

1. ISSUANCE OF CERTIFICATE OF ZONING CLEARANCE FOR BUILDING CONSTRUCTION

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| Office or Division: | Municipal Planning and Development Office |
| Classification: | Complex |
| Type of Transaction: | G2C - Government to Citizen |
| Who may avail | Any person, whether natural or juridical, with lot/property within the municipality and have the intention to apply for Building Permit. Certificate of Zoning Clearance is a requirement for securing Building Permit. |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| 1. Blueprint copy of Building Plan containing Perspective/ Site Development Plan and Vicinity Map Duly Signed and Sealed by an Architect or Civil Engineer (1 Copy Blueprint/ A3 Photocopy) | Registered Civil Engineer/ Architect |
| 2. Bill of Materials (1 Photocopy) | Registered Civil Engineer/ Architect |
| 3. Right over Land (whichever is applicable) (a) If Certificate of Title is Registered in the name of the Applicant: I. Photocopy of Certificate of Title (1 copy) (b) In the Absence of the Certificate of Title in the name of the Applicant: - Certified True copy of Latest Tax Declaration (1 copy) -Pro-forma affidavit to the effect that the (1 copy); I. Applicant is the Owner of the property subject of the application II. The reasons why the property is not yet titled III. The property is free from liens and encumbrances IV. The property is tenanted/not tenanted (for agricultural land only) (c) If the property is not registered in the name of the applicant: I. Photocopy of Certificate of Title or Tax Declaration (1 copy) II. Pro-forma affidavit as described in (b) and any of the following : I. Duly Notarized Lease of Contract (1 copy) - Duly Notarized Deed of Sale or Deed of Donation - Memorandum of Agreement (MOA) - Authorization/Consent from Lot Owner | Land Registry Authority Office of the Assessor Office of the Treasurer Office of the Treasurer DENR-EMB |
| 4. Cedula (1 Photocopy) | |

| 5. Land Tax Receipt (Current Year) -(1 Photocopy) | | | | |
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| 6. ECC (if Applicable) | | | | |
| 7. Duly Notarized Application Form for Zoning Clearance (1 Original Copy) | | Zoning Officer and Notary Public | | |
| CLIENTS STEP | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. SECURE an Application Form & List of Requirements | ISSUE Application Form and List of Requirements | None | 2 minutes | <i>Zoning Officer</i> |
| 2. SUBMIT Duly Accomplished Application Form with Complete Documents/ Requirements | RECEIVE & REVIEW Application Form and Documents submitted as to conformity of the municipality's CLUP and Zoning Ordinance | None | 15 minutes | <i>Zoning Officer</i> |
| | CONDUCT OCULAR INSPECTION with the client (if needed) <i>(Conduct of Ocular inspection for Applications from far flung barangays if needed shall be scheduled due to geographical location)</i> | None | 4 hrs. | <i>Zoning officer</i> |
| | PREPARE Result of Inspection with proper recommendation/s With violation: Issue Notice Not Complied: Recommend Work Stoppage For Non- Conforming Use: ENDORSE TO LZBAA for appropriate action | None None | 45 minutes | <i>Zoning Officer</i> <i>Zoning Officer/ LZBAA Secretariat</i> |
| 3. RECEIVE Order of Payment | PREPARE & Issue Order of Payment to client | None | 5 minutes | <i>Zoning Officer</i> |
| 4. PAY the required Fees at the Municipal Treasury Office | RECEIVE payment and ISSUE Official Receipt | Payment fee for Zoning Clearance (Revenue Code of | 10 minutes | <i>Revenue Collection Clerk</i> |

| | | 2014) | | |
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| 5. PRESENT Official Receipt | PREPARE Zoning Clearance | | 10 minutes | <i>Zoning Officer</i> |
| | APPROVE Zoning Clearance | | 10 minutes | <i>Zoning Officer Municipal Mayor</i> |
| 6. CLAIM Zoning Clearance | RELEASE Approved Zoning Clearance | | 1 minute | <i>Zoning Officer</i> |