



MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

➤ **Frontline Service No. 1: Securing Certificate of the Site Zoning Classification**

• **ABOUT THE SERVICE**

SITE ZONING Classification is requested for record and reference purposes. The Municipal Land Use Plan (CLUP) per Sangguniang Panlalawigan Ordinance No.4 Series of 2002 - 2002 -154. Bacth May 5, 2002.

• **REQUIREMENT(S)**

- Letter-request addressed to the Zoning Coordinator/ Municipal Planning Development Coordinator.
- Lot Plan with vicinity map drawn to scale signed by a Geodetic Engineer.
- Transfer Certificate of Title (TCT), Deed of Sale or Consent.
- Real Property Tax Declaration.
- Certificate of Real Property Tax Payment.
- Special Power of Attorney of land owner's authorized representative, if any

• **FEES**

- Certification Fee - P 100.00

• **HOW TO AVAIL OF THESE SERVICE**

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submission of Request Letter Submit letter-request together with the requirements.	2 minutes	LIMUEL K. BALISTOY Admin Aide I
2. Review and Verification MPDC Personnel do research, review and verification.	Average of 1-2 hours	WIVINA D. ANORA DRAFTSMAN
3. Issuance of Certificate Applicant receives the Certificate of Site Zoning Classification.	Maximum of 1 hour	JOSEPH R. ANANIA Zoning Administrator/Municipal Planning & Development Coor.

➤ **Frontline Service No. 2: Securing Zoning Clearance/ Location Clearance for Building Permit**

• **ABOUT THE SERVICE**

ALL ENTERPRISES and private persons constructing a new building or applying for expansion/ renovation are required to secure a zoning clearance upon application for building permit.

Thus should be done before the start of construction to ensure that the building / business is allowed to the chosen location per our Pilar Comprehensive Land Use Plan(CLUP).

• **REQUIREMENT(S)**

- Application form for Zoning Clearance/ Locational Clearance , duly notarized – 3 copies
- Building Plan duly signed by a Civil Engineer - 3 set
- Perspective duly signed by a Civil Engineer - 3 set
- Lot Plan - 3 copies

- Bill of materials - 3 copies
- Transfer Certificate of Title (TCT) or Deed of Sale - 3 copies
- Real Property Tax Declaration - 3 copies
- Certificate of Real Property Tax Payment - 3 copies
- Environmental Clearance Certificate (ECC), when applicable - 3 copies
- If lot is not owned:
 - o Contract of Lease - 3 copies
 - o Authorization to occupy Lot - 3 copies

FOR MANUFACTURING PROJECTS

1. Type of materials used;
2. Products manufactures or stored;
3. Average production output/ capacity per day/ week/ month;
4. Industrial wastes and plans for pollution control;
5. Description and flow of manufacturing processes;

FOR CELLSITES /COMMUNICATION FACILITIES

1. Barangay Resolution endorsing the project;
2. Sangguniang Bayan Resolution endorsing the project;
3. Conformity from adjoining neighbors/ residents or Neighborhood consent;
4. DOH Clearance;
5. ATO Clearance;
6. NTC – Provincial Authority;

FOR INDUSTRIAL PROJECTS ADDITIONAL REQUIREMENTS

1. Environmental Clearance Certificate (ECC)
2. Neighborhood Consent

• **FEES**

TYPE OF STRUCTURE/PROJECT COST	CLEARANCE FEE
A. Residential Single attached	
• P 100,000.00 and below	P 120.00
• Over P 100, 000.00	P 120.00 +1/10 of 1 excess of P 100, 000.00
B. Apartment	
• P 500,00.00 and below	P 600.00
• Over P 500,000.00	P 600.00 + 1/10 OF 1 % in excess of P 500,000.00 regardless of the number of doors
C. Dormitory	
• P 500,000.00 and below	P 600.00
• Over P 500,00.00	P 600.00 + 1/10 OF 1 % in excess of P 500,000.00 regardless of the number of rooms
D. Institutional	
• P 100,00.00 and below	P 480.00
• Over P. 1000,00.00	P 480.00 + 1/10 OF 1 % in excess of P 100, 00.00
E. Commercial , Institutional, Agro – Industrial	
• P 100,000.00 and below	P 1,200.00
• Over P100.000.00	P 1,200.00+ 1/10 OF 1 % in excess of P 100, 00.00
F. Special Use/Special Project	
• P 100,000.00 and below	P 1,200.00
• Over P100.000.00	P 1,200.00+ 1/10 OF 1 % in excess of P 100, 00.00
G. Alternation/Expansion(affected Areas/Cost of expansion only	Same as original

- **HOW TO AVAIL THE SERVICES**

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Assessment of fees Have your clearance fees assessed by a Zoning Official. Bring along your notarized application form.	30 minutes	WIVINA D. ANORA DRAFTSMAN
2. Payment of Fees Proceed to the Municipal Treasurer's Office ;pay the requisite fees; and secure an Official Receipt.	10 minutes	FORTUNATO C. CORCIEGA Municipal Treasurer
3. Submission of Requirements Present the Official Receipt to the MPDO and submit all requirements.	3 minutes	LIMUEL K. BALISTOY Admin Aide I WIVINA D. ANORA DRAFTSMAN
4. Review and Verification Officer in-charge reviews and verifies submitted requirements.	30 minutes	LIMUEL K. BALISTOY Admin Aide I WIVINA D. ANORA DRAFTSMAN
5. Preparation of Locational Clearance Officer-in-charge prepares, process and records Locatioal Clearance.	15 minutes	LIMUEL K. BALISTOY Admin Aide I WIVINA D. ANORA DRAFTSMAN
6. Approval of Locational Clearance Officer-in-charge secures the signature of the Zoning Administrator.	5 minutes	JOSEPH R. ANANIA Zoning Administrator/Municipal Planning & Development Coor.

➤ **Frontline Service No.3:Endorsing Application for Approval of a Simple Subdivision Project to the Honorable Sangguniang Bayan**

- **ABOUT THE SERVICE**

An endorsement from the MPDO for the approval of Simple Subdivision among Heirs of a certain lot. Parties or individual person intent to sub divide lots for the purpose of individual titling among heirs/ co-owners and for the individual sale of lots.

The Municipal's Land Use Plan (CLUP) per Sangguniang Panlalawigan Resolution No. 2004-362 dated May 31,2014.

- **REQUIREMENT(S)**

- Four (4) sets of subdivision Scheme Plan showing the proposed subdivision layout, lot frontage dimension, aggregate lot areas, etc.
- Four (4) sets of Vicinity Map/Location Plan, drawn to scale, showing the adjoining land use and circulation network as well as the existing

landmarks, facilities and utilities at least 100 meters from projects boundaries.

- Four (4) copies of land title (OCT/TCT) and Tax Declaration (Deed of Sale/ Memorandum of Agreement if the title is not registered in the name of the applicant) or photo copy.
- Four (4) pcs. Folder with fastener

- **FEES**

- **A. Subdivision Projects**

1. Approval of Subdivision Plan (including townhouses)
 - 1.1 Preliminary Approval and Location Clearance (PALC)
 - Preliminary Subdivision Developer Plan (PSDP)
 - ❖ Processing Fee ---- P250/ha. Or as fraction thereof
 - ❖ Inspection Fee ---- P 1,500/ha. Regardless of density
 - 1.2 Final Approval and Development Permit
 - ❖ Processing Fee ---- P 443/ha. Regardless of density
 - Additional Fee on Floor Area of housing component---- P3.00/sq.m.
 - ❖ Inspection Fee ---- P 1,500/ha. Regardless of Density
 - 1.3 Alteration of Plan (Affected area only) --- Same as Final Approval and Development Permit

- **HOW TO AVAIL OF THESE SERVICE**

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submission of Request Letter Submit letter-request together with the requirements.	5 minutes	WIVINA D. ANORA DRAFTSMAN
2. Review, Verification and Inspection MPDO and staff does research, review, verification and inspection	Depends upon the availability of the applicant for site inspection Max. of 4 hours	WIVINA D. ANORA DRAFTSMAN
3. Issuance of Endorsement to the Sangguniang Bayan	10 minutes	JOSEPH R. ANANIA Zoning Administrator/Municipal Planning & Development Coor.