

## CPDO Citizens' Charter

### **ISSUANCE OF ZONING CERTIFICATION**

A zoning certificate is a requirement in applications for Land Use classifications in connection with Land Use Conversion.

Requirements: Proof of ownership/developers; enterprises/business owners

Frontline Personnel: Ricardo Arjona  
Antonio Cabais  
Ricardo Ace Magayanes  
Aida Bornasal

Client/s: Property owners/developers; enterprises/ business Owners

Schedule: Monday to Friday, 8:00 AM to 5:00 PM

Fee: Zoning Certification

Duration: 1 hour and 22 minutes

## ISSUANCE OF ZONING CERTIFICATION

### HOW TO AVAIL OF THE SERVICE

STEP	CLIENT ACTION	LGU ACTION	OFFICE OR UNIT & PERSON RESPONSIBLE	LOCATION OF SERVICE	DURATION OF SERVICE
1	Letter request together with the requirements	<p>Check if the application form is properly/completely filled out and requirements are complete</p> <p>Verify with approved existing Land Used map/database and/or</p> <p>conduct site inspection</p> <p>Assessment of fees</p> <p>Prepare order of payment</p>	<p>1. Ricardo Arjona</p> <p>2. Antonio Cabais</p> <p>3. Ricardo Ace Magayanes</p> <p>4. Aida Bornasal</p>	CPDO Office 4 <sup>th</sup> floor, City Hall Annex Bldg.	<p>10 mins.</p> <p>3 mins.</p> <p>1 hour</p> <p>3 mins.</p> <p>1 min.</p>
2	Claim the order of payment and pay the required fees	Received payment and issue OR	Cashier	City Treasurer's Office	
3	Present the Official Receipt, sign logbook and claim the Zoning Certificate	Receive the OR, encode data in the computer and release the Zoning Certificate	<p>1. Antonio Cabais</p> <p>2. Ricardo Ace Magayanes</p>	CPDO Office	5 mins.

## ISSUANCE OF LOCATIONAL CLEARANCE

All Applications for building permit must be cleared and evaluated by the CPDO to ensure that their chosen location conforms to the Zoning Ordinances.

Requirement/s:

1. Completely/properly filled out application form duly notarized;
2. Site development Plan/Floor Plan signed by a licensed architect/engineer drawn to a scale from 1:100 to 1:1000;
3. Vicinity map showing the existing land uses within the prescribed radius from the lot boundary of the project site;
4. Proof of ownership or right over land in any of the following: TCT, Deed of Sale or if the property is not owned contract of lease, or Authorization/Consent from land owner duly notarized;
5. Bill of materials and cost estimates (including equipments);
6. Locational Clearance fee based on the latest rates fixed/approved by the HLURB;
7. Barangay Business Clearance;
8. Authorization of the representative from the owner to file locational clearance;
9. For industrial and agro-industrial projects
  - a. Description of industry
  - b. Flow chart of manufacturing process
  - c. Manpower capacity and volume of work
  - d. Environmental Compliance Certificate (ECC)//Certificate of Non-coverage (CNC) from the DENR, if required
  - e. SB resolution endorsing the project (if required)
  - f. Affidavit of non-objection from adjoining lot owners (if required)
  - g. Barangay Resolution endorsing the project (if required)

*Above documents must be properly compiled in **along brown envelope***

Schedule: Monday to Friday, 8:00 AM to 5:00 PM

## LATEST RATES FIXED BY HLURB

Name of Fee	Fee
<b>Zoning/Locational Clearance</b>	
<b>A. Single Residential structure attached or detached</b>	
a. P100,000.00 and below	- P288.00
b. Over P100,000 to P200,000	- P576.00
c. Over P200,000.00	- P720+1/10 of 1% of P200,000.00
<b>B. Apartments/Townhouses</b>	
a. P500,00 and below	- P1,440.00
b. Over P500,000 to 2 million	- P2,160.00
c. Over 2 million	- P3,600+1/10 of 1% of cost in excess of P2M regardless of the number of doors
<b>C. Dormitories</b>	
a. P2 million and below	- P3,600
b. Over P2 million	- P3,600+1/10 of 1% of cost in excess of P2M regardless of the number of doors
<b>D. Institutional</b>	
Project cost of which is:	
a. Below P2 million	- P2,880
b. Over P2 million	- P2,880+1/10 of 1% of cost in excess of P2 million
<b>E. Commercial/Industrial and Agro-industrial</b>	
Project Cost of which is:	
a. Below P100,000	- P1,440
b. Over P100,000 – P500,000	- P2,160
c. Over P500,000 – P1 million	- P2,880
d. Over P1m-P2m	- P4,320
e. Over 2m	- P7,200+1/10 of 1% cost in excess of P2m
<b>F. Special uses/special projects</b>	
(Gasoline station, ceel sites, slaughter house, treatment plant, etc.)	
a. Below P2 million	- P7,200
b. Over P2 million	- P7,200+1/10 of 1% cost in excess of P2m
<b>G. Alteration /Expansion affected areas/cost only – same as original application</b>	

## Subdivision and condominium projects (under P.D. 957)

### 1. Approval of Subdivision Plan (including townhouses)

#### a. Preliminary Approval and Locational Clearance (PALC)

- Processing fee - P360/Ha. Or fraction thereof
- Inspection fee - P1,500/Ha. Regardless of density

#### b. Final approval and development permit

- Processing Fee - P2,880/Ha. Or fraction thereof
- Additional fee on floor area housing component – P3.00/sq.m.
- Inspection fee - P1,500/Ha. Regardless of density

#### c. Alteration of Plan (affected areas only) - same as final approval and dev't permit

#### d. Certificate of registration processing fee - P2,800.00

#### e. License to sell (per saleable lot) - P150.00

- Processing fee - P216/saleable lot
- Additional fee on floor area of housing component – P14.40/sq.m.
- Inspection fee - P1,500/Ha. Regardless of density

**Duration:** 1 hour and 35 mins.

## ISSUANCE OF LOCATIONAL CLEARANCE

### HOW TO AVAIL OF THE SERVICE

STEP	CLIENT ACTION	LGU ACTION	OFFICE OR UNIT & PERSON RESPONSIBLE	LOCATION OF SERVICE	DURATION OF SERVICE
1	Present filled out business/locational clearance application and requirements	Receive the documents for processing; Check/verify the location of the business/building against the land use plan; Assessment of fees Issue order of payment	Ricardo Arjona Antonio Cabais Ricardo Ace Magayanes Aida Bornasal	CPDO Office 4 <sup>th</sup> floor, City Hall Annex Bldg.	1 hour
2	Pay the required fees	Receive payment and issue OR	City treasurer's office	g/f old City Hall Bldg.	
3	Present the OR as proof of payment	Record/encode payment (amount/date/serial number of the OR)  Prepare, print and sign the Locational Clearance  Send the LC to Mayor's Office	Frontline personnel  Eng. Noel Bonaobra, EnP.  City Mayor	CPDO Office   2/f City Hall Bldg.	30 mins.
4	Sign logbook and receive the Locational Clearance	Let client sign the logbook and release the LC	Frontline personnel	CPDO Office	5 mins.