



APPLICATION FOR RECLASSIFICATION OF LANDS (SECTION 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 zoning and land use laws, rules and regulations.

Office/ Division	Sangguniang Bayan Office
Classification	Highly Technical
Type of Transaction	G2C- Government to Citizens
Who may avail	All persons, natural or juridical

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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 through 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: <b>4a.</b> 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> <b>4b.</b> 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> <b>4c.</b> In case lot is not yet subdivided among co-owners/heirs, submit all requirements as specified under 4a and the following additional documents: <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> <b>4d.</b> In the case of public land, authorization from the appropriate government agency allowing the applicant to use the subject public land	Register of Deeds Municipal Assessor’s Office Municipal Treasurer’s Office  Applicant’s documents duly-notarized by a lawyer  Geodetic Engineer hired by the Applicant  Applicant’s documents duly-notarized by a lawyer  Appropriate Government Agency
5. In case the applicant is a corporation: <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>	Securities and Exchange Commission Applicant’s documents duly notarized by a lawyer
6. If the land is under EP/CLOA or TCT was issued by DAR <ul style="list-style-type: none"><li>➤ DAR Clearance</li></ul>	Department of Agrarian Reform



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7. Vicinity Map showing: a. Exact Location of proposed site b. Contiguous and/or institutions and their products and major activities; and major landmarks within a radius of 200 meters 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.	Designing Officials hired by the Applicant
8. Geo-Tag & Global Positioning System (GPS) coordinates	Designing Officials hired by the Applicant
9. Topographic Plan	Designing Officials hired by the Applicant
10. Project Description	Applicant
11. Certification of non- tenancy from the BARC Chairman	Barangay Agrarian Reform Council Chairman
12. Barangay Resolution endorsing the reclassification of land/ interposing no objection to the project.	Sangguniang Barangay of the concerned Barangay
13. Barangay Clearance or Certification from the Barangay Chairman	Barangay Chairperson of the Concerned Barangay
14. SPA of person allowed to transact/follow-up request	Applicant's documents duly notarized by a lawyer
15. Application for DA certification  a. Panoramic photos of the area with caption(East, West, North, South), taken not earlier than one (1) month before filing of application. b. Municipal Land Use Plan Map (Scale 1:20,000 or larger) showing the proposed lands to be reclassified with coordinates (longitude and latitude); and c. Certification from the Mun. Agriculturist for actual crops present d. KML file of the area applied for reclassification.	DA Region 4A Office  Applicant  MPDC  Municipal Agriculture Office  MPDC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. The office of the Mayor forwards the letter of endorsement to the Sangguniang Bayan with the documentary requirements	1. Receive and check the documents and affix the date, time and signature of the receiving personnel.	None	15 minutes	SB Staff / SB Secretary
	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 Meetings		1-2 hours	Committee on Zoning, Housing and Land Utilization, SB Secretary



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	4. Submission of Documents for DA certification		Approval depends on the DA Region 4A Office	Applicant SB Secretary Committee on Zoning Chairman SB Presiding Officer
3. Attend Public Hearing and present project to the Public	5. Conduct of Public Hearing		1- 2 hours	Presiding Officer, Committee Members, and other SB Members, SB Secretary
	6. Signing of Committee Report		1 day depending on the availability of the signatories	Committee Members
	7. Renders Committee Report		1 session day	Committee on Zoning, Housing, and Land Utilization
	8. Include proposed measure for the 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
	9. Include measure for 3 <sup>rd</sup> and final reading		1 session day	All SB Members, Presiding Officer, SB Secretary
	10. Finalization of the approved copies of ordinances		1 – 2 Hours	SB Secretary
	11. Signing of Approved Copies of Ordinance		1-2 days depending on the availability of the signatories	SB Members and presiding Officer
	12. Transmit copies of the Ordinance to the Office of the Mayor for Final Approval		10 minutes	SB Secretary/ SB Staff
	13. Approval of the ordinance of the LCE otherwise veto		Max. of 10 days	Municipal Mayor
	14. Upon receipt from the Office of the LCE, record the same in the logbook and inform the client.		5 minutes	SB staff
4. Upon notification, return to SB office and receive copy of resolution and ordinance	15. Ask the client to sign the receiving copy affixing the time and date then release copy of ordinance to the client		5 minutes	SB Staff
	16. 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
END OF TRANSACTION			Maximum of 3 months from the receipt therein pursuant to Sec 20 of RA 7160	