

**OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR**

**SERVICE RENDERED:** *Issuance of Certificate of Zoning Compliance*

**Schedule of Availability of Service:**

8:00 AM – 5:00 PM with no noon break  
Monday - Friday

**Who May Avail of the Service:**

Client/Applicant

**What are the Requirements:**

- 1) Duly accomplished and notarized Application Form
  - 2) Requirements relative to Right Over land
    - a. Photocopy of Certificate of Title
    - b. Certified True Copy of the Tax Declaration
    - c. Updated Tax Receipt (Xerox )
    - d. In the absence of the Certificate of Title in the name of the applicant, submit pro – forma affidavit
    - e. Affidavit of Consent (if the applicant is not the owner of the land)
  - 3) Vicinity Map
  - 4) Site Development Plan
  - 5) Floor Plans and Elevations
  - 6) Detailed Cost of materials and specifications signed and sealed by a duly licensed Civil Engineer / Architect with conformity of the owner
  - 7) Conversion Clearance or Certificate of Exemption for Conversion from the Department of Agrarian Reform, if the project is situated in the agricultural lands (when applicable)
  - 8) Environmental Compliance Certificate (ECC) / Certificate of Non-Coverage (CNC) issued by DENR (when applicable)
- Note: Special projects are covered by special laws and specific location guidelines

**Duration:** 19 minutes

**How to Avail of the Service:**

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 <sup>st</sup>	Submit all requirements to the MPDC Office.	Receives and evaluate requirements. Advice the client to return after the day of inspection.	5 minutes	Engr. Vivian E. Guillen	All Requirements must be complete
2 <sup>nd</sup>		Inspection and evaluation of the location	Every Thursday	Engr. Vivian E. Guillen / Hazel Ann S. Maligalig	
3 <sup>rd</sup>	Back for the assessment of fees.	Issue assessment of fees	1 minute	Engr. Vivian E. Guillen / Roderick Emmanuel R. Mina	

4 <sup>th</sup>	Proceed to Municipal Treasury Office to pay the assessed amount and present the Official Receipt and wait while the documents are being prepared and signed. Present the Official Receipt	Prepare and sign the documents	12 minutes	Gladys B. Salazar/ Gloria R. Pulmano/ Adelaida M. Organo/ Roderick Emmanuel Mina	Payment depends on the assessment
5 <sup>th</sup>	Receive the documents.	Release the documents	1 minute	Engr. Vivian Guillen	
			<b>TOTAL: 19 minutes</b>		

---- End of transaction ----