

Municipal Planning and Development Office
(External)

1. Securing Municipal Data

Municipal data provides in capsulized format the existing situation and condition of the municipality and its physical resources, demography, economy, social conditions and infrastructure. It contains relevant information to better understand and appreciate Polangui.

Office / Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C - Client is the transacting public			
Who may avail:	Public and Private Individual			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Letter addressed to the MPDC			1. Municipal Planning and Development Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client approaches MPDC personnel to refer him to the person in charge of the data being requested.	Verifies if information being requested is available.	None	1 minute	<i>MPDO Staff</i> Mun. Planning & Development Office
2. If data is available, client has to wait until data is given.	MPDC staff assess the information. Review and verifies the information to be given to the client. a. Barangay Profile b. Development Data c. Maps d. Development Plans	None	5 minutes 5 minutes 1 minute 5 minutes	<i>MPDO Staff</i> Mun. Planning & Development Office
3. If original documents are not given, client should leave valid ID card and is allowed to photopcopy the documents. If data is available in the computer, client can wait until data is printed.	Prepare the documents.	None	2 minutes	<i>MPDO Staff</i> Mun. Planning & Development Office

4. Client signs a logbook for record purposes. If documents were photocopied, client returns the original documents.	Returns the ID card.	None	1 minute	<i>MPDO Staff</i> Mun. Planning & Development Office
TOTAL		None	10 - 20 minutes	

2. Issuance of Locational Clearance

Locational Clearance is a written authorization/permit granted by the HLURB allowing the development and/or use of a certain parcel of land based on approved zoning ordinance, general land use plan.

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Classification:	COMPLEX			
Type of Transaction:	G2C - Client is the transacting public			
Who may avail:	Public and Private Individual			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Site Development Plan 2. Vicinity Map 3. Notarized filled-up Application Form 4. Proof of Ownership [Tax Declaration] 5. Updated Tax Clearance 6. Bill of Materials 7. Zoning Certificate 8. Official Receipt		Municipal Planning and Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applies for issuance of Locational Clearance	Provides checklist of requirements	None	2 minutes	<i>MPDO Staff</i> Mun. Planning & Development Office
	Assess the application including documents presented by the clients.	None	5 minutes	<i>MPDC</i> Mun. Planning & Development Office

2. Pays Locational Clearance Fee	Issues O.R.	varies (as per HLURB Schedule of Fees)	3 minutes	<i>MTO Staff</i> Mun. Treasurer's Office
3. Presents O.R and submit complete requirements	Prepares Locational Clearance	None	2 minutes	<i>MPDO Staff</i> Mun. Planning & Development Office
	Review and approve by the MPDC	None	2 minutes	<i>MPDC</i> Mun. Planning & Development Office
	Forward to the Office of the Mayor for approval	None	5 minutes	<i>MPDO Staff</i> Mun. Planning & Development Office
	Record the Locational Clearance information in the record book.	None	1 minute	<i>MPDO Staff</i> Mun. Planning & Development Office
4. Claim/receives the Locational Clearance	Release the Locational Clearance	None		Mun. Planning & Development Office
TOTAL		varies (as per HLURB Schedule of Fees)	20 minutes	

3. Issuance of Preliminary Approved and Locational Clearance (PALC)

Prior to the issuance of final development permit all developers are required to secure Preliminary Approved and Locational Clearance (PALC) for its project.

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Type of Transaction:	G2C - Client is the transacting public	
Who may avail:	Public and Private Individual	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Site Development Plan 2. Vicinity Map 3. Notarized filled-up application form		Municipal Planning and Development Office

4. Survey Plan of the lot (s) as described in TCT (s) 5. Certified True Copy of Title (s)/Tax Declaration 6. Sworn statement as to nature, number and income level of beneficiaries as well as Maximum selling price per unit 7. Updated Tax Clearance 8. Right to use/Deed of Sale 9. Endorsement from the Mayor's Office 10. Site Zoning Certification 11. ECC/CNC from DENR 12. Conversion Order/Exemption Clearance from DAR				
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applies for issuance of Pre- Locational Clearance	Provides checklist of requirements	None	2 minutes	<i>MPDO Staff</i> Mun. Planning & Development Office
	Assess the application including documents presented by the clients.	None	5 minutes	<i>MPDC</i> Mun. Planning & Development Office
2. Pays Pre- Locational Clearance Fee	Issues O.R.	varies (as per HLURB Schedule of Fees)	3 minutes	<i>MTO Staff</i> Mun. Treasurer's Office
3. Presents O.R and submit complete requirements	Prepares Pre- Locational Clearance	None	2 minutes	<i>MPDO Staff</i> Mun. Planning & Development Office
	Review and approve by the MPDC	None	2 minutes	<i>MPDC</i> Mun. Planning & Development Office
	Forward to the Office of the Mayor for approval	None	5 minutes	<i>MPDO Staff</i> Mun. Planning & Development Office

	Record the Pre-Locational Clearance information in the record book.	None	1 minute	<i>MPDO Staff</i>
4. Claim/receives the Pre-Locational Clearance	Release the Pre-ocational Clearance	None		Mun. Planning & Development Office
TOTAL		varies (as per HLURB Schedule of Fees)	20 minutes	

4. Issuance of Zoning Clearance

Zoning Clearance is the procedure used by the MPDO to verify that a proposed land use or structure is allowed in the applicable zoning district and the project complies with the development standards of this Zoning Code that apply to the use consistent with the General Plan.

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Classification:	COMPLEX			
Type of Transaction:	G2C - Client is the transacting public			
Who may avail:	Public and Private Individual			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Tax Declaration/Certificate of Land Title 2. Filled-up Zoning Application Form 3. O.R.		Municipal Planning and Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applies for issuance of Zoning Clearance	Provides checklist of requirements	None	1 minute	<i>MPDO Staff</i> Mun. Planning & Development Office
	Assess the application including documents presented by the clients	None	5 minutes	<i>MPDC</i> Mun. Planning & Development Office
2. Pays Zoning Certification Fee	Issues O.R.	100.00	3 minutes	<i>MTO Staff</i> Mun. Treasurer's Office
3. Presents O.R and submit complete requirements	Prepares and issues Zoning Certificate	None	3 minutes	<i>MPDO Staff</i> Mun. Planning &

				Development Office
TOTAL			P100.00	12 minutes

5. Issuance of Development Permit

Development Permit is issued by the MPDO to authorized the development of real property to use or develop property for construction, land use or the alteration of land.

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Type of Transaction:	G2C - Client is the transacting public
Who may avail:	Public and Private Individual

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Subdivision Development Plan 2. Vicinity Map 3. Topographic Plan 4. Tax Declaration/Right to use/Deed of Sale 5. Civil and sanitary work designs 6. Water system layout 7. Zoning Certificate 8. ECC/CNC from DENR 9. Project Study 10. Bill of Materials 11. Plans Specification 12. Traffic Impact Assessment 13. List of names of duly licensed professionals who signed the plans and other similar documents in connection with application filed.	Municipal Planning and Development Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applies for issuance of Development Permit	Provides checklist of requirements	None	2 minutes	<i>MPDO Staff</i> Mun. Planning & Development Office
	Assess the application including documents presented by the client	None	20 minutes	<i>MPDC</i> Mun. Planning & Development

				Office
2. Pays Development Permit	Issues O.R.	varies (as per HLURB Fees)	3 minutes	<i>MTO Staff</i> Mun. Planning & Development Office
3. Presents O.R. and submit complete requirements	Prepares Development Prmit	None	3 minutes	<i>MPDO Staff</i> Mun. Planning & Development Office
	Review and approve by the MPDC		2 minutes	<i>MPDC</i> Mun. Planning & Development Office
	Forward to the Office of the Mayor for approval		5 minutes	<i>MPDO Staff</i> Mun. Planning & Development Office
	Record the Development Permit information in the record book.		1 minute	<i>MPDO Staff</i> Mun. Planning & Development Office
4. Claim/receives the Development Permit	Release the Development Permit			
TOTAL		varies (as per HLURB Schedule of Fees)	36 minutes	

6. Review of Barangay Development Plan

A development plan for the barangay is a desired end-state scenario for the well being of people & its environment to be attained in the long term & to be planned & implemented in orderly sequence or priority by stakeholders of the barangay considering fund limitation.

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CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

1. Barangay Development Plan Form 2. Accomplished Barangay Development Plan 3. 20% BDF (complete set composing BDC Resolution, Brgy. Annual Investment Plan & Program of Work Infra Projects)		Municipal Planning and Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the Barangay Development Plan Form	Issues Barangay Development Plan Form	None	1 minute	<i>MPDC Staff</i> Mun. Planning & Development Office
2. Submit the accomplished Barangay Development Plan (BDP) with complete requirements	Received and review the Barangay Development Plan (BDP) including the requirements	None	15 minutes	<i>MPDC Staff</i> Mun. Planning & Development Office
	Issue the 20% endorsement for Barangay Development Plan (BDP)	None	3 minutes	<i>MPDC Staff</i> Mun. Planning & Development Office
3. Submit to the Municipal Budget Office	Transmit reviewed Barangay Development Plan (BDP) to the Municipal Budget Office (MBO)	None	15 minutes	<i>MPDC Staff</i> Mun. Planning & Development Office
4. If approved the BDP from the MBO and Sangguniang Bayan, submit the BDP at the MPDC Office	Received the BDP approved by the MBO and Sangguniang Bayan for filing documents	None	1 minute	<i>MPDC Staff</i> Mun. Planning & Development Office
TOTAL		None	35 minutes	

7. Issuance of Certification for 20 % Barangay Development Fund

The 20% Barangay Development Fund shall be utilized to finance the LGU's priority development projects, as embodied in its duly approved local development plans and Annual Investment Program (AIP), which aligned to the Philippine Development Plan and Public Investment Program.

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Classification:	SIMPLE

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Who may avail:	Public and Private Individual			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Inspection Report from Engineering Office 2. Inspection Report from barangay 3. Barangay Resolution		Municipal Planning and Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Inspection Reports from Engineering Office and Barangay together with Barangay Resolution	Review and verify the requirements	None	30 minutes	<i>MPDC Staff</i> Mun. Planning & Development Office
	Prepare the certification form	None		<i>MPDC Staff</i> Mun. Planning & Development Office
	Approve and sign the certification	None		<i>MPDC</i> Mun. Planning & Development Office
	Released after the approval of MPDC	None		<i>MPDC Staff</i> Mun. Planning & Development Office
	One copy of certification is filed at the MPDC Office	None		<i>MPDC Staff</i> Mun. Planning & Development Office
2. Accept/receives the certification		None		
TOTAL		None	30 minutes	