

## APPLICATION FOR RECLASSIFICATION OF LANDS (Sec. 20 of RA 7160)

Enactment of Ordinance on Reclassification of Land within the territorial jurisdiction of the Municipality (Sec. 447 par 2(viii))

### About the Service:

Reclassification of lot from its current usage to other usage is done to conform with zoning and land use laws, rules and regulations.

<b>Office or Division</b>	Sangguniang Bayan Office
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C– Government to Citizens
<b>Who may avail</b>	All persons, natural or juridical
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Endorsement Letter from the Municipal Mayor	Office of the Municipal Mayor
2. Personal appearance of applicant or authorized representative	Office of the Sangguniang Bayan
3. Letter of the applicant to the Mayor thru the Vice Mayor and the Members of the Sangguniang Bayan requesting for reclassification of land with the following attachments ( 4 original, 11 copies):	Applicant
4. Ownership of Lot: 4a. In case the applicant is the registered owner of the lot: <ul style="list-style-type: none"> <li>➤ Certified True Copy of the Transfer Certificate of Title (TCT)</li> <li>➤ Latest Tax Declaration</li> <li>➤ Updated Real Property Tax Receipt or Tax Clearance</li> </ul> 4b. In case the applicant is not the registered owner of the lot, submit all requirements as specified under 4a & include the following additional documents: <ul style="list-style-type: none"> <li>➤ Duly notarized copy of the Contract of Lease or;</li> <li>➤ Duly notarized copy of Deed of Sale and Certificate of Authorizing Registration (CAR) from BIR, or</li> <li>➤ Duly notarized Lot Owner's Affidavit of Consent to the applicant's use of the land/property as site for the project</li> <li>➤ Contract to sell</li> </ul> 4c. In case lot is not yet subdivided among co-owners/heirs, submit all requirements as specified under 4a and the following additional documents:	Register of Deeds Municipal Assessor's Office Municipal Treasurer's Office  Applicant's documents duly-notarized by a lawyer

<ul style="list-style-type: none"> <li>➤ Lot Plan &amp; Subdivision Plan signed by Geodetic Engineer</li> <li>➤ Duly notarized copy of the affidavit of consent from the lot owner(s)/ co-owners and/or Heirs</li> <li>➤ Deed of assignment</li> </ul> <p>4d. In case of public land, authorization from appropriate government agency allowing applicant to use subject public land</p>	<p>Geodetic Engineer hired by the Applicant</p> <p>Applicant's documents duly notarized by a lawyer</p> <p>Appropriate Government Agency</p>			
<p>5. In case the applicant is a corporation:</p> <ul style="list-style-type: none"> <li>➤ SEC Registration</li> <li>➤ Articles of Incorporation</li> <li>➤ Updated GIS Sheet, if any</li> <li>➤ Notarized Corporate Secretary's Certificate</li> </ul>	<p>Securities and Exchange Commission</p> <p>Applicant's documents duly notarized by a lawyer</p>			
<p>6. If the land is under EP/CLOA or TCT was issued by DAR</p> <ul style="list-style-type: none"> <li>➤ DAR Clearance</li> </ul>	<p>Department of Agrarian Reform</p>			
<p>7. Vicinity Map showing:</p> <ul style="list-style-type: none"> <li>a. Exact Location of proposes site</li> <li>b. Contiguous and/or institutions and their products and major activities; and major landmark within a radius of 200 meters</li> <li>c. Approximate distance of contiguous forms and/or within a 1,000 meter radius from the proposed site and from the main service road leading on it.</li> </ul> <p>8. Geo-Tag &amp; Global Positioning System (GPS) coordinates</p>	<p>Designing Officials hired by the Applicant</p>			
<p>9. Topographic Plan</p>	<p>Designing Officials hired by the Applicant</p>			
<p>10. Project Description</p>	<p>Applicant</p>			
<p>11. Certification of non- tenancy from the BARC Chairman</p>	<p>Barangay Agrarian Reform Council Chairman</p>			
<p>12. Barangay Resolution endorsing the reclassification of land/ interposing no objection to the project.</p>	<p>Sangguniang Barangay of the concerned Barangay</p>			
<p>13. Barangay Clearance or Certification from the Barangay Chairman</p>	<p>Barangay Chairperson of the Concerned Barangay</p>			
<p>14. SPA of person allowed to transact/follow-up request</p>	<p>Applicant's documents duly notarized by a lawyer</p>			
<p><b>CLIENT STEPS</b></p>	<p><b>AGENCY ACTIONS</b></p>	<p><b>FEES TO BE PAID</b></p>	<p><b>PROCESSING TIME</b></p>	<p><b>PERSON RESPONSIBLE</b></p>
<p>1. The office of the Mayor forwards the letter of endorsement to the Sangguniang</p>	<p>1. Receive and check the documents and affix the date, time and signature of the receiving personnel.</p>	<p>None</p>	<p>15 minutes</p>	<p>SB Staff / SB Secretary</p>

Bayan with the documentary requirements				
	2. Include the matter in the Calendar of Business  > Referred to the concerned Committee (1 <sup>st</sup> reading)	None	1 Session day	SB Secretary, Committee on Rules, Ethics and Privileges,  Presiding Officer
2. Clients attend committee meeting/ hearing	3. Conduct Committee Meeting		1-2 hours	Committee on Zoning, Housing and Land Utilization, SB Secretary
3. Attend Public Hearing and present project to the Public	4. Conduct of Public Hearing		1- 2 hours	Presiding Officer, Committee Members and other SB Members, SB Secretary
	5. Signing of Committee Report		1 day depending upon the availability of the signatories	Committee Members
	6. Renders Committee Report		1 session day	Committee on Zoning, Housing and Land Utilization
	7. Include proposed measure for second reading for proper deliberation of the body		1 session day	Committee on Zoning, Housing and Land Utilization, All SB Members, Presiding Officer, SB Secretary
	8. Include measure for 3 <sup>rd</sup> and final reading		1 session day	All SB Members, Presiding Officer, SB Secretary
	9. Finalization of the approved copies of ordinances		1 – 2 Hours	SB Secretary
	10. Signing of Approved Copies of Resolution and Ordinance		1-2 days depending on the availability of the signatories	SB Members and presiding Officer
	11. Transmit copies of the Resolution and Ordinance to the Office of the Mayor for Final Approval		10 minutes	SB Secretary/ SB Staff
	12. Approval of the ordinance of the LCE otherwise veto		Max. of 10 days	Mun. Mayor

	13. Upon receipt from the Office of the LCE, record the same in the logbook and inform the client.		5 minutes	
4. Upon notification, return to SB office and receive copy of resolution and ordinance	14. Ask the client to sign the receiving copy affixing the time and date then release copy of Resolution and ordinance to the client		5 minutes	SB Staff
	15. Upon return of the approved ordinance from the Office of the Mayor, transmit the same to the Office of the Sangguniang Panlalawigan for review		1 day	SB Secretary/ SB Staff
<b>END OF TRANSACTION</b>			<b>Maximum of 3 months from the receipt therein pursuant to sec. 20 of RA 7160</b>	

