



**MUNICIPALITY OF TUBIGON**

# **CITIZEN'S CHARTER**





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





**11. SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: FUNERAL ESTABLISHMENTS**

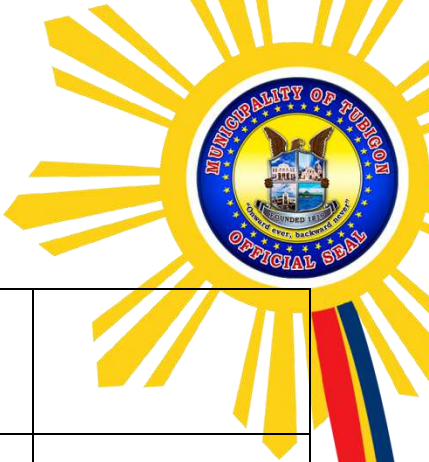
A Preliminary Approval and Locational Clearance (PALC) and Development Permit (DP) is required prior to the establishment of a funeral parlor to ensure compliance with the approved Comprehensive Land Use Plan (CLUP) and Zoning Ordinance of the municipality.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE	
Classification:	COMPLEX	
Type of Transaction:	G2B	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>For PALC:</u> 1. Duly accomplished PALC Application Form 2. Certified True Copy of Transfer Certificate of Title/Tax Declaration. In the absence of the foregoing, a Contract of sale or Lease; or written and duly notarized owners consent to use together with an approved survey plan if available. 3. Current Tax Receipt 4. Vicinity Map showing the exact location of proposed site and all existing adjacent land uses/establishments within 500-m radius 5. Site Development Plan (schematic Plan) indicating lot property boundaries, building layout and future expansion area (if any), entrance and exit to the main service road and parking		MPDC OFFICE  REGISTRY OF DEED/ MUNICIPAL ASSESSOR'S OFFICE   MUNICIPAL TREASURER'S OFFICE MUNICIPAL ASSESSOR'S OFFICE   APPLICANT
<u>For DP:</u> 6. Duly accomplished DP Application Form 7. Vicinity Map – drawn to scale of 1:10,000 showing clearly and specifically the exact location of proposed site and all existing adjacent land uses/establishments within 500-m radius. 8. Site Development Plan – drawn to the scale of 1:200 indicating lot property boundaries, building layout and future expansion area (if any), entrance and exit to the main service road and parking signed and sealed by a licensed environmental planner. 9. Initial clearance from the municipal health office that the plans are in accordance with the provisions of PD 856 per Funeral Establishments Category I,II and III. 10. Floor Plan showing the different areas or rooms within the building		MPDC OFFICE APPLICANT/ PROJECT OWNER   APPLICANT/ PROJECT OWNER   MUNICIPAL HEALTH OFFICE   APPLICANT/ PROJECT OWNER



11.Environmental Compliance Certificate (ECC) issued by the DENR for Category I project *NOTE: Additional requirements may be required after inspection and evaluation of documents.		DENR		
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 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		1 day	Zoning Officer/ Admin.
	Conduct ocular inspection			
	Prepare result of inspection with proper recommendation/s and transmit to SB thru LCE		1 hour	Zoning Officer/ Admin.
	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		15 minutes	Zoning Officer/ Admin.





	Resolution			
	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	