MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
External Services

1. ISSUANCE OF LOCATIONAL CLEARANCE FOR BUILDING CONSTRUCTION

All enterprises of public and private person constructing a new building or applying for expansion/renovation/alteration is required to secure a Locational/Zoning Clearance prior to the application for Building Permit. This must be secured prior to the start of construction to ensure that construction site is in conformity with the Comprehensive Land Use Plan and Zoning Ordinance of the municipality.

Office or Division:	Municipal Planning and Development Office
Classification:	Simple
Type of Transaction:	G2C – Government ot Client
Who may avail:	Any person, whether natural or juridical, with lot/property within the municipality and have the intention to apply for Building Permit.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a) Duly Accomplished and Notarized Locational Clearance Application Form (2 copies)	MPDO Zoning Unit
b) Duly Accomplished Pro-Forma Affidavit Form (Affidavit of Ownership & Affidavit of Setback) (2 copies each)	MPDO Zoning Unit
c) Certified True Copy of Transfer Certificate of Title plus two (2) Photocopies (Not more than three months old upon filing at this office)	Register of Deeds (ROD)
d) Certified True Copy of Tax Declaration plus two (2) Photocopies (Not more than three months old upon filing at this office)	Municipal Assessor's Office
e) Current Tax Receipt or Non-Tax Delinquency Certificate plus two (2) Photocopies	Municipal Treasury Office
f) Barangay/Assessor's Certification (if lot is not titled) (3 copies)	Municipal Engineering Office (MEO)
g) Deed of Sale (2 Photocopies)	To be provided by the applicant
h) Affidavit of consent (2 Photocopies)	To be provided by the applicant
i) Contract of Lease (2 Photocopies)	To be provided by the applicant

j) Blue Print copy or A3 size of Building Plan containing Perspective, Site Development plan with technical descriptions and Vicinity Map having 500 meters radius duly signed and sealed by an Architect or Civil Engineer (1 copy)	Licensed Architect/Civil Engineer
k) Bill of Materials/ Detailed Estimate (2 copies) duly signed & sealed by CE/Architect	Licensed Architect/Civil Engineer
l) Road-Right-of-Way Clearance for properties adjoining national/provincial roads(2 Photocopies)	DPWH/ PEO
m) Waterway Clearance for properties adjoining creeks/rivers (2 Photocopies)	DPWH
n) Authority to process and follow-up application if applicant is not the owner (2 copies)	To be provided by the applicant
o) Five (5) Sets of Building Plans duly signed & sealed by CE/Architect	Licensed Architect/Civil Engineer
p) Barangay Clearance	Barangay concerned
q) Environmental Compliance Certificate (ECC)and/or Certificate of Non Coverage (CNC)	DENR EMB

**These requirements are not exclusive, other documents deemed necessary be required by Municipality of Dinalupihan as per Municipal Zoning Ordinance 03-2017.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SECURE an application Form & List of Requirements	1. **ISSUE** Application Form & List of Requirements	Refer to Comprehensive Land Use Plan (CLUP) Book 1 (See Attached Annex A)	1 minute	Administrative Aide
2. **SUBMIT** Duly Accomplished Application Form with complete Documents/Requirements	**2..1 SCHEDULE & CONDUCT** OCCULAR INSPECTION with the client/ authorized representative		2 hrs	Designated Zoning Officer

	2.2 RECEIVE & REVIEW Application Form and Requirements Submitted		10 mins	Designated Zoning Officer
	2.3 PREPARE Result of inspection with proper recommendation/ s **With Violation**: Issue Notice **Not Complied**: 1. Recommend Work Stoppage		10 mins.	Designated Zoning Officer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. **RECEIVE** Order of Payment	**3.PREPARE** & Issue Order of Payment to client		3 mins	MPDC
4. **PAY** the required fees at the Municipal Treasury Office	**4.RECEIVE** payment and **ISSUE** Official Receipt		10 mins	Revenue Collection Clerk
5. **PRESENT** all Documents and Official Receipt	**5.1 REVIEW and VERIFY** documents and payments		3 mins	Designated Zoning Officer
	5.2 **PREPARE** Locational Clearance		3 mins	Designated Zoning Officer
6. **CLAIM** Locational Clearance	**6.APPROVE** Locational Clearance		3 mins	MPDC

7. **ACCEPT and APPEND** signature in the receiving copy of Locational Clearance	**7.ENCODE** Locational Clearance for filling (Database) **RELEASE** Approved Locational Clearance		5 mins	Designated Zoning Officer
8. **CLAIM** Locational Clearance	**8.APPROVE** Locational Clearance		3 mins	MPDC
	TOTAL		2 hours and 45 minutes	

Note: Waiting time not included in the process; incomplete documents shall not be received

2. ISSUANCE OF PRELIMINARY APPROVAL OF LOCATIONAL CLEARANCE & DEVELOPMENT PERMIT OF ALL SUBDIVISIONS RESIDENTIAL, COMMERCIAL, FARMLOT, INDUSTRIAL, MEMORIAL PARKS & CEMETERY PROJECTS COVERED UNDER THE PROVISIONS OF PD 957 & BP 220 (SUBDIVISION & CONDOMINIUM BUYERS PROTECTIVE DEGREE) E.O.71

An enterprise/ private person developing any kind of subdivision project above mentioned is required to secure a Preliminary Approval of Locational Clearance/Development permit prior to the approval of the subdivision project. This should be done before the start of land development to ensure that the project is compliant to Executive Order 71, PD 957 and BP 220 (Subdivision & Condominium Buyers Protective Decree) and Comprehensive Land Use Plan and Zoning Ordinance of the municipality.

Office or Division:	Municipal Planning and Development Office
Classification:	Complex
Type of Transaction:	G2C – Government to Client
Who may avail:	Any person, whether natural or juridical, with lot/property within the municipality and have the intention to apply for Subdivision Approval & Development Permit

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. For Preliminary and Locational Clearance for Subdivisions:	
a. Duly Accomplished Development Permit/Locational Clearance Application Form (4 sets)	MPDO Zoning Unit
b. Four (4) sets of the following documents duly signed by a licensed	Licensed Architect/Civil Engineer

Architect/Engineer. 1. Vicinity Map with a minimum of 2 km. radius from the periphery of the project site showing the relationship of the proposed project to the existing community facilities and utilities. 2. Site Development Plan (Schematic Plan) showing the proposed layout. Plot all existing trees with a diameter of 0.30 meter or more.	

3. Survey plan of the Lot/s as described in the Certificate of Title of lots subject of the application. 4. Ground and Floor Plans for Condominium/Townhouses only.	Licensed Architect/Civil Engineer
c. Certified True Copy of Transfer Certificate of Title and Certified True Copy of Tax Declaration not more than three (3) months old upon filing of application plus two (2) Photocopies.	Registry of Deeds, Municipal Assesor's Office respectively
d. Current Tax receipt or Non-Tax Delinquency Certificate	Municipal Treasury Office
e. e. Environmental Compliance Certificate (ECC) for Development	DENR-EMB
f. f. Conversion Clearance from Department of Agrarian Reform (DAR) if project is within Agricultural zone	DAR
g. g. Permit to Cut Trees	DENR
h. h. Letter authorizing applicant to file and follow-up application and claim decision in case the applicant is not the owner of the project.	To be provided by the applicant
i. i. Deed of Sale (in case land title is not under the name of applicant)	To be provided by the applicant
j. j. Affidavit of Consent	To be provided by the applicant
k. k. Contract of Lease	To be provided by the applicant
l. l. Joint Venture Agreement (JVA)	To be provided by the applicant
m. m. Barangay Council Resolution favorably endorsing subdivision project (for complex subdivision with land development)	Barangay concerned
n. n. Concrete proof of right of way	

**These requirements are not exclusive, other documents deemed necessary be required by Municipality of Dinalupihan as per Municipal Ordinance 03-2017.

II. For integrated PALC and Development Permit or final Approval/Development Permit	
a. All the above requirements for PALC	See requirements listed above
b. Topographic Plan to include existing conditions like boundary lines, street and easements/utilities as and adjacent to the project, ground spot elevation and other conditions on the land.	Licensed Civil/Geodetic Engineer
c. For projects with vertical development, i.e. condominium/Townhouses (duly signed by a licensed Architect/Engineer) 1. Final Floor and Ground Plans 2. Elevation Plans (Front, Rear, Right Side and Left Side) 3. Section Plans (Cross and Longitudinal) 4. Building Specifications, Bill of Materials and Estimates.	Licensed Architect/Engineer
d. For Land Development of Projects (Duly signed by a licensed Architect/Engineer) 1. Final Site Development/Subdivision Plan 2. Design (Geometric and Structural Designs 3. Storm Drainage and Sewer System Plans 4. Water System Layout and Detail Plans 5. Site Grading Plan 6. Power Distribution Line and Details 7. Site Development Plan/Landscape Design for Parks and	Licensed Architect/Civil Engineer/ Sanitary Engineer

Playgrounds d. Specifications, Bill of Materials and Cost Estimates	

e. Project study indicating among others the land development cost, vertical development cost, amortization schedules, sources of financing, marketability, cash flow and project timetable/completion, with the following financial attachments: 1. Audited Assets and Liabilities/Income Statement 2. Income Tax Return for last three (3) years 3. Certificate of Registration with the Securities and Exchange Commission (SEC) 4. Articles of Incorporation of Partnership 5. Corporation By-Laws and all Implementing amendments	To be provided by the applicant
f. Permit for operation of deep well, and water resistivity tests, if and when necessary, from the local water franchise on the availability of water supply/service in the area where the project is to be put up.	LTWD/ NWRB
g. Certification from the local power franchise on the availability of electric power supply/service in the area where the project is to be put up.	PENELCO
h. Concrete Proof of existence of Right-Of-Way over access road and drainage outfalls, i.e. deed of easement of right-of-way, title, etc.	DPWH, PEO, Barangay concerned Adjoining Subdivision lot owners

**These requirements are not exclusive, other documents deemed necessary be required by Municipality of Dinalupihan as per Municipal Ordinance 03-2017.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SECURE an Application Form & List of Requirements	**1.1** ISSUE Application Form & List of Requirements	Refer to Comprehensive Land Use Plan (CLUP) Book 1 (See Attached Annex A)	1 minute	Administrative Aide
	1.2 SCHEDULE & CONDUCT Ocular Inspection		2 hrs.	Designated Zoning Officer
2. SUBMIT Duly Accomplished Application Form with complete Requirements	2.1 RECEIVE & REVIEW Application Form and Requirements Submitted (transmitted by the Mayor's Office to MPDO) and schedule date for site inspection		5 minutes	Designated Zoning Officer
	2.2 PREPARE Result of inspection with proper recommendation/s and submit to the Mayor's Office		(Time Paused)	
	2.3 Mayor's Office transmits PA/ LC/ DP application and Zoning Report to SB		(Time Paused)	
	2.4 SB deliberates on Approval/Denial of PA/LC/DP and furnish copy of Resolution to MPDO		(Time Paused)	
	2.5 Mayor's Office transmits PA/LC/DP application and Zoning Report to SB		(Time Paused)	Mayor's Office Staff

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.6 Sangguniang Bayan deliberates on Approval/Denial of PA/LC/DP and furnish copy of Resolution to MPDO	None	(Time Paused)	Sangguniang Bayan
1.1 RECEIVE Order of Payment and pay corresponding fees at the Treasury Office	**3.1 RECEIVE** Order of Payment and pay corresponding fees at the Treasury Office	None	5 minutes	Designated Zoning Officer
3.2 PRESENT Official Receipt of Payment	**3.2 PRESENT** Official Receipt of Payment	None	5 minutes	Administrative Aide
	3.3 Mayor, SB , MPDC Signs DP/PA/LC.	None	10 minutes	Mun. Mayor, SB, MPDC
2. CLAIM PA/LC/DP	**4.ISSUE** PA/LC/DP	None	1 minute	Administrative Ass't./Aide
	TOTAL		**2 hours and 32 minutes**	

3. ISSUANCE OF ZONING CLEARANCE FOR BUSINESS PERMIT

A Zoning Certification is required prior to securing a New Business Permit in order to ensure compliance to the Comprehensive Land Use Plan and Zoning Ordinance of the Municipality.

Office or Division:	Municipal Planning and Development Office
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	Any person/legal entity who wish to apply for a New Business Permit for the purpose of establishing a BUSINESS in the Municipality of Dinalupihan.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. Photocopy of Land Title, Real Pfroperty Tax Declaration, Vicinity Map b. If lot is not owned: Duly notarized copy of: Contract of Lease, Deed of Absolute Sale, Authorization to Occupy/Use Lot, Special Power of Attorney.	Applicant
b.Barangay Clearance of business site	Barangay Concerned
c. Business Permit Application Form	Business Permit & Licensing Office

**These requirements are not exclusive, other documents deemed necessary be required by Municipality of Dinalupihan as per Municipal Ordinance 03-2017.

REMARKS

All owners, individuals, corporations applying for business permit be required to provide a parking space for the clients subject to rule VII, Sec.707, Table VII.4 of the National Building Code.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. PRESENT Business Permit Application Form	1.1 RECEIVE Business Permit Application Form	Php. 250.00 Municipality of Dinalupihan Revenue Code Ordinance No. 11, s. 2006	1 minute	Administrative Aide
	1.2 CONDUCT ocular inspection (for new business)	Php. 250.00 Municipality of Dinalupihan Revenue Code Ordinance No. 11, s. 2006	2 hours	Designated Zoning Officer
	1.3 SIGN Business Permits Application Form		3 minutes	Designated Zoning Officer
	1.4 PREPARE Order of Payment		1 minute	Designated Zoning Officer
2. **PAY** corresponding fees at MTO	**2.RECEIVE** payment and Issue Official Receipt		10 minutes	Revenue Collection Clerk
3. **PRESENT** the Original Official Receipt of Payment	**3.PREPARE** Zoning Clearance and **SIGN** by MPDC		5 minutes	MPDC
4. **CLAIM** the Business Permits Certification	**4.1 ISSUE** Business Permit Clearance		1 minute	Administrative Assistant/ Administrative Aide/ Zoning Officer
	4.2 RECORD Business Permit Clearance in the Database		2 minutes	Administrative Aide
	TOTAL	**P 250.00**	**2 hours and 23 minutes**	

Note: Waiting time not included in the process; incomplete documents shall not be received

4. ISSUANCE OF ZONING CERTIFICATIONS

Zoning Certification is requested by any individual the land use classification status of the lot as per Comprehensive Land Use Plan of the municipality. It is also being requested for determination if the land is needed or not by the government for future public use prior to the issuance of land title by the DENR. This is being issued for the purpose of ensuring compliance to the Comprehensive Land Use Plan and Zoning Ordinance of the Municipality.

Office or Division:	Municipal Planning and Development Office
Classification:	Simple
Type of Transaction:	G2C – Government to Client
Who may avail:	Any person/legal entity who owns a parcel of lot in the Municipality of La Trinidad

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. Letter Request address to the MPDC indicating purpose of zoning certificate	Applicant/Client
b. Certified True Copy of Transfer Certificate of Title (Not more than three months old upon filing at this office)	Registry of Deeds (ROD)
c. Certified True Copy of Tax Declaration (Not more than three months old upon filing at this office)	Municipal Assessor's Office
d. Current Tax Receipt of Non-Tax Delinquency Certificate	Municipal Treasury Office

**These requirements are not exclusive, other documents deemed necessary be required by Municipality of Dinalupihan as per Municipal Ordinance 03-2017.

\	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. **SUBMIT** Letter Request for Zoning Certification and Secure List of Requirements	**1.1. RECEIVE** Letter Request, review attachments schedule date for site inspection	Php. 250.00 Municipality of Dinalupihan Revenue Code Ordinance No. 11, s. 2006	5 minutes	Administrative Aide
-	**1.2 CONDUCT** Site inspection, and **PREPARE** inspection Report thereafter	None	2 hrs.	Designated Zoning Officer
2. **RECEIVE** Order of Payment and **PAY** corresponding fees at MTO	**2.1 PREPARE** Order of Payment	None	1 minute	Designated Zoning Officer
	2.2 RECEIVE payment and **ISSUE** Official Receipt	None	10 minutes	Revenue Collection Clerk
3. PRESENT Official Receipt.	**3.1 PREPARE** Zoning Certification **3.2 APPROVE** Zoning Certification	None	5 minutes 1 minute	Designated Zoning Officer MPDC
3. **CLAIM** Zoning Certification	**RECORD** and **ISSUE** Zoning Certification	None	1 minute	Designated Zoning Officer
TOTAL		None	2 hours and 23 minutes	

5.ISSUANCE OF LOCATIONAL CLEARANCE FOR CHANGE IN OCCUPANCY/ ALTERATION

A change in occupancy/alteration is requested by any individual Building Owner for the change of use of his/her existing structure or part of which from residential to commercial, industrial or institutional and other purposes. This is being issued for the purpose of ensuring compliance to the Comprehensive Land Use Plan and Zoning Ordinance of the Municipality.

Office or Division:	Municipal Planning and Development Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	Any person/legal entity who/which owns a building in the Municipality of La Trinidad
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
a. Zoning Locational clearance of the building	Owner's copy
b. Letter request & purpose of change of occupancy/alteration	Applicant/Client
c. Certified True copy of tax declaration of building	Municipal Assessor's Office
d. Non tax delinquency or current tax receipt	Municipal Treasury Office
e.Occupancy permit application form	Municipal Engineering Office
f. Bill of materials/detailed estimate	Licensed Architect/Civil Engineer

**These requirements are not exclusive, other documents deemed necessary be required by Municipality of Dinalupihan as per Municipal Ordinance 03-2017.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. **SUBMIT** requirements	**1.1 SCHEDULE & CONDUCT** Site inspection	Refer to Comprehensive Land Use Plan (CLUP) Book 1 (See Attached Annex A)	2 hrs.	Designated Zoning Officer
	1.2 RECEIVE & REVIEW attachments & schedule date for site inspection		5 minutes	Designated Zoning Officer
2. **PAYMENT** of fees	**2.PREPARE** Order of Payment	Refer to Comprehensive Land Use Plan (CLUP) Book 1 (See Attached Annex A)	1 minute	Designated Zoning Officer
3. **PAY** the required fees	**3.RECEIVE** payment and I**SSUE** Official Receipt		10 minutes	Revenue Collection Clerk
4. **PRESENT** Official Receipt to Zoning Officer	**4.PREPARE and SIGN** Change of Occupancy Certification		5 minutes	MPDC
5. **CLAIM** Change of Occupancy Certification	**5.RECORD** and I**SSUE** Zoning Certification		1 minute	Administrative Aide
	TOTAL		**2 hours and 22 minutes**	

Note: Waiting time not included in the process; incomplete documents shall not be received.

6.AGRICULTURAL LAND USE CONVERSION/AGRICULTURAL LAND, INSTITUTIONAL, COMMERCIAL AND INDUSTRIAL LAND USE CONVERSION, LAND REVERSION FROM OTHER USES TO AGRICULTURAL USE

All owners, individuals/persons/corporations and/or developers of the above-mentioned projects are required to secure a land reclassification approval from the Municipal Government and subsequently conversion clearance if applicable from the Department of Agrarian Reform.

Office or Division:	Municipal Planning and Development Office
Classification:	Complex
Type of Transaction:	G2C – Government to Client
Who may avail:	Lot owners, individuals/persons/corporations and/or developers who wish to apply for Land Use Conversion and/or Reversion from a particular use to other uses

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. Certified True Copy of Certified True Photocopy of Title plus three (3) photocopies	Registry of Deeds
b. Certified True Copy of Tax Declaration plus three (3) photocopies (*for land use conversion/Agri'l. land reclassification*)	Municipal Assessor's Office Window 10
c.Certificate of Non-Tax Delinquency	Municipal Treasury Office
d. Certification from the Department of Agriculture that such land has ceased to be economically feasible and sound for agricultural purposes.	Municipal Agriculture Office (MAO) and Department of Agriculture
e. Barangay certificate of non-objection	Barangay concerned
f.Three (3) blue print copies of the Sketch Plan with Vicinity Map duly signed by a registered geodetic engineer.	Geodetic Engineer
g. Site inspection of the subject lot	MPDO Zoning Unit (to be scheduled)
h. Official Receipt of Payment of Processing Fees	Municipal Treasury Office
i.Letter request	Applicant
j. Other requirements deemed necessary.	MPDC

**These requirements are not exclusive, other documents deemed necessary be required by Municipal Government of La Trinidad as per Municipal Zoning Ordinance 13-2016

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. **SECURE** Application Form and List of Requirements	**1. ISSUE** Application Form and List of Requirements	Refer to Comprehensive Land Use Plan (CLUP) Book 1 (See Attached Annex A)	5 minutes	Administrative Aide
2. **SUBMIT** Duly filled Up Application Form complete with requirements	**2.1 EVALUATE** Submitted documents		30 minutes	Designated Zoning Officer
	2.2 CONDUCT Ocular inspection together with the applicant		2 hrs.	Designated Zoning Officer
	2.3 Mayor's Office endorses to Sangguniang Bayan	None	10 days (Time Paused)	Mayor's Office Staff
	2.4 SB deliberates on the Approval/ denial (thru Res.) and furnish copy thereof to MPDO/ZO			Sangguniang Bayan
	2.5 Present O.R. to Zoning Officer			
3. RECEIVE approved application	**ISSUE** Approved Application	None	2 minutes	Administrative Aide
TOTAL			**10 days, 2 hours and 32 minutes**	

Note: Waiting time not included in the pro; incomplete documents shall not be received.