



MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

Frontline Services



Service 1. ISSUANCE OF ZONING / LOCATIONAL CLEARANCE

A Locational Clearance, commonly referred to a Zoning Permit, is one of the prerequisite documents before a person can get a Building Permit and Business Permit. This is to ensure that construction of the building follows the Comprehensive Land Use Plan and Zoning Ordinance of the Municipality.

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| Office or Division: | MUNICIPAL PLANNING AND DEVELOPMENT OFFICE |
| Classification: | Simple |
| Type of Transaction: | G2C - Government to Citizen |
| Who may avail: | Developers, House Contractors, Lot Owners, Business Proprietors, Private Companies and the Stakeholders of Development in the Municipality of Nueva Valencia |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| 1. Duly accomplished and notarized APPLICATION FORM in 5 sets | MPDO |
| 2. Electronic Blue Copy of Lot Title (ROD) | Registry of Deeds |
| 3. Bill of Materials 4. Site Development Plan 5. Perspective 6. Location Plan/Vicinity Map 7. Detailed Certified Lot Plan if not replicated at Perspective Drawing | Licensed Project Engineer |
| 8. Consent/Deed of Sale, etc. if lot claimant is not the same as Application Name | Lot owner |
| 9. Barangay Clearance | Office of the Punong Barangay |
| 10. Certified Photo Copy of Tax Declaration | MAO |
| 11. Photo Copy of Current Tax Receipt/Clearance | MTO |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|--|------------------------|---|
| 1. Application Submit duly accomplished and notarized Zoning Application form with the required documents enumerated above | Check as to completeness of the documents submitted | None | 5 minutes | <i>Designated Zoning Inspector/ Zoning Administrator</i> |
| 2. Evaluation | Assess/Evaluate the documents as to legal and technical requirements and Record Application with assigned number. | None | 10 minutes | <i>Designated Zoning Inspector/ Municipal Planning and Development Office</i> |
| | Issue Order of Payment to be paid at MTO including payment for Mayor's Permit | None | | |
| 3. Payment Proceed to the designated Payment Window of the Municipal Treasurer's Office, (present the Order of Payment) and pay the Clearance/certification fee. | (Municipal Treasurer's Office) Receive payment and issue Official Receipt. | Based on the approved Zoning/Tax Ordinance | 5 minutes | <i>Revenue Collection Clerk Municipal Treasurer's Office</i> |
| 4. Issuance Return and present the Official Receipt for the issuance of Zoning/Locational Clearance at MPDO | Undertake the following: <ul style="list-style-type: none"> • Check the Official Receipt. • Provide recommendation. • Prepare the Locational Clearance and forward the same and all the attached documents to the Zoning Administrator. | None | 10 minutes | <i>Designated Zoning Inspector/ Zoning Administrator</i> |



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| | Review the documents and sign the Zoning / Locational Clearance. | None | 5 minutes | <i>MPDC/Zoning Administrator</i> Municipal Planning and Development Office |
| | Request the client to sign in the Release Logbook and issue the Zoning / Locational Clearance and advice client to proceed in the Mayor's Office for the processing/ issuance of Mayor's Permit | None | 2 minutes | <i>Zoning Administrator</i> Municipal Planning and Development Office |
| | TOTAL | | 37 minutes | |



Service 2. ISSUANCE OF LAND USE CERTIFICATIONS

Issuance of Certifications pertaining to Land Use, NonConformance to Land Uses and No Records on File relative to developments.

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|---|--|------------------------|
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| Who may avail: | Developers, House Contractors, Lot Owners, Business Proprietors, Private Companies and the Stakeholders of Development in the Municipality of Nueva Valencia | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. Letter of Request | Document Owner | |
| 2. Certified True Copy of Title (Transfer Certificate of Title) | Registry of Deeds | |
| 3. Certified Photo Copy of Tax Declaration | MAO | |
| 4. Copy of Lot Plan / Tax Map | Lot owner | |
| 5. Legal Documents from other government agencies 6. SPA / Authorization letter, if applicable 7. Valid ID of the requesting party and or his / her representative, if applicable | Document Owner | |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|---|------------------------|---|
| 1. Application Submit the required documents enumerated above | Check as to completeness of the documents submitted. | None | 5 minutes | Municipal Planning and Development Office |
| 2. Evaluation | Evaluate the documents as to legal and technical requirements. | None | 10 minutes | Municipal Planning and Development Office |
| | Issue Order of Payment to be paid at MTO | None | | |
| 3. Payment Proceed to the designated Payment Window of the Municipal Treasurer's Office, (present the Order of Payment) and pay the Certification fee. | (Municipal Treasurer's Office) Receive payment and issue Official Receipt. | Based on the approved Zoning/ Tax Ordinance | 5 minutes | <i>Revenue Collection Clerk</i> Municipal Treasurer's Office |
| 4. Issuance Return and present the Official Receipt for the issuance of Certification at MPDO | Undertake the following: <ul style="list-style-type: none"> • Check the Official Receipt. • Provide recommendation. • Prepare the Certification and forward the same and all the attached documents to the Zoning Administrator. | None | 10 minutes | Municipal Planning and Development Office |
| | Review the documents and sign the Certification | None | 5 minutes | <i>MPDC/Zoning Administrator</i> Municipal Planning and Development Office |



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| | Request the client to sign in the Release Logbook and issue the Certification | None | 2 minutes | Municipal Planning and Development Office |
| END OF TRANSACTION | TOTAL | | 37 minutes | |



Service 3. ISSUANCE OF SPECIAL USE PERMIT FOR LOCAL ZONING

Issuance of Special Use Permit for Local Zoning (Gasoline Stations, Cell Sites, Slaughter House, Treatment Plant, etc.)

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| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| 1. Duly accomplished and notarized APPLICATION FORM in 5 sets | MPDO |
| 2. Electronic Blue Copy of Lot Title (ROD) | Registry of Deeds |
| 3. Bill of Materials 4. Site Development Plan 5. Perspective 6. Location Plan/Vicinity Map 7. Detailed Certified Lot Plan if not replicated at Perspective Drawing | Licensed Project Engineer |
| 8. Consent/Deed of Sale, etc. if lot claimant is not the same as Application Name | Lot owner |
| 9. Barangay Clearance | Office of the Punong Barangay |
| 10. Certified Photo Copy of Tax Declaration | MAO |
| 11. Photo Copy of Current Tax Receipt/Clearance | MTO |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|---|------------------------|---|
| 1. Application Submit duly accomplished and notarized Zoning Application form with the required documents enumerated above | Check as to completeness of the documents submitted | None | 5 minutes | Municipal Planning and Development Office |
| 2. Evaluation | Assess/Evaluate the documents as to legal and technical requirements and Record Application with assigned number. | None | 5 minutes | Municipal Planning and Development Office |
| | Conduct Site Inspection and validation | | 4 Hours | |
| | Issue Order of Payment to be paid at MTO including payment for Mayor's Permit | None | 5 minutes | |
| 3. Payment Proceed to the designated Payment Window of the Municipal Treasurer's Office, (present the Order of Payment) and pay the Permit fee. | (Municipal Treasurer's Office) Receive payment and issue Official Receipt. | Based on the approved Zoning/ Tax Ordinance | 5 minutes | <i>Revenue Collection Clerk</i> Municipal Treasurer's Office |
| 4. Issuance Return and present the Official Receipt for the issuance of Permit at MPDO | Undertake the following: <ul style="list-style-type: none"> • Check the Official Receipt. • Provide recommendation. • Prepare the Permit and forward the | None | 10 minutes | Municipal Planning and Development Office |



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| | same and all the attached documents to the Zoning Administrator. | | | |
| | Review the documents and sign the Permit. | None | 5 minutes | <i>MPDC/Zoning Administrator</i> Municipal Planning and Development Office |
| | Request the client to sign in the Release Logbook and issue the Permit and advice client to proceed in the Mayor's Office for the processing/ issuance of Mayor's Permit | None | 2 minutes | Municipal Planning and Development Office |
| | TOTAL | | 4 hours, 37 minutes | |