

## 2. Issuance of Locational Clearance

Any owner or developer undertaking the construction of a new building or applying for expansion, renovation, or alteration must obtain a Locational/Zoning Clearance for locally significant projects when applying for a building permit. This clearance necessitates the utilization of technical knowledge, specialized skills, and/or training in its processing and evaluation. It is imperative that this clearance is secured prior to commencing construction to ensure compliance with the approved Comprehensive Land Use Plan (CLUP) and Zoning Ordinance of the municipality. This requirement is in accordance with Executive Order No. 72, specifically Section 3 (a) and (b). Qualified for multi-stage processing subject for Anti Red Tape Authority's approval.

<b>Office or Division:</b>	Municipal Planning and Development Office
<b>Classification:</b>	Multi-Stage Transaction
<b>Type of Transaction:</b>	G2B – Government to Business; G2C – Government to Client; G2G – Government to Government
<b>Who may avail:</b>	All transacting public, business entities and other government agencies
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>Principal</b>	
1. Application Form duly accomplished and notarized (3 Copies)	Municipal Planning and Development Office
2. Proof of ownership over the land to be used: Certificate of Title or Tax Declaration in the name of the applicant or any of the following documents together with the owner's Certification of Title or Tax Declaration (3 Copies): 2.a. Deed of Sale in the name of the applicant 2.b. Deed of Donation 2.c. Contract of Lease 2.d. Authorization to use the land from the landowner	Applicant
3. Vicinity Map (or Location Plan) showing existing land uses within 100.00-meter radius (for projects of local significance) and one (1) Kilometer radius (for projects of national significance) from the boundary of the projects site (3 Copies)	Applicant
4. Site Development Plan (or Lot Plan) showing lot area boundaries and dimensions of proposed improvements within the project site (3 Copies)	Applicant
5. Floor Plan of the proposed/existing project (3 Copies)	Applicant
6. Certificate of Zoning from the Municipal Planning and Development Office, as to zone classification of the project area (3 Copies)	Municipal Planning and Development Office

7. Bill of Materials/Estimated of the Project (cost of construction including machineries/equipment if any) signed by an engineer or architect (3 Copies)	Applicant
8. Line and Grade Clearance (3 Copies)	Municipal Engineering Office
9. Filling Fee to be computed upon submission of complete documents (See Table below) (3 Copies)	Municipal Treasurer's Office
<b>Representative</b>	
1. Authorization Letter (3 Copies)	
2. Valid Identification Cards (ID) (3 Photocopies)	
3. Application Form duly accomplished and notarized (3 Copies)	Municipal Planning and Development Office
4. Proof of ownership over the land to be used: Certificate of Title or Tax Declaration in the name of the applicant or any of the following documents together with the owner's Certification of Title or Tax Declaration (3 Copies): 2.a. Deed of Sale in the name of the applicant 2.b. Deed of Donation 2.c. Contract of Lease 2.d. Authorization to use the land from the landowner	Applicant
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8. Certificate of Zoning from the Municipal Planning and Development Office, as to zone classification of the project area (3 Copies)	Municipal Planning and Development Office
9. Bill of Materials/Estimated of the Project (cost of construction including machineries/equipment if any) signed by an engineer or architect (3 Copies)	Applicant
10. Line and Grade Clearance (3 Copies)	Municipal Engineering Office
11. Filling Fee to be computed upon submission of complete documents (3 Copies)	Municipal Treasurer's Office
<b>ADDITIONAL REQUIREMENTS</b>	

1. DAR Conversion Order or Exemption Clearance if project site is within agricultural zone (3 Copies)	Department of Agrarian Reform
2. For Industrial/Agro-Industrial Project (3 Copies): <ul style="list-style-type: none"> <li>• Equity participating agreement/log supply contract (for sawmill)</li> <li>• Description of industry/Feasibility Study/engineer's Information Report as to type and volume of raw materials used, products manufacture or to be stored; average production output/capacity; industry wastes; and employment size</li> <li>• Environmental Compliance Certificate (ECC)</li> </ul> <ul style="list-style-type: none"> <li>• Flow Manufacturing process/diagram/chart</li> <li>• Water Permit if project has Groundwater</li> </ul>	Applicant Applicant  Department of Environment and Natural Resources-Environmental Management Bureau (DENR-EMB) Applicant National Water Resources Board
3. Geo-Hazard Certification ensure the suitability and safety of a project site proposed (3 Copies)	Department of Environment and Natural Resources – Mines and Geosciences Bureau (DENR-MGB)
4. If project is non-conforming with the Land Use Pattern and Zoning Ordinance, additional requirements/documents as applicable are needed (3 Copies): <ul style="list-style-type: none"> <li>• Barangay Resolution endorsement of the project by the barangay council interposing no objection</li> <li>• Homeowners Resolution if the project within Subdivision Area</li> <li>• Sangguniang Bayan Resolution endorsement of the Local Government Unit</li> <li>• Affidavit of non-objection from neighbors</li> </ul>	Barangay Hall  Homeowner's Association Office of the Sangguniang Bayan  Adjacent neighbors
5. Traffic Impact Statement if project is a potential Traffic Generating Development (3 Copies)	Applicant
6. Drainage Impact Statement (3 Copies)	Applicant
7. Certificate of Height Clearance for Tall Structure (3 Copies)	Civil Aviation Authority of the Philippines (CAAP)

8. Clearance from Property if project is located in existing subdivision (3 Copies)		Manager/Administrator of Homeowners Association		
9. Road-Right-of-Way Clearance if applicable (Along National Road) (3 Copies)		Department of Public Works and Highways (DPWH) District Office		
10. For Poultry/Piggery, Site Clearance on the sustainability of the location pursuant to Chapter IX of Presidential Decree 856's Implementing Rules and Regulations on Nuisance and Offensive Trade and Occupation (3 Copies)		Municipal Health Office or Municipal Agriculture Office (Veterinary)		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submit Notarized Application Form and the complete required documents to the receiving officer for initial assessment and verification and secure the Order of Payment.	1. Provide the Log Book to the Client	None	5 Minutes	<i>Draftsman III/Administrative Aide I</i> Municipal Planning and Development Office
	2. Receive and record the Application Form and the complete required documents	None	5 Minutes	<i>Draftsman III/Planning Staff-Designate/ Administrative Aide I</i> Municipal Planning and Development Office
	3. Review, assess, and evaluate the submitted documents	None	1 Day	
	4. Issue the Assessment and Order of Payment	None	10 Minutes	<i>Draftsman III/Planning Staff-Designate</i> Municipal Planning and Development Office
	5. Conduct site inspection	None	1 Day	

	<p>6. Endorse for final and approval (<i>Note: For non-conforming issues, endorse to the Local Zoning Board of Appeal or the Sangguniang Bayan for appropriate action and notify the client on the development of the transaction</i>)</p> <p>3. For non-conforming, Sangguniang Bayan or the Local Zoning Board of Appeal will conduct technical review and issue decision</p> <p>7. Start processing the request</p> <p>8. Approved the Clearance</p>	<p>None</p> <p>None</p>	<p>10 Minutes</p> <p>20 Days</p>	<p><i>Draftsman III/Planning Staff-Designate</i> Municipal Planning and Development Office</p> <p><i>Municipal Planning and Development Coordinator/Draftsman III</i> Municipal Planning and Development Office</p> <p><i>Municipal Planning and Development Coordinator/Draftsman III</i> Municipal Planning and Development Office</p>
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		None	10 Minutes	<i>Secretary to the Sangguniang Bayan Sangguniang Bayan Office</i>
		None	1 Day	<i>Draftsman III/ Planning Staff-Designate Municipal Planning and Development Office</i>
				<i>Municipal Planning &amp; Development Coordinator Municipal Planning and Development Office</i>
2. Pay the required fees at the Municipal Treasurer's Office	1. Accept the payment based on the Order of Payment	Single residential structure attached or detached *P288.00 for P100,000.00 and below	5 Minutes	<i>Revenue Collection Clerk III/ Ticker Checker/Data Controller III</i>

<p>and secure Official Receipt</p>	<p>2. Issue the Official Receipt</p>	<p>*P576.00 for Over P100,000.00 to P200,000.00  *P720.00 + (1/10 of 1% in excess of P200,000.00) for Over P200,000.00</p> <p>Apartments/Townhouses  *P1,440.00 for P500,000.00 and below  *P2,160.00 for Over P500,000.00 to P2 Million  *P3,600.00 + (1/10 of 1% of cost in excess of P2 Million regardless of the number of floors) for Over P2 Million</p> <p>Dormitories  *P3,600.00 for P2 Million and below  *P3,600.00 + (1/10 of 1% of cost in excess of P2 Million regardless of the number of floors) for Over P2 Million</p> <p>Institutional  *P2,880.00 for Below P2 Million  *P 2,880.00 + (1/10 of 1% of cost in excess of P 2 million) for Over P2 Million</p> <p>Commercial, Industrial and Agro-Industrial</p>	<p>5 Minutes</p>	<p>Municipal Treasurer's Office</p> <p><i>Revenue Collection Clerk III/  Ticker Checker/Data Controller III</i>  Municipal Treasurer's Office</p>
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		<p>*P7,200.00 + (1/10 of 1% of cost in excess of P2 Million) for Over P2 Million</p> <p>University of the Philippines Law Center Legal Research Fee</p> <p>*1% of every fee charged but shall in no case be lower than P12.00</p>		
3. Claim the Locational Clearance at the Office of the Municipal Planning and Development Coordinator	1. Check the Official Receipt and record the transaction in the releasing logbook	None	5 Minutes	<i>Draftsman III/Planning Staff-Designate/ Administrative Aide I</i> Municipal Planning and Development Office
	2. Release the Clearance to the client	None	5 Minutes	<i>Draftsman III/Planning Staff-Designate/ Administrative Aide I</i> Municipal Planning and Development Office
4. Accomplish the Client Satisfaction Survey (CSS) and drop in the Feedback Box	1. Request the client to accomplish the Client Satisfaction Survey (CSS)	None	10 Minutes	<i>Planning Staff-Designate/ Administrative Aide III/ Administrative Aide I</i> Municipal Planning and Development Office
	<b>TOTAL</b>	<b>Single residential structure attached or detached = P288.00 or</b>	<b>23 Days, 1 Hour, and 10 Minutes</b>	

		<p><b>P576.00 or P720</b></p> <p><b>Apartments/Townhouses = P1,440.00 or P2,160.00 or P3,600.00 + (1/10 of 1% of excess of P2 Million</b></p> <p><b>Dormitories = P3,600.00 or P3,600.00 + (1/10 of 1% of excess of P2 Million)</b></p> <p><b>Institutional = P2,880.00 or P 2,880.00 + (1/10 of 1% of excess of P 2 Million)</b></p> <p><b>Commercial, Industrial and Agro-Industrial = P1,440.00 or P2,160.00 or P2,880.00 or P4,320.00 and P7,200.00 + (1/10 of 1% of excess of P2 million)</b></p> <p><b>Memorial Project = P720.00/ha + P1,500.00 per hectare</b></p> <p><b>Cemetery Project = P288.00/ha+ P1,500.00 per hectare</b></p>		
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		<p><b>Columbarium Project = P3,600.00 per hectare + P1,500.00 per hectare</b></p> <p><b>Special Uses/Special Projects = P7,200.00 or *P7,200.00 + (1/10 of 1% of excess of P2 Million)</b></p> <p><b>University of the Philippines Law Center Legal Research Fee = 1% of every fee charged but shall in no case be lower than P12.00</b></p>		
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