of Sale;		Applicant
✓ Deed of Donation; and		Applicant
✓ Contract of Lease.		Applicant
<b>If the business is located inside a subdivision:</b>		
8. Homeowner's Association (HA) Clearance for Business (1 Photocopy)		HA where the business is located
<b>If the applicant is a corporation:</b>		
9. Secretary Certificate (1 Photocopy)		Corporation
10. Valid I.D. (1 Photocopy), such as but not limited to:		
✓ National I.D.;		Philippine Statistics Authority (PSA)
✓ Driver's License;		Land Transportation Office (LTO)
✓ Passport;		Department of Foreign Affairs (DFA)
✓ Postal I.D.;		Nearest Post Office
✓ PRC I.D.;		Philippine Regulatory Commission (PRC)
✓ NBI Clearance; and		National Bureau of Investigation (NBI)
✓ Other accepted forms of identification.		Respective office or agency where the identification is being applied to
<b>If application is processed through a representative:</b>		
1. Special Power of Attorney		Authorizing Party and Applicant

(SPA)/Authorization Letter (1 Original Copy)				
2. Consularized SPA (if applicant is residing abroad)	Philippine Embassy abroad where the applicant resides			
3. Valid I.D. of Authorizing Party and Representative 1 Photocopy), such as but not limited to: <ul style="list-style-type: none"> <li>✓ National I.D.;</li> <li>✓ Driver's License;</li> <li>✓ Passport;</li> <li>✓ Postal I.D.;</li> <li>✓ PRC I.D.;</li> <li>✓ NBI Clearance; and</li> <li>✓ Other accepted forms of identification.</li> </ul>	Philippine Statistics Authority (PSA) Land Transportation Office (LTO) Department of Foreign Affairs (DFA) Nearest Post Office Philippine Regulatory Commission (PRC) National Bureau of Investigation (NBI) Respective office or agency where the identification is being applied to			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements to the front desk.	1. Receive the complete requirements and check for completeness.	None	10 minutes	Clerk BPLO
2. Assist the Joint Inspection Team (JIAT) in conducting the inspection.	2. Conduct the inspection and check if the proposed business activity is permitted in accordance with the Zoning Ordinance.  2.1 If there are incomplete requirements or findings, indicate it on the clearance form and return it to the client.  2.2 Assess fees to be paid and sign the unified clearance form	None  None  Refer to the 2013 HLURB Schedule of Fees	1 day  2 minutes  5 minutes	JIAT  Zoning Inspector I Or Draftsman I Or Inspector (Job Order) CPDCO  Zoning Inspector I Or Draftsman I Or Inspector (Job Order) CPDCO
3. Receive signed Unified Clearance Form and proceed to the other regulatory offices for their	3. Release signed Unified Clearance Form.	None	5 minutes	Zoning Inspector I Or Inspector (Job Order) Or Draftsman (Job Order) CPDCO

respective clearances.				
	<b>TOTAL:</b>	<b>Refer to the 2013 HLURB Schedule of Fees</b>	<b>1 Day and 22 Minutes</b>	

**Zoning / Locational Clearance Fees (based on 2013 HLURB Schedule of Fees)**

<b>A. Single residential structure attached or detached</b>	
1. P100,000 and below	P288
2. Over P100,000 to P200,000	P576
3. Over P200,000	P720 + (1/10 of 1% in excess of P200,000)
<b>B. Apartments/Townhouses</b>	
1. P500,000 and below	P1,440
2. Over P500,000 to 2 Million	P2,160
3. Over 2 Million	P3,600 + (1/10 of 1% of cost in excess of P2.M regardless of the number of floors)
<b>C. Dormitories</b>	
1. P2 Million and below	P3,600
2. Over 2 Million	P3,600 + (1/10 of 1% of cost in excess of P2.M regardless of the number of floors)
<b>D. Institutional</b>	
1. Below P2 Million	P2,880
2. Over 2 Million	P2,880 + (1/10 of 1% of cost in excess of P2.M)
<b>E. Commercial, Industrial and Agro-Industrial Project Cost of which is:</b>	
1. Below P100,000	P1,440
2. Over P100,000 – P500,000	P2,160
3. Over P500,000	P2,880
4. Over P1 Million – P2 Million	P4,320
5. Over P2 Million	P7,200 + (1/10 of 1% of cost in excess of P2.M)
<b>F. Special Uses/Special Projects (Gasoline Station, Cell Sites, Slaughter House, Treatment Plants, etc.)</b>	
1. Below P2 Million	P7,200 + (1/10 of 1% of cost in excess of P2.M)
2. Over P2 Million	P7,200 + (1/10 of 1% of cost in excess of P2.M)
<b>G. Alteration / Expansion (affected areas/cost only)</b>	
	Same as the original application

### 3. Application for Locational Clearance for Business Permit (Renewal & Compliance) – One-Stop Shop

All applicants applying for a business permit are required to secure Locational Clearance for business permit purposes. This document is proof that the proposed business is allowed in the subject property in accordance with the Comprehensive Land Use Plan (CLUP).

<b>Office or Division:</b>	City Planning and Development Coordinator's Office – Zoning Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B – Government to Business Entity, G2G – Government to
<b>Who may avail:</b>	Existing Business Owners

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Unified Clearance (1 Original Copy)	Business Permits and Licensing Office
2. Business Permit (1 Photocopy)	Applicant
3. Previous Locational Clearance (1 Photocopy)	Applicant
4. Supplemental Documents (whichever is applicable, 1 Photocopy): <ul style="list-style-type: none"> <li>✓ Barangay Business Clearance</li> <li>✓ Building Permit</li> <li>✓ Certificate of Occupancy</li> <li>✓ Homeowner's Clearance</li> </ul>	Barangay where business is located Applicant Applicant Homeowner's Association Office where business is located
<b>If application is processed through a representative:</b>	
5. Special Power of Attorney (SPA)/Authorization Letter (1 Original Copy)	Authorizing Party and Applicant
6. Consularized SPA (if applicant is residing abroad)	Philippine Embassy abroad where the applicant resides
7. Valid I.D. of Authorizing Party and Representative 1 Photocopy), such as but not limited to: <ul style="list-style-type: none"> <li>✓ National I.D.;</li> <li>✓ Driver's License;</li> <li>✓ Passport;</li> <li>✓ Postal I.D.;</li> <li>✓ PRC I.D.;</li> <li>✓ NBI Clearance; and</li> <li>✓ Other accepted forms of identification.</li> </ul>	Philippine Statistics Authority (PSA) Land Transportation Office (LTO) Department of Foreign Affairs (DFA) Nearest Post Office Philippine Regulatory Commission (PRC) National Bureau of Investigation (NBI) Respective office or agency where the identification is being applied to

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Unified Business Application Form for assessment and verification.	1. Receive the complete requirements and check for completeness.	None	5 minutes	Clerk BPLO

2. Assist the Joint Inspection Team (JIAT) in conducting the inspection.	2. Conduct the inspection and check if the proposed business activity is permitted in accordance with the Zoning Ordinance.	None	1 day	JIAT
	2.1 If there are incomplete requirements or findings, indicate it on the clearance form and return it to the client.	None	2 minutes	Inspector (Job Order) CPDCO
	2.2 Assess fees to be paid and sign the unified clearance form	Refer to the 2013 HLURB Schedule of Fees	5 minutes	Acting Zoning Officer Or Draftsman (Job Order) CPDCO
3. Receive signed Unified Clearance Form and proceed to the other regulatory offices for their respective clearances.	3. Release signed Unified Clearance Form.	None	5 minutes	Zoning Inspector I Or Inspector (Job Order) Or Draftsman (Job Order) CPDCO
	<b>TOTAL:</b>	<b>Refer to the 2013 HLURB Schedule of Fees</b>	<b>1 Day and 17 Minutes</b>	

#### 4. Application for Locational Clearance for Building Permit: Special Use Permit

The Locational Clearance is issued to the applicants as a pre-requisite in the issuance of Building Permit to guarantee that proposed structure is in compliance with the Zoning Ordinance. The Special Use Permit is issued through a resolution approved by the City Council allowing the project for such use on the lot or property. The uses that require a Special Use Permit are Gasoline/Auto-LPG, Waste Disposal Facility, Radio and Television Transmitting Stations, Telecommunication Tower (Greenfields), Heliports/Helipads, Abattoir/Slaughterhouse, Cockpits/Race Tracks, Transport Terminals, Transport Garage, Cemeteries, Funeral Parlor/ Memorial Chapel/Mortuary, Crematorium/Columbarium.

<b>Office or Division:</b>	City Planning and Development Coordinator's Office – Zoning Section
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business Entity,
<b>Who may avail:</b>	Simple
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Letter of Intent (1 Original Copy, 1 Receiving Copy)	Applicant
2. Notarized Application Form (1 Original Copy)	Zoning Office
3. Signed and sealed Architectural Plans (6 Original Sets)	Licensed Architect
4. Certified True Copy of Land Title (1 Photocopy)	Registry of Deeds
5. Proof of ownership over the land (1 Photocopy), such as but not limited to: <ul style="list-style-type: none"> <li>✓ Certificate of Title or Tax Declaration;</li> <li>✓ Deed of Sale;</li> <li>✓ Deed of Donation; and</li> <li>✓ Contract of Lease.</li> </ul>	Applicant
6. Certified True Copy of Tax Declaration (1 photocopy)	Applicant
7. Current Tax Receipt (1 Photocopy)	City Treasurer's Office
8. Ground Verification Survey with Vicinity Map (1 Original in Blueprint/A3 Paper)	Applicant
9. Signed and sealed Bill of Materials (1 Original Set)	Licensed Engineer
10. Barangay Clearance (1 Photocopy)	Barangay where the project will be located
11. Sangguniang Panlungsod Resolution (1 Photocopy) <i>(Note: No longer required for Telecommunications Tower projects)</i>	Sangguniang Panlungsod Secretariat's Office
<b>If project will generate a large volume of traffic:</b>	
12. Traffic Impact Statement (1 Photocopy)	Licensed Transport Engineer
<b>If applicant is a corporation:</b>	

13. Secretary Certificate (1 Photocopy)	Corporation			
14. Valid I.D. (1 Photocopy), such as but not limited to: <ul style="list-style-type: none"> <li>✓ National I.D.;</li> <li>✓ Driver's License;</li> <li>✓ Passport;</li> <li>✓ Postal I.D.;</li> <li>✓ PRC I.D.;</li> <li>✓ NBI Clearance; and</li> <li>✓ Other accepted forms of identification.</li> </ul>	Philippine Statistics Authority (PSA) Land Transportation Office (LTO) Department of Foreign Affairs (DFA) Nearest Post Office Philippine Regulatory Commission (PRC) National Bureau of Investigation (NBI) Respective office or agency where the identification is being applied to			
<b>If project abuts to adjacent properties:</b>				
15. Neighbor's Consent Form (1 Original Copy)	Property owners adjacent to project site			
<b>If application is done through a representative:</b>				
16. Special Power of Attorney (SPA)/Authorization Letter (1 Original Copy)	Authorizing Party and Applicant			
17. Consularized SPA (if owner is residing abroad)	Philippine Embassy abroad where the applicant resides			
18. Valid I.D. of Authorizing Party and Representative 1 Photocopy), such as but not limited to: <ul style="list-style-type: none"> <li>✓ National I.D.;</li> <li>✓ Driver's License;</li> <li>✓ Passport;</li> <li>✓ Postal I.D.;</li> <li>✓ PRC I.D.;</li> <li>✓ NBI Clearance; and</li> <li>✓ Other accepted forms of identification.</li> </ul>	Philippine Statistics Authority (PSA) Land Transportation Office (LTO) Department of Foreign Affairs (DFA) Nearest Post Office Philippine Regulatory Commission (PRC) National Bureau of Investigation (NBI) Respective office or agency where the identification is being applied to			
<b>For all development proposals in flood prone areas and all major proposals likely to affect the existing drainage regime:</b>				
19. Drainage Impact Assessment Study (DIAS) (1 Original Copy)	Licensed Civil/Sanitary Engineer or Environmental Planner			
<b>For Passive Telecommunications Tower Infrastructure (PTTI) fifty (50) meters or higher above the elevation of the ground:</b>				
20. Height Clearance Permit (1 Photocopy)	Civil Aviation Authority of the Philippines (CAAP)			
<b>CLIENT STEPS</b>				
<b>AGENCY ACTIONS</b>				
<b>FEES TO BE PAID</b>				
<b>PROCESSING TIME</b>				
<b>PERSON RESPONSIBLE</b>				
1. Submit the Letter of Intent (LOI) to the Sangguniang Panlungsod through the Committee on Land Use, Housing and Urban Development and wait for the schedule	1. Receive the LOI and endorse it to the Committee.  1.1 Prepare endorsement of the request to the Zoning Office for evaluation.	None  None	5 minutes  1 day	<i>Receiving Officer</i> Sangguniang Panlungsod Secretariat's Office <i>Secretariat</i> Sangguniang Panlungsod Secretariat's Office



of the committee hearing.	1.2 Endorse request to the Zoning Office for evaluation	None	5 minutes	Receiving Staff Sangguniang Panlungsod Secretariat's Office
	1.3 Evaluate the project based on the submitted requirements and compliance to the Zoning Ordinance.	None	10 minutes	Planning Officer II Or Draftsman I Or Engineer I CPDCO
	1.4 Review the project evaluation report and approve or disapprove the application.	None	10 minutes	Acting Zoning Officer Or Planning Officer II CPDCO
2. Attend the scheduled committee hearing for deliberation	2. Conduct committee hearing	None	1 hour	Sangguniang Panlungsod Committee on Land Use, Housing, and Urban Development
3. Submit the approved City Council Resolution and all other requirements	3. Receive and check documents for completeness.	None	5 minutes	Zoning Inspector I Or Clerk (Job Order) CPDCO
4. Pay the required fees at the City Treasury Office	4. Prepare Order of Payment	Refer to the 2013 HLURB Schedule of Fees	5 minutes	Zoning Inspector I CPDCO
	4.1 Receive and validate Official Receipt	None	2 minutes	Zoning Inspector I Or Clerk (Job Order) CPDCO
5. Receive Special Use Permit (SUP)	5. Prepare the SUP.	None	5 minutes	Zoning Inspector I CPDCO
	5.1 Sign LC and SUP and stamp/sign the architectural plans	None	5 minutes	Acting Zoning Officer Or Planning Officer II CPDCO
	5.2 Release the SUP and stamped/signed	None	5 minutes	Zoning Inspector I Or Clerk (Job Order)



	architectural plans			CPDCO
	<b>TOTAL:</b>	<b>Refer to the 2013 HLURB Schedule of Fees</b>	<b>1 Day, 1 Hour, and 57 Minutes (excluding time period for scheduling the committee hearing)</b>	

**Zoning / Locational Clearance Fees (based on 2013 HLURB Schedule of Fees)**

<b>Special Uses/Special Projects (Gasoline Station, Cell Sites, Slaughter House, Treatment Plants, etc.)</b>	
1. Below P2 Million	P7,200 + (1/10 of 1% of cost in excess of P2.M)
2. Over P2 Million	P7,200 + (1/10 of 1% of cost in excess of P2.M)

## 5. Application for Zoning Certification

A Zoning Certification certifies the current use of the property as per the approved Comprehensive Land Use Plan (CLUP). This can also be used to transact with other government agencies.

<b>Office or Division:</b>	City Planning and Development Coordinator's Office – Zoning Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business Entity, G2G – Government to Government
<b>Who may avail:</b>	Simple
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Notarized Application Form (1 Original Copy)	Zoning Office
2. Signed and sealed Lot Plan with Vicinity Map, showing the property with landmarks (1 Original Copy)	Architect
3. Certified True Copy of Land Title (1 Photocopy)	Registry of Deeds
4. Proof of ownership over the land (1 Photocopy), such as but not limited to: <ul style="list-style-type: none"> <li>✓ Certificate of Title or Tax Declaration;</li> <li>✓ Deed of Sale;</li> <li>✓ Deed of Donation; and</li> <li>✓ Contract of Lease.</li> </ul>	Applicant
5. Certified True Copy of Tax Declaration (1 photocopy)	Applicant
6. Current Tax Receipt (1 Photocopy)	City Treasurer's Office
7. Picture of property (1 Original Copy)	Applicant
If applicant is a corporation:	
8. Secretary Certificate (1 Photocopy)	Corporation
9. Valid I.D. (1 Photocopy), such as but not limited to: <ul style="list-style-type: none"> <li>✓ National I.D.;</li> <li>✓ Driver's License;</li> <li>✓ Passport;</li> <li>✓ Postal I.D.;</li> <li>✓ PRC I.D.;</li> <li>✓ NBI Clearance; and</li> <li>✓ Other accepted forms of identification.</li> </ul>	Philippine Statistics Authority (PSA) Land Transportation Office (LTO) Department of Foreign Affairs (DFA) Nearest Post Office Philippine Regulatory Commission (PRC) National Bureau of Investigation (NBI) Respective office or agency where the identification is being applied to
If application is done through a representative:	
10. Special Power of Attorney (SPA)/Authorization Letter (1 Original Copy)	Authorizing Party and Applicant
11. Consularized SPA (if owner is residing abroad)	Philippine Embassy abroad where the applicant resides
12. Valid I.D. of Authorizing Party and Representative (1 Photocopy), such as but	

not limited to: <ul style="list-style-type: none"> <li>✓ National I.D.;</li> <li>✓ Driver's License;</li> <li>✓ Passport;</li> <li>✓ Postal I.D.;</li> <li>✓ PRC I.D.;</li> <li>✓ NBI Clearance; and</li> <li>✓ Other accepted forms of identification.</li> </ul>		Philippine Statistics Authority (PSA) Land Transportation Office (LTO) Department of Foreign Affairs (DFA) Nearest Post Office Philippine Regulatory Commission (PRC) National Bureau of Investigation (NBI) Respective office or agency where the identification is being applied to		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements.	1. Verify the correctness and completeness of the requirements.	None	10 minutes	<i>Zoning Inspector I Or Clerk (Job Order) CPDCO</i>
	1.1 Verify the zoning classification of the subject property.	None	10 minutes	<i>Acting Zoning Officer CPDCO</i>
2. Pay the required fee at the Treasury Office and present the official receipt to the Zoning Office.	2. Prepare Order of Payment	None	5 minutes	<i>Zoning Inspector I CPDCO</i>
	2.1 Receive payment and issue official receipt.	Certificati on fee: P720/ha.	5 minutes	<i>Collection Clerk Treasury Office</i>
	2.2 Receive and verify official receipt.	None	5 minutes	<i>Zoning Inspector I CPDCO</i>
3. Receive Zoning Certification and sign in the releasing logbook.	3. Prepare Zoning Certification	None	10 minutes	<i>Zoning Inspector I CPDCO</i>
	3.1 Sign Zoning Certification	None	5 minutes	<i>Acting Zoning Officer Or Planning Officer II CPDCO</i>
	3.2 Release Zoning Certification	None	5 minutes	<i>Zoning Inspector I Or Clerk (Job Order) CPDCO</i>
	3.3 Assist client in signing the logbook.	None	5 minutes	<i>Zoning Inspector I Or Clerk (Job Order) CPDCO</i>
<b>TOTAL:</b>		<b>Certificati on fee: P720/ha</b>	<b>1 Hour</b>	



## 6. Request for Reclassification

Any association or group of persons who wish to reclassify a property may request for such with the City Council. A resolution will be passed by the Council upon approval.

<b>Office or Division:</b>	City Planning and Development Coordinator's Office – Zoning Section
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business Entity, G2G – Government to Government
<b>Who may avail:</b>	Simple
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Request Letter addressed to the City Mayor through the Sangguniang Panlungsod (1 Original Copy, 1 Receiving Copy)	Applicant (template can be secured from the Zoning Office)
2. Certified True Copy of Land Title (1 Photocopy)	Registry of Deeds
3. Proof of ownership over the land (1 Photocopy), such as but not limited to: <ul style="list-style-type: none"> <li>✓ Certificate of Title or Tax Declaration;</li> <li>✓ Deed of Sale;</li> <li>✓ Deed of Donation; and</li> <li>✓ Contract of Lease.</li> </ul>	Applicant
4. Certified True Copy of Tax Declaration (1 photocopy)	Applicant
5. Current Tax Receipt (1 Photocopy)	City Treasurer's Office
6. Vicinity Map (1 Original Copy)	Licensed geodetic engineer
7. Zoning Certification (1 Original Copy)	Zoning Office
8. Locator Map with Landmark (1 Original Copy)	Applicant
9. Certificate from the Assessor's Office (1 Photocopy)	City Assessor's Office
10. Barangay resolution interposing no objection (1 Photocopy)	Barangay Hall where the property is located
<b>If property is inside a subdivision:</b>	
11. Homeowner's Association Resolution interposing no objection (1 Photocopy)	Homeowner's Association Office where the property is located
<b>If applicant is a corporation:</b>	
12. SEC Registration (1 Photocopy)	Securities and Exchange Commission (SEC)
13. Secretary Certificate (1 Photocopy)	Corporation
14. Valid I.D. (1 Photocopy), such as but not limited to: <ul style="list-style-type: none"> <li>✓ National I.D.;</li> <li>✓ Driver's License;</li> <li>✓ Passport;</li> <li>✓ Postal I.D.;</li> <li>✓ PRC I.D.;</li> <li>✓ NBI Clearance; and</li> </ul>	Philippine Statistics Authority (PSA) Land Transportation Office (LTO) Department of Foreign Affairs (DFA) Nearest Post Office Philippine Regulatory Commission (PRC) National Bureau of Investigation (NBI)

✓ Other accepted forms of identification.	Respective office or agency where the identification is being applied to			
<b>If application is done through a representative:</b>				
9. Special Power of Attorney (SPA)/Authorization Letter (1 Original Copy)	Authorizing Party and Applicant			
10. Consularized SPA (if applicant is residing abroad)	Philippine Embassy abroad where the applicant resides			
11. Valid I.D. of Authorizing Party and Representative 1 Photocopy), such as but not limited to: <ul style="list-style-type: none"> <li>✓ National I.D.;</li> <li>✓ Driver's License;</li> <li>✓ Passport;</li> <li>✓ Postal I.D.;</li> <li>✓ PRC I.D.;</li> <li>✓ NBI Clearance; and</li> <li>✓ Other accepted forms of identification.</li> </ul>	Philippine Statistics Authority (PSA) Land Transportation Office (LTO) Department of Foreign Affairs (DFA) Nearest Post Office Philippine Regulatory Commission (PRC) National Bureau of Investigation (NBI) Respective office or agency where the identification is being applied to			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements.	1. Verify the correctness and completeness of the requirements.	None	10 minutes	Zoning Inspector I Or Clerk (Job Order) CPDCO
2. Assist the personnel in conducting inspection of the property (if necessary)	2. Conduct inspection of the property.	None	1 day	Zoning Inspector I Or Draftsman (Job Order) CPDCO
3. Attend the committee hearing to deliberate on the re-zoning of the property.	3. Prepare endorsement to the Sangguniang Panlungsod.	None	5 minutes	Zoning Inspector I CPDCO
	3.1 Forward signed endorsement with requirements to the Mayor's Office through the City Administrator for approval.	None	5 minutes	Zoning Inspector I CPDCO
	3.2 Sign endorsement.	None	1 day	City Administrator City Administrator's Office

	3.3 Forward endorsement to the Vice-Mayor's Office	None	5 minutes	Zoning Inspector I Or Clerk (Job Order) CPDCO
	3.4 Attend scheduled committee hearing	None	1 hour	Acting Zoning Officer Or Planning Officer II CPDCO
4. Receive copy of resolution approving the re-zoning (through the Sangguniang Panlungsod)	4. Receive file copy of the resolution approving the re-zoning of the property	None	5 minutes	Zoning Inspector I Or Clerk CPDCO
	<b>TOTAL:</b>	<b>None</b>	<b>2 Days, 1 Hour and 35 Minutes (excluding processing time to schedule hearing)</b>	

## 7. Application for Alteration Permit (Preliminary and Final Subdivision Development Plan)

Alteration Permit is applied by owner and/or developer of a previously approved Development Permit of a subdivision that would like to undergo an alteration in category and/or other details of their subdivision.

<b>Office or Division:</b>	Office of the Zoning Officer
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C or G2B
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>PRELIMINARY REQUIREMENTS</b>	
1. Letter of Intent (1 Original Copy)	Applicant
2. Site Development Plan (Schematic Plan) at a scale ranging from 1:200 to 1:2,000 showing the proposed layout of streets, lots, parks and playgrounds and other features in relation to existing conditions in the area prepared, signed and sealed by any licensed and registered architect, environmental planner, civil engineer, or geodetic engineer (2 Original Sets).	Applicant
3. The following documents duly signed and sealed by a licensed geodetic engineer: (a) Vicinity map indicating the adjoining land uses, access, as well as existing facilities and utilities at least within 500 meters from the property boundaries of the project, drawn to any convenient scale; (b) Topographic Plan to include the following (1 Set): (1) Boundary Lines: bearings, distances tie point or reference point, geographic coordinates of the tie point or Bureau of Lands Locational Monument (BLLM); (2) Streets, easements, width and elevation of road right-of-way within the project and adjacent subdivisions/areas; (3) Utilities within and adjacent to the proposed subdivision project; location, sizes and invert elevations of sanitary and storm or combined sewers; location of gas lines, fire hydrants, electric and telephone poles and street lights, if any. If water mains and sewers are not within or adjacent to the subdivision, indicate the direction and distance to and size of nearest one, showing invert elevations of sewers, if applicable. (4) Ground elevation of the subdivision: for ground that slopes less than 2%, indicate spot elevations at all breaks in grade, along all drainage channels and at selected points not more than 25 meters apart in all directions: for ground that slopes more than 2%, either indicate contours with an interval of not more than 0.5 meter if necessary due to irregular land or need for more detailed preparation of plans and construction drawings. (5) Water courses, marshes, rock and wooded areas, presence of preservable trees in caliper diameter of 200 millimeters, houses, barns, shacks, and other significant features. (6) Proposed public improvements: highways or other major improvements	Applicant

planned by public authorities for future construction within/adjacent to the subdivision. c. Survey Plan of the lot(s) as described in TCT(s).	
4. Certified True Copy of Title(s) and Current Tax Receipt (At least 2 Copies)	Registry of Deeds and City Treasurer's Office
<b>When applicable:</b>	
1. Right to use or deed of sale of right-of-way for access road and other utilities, subject to just compensation for private land.	Applicant
<b>FINAL REQUIREMENTS</b>	
1. All requirements for application for preliminary subdivision development plan as specified above.	See details above
2. Subdivision Development Plan consisting of the site development plan at any of the following scales: 1:200; 1:1,000; or any scale not exceeding 1:2,000; showing all proposals including the following: a. Roads, easements or right-of-way and roadway width, alignment, gradient, and similar data for alleys, if any. b. Lot numbers, lines and areas and block numbers. c. Site data such as number of residential and saleable lots, typical lot size, parks and playgrounds and open spaces. (The subdivision development plan shall be prepared, signed and sealed by any licensed and registered architect, environmental planner, civil engineer or geodetic engineer.)	Applicant
3. Civil and Sanitary Works Design Engineering plans/construction drawings based on applicable engineering code and design criteria to include the following: a. Road (geometric and structural) design/plan duly signed and sealed by a licensed civil engineer (2 Original Copies). (1) Profile derived from existing topographic map, showing the vertical control, designed grade, curve elements and all information needed for construction. (2) Typical roadway sections showing relative dimensions of pavement, sub-base and base preparation, curbs and gutters, sidewalks, shoulders benching and others. (3) Details of miscellaneous structures such as curb and gutter (barrier, mountable and drop), slope protection wall, rip rapping and retaining wall. b. Storm drainage and sanitary sewer system duly signed and sealed by a licensed sanitary engineer or civil engineer (At least 2 Original Copies). (1) Profile showing the hydraulic gradients and properties of sanitary and storm drainage lines including structures in relation with the road grade line. (2) Details of sanitary and storm drainage lines and miscellaneous structures such as various types of manholes, catch basins, inlets (curb, gutter, and drop), culverts and channel linings. c. Site grading plan with the finished contour lines superimposed on the existing ground the limits of earthwork embankment slopes, cut slopes, surface drainage, drainage outfalls and others, duly signed and sealed by a licensed civil engineer (2 Original Copies).	Applicant

4. Water system layout and details duly signed and sealed by a licensed sanitary engineer or civil engineer. Should a pump motor have a horsepower (HP) rating of 50 HP or more, its pump rating and specifications shall be signed and sealed by a professional mechanical engineer (2 Original Copies).	Applicant
5. Certified true copy of Tax Declaration covering the property (ies) subject of the application for the year immediately preceding.	City Assessor's Office
6. Certified true copy of Environmental Compliance Certificate (ECC) or Certificate of Non-coverage (CNC), whichever is applicable.	DENR
7. Zoning Certificate	Office of the Zoning Administrator
8. Project description for projects having an area of 1 hectare and above to include the following (At least 2 Original Copies): a. Project profile indicating the cost of raw land and its development (total project cost), amortization schedule, sources of financing, cash flow, architectural plan, if any, and work program; b. Audited financial statement for the last 3 preceding years; c. Income tax return for the last 3 preceding years; d. Certificate of Registration from Securities and Exchange Commission (SEC); e. Articles of incorporation or partnership; f. Corporation by-laws and all implementing amendments; and g. For new corporations (3 years and below) statement of capitalization and sources of income and cash flow to support work program.	Applicant
9. Plans, specifications, bills of materials and cost	Applicant
10. Application for permit to drill.	NWRB
12. 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 Implementing Rules and Regulations of PD 957. (per Board Res. No. 839, series of 2009)	PRC, DOLE and Applicant
13. List of names of duly licensed professionals who signed the plans and other similar documents in connection with application filed indicating the following information: a. Surname; b. First name; c. Middle name; d. Maiden name, in case of married women professional; e. Professional license number, date of issue and expiration of its validity f. Professional tax receipt and date of issue g. Taxpayer's Identification Number (TIN)	Applicant, City Treasurer's Office and BIR
14. Consent from existing lot owner/s and/or Homeowners Association	Existing Lot owner/s
15. Certification from Developer/owner of no sale	Applicant
16. Barangay Clearance (1 Original Copy)	Barangay Hall Concern
17. Sangguniang Panlungsod Resolution	Sangguniang Panlungsod

<b>For subdivision projects 30 hectares and above:</b>				
18. Traffic impact assessment (TIA)				Applicant
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the Front Desk	1. Give the Logbook to the Client	None	5 minutes	Zoning Inspector I Zoning Office- Receiving Section
2. Submit the complete requirements for assessment, evaluation and verification	2. Receive the required document and check for completeness 2.1 Evaluation 2.2 Verification 2.3 Assessment 2.4 Prepare the Order of Payment if it complies to all required documents	None	10 minutes  15 days (excluding SP Resolution)	Zoning Inspector I Zoning Office- Receiving Section  Acting Zoning Officer CPDCO
3. Secure Order of Payment and Pay the required fees at the Treasury Office	3. Issue Order of Payment and start processing the application.	Based on 2013 HLURB Schedule of Fees	30 minutes	Zoning Staff(Billing Section)
4. Submit Receipt for processing and releasing of Alteration Permit	4.1 Accept Receipt and submit the same to the office of the Mayor for signature.	None	5 minutes	Zoning Staff Zoning Office- Receiving/Releasing Section
	4.2 Sign all plans and documents and issue approved alteration permit.	None	2 days	Acting Zoning Officer
	<b>TOTAL:</b>	<b>Based on 2013 HLURB Schedule of Fees</b>	<b>17 Days and 50 Minutes (excluding SP Resolution)</b>	

## 8. Application for Development Permit (Preliminary and Final Subdivision Development Plan)

Development Permit is applied by owner and/or developer of a parcel of land who would like to undergo a subdivision of that land they owned to ensure the proposed subdivision.

<b>Office or Division:</b>	Office of the Zoning Officer
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C or G2B
<b>Who may avail:</b>	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
PRELIMINARY REQUIREMENTS	
1. Letter of Intent (1 Original Copy)	Applicant
2. Site Development Plan (Schematic Plan) at a scale ranging from 1:200 to 1:2,000 showing the proposed layout of streets, lots, parks and playgrounds and other features in relation to existing conditions in the area prepared, signed and sealed by any licensed and registered architect, environmental planner, civil engineer, or geodetic engineer (2 Original Sets).	Applicant
3. The following documents duly signed and sealed by a licensed geodetic engineer: (a) Vicinity map indicating the adjoining land uses, access, as well as existing facilities and utilities at least within 500 meters from the property boundaries of the project, drawn to any convenient scale; (b) Topographic Plan to include existing conditions a follows (1 Original Set): (1) Boundary Lines: bearings, distances tie point or reference point, geographic coordinates of the tie point or Bureau of Lands Locational Monument (BLLM); (2) Streets, easements, width and elevation of road right-of-way within the project and adjacent subdivisions/areas; (3) Utilities within and adjacent to the proposed subdivision project; location, sizes and invert elevations of sanitary and storm or combined sewers; location of gas lines, fire hydrants, electric and telephone poles and street lights, if any. If water mains and sewers are not within or adjacent to the subdivision, indicate the direction and distance to and size of nearest one, showing invert elevations of sewers, if applicable. (4) Ground elevation of the subdivision: for ground that slopes less than 2%, indicate spot elevations at all breaks in grade, along all drainage channels and at selected points not more than 25 meters apart in all directions: for ground that slopes more than 2%, either indicate contours with an interval of not more than 0.5 meter if necessary due to irregular land or need for more detailed preparation of plans and construction drawings. (5) Water courses, marshes, rock and wooded areas, presence of preservable trees in caliper diameter of 200 millimeters, houses, barns, shacks, and other significant features. (6) Proposed public improvements: highways or other major	Applicant

improvements planned by public authorities for future construction within/adjacent to the subdivision. c. Survey Plan of the lot(s) as described in TCT(s).	
4. Certified True Copy of Title(s) and Current Tax Receipt (2 Copies)	Registry of Deeds and City Treasurer's Office
<b>When applicable:</b>	
1. Right to use or deed of sale of right-of-way for access road and, subject to just compensation for private land.	Applicant
<b>FINAL REQUIREMENTS</b>	
1. All requirements for application for preliminary subdivision development plan as specified above.	See details above
2. Subdivision Development Plan consisting of the site development plan at any of the following scales: 1:200; 1:1,000; or any scale not exceeding 1:2,000; showing all proposals including the following: a. Roads, easements or right-of-way and roadway width, alignment, gradient, and similar data for alleys, if any. b. Lot numbers, lines and areas and block numbers. c. Site data such as number of residential and saleable lots, typical lot size, parks and playgrounds and open spaces. (The subdivision development plan shall be prepared, signed and sealed by any licensed and registered architect, environmental planner, civil engineer or geodetic engineer.)	Applicant
3. Civil and Sanitary Works Design Engineering plans/construction drawings based on applicable engineering code and design criteria to include the following: a. Road (geometric and structural) design/plan duly signed and sealed by a licensed civil engineer (2 Original Copies). (1) Profile derived from existing topographic map, showing the vertical control, designed grade, curve elements and all information needed for construction. (2) Typical roadway sections showing relative dimensions of pavement, subbase and base preparation, curbs and gutters, sidewalks, shoulders benching and others. (3) Details of miscellaneous structures such as curb and gutter (barrier, mountable and drop), slope protection wall, rip rapping and retaining wall. b. Storm drainage and sanitary sewer system duly signed and sealed by a licensed sanitary engineer or civil engineer (2 Original Copies). (1) Profile showing the hydraulic gradients and properties of sanitary and storm drainage lines including structures in relation with the road grade line. (2) Details of sanitary and storm drainage lines and miscellaneous structures such as various types of manholes, catch basins, inlets (curb, gutter, and drop), culverts and channel linings. c. Site grading plan with the finished contour lines superimposed on the existing ground the limits of earthwork embankment slopes, cut slopes, surface drainage, drainage outfalls and others, duly signed and sealed by a licensed civil engineer (2 Original Copies).	Applicant
4. Water System layout and details duly signed and sealed by a	Applicant

licensed sanitary engineer or civil engineer (2 Original Copies) * Should a pump motor have a horsepower (HP) rating of 50 HP or more, its pump rating and specifications shall be signed and sealed by a professional mechanical engineer.	
5. Certified true copy of Tax Declaration covering the property/ies subject of the application for the year immediately preceding.	City Assessor's Office
6. Certified true copy of Environmental Compliance Certificate (ECC) or Certificate of Non-coverage (CNC), whichever is applicable.	DENR
7. Zoning Certificate	Office of the Zoning Administrator
8. Project Description for projects having an area of 1 hectare and above to include the following (2 Original Copies): a. Project profile indicating the cost of raw land and its development (total project cost), amortization schedule, sources of financing, cash flow, architectural plan, if any, and work program; b. Audited financial statement for the last 3 preceding years; c. Income tax return for the last 3 preceding years; d. Certificate of Registration from Securities and Exchange Commission (SEC); e. Articles of incorporation or partnership; f. Corporation by-laws and all implementing amendments; and g. For new corporations (3 years and below) statement of capitalization and sources of income and cash flow to support work program.	Applicant
9. Plans, specifications, bills of materials and cost	Applicant
10. Application for permit to drill from the National Water Resources Board (NWRB).	NWRB
11. Traffic impact assessment (TIA) for subdivision projects 30 ha. & above.	Applicant
12. 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 Implementing Rules and Regulations of PD 957. (per Board Res. No. 839, series of 2009)	PRC, DOLE and Applicant
13. List of names of duly licensed professionals who signed the plans and other similar documents in connection with application filed indicating the following information: a. Surname, First name, Middle name; b. Maiden name, in case of married women professional; c. Professional license number, date of issue and expiration of its validity d. Professional tax receipt and date of issue e. Taxpayer's Identification Number (TIN)	Applicant, City Treasurer's Office and BIR
14. DAR Clearance	Existing Lot owner/s
15. Barangay Clearance	Barangay Hall Concern
16. Sangguniang Panlungsod Resolution	Sangguniang Panlungsod
<b>As the case maybe arises:</b>	
1. Certificates or clearances from Different Agencies	PHILVOCS, LLDA,

				DENR-MGB, NAPOCOR, CENRO, City Engineering Office
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the Front Desk	1. Give the Logbook to the Client	None	5 minutes	Zoning Staff (Receiving Section)
2. Submit the complete requirements for assessment, evaluation and verification	2.1 Receive the required document and check for completeness 2.2 Evaluation 2.3 Verification 2.4 Assessment 2.5 Prepare the Order of Payment if it complies to all required documents	None	10 minutes  15 days (excluding SP Resolution)	Zoning Staff Receiving Section  Acting Zoning Officer
3. Secure Order of Payment and Pay the required fees at the Treasury Office	3.1 Issue order of payment and start processing the application.	Based on 2013 HLURB Schedule of Fees	30 minutes	Zoning Staff (Billing Section)
4. Submit Receipt for processing and releasing of Alteration Permit	4.1 Accept official receipt and submit the same to the Mayor's Office for approval.  4.2 Signing of all plans and documents and issue approved alteration permit.	None	5 minutes (excluding Office of the Mayor)  2 days	Acting Zoning Officer (Acting Zoning Officer)  Zoning Staff (Receiving/Releasing Section)
<b>TOTAL:</b>		<b>Based on 2013 HLURB Schedule of Fees</b>	<b>17 days, 50 minutes (excluding SP Resolution and Office of the Mayor)</b>	

**Zoning / Locational Clearance Fees (based on 2013 HLURB Schedule of Fees)**

<b>SUBDIVISION AND CONDOMINIUM PROJECTS (Under P.D. 957)</b>	
<b>A. Subdivision Project</b>	
<b>1. Approval of Subdivision Plan (including Town Houses)</b>	
a. Preliminary Approval and Locational Clearance (PALC)/ Preliminary Subdivision Development Plan (PSDP)	P360.00/ha. or a fraction thereof P1,500.00/ha. regardless of density
<ul style="list-style-type: none"> <li>Processing Fee</li> <li>Inspection Fee</li> </ul>	
b. Final Approval and Development Permit	P2,800.00/ha. regardless of density P3.00/sq. m. P1,500.00/ha. regardless of density
<ul style="list-style-type: none"> <li>Processing Fee</li> <li>Additional Fee on Floor Area of houses &amp; building sold with lot</li> <li>Inspection Fee</li> </ul>	
c. Alteration of Plan (affected areas only)	Same as final approval
<b>2. Certificate of Registration Processing Fee</b>	2,800.00
<b>3. License to Sell</b>	
<ul style="list-style-type: none"> <li>Processing Fee</li> <li>Additional Fee on Floor Area of houses and building sold with lot</li> <li>Inspection Fee</li> </ul>	216.00/saleable lot 14.40/sq. m. 1,500.00/ha. regardless of density
<b>4. Certificate of Completion</b>	
<ul style="list-style-type: none"> <li>Certificate Fee</li> <li>Processing Fee</li> <li>Inspection Fee</li> </ul>	216.00 1,500.00/ha. regardless of density
<b>5. Extension of Time to Develop</b>	
<ul style="list-style-type: none"> <li>Processing Fee</li> <li>Additional Fee (unfinished area for development)</li> <li>Inspection Fee</li> </ul>	504.00 14.40/sq. m. 1,500.00/ha. regardless of density
<b>An application for CR/LS with DP issued by LGU shall be charged inspection fee</b>	
<b>3. SUBDIVISION AND CONDOMINIUM PROJECTS (Under B.P.220)</b>	
<b>A. Subdivision Project</b>	
<b>1. Approval of Subdivision Project</b>	
a. Preliminary Approval and Locational Clearance	90.00/ha 216.00/ha.
<ul style="list-style-type: none"> <li>Processing Fee                             <ul style="list-style-type: none"> <li>a. Socialized Housing</li> <li>b. Economic Housing</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>Inspection Fee           <ol style="list-style-type: none"> <li>Socialized Housing</li> <li>Economic Housing</li> </ol> </li> </ul>	1,500.00/ha. 1,500.00/ha.
	b. Final Approval/Development Permit <ul style="list-style-type: none"> <li>Processing Fee               <ol style="list-style-type: none"> <li>Socialized Housing</li> <li>Economic Housing</li> </ol> </li> <li>Inspection Fee               <ol style="list-style-type: none"> <li>Socialized Housing</li> <li>Economic Housing</li> </ol> </li> </ul>	600.00/ha. 1,400.00/ha.  1,500.00/ha. 1,500.00/ha.
<i>(Project already inspected for PALC application may not be charged inspection fee)</i>		
	c. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
	d. Building Permit (floor area of housing unit)	7.20/sq. m.
<b>2</b>	<b>Certificate of Registration</b>	
	<ul style="list-style-type: none"> <li>Processing Fee           <ol style="list-style-type: none"> <li>Socialized Housing</li> <li>Economic Housing</li> </ol> </li> </ul>	420.00 720.00
<b>3</b>	<b>License to Sell</b> (per saleable lot)	
	<ul style="list-style-type: none"> <li>Processing Fee           <ol style="list-style-type: none"> <li>Socialized Housing</li> <li>Economic Housing</li> </ol>           Additional fee on floor area of housing component         </li> <li>Inspection Fee           <ol style="list-style-type: none"> <li>Socialized Housing</li> <li>Economic Housing</li> </ol> </li> </ul>	24.00/saleable lot 72.00/saleable lot 3.00/sq. m.  1,500.00/ha. 1,500.00/ha.
<b>4</b>	<b>Extension of Time to Develop</b>	
	<ul style="list-style-type: none"> <li>Processing Fee           <ol style="list-style-type: none"> <li>Socialized Housing</li> <li>Economic Housing</li> </ol>           Additional Fee (unfinished floor area for development)         </li> <li>Inspection Fee           <ol style="list-style-type: none"> <li>Socialized Housing</li> <li>Economic Housing</li> </ol> </li> </ul>	420.00 540.00 2.88/sq. m.  1,500.00/ha. 1,500.00/ha.
<b>5</b>	<b>Certificate of Completion</b>	
	<ul style="list-style-type: none"> <li>Certificate Fee           <ol style="list-style-type: none"> <li>Socialized Housing</li> <li>Economic Housing</li> </ol>           Additional Fee (unfinished floor area for development)         </li> </ul>	420.00 540.00
<b>6</b>	<b>Occupancy Permit</b>	

	<ul style="list-style-type: none"> <li>Processing Fee</li> <li>c. Socialized Housing</li> <li>d. Economic Housing</li> <li>Inspection Fee (Saleable floor area of the housing compound)           <ol style="list-style-type: none"> <li>Socialized Housing</li> <li>Economic Housing</li> </ol> </li> </ul>	6.00/sq. m. 7.20/sq. m.  1,500.00/ha. 1,500.00/ha.
<b>B. Condominium Project</b>		
<b>1.</b>	<b>Approval of Subdivision Project</b>	
	a. Preliminary Approval and Locational Clearance (PALC)	720.00
	b. Final Approval and Development Permit <ul style="list-style-type: none"> <li>Processing Fee               <ol style="list-style-type: none"> <li>Total Land Area</li> <li>No. of Floors</li> <li>Building Areas</li> </ol> </li> <li>Inspection Fee</li> </ul>	144.00/ floor 5.80/sq. m. of GFA  1,500.00/ha.
	c. Alteration of Plans (affected areas only)	Same as Final Approval and Development Permit
<b>2</b>	<b>Certificate of Registration</b>	7.20
<b>3</b>	<b>License to Sell</b> (per saleable lot)	
	<ol style="list-style-type: none"> <li>Residential</li> <li>Commercial</li> </ol> Inspection Fee	7.20/sq. m. of saleable area 10.65/sq. m. of saleable area 1,500.00/ha.
<b>4</b>	<b>Extension of Time to Develop</b>	
	<ul style="list-style-type: none"> <li>Processing Fee</li> <li>Inspection Fee (Unfinished area for development)</li> </ul>	3.00/ sq. m. 1,500.00/ha.
<b>5</b>	<b>Certificate of Completion</b>	
	<ul style="list-style-type: none"> <li>Certification Fee</li> <li>Processing Fee</li> <li>Inspection Fee</li> </ul>	216.00  1,500.00/ha.
<b>4. INDUSTRIAL/COMMERCIAL SUBDIVISION</b>		
<b>A. Subdivision Project</b>		
<b>1.</b>	<b>Approval of Subdivision Project</b>	
	a. Preliminary Approval and Locational Clearance <ul style="list-style-type: none"> <li>Processing Fee</li> <li>Inspection Fee</li> </ul>	432.00/ha. 1,500.00/ha.
	b. Final Approval/Development Permit <ul style="list-style-type: none"> <li>Processing Fee</li> <li>Inspection Fee</li> </ul>	720.00/ha. 1,500.00/ha.
<i>(Projects already inspected for PALC application may not be charged inspection)</i>		

fee)	c. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
2	<b>Extension of Time to Develop</b>	2,880.00
3	<b>License to Sell</b> • Processing Fee • Inspection Fee	3.00/sq. m. of land area 1,500.00/ha.
4	<b>Extension of Time to Develop</b> • Processing Fee Additional Fee (Unfinished area for development) Inspection Fee	504.00 14.40/sq. m. 1,500.00/ha.
5	<b>Certificate of Completion</b> • Certificate Fee • Processing Fee a. Industrial b. Commercial c. Inspection Fee	216.00 504.00 720.00 1,500.00/ha.
<b>5. FARMLOT SUBDIVISION</b>		
1.	<b>Approval of Subdivision Project</b> a. Preliminary Approval and Locational Clearance • Processing Fee • Inspection Fee	288.00 1,500.00/ha.
	b. Final Approval/Development Permit • Processing Fee • Inspection Fee	1,400.00/ha. 1,500.00/ha.
<i>(Projects already inspected for PALC application may not be charged inspection fee)</i>		
2.	<b>Certificate of Registration</b>	2,880.00
3.	<b>License to Sell</b> • Processing Fee • Inspection Fee	720.00/lot 1,500.00/ha.
4.	<b>Extension of Time to Develop</b> • Processing Fee Additional Fee (Unfinished area for development) • Inspection Fee	3.00/sq. m. of land area 14.40/sq. m. 1,500.00/ha.
5	<b>Certificate of Completion</b> • Certification Fee • Processing Fee d. Industrial e. Commercial f. Inspection Fee	216.00 504.00 720.00 1,500.00/ha.

## 9. Appeal for Variance or Exception

Property owners can apply for appeal for Variance or Exception with the City Zoning Board of Appeals and Adjustment. Variance relieves property owners from provisions of the Zoning Ordinance due to the uniqueness of their property that gives them hardship from complying with said provisions. Exceptions, on the other hand, grant property owners relief from the provisions from the Zoning Ordinance where due to the use, it will give them hardship. Note that variances and exceptions must meet a set of conditions that must be satisfied and not just a desire to make money.

<b>Office or Division:</b>	City Planning and Development Coordinator's Office – Zoning Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business Entity, G2G – Government to Government			
<b>Who may avail:</b>	Simple			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application letter addressed to the City Zoning Board of Appeals and Adjustment (CZBAA) (1 Original, 1 Photocopy)		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the request letter to the Zoning Office requesting for appeal.	1. Verify the request letter and receive the same.	None	1 minute	<i>Zoning Inspector I</i> Or <i>Clerk (Job Order)</i> CPDCO
2. Wait for the schedule of the meeting of the CZBAA.	2. Schedule a meeting with the Technical Working Group (TWG)	None	10 minutes	<i>Acting Zoning Officer</i> CPDCO
	2.1 Inform client of the scheduled meeting with the TWG once available.	None	5 minutes	<i>Zoning Inspector I</i> Or <i>Clerk (Job Order)</i> CPDCO
3. Attend the meeting of the CZBAA TWG.	3. Hold meeting with the CZBAA TWG.	None	2 hours	<i>CZBAA TWG</i>
	3.1 Inform client of the next meeting with the Executive CZBAA once available.	None	1 minute	<i>Zoning Inspector I</i> Or <i>Clerk (Job Order)</i> CPDCO
4. Attend the meeting of the Executive CZBAA.	1. Hold meeting with the Executive CZBAA.	None	2 hours	<i>Executive CZBAA</i>
5. Pick up CZBAA	1. Prepare	None	1 day	<i>CZBAA Secretariat</i>



resolution from the Zoning Office.	resolution for the CZBAA and have the same signed by its members.			CPDCO
	<b>TOTAL:</b>	<b>None</b>	<b>1 Day, 4 Hours and 17 Minutes</b>	

**Note:** Processing time may take longer due to scheduling and availability of the CZBAA members.

### 10. Issuance of Notice to Proceed (NTP) – for Occupancy Permit

Section 75 of City Ordinance 2020-26, otherwise known as the “Integrated Zoning Ordinance of the City of San Pedro, Laguna”, the Office of the Building Official (OBO) cannot issue a Certificate of Occupancy without certification from the Zoning Administrator’s Office that the project has complied with the conditions stated in the issued Locational Clearance. Failure to comply will result to the delay in the issuance of NTP.

<b>Office or Division:</b>	City Planning and Development Coordinator’s Office – Zoning Section	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business Entity	
<b>Who may avail:</b>	Project Proponents and Property Owners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Properly filled-out completion form signed and sealed by licensed architect/engineers concerned and duly notarized. a. Unified Application form (3 Original Copies) b. Certificate of Completion form (3 Original copies, back to back)		Office of the Building Official
2. 1 set of As-Built plan signed and sealed by licensed architect or engineers concerned (Original Copy) – <b>If there changes in the building plans covered by the approved building permit</b>		Licensed architect or engineer
3. Approved Building Permit (1 Photocopy)		Applicant
4. Bill of Materials (1 Original Copy)		Licensed architect or engineer
5. PTR and PRC I.D. of all signing professionals (1 Colored Photocopy)		Licensed architect/s or engineer/s
6. Construction logbook, signed and sealed by the owner’s architect or Civil Engineer who undertook full-time inspection supervision (1 Original Copy)		Applicant
7. Pictures showing all sides and inner view of the building (1 Original Copy)		Applicant
8. Location Map/Vicinity Map/Sketch Location (1 Original Copy)		Applicant
9. Fire Safety Inspection Certificate (for Occupancy Permit) (1 Original Copy)		Bureau of Fire Protection
10. Contractor’s Tax Receipt (1 Original Copy)		City Treasury Office
11. Yellow Card from MERALCO (1 Original Copy)		MERALCO
12. Authorization letter (1 Original Copy) – <b>If done through a representative</b>		Applicant



13. Valid I.D. of applicant and authorized representative (1 Colored Photocopy) – <b>If done through a representative</b>		Applicant and authorized representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the receiving personnel.	1. Receive documents and check for completeness. If there are any deficiencies in the submitted documents, return it to the client.	None	10 minutes	<i>Zoning Inspector I</i> Or <i>Clerk (Job Order)</i> CPDCO
2. Wait for the scheduled inspection and accommodate the inspector during its conduct.	2. Endorse application to inspector.	None	1 minute	<i>Clerk (Job Order)</i> CPDCO
	2.1 Conduct inspection of the project.	None	1 day	<i>Engineer I</i> Or <i>Draftsman I</i> CPDCO
3. Pick up NTP or For Return document (if completed project has deficiencies) from the office.	3. Issue NTP or For Return document to the applicant.	None	5 minutes	<i>Clerk (Job Order)</i> CPDCO
	<b>TOTAL:</b>	<b>None</b>	<b>1 Day and 16 Minutes</b>	