

Issuance of Location/Zoning Clearance

This Service of the Municipal Planning and Development Coordinator is to keep track of the Expenditures allotted for the different offices as well as the whole operation of the Local Government Unit.

Office or Division:	Municipal Planning & Development Coordinator			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Individual Residents/Building Owners, Contractors & Corporations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Building Plan		Civil Engineer or Architect		
Bill of Materials		Civil Engineer or Architect		
Certified Copy of Title, Tax Declaration & Current Tax Receipt		Registry of Deeds, Assessor, Treasury		
Barangay Construction Permit		Barangay Where Construction Located		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure application form with list of requirements	1. Provide application form and give instructions	None	2 Minutes	<i>Zoning Officer I Engineer II Municipal Planning and Development Coordinator Officer Office of the Municipal Planning and Development Coordinator</i>
2. Submit duly accomplished application form	2. Evaluate plan, application form and other requirements submitted schedule ocular inspection	None	10 Minutes	<i>Zoning Officer I Engineer II Municipal Planning and Development Coordinator Office of the Municipal Planning and Development Coordinator</i>
3. Be present during the ocular inspection	3. Conduct ocular inspection		1 day	<i>Zoning Officer I Engineer II Municipal Planning and Development Coordinator Administrative Aide I Office of the Municipal Planning and Development Coordinator</i>
4. Pay corresponding fees to the cashier	4. Determine the amount of fees to be paid	To be computed	5 Minutes	<i>Zoning Officer I Engineer II Office of the</i>



	4.1 Collect payment & issue Official Receipt		2 Minutes	Municipal Planning and Development Coordinator <i>LTOO I Revenue Collection Clerk I Administrative Aide I</i> Office of the Municipal Treasury
	4.2 Prepare Zoning Clearance		10 Minutes	<i>Zoning Officer I</i> Office of the Municipal Planning and Development Coordinator
	4.3 Zoning Officer approves & signs the clearance		1 Minute	<i>Zoning Officer I</i> Office of the Municipal Planning and Development Coordinator
5. Claim Clearance	5. Release clearance to the client		1 Minute	<i>Zoning Officer I Engineer II</i> Office of the Municipal Planning and Development Coordinator
TOTAL:			1 day and 31Minutes	