



## CITY PLANNING AND DEVELOPMENT COORDINATOR



# CITIZEN'S CHARTER

## 2020 (2<sup>nd</sup> Edition)

### **I. Mandate:**

Formulate integrated economic, social, physical, and other development plans and policies for consideration of the local government development council;

Monitor & evaluate the implementation of the different development programs, projects, and activities in the local government unit concerned in accordance with the approved development plan;

### **II. Vision:**

A dynamic partner of the community, responsive and excellence-driven in planning of developing and sustaining an integrated economic, social, physical and other development plans/ programs and policies of the city

### **III. Mission:**

To promote collaborative effort with other local government functions for effective and efficient mechanism in providing quality services.

### **IV: Service Pledge:**



## LIST OF SERVICES

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## Securing Zoning Certificate

DESCRIPTION OF THE SERVICE: This certification is issued to verify the land use classification of a parcel of land in order to ensure that proposed land development is in accordance with the Comprehensive Land Use Plan (2018-2027) or Zoning Ordinance.

<b>Office or Division:</b>	<b>City Planning and Development Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C – Government to Client; G2B – Government to Business Entity</b>			
<b>Who may avail:</b>	<b>Clients applying for building permit; Project proponents; for reference purposes</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Tax Declaration</li> <li>• Tax Clearance</li> </ul>		<ul style="list-style-type: none"> <li>• City Assessor's Office</li> <li>• City Treasurer's Office</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Tax Declaration and Tax Clearance to the CPDO and wait for schedule of release of document  <i>(Receive order of payment for payment to the City Treasury Office)</i>	CPDO front line staff for review of documents and checking of location of the business against the land use.	720/ ha	5 minutes	<i>Emelinda B. Endrina Admin. Aide I  Luz Bella G. Villarte Zoning Officer-Designate</i>
2. After payment, Present Official Receipt to CPDO	CPDO to process document	None	10 minutes	<i>Cashier</i>
3. Receive approved documents	Frontline personnel shall release the document to the client.	None	3 minutes	<i>Emelinda B. Endrina Admin. Aide I</i>



## Securing Vicinity Map

DESCRIPTION OF THE SERVICE: Vicinity Map is requested to verify the exact location of the property. This map is issued to verify the location of a parcel of land in order to ensure that proposed land development is in accordance with the Comprehensive Land Use Plan or Zoning Ordinance. The map is not drawn to scale and used a cadastral map (baseline year 2000).

<b>Office or Division:</b>	<b>City Planning and Coordinator's Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C – Government to Client; G2B – Government to Business Entity</b>			
<b>Who may avail:</b>	<b>Land Owners, Real Estate Broker and Developer</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Ø Real Property Tax Declaration Ø Real Property Tax Clearance		Ø City Assessor's Office Ø City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Tax Declaration and Tac Clearance to the CPDO  <i>(Receive order of payment for payment to the City Treasury Office)</i>	Receive and review the requirement/s and issue order of payment	₱100.00	2 minutes	<i>Mcrey D. Saguing Admin. Aide III / Emelinda B. Endrina Admin. Aide I</i>
2. Present Official Receipt to CPDO	CTO to process document	None	20 minutes	<i>Mcrey D. Saguing Admin. Aide III Engr. Ron R. Salva OIC-CPDO</i>
3. Receive document	Frontline personnel shall log and release the document to the client.	None	3 minutes	<i>Mcrey D. Saguing Admin. Aide III / Emelinda B. Endrina Admin. Aide I</i>



## Issuance of Locational Clearance

**DESCRIPTION OF THE SERVICE:** A document issued by City Planning and Development Office that serves as a pre-requisite document in the issuance of Business Permit to guarantee the structure's compliance with the City's Comprehensive Land Use and **Zoning** Ordinance.

<b>Office or Division:</b>	<b>City Planning and Coordinator's Office</b>	
<b>Classification:</b>	<b>Highly Technical</b>	
<b>Type of Transaction:</b>	<b>G2C – Government to Client; G2B – Government to Business Entity</b>	
<b>Who may avail:</b>	<b>Clients who are applying for building permits</b>	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. APPLICATION FORM for duly notarized and accomplished 2. PROOF OF OWNERSHIP OVER LAND to be used; (Certificate of Title or Tax Declaration or any of the following documents: Ø Deed of Sale in the name of applicant Ø Deed of Donation Ø Contract of Lease Ø Authorization to use the land from the owner) 3. Vicinity Map (or Location Plan); 4. SITE DEVELOPMENT PLAN (or Lot Plan) 5. ECC/CNC – Environmental Compliance if more than three (3) storey or for Poultry/ Piggery; 6. FLOOR PLAN of the proposed/existing project; 7. CERTIFICATE OF ZONING; 8. FILING FEE to be computed upon submission of complete documents 9. COPY OF BUILDING PERMIT 10. Deed Restrictions (For subdivision Project) 11. Site Clearance from the City Health (For Poultry/Piggery)  Additional requirements for station of Cellular/ Telephone service, paging, wireless local loop service and other wireless communication services:	<ul style="list-style-type: none"> <li>• CPDC/ Zoning Officer</li> <li>• Applicant</li> <li>• CPDC</li> <li>• City Assessor's Office</li> <li>• DENR</li> <li>• CPDC</li> <li>• CPDC</li> <li>• CPDC</li> <li>• Client</li> <li>• OCBO</li> <li>• Client/ Applicant</li> <li>• CHO</li> <li>• NTC</li> </ul>	
<ul style="list-style-type: none"> <li>• Certified true copy of National Telecommunication Commission's Provisional Authority (PA) or Certificate of Public Convenience</li> </ul>		



<p>and Necessity (CPNC) or Certificate of registration to provide telecommunication services which may operate the Wireless Communication</p> <ul style="list-style-type: none"> <li>• Radiation Protection Evaluation Report from Radiation Health Service of the DOH</li> <li>• Written Consent from homeowners association or affidavit of non-objection</li> </ul>		<ul style="list-style-type: none"> <li>• DOH</li> <li>• Applicant</li> </ul>			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Proceed to the Zoning Officer and wait for the schedule of release of document</p> <p><i>(Receive order of payment for payment to the City Treasury Office)</i></p>	<p>1.1 Review application along with other presented documents</p> <p>1.2 Site inspection shall be conducted by the CPDO inspector.</p> <p><i>Note: For application for piggeries and poultries, a separate sanitary inspection from the City Health shall be conducted.</i></p>	<b>For Single Residential Structure</b>			<p><i>Luz Bella G. Villarte Zoning Officer-Designate</i></p>
		> ₱ 100,000 and below	₱288.00		
		> Over ₱ 100,000 to 200,000	₱576.00		
		> Over ₱ 200,000	₱ 720+ (1/10 of 1% in excess of ₱ 200,000)		
		<b>Apartment and Townhouse</b>			
		> ₱ 500,000 and below	₱1,440		
		> Over ₱ 500,000 to 2 Million	₱2,160		
		> Over 2Million	₱ 3,600 + (1/10 of 1% cost in excess of ₱ 2M)		
		<b>Dormitories</b>			
		> ₱ 2 Million and below	₱3,600		
		> Over ₱ 2 Million	₱ 3,600 +(1/10 of 1% cost in excess of ₱ 2M)		
		<b>Institutional</b>			
		Project cost of which is:			
		> Below of ₱ 2 Million	₱2,880		
		> Over ₱ 2 Million	₱ 2,880+(1/10 of 1% of cost in excess of ₱ 2M)		
<b>Commercial, Industrial and Agro-Industrial</b>					



		<p><b>Project Cost of which is :</b></p> <p>➤ Below ₱ 100,000      ₱1,440</p> <p>➤ Over ₱ 100,000 - ₱ 500,000      ₱2,160</p> <p>➤ Over ₱ 500,000 - ₱ 1 M      ₱2,880</p> <p>➤ Over ₱ 1 M - ₱ 2 M      ₱4,320</p> <p>➤ Over ₱ 2 M      ₱ 7,200 +(1/10 of 1% of cost in excess of ₱2M)</p> <p><b>Special Uses/Special Projects</b></p> <p>(Gasoline station, cell sites, slaughter house, treatment plant etc.)</p> <p>➤ Below ₱ 2 Million      ₱7,200</p> <p>➤ Over ₱ 2 Million      ₱ 7,200 +(1/10 of 1% of cost in excess of ₱ 2 M)</p> <p><b>Alteration/Expansion (affected areas/cost only)</b>      Same as original application</p>								
		<p align="center"><b>SUBDIVISION AND CONDOMINIUM PROJECTS ( under P.D. 957)</b></p> <p><b>A. Subdivision Projects</b></p> <p><b>Approval of Subdivision Plan (including town houses)</b></p> <p>1. Preliminary approval and Locational Clearance (PALC)/ Preliminary Subdivision Development Plan (PSDP)</p> <table border="1"> <tr> <td>• Processing Fee</td> <td>₱360/ha. or a fraction thereof</td> </tr> <tr> <td>• Inspection Fee</td> <td>₱1,500/ha. regardless of density</td> </tr> </table> <p>2. Final Approval &amp; Development Permit</p> <table border="1"> <tr> <td>• Processing Fee</td> <td>₱ 2,880/ha. regardless of</td> </tr> </table>	• Processing Fee	₱360/ha. or a fraction thereof	• Inspection Fee	₱1,500/ha. regardless of density	• Processing Fee	₱ 2,880/ha. regardless of		
• Processing Fee	₱360/ha. or a fraction thereof									
• Inspection Fee	₱1,500/ha. regardless of density									
• Processing Fee	₱ 2,880/ha. regardless of									





			density		
		Additional Fee on Floor Area of housing Component	₱ 3.00/sq. m.		
		• Inspection Fee	₱ 1,500/ha. Regardless of density		
		3. Alteration of Plan (affected areas only)	Same as Final Approval & Development Permit		
		<b>Certificate of Registration Processing Fee</b>			
		• Processing Fee	₱2,880		
		<b>License to Sell</b>			
		• Processing Fee	₱ 216/saleable lot		
		Additional Fee on Floor Area of housing component	₱ 14.4/sq.m.		
		• Inspection Fee	₱ 1,500/ha. regardless of density		
		<b>Certification of Completion</b>			
		• Certificate Fee	₱216		
		• Inspection Fee	₱1,500/ha. regardless of density		
		<b>Extension of Time to Develop</b>			
		• Processing Fee	₱504		
		Additional Fee (unfinished area for development) ₱ 14.40 sq. m.			
		• Inspection Fee (affected/unfinished areas only)	₱ 1,500/ha. regardless of density		
		*Application for CR/LS with DP issued by LGU Shall be Charge inspection fee			



<p>2. Present Official Receipt</p> <p>Note:</p> <p><i>Documents must be subscribed/ notarized by a lawyer before submitting back to the Zoning Officer together with the O.R.</i></p>	<p>Process Clearance</p>	<p>None</p>		<p><i>Luz Bella G. Villarte Zoning Officer-Designate</i></p>
<p>3. Receive Document</p> <p>Note:</p> <p><i>If L/ZC is granted applicant is advised to proceed to the City Building Official. If denied, applicant advised to file an appeal to Local Zoning Board of Adjustments and Appeal</i></p>	<p>Frontline personnel shall log and release the document to the client</p>	<p>None</p>	<p>3-5 days</p>	<p><i>Luz Bella G. Villarte Zoning Officer-Designate</i></p> <p><i>Emelinda B. Endrina Admin. Aide I</i></p>



## Issuance of Subdivision Permit/Clearance:

DESCRIPTION OF THE SERVICE: A process for every registered owner or developer of a parcel of land who wishes to convert the same into a subdivision project. This process involves either of the following: PSDP (PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE); DP (DEVELOPMENT PERMIT)

<b>Office or Division:</b>	<b>City Planning and Coordinator's Office</b>	
<b>Classification:</b>	<b>Highly Technical</b>	
<b>Type of Transaction:</b>	<b>G2C – Government to Client; G2B – Government to Business Entity</b>	
<b>Who may avail:</b>	<b>Property Owner; Enterprises/business owners; Subdivision Developer</b>	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<p><b>For Economic and Socialized Housing</b>  PSDP:</p> <ul style="list-style-type: none"> <li>• Site Development Plan (Schematic Plan)</li> <li>• Survey Plan of lot(s) described in the Land Title/s with Vicinity Map signed and sealed by geodetic engineer</li> <li>• Topographic Plan</li> <li>• Certified True Copy of Land Title/s for the property/ies subject of the application</li> <li>• Certified True Copy of Tax Declaration/s for the property/ies subject of the application</li> <li>• Right to Use of Deed of Sale or Right-of-Way for access road and other Utilities when applicable</li> </ul> <p>DP:</p> <ul style="list-style-type: none"> <li>• All requirements for PSDP</li> <li>• Subdivision Development Plan</li> <li>• Civil and Sanitary Works Design <ul style="list-style-type: none"> <li>- Road Design/ Plan</li> <li>- Storm Drainage and sanitary sewer system</li> <li>- Water System layout and details</li> <li>- Zoning Certification from the HLURB</li> <li>- Certified true copy of DAR Conversion order</li> <li>- Certified true copy of ECC/CNC</li> <li>- Project description</li> <li>- Plan specifications, bill of materials and cost estimates</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Applicant</li> <li>• Applicant</li> <li>• Applicant</li> <li>• ROD</li> <li>• City Assessor</li> <li>• Applicant</li> <li>• CPDO</li> <li>• Applicant</li> <li>- Applicant</li> <li>- Applicant</li> <li>- Applicant</li> <li>- HLURB</li> <li>- DAR</li> <li>- DENR</li> <li>- Applicant</li> <li>- Applicant</li> </ul>



<ul style="list-style-type: none"> <li>- Application for permit to drill</li> <li>- Traffic Impact assessment (project more than 30 has)</li> </ul> <p>•List of names of duly professionals who signed the plans and other similar documents in connection with the application</p>	<ul style="list-style-type: none"> <li>- National Water Resources Board</li> <li>- Applicant</li> </ul> <p>• Applicant</p>			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the duly accomplished application form and other requirements and pay required fees.</p> <p>Wait for advice for the release of the clearance/permit.</p>	<p>1.1 Check and receive submitted documents</p> <p>1.2 Conduct review, site visit and complete evaluation of the application</p> <p>1.3 Endorse to the CESHUDO for their evaluation and recommendations then submit it back to the CPDO</p> <p>1.4 The CPDO do the final recommendations then signed by the CPDC to be endorsed thereafter to City Housing Board</p> <p>1.5 City Housing Board transmit it to the Sangguniang Panlungsod (City Council) after thorough discussions</p>	<p><b>Project s under PD 957</b></p> <p>1. Preliminary Approval for Locational Clearance (PALC) – P360.00/ ha. or a fraction thereof</p> <p>a. Inspection Fee - P1,500.00/ hectare regardless of density</p> <p>2. Final Approval &amp; Development Permit</p> <p>a. Additional Fee on Floor Area of House and building sold w/lot – P3.00 /square meter</p> <p>b. Inspection Fee (except those projects which were already inspected) For PSDP application - P1,500.00/ ha.</p> <p><b>Projects under BP 220</b></p> <p>1. Preliminary Approval for Locational Clearance</p> <p>Processing Fee: Socialized Housing - P 90.00/ha. Economic Housing – P216.00/ha.</p> <p>Inspection Fee: Socialized Housing – P1,500.00/ha. Economic Housing – P1,500.00/ha.</p> <p>2. Final Approval &amp; Development Permit</p> <p>Processing Fee: Socialized Housing – P600.00/ha Economic Housing - P1,440.00/ha</p> <p>Inspection Fee: Socialized Housing – P1,500.00/ha Economic Housing – P1,500.00/ha</p> <p>Note: Projects which were already</p>	<p>30 minutes</p>	<p><i>Luz Bella G. Villarte Zoning Officer- Designate</i></p> <p>City of El Salvador Housing and Urban Development Office (CESHUDO)</p> <p><i>Engr. Ron Salva OIC - CPDO</i></p> <p>City of El Salvador Housing and Urban Development Office (CESHUDO)</p>



		<p>inspected for PALC application are exempted from the Inspection Fee</p> <p><b>INDUSTRIAL/COMMERCIAL SUBDIVISION</b>  Preliminary Approval for Locational Clearance (PALC) - P 432.00/ ha.  Inspection Fee - P1,500.00/ha.</p> <p><b>FARM LOT SUBDIVISION</b>  Preliminary Subdivision and Development Permit (PSDP) - P 288.00/ha.  Inspection Fee - P 1,500.00/ha.</p> <p><b>MEMORIAL PARK/CEMETERY PROJECT/COLUMBARIUM</b>  Preliminary Approval for Locational Clearance (PALC)  Memorial Projects - P 720.00/ha.  Cemeteries - P 288.00/ha.  Columbarium - P 3,600.00/ha</p> <p>Inspection Fee  Memorial Projects - P 1,500.00/ha.  Cemeteries - P 1,500.00/ha.  Columbarium - P 1,500.00/ha</p> <p><b>For AP:</b>  <b>For Projects covered by PD 957</b>  Alteration of Plan (affected areas only) - P 2,880.00/ha. regardless of density  Additional Fee on Floor Area of houses and building sold with lot - P 14.40/sq.m  Inspection Fee – P 1,500.00/ha. regardless of density</p> <p><b>For Projects under BP 220</b>  Alteration of Plan (Affected areas only)  Processing Fee:  Socialized Housing- P 1,500.00/ha.  Economic Housing - P 1,500.00/ha.</p> <p>Inspection Fee:  Socialized Housing - P 1,500.00/ha.  Economic Housing - P 1,500.00/ha.</p>		
	<p><b>SP ACTION:</b></p> <p>1.6 The City Council keenly deliberate for the approval of the application which will undergo these committees:</p> <ul style="list-style-type: none"> <li>♣ Subdivision and Landed Estate</li> <li>♣ Public Works</li> <li>♣ Laws and Rules An ordinance approving the Subdivision application will be issued and submitted to the City Mayor for its approval and signature</li> </ul>			<p><i>City Council</i></p>
	<p><b>CMO ACTION:</b></p> <p>After City Mayor’s approval of the ordinance, it will be sent back to the SP for transmittal to the</p>			<p>City Mayor’s Office</p>



	CPDO for release	<p>INDUSTRIAL/ COMMERCIAL SUBDIVISION Alteration of Plan (Affected areas only) – P720.00/ha. Inspection Fee - P1,500.00/ha.</p> <p>FARM LOT SUBDIVISION Alteration of Plan (Affected areas only) - P 1,440.00/ha. Inspection Fee - P 1,500.00/ha.</p> <p>MEMORIAL PARK/CEMETERY PROJECT/COLUMBARIUM Alteration of Plan (Affected areas only) Memorial Projects - P 3.00/ha. Cemeteries - P 1.50/ha. Columbarium - P 7.20/sq.m. P 3.00/floor P 23.05/sq.m. of GFA</p> <p>Inspection Fee Memorial Projects - P 1,500.00/ha. Cemeteries - P 1,500.00/ha. Columbarium - P 1,500.00/ha.</p>		
2. Receipt of requested document	Log documents and release clearance	None	3 minutes	<i>Luz Bella G. Villarte Zoning Officer-Designate</i>



## Lot Reclassification

DESCRIPTION OF THE SERVICE: Lot Reclassification is requested for conversion from agricultural to non-agricultural or other agricultural uses as stated in the latest approved Zoning Ordinance.

<b>Office or Division:</b>	<b>City Planning and Development Office</b>			
<b>Classification:</b>	<b>Highly Technical</b>			
<b>Type of Transaction:</b>	<b>G2C – Government to Client; G2B – Government to Business Entity</b>			
<b>Who may avail:</b>	<b>Land Owners, Enterprises/business owners</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Letter of intent (address to the Chairman of LDC)</li> <li>• Sketch Plan (signed by Geodetic Engineer)</li> <li>• Vicinity Map/Plan in large scale (signed by Geodetic Engineer)</li> <li>• Certificate of Title</li> <li>• Tax Declaration</li> <li>• Tax Clearance, current</li> <li>• Endorsement from Barangay Council</li> <li>• Barangay Resolution</li> <li>• Minutes of Public Hearing</li> <li>• Affidavit of Non-Objection (notarized)</li> <li>• Zoning Certificate</li> <li>• DA Certification (DA Office)</li> <li>• DAR Certification (Not tenanted/ not covered by CARP)</li> <li>• Endorsement from City Engineer, CPDC, Zoning Officer</li> </ul>		<ul style="list-style-type: none"> <li>• Applicant</li> <li>• Applicant</li> <li>• Applicant</li> <li>•</li> <li>• City Assessor's Office</li> <li>• City Assessor's Office</li> <li>• City Treasury's Office</li> <li>• Barangay Council</li> <li>• Barangay Council</li> <li>• Barangay Council</li> <li>• Barangay Council</li> <li>• CPDO</li> <li>• DA</li> <li>• DAR</li> <li>• City Engineering Office, CPDO</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit required documents to the CPDO and Wait for the schedule of CDC meeting for reclassification done once a year	1.1 CPDC Staff to check and assess submitted documents  1.2 Inclusion during the CDC meeting agenda	None	5 minutes	<i>Luz Bella G. Villarte</i> <i>Zoning Officer-Designate</i>  <i>Engr. Ron R. Salva</i> <i>OIC - CPDC</i>



	for endorsement to the Sangguniang Panlungsod			
	1.3 Presentation in the Sangguniang Panlungsod for approval	None		<i>Sanguniang Panlungsod</i>
2. Receipt of document	SP release/ provide copy of resolution on approved reclassification	None	5 Minutes	<i>Sanguniang Panlungsod</i>





## Lot Change of Use

DESCRIPTION OF THE SERVICE: Lot Change of Use is requested for conversion from existing land use to the proposed use as stated in the latest approved Zoning Ordinance.

<b>Office or Division:</b>	<b>City Planning and Development Office</b>			
<b>Classification:</b>	<b>Highly Technical</b>			
<b>Type of Transaction:</b>				
<b>Who may avail:</b>	<b>Land Owners, Enterprises/business owners</b>			
<b>Office or Division:</b>				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Letter of intent (address to the Chairman of LDC)</li> <li>Sketch Plan (signed by Geodetic Engineer)</li> <li>Vicinity Map/Plan in large scale (signed by Geodetic Engineer)</li> <li>Certificate of Title</li> <li>Tax Declaration</li> <li>Tax Clearance, current</li> <li>Endorsement from Barangay Council</li> <li>Barangay Resolution</li> <li>Minutes of Public Hearing</li> <li>Attendance of Public Hearing</li> <li>Affidavit of Non-Objection (notarized)</li> <li>Zoning Certificate</li> </ul>		<ul style="list-style-type: none"> <li>Applicant</li> <li>Applicant</li> <li>Applicant</li> <li>City Assessor's Office</li> <li>City Assessor's Office</li> <li>City Treasury's Office</li> <li>Barangay Council</li> <li>Barangay Council</li> <li>Barangay Council</li> <li>Barangay Council</li> <li>Barangay Council</li> <li>CPDO</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit required documents to the CPDO	CPDC Staff to check and assess submitted documents	None	5 minutes	<i>Luz Bella G. Villarte Zoning Officer-Designate</i>
2. Wait for the schedule of Local Zoning Board of Appeals (LZBA) meeting for presentation	Inclusion during the LZBA meeting agenda for approval/ non-approval	None		<i>Luz Bella G. Villarte Zoning Officer-Designate  Engr. Ron R. Salva OIC - CPDC</i>
3. Receipt of decision document/s	LZBA provides final Decision to the request.	None		<i>LZBA</i>