



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**





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





**13. SECURING PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) AND DEVELOPMENT PERMIT (DP) FOR SPECIAL PROJECTS / SPECIAL USES: REFILLING GAS STATION**

A Preliminary Approval and Locational Clearance (PALC) and Development Permit (DP) are required prior to the establishment of a refilling gas station 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		MPDC OFFICE
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.		REGISTRY OF DEED/ MUNICIPAL ASSESSOR'S OFFICE
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 from the lot boundary of the project site.		MUNICIPAL TREASURER'S OFFICE MUNICIPAL ASSESSOR'S OFFICE
5. Site Development Plan (schematic Plan) showing the project site lot area boundaries and dimensions of proposed improvements within the project site		APPLICANT
6. Zoning Certificate		
7. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) issued by the DENR		MPDC OFFICE DENR
<u>For DP:</u>		
8. Duly accomplished DP Application Form		MPDC OFFICE
9. Vicinity Map – drawn to a scale of 1:10,000 showing clearly and specifically the exact location of proposed site and all existing adjacent land uses/establishments within the 500-m radius from the lot boundary of the project site.		APPLICANT/ PROJECT OWNER
10. Site Development Plan – drawn to the scale of 1:200 to 1:2,000 showing the project site lot area boundaries and dimensions of proposed improvements within the project site signed and sealed by a licensed environmental planner		APPLICANT/ PROJECT OWNER



11. Topographic Plan showing the following:


- a) property boundary lines, bearing and distances
- b) streets and easements, right-of-way width and elevation on and adjacent to the project
- c) ground elevation/contour of the site
- d) other conditions on the land: water courses, marshes, rock outcrops, wooded areas, houses and other significant features
- e) proposed public improvements: highways or other major improvements planned by public authorities for future construction on or near the project.

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

APPLICANT/ PROJECT OWNER

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			
	Conduct ocular inspection		1 day	Zoning Officer/ Admin.
	Prepare result of inspection with proper		1 hour	Zoning Officer/ Admin.





	recommendation/s and transmit to SB 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
<b>TOTAL:</b>			2 days 1 hour and 40 minutes	

