



# City Planning and Development Coordinating Office



## EXTERNAL SERVICES

### 1. Research and Statistical Information Services

Service Description: Provides researches conducted, annual reports and basic statistical reports to requesting parties.

<b>Office or Division:</b>	<b>City Planning and Development Coordinating Office</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter (1 copy)		Agency/Mother Office		
Private/Government Issued ID Card (1 ID)		Company ID/ BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request about development plans and programs of the City	1. Accept request letter from client 1.1 Process the request	None	1 minute	<i>Section Chiefs/ Heads CPDCO</i>
2. Claim document/ information requested	1. Deliver requested document/ information requested	None	15 minutes	<i>Section Chiefs/ Heads CPDCO</i>



## 2. Securing Locational Clearance

Service Description: Provides certification/clearance as requirement for the issuance of building permit

<b>Office or Division:</b>	<b>City Planning and Development Coordinating Office</b>			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certified Xerox Copy of Land Title (2 copies)		Register of Deeds		
2. In case not registered in the name of the applicant: (2 copies) <ul style="list-style-type: none"> <li>• Submit duly notarized Deed of Sale</li> <li>• Deed of Donation</li> <li>• Contract of Lease or</li> <li>• Authority to Use the Land, whichever is applicable</li> </ul>		Register of Deeds, Land Registration Authority		
3. Complete set of Building Plan including Vicinity Plan and Site Development Plan (2 copies)		Preferred Civil Engineer, Geodetic Engineer, Architect		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application and complete documentary requirements for verification/ evaluation and schedule inspection if necessary	1. Conduct inspection for environmentally critical projects	Locational Clearance fees & charges are based on HLURB Board  Resolution No. 912, series of 2013	10 minutes	<i>Zoning Officer II</i> <i>Zoning Inspector</i> <i>Draftsman I</i> <i>Admin Aide I</i>
2. Pay filing fees at the City Treasurer's Office	1. Preparation of Locational Clearance		1 hour	<i>Zoning Officer II</i> <i>Zoning Inspector</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2. Recommending Approval of Locational Clearance		5 minutes	<i>Atty. Jefferson P. Soriano City Mayor/  City Administrator</i>
3. Claim Locational Clearance	1. Release locational clearance	None	5 minutes	<i>Zoning Officer II  Zoning Inspector</i>



### 3. Application for Road Certification

Service Description: Issues certification of existing roads in the City to requesting parties.

<b>Office or Division:</b>	<b>City Planning and Development Coordinating Office</b>			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certified Xerox Copy of Land Title (1copy)		Register of Deeds		
2. Vicinity Map (1copy)		Register of Deeds, Land Registration Authority		
3. Subdivision Plan (1copy)		Preferred Civil Engineer, Geodetic Engineer, Architect		
4. Certification from the Barangay Chairman as to the existence of access road (notarized) (1copy)		Barangay Hall		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application and complete documentary requirements for verification/ evaluation and schedule inspection if necessary	1. Evaluation of documents submitted	None	5 minutes	<i>Zoning Officer II</i> <i>Zoning Inspector</i> <i>Draftsman I</i> <i>Admin Aide I</i>
	1.1. Conduct Inspection		1 hour	<i>Zoning Officer II</i> <i>Draftsman I</i> <i>Admin Aide I</i>
2. Pay filing fees at the City Treasurer's Office		PHP 250.00		Treasurer's Office
	1. Preparation and Approval of Certification as to the existence of road based on inspection		5 minutes	<i>Zoning Officer II</i> <i>Zoning Inspector</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Claim Road Certification	1. Release Certification	None	5 minutes	<i>Zoning Officer II</i> <i>Zoning Inspector</i>



#### 4. Application for Zoning Certification

Service Information: Requirement prior to construction of building

<b>Office or Division:</b>	<b>City Planning and Development Coordinating Office</b>			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certified Xerox Copy of Land Title, or any of the ownership or right over the property and or latest tax declaration (2 copies)		Register of Deeds, Assessors Office		
2. Lot Plan duly signed by a licensed Geodetic Engineer		Register of Deeds, Land Registration Authority		
3. Vicinity Map indicating clearly and specifically the exact location of proposed site and existing land uses and or landmarks within a radius of at least 500 meters and duly signed by a licensed Geodetic/Civil Engineer or Architect		Preferred Civil Engineer, Geodetic Engineer, Architect		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application and complete documentary requirements for verification/ evaluation and schedule inspection if necessary	1. Evaluation of documents submitted	None	5 minutes	<i>Zoning Officer II</i> <i>Zoning Inspector</i> <i>Draftsman I</i> <i>Admin Aide I</i>
	2. Conduct Inspection	None	1 hour	<i>Zoning Officer II</i> <i>Zoning Inspector</i> <i>Draftsman I</i> <i>Admin Aide I</i> <i>Admin Aide I</i>
2. Pay filing fees at the City Treasurer's Office		PHP 250.00		<i>Treasurer's Office</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2. Preparation and Approval of Certification as to the existence of road based on inspection		5 minutes	<i>Zoning Officer II</i> <i>Zoning Inspector</i>
3. Claim Road Certification	1. Issue/Release certification	None	5 minutes	<i>Zoning Officer II</i> <i>Zoning Inspector</i>