

MPDC CITIZEN'S CHARTER

TRANSACTION	DOCUMENTARY REQUIREMENTS	PROCESSING TIME
Locational Clearance	Basic Requirements <ol style="list-style-type: none">1. Duly accomplished application form.2. Vicinity Map, drawn to any scale showing:<ol style="list-style-type: none">a. Exact location of proposed site;b. Existing land uses within the prescribed radius from the boundary of the Project Site; 100 meters radius for local significant and 1000 meters radius for national significant projects.3. Site development plan, drawn to any scale showing:<ol style="list-style-type: none">a. Plan layout;b. Site areas and boundaries;c. Number of storeys of plan buildings and size of the area occupied;d. Road system within site premisese. Topographic plan (for mining/quarrying only)4. Certificate of ownership of the land, any of the following:<ol style="list-style-type: none">a. Transfer Certificate of Title registered in the name of the applicant.	20 minutes

	<ul style="list-style-type: none">b. Tax Declaration declared in the name of the applicant plus certification from the Register of Deeds/Bureau of Lands that subject parcel of land is not yet registered in the name of any person; attached accomplished notarized affidavit.c. Deed of Sale/contract of lease plus TCT of the registered owner;d. Notarized Affidavit of Authorization from the registered owner allowing applicant to use the subject parcel of land plus TCT of the registered owner;e. If public land, authorization from appropriate government agency allowing applicant to use subject public land. <p>5. Certification from the Zoning Officer that the proposed land use is in accordance with the land use plan/zoning ordinance of Calatagan.</p> <p>6. Project/Development activities not allowable/compatible with the area/zone of proposed site is required to secure</p>	
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	<p>Variance/Exemption from Local Zoning Board of Adjustment and Appeals (LZBAA), while in Agricultural area/zone, Reclassification from Sangguniang Bayan and Conversion/Exemption Order from the Department of Agrarian Reform (DAR)</p> <p>7. Total Cost (Architectural/Structural/Electrical/Mechanical/Sanitary and etc. Design plan & specifications, Materials and Labor cost).</p> <p>8. Authorization of persons allowed to follow up/claim clearance</p> <p>9. Locational Clearance fee</p> <p>10. Development privilege charge/fee</p> <p>11. Environmental Compliance Certificate (ECC) for Construction/ Improvement and/or Development Projects covered by the DENR ADMINISTRATIVE ORDER (DAO) No. 96-37 SERIES of 1996</p> <p>12. For Manufacturing Projects; description of industry citing among others the following; a) Types and Volume of raw materials used; b) Products manufactured or stored; c) Average production</p>	
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<p>Zoning Certification</p>	<p>output/capacity per day/week/month; d) Industrial wastes and plans for pollution control; and e) Description and flow of manufacturing processes.</p> <p>13. SEC REGISTRATION AND BY-LAWS FOR CORPORATIONS & INCORPORATION, CDA REG. IF COOPERATIVES</p> <p>14. WATER REQUIREMENTS – water supply clearance from the NATIONAL WATER RESOURCES BOARD (8th Floor NIA Bldg., EDSA, Diliman, Quezon City. [632] 928-2365 / 920-2641)</p> <p>15. Requirements under Municipal Ordinance No. 142 Series of 2014 (An Ordinance Requiring Completion of Pertinent Documents of Project Proponent / Developer before issuance of Municipal Permit and for other related purposes)</p> <p>1. Transfer Certificate of Title of the Subject Parcel of Land</p> <p>2. Tax Declaration of Subject Parcel of Land</p> <p>3. Zoning Certification Fee PhP 600.00/hectare</p>	<p>20 minutes</p>
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<p>Copy of Maps Socio Economic Profile (SEP) Comprehensive Land Use Plan (CLUP) Zoning Ordinance (ZO)</p> <p>Research Work / Feasibility Study</p>	<ol style="list-style-type: none">1. Request Letter from requesting official2. Valid ID of requesting official3. Fee PhP 100.00/copy <ol style="list-style-type: none">1. Valid ID of person conducting research2. Letter request from school signed by authorized person (if student endorse by school)	<p>20 minutes</p>
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