

City Planning and Development Coordinator's Office

External Services



1. SECURING LOCATIONAL CLEARANCE / ZONING FOR BUILDING

The City Planning and Development Coordinator's Office (CPDCO) is responsible for the issuance of the Locational Clearance/Zoning Certificate for Building. All enterprises and private persons constructing a new building or applying for expansion/renovation are required to secure a Locational Clearance/Zoning Certificate upon application of a Building Permit. This should be done before the start of construction to ensure that the building/business is allowed in the chosen location as per the Comprehensive Land Use Plan (CLUP) of the City.

Office or Division:	City Planning and Development Coordinator's Office / City Hall Main Building, 2 nd floor			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Applicant / Office of the City Building Official (OCBO)			
CHECKLIST OF R		WHERE TO SECURE		
Unified Application Form for Building Permit		-Office of the City Building Official		
2. One set blueprint or whiteprint copy of Architectural Plans (i.e. Perspective, Floor Plan/s & Elevation Plan/s) signed & sealed by Architect/ Civil Engineer concerned with the conformity of the owner/ applicant		-Applicant / Architect / Engineers		
3. One blueprint / white plan duly signed and se geodetic engineer (not lessee)	aled by a registered	-Applicant / Geodetic Engineer		
4. Photocopy of Certified True Copy of Transfer Certificate of Title (TCT) from Register of Deeds (not applicable to tenants/ lessee)		-Register of Deeds		
5. Photocopy of any of the following Forms of Ownership/ Right-Over Land Documents: 5.1. Notarized Contract of Lease/ Award Notice/ Offer Sheet (if client is leasing the space) 5.2. Notarized Deed of Assignment/		-Property Owner / Notary public -Property Owner / Notary public		
Deed of Donation/ Usufruct 5.3. Notarized Deed of Absolute Sale		-Property Owner / Notary public		
or Contract to Sell 5.4. Notarized Contract of Sale 5.5. Notarized Authority to Construct 5.6. Notarized Affidavit of Heir		-Property Owner / Notary public -Property Owner / Notary public -Property Owner / Notary public		

5.7. Notarized Memorandum of	-Property Owner / Notary public
Agreement	Dranarty Owner / Natary public
5.8. Notarized Waiver of Rights5.9. Lease Proposal	-Property Owner / Notary public -Property Owner
•	-City Assessor's Office
6. Photocopy of Tax Declaration	, and the second
7. Photocopy of Bill of Materials	-Applicant / Architect / Engineers
duly signed and sealed by a registered	
Civil Engineer or Architect	
8. Barangay Clearance (for construction)	
o. Barangay olcarance (for construction)	-Office of the City Building Official
Other Supporting Documents	
9. If the applicant is not the registered	
owner, any of the following will be	
required:	
9.1. Special Power of Attorney	-Applicant / Attorney
9.2. Notarized Authorization Letter	-Property Owner / Notary Public -Corporation / Company
9.3. Secretary's Certificate or Board	Corporation / Company
Resolution authorizing the applicant as	
representative.	
10. Neighbors consent, minimum	
of 4 periphery units/ Homeowner's	
Clearance/ Certification if within approved residential subdivision	-Applicant / Accredited Homeowners Association
11. Traffic Impact Assessment (if	
building floor area is more than 5000	-Transport Planner
square meters)	·
12. For locations requiring land	Osas associates Bankun associ
reclassification – Sangguniang Panlungsod Resolution/ Ordinance (on	-Sangguniang Panlungsod
the approved reclassification)	
13. Additional requirements for Base Stations	
and other Telecommunications	
Infrastructure: 13.1. Homeowner's Association Consent or	-National Telecommunication Commission
Certification:	- Inational Telecommunication Commission
a. For locations with a registered	
Homeowner's Association, a	
Homeowner's Consent shall be required	
for Passive Telecommunications Tower	
Infrastructure that are to be located within	
residential communities.	
b. For locations without a registered	-Property Owner
Homeowner's Association, the applicant	
shall be required to submit a	
Certification that there is no existing duly registered homeowner's association	
in the proposed project site.	
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c. Undertaking (not a prerequisite to the issuance of the certification, clearance, or permit) that they will conduct social preparation or will endeavor to educate the affected homeowners, households or families as to their health and safety protocols.

-Applicant

- 13.2. Height Clearance Permit or Validated Affidavit of Undertaking, whichever is applicable:
- a. If located within CAAP Critical Area (as verified in CAAP website), a Height
 Clearance Permit (HCP) from the Civil
 Aviation Authority of the Philippines
 (CAAP) is required for all proposed PTTIs
 that are fifty (50) meters or higher above
 the elevation of the ground
- b. If located outside CAAP Critical Area or tower height is below fifty (50) meters, there is no need to require a Height Clearance Permit (HCP) from the CAAP. Instead, applicant is only required to submit an **Affidavit of Undertaking** (AOU) certified by a Geodetic Engineer.

- Civil Aviation Authority of the Philippines (CAAP)

- Geodetic Engineer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Office of the City Building Official shall conduct site inspection with the Joint Inspection Team	Conduct site inspection with Joint Inspection Team	None	8 hours (Simple, Complex Application) 16 hours (Highly Technical Application)	Zoning Officer III/ Zoning Inspector II/ Project Development Officer II
Submit properly accomplished Unified Application Form & documentary requirements	2.1. Receive the application form Check the completeness & authenticity of the requirements	None		Zoning Officer III/Zoning Inspector II/ Project Development Officer II/ Draftsman III/Administrative Assistant II/Aide
				(CPDCO)

2.2. Determine if client conform to Approved Subdivision Plan with Development Permit; Comprehensive Land Use Plan & (CLUP) Zoning Ordinance (ZO)	None	1.5 hours (Simple Application) 3 hours (Complex Application) 9 hours (Highly Technical Application)	Zoning Officer III/Zoning Inspector II/ Project Development Officer II/ Draftsman III/Administrative Assistant II/Aide (CPDCO)
2.3. If requirements conform to the CLUP & in accordance with the Compatibility Matrix; record information	None		Zoning Officer III/Zoning Inspector II/ Project Development Officer II/ Draftsman III/Administrative Assistant II/Aide (CPDCO)
2.4. Compute applicable fees including applicable penalty, if any.	fees as per: Art. 31, Sec. 125-128 of the 2017 Revenue	10 minutes (Simple Application) 20 minutes (Complex Application) 60 minutes (Highly Technical	Zoning Officer III/Zoning Inspector II/ Project Development Officer II/ Draftsman III/Administrative Assistant II/Aide (CPDCO) Zoning Officer III/Zoning Inspector II/ Project
2.5. Record, encode and prepare Zoning Certificate/ Locational Clearance.	None	15 minutes (Simple Application) 30 minutes (Complex Application) 90 minutes (Highly Technical Application)	Development Officer II/ Draftsman III/Administrative Assistant II/Aide (CPDCO)
2.6. Review & approve Zoning Certificate / Locational Clearance	None	2 hours (Simple Application) 4 hours (Complex Application) 12 hours (Highly Technical Application)	Department Head/ Architect IV/Zoning Officer III(CPDCO)

3. Receive Zoning Certificate / Locational Clearance	3. Release Zoning Certificate / Locational Clearance	None	5 minutes (Simple Application) 10 minutes (Complex Application) 30 minutes (Highly Technical Application)	Zoning Officer III/Zoning Inspector II/ Project Development Officer II/ Draftsman III /Administrative Assistant II/Aide (CPDCO)
тоти	AL	None	1.5 working days (Simple Application) 2 working days(Complex Application) 5 working days (Highly Technical Application)	

Based on Art. 31, Sec. 125 to 128 of the 2017 Revenue and Market Code

I. ZONING/LOCATIONAL CLEARANCE	I. ZONING/LOCATIONAL CLEARANCE			
A. Residential Structure (single attached or	detached)			
1. P 100,000 and below	P 288.00			
2. Over P100,000 to P 200,000	P 576.00			
3. Over P 200,000	P 720.00 + (1/10 of 1%			
	excess of P 200,000.00)			
B. Apartments/Townhouses				
1. P500,000 and below	P 1,440.00			
2. Over P 500,000 to P 2 Million	P 2,160.00			
3. Over P 2 Million	P 3,600.00 + (1/10 of 1% of cost in			
	excess of P2 Million regardless of the			
	number of floors)			
C. Dormitories				
Project Cost of P 2 Million and below	P 3,600.00			
Project Cost of Over P 2 Million	P 3,600.00 + (1/10 of 1% of cost in			
-	excess of P2 Million regardless of the			
	number of doors)			
D. Institutional				
 P 2 Million and below 	P 2,880.00			
2. Over P 2 Million	P 2,880.00 + (1/10 of 1% of cost in			
	excess of P 2 Million)			

E. Commercial, Industrial, Agro-Industria	al
1. P 100,000 and below	P 1,440.00
2. Over P100,000 to P 500,000	P 2,160.00
3. Over P 500,000 – P 1 Million	P2,880.00
4. Over P 1 Million – P 2 Million	P 4,320.00
5. Over P 2 Million	P 7,200.00 + (1/10 of 1% of cost in
	excess of P 2 Million)
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F. Special Uses/ Special Projects (gasoline station, cell sites, slaughterhouse, treatment plant, etc.)			
	P 2 Million and below Over P 2 Million	P 7,200.00 P 7,200.00 + (1/10 of 1% in excess of P 2 Million)	



2. SECURING ZONING CERTIFICATE FOR BUSINESS PERMIT

The City Planning and Development Coordinator's Office (CPDCO) is responsible for the issuance of the Zoning Certificate. Business establishments are required to secure a Zoning Certificate upon application of a Business Permit to ensure that the proposed utilization of the lot is in accordance with the City Land Use Plan (CLUP) and other relevant zoning and land use ordinances.

Office or Division:	City Planning and Development Coordinator's Office / City Hall Main Building, 2 nd				
	floor				
Classification:	Simple				
Type of Transaction:	G2G – Government to Government				
Who may avail:	Applicant / BLPD				
CHECKLIST OF RE	•	WHERE TO SECURE			
Application Form form form form form form form form f	or Business	Business License and Permit Division			
2. Tax Declaration (p		Applicant / City Assessor's Office			
3. Applicable Forms of O	• `				
photocopy): whichever is		D : ((D)			
3.1. Owners duplicate c	opy (TCT)	-Registry of Deeds			
3.2. Contract of Lease		-Building / Property Owner, Notary public			
(duly notarized)	l 4	-Notary Public			
3.3. Contract to Sell (du 3.4. Deed of Absolute S		-Notary Public			
(duly notarized)	oale	-Notary Fublic			
3.5. Deed of Donation a	ind/or	-Notary Public			
Special Power of					
(duly notarized)	Attorney				
3.6. Authorization letter		-Building / Property Owner			
(notarized) and/or	Notice				
of Award/ Certific					
3.7. Sworn Statement a	s Heir of	-Building / Property Owner			
the Property (duly	notarized)				
3.8. LHSD Certification	– if within	-Local Housing Settlement Division			
Northville Subdi					
3.9. NHA Certification – if within San		Note that is a second of			
Fernando Heights, Bulaon Resettlement,		-National Housing Authority			
and San Fernando Ville (AFP-PNP Ville)		Duilding / Daggarate Occurs			
3.10. Lease Proposal	/ L L N L (-Building / Property Owner			
3.11. Certificate of Leas	se (duly Notarized)	-Building / Property Owner, Notary public			

4. OTHER SUPPORTING DOCUMENTS: 4.1. Neighborhood's Consent, minimum of 4 periphery units (if no Homeowner's Association) / Homeowner's Clearance or Certification (if within approved residential subdivision) / Developer's Consent (for newly developed subdivisions)	-Applicant / Accredited Homeowners Association / Subdivision Developer
4.2. CMOD Clearance – if within New Public Market / Market Plaza (Stamped application with stall number)	-City Market Operations Division (CMOD)
5. Additional requirements for business applications with amendments:	
5.1. Amendments in Ownership: 5.1.a. Change in Marital Status: Marriage Certificate (photocopy) 5.1.b. Transfer of Ownership thru	-Applicant / PSA
Consanguinity / Affinity (whichever is applicable / duly notarized): Updated Lease Proposal (no need to be notarized), Updated Contract of Lease, Updated Certificate of Lease, Updated Contract to Sell, Updated Deed of Absolute Sale, Updated Deed of Donation, Updated Special Power of Attorney, Updated Authorization Letter, Updated Notice of Award, Sworn Statement as Heir of Property, CMOD Clearance (Public Markets), Neighbors Consent – 4 units or Homeowner's Clearance (if within registered	-Applicant / Notary Public
subdivisions), LHSD Certification (within Northville Subdivision) or NHA Certification (San Fernando Heights, Bulaon Resettlement, San Fernando Ville)	- Applicant / Accredited Homeowners Association
5.2. Amendments in Business Name: photocopy of Updated Barangay Business Clearance	-Business License and Permit Division
5.3. Amendments in Location and / or Type of Business Operation and / or Expansion of Services: same requirements for New Business Applications	-Business License and Permit Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure and submit properly accomplished application form: Zoning Certificate for Business & Documentary requirements	Receive the application Check the completeness & authenticity of the requirements	None		Architect IV/Zoning Officer III/Zoning Inspector II/ Project Development Officer II/ Planning Officer/Draftsman III/Administrative Assistant II/Aide (CPDCO)
2. Wait while the staff evaluates the application and accomplish the routing slip	I. Determine conformity to the Compatibility Matrix &/or Comprehensive Land Use Plan (CLUP) I. Record & encode pertinent information in logbook for the proper documentation of application. I. Review & approve the application (if it is in compliance to existing & applicable laws & ordinances)	None	9 minutes	Architect IV/Zoning Officer III/Zoning Inspector II/ Project Development Officer II/ Planning Officer/Draftsman III/Administrative Assistant II/Aide (CPDCO) Department Head/ Architect IV/ Zoning Officer III (CPDCO)
3. Sign the logbook and receive the accomplished routing slip.	3. Release the accomplished routing slip. File the Zoning certificate for Business	None		Architect IV/Zoning Officer III/Zoning Inspector II/ Project Development Officer II/ Planning Officer/ Draftsman III/Administrative Assistant II/Aide (CPDCO)
	TOTAL:	None	9 minutes	

3. SECURING ZONING CERTIFICATE FOR LAND



The City Planning and Development Coordinator's Office (CPDCO) is responsible for the issuance of the Zoning Certificate for Land. Site zoning is requested by a taxpayer and/or any individual to enable the property owner to determine whether the use of the parcel of land is in accordance with the approved Comprehensive Land Use Plan and Zoning Ordinance.

Office or Division:	City Planning and De	evelopment Co	oordinator's Office	/ City Hall Main Building
	City Planning and Development Coordinator's Office / City Hall Main Building, 2 nd floor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF RI	EQUIREMENTS		WHERE TO SE	ECURE
Health Declaration Formula		Guard Post	(Entrance)	
2. One (1) copy of location and sealed by a registered		Applicant / G	Geodetic Engineer	
3. One (1) photocopy of		Applicant / R	Registry of Deeds	
4. One (1) photocopy of			city Assessor's Off	ice
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit properly filled-out Health Declaration Form and the documentary requirements	Receive & check the completeness & authenticity of the requirements	None	15 minutes	Architect IV / Zoning Officer III / Zoning Inspector II / Project Development Officer II / Planning Officer / Draftsman II / Administrative Assistant II / Aide (CPDCO)
Wait while the staff evaluates the use of the parcel of land	2. Evaluate the use of the parcel of land using the Comprehensive Land Use Plan (CLUP) Matrix & the Zoning Ordinance (ZO)	None	60 minutes	Architect IV / Zoning Officer III / Zoning Inspector II / Project Development Officer II / Planning Officer / Draftsman II / Administrative Assistant II / Aide (CPDCO)
Receive the Order of Payment	3. Compute based on the schedule of fees: Zoning Certificate for Land and Prepare the Order of Payment	Based on; Art. 31, Sec. 125- 128 of the 2017 Revenue and Market Code	10 minutes	Architect IV / Zoning Officer III / Zoning Inspector II / Project Development Officer II / Planning Officer / Draftsman II / Administrative Assistant II / Aide (CPDCO)

4. Pay corresponding fee to the City Treasurer's Office (CTO)	4. Instruct client to pay corresponding fee to the City Treasurer's Office (CTO)	Based on; Art. 31, Sec. 125-128 of the 2017 Revenue and Market Code	1 minute	CTO Staff (City Treasurer's Office)
5. Submit copy of Official Receipt	5. Receive copy of proof of payment	None	1 minute	Architect IV / Zoning Officer III / Zoning Inspector II / Project Development Officer II / Planning Officer / Draftsman II / Administrative Assistant II / Aide (CPDCO)
6. Wait while the certificate is prepared	6.1. Prepare & record Zoning Certificate for Land	None	30 minutes	Architect IV / Zoning Officer III / Zoning Inspector II / Project Development Officer II / Planning Officer / Draftsman II / Administrative Assistant II / Aide (CPDCO) Department Head
	6.2 Review & Approve Zoning Certificate for Land	None	20 minutes	(CPDCO)
7. Receive Zoning Certificate for Land	7. Release Zoning Certificate for Land	None	15 minutes	Architect IV / Zoning Officer III / Zoning Inspector II / Project Development Officer II / Planning Officer / Draftsman II / Administrative Assistant II / Aide (CPDCO)
TOTAL:			2 hours and 32 minutes	