



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER



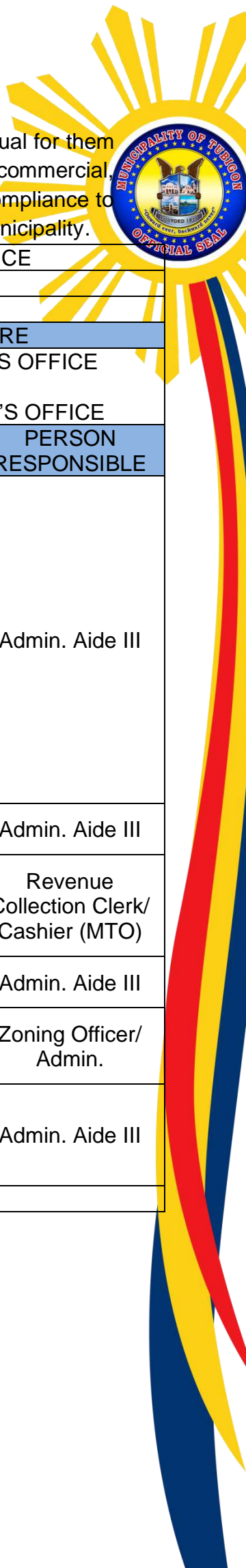


**MUNICIPAL PLANNING &
DEVELOPMENT
COORDINATOR'S
OFFICE (MPDCO)**
ADMINISTRATIVE SERVICES



2. SECURING ZONING CERTIFICATE AND ZONING CERTIFICATE FOR FREE PATENT

Land Use Zoning Certification is requested by a taxpayer and/or any individual for them to identify/know the land use of the lot they own whether it is a residential, commercial, industrial or institutional. This is being issued for the purpose of ensuring compliance to the Comprehensive Land Use Plan (CLUP) and Zoning Ordinance of the municipality.



Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certified True Copy of Title/Tax Declaration		MUNICIPAL ASSESSOR'S OFFICE		
2. Current Tax Receipt		MUNICIPAL TREASURER'S OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request for Zoning Certification and secure List of Requirements	Receive Letter Request and review attachments, verify completeness of documents submitted *incomplete supporting documents are returned to the applicant	None	5 minutes	Admin. Aide III
2. Receive Order of Payment	Prepare Order of Payment	None	5 minutes	Admin. Aide III
3. pay corresponding fees at the Mun. Treasurer's Office (MTO)	Receive payment and Issue Official Receipt	P150.00	5 minutes	Revenue Collection Clerk/ Cashier (MTO)
4. Present Official Receipt (OR)	Prepare Zoning Certification	None	5 minutes	Admin. Aide III
	Approve and sign Zoning Certification	None	2 minutes	Zoning Officer/ Admin.
5. Claim Zoning Certification	Record on logbook and release/issue Zoning Certification	None	3 minutes	Admin. Aide III
TOTAL:		P150.00	25 minutes	