Municipal Planning and Development Office

External Service

107. Municipal Statistic Data/Documents/Maps

This office serves as a resource hub, providing expert support for those in need of detailed information on various aspects of municipal development, planning, and policies.

Office or Division:	Municipal Planning and Development Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Request Letter (with a "received" stamp from the office of the Mayor)		Principal (Person Requesting the Document)		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill up visitor log book and submit request letter	1. Receive letter of request	None	5 mins	*Planning Assistant* Municipal Planning and Development Office
2. Receive requested data/document and return borrowed documents thereafter, if any.	2. 3. Release requested data/document	None	10 mins	*Planning Assistant* Municipal Planning and Development Office
	TOTAL	None	15 mins	

108. Zoning Clearance/Certificate

This clearance verifies that the proposed structure or activity is permissible within the designated zone or location, in accordance with the guidelines.

Office or Division:	Municipal Planning and Development Office
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Individuals or organizations proposing the construction of buildings and other structures within the Municipality of Pantabangan.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Principal	
Proof of Ownership (1 Photocopy of title) * Affidavit of consent of the owner is needed if the applicant is not the owner of the land (1 notarized copy)	Register of deeds Owner of the land
Vicinity Map (1 Photocopy)	Barangay where the project is to be constructed
Application form to be notarized	MPDO
Additional requirements if necessary, depending on the nature of the project: • MGB Certification (1 photocopy) • Environmental Compliance Certificate (ECC) (1 photocopy) • PAMB (Protected Area Mgt. Board) Resolution (1 photocopy) • SAPA (Special Agreement on Protected Area) (1 photocopy) *For zoning clearance for business, DTI Business Name (1 photocopy) is needed	 Mines Geoscience Bureau DENR-EMB DENR-CENRO DENR-CENRO Department of Trade and Industry (DTI)
Representative	
Letter of Authorization (1 original copy)	Principal
Proof of Ownership (1 Photocopy of title) * Affidavit of consent of the owner is needed if the applicant is not the owner of the land (1 notarized copy)	Principal (Person Requesting the Document)
Vicinity Map (1 Photocopy)	Barangay where the project is to be constructed
Application form to be notarized	MPDO
Additional requirements if necessary, depending on the nature of the project: • MGB Certification (1 photocopy) • Environmental Compliance Certificate (ECC) (1 photocopy) • PAMB (Protected Area Mgt. Board) Resolution (1 photocopy) • SAPA (Special Agreement on Protected Area) (1 photocopy)	 Mines Geoscience Bureau DENR-EMB DENR-CENRO DENR-CENRO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements	1.1 Receive the duly accomplished application form and documents.	None	3 mins	*Process Server* MPDO
	1.2 Evaluate and assess the submitted plans and pertinent documents for compliance with the requirements of the building code, referral codes, laws and ordinances.	None	10 mins	*Municipal Planning and Development Coordinator* MPDO
	1.3 Issues order of payment form and instruct client to pay fees at the Municipal Treasurer's Office	None	5 mins	*Zoning Inspector* MPDO
2.Pay the corresponding fees at the Municipal Treasurer's Office	2. Issues official receipt	Fees varies in accordance with the schedule of fees from the HLURB	5 mins	*Revenue Collection Officer* MTO
3.Return to MPDO and present the official receipt to the staff	3.1 Process the plans and pertinent documents for final approval of the approving official/s.	None	5 mins	*Zoning Inspector* MPDO
	3.2 Authorized official/signatories will sign the document.	None	10 mins	*Municipal Planning and Development Coordinator* MPDO
4.Receive the permit	4.Issues document	None	2 mins	*Municipal Planning and Development Coordinator* MPDO
	TOTAL	Fees varies in accordance with the schedule of fees from the HLURB	40 mins	

109. Locational Clearance

This clearance ensures that any proposed construction, business activity, or development within the municipality complies with the provisions of the Municipal Zoning Ordinance.

Office or Division:	Municipal Planning and Development Office
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Individuals or organizations proposing the construction of buildings and other structures within the Municipality of Pantabangan.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Present the Original Copy and Two (2) copies of the following documents:	
• Application Forms/ Affidavit Forms to be notarized	MPDO
• Title Certificate / Tax Declaration certified true copy	Assessor's Office
• Tax Receipt for the current year	MTO
• Affidavit of Consent / Special Power of attorney is required if the applicant/owner of the building is not the owner of the land	Client
• Complete set of Plans	Client
• Bill of Materials	Client
• Specifications	Client
• Structural Analysis and Design is required if the building is more than two (2) story with concrete slab	Client
• Highway Clearance is required if the building is along the National roads	Client
*Additional Requirements if needed depending of the nature of project:	
• Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC)	DENR-EMB
• MGB Certification (1 Photocopy)	DENR-MGB
• PAMB (Protected area MGT Board) Resolution (1 Photocopy)	DENR-CENRO
• SAPA (Special Agreement on Protected area) 1(Photocopy)	DENR-CENRO
• DAR conversion if the project is within agricultural zone	DAR
* Sanggunian Bayan ordinance reclassifying the area	SB
*Sangguniang Panlalawigan resolution approving SB Ordinance	SP
Additional requirements if through a Representative:	

Authorization letter (1 copy)				
Photocopy of ID (1 copy with 3 specimen signatures)				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit all documentary requirements	1.1 Receive the duly accomplished application form and documents.	None	3 mins	*Process Server* MPDO
	1.2 Evaluate and assess the submitted plans and pertinent documents for compliance with the requirements of the building code, referral codes, laws and ordinances.	None	10 mins	*Municipal Planning and Development Coordinator* MPDO
	1.3 Issues order of payment form and instruct client to pay fees at the Municipal Treasurer's Office	None	5 mins	*Zoning Inspector* MPDO
2.Pay the corresponding fees at the Municipal Treasurer's Office	2. Issues official receipt	Fees varies in accordanc e with the schedule of fees from the HLURB	5 mins	*Revenue Collection Officer* MTO
3.Return to MPDO and present the official receipt to the staff	3.1 Process the plans and pertinent documents for final approval of the approving official/s.	None	5 mins	*Zoning Inspector* MPDO
	3.2 Authorized official/signatories will sign the document.	None	10 mins	*Municipal Planning and Development Coordinator* MPDO
4.Receive the permit	4.Issues document	None	2 mins	*Municipal Planning and Development Coordinator* MPDO
	TOTAL	Fees varies in accordanc e with the schedule of	40 mins	

	fees from the HLURB		

110. Issuance Of Development Permit for Subdivision and Condominium Projects, Industrial/Commercial Subdivision, and Memorial Park/Cemetery (DC NO. 2024-005, Series of 2024)

Development Permit is a mandatory requirement for any enterprise or private individual seeking to undertake the development of a project within the municipality.

Office or Division:	Municipal Planning and Development Office
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Any person/legal entity with lot/property within the municipality and have the intention to undertake any of the above-mentioned projects

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Development Permit for Subdivision, Cemetery, and Memorial Park Projects:	
I. Subdivision Development Plan consisting of the site development plan at any of the following scales: 1:200; 1:1,000; or any scale not exceeding 1:2,000; showing all proposals.	Client
II. Site Development Pan	Licensed Architect
III. Bill of materials and cost estimates	Licensed Civil Engineer
IV. One set of the following documents: a. Vicinity Map b. Topographic Plan c. Survey Plan of the lot/s	Client
V. At least two copies of Certified True Copy of Title/s, latest Real Property Tax receipt, and Certified True Copy of Tax Declaration covering the property/ies subject to the application	Assessor's Office
VI. Right to use or deed of sale of right-of-way for access road and other utilities	Client
VII. Civil and Sanitary Works Design Engineering Plans/Construction Drawings	Client/Sanitary Engineer
VIII. At least two copies of Water System Layout	Sanitary Engineer

IX. CTC of Environmental Compliance Certificate (ECC) or Certificate of Non-coverage (CNC)	DENR
X. Earthquake Hazard Assessment	PHIVOLCS
XI. Zoning Certificate	MPDO
XII. At least two copies of the following: a. Project Profile b. Audited financial statement c. Income tax return d. Certificate of Registration e. Articles of incorporation or partnership f. Corporation by-laws and all implementing amendments g. For new corporations three years and below, statement of capitalization and sources of income and cash flow to support the work program	Client
XIII. Water Distribution System Plan and Certificate of Service Coverage	National Water Resources Board
XIV. Electrical Plan	Electrical Engineer
XV. Traffic Impact Assessment	Client
XVI. List of names of duly licensed professionals who signed the plans	Client
XVII. Whenever applicable, copy of the special/temporary permit from the Professional Regulation Commission and DOLE for foreign architects who signed on plans	PRC/DOLE
Additional Requirements for application of Cemetery and/or Memorial Park:	
I. Landscaping Plan	Landscape Architect
II. Permit from the Department of Public Works and Highways when necessary	DPWH
	Environmental Planner

III. Joint Affidavit of owner and/or developer and licensed environmental planner that the memorial park and cemetery plan conforms to the standards and requirements IV. Initial Clearance from the Department of Health	DOH

Note: Development Permits for Condominium and Columbarium Projects shall be issued by the DHSUD upon submission of and compliance with the requirements

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished application form and complete requirements	1.1 Receive accomplished application form and complete requirements	None	3 mins	*Process Server* MPDO
	1.2 Evaluate and review application form and documents submitted	None	5 days	*Zoning Inspector* *MPDO*
	1.3Conduct ocular inspection	None	6 hours	Zoning Inspector MPDO
	1.4Prepare and submit zoning report, application and documents to the Office of the Mayor	None	15 mins	*Zoning Inspector* MPDO
	1.5The Office of the Mayor endorses the documents to the Office of the Sangguniang Bayan	None	15 mins	*Municipal Mayor* Office of the Municipal Mayor
	1.6 The Office of the Sangguniang Bayan deliberates on the approval/denial of the development permit (through resolution) and furnish a copy	None	10 days	Sangguniang Bayan

	thereof to Office of the Municipal Planning and Development Coordinator. 1.7 Issue Order of Payment	None	10 mins	*Municipal Planning and Development Coordinator* MPDO
2.Pay the corresponding fees at the Municipal Treasurer's Office	2. Issues official receipt	Please refer to the attached table of permit fees on real estate developme nt	3 mins	*Revenue Collection Officer* MTO
3. Present the official receipt at the office of the Municipal Planning and Development Coordinator	3. Prepare Development Permit	None	10 mins	*Municipal Planning and Development Coordinator* *MPDO*
4. Claim the approved Development Permit	4.1 Record the file for office copy 4.2 Release the approved Development Permit to client	None None	2 mins 2 mins	*Process Server* MPDO *Municipal Planning and Development Coordinator* MPDO
	TOTAL	Please refer to the attached table of permit fees on real estate developme nt	15 days, 7 hours and 40 mins	