

## 6. Issuance of Zoning Certification

Zoning Certification is sought by applicants and individuals alike to inform property owners of the permissible land use in accordance with the approved Comprehensive Land Use Plan and Ordinance No. 109, s. 2019. This certification, obtained through the Municipal Planning and Development Coordinator's Office undergoes thorough evaluation processes.

<b>Office or Division:</b>	Municipal Planning and Development Office	
<b>Classification:</b>	Complex Transaction	
<b>Type of Transaction:</b>	G2C – Government to Client	
<b>Who may avail:</b>	Any person, natural or juridical being, that owns a partial of land who wishes to know the kind of activity, whether residential, Agricultural, commercial, industrial, institutional, forestry, open space, and other functional areas that can be established within the Municipality of Tagoloan.	
<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. One (1) copy of Lot Plan and Vicinity Map duly signed and sealed by a registered Geodetic Engineer (3 Copies)		Applicant / Geodetic Engineer
4. One (1) certified photocopy of Latest Real Property Tax Clearance (3 Copies)		Applicant / Municipal Treasurer's Office
<b>Representative</b>		
1. Authorization Letter (3 Copies)		Applicant / Attorney-at-Law Office
2. One (1) photocopy of Valid Identification Card (ID) (3 Copies)		
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		
5. One (1) copy of Lot Plan and Vicinity Map duly signed and sealed by a registered Geodetic Engineer (3 Copies)		Applicant / Geodetic Engineer		
6. One (1) certified photocopy of Latest Real Property Tax Clearance (3 Copies)		Applicant / Municipal Treasurer's Office		
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 II/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>Administrative Aide II/ Administrative Aide II/ Administrative Aide I</i> Municipal Planning and Development Office
	3. Review, assess, and evaluate the submitted documents as to the Comprehensive Land Use Plan (CLUP)	None	1 Day	<i>Municipal Planning and Development Coordinator/Administrative Aide II</i> Municipal Planning and Development Office
	4. Issue the Assessment and Order of Payment			

	5. Start processing the request	None	10 Minutes	<i>Administrative Aide II/ Administrative Aide III/ Administrative Aide I</i> Municipal Planning and Development Office
	6. Approved the Certification	None	10 Minutes	<i>Administrative Aide II/ Administrative Aide III/ Administrative Aide I</i> Municipal Planning and Development Office
		None	1 Day	<i>Municipal Planning and Development Coordinator</i> Municipal Planning and Development Office
2. Pay the required fees at the Municipal Treasurer's Office and secure Official Receipt	1. Accept the payment based on the Order of Payment	*P720.00 per hectare *P500.00 for below one (1) hectare	5 Minutes	<i>Revenue Collection Clerk III/ Ticker Checker/Data Controller III</i> Municipal Treasurer's Office
	2. Issue the Official Receipt		5 Minutes	<i>Revenue Collection Clerk III/ Ticker Checker/Data Controller III</i> Municipal Treasurer's Office

3. Claim the Site Zoning Certification 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>Administrative Aide II/ Administrative Aide III/ Administrative Aide I Municipal Planning and Development Office</i>
	2. Release the site zoning certificate to the client	None	5 Minutes	<i>Administrative Aide II/ Administrative Aide III/ Administrative Aide I Municipal Planning and Development Office</i>
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 Municipal Planning and Development Office</i>
	<b>TOTAL</b>	<b>P720.00 per hectare or P500.00</b>	<b>2 Days and 1 Hour</b>	