

CITY PLANNING AND DEVELOPMENT OFFICE EXTERNAL SERVICES

CITIZEN'S CHARTER



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1. ISSUANCE OF LOCATIONAL CLEARANCE OR ZONING COMPLIANCE AND TEMPORARY USE PERMIT (TUP) FOR NEW AND RENEWAL OF BUSINESS PERMIT

A business proprietor who wishes to start his/her own business or renew their existing business permit are required to secure a Mayor's permit or city license from the City Government of Imus.

OFFICE OR DIVISION	City Planning and Development Office - Business One Stop Shop (BOSS)	
CLASSIFICATION	Simple	
TYPE OF TRANSACTION	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government	
WHO MAY AVAIL THE SERVICE	All residents, non-residents and companies who intend to renew or open a new business in the City of Imus	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Application of New Business Permit		
Duly accomplished and notarized Locational Clearance or Zoning Compliance Application Form	Business One Stop Shop (BOSS) Zoning Representative	
Duly accomplished and notarized Affidavit of Parking	Business One Stop Shop (BOSS) Zoning Representative	
Proof of Ownership (Photocopy) Certified True Copy of Transfer Certificate of Title(s) (TCT). If the property (TCT) is not registered in the name of the applicant, provide the necessary requirements: Notarized Deed of Sale Notarized Deed of Donation Notarized Agreement to Purchase and Sell Notarized copy of Authorization to Use the Land from the registered owner Notarized Contract of Lease Tax Declaration Updated Tax Receipt	Provided by the property owner.	
Barangay Resolution or Endorsement	Barangay where the business is located	
Homeowner's Association Resolution (HOA) endorsing the project or business, if the location of the business is within a Residential Subdivision.	Homeowners Association of the said subdivision	
DTI or SEC Registration	Department of Trade and Industry (DTI) and Securities and Exchange Commission	
Picture of establishment (front, side showing the road setback and interior)	Provided by the property owner.	
Personal appearance on the actual date of inspection	Participation of the business owner	
Renewal of Business Permit		
Photocopy of previous Business Permit and Official Receipt	Provided by the business owner	
New Barangay Endorsement	Barangay where the business is located	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1.1 Assess the requirements and verify if inspection is needed	None	15 minutes	Greg Chuangco Roderick Biazon Augusto Bayot Whelvin Ramos Dennis Sauquillo
2. Undergo the inspection	2. Inspect the business site and road setback (if needed)	None	30 minutes	Jojie Cervantes Augusto Bayot
3. Receive assessment of fees and proceed to the BPLO for the processing of request (after inspection or if inspection is not required)	3.1 Approve the application and assess the fees. 3.2 Provide assessment fees.	Refer to Article XXI. Section 190 of the 2019 Imus Revenue Code	10 minutes (stop time)	Engr. Guiana F. Monzon Engr. Nenita Casing Greg Chuangco Roderick Biazon Augusto Bayot Whelvin Ramos Dennis Sauquillo
Fill-out Client Satisfaction Rating Form				
TOTAL		Based on assessment	55 minutes	

ZONING CLEARANCE FEES

FOR NEW BUSINESS	
Apartments / Townhouses	
Total Floor Area multiplied by 8,000.00/square meter or total Bill of Materials whichever is higher.	
P500,000.00 and below	P 1,200.00
Over P500,000.00 and above	P 1,200.00 + 1/10 of 1% of cost in excess of P500,000.00 regardless of the number of doors
Dormitories	
Total Floor Area multiplied by 10,000/square meter or total Bill of Materials whichever is higher	
P2,000,000.00 and below	P 2,500.00

Over P2,000,000.00	P 2,500.00 + 1/10 of 1% of cost in excess of P2,000,000.00 regardless of the number of doors
Institutional	
Total Floor Area multiplied by 10,000/square meter or total Bill of Materials whichever is higher	
Project cost of which is:	
Below P1,000,000.00	P1,200.00
P1,000,000.00 to P2,000,000.00	P2,000.00
Over P2,000,000.00	P2,500.00 + 1/10 of 1% of cost in excess of P2,000,000.00
Commercial, Industrial and Agro-Industrial	
Total Floor Area multiplied by 10,000/square meter or total Bill of Materials whichever is higher	
Project cost of which is:	
Below P100,000.00	P1,200.00
Over P100,000.00 to 500,000.00	P1,700.00
Over P500,000.00 to 1,000,000.00	P2,500.00
Over P1,000,000.00 to 2,000,000.00	P3,000.00
Over 2,000,000.00	P 5,000.00 + 1/10 of 1% of cost in excess of P2,000,000.00

Special Uses/Special Projects	
(Gasoline Station, Cell Sites, Slaughterhouse, Treatment Plan, etc.)	
Total Floor Area multiplied by 10,000/square meter or total Bill of Materials whichever is higher.	
Below P2,000,000.00	P5,000.00
Over P2,000,000.00	P5,000.00 + 1/10 of 1% of cost in excess of P2,000,000.00
RENEWAL OF ZONING CLEARANCE	
1. Apartments / Townhouses	Same as the previous assessment fees
2. Dormitories	Same as the previous assessment fees
3. Institutional	Same as the previous assessment fees
4. Commercial, Industrial and Agro-Industrial	Same as the previous assessment fees
5. Special Uses/Special Projects	Same as the previous assessment fees

2. ISSUANCE OF LOCATIONAL CLEARANCE (TPZ/TUP) FOR THE APPLICATION OF BUILDING PERMIT (OSCP) ONE-STOP SHOP CONSTRUCTION PERMIT

Any entity who will engage in a construction activity shall secure a Locational Clearance from the City Zoning Administrator.

OFFICE OR DIVISION	City Planning and Development Office - One-Stop Shop Construction Permit (OSCP)		
CLASSIFICATION	Highly - Technical		
TYPE OF TRANSACTION	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government		
WHO MAY AVAIL THE SERVICE	Any person, firm or corporation who will undergo construction activities regardless of size and cost of the project can avail this service.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Duly accomplished and notarized Locational Clearance or Zoning Compliance Application Form		One-Stop Shop Construction Permit (OSCP) Window 1, 2 and 3	
Duly accomplished and notarized Affidavit of Parking for application of commercial, industrial, residential apartments and institutional buildings		One-Stop Shop Construction Permit (OSCP) Window 1, 2 and 3	
One (1) set from the four (4) sets of required documents for the application of the Building Permit at the Office of the Building Official (OBO)		One-Stop Shop Construction Permit (OSCP) Window 1, 2 and 3	
Proof of Ownership (Photocopy) Certified True Copy of Transfer Certificate of Title(s) (TCT), if the property (TCT) is not registered in the name of the applicant, provide the necessary requirements: Notarized Deed of Sale Notarized Deed of Donation Notarized Agreement to purchase and sell Notarized copy of authorization to use the land from the registered owner Tax Declaration Updated Tax Receipt		Provided by the property owner.	
Barangay Resolution or Endorsement		Barangay where the business is located	
Homeowner's Association Resolution endorsing the project if the project is located within the subdivision except for residential purposes		Homeowners Association of the said subdivision	
Complete Engineering Plans duly signed and sealed by the respective Licensed Engineers		Provided by the professionals who prepares and signed in the technical plans to be submitted by the owner	

Specifications, Bill of Materials and Cost Estimates duly signed and sealed by a licensed Civil Engineer		Provided by the professionals who prepares and signed in the technical plans to be submitted by the owner		
Lot Plan or consolidated plan of lots signed and sealed by a licensed Geodetic Engineer or Architect		Provided by the professionals who prepares and signed in the technical plans to be submitted by the owner		
Lot Plan with Technical Description approved by the Bureau of Land (for TCT without Technical Description)		Provided by the professionals who prepares and signed in the technical plans to be submitted by the owner		
Photocopy of PRC ID and Latest Professional Tax Receipt (PTR) of the respective licensed professionals		Provided by the professionals who prepares and signed in the technical plans to be submitted by the owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements in windows 1, 2 and 3	1.1 Check the completeness of the documents.	None	15 minutes	Kristine Marie Pakingan Cresencia A. Parnala Razil Benitez
	1.2 Encode the received documents.	None		
	1.3 Issue a claim stub.	None		
	1.4 Evaluate the plans and documents submitted.	None	10 minutes	Engr. Nenita Casing; Greg Chuangco; Roderick Biazon; Augusto Bayot; Dennis Sauquillo;
	1.5 Provide assessment fees	None	3 minutes	
2. Receive order of payment	2. Issue order of payment.	None	2 minutes (stop time)	Engr. Nenita Casing; Greg Chuangco; Roderick Biazon; Augusto Bayot; Dennis Sauquillo;
3. Pay the required fee at OSCP Window 4.	3. Receive payment and issue Official Receipt (OR)	Refer to Article XXI. Section 190 of the 2019 Imus Revenue Code	3 minutes	Staff from the Treasurer's Office
4. Present the original and photocopy of the O.R.	4.1 Prepare the Clearance.	None	10 minutes	Cindy T. De Castro Aileen D. Albay
	4.2 Approve the request.	None	5 minutes	Engr. Guiana F. Monzon
5. Receive the Zoning Clearance	5. Release Zoning Clearance.	None	2 minutes	Cindy T. De Castro; Aileen D. Albay

Fill-out Client Satisfaction Rating Form

TOTAL	Based on assessment	50 minutes	
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ZONING AND LOCATIONAL CLEARANCE FEES

1. Single Residential Structure	
Total Floor Area multiplied by 8,000/square meter or total Bill of Materials whichever is higher.	
P200,000.00 and below	P 400.00
Over P200,000.00 to P400,000.00	600.00
Over P400,000.00	800.00 + 1/10 of 1% of cost in excess of P400,00.00
2. Apartments / Townhouses	
Total Floor Area multiplied by 12,000.00/square meter or total Bill of Materials whichever is higher.	
P500,000.00 and below	P 1,200.00
Over P500,000.00 and above	P 1,200.00 + 1/10 of 1% of cost in excess of P500,000.00 regardless of the number of doors
3. Dormitories	
Total Floor Area multiplied by 12,000/square meter or total Bill of Materials whichever is higher	
P2,000,000.00 and below	P 2,500.00
Over P2,000,000.00	P 2,500.00 + 1/10 of 1% of cost in excess of P2,000,000.00 regardless of the number of doors
4. Institutional	
Total Floor Area multiplied by 15,000/square meter or total Bill of Materials whichever is higher	
Project cost of which is:	
Below P1,000,000.00	P1,200.00
P1,000,000.00 to P2,000,000.00	P2,000.00
Over P2,000,000.00	P2,500.00 + 1/10 of 1% of cost in excess of P2,000,000.00
5. Commercial, Industrial and Agro-Industrial	
Total Floor Area multiplied by 15,000/square meter or total Bill of Materials whichever is higher	
Project cost of which is:	
Below P100,000.00	P1,200.00
Over P100,000.00 to 500,000.00	P1,700.00
Over P500,000.00 to 1,000,000.00	P2,500.00
Over P1,000,000.00 to 2,000,000.00	P3,000.00
Over 2,000,000.00	P 5,000.00 + 1/10 of 1% of cost in excess of P2,000,000.00

Alteration/Expansion (affected areas/cost only)	
(Gasoline station, cell sites, slaughter house, treatment plan, etc.)	
Total Floor Area multiplied by 15,000/square meter or total Bill of Materials whichever is higher	
Below P2,000,000.00	P 5,000.00
Over P2,000,000.00	500.00 + 1/10 of 1% of cost in excess of P2,000,000.00
Alteration/Expansion (affected areas/cost only)	
(Based on Article IX of the Imus Zoning Ordinance)	
Surcharge for Zoning/Locational Clearance	
+ 25% LC fee if the project is more than 25% but less than 50% accomplished	
+ 50% LC fee if the project is more than 50% but less than 75% accomplished	
+ 75% LC fee if the project is more than 75% but less than 100% accomplished	
+100% LC fee if the project is 100% accomplished	
9. Violation (where applicable)	
a. Violation of Clearance	
i. As to Use	P 10,000.00
ii. As to Area	P 8,000.00
iii. As to Location	P 10,000.00
b. Violation as to terms and condition of zoning clearance	
i. No clearance from National Pollution Control Protection Council	P 10,000.00
ii. No clearance from Department of Environment and Natural Resources	P 10,000.00
iii. No clearance from Department of Health	P 10,000.00
iv. No clearance from Air Transportation Office	P 10,000.00
v. No clearance from NTC	P 10,000.00
vi. No clearance from Natural Resources Water Board	P 10,000.00
vii. No clearance from Traffic Impact Assessment Office	P 10,000.00
viii. Non-compliance with the other government requirements	P 13,000.00
ix. Mis-presentation	P 10,000.00
x. Setback/easement	P 10,000.00
xi. Alteration of plan	P 10,000.00
c. Other violation	
i. Without zoning clearance	P 10,000.00
ii. Expiration of temporary use permit	P 10,000.00
iii. Illegal construction	P 10,000.00

3. ISSUANCE OF ZONING CERTIFICATION

Provide the classification of a parcel of land/property as to the type of land uses based on the approved Zoning Classification of the city.

OFFICE OR DIVISION	City Planning and Development Office - Zoning Administrator			
CLASSIFICATION	Highly-Technical			
TYPE OF TRANSACTION	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All residents, non-residents of the City of Imus and companies who wish to verify the Zoning/ Land Use classification of their lots/parcels of land.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Notarized Application Form for Zoning Certification		One Stop Shop Construction Permit (OSCP) Window 6 and 7		
Photocopy of Transfer Certificate of Title(s) (TCT)		Provided by the Owner/Applicant		
Photocopy of Tax Declaration		Provided by the Owner/Applicant		
Photocopy of Updated Tax Receipt		Provided by the Owner/Applicant		
Lot Plan or consolidated plan of lots (for two or more parcels of land) signed and sealed by a licensed Geodetic Engineer		Provided by the Owner/Applicant		
Lot Plan with Technical Description approved by the Bureau of Land (for TCT without Technical Description)		Provided by the Owner/Applicant		
Vicinity Map showing the exact location of the property		Provided by the Owner/Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements and receive the order of payment	1.1 Evaluate the requirements and the location of the lot(s)	None	10 minutes	Greg Chuangco Dennis Sauquillo Roderick Biazon
	1.2 Assess the fees	None	3 minutes	
2. Receive order of payment	2. Issue Order of Payment	None	2 minutes (stop time)	Greg Chuangco Dennis Sauquillo Roderick Biazon
3. Pay the required fee at OSCP Window 4	3. Receive the payment and issue the Official Receipt (OR)	Refer to Article XXI. Section 190 of the 2019 Imus Revenue Code	3 minutes	Staff from the Treasurer's Office
4. Present the original and photocopy of the O.R.	4.1 Process the request	None	5 minutes	Engr. Nenita Casing Cindy De Castro
	4.2 Approve the request	None	5 minutes	
5. Receive the document	5. Release the document	None	2 minutes	Engr. Nenita Casing

				Cindy De Castro
Fill-out Client Satisfaction Rating Form				
	TOTAL	Based on assessment	30 minutes	

4. ISSUANCE OF DEVELOPMENT PERMIT AND ALTERATION PERMIT OF SUBDIVISION

A Development Permit is a permit issued and approved by the Sanguniang Panlungsod before any land development is introduced to any parcel of land.

OFFICE OR DIVISION	City Planning and Development Office - Zoning Administrator			
CLASSIFICATION	Highly Technical			
TYPE OF TRANSACTION	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All Land Owners or Developers who intend to alter or develop into a subdivision a parcel(s) of land situated in the City of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Development Permit Application				
Proof of Ownership		Provided by the Owner/Applicant		
Certified True Copy of Transfer Certificate of Title(s) (TCT) or Deed of Sale or Agreement to Purchase & Sell; Certified True Copy of Tax Declaration; Updated Tax Receipt		Provided by the Owner/Applicant		
Six (6) sets of Complete Engineering Plans Signed & Sealed by a Licensed Engineer		Provided by the Owner/Applicant		
Plans, specifications, Bill of Materials and cost estimates duly signed and sealed by the appropriate licensed professionals		Provided by the Owner/Applicant		
Lot Plan signed and sealed by a licensed Geodetic Engineer; Consolidated plan of lots for two or more parcels of land. For TCT without technical descriptions, provide the lot plan with technical description approved by the Bureau of Lands		Provided by the Owner/Applicant		
Photocopy of PRC ID and latest Professional Tax Receipt (PTR) for the Licensed Professionals		Provided by the Owner/Applicant		
Soft copy of the Site Development Plan of Subdivision (CD or Flash Drive)		Provided by the Owner/Applicant		
Two (2) Copies of project description (1 ha. and above)		Provided by the Owner/Applicant		
Project Profile				
Audited Financial Statement for the last 3 preceding years				
Income Tax Return for the last 3 preceding years				
Certificate of Registration from SEC				
Articles of Incorporation or partnership				
Corporation by-laws and implementing amendments				
For new corporation (3 years & below), Statement of Capitalization & Source of Income				

Traffic Impact Assessment (TIA) for subdivision 30 has. and above.		Provided by the Owner/Applicant		
Barangay Resolution where the subdivision is located		Barangay where the business is located		
Certified True Copy of Environmental Compliance Certificate (ECC) or Certificate of Non-coverage (CNC) whichever is applicable		Department of Environment and Natural Resources (DENR)		
Permit to Drill from National Water Resources Board (NWRB)		National Water Resources Board (NWRB)		
For Alteration Permit Application				
Request Letter for the Alteration of the approved subdivision indicating the reasons for the alteration		Provided by the Owner/Applicant		
Five (5) sets - Site Development Plan showing the previously approved subdivision and the proposed altered plan of the subdivision		Provided by the Owner/Applicant		
Five (5) sets - complete engineering plans if there is a major alteration in the road Right of Ways		Provided by the Owner/Applicant		
For Certificate of Completion Application				
Received letter from the Housing and Land Use Regulatory Board (HLURB) informing the LGU for the application of a Certificate of Completion (COC) filed by the developer		Housing and Land Use Regulatory Board (HLURB)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1.1 Evaluate the requirements, transmit the application to the Sanggunian and schedule the site inspection.	None	2 hours	Engr. Nenita Casing; Greg Chuangco; Roderick Biazon
	1.2 Conduct an ocular inspection of the site.	None	1 day	
	1.3 Prepare the Evaluation Report of the subdivision and submit to the Sanggunian Panlungsod.	None	2 hours	Greg Chuangco; Roderick Biazon Engr. Nenita Casing; Greg Chuangco; Roderick Biazon; Cindy de Castro;
	1.4 Approve the application	None	30 days (4 sessions)	
2. Receive order of payment	2. Prepare assessment fees and Issue order of payment	None	5 minutes	Engr. Nenita Casing; Greg Chuangco; Roderick Biazon;

3. Pay the required fee at the City Treasurer's Office and OSCP window 4	3. Receive the payment and issue the O.R.	Refer to Article XXI. Section 190 of the 2019 Imus Revenue Code	3 minutes	Staff from the Treasurer's Office
4. Present the original and photocopy of the O.R.	4.1 Prepare the document for approval	None	14 days	Engr. Nenita Casing; Greg Chuangco; Cindy de Castro
	4.2 Approve the request	None	3 days	Mayor Alex L. Advincula Vice Mayor Homer T. Saquilayan Coun. Darwin Marti M. Remulla
5. Receive the document	5. Release the document	None	2 minutes	Engr. Nenita Casing; Greg Chuangco
Fill-out Client Satisfaction Rating Form				
TOTAL		Based on assessment	48 days 4 hours 10 minutes	

DEVELOPMENT PERMIT AND ALTERATION PERMIT OF SUBDIVISION FEES

Subdivision Projects

Projects under P.D. 957	
Approval of Subdivision Plan (including townhouses)	
Preliminary Approval & Locational Clearance (PALC) / Preliminary Subdivision Development Plan (PSDP)	P1,000.00/ha. or a fraction thereof
Final Approval and Development Permit	P2,500.00/ha. regardless of density
I. Inspection Fee	P2,000.00/ha. regardless of density
ii. Fee on Floor Area of houses and building sold with Lot	Refer to Zoning / Locational Clearance Fee
Alteration of Plans (affected areas only)	Same as original application
Projects under B.P. 220	
Preliminary approval & Locational Clearance	
Socialized Housing	P1,000.00/ha.
Economic Housing	P1,000.00/ha.
Inspection Fee	

Socialized housing	P1,000.00/ha.
Economic Housing	P1,000.00/ha.
Final Approval & Development Permit	
Processing Fee	
Socialized housing	P1,000.00/ha.
Economic housing	P1,500.00/ha.
Inspection Fee	
Socialized housing	P1,000.00/ha.
Economic housing	P1,000.00/ha.
Fee on Floor Area of houses and building sold with Lot	Refer to Zoning / Locational Clearance Fee
Alteration of Plan (affected area only)	Same as Final Approval and Development Permit
Approval of Industrial Subdivision	
Preliminary approval & Locational Clearance	P1,000.00/ha. or a fraction thereof
Inspection Fee	P1,500.00/ha.
Final approval & Development Permit	P1,500.00/ha
Fee on Floor Area of Building sold with Lot	Refer to Zoning/ Locational Clearance Fee
Alteration of plan (affected areas only)	Same as original application
Approval of Commercial Subdivision	
Preliminary Approval & Locational Clearance	P1,000.00/ha. or a fraction thereof
Inspection Fee	P1,500.00/ha.
Final Approval & Development Permit	P2,500.00/ha.
Fee on Floor Area of Building sold with Lot	Refer to Zoning/ Locational Clearance
Approval of Farm lot Subdivision	
Preliminary Approval & Locational Clearance	P1,000.00/ha. or a fraction thereof
Inspection Fee	P1,000.00/ha
Final Approval & Development Permit	P1,500.00/ha
Fee on Floor Area of Building sold with Lot	Refer to Zoning / Locational Clearance Fee
Alteration of plan (affected areas only)	Same as original application
Approval of Memorial Parks/Cemetery Projects	
Preliminary Approval & Locational Clearance	
For Memorial Projects	P1,000.00/ha.

For cemeteries	P1,000.00/ha.
Inspection Fee	
For Memorial Projects	P1,500.00/ha.
For cemeteries	P1,000.00/ha
Final Approval & Development Permit	
Processing Fee	
For Memorial Projects	P10.00/sq. m.
For Cemeteries	P 5.00/sq. m.
Alteration of plan (affected areas only)	Same as Final Approval and Development Permit

City License Fee for Development

The subdivision owner and business establishment/land owner whose project involves horizontal developments (roads, bridges, drainage system, etc.) shall pay upon application for Development Permit/Zoning/Locational Clearance a Municipal License Fee of five pesos and fifty centavos per square meter (P10.00/sq.m.) of the total land area of the proposed project and an annual fee of one thousand one hundred pesos per hectare (P1,500.00/ha.) or fraction thereof for verification and inspection until the construction of roads, bridges, drainage system, installation of electric post and water system are completed.

ZONING CERTIFICATION FEE

Application/Request for	
Zoning Certification	P500.00/ha.
Certification of Town Plan/Zoning Ordinance Approval	P120.00
c. Others:	
i. Availability of records/public request of copies/research works	P200.00
ii. Certification of no record on file	P200.00
iii. Others:	P200.00
vi. Certified true/Xerox copy of documents	P100.00/page
Certification for Subdivision Verification	
1. For subdivision less than five (5) hectares	P2,000.00
2. More than 5 hectares to less than 10 hectares	P3,000.00
3. Over 10 hectares	P500.00/ha.
4. Memorial parks/cemetery	P1,000.00/ha.
<u>Research/Service Fee (50% discount for students)</u>	

1. Request of colored Zoning Map	P100.00/pc
2. Certified True Copy (Map, Land Use, Subdivision Plan, etc.)	P200.00/pc
3. Photocopy of Documents/Data	P50.00 minimum and P5.00/page in excess of 10 pages
4. Hard copy from CD	P300.00 minimum & P5.00/page in excess of 5 pages
5. Electronic/Digital File	P300.00

NOTE: The requesting party must leave his/her identification card to the Planning staff upon availing of the original copy of the documents. Once the original documents were returned to the CPDO office, his/her identification card will also be returned to him. Original copies of documents are allowed only to be out of the office of the CPDO within the day.

RENEWAL OF ZONING CLEARANCE

Apartments/Townhouse	
For the first three (3) Units	P 1,200.00/ha.
Three (3) Units and above	P 1,200.00+400.00 for every door/unit
Dormitories	
For the first three (3) Units	P 1,200.00
Three (3) Units and above	P 1,200.00+200.00 for every door/unit
Institutional	
For the first three (3) Classroom	P1,200.00
Three (3) Classroom and above	P1,200.00+400.00 for every door/Classroom
Commercial, Industrial and Agro-Industrial	
For the first three (3) Units	P 1,200.00/pc
Three (3) Units and above	P1,200.00+500.00 for every door/unit
c Area below 100 sqm.	P 1,200.00
d Area above 100 sqm but not more than 200 sqm.	P 2,000.00
e Area above 200 sqm. But not more than 500 sqm.	P 3,000.00
f More than 500 sqm.	P5,000.00+10.00/sqm in excess of 500 sqm.
Special Uses/Special Projects	
Gasoline station, cell sites, slaughter house, treatment plan, etc)	Same as original assessment

5. ISSUANCE OF CERTIFIED TRUE COPY OF PLANS, MAPS AND OTHER DOCUMENTS

A certified true copy is an official copy of an important document issued by this office.

OFFICE OR DIVISION	City Planning and Development Office - Zoning Administrator			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Photocopy of the documents to be certified		Zoning Administrator		
Valid Identification Cards (ID) and authorization letter in case of representatives		Provided by the Owner/Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1.1 Receive and evaluate the authenticity of the documents	None	10 minutes	Engr. Nenita Casing; Greg Chuangco; Roderick Biazon; Dennis Sauquillo
	1.2 Assess the fees.	None	5 minutes	
2. Receive the order of payment	2. Issue the order of payment	None	2 minutes (stop time)	Engr. Nenita Casing; Greg Chuangco; Roderick Biazon; Dennis Sauquillo
3. Pay the required fee at the City Treasurer's Office/OSCP Window 4	3. Receive the payment and issue the O.R.	Php 55.00/pc Certified True Copy of documents; Php125.00/pc Certified True Copy of map and Subdivision Plan	3 minutes	City Treasurer's Office
4. Present the Official Receipt (O. R.)	4.1 Receive the O. R.	None	8 minutes	CPDO Staff
	4.2 Sign the documents	None		Engr. Guiana F. Monzon
5. Receive the documents	5. Release the document.	None	2 minutes	CPDO Staff
Fill-out Client Satisfaction Rating Form				
TOTAL		Based on assessment	30 minutes	

6. PROVIDE DATA & PROFILE OF THE CITY

Profile of the City and other relevant data from social, economic, environmental and institutional sector can be requested to this office.

OFFICE OR DIVISION	City Planning and Development Office - Zoning Administrator			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter addressed to the City Mayor or City Planning and Development Coordinator		Applicant		
Valid Identification Cards (ID)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements and request of the data needed.	1.1 Verify the availability of the data needed	None	10 minutes	Gina Camerino; Princess Polo
2. Receive order of payment	2. Prepare assessment fees and Issue order of payment	None	3 minutes (stop time)	Gina Camerino; Princess Polo
3. Pay the required fee at the City Treasurer's Office	3. Receive the payment and issue the Official Receipt (O.R.)	See fees below	3 minutes	City Treasurer's Office
4. Present the Official Receipt (OR)	4.1 Receive the Official Receipt (OR) 4.2 Process the request	None	15 minutes	Gina Camerino; Princess Polo
5. Receive the document	5. Release the document	None	2 minutes	Gina Camerino; Princess Polo
TOTAL		Based on assessment	33 minutes	

Research/Service Fee (50% discount for students)

1. Certified True Copy of Documents	P 55.00/pc
2. Certified True Copy (Map, Land Use, Subdivision Plan, etc.)	P125.00/pc
3. Photocopy of Documents/Data	P50.00Minimum and 1.00/page in excess of 10 pages
4. Hard copy from CD	P50.00 minimum & P5.00/page in excess of 5 pages
5. Electronic/Digital File	P250.00

NOTE: The requesting party must leave his/her identification card to the planning staff upon availing of the original copy of the documents. Once the original documents were returned to the CPDO office, his/her identification card will also be returned to him. Original copies of documents are allowed only to be out of the office of the CPDO within the day.