

LIST OF TRANSACTIONS	CATEGORIZATION OF TRANSACTION	STEP-BY-STEP PROCEDURE	REQUIRED DOCUMENTS	FEES AND CHARGES	TIME	OFFICE/ PERSONS CONCERNED
<i>NAN SERBISYO MI</i>	<i>KATEGORYAN DETRANSAKSYON</i>	<i>NAN IKKAM</i>	<i>DATONA NAN KASAPULAN</i>	<i>NAN MABAYADAN</i>	<i>MALPAS SINAN</i>	<i>NAN UMEYAM/NAN ILAM</i>
<b>Locational Clearance</b>	Complex	<ol style="list-style-type: none"> <li>1. Secure Locational Clearance Form</li> <li>2. Submit duly accomplished and notarized Application Form and Affidavit with complete documents</li> <li>3. Proceed to MTO for payment of L.C and secure official receipt</li> <li>4. Released Approved Locational Clearance</li> </ol>	<ol style="list-style-type: none"> <li>1. Duly Accomplished and Notarized Locational Clearance Application Form</li> <li>2. Pro-forma Affidavit Form (Filled-up, Signed and Notarized)</li> <li>3. Certified True Copy of Tax Declaration</li> <li>4. Certified True Copy of Title</li> <li>5. Current Tax Receipt of Non-Tax Delinquency Certificate</li> <li>6. Barangay Certification if Lot is not Titled</li> <li>7. Deed of Sale (if applicable)</li> <li>8. Affidavit of Consent of Lot Owner (if applicable)</li> <li>9. Contract of Lease (if applicable)</li> <li>10. Copy of Building Plan (containing Perspective, Site Dev't. Plan and Vicinity Map duly signed by Architect or Civil Engineer)</li> <li>11. Bill of Materials</li> <li>12. Road-Right-Of-Way Clearance (if applicable)</li> <li>13. Watershed Clearance (if applicable)</li> <li>14. Barangay Resolutions from where the project is located</li> <li>15. SB Resolutions for projects that needs the action of the Sanggunian</li> <li>16. ECC - Environmental Compliance Certificate (if applicable) or Certificate of Non-Coverage (if applicable)</li> </ol>	Fees are assessed at the Municipal Treasury Office	1 day	MPDC / Zoning Enforcement Officer

<b>Zoning Certification</b>	Complex	<ol style="list-style-type: none"> <li>1. Submit the complete requirements;</li> <li>2. Pay zoning certification fee;</li> <li>3. Release of Zoning Certification.</li> </ol>	<ol style="list-style-type: none"> <li>1. Transfer Certificate of Title of the subject parcel of land</li> <li>2. Tax Declaration of subject parcel of land</li> <li>3. Sketch Map</li> </ol>	Fees are assessed at the Municipal Treasury Office	3-5 minutes	MPDC/ Zoning Enforcement Officer
<b>Research</b> - Copy of Maps - Municipal Profile - Development Plans documents - Other Certifications	Simple	Present completed requirements and pay necessary fees, if applicable	<ol style="list-style-type: none"> <li>1. Valid ID of person conducting research</li> <li>2. Letter of Request from school signed by authorized person (if student endorse by school)</li> </ol>	Fees are assessed at the Municipal Treasury Office.	15 minutes	MPDC/Staff

# CITIZEN'S CHARTER

## CLIENTS' GUIDE TO THE FLOW OF TRANSACTIONS

### OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR