



**MUNICIPALITY OF TUBIGON**

# **CITIZEN'S CHARTER**





**MUNICIPAL  
TREASURER'S OFFICE  
(MTO)**  
ADMINISTRATIVE SERVICES





14. PAYMENT OF ZONING AND LOCATIONAL FEE

Receive payment of Zoning and Locational Fee. A Locational Clearance/ Zoning Permit, is one of the prerequisite documents before a person can get a Building Permit. This is to ensure that construction of the building follows the Comprehensive Land Use Plan and Zoning Ordinance of the municipality.

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is the transacting public for Government Services whose client is a business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Zoning Assessment Slip		MPDC OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Zoning Assessment Slip to the Cashier	Receive the Zoning Assessment Slip	Depending on approved assessment provided by the MPDC	5 mins.	Cashier/Collector
2. Pay the fees and wait while the cashier issues official receipt	Accept payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt and instruct the client to proceed to the MPDC for the issuance of appropriate clearance		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	