



City Planning and Development Coordinator's Office

External Services

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

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

E. Commercial, Industrial, Agro-Industrial	
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)

F. Special Uses/ Special Projects (gasoline station, cell sites, slaughterhouse, treatment plant, etc.)	
1. P 2 Million and below	P 7,200.00
2. Over P 2 Million	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 REQUIREMENTS		WHERE TO SECURE
1. Application Form for Business		Business License and Permit Division
2. Tax Declaration (photocopy)		Applicant / City Assessor's Office
3. Applicable Forms of Ownership (1 photocopy): whichever is applicable		
3.1. Owners duplicate copy (TCT)		-Registry of Deeds
3.2. Contract of Lease (duly notarized)		-Building / Property Owner, Notary public
3.3. Contract to Sell (duly notarized)		-Notary Public
3.4. Deed of Absolute Sale (duly notarized)		-Notary Public
3.5. Deed of Donation and/or Special Power of Attorney (duly notarized)		-Notary Public
3.6. Authorization letter (notarized) and/or Notice of Award/ Certification		-Building / Property Owner
3.7. Sworn Statement as Heir of the Property (duly notarized)		-Building / Property Owner
3.8. LHSD Certification – if within Northville Subdivision		-Local Housing Settlement Division
3.9. NHA Certification – if within San Fernando Heights, Bulaon Resettlement, and San Fernando Ville (AFP-PNP Ville)		-National Housing Authority
3.10. Lease Proposal		-Building / Property Owner
3.11. Certificate of Lease (duly Notarized)		-Building / Property Owner, Notary public

<p>4. OTHER SUPPORTING DOCUMENTS:</p> <p>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)</p> <p>4.2. CMOD Clearance – if within New Public Market / Market Plaza (Stamped application with stall number)</p>	<p>-Applicant / Accredited Homeowners Association / Subdivision Developer</p> <p>-City Market Operations Division (CMOD)</p>
<p>5. Additional requirements for business applications with amendments:</p> <p>5.1. Amendments in Ownership:</p> <p>5.1.a. Change in Marital Status: Marriage Certificate (photocopy)</p> <p>5.1.b. Transfer of Ownership thru 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 subdivisions), LHSD Certification (within Northville Subdivision) or NHA Certification (San Fernando Heights, Bulaon Resettlement, San Fernando Ville)</p> <p>5.2. Amendments in Business Name: photocopy of Updated Barangay Business Clearance</p> <p>5.3. Amendments in Location and / or Type of Business Operation and / or Expansion of Services: same requirements for New Business Applications</p>	<p>-Applicant / PSA</p> <p>-Applicant / Notary Public</p> <p>-CMOD</p> <p>- Applicant / Accredited Homeowners Association</p> <p>-Business License and Permit Division</p> <p>-Business License and Permit Division</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and submit properly accomplished application form: Zoning Certificate for Business & Documentary requirements	1. Receive the application Check the completeness & authenticity of the requirements	None	9 minutes	<i>Architect IV/Zoning Officer III/Zoning Inspector II/ Project Development Officer II/ Planning Officer/Draftsman III/Administrative Assistant II/Aide (CPDCO)</i>
2. Wait while the staff evaluates the application and accomplish the routing slip	1. Determine conformity to the Compatibility Matrix &/or Comprehensive Land Use Plan (CLUP) 2. Record & encode pertinent information in logbook for the proper documentation of application. 2.3. Review & approve the application (if it is in compliance to existing & applicable laws & ordinances)	None		<i>Architect IV/Zoning Officer III/Zoning Inspector II/ Project Development Officer II/ Planning Officer/Draftsman III/Administrative Assistant II/Aide (CPDCO)</i> <i>Department Head/ Architect IV/ Zoning Officer III (CPDCO)</i>
3. Sign the logbook and receive the accomplished routing slip.	3. Release the accomplished routing slip. File the Zoning certificate for Business	None		<i>Architect IV/Zoning Officer III/Zoning Inspector II/ Project Development Officer II/ Planning Officer/ Draftsman III/Administrative Assistant II/Aide (CPDCO)</i>
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 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 REQUIREMENTS		WHERE TO SECURE		
1. Health Declaration Form		Guard Post (Entrance)		
2. One (1) copy of location plan duly signed and sealed by a registered Geodetic Engineer		Applicant / Geodetic Engineer		
3. One (1) photocopy of Title		Applicant / Registry of Deeds		
4. One (1) photocopy of Tax Declaration		Applicant / City Assessor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit properly filled-out Health Declaration Form and the documentary requirements	1. 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)
2. 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)
3. 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	<i>CTO Staff</i> (City Treasurer's Office)
5. Submit copy of Official Receipt	5. Receive copy of proof of payment	None	1 minute	<i>Architect IV / Zoning Officer III / Zoning Inspector II / Project Development Officer II / Planning Officer / Draftsman II / Administrative Assistant II / Aide</i> (CPDCO)
6. Wait while the certificate is prepared	6.1. Prepare & record Zoning Certificate for Land	None	30 minutes	<i>Architect IV / Zoning Officer III / Zoning Inspector II / Project Development Officer II / Planning Officer / Draftsman II / Administrative Assistant II / Aide</i> (CPDCO) <i>Department Head</i> (CPDCO)
	6.2 Review & Approve Zoning Certificate for Land	None	20 minutes	
7. Receive Zoning Certificate for Land	7. Release Zoning Certificate for Land	None	15 minutes	<i>Architect IV / Zoning Officer III / Zoning Inspector II / Project Development Officer II / Planning Officer / Draftsman II / Administrative Assistant II / Aide</i> (CPDCO)
TOTAL:			2 hours and 32 minutes	