Republic of the Philippines
Province of Albay CITY OF

CITY PLANNING AND DEVELOPMENT OFFICE (CPDO)

NAME OF OFFICE: **CITY PLANNING AND DEVELOPMENT OFFICE**

OFFICE ADDRESS: **4th Floor City Hall Annex, Tabaco City**

CONTACT NO.: **487-5063 local 4005**

EMAIL ADDRESS: **tabacocity_cpdo@yahoo.com/ tabacocity.cpdo@gmail.com**

OFFICE DEPARTMENT HEAD: **Engr./ EnP. MYLA B. BRONCANO**

OFFICE HOURS: **Monday to Friday, 8:00 AM to 5:00 PM**

FUNCTIONS OF THE OFFICE:

The City Planning and Development Office shall:

- Formulate integrated economic, social, physical and other development objectives and policies;
- Conduct continuing studies, researches, training programs;
- Integrate and coordinate all sectoral plans and studies undertaken by the different council or functional groups;
- Monitor and evaluate the implementation of the different development programs, projects and activities in the city in accordance with the approved development plan;
- Prepare comprehensive plans and other development planning documents;
- Promote people participation in development planning within the local government unit;
- Performs land use zoning permit inspections based on approved plans to ensure compliance with zoning codes and regulations.

The City Planning and Development office is responsive to multifarious tasks assigned to it has the following salient frontline services offered;

- Issuance of Zoning Certificate
- Issuance of Locational Clearance
- Issuance of Zoning Certificate for Business and Special Permits

FRONTLINE SERVICES	STEP-BY-STEP PROCEDURE	OFFICER/EMPLOYEE RESPONSIBLE	MAXIMUM TIME OF TRANSACTION	DOCUMENTS TO BE PRESENTED BY CLIENT
A. Request of Data/ Information	Client is required to register at the visitors logbook and present Letter of Intent (LOI) with stamped received from mayor's office.	a) Christina B. Quilingan b) Jeanmae B. Reyes c) Joeann B. Cleofas	3 minutes	Approved letter request
	Letter of Intent (LOI) sent or endorsed to the Data Protection Officer. Assist and provide the data needed to researchers	*Data Information/ Statistics:* a) Engr. Brian Kevin B. Bruselas b) Ma. Concepcion Cedro c) Ar. Mariecar D. Manzano *Maps:* a) Antonio B. Cabais b) Paul Victoriano C. Ocampo c) Jefferson B. Ricalde	30 minutes	Provide USB or email address for research data/documents. Present valid Gov't. ID or Student ID
	Return of borrowed documents at the CPDO before 5:00PM	a) Christina B. Quilingan b) Jeanmae B. Reyes c) Joeann B. Cleofas	20 minutes	Borrowed documents
B. BUSINESS PERMIT APPLICATION	Receive documents and check for completeness of requirements and duly filled out application forms	a) Christina B. Quilingan b) Jeanmae B. Reyes c) Joeann B. Cleofas	2 minutes	a) Occupancy Permit b) Picture of establishment
	Verify with existing database or conduct site inspection of actual location	a) Christina B. Quilingan b) Rizalito G. Bien c) Jefferson B. Ricalde	3 minutes to 1 day	
	Release/ approved Business Application		2 minutes	
C. ISSUANCE OF ZONING CERTIFICATION	Verify with existing database or conduct site inspection of actual location	a) Rizalito G. Bien b) Elvi B. Brutas c) Antonio B. Cabais d) Ar. Mariecar D. Manzano	- 5 minutes if site is found in the existing data base - 2 to 3 days if scheduled for actu-al site inspection	1. Proof of Ownership Transfer Certificate of Title (TCT) or if not owned Authority or consent from the owner 2. Current Real Property Tax Receipt 3. Tax Declaration 4. Lot Survey
	Issue order of payment if application for zoning certification is in order	a) Rizalito G. Bien b) Elvi B. Brutas c) Antonio B. Cabais d) Ar. Mariecar D. Manzano	5 minutes	
	Receive/record official receipt and issue Zoning Certificate	a) Rizalito G. Bien b) Elvi B. Brutas c) Antonio B. Cabais d) Ar. Mariecar D. Manzano e) Christina B. Quilingan	5 minutes	
D. ISSUANCE OF LOCATIONAL CLEARANCE	Receive documents and check for completeness of requirements and duly filled out application forms	a) Rizalito G. Bien b) Elvi B. Brutas c) Antonio B. Cabais d) Ar. Mariecar D. Manzano	5 minutes (verification of com-pleteness of documentary re-quirements)	1. Application form duly notarized 2. 1 Complete set of plan duly signed and sealed by Professional Civil Engineer/ Architect/ Geodetic Engineer/ Electrical Engineer/ Master Plumber 3. Transfer Certificate of Title (TCT) blue copy 4. Current Real Property Tax Receipt 5. Tax Declaration 6. Survey Plan/ Lot Plan 7. If property not yet owned Deed of Sale, Contract to Sale, Lease Contract, Extra Judicial Settlement or any notarized consent from the owner
	Schedule site inspection for verification /Check location/site of the proposed building to be con-structed if it conforms to the zoning ordinance	a) Rizalito G. Bien b) Elvi B. Brutas c) Antonio B. Cabais d) Ar. Mariecar D. Manzano	2 to 3 days	
	Assess the required Fees and Issue order of pay-ment	a) Rizalito G. Bien b) Elvi B. Brutas c) Antonio B. Cabais d) Ar. Mariecar D. Manzano	5 minutes	
	Receive official receipt and prepare/ print Locational Clearance	a) Rizalito G. Bien b) Ar. Mariecar D. Manzano	5 minutes	
	Assessment and recommended for approval of the Locational Clearance	a) Rizalito G. Bien b) Engr./EnP. Myla B. Broncano	5 minutes	
	Transmit the Locational Clearance to the Office of the Mayor for Final Approval	a) Christina B. Quilingan b) Jeanmae B. Reyes c) Joeann B. Cleofas	30 minutes	
	Release of Locational Clearance		5 minutes	
E. Processing of Subdivision Approval, Preliminary Approval and Locational Clearance (PALC) & Development Permit	Receive documents and check for completeness of requirements and duly filled out application forms	a) Rizalito G. Bien b) Ar. Mariecar D. Manzano c) Engr./ EnP. Myla B. Broncano	5 minutes	1. Letter of Intent date _____ 2. Endorsement of Letter of Intent to CPDO on _____ 3. Vicinity Map duly signed 4. Location Plan duly signed 5. Photocopy of Land Title/s 6. Zoning Certification dated _____ 7. Return Endorsement to City Mayor's Office (CMO)/City Administrator's Office (CAO)dated _____ 8. Letter Request for reclassification 9. Department of Agrarian Reform (DAR) clearance
	Endorse to the City Engineering Office, Housing and Settlements Development Office and Office of the Building Official for review and comments. Endorse to the Sangguniang Panlungsod for committee hearing schedule.	a) Rizalito G. Bien b) Ar. Mariecar D. Manzano c) Engr./ EnP. Myla B. Broncano c) Elvi B. Brutas	2 to 3 days	

	Schedule site inspection for verification /Check location/site of the proposed Subdivision if it conforms to the zoning regulations	a) Rizalito G. Bien b) Ar. Mariecar D. Manzano c) Elvi B. Brutas	2 to 3 days	10. Reclassification Ordinance _____ 11. Letter Request for for Preliminary Approval and Locational Clearance (PALC) dated _____ 12. Endorsement of Request for PALC received on _____ 13. PALC dated _____ 14. Preliminary Subdivision Plan duly signed 15. Barangay Clearance 16. Certificate of City Treasurer's Office (CTO) on Updated Real Property tax payments/ Real Property Tax Official Receipt 17. Bill of Materials 18. Barangay Resolution endorsing the project 19. Profile of Developer _____ a. SEC Registration _____ b. Company Profile _____ c. FS of the Company 20. Project/Feasibilty Study 21. Request for Approval of Final Subdivision Plan received on _____ 22. Deed of Absolute Sale, if applicable 23. Final Subdivision Plan duly signed 24. Barangay Agrarian Reform (BARC) 25. Environmental Clearance Certificate (ECC) 26. Local Electric Utility/Albay Electric Cooperative (ALECO) Certification 27. Local Water Utility/Tabaco Water District (TAWAD) Certification 28. National Water Resources Board (NWRB) Certification 29. Philippine Coconut Authority (PCA) Certification, if applicable 30. Department of Agrarian Reform Certification 31. City Engineering Office (CEO) review and evaluation of the Subdivision Plan 32. Drainage right-of-way duly signed 33. Road right-of-way agreement, if applicable 34. Subdivision Plan Analysis Reviewed and Approved for Endorsement 35. Endorsement of Subdivision Plan Analysis to City Mayor's Office / City Administrator's Office 36. Sangguniang Panlungsod Approval of Subdivision Plan Analysis 37. Request for Development Permit Approval forwarded to City Mayor's Office 38. Reccomendation for Development Permit Approval forwarded to City Mayor's Office 39. Development Permit and Subdivision Plan released 40. Certificate of Registration received 41. License to Sell received 42. Certificate of Completion dated _____ and issued _____ 43. Alteration Plan _____ _____ Subdivision Plan
	Assess the required fees and issue order of payment	a) Rizalito G. Bien b) Ar. Mariecar D. Manzano c) Elvi B. Brutas	5 minutes	
	Process the Subdivision Approval & Development Permit	a) Rizalito G. Bien b) Ar. Mariecar D. Manzano c) Engr./ EnP. Myla B. Broncano	2 to 3 days	
	Transmit to the Office of the Mayor for Final Approval/ Signature			
	Release of Subdivision Approval & Development Permit		5 minutes	

SCHEDULE OF FEES FOR ZONING / LOCATIONAL CLEARANCE/ SUBDIVISION PROJECTS

A. Single Residential Structure attached or detached	
1. Php 100,000.00 and below	Php 288.00
2. Over Php 100,000 to Php 200,000	Php 576.00
3. Over Php 200,000	Php 720.00 + 1/10 of 1% in excess of 200,000
B. Apartment/Townhouses	
1. Php 500,000 and below	Php 1,440.00
2. Over Php 500,000 to 2 Million Pesos	Php 2,160.00
3. Over 2 Million Pesos	Php 3,600 + 1/10 of 1% in excess of 2M regardless of the number of doors
C. Dormitories	
1. 2 Million and below	Php 3,600.00
2. Over Php 2M	Php 3,600.00 + 1/10 of 1% of cost in excess of 2M regardless of the number of doors
D. Institutional	
1. Below 2 Million Pesos	Php 2,880.00
2. Over Php 2M	Php 2,880 + 1/10 of 1% of cost in excess of 2M
E. Commercial/ Industrial and Agro-Industrial	
1. Below Php 100,000	Php 1,440.00
2. Over Php 100,000 - Php 500,000	Php 2,160.00
3. Over Php 500,000 - 1 Million Pesos	Php 2,880.00
4. Over Php 1M to Php 2M	Php 4,320.00
5. Over Php 2M	Php 7,200 + 1/10 of 1% of cost in excess of 2M
F. Special Uses/Special Projects (Gasoline Station, Cell Site, Slaughter House, Treatment Plant etc.)	
1. Below 2 Million Pesos	Php 7,200
2. Over Php 2 Million	Php 7,200 + 1/10 of 1% of cost in excess of 2M
G. Alteration/Expansion affected areas/Cost only	Same as original application
II. Subdivision and Condominium Projects (under P.D. 957)	
A. Approval of Subdivision Plan (including townhouses)	
1. Preliminary Approval and Locational Clearance (PALC)	
* Processing Fee	Php 360/Ha or fraction thereof
* Inspection Fee	Php 1,500/Ha regardless of density
2. Final Approval & Development Permit	
* Processing Fee	Php 2,880/Ha or fraction thereof
* Additional Fee on floor area of housing component	Php 3.00/Sq.m.
3. Alteration of Plan (affected areas only)	Same as Final Approval & Dev't Permit
4. Certificate of Registration Processing Fee	Php 2,880.00
5. License to Sell (Per saleable Lot)	Php 150.00
* Processing Fee	Php 216/saleable lot
* Additional Fee on Floor Area of housing component	Php 14.40/Sq.m.
* Inspection Fee	Php 1,500/Ha. Regardless of density

For complete schedule of fees pls refer to HLURB Board of Commissionaries Resolution No. 912- S.2013