



Republic of the Philippines
Province of Pangasinan
Municipality of Manaoag

ZONING SECTION

CITIZEN'S CHARTER

<i>TYPE OF TRANSACTION/ FRONTLINE SERVICE</i>	<i>FEES</i>	<i>FORMS</i>	<i>PROCESSING TIME</i>	<i>RESPONSIBLE PERSON/SECTION</i>
A. ISSUANCE OF ZONING/LOCATIONAL CLEARANCE		<i>Zoning Clearance Application Form</i>	<i>3 hours, 42 minutes</i>	<i>Rebecca A. De Vera</i>

A. ISSUANCE OF ZONING/LOCATIONAL CLEARANCE

About the service: Individuals need to secure a Zoning/Locational Clearance before they can apply for building permits. People requesting for electrical installations are also required to secure the same

Who May Avail of the Service: Any individual applying for building permits and/or electrical installations.

What are the Requirements:

- Filled up application form
- Certified true copy of Tax Declaration
- Blue print of building plan and site development

Duration: 3 hours, 42 minutes

How to Avail the Service:

<i>STEP</i>	<i>Applicant/Client (What To Do)</i>	<i>Service Provider (What To Do)</i>	<i>Duration of Activity (Time To Wait)</i>	<i>Person In Charge</i>	<i>Fees</i>	<i>Form</i>
1	Accomplish and submit the required documents	Receive and evaluate the completeness of required documents	5 minutes	Rebecca A. De Vera		Application Form
2		Set schedule for ocular inspection and verify conformity with existing CLUP and ORDINANCE	2 hours	Rebecca A. De Vera		
3		Prepare inspection and evaluation reports	1 hour	Rebecca A. De Vera		
4	Pay the corresponding payment	Receive the payment and issue official receipt	10 minutes	Municipal Treasurer's Office		
5	Wait while the Zoning/Locational Clearance is being prepared	Prepare the Zoning/Locational Clearance	10 minutes	Eliezer De Vera		
6		Approve the Zoning/Locational Clearance	1 minute	Rebecca A. De Vera		
7	Receive the Zoning/Locational Clearance	Release the Zoning/Locational Clearance	1 minute	Rebecca A. De Vera		