



MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

MANDATE

Planning and Development

VISION

Effective and efficient planning and monitoring of multi-sectoral development.

MISSION

Formulation of effective and efficient planning and monitoring of multi-sectoral development



A. PROVISION OF TECHNICAL INFORMATION

THE SERVICE:

The Municipal Planning and Development Office provides technical information such as the Socio-Economic Profile, Development Plans, Investment Plans, Accomplishment Reports and other vital documents to researchers, businessmen and others who need it for a specific/legal purpose.

STEPS/PROCEDURES	REQUIREMENTS	PROCESSING TIME	PERSON INCHARGE
1. Sign in Client Log Book	Valid Identification Card	2 minutes	Melchor O. Quinto
2. Undergo Brief Background/Interview		5 minutes	
3. Request for a copy of documents/data needed and let it photocopied in front of the Municipal Hall	Valid Identification Card will be left in the office	10 minutes Depends on volume of data requested	MPDO staff
4. Return Original Copy of documents to the office of the MPDC and get the Xerox copy of the requested documents/data	Original Copy of Documents/Data	5 minutes	MPDO Staff
Accomplish Client Feed Back Form and drop at designated drop box in front of the Municipal Hall at the Public Assistance Center			
TOTAL RESPONSE TIME: MINIMUM OF 22 MINUTES MAY VARY DEPENDING ON VOLUME OF TRANSACTIONS			



B. PROVISION OF TECHNICAL ASSISTANCE IN THE PREPARATION OF PROJECT PROPOSALS AND TRAINING DESIGNS

THE SERVICE:

The Planning Office provides technical Assistance to Barangays, Accredited Non-Government Organizations and other offices within the municipality in the implementation of projects and conduct of trainings.

STEPS/PROCEDURES	REQUIREMENTS	PROCESSING TIME	PLEASE APPROACH
1. Sign in Client Log Book	Valid Identification Card	2 minutes	Melchor O. Quinto
2. Undergo Interview	Request Letter	10 minutes	
3. Wait for the preparation of Project Proposal/training Design		5 working days	
4. Get documents/Project proposal		2 minutes	
Accomplish Client Feed Back Form and drop at designated drop box in front of the Municipal Hall at the Public Assistance Center			
TOTAL RESPONSE TIME:		19 MINUTES	



**C. PROMULGATION/ISSUANCE OF LOCATIONAL CLEARANCE
THE SERVICE:**

This service was given /issued to a person /individual who are planning to put up/construct building or structure for residential, commercial or industrial purposes. Locational Clearance was given based on its land uses.

STEPS/PROCEDURES	REQUIREMENTS	PROCESSING TIME	PERSON INCHARGE
1. Secure Application Form and requirements from the Zoning Officer or any Staff of the MPDO		3 minutes	Roderick P. Ramilo
2. Submit Filled-up Application Form duly notarized with complete requirements	See Annex B of HSRC for the Requirements Fees: For Residential (1% of the total Estimated Cost) For Commercial /Industrial (Minimum Fee of 1,000 plus additional 1/10 of 1% in excess of 100,000.00)	10 minutes	
3. Get estimated Locational Clearance Fee to the Zoning Officer and pay corresponding Fee to the Mun. Treasury Office	Charge Slip	5 minutes	
4. Submit Official Receipt to Zoning Officer for an Application Number	Official Receipt	2 minutes	
5. Submitted documents will be evaluated for correctness and site inspection for conformity to Land Uses		Minimum of 1 day to 15 days	
6. Encoding and Promulgation of Locational Clearance Decision		3 minutes	
TOTAL RESPONSE TIME:	1 DAY AND 23 MINUTES TO A MAXIMUM OF 15 DAYS		



ANNEX B of HSRC Memorandum Circular No. Series of 1986

APPLICATION REQUIREMENTS FOR LOCATIONAL CLEARANCE/CERTIFICATE OF ZONING COMPLIANCE

I. BASIC REQUIREMENTS (Two Xerox copies per documents)

1. Duly accomplished and notarize APPLICATION FORM
2. Any of the following requirements relative to RIGHT OVER LAND;
 - a. Photocopy of the *CERTIFICATE OF TITLE*, in case registered in the name of the applications;
 - b. In the absence of any existing Certificate of Title in the name of applicant, submit
 - b.1) Certified true copy of the latest *TAX DECLARATION* and b.2) Pro-form Affidavit to the effect that:
 - The applicant is the owner of the property subject to the application;
 - The reasons why the property is not yet titled;
 - That the property is situated within an alienable and disposable lands and outside lands reserved for the public domain;
 - That the property is free from liens and encumbrances, or stating the liens and encumbrances of the property;
 - That the property is/are not tenanted (in case the property is planted with rice and corn);
 - c. In case the property is not registered in the name of the applicant, submit duly authorized *DEED OF SALE* or *DEED OF DONATION*, or *CONTRACT OF LEASE* or *AUTHORIZATION TO USE LAND*, whichever is applicable plus the photocopy of the Owner's Certificate of Title or in the absence of title, the tax Declaration and Pro-forma Affidavit as described in the item b hereof.
3. VICINITY MAP Showing the existing land uses within the prescribed radius from the lot boundary of the project site.
 - a. For the projects of Local significances, the vicinity should cover a minimum of 100 meters radius and the map need not be drawn to scale provided the relative distances of existing land uses to the project site lot boundaries are indicated.
 - b. For projects of National significance, the vicinity should cover o minimum of one (1) kilometer radius and should be drawn to scale.

NOTE: Please refer to list of projects of national significances at the back hereof.
4. SITE DEVELOPMENT PLAN showing the project site lot area boundaries and dimensions of existing and/or proposed developments within the projects site the plan need not be drawn to scale for projects of local significances.
5. BILL OF MATERIALS /PROJECT COST ESTIMATE (Accompanied by one set of PROJECT PLAN duly signed by registered Civil Engineer/Architect.)
6. FILLING AND LEGAL RESEARCH FEE- Please refer to HSRC schedule of fees at the back herof.

II. ADDITIONAL REQUIREMENTS (Two copies per documents)

1. For all projects to be situated in Tenanted Rice and/or Corn Lands; endorsement / Recommendation from the Department of Agrarian Reform for the conversion for the other uses;
2. For manufacturing projects; DESCRIPTION OF INDUSTRY citing among others the following;
 - 2.1 Types of volume and raw materials used;
 - 2.2 Products manufactured or stored;
 - 2.3 Average production output/capacity per day, per week, per month;
 - 2.4 Industrial wastes and plans for pollution control;
 - 2.5 Description and flow of manufacturing processes;
3. For Applicant filed by Authorized Representative: SWORN SPECIAL POWER OF ATTORNEY for the representative to file/ follow-up application and claim decision to the application.
4. Other additional requirements as may be necessary for projects or areas governed by other HSRC Rules Guidelines or Standards in such other cases requiring a more exhaustive evaluation. Submit such other additional requirements only upon WRITTEN NOTICE by the Regional Officer, Housing and Land Used Regulatory Board, Region 02 and/or the Chief Executive Officer.