



**MUNICIPAL PLANNING AND
DEVELOPMENT OFFICE
EXTERNAL SERVICES**

1. PROVISION OF MAPS, STATISTICS AND OTHER DATA

The Municipal Planning & Development Office keeps information about the municipality and its development plans such as land use plans, municipal development strategies, municipal profile, statistics, maps and municipal governance data. Information about the municipality is generally requested by investors, people in the business sector, researchers, students and tourists.

Office or Division:	Municipal Planning & Development Office			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen			
Who may avail:	Any interested group or individual			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Identification Card (if documents will be taken outside the office for photocopying)		to be secure by the applicant		
CD, Diskette or any storage for electronic copies				
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach a frontline employee and present your request.	Receives request and refers you to go to staff in charge of the information requested.	Php 200.00/maps and other documents	Two (2) minutes	MPDO Staff
2. Sign the logbook If requested information is not available, take note on where to obtain the data.	Instruct the client to sign the logbook. If data is not available, you will be referred to other probable sources of the requested information.		Five (5) minutes	MPDO Staff
3. Check the data accessed and reviewed by the staff.	If requested information is available, the staff-in-charge will access and review information requested and show to client.		Ten (10) minutes	MPDO Staff

4. Leave a valid identification card and photocopy the documents	Request for a valid identification card and gives requested materials for photocopying.		Two (2) minutes	MPDO Staff
5. Return the original documents after photocopying	Return the ID		One (1)minute	MPDO Staff
TOTAL		PhP 200.00/ maps and other documents	Twenty (20) minutes	

2. ISSUANCE OF LOCATIONAL CLEARANCE AND ZONING CERTIFICATION

Locational Clearance / Zoning Certification/ Compliance is a declaration that a location of the building or business establishment complies with the provisions of the approved Zoning Ordinance and/or Comprehensive Land Use Plan (CLUP).

All constructions, repairs, extensions, renovations, alterations and improvement of buildings, structures and other business establishments shall be started only when the owner thereof has secured zoning compliance certificate / locational clearance from the Municipal Mayor through the Zoning Officer. The fee herein shall be without prejudice to the imposition of the Housing and Land Use Regulatory Board (HLURB).

Office or Division:	Municipal Planning & Development Office	
Classification:	Highly Technical	
Type of Transaction:	G2C–Government to Citizen	
Who may avail:	General Public	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Basic Requirements – 1. Duly accomplished application form.		
2. Vicinity Map, drawn to any scale showing: 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: 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 premises Topographic plan (for mining/quarrying only)		
Certificate of ownership of the land, any of the following: a. Certified copy from Register of Deeds of Transfer Certificate of Title registered in the name of the applicant. b. Tax Declaration declared in		

<p>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.</p> <p>c. Deed of Sale/contract of lease plus TCT of the registered owner; Notarized Affidavit of Authorization from the registered owner allowing applicant to use the subject parcel of land plus TCT of the registered owner;</p> <p>e. If public land, authorization from appropriate government agency allowing applicant to use subject public land.</p>	
<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 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</p>	

<p>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 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>16. Cellsite, Funeral establishments, market, memorial parks and cemeteries, poultry and piggery, slaughterhouse/abbatoir; schedule of fines shall be with the HLURB Revised Implementing Rules & Regulations (1998-1999-2000)</p>	
<p>17. Zoning Certification Fee of PhP 720.00 per hectare and Documentary Stamp Fee of PhP 30.00</p>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to MPDO-Zoning and secure checklist of requirements and application form for locational and zoning clearance.	Issues checklist of requirements and application forms	Zoning Certification Fee of Php 720.00 per hectare and Documentary Fee of Php 30.00	Five (5) minutes	MPDO Staff
2. Fill-up the required application forms	Instruct client to fill-up the forms and provides assistance if necessary		Five (5) minutes	MPDO Staff
3. Submit duly accomplished application form together with the supporting papers / documents	Received the duly accomplished application form and other supporting papers. Check the papers and advises the client if there is correction needed		Five (5) minutes	MPDO Staff
4. Secure order of payment and pay at the MTO the necessary fees	Issues order of payment		Five (5) minutes	MPDO Staff
5. Received the approved Zoning and Locational Clearance	Issues Zoning or Locational Clearance		Five (5) minutes	MPDO Staff
TOTAL		Php 750.00	Twenty Five (25) minutes	

SB RES. 128 SERIES OF 2019
MUNICIPAL ORDINANCE 2019 - 262 REVISED REVENUE CODE OF CALATAGAN

CHAPTER II – MUNICIPAL TAXES

ARTICLE D. DEVELOPMENT PRIVILEGE CHARGES

Section 2D.02 Imposition of Development Charges. There is hereby levied a development charges upon all development of land, buildings and/or structures throughout the municipality at the rate stated below:

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|--|-------|
| A. For a project costing below PhP 1.50 Billion | 0.60% |
| B. For a project costing PhP 1.50 Billion and more | 0.40% |

CHAPTER III – PERMIT FEE AND OTHER REGULATORY FEES

ARTICLE X. Permit Fees on Real Estate Development

Section 3X.01. Imposition of Fees. There shall be collected from every person, natural or juridical, a permit or clearance fee on real estate development, and the like, as follows:

A. Zoning/Locational Clearance	AMOUNT OF FEE
	(per HLURB Board Res.# 912, S-2013)
1. Single Residential Structure attached or detached:	
a. PhP 100,000.00 and below	PhP 288.00
b. Over PhP 100,000.00 to PhP 200,000.00	PhP 576.00
c. Over PhP 200,000.00	PhP 720.00 + (1/10 of 1% of cost in excess of 200T)
2. Apartments/Townhouses:	
a. PhP 500,000.00 and below	PhP 1,440.00
b. Over PhP 500,000.00 to 2 Million	PhP 2,160.00
c. Over PhP 2 Million	PhP 3,600.00 + (1/10 of 1% of cost in excess of 2M regardless of the number of doors)
3. Dormitories:	
a. PhP 2 Million and below	PhP 3,600.00
b. Over PhP 2 Million	PhP 3,600.00 + (1/10 of 1% of cost in excess of 2M)
4. Institutional:	
a. Below PhP 2 Million	PhP 2,880.00
b. Over PhP 2 Million	PhP 2,880.00 + (1/10 of 1% of cost in excess of 2M)
5. Commercial, Industrial and Agro-Industrial:	
a. Below PhP 100,000.00	PhP 1,440.00
b. Over PhP 100,000.00 – PhP 500,000.00	PhP 2,160.00
c. Over 500,000.00 – PhP 1 Million	PhP 2,880.00
d. Over 1 Million – PhP 2 Million	PhP 4,320.00
e. Over 2 Million	PhP 7,200.00 + (1/10 of 1% of cost in excess of 2M)
6. Special Uses/Special Projects: (Gasoline Station, Cell sites, Slaughter house, treatment plant, etc.)	
a. Below PhP 2 Million	PhP 7,200.00
b. Over PhP 2 Million	PhP 7,200.00 + (1/10 of 1% of cost in excess of 2M)
7. Alteration Expansion (affected areas/cost only)	

B. Other Transactions/Certifications

1. Reclassification per square meter
 - a. Residential PhP 5.00/sq.m.
 - b. Commercial, Institutional, and other uses PhP 10.00/sq.m.
 - c. Industrial PhP 15.00/sq.m.
2. Application/Request for:
 - a. Advertisement approval PhP 720.00
 - b. Cancellation/Reduction of Performance Bond PhP 2,280.00
 - c. Lifting of Suspended License to Sell PhP 2,280.00
 - d. Exemption from Cease and Desist Order PhP 216.00
 - e. Clearance to Mortgage PhP 1,400.00
 - f. Lifting from Cease and Desist Order PhP 2,280.00
 - g. Change of Name/Ownership/Amendments PhP 1,440.00
 - h. Voluntary Cancellation of CR/LC PhP 1,440.00
 - i. Revalidation/Renewal of Permit 60% of assessed current
(condominium) processing fees
3. Other Certifications
 - a. Zoning Certifications PhP 720.00/ha
 - b. Certification of Town Plan/Zoning Ordinance Approval PhP 216.00
 - c. Certification of New Rights/Sales PhP 216.00
 - d. Certification of Registration (form) PhP 216.00
 - e. License to Sell (form) PhP 216.00
 - f. Certificate of Creditable Withholding Tax PhP 216.00/lot or unit
(maximum of 5 lots per certificate)
 - g. Others, to include:
 - i. Availability to records/public request PhP 288.00
 - ii. Certificate of no records on file PhP 288.00
 - iii. Certificate of with or without CR/LS PhP 288.00
 - iv. Certified Xerox copy of documents (reports size)
Document of five (5) pages or less PhP 43.20
Every additional page PhP 4.40
 - v. Photocopy of documents PhP 3.00
 - vi. Other not listed above PhP 216.00

C. Legal Fees

1. Filing fee PhP 1,440.00
2. Additional Fee for Claims (for refund, damages, attorney's fees, etc.)
 - a. Not more than PhP 20,000.00 PhP 173.00
 - b. More than PhP 20,000.00 but less than PhP 80,000.00 PhP 576.00
 - c. PhP 80,000.00 or more than but less than PhP 100,000.00 PhP 864.00
 - d. PhP 100,000.00 or more than but less than PhP 150,000.00 PhP 1,440.00
 - e. For each PhP 1,000.00 in excess of PhP 150,000.00 PhP 7.20
3. Motion for Reconsideration PhP 600.00
4. Petition for Review PhP 2,880.00
5. Prayer for Cease and Desist Order PhP 1,200.00
6. Pauper-litigants are exempted from payment of legal fees
 - a. Those whose gross income is not more than PhP 6,000.00 per month and residing within M.M.
 - b. Those whose gross income is not more than PhP 4,000.00 per month and residing outside M.M.
 - c. Those who do not own real property.
7. Government agencies and its instrumentalities are exempted from paying legal fees.

8. Local government and government owned or controlled corporations with or without independent charters are not exempted paying legal fees.

D. UPLC Legal Research Fee

Computation of Legal Research Fee for the University of the Philippines Law Center (UPLC) remains at One Percent (1%) of every fee charged but shall in No Case be lower than PhP 12.00.

E. Research/Service Fee (50% discount for students)

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|--------------------------------------|-------------------|
| 1. Electronic File of | PhP 200.00/each |
| Comprehensive Land Use Plan (CLUP) | |
| Comprehensive Development Plan (CDP) | |
| Zoning Ordinance | |
| Ecological Profile | |
| Sectoral Studies | |
| 2. Hard Copy of | PhP 1,000.00/each |
| Comprehensive Land Use Plan (CLUP) | |
| Comprehensive Development Plan (CDP) | |
| Zoning Ordinance | |
| Ecological Profile | |
| Sectoral Studies | |
| 3. Certified True Copy – Map | PhP 100.00/each |