

ISSUANCE OF LOCATIONAL CLEARANCE FOR BUILDING CONSTRUCTION

A. ABOUT THE SERVICE

An enterprise and private person construction a new building or applying for expansion/renovation/alteration is required to secure a Locational/Zoning Clearance at the Municipal Planning & Development Office prior to the application for Building Permit. This should be done before the start of construction to ensure that the construction/building is allowed in the chosen location and is in conformity with the Comprehensive Land Use Plan and Zoning Ordinance of the Municipality.

B. WHO CAN AVAIL OF THE SERVICE

Any person, whether natural or juridical, with lot/property within the Municipality and have the intention to apply for Building Permit. Locational Clearance is a requirement for securing Building Permit.

C. REQUIREMENTS

- a) Duly Accomplished and Notarized Locational Clearance Application Form
- b) Duly Accomplished Pro-Forma Affidavit Form
- c) Photo Copy of Transfer Certificate of Title
- d) Certified True Copy of Tax Declaration
- e) Deed of Sale if applicable
- f) Affidavit of consent if applicable
- g) Contract of Lease if applicable
- h) Set of Building Plan containing Perspective/Site development plan and vicinity map duly signed and sealed by an Architect or Civil Engineer
- i) Bill of Materials
- j) Authority to process and follow-up application if applicant is not the owner

Five (5) Sets of Building Plans

*NOTE: additional requirements may be required after inspection and evaluation of documents. All documents should not be more than 3 months old upon filing.

D. FEES –

Based on 2004 Municipal Tax Ordinance

E. AVAILABILITY OF THE SERVICE

Monday to Friday

8:00 AM to 5:00 PM

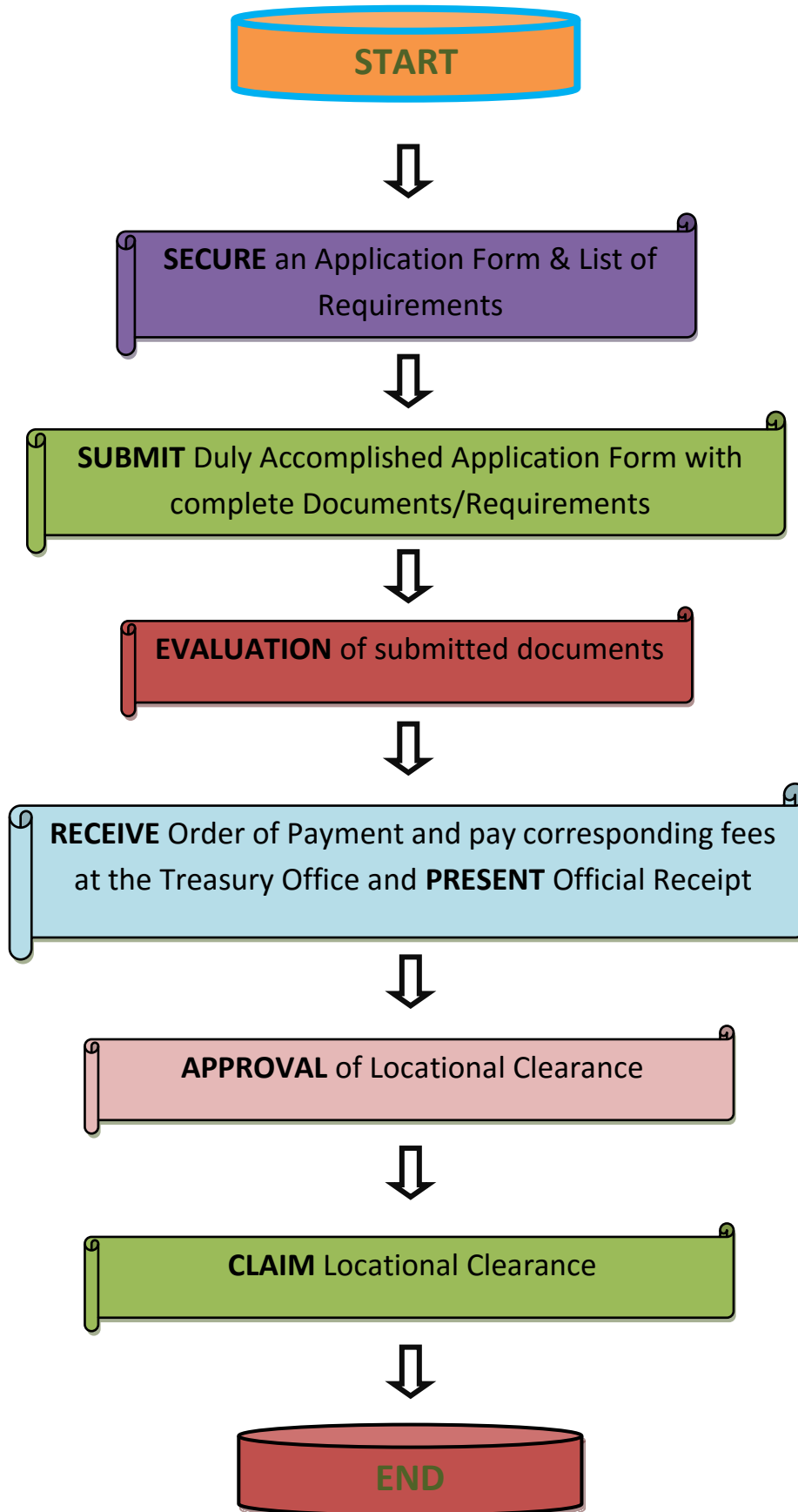
No Noon Break

F. HOW TO AVAIL THE SERVICE

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON/S RESPONSIBLE
1	SECURE an Application Form and List of Requirements	ISSUE Application Form & List of Requirements	1 minute	Ken T. Rosales / Agnes F. Yap
2	SUBMIT Duly Accomplished Application Form with complete Documents/Requirements	RECEIVE & REVIEW Application Form and Request. Submitted and schedule date for site inspection	20 minutes	Agnes F. Yap Deputized Zoning Administrator
3	EVALUATION of submitted documents	CONDUCT OCULAR INSPECTION with the client	4 hrs.	Agnes F. Yap Deputized Zoning Administrator
		PREPARE Result of inspection with proper recommendation/s With Violation: Issue Notice Not Complied: Recommend Work Stoppage For Non-Conforming Use: Return the Application Form & other documents/requirements	45 minutes	Agnes F. Yap Deputized Zoning Administrator
4	RECEIVE Order of Payment	PREPARE & Issue Order of Payment to client	7 minutes	Agnes F. Yap Deputized Zoning Administrator
5	PAY the corresponding Fees at the Municipal Treasury Office	RECEIVE payment and ISSUE Official Receipt	6 minutes	Revenue Collection Clerk
6	PRESENT Official Receipt	PREPARE Locational Clearance	10 minutes	Ken T. Rosales / Agnes F. Yap
		Approve Locational Clearance	1 minute	Agnes F. Yap Deputized Zoning Administrator
7	CLAIM Locational Clearance	RELEASE Approved Locational Clearance	1 minute	Ken T. Rosales
MAXIMUM PROCESSING TIME = 5 hours and 31 minutes				

Note: Waiting time not included in the process

**FLOW CHART IN THE ISSUANCE OF LOCATIONAL CLEARANCE
FOR BUILDING CONSTRUCTION**



ISSUANCE OF ZONING CERTIFICATION

A. ABOUT THE SERVICE

Zoning Certification is requested by a taxpayer and/or any individual for them to know the land use of the lot they own, whether residential, commercial, industrial or institutional. This is being issued for the purpose of ensuring compliance to the Comprehensive Land Use Plan and Zoning Ordinance of the Municipality. The Zoning certification can be secured at the Municipal Planning and Development Office (Zoning Division).

B. WHO CAN AVAIL THE SERVICE

Any person/legal entity who owns a parcel of lot in the Municipality of Barcelona.

C. REQUIREMENTS

1. Photo Copy of Title/Tax Declaration, Pro Forma Letter Request and Lot duly signed by a Geodetic Engineer.

*NOTE: additional requirements may be required after inspection and evaluation of documents. All documents should not be more than 3 months old upon filing.

D. FEES = P100.00/Certification

E. AVAILABILITY OF THE SERVICE

Monday to Friday

8:00 AM to 5:00 PM

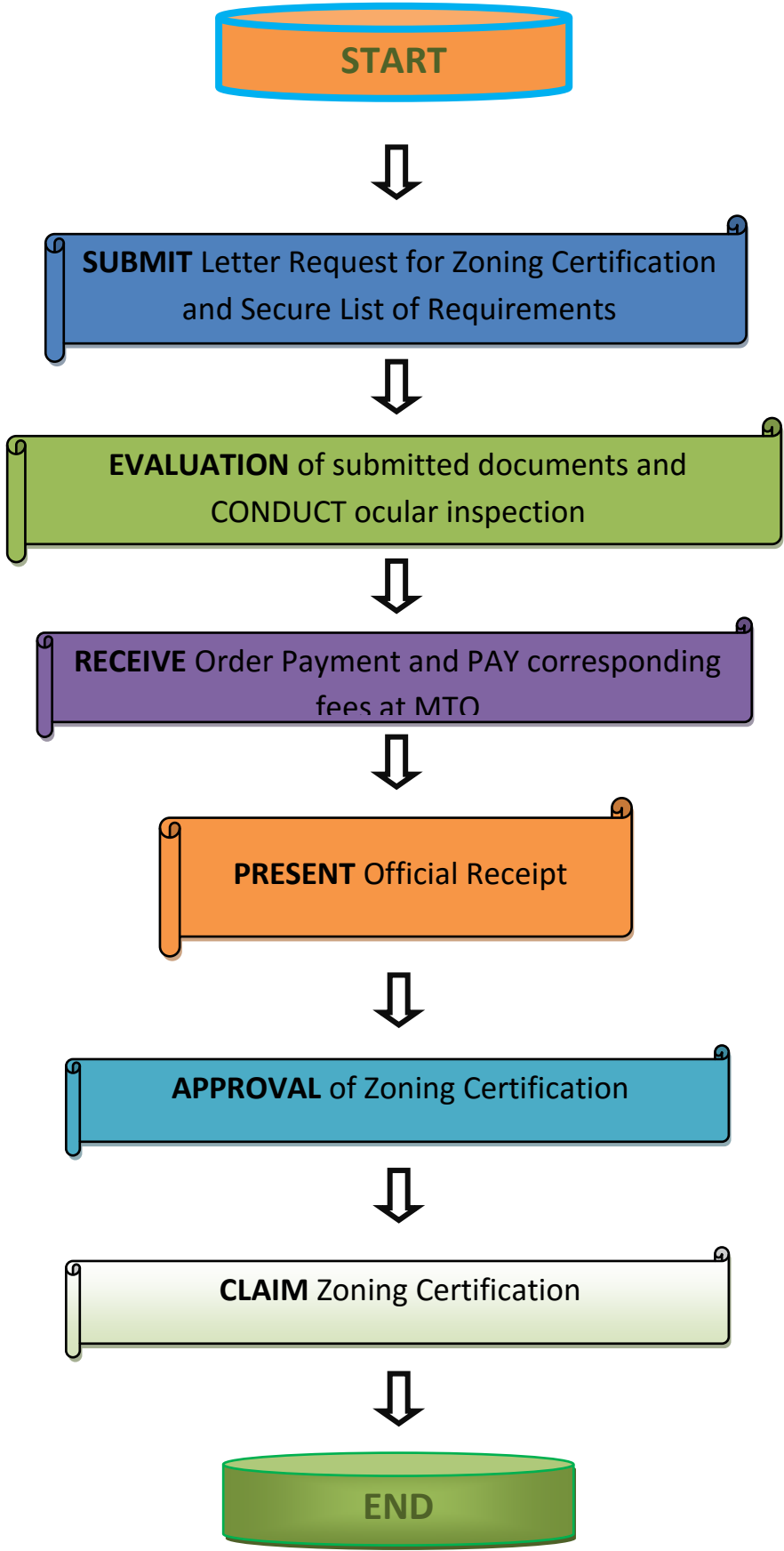
No Noon Break

F. HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON/S RESPONSIBLE
1	REQUEST for Zoning Certification and Secure List of Requirements	RECEIVE Letter Request, review attachments schedule date for site inspection	5 minutes	Agnes F. Yap Deputized Zoning Administrator
		CONDUCT Site inspection, and PREPARE inspection Report thereafter	4 hrs.	Agnes F. Yap Deputized Zoning Administrator
2	RECEIVE Order of Payment and PAY corresponding fees at MTO	PREPARE Order of Payment	7 minutes	Agnes F. Yap Deputized Zoning Administrator
		RECEIVE payment and ISSUE Official Receipt	6 minutes	Revenue Collection Clerk
3	PRESENT Official Receipt	PREPARE Zoning Certification	5 minutes	Ken T. Rosales / Agnes F. Yap
		APPROVE Zoning Certification	1 minutes	
4	CLAIM Zoning Certification	RECORD and ISSUE Zoning Certification	1 minute	Ken T. Rosales / Agnes F. Yap

Note: Waiting time not included in the process

FLOW CHART IN THE ISSUANCE OF ZONING CERTIFICATE



FRONT LINE SERVICE (Municipal Statistical Data/Document)

A. ABOUT THE SERVICE

Research assistance on Municipal Data/Documents is provided to any Individual/Organization.

B. WHO CAN AVAIL THE SERVICE

Any Individual/Organization.

C. REQUIREMENTS

Any valid Identification card

D. FEES = P60.00

E. AVAILABILITY OF THE SERVICE

Monday to Friday

8:00 AM to 5:00 PM

No Noon Break

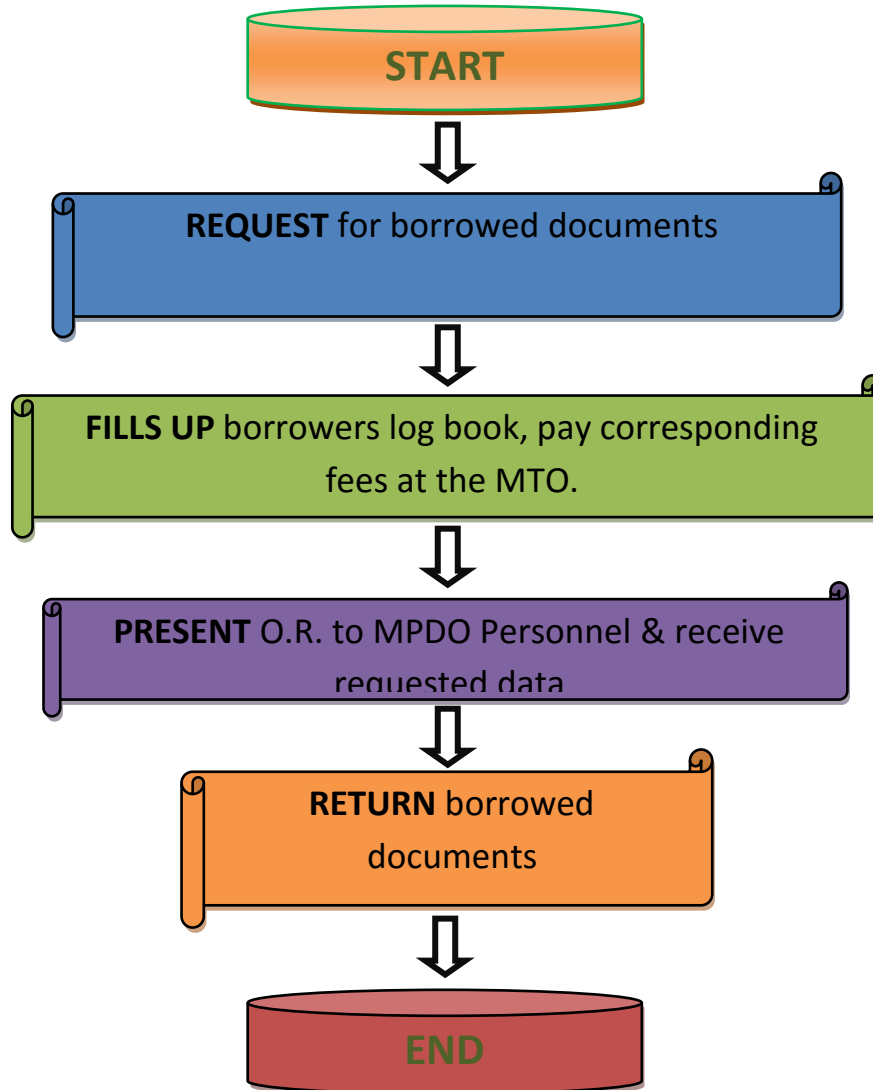
F. HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON/S RESPONSIBLE
1	REQUEST for Borrowed Documents	RECEIVE request	3 minutes	Ken T. Rosales / Agnes F. Yap
2	FILLS UP borrowers log book, pay corresponding fees at the MTO. PRESENT O.R. to MPDO Personnel & receive requested data	PREPARE borrowed documents RELEASE requested data	6 minutes 1 minute	MTO Ken T. Rosales / Agnes F. Yap
3	RETURN borrowed documents	RECEIVE borrowed documents	1 minute	Ken T. Rosales / Agnes F. Yap

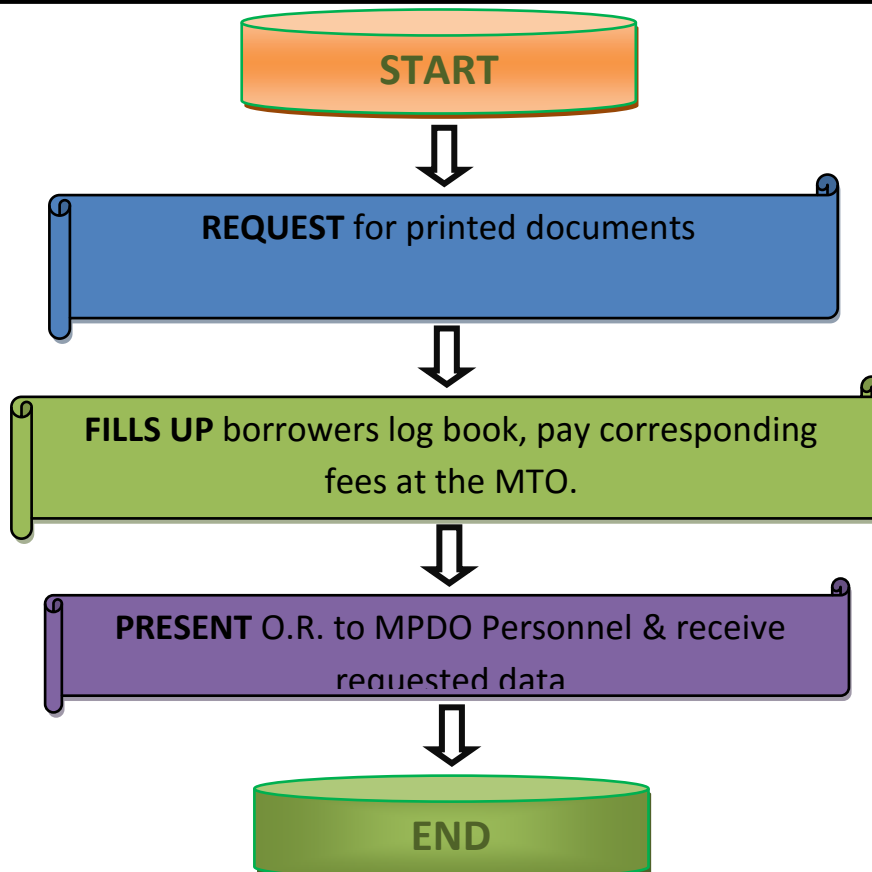
STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON/S RESPONSIBLE
1	REQUEST for Printed Documents	RECEIVE request	3 minutes	Agnes F. Yap /Ken T. Rosales /Renz Estocado
2	FILLS UP borrowers log book, pay corresponding fees at the MTO	PREPARE printed documents	5 minutes	MTO
3	PRESENT O.R. to MPDO Personnel & receive requested data	RELEASE requested data	1 minute	Agnes F. Yap /Ken T. Rosales /Renz Estocado
MAXIMUM PROCESSING TIME = 10 minutes				

Note: Waiting time not included in the process

FLOW CHART OF FRONTLINE SERVICE FOR BORROWED DOCUMENTS



FLOW CHART OF FRONTLINE SERVICE FOR PRINTED DOCUMENTS



FLOW CHART IN SEEKING MDC ENDORSEMENT (PROJECT FOR FUNDING)

A. ABOUT THE SERVICE

The Municipal Planning and Development serves as Secretariat to the Municipal Development Council. The service is provided to Organizations/Barangays/Individuals with projects for funding. The MDC endorse projects to different agencies for possible funding.

B. WHO CAN AVAIL THE SERVICE

Organizations/Barangays/Individuals

C. REQUIREMENTS

Barangay Development Council Resolution / endorsing seeking funding thereof.

D. FEES - NONE

E. AVAILABILITY OF THE SERVICE

Monday to Friday

8:00 AM to 5:00 PM

No Noon Break

F. HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON/S RESPONSIBLE
1	SUBMITS Resolution for funding	RECEIVE Resolution and prepare endorsement to funding agency/ies thru MDC resolution	1 hour	Agnes F. Yap /Ken T. Rosales
2	FOLLOW UP MDC action	PROVIDE copy of MDC resolution or Notify client on the development of their request	2 minutes	Agnes F. Yap /Ken T. Rosales
MAXIMUM PROCESSING TIME = 1 hour and 2 minutes				

Note: Waiting time not included in the process

FLOW CHART IN SEEKING MDC ENDORSEMENT (PROJECT FOR FUNDING)

START



SUBMITS Resolution for funding



FOLLOW UP MDC action



END