

CITY PLANNING AND DEVELOPMENT OFFICE

Securing Certificate of Site Zoning Classification

ABOUT THE SERVICE

SITE ZONING Classification is requested for record and reference purposes.

The City's Land Use Plan (CLUP) was last updated during the year 2005.

REQUIREMENT(S)


- Secure Application Form for Zoning Certification
- Vicinity Map drawn to scale and exact location of the proposed project and duly signed by a Licensed Geodetic/Civil Engineer or Architect.
- Lot Plan duly signed by a licensed geodetic Engineer.
- Photocopy of TCT, or any proof of ownership, or right over the property and/or latest tax declaration; Tax Clearance,
- Filing Fee of **P 150.00**

HOW TO AVAIL OF THE SERVICE

CITY PLANNING AND DEVELOPMENT OFFICE

For more information, please contact: **Engr. Noel C. Cuartero**,
City Planning and Dev't Coordinator

- Tel. No. (086) 214-3559
- E-mail: citygovernment.tandag@gmail.com
cpdo@tandag.gov.ph

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submission of Application Form Submit application form/duly notarized together with the requirements.	5 minutes	 LUCIA P. OMAYAO Zoning Officer
2. Review and Verification Officer-in-charge staff does review and verification.	Average of 2 hours	
3. Preparation of Zoning Certification Officer-in-charge prepares the Certification and secures the signature of the Zoning Administrator.	Average of 2 hours	
4. Issuance of Certificate Applicant receives the Certificate of Site Zoning Classification.	Average of 2 hours	

Securing Certificate of Zoning Compliance for Building Permit

✓ ABOUT THE SERVICE

ALL ENTERPRISES and private persons constructing a new building or applying for expansion/renovation are required to secure a zoning clearance upon application for building permit.

This should be done before the start of construction to ensure that the building/business is allowed in the chosen location as per Tandag City Land Use Plan (CLUP).

✓ REQUIREMENT(S)

- Application Form for Zoning Clearance, duly notarized- 3 copies
- Building Plan duly signed by a Civil engineer
- 1 sheet Perspective
- 1 sheet Floor Plan
- Bill of Materials- 1 copy
- Title/TDN or Dead of Sale 1 copy
- Certificate of Tax Clearance 1 copy
- Environmental Clearance Certificate (ECC), when applicable
- If lot is not owned
 - Contract of Lease
 - Authority to Occupy Lot

✓ FEE(S)

• ZONING/LOCATIONAL CLEARANCE

A. Single residential structure attached/detached

- | | |
|------------------------------------|--|
| 1. P100,000.00 and below | P 200.00 |
| 2. Over P100,000.00 to P200,000.00 | P 400.00 |
| 3. Over P200,00.00 | P 500.00 + 1/10 of 1% in excess of P200,000.00 |

B. Apartments/Townhouses

- | | |
|--|--|
| 1. Project Cost of P500,000.00 and below | P 1,000.00 |
| 2. Over P500,000.00 to P2 Million | P 1,500.00 |
| 3. Over P2Million | P 2,500.00 + 1/10 of 1% of cost in excess of P2M regardless of the number of doors |

C. Dormitories

- | | |
|---|---|
| 1. Project Cost of P2 Million and below | P 2,500.00 |
| 2. Over P2Million | P 2,500.00 + 1/10 of 1% of cost in excess P2M regardless of the number of doors |

D. Institutional, the project cost of which is:

- | | |
|---------------------|--|
| 1. Below P2 Million | P 2,000.00 |
| 2. Over P2 Million | P 2,000.00 + 1/10 of 1% of cost in excess of P2M |

E. Commercial, Industrial, Agro-Industrial, the project of which is:

- | | |
|----------------------------|------------|
| 1. P100,000 and below | P 1,500.00 |
| 2. Over P100,000- P500,000 | P 1,500.00 |

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- 3. Over P500,000.00- P1 Million P 2,000.00
- 4. Over P1 Million- P2 Million P 3,000.00
- 5. Over P2 Million P 5,000.00 + 1/10 of 1% of cost in excess of P2M

F. Special Uses/Special Projects, the project cost of which is:
(Gasoline Station, Cell sites, Slaughter House, Treatment Plant, etc.)

- 1. P2 Million and below P 5,000.00
- 2. Over P2 Million P 5,000.00+ 1/10 of 1% of cost in excess of P2M

G. Alteration/Expansion
(affected areas/cost of expansion only)

☑ HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Assessment of Fees</p> <p>Have your clearance fees assessed by a Zoning Official. Bring along your notarized application form.</p>	<p>30 minutes</p>	 <p>LUCIA P. OMAYAO Zoning Officer</p>
<p>2. Payment of Fees</p> <p>Proceed to the City Treasurer’s Office; pay the required fees; and secure an Official Receipt.</p>	<p>10 minutes</p>	<p>REVENUE COLLECTION CLERK City Treasurer’s Office</p>
<p>3. Submission of Requirements</p> <p>Present the Official Receipt to the CPDO and submit all the requirements.</p>	<p>5 minutes</p>	 <p>LUCIA P. OMAYAO Zoning Officer</p>
<p>4. Review and Verification</p> <p>Officer-in-charge reviews and verifies submitted requirements.</p>	<p>10 minutes</p>	
<p>5. Preparation of Locational Clearance</p> <p>Officer-in-charge prepares, processes and records Locational Clearance.</p>	<p>30 minutes</p>	
<p>6. Approval of Locational Clearance</p> <p>Officer-in-charge secures the signature of the Zoning Administrator.</p>	<p>5 minutes</p>	 <p>NOEL C. CUARTERO City Planning and Development Officer</p>

Securing Application for Locational Clearance and Development Permit Projects under BP 220 and PD 957

✓ ABOUT THE SERVICE

PRIVATE PERSONS/DEVELOPERS who want to construct a Residential subdivision are required to secure a Locational Clearance and Development Permit. This should be done before the start of the project.

✓ REQUIREMENT(S)

- Application form duly notarized- 2 copies
- Two (2) sets of the following documents duly signed by a Licensed Architect Engineer.
 - a. Site Development Plan (schematic Plan) showing the proposed lay-out
 - b. Vicinity Map with a minimum of 2-km radius from the periphery of the project showing the relationship of the proposed project to existing community facilities and infrastructure.
 - c. Survey Plan of lot (s) described in TCT (s)

✓ FEE(S)

SUBDIVISION

1. Preliminary Approval Locational Clearance/Preliminary Subdivision Development

- Processing Fee
 - a. Socialized Housing P 75.00/ha
 - b. Economic Housing P 150.00/ha
- Inspection Fee
 - a. Socialized Housing P 200.00/ha
 - b. Economic Housing P 500.00/ha

2. Final Approval/Subdivision Development Permit

- Processing Fee
 - a. Socialized Housing P 500.00/ha
 - b. Economic Housing P 1,000.00/ha
- Inspection Fee
 - a. Socialized Housing P 200.00/ha
 - b. Economic Housing P 500.00/ha

3. Alteration Plan (affected areas only) Same as Development Permit

4. Building Permit (floor area of housing unit) (Additional Fee on Floor area of houses/ P 5.00/sq.m. P 2.00/sq.m. building sold with lot

- Inspection Fee
 - a. Socialized Housing P 200.00/ha
 - b. Economic Housing P 500.00/ha

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5. Extension of Time to Develop

- Filing Fee
 - a. Socialized Housing P 350.00
 - b. Economic Housing P 350.00
- Inspection Fee (affected/unfurnished area only)
 - a. Socialized Housing P 200.00/ha
 - b. Economic Housing P 500.00/ha

6. Certificate of Completion

- Certification Fee
 - a. Socialized Housing P 150.00
 - b. Economic Housing P 150.00
- Processing Fee
 - a. Socialized Housing P 200.00/ha
 - b. Economic Housing P 500.00/ha

NOTE: (application for CR/LS with DP issued by LGU shall be charged inspection fee)

7. Occupancy Permit

- Inspection Fee (saleable floor area of housing unit)
 - a. Socialized Housing P 5.00/sq.m.
 - b. Economic Housing P 5.00/sq.m.

SUBDIVISION AND CONDOMINIUM PROJECTS/ACTIVITIES (UNDER PD 957)

Approval of Subdivision Plan (including townhouses)

- | | |
|---|--|
| 1. Preliminary Approval & Locational Clearance (PALC)/Preliminary Subdivision Development Plan (PSDP) | P 250.00/ha. or fraction thereof |
| a. Inspection Fee | P 1,000/ha. Regardless of density |
| 2. Final Approval and Development Permit | P 2,000/ha. Regardless of density |
| a. Additional Fee on floor area of houses/building sold with the lot | P 2.00/sq. m. |
| b. Inspection Fee | P 1,000/ha. Regardless of density |
| (Not applicable for projects already inspected for PALC application) | |
| 3. Alteration of Plan (affected areas only) | same as Final Approval/ Subdivision Development Permit |
| 4. Certification of Completion | |
| a. Certification Fee | P 150.00 |
| b. Processing Fee | P 2,000.00/has. Regardless density |





5. Extension of Time to Develop

P 350.00

a. Inspection Fee
(Affected/unfinished areas only)

P 1,000/ha. Regardless of density

☑ HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Submission of Subdivision Application Form</p> <p>Bring along your complete documents and have your application form notarized.</p>	<p>2 minutes</p>	 <p>LUCIA P. OMAYAO Zoning Officer</p>
<p>2. Review and Verification</p> <p>CPDC reviews and verified submitted documents</p>		 <p>NOEL C. CUARTERO City Planning and Development Officer</p>
<p>3. Preparation Endorsement</p> <p>Officer-in-charge prepares endorsement to the Sangguniang Panlungsod, secures the signature of the Zoning Administrator and submit to the Office of the Sangguniang Panlungsod.</p>	<p>1 hour</p>	 <p>LUCIA P. OMAYAO Zoning Officer</p>
<p>4. Approval of PALC and Development Permit</p> <p>The Office of the Sangguniang Panlungsod approves the Permit through a resolution.</p>		<p>OFFICE OF THE SANGGUNIANG PANLUNGSOD</p>
<p>5. Payment of Fees</p> <p>Proceed to City Treasurer's Office; pay the required fees and secure official receipt.</p>	<p>5 minutes</p>	<p>REVENUE COLLECTION CLERK City Treasurer's Office</p>
<p>6. Preparation of Subdivision Permit.</p> <p>Officer-in-charge prepares, process and records Locational Clearance.</p>	<p>15 minutes</p>	 <p>LUCIA P. OMAYAO Zoning Officer</p>

Securing data from City Planning and Development Office

ABOUT THE SERVICE

This includes:

- Socio-Economic Profiles
- Land Use Plan
- Economic Development Data
- Other Statistics

REQUIREMENT(S)

- Original/certified Xerox copy of the court order
- Certificate of finality
- Certificate of court registration issued by the concerned Municipal/City Civil Registrar where the CO was issued
- Letter Request

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FEE(S)

OTHER TRANSACTIONS/CERTIFICATION

A. Other Certifications

1. Zoning Certifications	P 500/ha
2. Certification of Town Plan/Zoning Ordinance Approval	P 150.00
3. Others, to include:	
a. Availability of records/public request of copies/research works	P 200.00
b. Certification of no records on file	P 200.00
c. Certified/Xerox copy of documents (report size)	
c.1. Documents of five (5) pages or less	P 30.00
c.2. Every additional page	P 3.00
d. Photocopy of documents	P 2.00
e. Others not listed above	P 150.00

RESEARCH/SERVICE FEE(50% discount for students)

A. 1. Photocopy (Maps: Subdivision/ Condominium plans)	P 100.00
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(Presentation size)
2. Hard copy for diskettes

P 30.00 first pages; P6/page
in Excess of five (5)



3. Electronic File

P 500.00/diskette; additional
50.00 for rush job

4. Certified True Copy – Map
(Land Use Plan)

P100.00

☑ HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Inquiry</p> <p>Approach frontline personnel who will refer him to the person in charge of the data being requested.</p>	<p>1 minute</p>	<div data-bbox="1219 849 1398 1074" style="text-align: center;">  </div> <p data-bbox="1159 1098 1446 1206" style="text-align: center;">SILAS VICENTE M. TALISAYSASAY Planning Officer II</p> <div data-bbox="1211 1417 1382 1617" style="text-align: center;">  </div> <p data-bbox="1159 1647 1446 1721" style="text-align: center;">LUCIA P. OMAYAO Zoning Officer</p>
<p>2. Verify Information Availability</p> <p>Person-in-charge verifies if information required is available.</p>	<p>5 minutes</p>	
<p>3. Access Information</p> <p>If data is available, client waits while the person in-charge accesses the information. Otherwise, the client is referred to other probable sources of information.</p>	<p>5 minutes</p>	
<p>4. Review and Verification</p> <p>Person-in-charge reviews and verifies the information to be given to the client.</p>	<p>5 minutes</p>	
<p>5. Photocopy Documents</p> <p>If original documents may not be given, client leaves and ID card the person-in-charge and is allowed to photocopy documents.</p>	<p>5 minutes</p>	
<p>6. Register in the Logbook</p> <p>Clients sign a logbook for record purposes. If documents were photocopied, client returns and retrieves his ID card.</p>	<p>1 minute</p>	