



**City Planning and Development Office**  
**External Services**



## 1. Locational Clearance / Zoning Certificate

The City Planning and Development Office (CPDO) Zoning Division is responsible for the issuance of Locational Clearance / Zoning Certificate upon application of building permit to all commercial, institutional, industrial, residential buildings and other structures prior to the start of the actual construction, renovation or expansion works to ensure that the applied use conforms to the city's Comprehensive Land Use Plan (CLUP) and Zoning Ordinance (ZO).

<b>Office Or Division:</b>	City Planning and Development Office
<b>Classification:</b>	Complex
<b>Type Of Transaction:</b>	G2C – Government to Transacting Public
<b>Who May Avail:</b>	Building Permit applicants
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Blue print or white print copy of Architectural Plans (i.e. Perspective, Floor Plan/s & Elevation Plan/s) signed and sealed by a licensed Architect / Civil Engineer with the conformity of the owner/applicant (5 sets)	Licensed Architect / Engineer
2. Blue print / white print copy of location plan duly signed and sealed by a Licensed Geodetic Engineer (not applicable to tenants/lessee) (5 sets)	Licensed Geodetic Engineer
3. Transfer Certificate of Title (1 Certified True Copy, 4 photocopies)	Registry of Deeds
4. Latest Real Property Tax receipt (1 photocopy)	City Treasurer's Office
5. Tax Declaration (1 Certified True Copy)	City Assessor's Office
6. Bill of Materials and Plan's Specification duly signed and sealed by a Licensed Civil Engineer or Architect (1 photocopy)	Licensed Architect / Civil Engineer
7. Barangay Clearance (for construction) (1 original copy)	Barangay Hall
8. Other Supporting Documents If applicant is not the property owner, 1 original copy of any of the following is required: 8.1. Special Power of Attorney 8.2. Notarized Affidavit of Lot Owner's Consent	Notary Public Notary Public



<p>8.3. Notarized Deed of Absolute Sale          8.4. Deed of Donation          8.5. Notarized Contract of Lease (with Affidavit of Lot Owner's Consent)          8.6. Contract to Sell (Lease (with Affidavit of Lot Owner's Consent)          8.7. Notice of Award / Offer Sheet          8.8. For corporations and other Juridical Entities, a Secretary's Certificate or Board Resolution authorizing the applicant as representative</p>	<p>Property Owner          Property Owner          Property Owner           Property Owner           Concerned Government Agency          Corporate Board</p>			
<p>9. Homeowner's Clearance (if applicable) (1 Copy)</p>	<p>Accredited Homeowner's Association</p>			
<p><b>CLIENT STEPS</b></p>	<p><b>AGENCY ACTION</b></p>	<p><b>FEES TO BE PAID</b></p>	<p><b>PROCESSING TIME</b></p>	<p><b>PERSON RESPONSIBLE</b></p>
	<p>1. Complete documents submitted by (OBO)</p> <p>1.1 Check for completeness and authenticity of the documents</p> <p>1.2 Sign the log book of the OBO</p> <p>1.3 Record at office log book</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Front Desk Staff</i>            CPDO</p>
	<p>2. Determine the documents'</p>	<p>None</p>	<p>45 Minutes</p>	<p><i>Zoning Officer II /</i>  <i>Comp. Opnr. IV</i>            CPDO</p>



	<p>conformity to the CLUP and Zoning Ordinance</p> <p>2.1 GIS plots for Land Use classification</p>			
	3. Stamping for signatories	None	10 Minutes	<i>Draftsman I</i> CPDO
1. Submit lacking document/s	<p>4. Ocular inspection is scheduled on the next working day.</p> <p>4.1 If additional documents are required, the documents are returned to the client through the OBO</p> <p><b>NOTE:</b> OBO will notify the clients</p>	None	1 Day	<i>Zoning Officer III</i> <i>Draftsman I</i> CPDO
	Database encoding and computation of fees as per HLURB Schedule of Fees	None	15 Minutes	<i>Draftsman I</i> CPDO



Pay the required fees at the City Treasurer's Office window	a. Residential Structure (single attached / detached):			Staff City Treasurer's Office
	P100,000 and below -	P228.00		
	P100,000 to P200,000	P576.00		
	Over P200,000	P720.00 (+ 1/10 of 1% in excess of P200,000)		
	b. Apartment / Townhouse:			
	P500,000 and below	P1,440.00		
P500,000 to P2 Million	P2,160.00			
	Over P2 Million	P3,600.00 (+ 1/10 of 1% of cost in excess of P2M regardless of the number of floors)		
	c. Dormitories:			
	P2 Million and below	P3,600.00		



	Over P2 Million	P3,600.00 (+ 1/10 of 1% of cost in excess of P2M regardless of the number of floors)		
	d. Institutional:  P2 Million and below  Over P2 Million	  P2,880.00  P3,660.00 (+ 1/10 of the amount in excess of P2M)		
	e. Commercial, Industrial, Agri-Industrial:  P100,000 and below  P100,000 to P500,000  P500,000 to P2Million  Over P2 Million –	  P1,440.00  P2160.00  P4,320.00  P7,200.00 (+1/10 of 1% in excess of P2M)		
	f. Special Uses/ Special Projects (gasoline station, cell site,			



	slaughterhouse, treatment plant, etc.):  P2 Million and below  Over P2 Million -	P7,200.00  P7,200.00 (+ 1/10 of 1% in excess of P2M)		
	6. Prepare Locational Clearance / Zoning Certificate	None	10 minutes	<i>Zoning Officer III</i> CPDO
	7. Review and approval of Locational Clearance / Zoning Certificate	None	10 minutes	<i>City Planning and Development Coordinator</i> CPDO
	8. Segregate and take one (1) set of complete document as file copy for office filing	None	25 minutes	<i>Draftsman I</i> CPDO
	9. Endorse the complete set of documents back to OBO  9.1. Give the office log book and let the OBO employee sign  9.1. Return the complete documents to OBO to continue the processing	None	5 minutes	<i>Front Desk Staff</i> CPDO
<b>TOTAL</b>		<b>(Variable)</b>	<b>1 day 2 hours and 5 minutes</b>	



## 2. Subdivision Permit (PD 957 and BP 220)

A Preliminary Subdivision Development Permit (PSDP) and Development Plan (DP) shall be secured for all residential, farm, industrial, memorial parks and cemetery projects before commencing any development works. This is a requirement to ensure that the proposed subdivision project conforms to the city's Comprehensive Land Use Plan (CLUP) and compliant to Presidential Decree 957 and Batas Pambansa Blg. 220.

<b>Office Or Division:</b>	City Planning and Development Office / Zoning Division
<b>Classification:</b>	Simple
<b>Type Of Transaction:</b>	G2C – Government to Transacting Public
<b>Who May Avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Application form (1 Copy)	City Planning and Development Office (CPDO) front desk
2. Transfer Certificate of Title (1 Original, 3 photocopies)	Registry of Deeds
3. Tax Declaration (1 Original, 3 Photocopies)	City Assessor's Office
4. Zoning Certification (1 Original, 3 Photocopies)	CPDO
5. Site Development Plan (1 original, 3 photocopies)	Licensed Civil Engineer
6. Topographic Plan (1 original, 3 photocopies)	Licensed Geodetic Engineer
7. Water Treatment Facility Details and Computation (1 original, 3 photocopies)	Licensed Civil Engineer / DENR
8. Water Treatment Facility Process Flow (1 original, 3 photocopies)	Licensed Civil Engineer
9. Drainage Plan and Blow-Up Drainage Outfall	Licensed Civil Engineer
10. Blow-Up Road Section Detail (1 original, 3 photocopies)	Licensed Civil Engineer
11. Parking Area Design (4 Copies)	Licensed Civil Engineer
12. Perimeter Fence Layout (4 Copies)	Licensed Civil Engineer
13. Environmental Compliance Certificate (ECC) (for Development Permit (DP) (4 Copies)	DENR



14. Certification Permit to Drill (for DP) (4 Copies)		ORWASA		
15. CDRRMO Certificate (for DP) (4 Copies)		CDRRMO		
16. Geo-Hazard Certification (DP) (4 Copies)		Mines and Geo-Sciences Bureau		
17. Earthquake Hazard Assessment (for DP) (4 copies)		PHILVOCS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1. Receive complete documents  1.2. Check for completeness and authenticity of the documents  1.3. Record at office log book	None	20 minutes	<i>Front Desk Staff</i> CPDO
	Conduct ocular inspection		1 day	<i>Zoning Officer III &amp; Draftsman I</i> CPDO
	Prepare the inspection result and the recommendation		20 minutes	<i>Zoning Officer III</i> CPDO
	Evaluate the requirements as to its compliance to PD 957 / BP 220		2 days	<i>Zoning Officer III</i> CPDO
	Endorse three sets of documents to the City Mayor's Office for checking and verification: - WTF Computation and Process Flow;		10 minutes	<i>Staff</i> City Mayor's Office



	<ul style="list-style-type: none"> <li>- Drainage Flow and Outfall; and</li> <li>- Parking Area Details and Design</li> </ul> <p>CMO submit the documents to SP for committee meeting and deliberation for the approval and issuance of SP Resolution</p> <p>SP endorses the documents back to CMO</p> <p>CMO forwards the documents back to CPDO</p>		-	<p><i>Staff</i> Sangguniang Panlungsod</p> <p><i>Staff</i> City Mayor's Office</p> <p><i>Front desk</i> CPDO</p>
	Prepare Order of Payment			<i>Draftsman I</i> CPDO
2. Pay the required fees at the City Treasurer's Office window (Make sure to secure Official Receipt upon payment)	<p>PSDP</p> <p>Development Permit</p>	<p>has. or a fraction thereof x P90.00 / ha.</p> <p>has. or a fraction thereof x P600.00/ha.</p>		<p><i>Staff</i> City Treasurer's Office</p>



	Inspection fee (PSDP & DP)	has. or a fraction thereof x P1,500.00/ha.		
3. Submit the OR to the CPDO	Get the Official Receipt and attach in the documents		30 minutes	<i>Zoning Officer III / Draftsman CPDO</i>
	Print out PSDP and DP Certificate, stamped for signatories and signed	None	30 minutes	<i>Zoning Officer III CPDO  City Planning &amp; Development Coordinator CPDO</i>
	Forward PSDP and DP to CMO for the Mayor's signature	None	10 minutes	<i>Staff City Mayor's Office</i>
	PSDP and DP back at CPDO for release to the client	None	5 minutes	<i>Draftsman CPDO</i>
3. Sign at office log book	Give the log book to the client	None		<i>Front desk CPDO</i>
4. Receive the documents	Release the documents to the client	None		
<b>TOTAL</b>		<b>(Variable)</b>	<b>3 days 2 hours and 5 minutes</b>	



### 3. Zoning Certification (Land Use Classification)

Zoning Certificate is issued to requesting parties for verification if the intended use of the property conforms to the city's Comprehensive Land Use Plan (CLUP) and Zoning Ordinance (ZO) and to ensure of its compliance.

<b>Office Or Division:</b>	City Planning and Development Office / Zoning Division			
<b>Classification:</b>	Simple			
<b>Type Of Transaction:</b>	G2C – Government to Transacting Public			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application form (1 Copy)		CPDO front desk		
2. Transfer Certificate of Title (1 photocopy)		Registry of Deeds		
3. Tax Declaration ( 1 photocopy)		City Assessor's Office		
4. Sketch Plan (1 photocopy)		Licensed Geodetic Engineer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the complete requirements	1. Receive complete documents  1.2. Check for completeness and authenticity of the documents  1.3. Record at office log book	None	5 minutes	<i>Front Desk Staff</i> CPDO
	2. Plot lot location in Geographic Information System (GIS) as to land use classification	None	20 minutes	<i>Computer Operator</i> IV CPDO



2. Pay the required fees at the City Treasurer's Office window (Make sure to secure Official Receipt upon payment)	3. Issue Order of Payment	P720.00 / ha.	5 minutes	<i>Draftsman I</i> CPDO
3. Return to CPDO and present the Official Receipt	4. Check Official Receipt 4.1 Prepare the Zoning Certification	None	15 minutes	<i>Draftsman I</i> CPDO
	5. Issuance of Zoning Certification	None	10 minutes	<i>Zoning Officer III</i>  & <i>City Planning &amp; Development Coordinator</i> CPDO
4. Sign at office log book	6. Give the log book 6.1 Issue the Zoning Certification to the client	None		<i>Front Desk Staff</i> CPDO
<b>TOTAL</b>		<b>P720.00 / ha.</b>	<b>55 minutes</b>	



#### 4. Request for Data

The City Planning and Development Office is the technical arm of the City Mayor's Office. It is mandated to consolidate various data submitted by different government offices and maintains data banking.

<b>Office Or Division:</b>	City Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type Of Transaction:</b>	G2C – Government to Transacting Public			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter (2 Copies)		Requesting Person		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request letter at front desk (2 Copies)	1. Letter stamped "received" at front desk	None	10 minutes <b>NOTE:</b> may take longer if through electronic mail)	Front Desk Staff CPDO
Wait for the requested document (may leave if agreed to be sent through electronic mail)	Record the letter at office log book			
	Letter forwarded to employee concerned			
	Take action			Employee concerned CPDO
Pay the appropriate fees		Printed – P10.00 Photocopied: Long – P5.00 / page Short – P3.00 / page		Staff City Treasurer's Office
Sign in the office log book	Give the office log book to the client	None	5 minutes	Front Desk Staff CPDO
Receive the requested document	Release the document			
<b>TOTAL</b>		<b>(Variable)</b>	<b>Minimum of 15 minutes</b>	



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<b>Office Or Division:</b>	City Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type Of Transaction:</b>	G2G – Government to Government			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request Letter (2 Copies)			Requesting Person	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit request letter at front desk (2 Copies)	Letter stamped "received" at front desk	None	10 minutes <b>NOTE:</b> may take longer if through electronic mail)	Front Desk Staff CPDO
Wait for the requested document (may leave if agreed to be sent through electronic mail)	Record the letter at office log book			
	Letter forwarded to employee concerned			
	Take action	None		Employee concerned
Sign in the office log book	Give the office log book to the client	None	5 minutes	Front Desk Staff CPDO
Receive the requested document	Release the document	None		
<b>TOTAL</b>		<b>NONE</b>	<b>15 minutes</b>	