



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





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

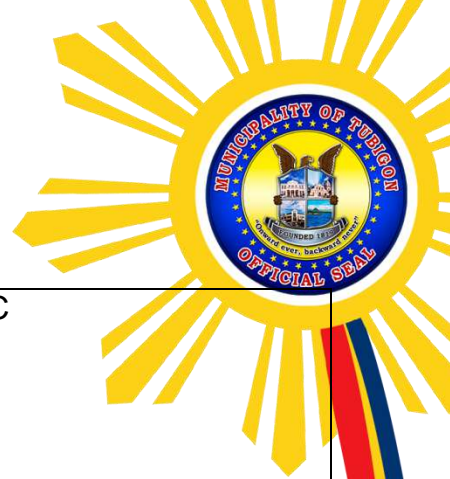




**10.SECURING PRELIMINARY APPROVAL AND LOCATIONAL
CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR
SPECIAL PROJECTS / SPECIAL USES: CELL SITES**

A Preliminary Approval and Locational Clearance (PALC) and Development Permit (DP) are required prior to the establishment of a Cell Site in accordance with the approved Comprehensive Land Use Plan (CLUP) and Zoning Ordinance of the municipality.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE	
Classification:	COMPLEX	
Type of Transaction:	G2B	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For PALC:		
1. Duly accomplished PALC Application Form		MPDC OFFICE
2. Vicinity Map		MUNICIPAL ASSESSOR'S OFFICE
3. Site Development Plan (schematic Plan) indicating the layout of proposed project showing all structures, area, and boundaries of lot (property lines)		APPLICANT
4. Certified True Copy of Transfer Certificate of Title/Tax Declaration. In the absence of the foregoing, a Contract to Sell or Lease; or written and duly notarized owners consent to use.		REGISTRY OF DEED/ MUNICIPAL ASSESSOR'S OFFICE
5. Current Tax Receipt		MUNICIPAL TREASURER'S OFFICE
6. Survey Plan of the lot/s as described in the Certificate of Title of Lots subject of the application		APPLICANT/ PROJECT OWNER
For DP:		
7. Duly accomplished DP Application Form		MPDC
8. Vicinity Map – drawn to scale of 1:1,000 showing the exact location and layout of proposed project showing all structures, area, and boundaries of lot (property lines) within a radius of 200 meters		APPLICANT/ PROJECT OWNER
9. Site Development Plan – drawn to a minimum scale of 1:500 indicating the layout of proposed project showing all structures, area, and boundaries of lot (property lines) signed and sealed by a licensed Architect/ Civil Engineer/ Environmental Planner		APPLICANT/ PROJECT OWNER
10. Certified True Copy of Transfer Certificate of Title/Tax Declaration. In the absence of the foregoing, a Contract to Sell or Lease; or written and duly notarized owners consent to use.		REGISTRY OF DEED/ MUNICIPAL ASSESSOR'S OFFICE
11. Current Tax Receipt		MUNICIPAL TREASURER'S OFFICE
12. Survey Plan of the lot/s as described in the Certificate of Title of Lots subject of the application		APPLICANT/ PROJECT OWNER



13. Certified True Copy of National Telecommunications Provisional Authority (PA). In the absence of the foregoing, a Certificate of Public Convenience and Necessity (CPCN) or Certificate of Registration to provide Telecommunication Services which may operate the wireless communication
14. Environmental Compliance Certificate (ECC) for Development or Certificate of Non-Coverage (CNC) issued by the DENR whichever is applicable
15. Zoning Certificate
16. Certified true copy of Conversion Clearance/Order from Department of Agrarian Reform (DAR), if the project is located within agricultural area/zone
17. Radiation Protection Evaluation Report from the Radiation Health Service of the Department of Health (DOH)
18. Written consent:
 - Subdivisions
 - a) Approval of the governing body/board of the duly constituted Homeowners Association (HOA) if base station is located within a residential zone with established HOA and including all members whose properties are adjoining the proposed site of the base station.
 - b) In the absence of an established HOA, consent/affidavit of non-objection from majority of actual occupants and owners of properties within a radial distance equivalent to the height of the proposed base station measured from its base, including all those whose properties is adjoining the proposed site of the base station.
 - Buildings
 - a) If base station shall be constructed of an unoccupied building, consent from the owner/developer.
 - b) If base station shall be constructed of an occupied building, the following shall be obtained:
19. Consent/Affidavit on non-objection from owner/developer unless he has divested himself from all interest in the building and turned over ownership of common areas to the condominium or building association.
20. Approval of the governing board/body of the duly constituted condominium association including all tenants occupying

NTC

DENR

MPDC OFFICE
DAR

DOH

HOME OWNERS ASSOCIATION (HOA)

LOT OWNERS

BUILDING OWNER/DEVELOPER

BUILDING TENANTS

the top most floor directly below the base station and in addition the consent of the owner and majority of tenants of the adjoining building.

21. Barangay Council Resolution favorably endorsing the base station and recommending for the approval of the proposed project as a result of a conducted Public Hearing

22. Bill of Materials and Cost Estimates

23. Authorization of persons allowed to follow-up the clearance

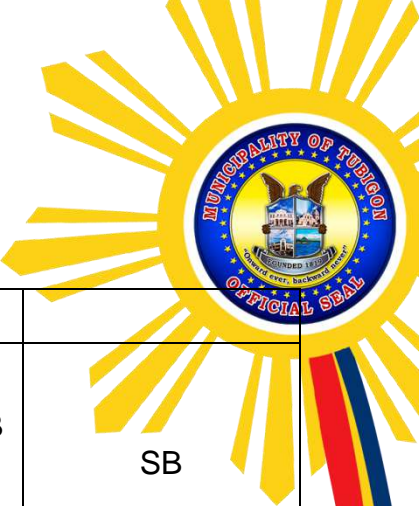
*NOTE: Additional requirements may be required after inspection and evaluation of documents.

BARANGAY COUNCIL

PROJECT OWNER/DEVELOPER

PROJECT OWNER/DEVELOPER

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Form and List of Requirements for PALC/DP Application	Issue Application Form and List of Requirements	NONE	5 minutes	Admin. Aide III/ Planning Officer I
2. Submit duly accomplished Application Form with complete documents/ requirements	Receive Application Form and requirements submitted; *incomplete supporting documents are returned to the applicant	a) Project Cost below P2 Million - P7,200 b) Project Cost over P2 Million - P7,200 + (1/10 of 1% of cost in excess of P2M)	5 minutes	Admin. Aide III/ Planning Officer I
3. Receive Order of Payment for processing fee and pay corresponding fees at the Mun. Treasurer's Office (MTO)	Prepare Order of Payment		5 minutes	Admin. Aide III/ Planning Officer I
	Receive payment and Issue Official Receipt		5 minutes	Revenue Collection Clerk/ Cashier (MTO)
4. Present Official Receipt (OR)	Process and review Application Form and requirements submitted		1 day	Zoning Officer/ Admin.
	Schedule date for site inspection			
	Conduct ocular inspection		1 day	Zoning Officer/ Admin.
	Prepare result of inspection with proper recommendation/s and transmit to SB		1 hour	Zoning Officer/ Admin.



	thru LCE			
	SB deliberates on approval/denial of PALC/DP and furnish copy of resolution to MPDO		Depends on SB session schedule	SB
	Prepare PALC upon receipt of SB Resolution		15 minutes	Zoning Officer/ Admin.
	Approve and sign PALC			
5. Claim PALC	Record on logbook and release/issue PALC	NONE	5 minutes	Admin. Aide III
TOTAL:			2 days 1 hour and 40 minutes	