



MUNICIPALITY OF TUBIGON

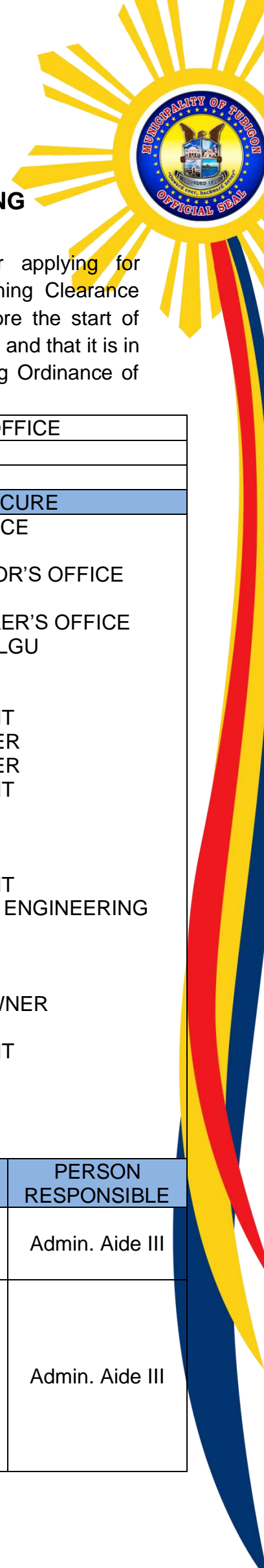
**CITIZEN'S
CHARTER**





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



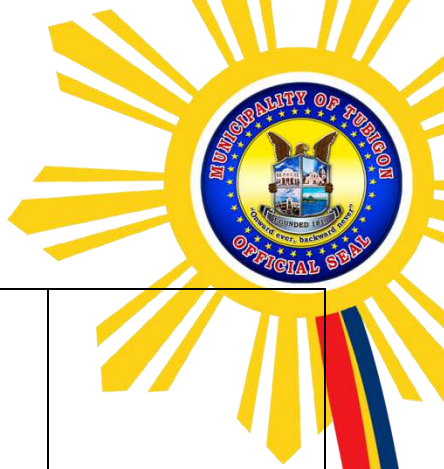


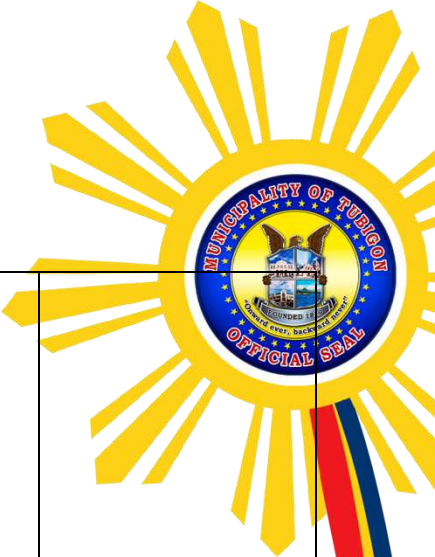
4. SECURING LOCATIONAL CLEARANCE FOR BUILDING CONSTRUCTION

An enterprise or private person constructing a new building or applying for expansion/renovation/alteration is required to secure a Locational/Zoning Clearance prior to the application for Building Permit. This should be done before the start of construction to ensure that the structure is allowed in the chosen location and that it is in conformity with the Comprehensive Land Use Plan (CLUP) and Zoning Ordinance of the municipality.

| | | | | |
|--|---|---------------------------------------|-----------------|--------------------|
| Office or Division: | MUNICIPAL PLANNING AND DEVELOPMENT OFFICE | | | |
| Classification: | COMPLEX | | | |
| Type of Transaction: | G2C | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <div>1. Duly accomplished and notarized Locational Clearance Application Form</div> <div>2. Certified True Copy of Transfer Certificate of Title/ Tax Declaration</div> <div>3. Current Tax Receipt</div> <div>4. Barangay Clearance</div> <div>5. Assessor's Certification/ CENRO Certification if lot is not titled</div> <div>6. Deed of Sale, if applicable</div> <div>7. Affidavit of Consent, if applicable</div> <div>8. Contract of Lease, if applicable</div> <div>9. Blue Print copy of Building Plan containing Perspective/Site Development Plan and Vicinity Map duly signed by an Architect or Civil Engineer (5 sets)</div> <div>10. Bill of Materials</div> <div>11. Road-Right-of-Way Clearance from DPWH or PEO, if applicable</div> <div>12. Waterway Clearance, if applicable</div> <div>13. Watershed Clearance, if applicable</div> <div>14. Authority to process and follow-up application if applicant is not the owner</div> <div>15. Photocopy of Approved Subdivision Plan, if applicable</div> <div>*NOTE: Additional requirements may be required after inspection and evaluation of documents.</div> | | MPDC OFFICE | | |
| | | MUNICIPAL ASSESSOR'S OFFICE | | |
| | | MUNICIPAL TREASURER'S OFFICE | | |
| | | BARANGAY LGU | | |
| | | DENR | | |
| | | APPLICANT | | |
| | | LOT OWNER | | |
| | | LOT OWNER | | |
| | | APPLICANT | | |
| | | APPLICANT | | |
| | | DPWH OR PROVINCIAL ENGINEERING OFFICE | | |
| | | DENR | | |
| | | DENR | | |
| | | BUILDING OWNER | | |
| | | APPLICANT | | |
| CLIENTS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Secure Application Form and List of Requirements | Issue Application Form and List of Requirements | None | 5 minutes | Admin. Aide III |
| 2. Submit duly accomplished Application Form with complete documents/ requirements | Receive duly accomplished Application Form and review attachments, verify completeness of documents submitted | None | 20 minutes | Admin. Aide III |

| | | | | |
|---|--|--|-----------|---|
| | *incomplete supporting documents are returned to the applicant | | | |
| | <p>Schedule and conduct site inspection</p> <p>Prepare result of inspection with proper recommendation/s</p> <p>*With Violation: issue Notice</p> <p>*Not Complied: recommend work stoppage</p> <p>*For Non-Conformance: Endorse to LZBAA for appropriate action</p> | None | 1 day | Zoning Officer/ Admin. |
| 3. Receive Order of Payment and pay corresponding fees at the Mun. Treasurer's Office (MTO) | Prepare Order of Payment | a) Single Residential Structure costing: 1. P100,000 and below - P288.00 2. over P100,000 to P200,000 - P576.00 3. over P200,000 - P720 + (1/10 of 1% in excess of P200,000) b) Apartments/Townhouses | 5 minutes | Admin. Aide III |
| | Receive payment and Issue Official Receipt | | 5 minutes | Revenue Collection Clerk/ Cashier (MTO) |

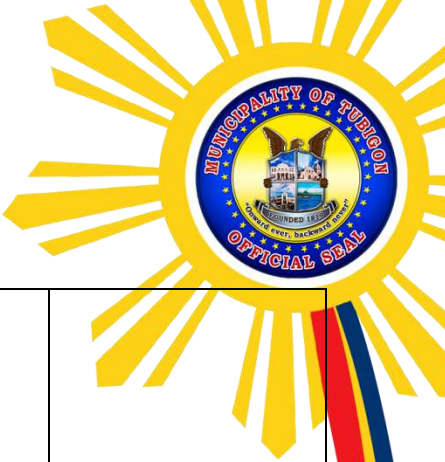




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|--|--|---|--|--|
| | | <p>costing:</p> <p>1. P500,000 and below - P1,440.00</p> <p>2. over P500,000 to P2 Million - P2,160.00</p> <p>3. over 2 Million - P3,600 + (1/10 of 1% in excess of P2M regardless of the number of floors)</p> <p>c) Dormitories costing:</p> <p>1. P2 Million and below - P3,600.00</p> <p>2. over P2 Million - P3,600 + (1/10 of 1% in excess of P2M regardless of the number of floors)</p> <p>d) Institutional costing:</p> <p>1. Below P2 Million - P2,880.00</p> | | |
|--|--|---|--|--|



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|--|--|--|--|--|
| | | 0 | | |
| | | 2. Over 2 Million - P2,880 + (1/10 of 1% in excess of P2M) | | |
| | | e) Commercial, Industrial and Agro-Industrial Project costing: | | |
| | | 1. Below P100,000 | | |
| | | - P1,440.00 | | |
| | | 2. Over P100,000 to P500,000 | | |
| | | - P2,160.00 | | |
| | | 3. Over P500,000 to P1 M - P2,880.00 | | |
| | | 4. Over P1 Million to P2 M | | |
| | | - P4,320.00 | | |
| | | 5. Over P2 Million | | |
| | | - P7,200 + (1/10 of 1% in excess of P2M) | | |
| | | f) Alteration / Expansion (affected | | |



| | | | | |
|-------------------------------------|---|---|-------------------------|--------------------------|
| | | areas/ cost only) - same as original applicatio n | | |
| 4. Present Official Receipt (OR) | Prepare Decision on Application for Locational Clearance | None | 5 minutes | Admin. Aide III |
| | Approve and sign Locational Clearance | None | 2 minutes | Zoning Officer/Admin. |
| 5. Claim Locational Clearance | Record on logbook and release/issue Locational Clearance | None | 3 minutes | Admin. Aide III |
| TOTAL: | | | 1 day and 45 minutes | |