



## 18. ISSUANCE OF ZONING CLEARANCE /LOCATIONAL CLEARANCE FOR BUILDING, BUSINESS AND LAND TITLING

<b>Office or Division:</b>	OFFICE OF MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR (MPDC)			
<b>Classification:</b>	Simple - Complex			
<b>Type of Transaction:</b>	G2G – Government to Government, G2B – Government to Business and/or G2C – Government to Citizen			
<b>Who May Avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Real Property Tax Declaration – for building / land titling		to be prepared by the applicant		
Business Permit Application – for business		to be prepared by the applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Submits the duly accomplished application form	Receives the accomplished application form	none	5 minutes	MPDO Staff
2. Pays necessary fees to the Municipal Treasurer's Office	Issues Official Receipt	Certificate P 200.00 Documentary Stamp P 30.00	10 minutes	Revenue Collector
3. Submits the OR and supporting documents	Signs the Zoning Certificate/ Locational Clearance	none	15 minutes (additional 1 day for site validation if needed)	Concepcion Angela S. Quijano MPDC
4. Submits the Zoning Certificate/ Locational Clearance to Mayor's Office	Signs the Zoning Certificate /Locational Clearance	none	15 minutes	Esteban SF. Madrona Jr. Municipal Mayor
5. Receives the approved Zoning Certificate/ Locational Clearance and provides the MPDO a copy for file	-end of transaction-			
<b>TOTAL</b>		<b>P 230.00</b>	<b>45 minutes to 2 working days(45 minutes if no site validation and 2 days if site validation is needed)</b>	