



## LOCAL GOVERNMENT UNIT OF MANAOAG CITIZEN'S CHARTER

### **Zoning Section (Office of the Mayor)**

#### **External Services**

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### **Office of the Zoning Officer External Services**

## 1. Application and Issuance of Zoning and Locational Clearance

<b>Office or Division:</b>	Office of the Zoning Officer	
<b>Classification:</b>	Simple Transaction	
<b>Type of Transaction:</b>	Government to Business (G2B)	
<b>Who may avail:</b>	Individuals, Firms, Corporations Or Government Entities	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ol style="list-style-type: none"> <li>1. Transfer Certificate of Title (One Certified Copy from ROD)</li> <li>2. Tax Declaration (CERTIFIED TRUE COPY)</li> <li>3. Tax Receipts or Tax Clearance ( One Photocopy)</li> <li>4. Notarized Affidavit of Consent (if not owner of the lot) (one copy) <ol style="list-style-type: none"> <li>a. Notarized Deed of Sale (Photocopy) or</li> <li>b. Notarized Contract to sale (Photocopy)</li> <li>c. Joint venture agreement or Certificate of Incorporation for Corporation (Photocopy)</li> </ol> </li> <li>5. VICINITY MAP drawn to appropriate scale, indicating clearly and specifically the exact location of the proposed site and existing land use/s within a radius of 100 meters and 1 kilometer radius from the lot boundary of the project site for projects of local and national significance respectively duly signed licensed geodetic or civil engineer</li> <li>6. SITE DEVELOPMENT showing the project site lot area boundaries an dimension of proposed lay out of improvement therein.</li> <li>7. One set of building plan with Bill of Materials and cost estimates signed and sealed by the Engineer and confirmed by the owner.</li> <li>8. BARANGAY CERTIFICATION FOR LOCATIONAL CLEARANCE certifying of the proposed project</li> </ol>	

type, owner and location.

9. Special Power of Attorney (SPA) or Authorization if in case the applicant is mere representative or authorized person by the land owner/project proponent.
10. PROJECTS USING INDIGENOUS MATERIALS AND LESS THAN 20 SQM. ONLY VICINITY MAP AND SKETCH OF THE PROJECT.
11. One long brown envelop or folder.

Other additional documents as may be needed for projects of NATIONAL SIGNIFICANCE which require a more exhaustive evaluation or Conversion order (CO) or Exemption Clearance (EC) from DAR if agricultural zone and endorsement of the Municipal Council for re - classification.

- a. Industrial
- b. Commercial
- c. Environmentally Critical Projects
- d. Environmentally Critical Areas
- e. Subdivision and Condominium Projects
- f. Sanitary Landfills and Cemetery/Memorial parks
- g. Tourism Projects
- h. Reclamation
- i. Telecommunication
- j. Piggery
- k. Poultry
- l. Funeral Parlor
- m. Satellite market (talipapa)
- n. Other projects with high impact on the environment and the population/residents
  - i. Barangay resolution/clearance (giving consent or no objection)
  - ii. Affidavit of no objection (adjoining land owners)  
Clearance from concerned regulating agencies if needed like DENR, DA, DPWH, NPC, DOH, NTC, DOTC etc.

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<p>1.Submit requirements</p> <p>Receive locational/zoning Clearance Application form</p>	<p>1.Receive and review the completeness of requirements</p> <p>Provide Application form for locational clearance and advise the client to have notarized</p>	As per HLURB 2013 schedule of fees of	<p>10 minutes</p> <p>5 minutes</p>	Rebecca de Vera
2.Fill up locational Clearance Application and have to notarized	<p>2.Record the application in the logbook</p> <p>Schedule for site inspection</p>		<p>10 minutes</p> <p>5 minutes</p>	Rebecca de Vera
<p>3.Wait for the site inspection schedule</p> <p>Wait the result of the inspection if conforming or non-conforming</p>	<p>3.Conduct site inspection as per schedule(Tuesday &amp;Thursday) and proceed with the evaluation of the project</p> <p>Prepare the inspection report and other supporting documents as deemed necessary</p>		<p>30 minutes (excluding travel time)</p> <p>15 minutes</p>	<p>Rebecca de Vera</p> <p>Rebecca de Vera</p>

4. Get order of payment	Compute and issue order of payment and advise client to pay at the Municipal Treasurer Office		10 minutes	Rebecca de Vera
Present the receipt from municipal treasurer office	Record the receipt and		10 minutes	
Claim the Zoning/locational clearance	Prepare the Zoning Certification/locational clearance		5 minutes	
	Approve the Zoning/Locational clearance		2 minutes	
	Release the Zoning/Locational clearance			

## 2. Securing Zoning Clearance For Business Permit

<b>Office or Division:</b>	Office of the Zoning Officer			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Business (G2B)			
<b>Who may avail:</b>	Business Owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<p>new businesses;</p> <ol style="list-style-type: none"> <li>a. Vicinity map/location business establishment.</li> <li>b. Locational clearance of the building/structure if any.</li> <li>c. Proof of ownership of the lot/Contract of lease</li> </ol> <p>Sketch of the building/structure</p>				
<p>For existing businesses renewing their registration</p> <ol style="list-style-type: none"> <li>1. The locational clearance has a validity period of one year. Before the validity date of your locational clearance expires, have it renewed by going to the zoning Officer.</li> </ol> <p>Bring the original copy of the business permit and receipt</p>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Submit requirements and present your business form application	1.Receive and review the completeness of the documents.		5 minutes	Rebecca de Vera
2.Wait for the site inspection schedule	2.Site inspection for renewal and new businesses;  Conduct site inspection if	Inspection fee (new and renewal)  Php.	30 minutes (excluding travel time) schedule of inspection every morning	Rebecca de Vera/staff

	needed. (for new businesses is subject of the conformity of the zoning ordinance)	120.00	Monday to Friday	
	3.prepare the inspection report and other supporting documents as deemed necessary		5 minutes	Rebecca de Vera
3.Get order of payment	4.Issue order of payment and advise client to pay at the municipal treasurer Office.	As per HLURB 2013 schedule of fees	10 minutes	Rebecca de Vera
4.Present the receipt	5.Record the receipt and prepare the zoning certificate/location al clearance for business		5 minutes	
5.Claim the zoning/location al clearance	6.approve and release the zoning/location al clearance		5 minutes	