

**MUNICIPAL ENVIRONMENT AND
NATURAL RESOURCES OFFICE**

1. ISSUANCE OF MENRO CERTIFICATIONS/CLEARANCE

Office of Division:	MENRO/ZONING-DARAGA			
Classification:	SIMPLE			
Type of Transaction	G2B			
Who may Avail	CLIENTS/APPLICANTS FOR BUSINESS PERMIT			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of attendance on SWM orientation		MENRO/ZONING-DARAGA		
2. Business Permit		Mayor's Office/Licensing		
3. Official Receipt		Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook	1. Provide Logbook	Php 100	10 minutes	MENRO STAFF
2. Submit requirements for verifications	2. Receive the requirements			
3. Secure order of Payment	3. Issue Order of Payment			
4. Pay fees to the Treasurer's Office	4. Ask for the Official Receipt		30 minutes	Municipal Treasurer
5. Return to MENRO for release of certification	5. Process/release the certifications		20 minutes	MENRO STAFF
	Total	Php 100	60 minutes	
End of transaction				

2. ISSUANCE OF ENDORSEMENT LETTER TO DENR FOR PERMIT

Office of Division:	MENRO/ZONING-DARAGA			
Classification:	SIMPLE			
Type of Transaction	G2B			
Who may Avail	CLIENTS/APPLICANTS FOR BUSINESS PERMIT			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Certification		Applicant's/Clients Barangay of Residence		
2. Letter of request/Land Title		Landowner		
3. Picture of tree/s to be cut		Landowner/owner of tree/s		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook	1. Provide Logbook	Php 100	10 minutes	MENRO STAFF
2. Submit requirements for verifications	2. Receive the requirements			

3. Secure order of Payment	3. Issue Order of Payment			
4. Pay fees to the Treasurer's Office	4. Ask for the Official Receipt		30 minutes	Municipal Treasurer
5. Return to MENRO for release of endorsement paper	5. Process/release the certifications		20 minutes	MENRO STAFF
	Total	Php 100	60 minutes	
End of transaction				

3. MEDIATION ON ENVIRONMENTAL CONCERNS/ISSUES

Office of Division:	MENRO/ZONING-DARAGA			
Classification:	SIMPLE/COMPLEX			
Type of Transaction	G2C/G2G			
Who may Avail	CLIENTS/APPLICANTS FOR BUSINESS PERMIT			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of environmental concern/complaint		Complainant/Client		
2. Photo-documentation		Complainant/Client		
3. Affidavit of witnesses		Complainant/witnesses		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook	1. Provide Logbook	none	10-30 minutes	MENRO STAFF
2. Submit requirements for verifications	2. Receive the requirements			
3. Relay/ Statement of issues	3. Record the complaint/copy			
4. Ask for confrontation with respondent	4. Set the schedule for confrontation/notify respondent		30 minutes	MENRO STAFF
5. Appear during confrontation with respondent	5. Earnestly resolve the issue on the spot or reschedule/refer the matter to the barangay		30-60 minutes	MENRO STAFF
	Total	none	90 minutes (1hr & 30 minutes)	
End of transaction				

ZONING SERVICES

1. APPLICATION FOR LOCATIONAL CLEARANCE (RESIDENTIAL, COMMERCIAL AND INSTITUTIONAL)

Office of Division:	ZONING OFFICE			
Classification:	SIMPLE			
Type of Transaction	G2B - Government to Business			
Who may Avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application form duly notarized		ZONING OFFICE		
2. Site Development Plan/Floor Plan		Applicant		
3. Vicinity Map				
4. TCT, Tax Declaration, Deed of Sale		Applicant		
5. Site Zoning Certification from the MPDO		MPDO		
6. Bill of Materials				
7. Locational Clearance fee		ZONING OFFICE		
8. Authorization to file and claim locational clearance		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents to the Office of the Zoning Officer	1.1 Check the completeness of the documents.	*see table below	20 minutes	Engr. Jeressa L. Dejucos
2. Assessment and pay at MTO	1.2 Request the applicant to proceed to payment area and pay the Locational Clearance Fee & issue Official Receipt.		15 minutes	Municipal Treasurer's Collection Officers
3. Claim the Locational Clearance	1.3 Processing and release of Locational Clearance.		15 minutes	Engr. Jeressa L. Dejucos
	Total			
End of transaction				

Fees to be paid:

A. Single residential structure attached or detached	
1. P100,000.00 and below	P 240.00
2. Over P100,000.00 to P200,000.00	480.00
3. Over P200,000.00	600.00+(1/10 of 1% in excess of P200,000.00)
B. Apartments/Townhouses	
1. P500,000.00 and below	P 1,000.00
2. Over P500,000.00 to P2 Million	1,800.00
3. Over P2 Million	3,000.00+(1/10 of 1% in excess of P2 Million)
C. Dormitories	
1. P2 Million and below	P 3,000.00
2. Over 2 Million	3,000.00+(1/10 of 1% in excess of P2 Million)
D. Institutional	
1. Below P2 Million	P 2,400.00
2. Over P2 Million	2,400.00+(1/10 of 1% in excess of P2 Million)
E. Commercial	
1. Below P100,000.00	P 1,200.00
2. Over P100,000.00 to P500,000.00	1,800.00
3. Over P500,000.00-P1 Million	2,400.00
4. Over P1 Million – P2 Million	3,600.00
5. Over P2 Million	6,000.00+(1/10 of 1% in excess of P2 Million)

2. APPLICATION FOR LOCATIONAL CLEARANCE (INDUSTRIAL AND AGROINDUSTRIAL)

Office of Division:	ZONING OFFICE	
Classification:	SIMPLE	
Type of Transaction	G2B - Government to Business	
Who may Avail	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Application form duly notarized	ZONING OFFICE
	2. Site Development Plan/Floor Plan	Applicant
	3. Vicinity Map	
	4. TCT, Tax Declaration, Deed of Sale	Applicant
	5. Site Zoning Certification from the MPDO	MPDO
	6. Bill of Materials	
	7. Locational Clearance fee	ZONING OFFICE
	8. Authorization to file and claim locational clearance	Applicant
	9.1 Description of Industry	
	9.2 Flow Chart of Manufacturing Process	Applicant

9.3 Manpower capacity and volume of work	Applicant			
10. Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC)	DENR			
11. SB Resolution endorsing the project	SB			
12. Affidavit of Non-Objection from adjoining lot owners	Neighbors			
13. Brgy. Resolution endorsing the project	BRGY. COUNCIL			
14. DAR Conversion if the property is located within the Agricultural Zone.	DAR			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents to the Office of the Zoning Officer	1.1 Check the completeness of the documents.	*see table below	20 minutes	Engr. Jeressa L. Dejucos
2. Assessment and pay at MTO	1.2 Request the applicant to proceed to payment area and pay the Locational Clearance Fee & issue Official Receipt..	1. Below P100,000.00 – P1,200.00 2. Over P100,000.00 to P500,000.00 – P1,800.00 3. Over P500,000.00 to P1 Million – P2,400.00 4. Over P1 Million to P2 Million – P3,600.00 5. Over 2 Million – 6,000.00+(1/10 of 1% in excess of 2 Million)	15 minutes	Municipal Treasurer's Collection Officers
3. Claim the Locational Clearance	1.3 Processing and release of Locational Clearance.		15 minutes	Engr. Jeressa L. Dejucos
	Total			
End of transaction				

3. APPLICATION FOR LOCATIONAL CLEARANCE (CELL SITE PROJECTS)

Office of Division:	ZONING OFFICE			
Classification:	SIMPLE			
Type of Transaction	G2B - Government to Business			
Who may Avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application form duly notarized		ZONING OFFICE		
2. Vicinity Map		Applicant		
3. Site Plan		Applicant		
4. TCT, Tax Declaration, Deed of Sale		Applicant		
5. Certified true copy of NTC's Provisional Authority (PA).		NTC		
6. DAR Conversion if the property is located within the Agricultural Zone.		DAR		
7. Radiation Protection Evaluation Report		DOH		
8. Written Consent		Applicant		
9. Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC)		DENR		
10. Brgy. Council Resolution endorsing the project		BRGY. COUNCIL		
11. CAAP Height Clearance.		CAAP		
12. Zoning Certification from the MPDC/HLURB		MPDC/HLURB		
13. Bill of Materials and Estimated Cost		Applicant		
14. Locational Clearance Fee		ZONING OFFICE		
15. Authorization of persons allowed to follow-up clearance.		Applicant		
16. SB Resolution endorsing the project.		SB		
17. PNR Clearance (affected by the PNR Railway extension line proj.)		PNR		
18. Certification of Civil Engineer as to structural integrity of building (structural analysis).		Civil/Structural Engineer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents to the Office of the Zoning Officer	1.1 Check the completeness of the documents.		20 minutes	Engr. Jeressa L. Dejucos

2. Assessment and pay at MTO	1.2 Request the applicant to proceed to payment area and	1. Below P2 Million – P6,000.00	15 minutes	Municipal Treasurer's Collection Officers
	pay the Locational Clearance Fee & issue Official Receipt.	2. Over P2 Million – 6,000.00+(1/10 of 1% in excess of P2 Million)		
3. Claim the Locational Clearance	1.3 Processing and release of Locational Clearance.		15 minutes	Engr. Jeressa L. Dejucos
	Total			
End of transaction				

4. APPLICATION FOR LOCATIONAL CLEARANCE (FUNERAL Establishments)

Office of Division:	ZONING OFFICE			
Classification:	SIMPLE			
Type of Transaction	G2B - Government to Business			
Who may Avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application form duly notarized		ZONING OFFICE		
2. Vicinity Map		Applicant		
3. Site Development Plan		Applicant		
4. TCT, Tax Declaration, Deed of Sale		Applicant		
5. Obtain an initial clearance from the city or municipal health office		MHO		
6. Floor plan showing the different areas or rooms within the building.		Applicant		
7. Environmental Compliance Certificate (ECC) from DENR for Category I		DENR		
8. Bill of Materials and Estimated Cost		Applicant		
9. Locational Clearance Fee		ZONING OFFICE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents to the Office of the Zoning Officer	1.1 Check the completeness of the documents.		20 minutes	Engr. Jeressa L. Dejucos

2. Assessment and pay at MTO	1.2 Request the applicant to proceed to payment area and pay the Locational Clearance Fee &	1. Below P2 Million – P6,000.00	15 minutes	Municipal Treasurer's Collection Officers
	issue Official Receipt.	2. Over P2 Million – 6,000.00+(1/10 of 1% in excess of P2 Million)		
3. Claim the Locational Clearance	1.3 Processing and release of Locational Clearance.		15 minutes	Engr. Jeressa L. Dejucos
	Total			
End of transaction				

5. APPLICATION FOR LOCATIONAL CLEARANCE (MARKETS)

Office of Division:	ZONING OFFICE			
Classification:	SIMPLE			
Type of Transaction	G2B - Government to Business			
Who may Avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Application				
2. Vicinity Map				
3. Site Plan				
4. TCT, Tax Declaration, Deed of Sale/Contract of Lease		Applicant		
5. Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC)		DENR		
6. DAR Conversion if the property is located within the Agricultural Zone.				
7. SB Resolution endorsing the project.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents to the Office of the Zoning Officer	1.1 Check the completeness of the documents.		20 minutes	Engr. Jeressa L. Dejucos

2. Assessment and pay at MTO	1.2 Request the applicant to proceed to payment area and pay the Locational Clearance Fee & issue Official Receipt.	1. Below P2 Million – P6,000.00 2. Over P2 Million – 6,000.00+(1/10 of 1% in excess of P2 Million)	15 minutes	Municipal Treasurer's Collection Officers
3. Claim the Locational Clearance	1.3 Processing and release of Locational Clearance.		15 minutes	Engr. Jeressa L. Dejucos
	Total			
End of transaction				

6. APPLICATION FOR LOCATIONAL CLEARANCE (POULTRY AND PIGGERY)

Office of Division:	ZONING OFFICE	
Classification:	SIMPLE	
Type of Transaction	G2B - Government to Business	
Who may Avail	All	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Application form duly notarized	ZONING OFFICE	
2. Vicinity Map	Applicant	
3. Site Development Plan	Applicant	
4. TCT, Tax Declaration, Deed of Sale	Applicant	
5. Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC)	DENR	
6. DAR Conversion if the property is located within the Agricultural Zone.	DAR	
7. Site Clearance from the local health officer or municipality	MHO	
8. SB Resolution endorsing the project (medium and large scale).	SB	
9. Notarized neighbor's consent	Neighbors	
10. Barangay Clearance	BRGY. COUNCIL	
11. Bill of Materials and Estimated Cost	Applicant	
12. Locational Clearance Fee	ZONING OFFICE	

15. Authorization of persons allowed to follow-up clearance.		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents to the Office of the Zoning Officer	1.1 Check the completeness of the documents.		20 minutes	Engr. Jeressa L. Dejucos
2. Assessment and pay at MTO	1.2 Request the applicant to proceed to payment area and	1. Below P100,000.00 – P1,200.00	15 minutes	Municipal Treasurer's Collection Officers
	pay the Locational Clearance Fee & issue Official Receipt.	2. Over P100,000.00 to P500,000.00 – P1,800.00 3. Over P500,000.00 to P1 Million – P2,400.00 4. Over P1 Million to P2 Million – P3,600.00 5. Over 2 Million – 6,000.00+(1/10 of 1% in excess of 2 Million)		
3. Claim the Locational Clearance	1.3 Processing and release of Locational Clearance.		15 minutes	Engr. Jeressa L. Dejucos
	Total			
End of transaction				

7. APPLICATION FOR LOCATIONAL CLEARANCE (COCKPITS)

Office of Division:	ZONING OFFICE
Classification:	SIMPLE
Type of Transaction	G2B - Government to Business
Who may Avail	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application form duly notarized	ZONING OFFICE
2. Vicinity Map	
3. Site Development Plan	Applicant

4. TCT, Tax Declaration, Deed of Sale		Applicant		
5. Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC)		DENR		
6. Clearance from the DAR if the application is for the conversion of tenanted rice and cornlands to Urban uses		DAR		
7. Permit/Authority from the Sangguniang Bayan to Operate thru Resolution		SB		
8. Certification from the Mayor/Zoning Administrator		ZONING OFFICE		
9. Bill of Materials and Estimated Cost				
10. Locational Clearance Fee		ZONING OFFICE		
11. Authorization of persons allowed to follow-up clearance.		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents to the Office of the Zoning Officer	1.1 Check the completeness of the documents.		20 minutes	Engr. Jeressa L. Dejucos
2. Assessment and pay at MTO	1.2 Request the applicant to proceed to payment area and pay the Locational Clearance Fee & issue Official Receipt.	1. Below P2 Million – P6,000.00 2. Over P2 Million – 6,000.00+(1/10 of 1% in excess of P2 Million)	15 minutes	Municipal Treasurer's Collection Officers
3. Claim the Locational Clearance	1.3 Processing and release of Locational Clearance.		15 minutes	Engr. Jeressa L. Dejucos
	Total			
End of transaction				

8. APPLICATION FOR PRELIMINARY DEVELOPMENT PERMIT

Office of Division:	ZONING OFFICE
Classification:	SIMPLE
Type of Transaction	G2B - Government to Business

Who may Avail		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Site Development Plan (Schematic Plan)				
2. Vicinity Map				
3. Topographic Plan				
4. Survey Plan of the lot(s) as described in TCT(s).				
5. Certified True Copy of Title and Current Tax Receipt		Applicant		
6. Right to use of deed of sale of right-ofway for access road and other utilities		Applicant		
7. PALC Fee		ZONING OFFICE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents to the Office of the Zoning Officer	1.1 Check the completeness of the documents.	*see table below	20 minutes	Engr. Jeressa L. Dejucos
2. Assessment and pay at MTO	1.2 Request the applicant to proceed to payment area and pay the Preliminary Approval and Locational Clearance Fee & issue Official Receipt.		15 minutes	Municipal Treasurer's Collection Officers
3. Claim the Preliminary Approval and Locational Clearance (PALC)	1.3 Processing and release of Preliminary Approval and Locational Clearance.		15 minutes	Engr. Jeressa L. Dejucos
	Total			
End of transaction				

Fees to be paid

A. Approval of Subdivision Plan (Including townhouses)	
1. Preliminary Approval and Locational Clearance Inspection Fee	P300.00/ha or fraction thereof P1,200.00/ ha. regardless of density
B. Project Under BP 220	
1. Preliminary Approval and Locational Clearance	
a. Socialized Housing	P75.00/ha
b. Economic Housing	P180.00/ha
*Inspection Fee	
a. Socialized Housing	P200.00/ha
b. Economic Housing	P600.00/ha
C. Approval of Industrial/Commercial Subdivision	
1. Preliminary Approval and Locational Clearance Inspection Fee	P360.00/ha or fraction thereof P1,200.00/ ha. regardless of location
D. Approval of Farmlot Subdivision	
1. Preliminary Approval and Locational Clearance Inspection Fee	P240.00/ha P600.00/ ha.
E. Approval of Memorial Park/Cemetery Project	
1. Preliminary Approval and Locational Clearance	
a. Memorial Projects	P600.00/ha
b. Cemeteries	P240.00/ha
*Inspection Fee	
a. Memorial Projects	P1,200.00/ha
b. Cemeteries	P600.00/ha

9. APPLICATION FOR SUBDIVISION DEVELOPMENT PERMIT

Office of Division:	ZONING OFFICE	
Classification:	SIMPLE	
Type of Transaction	G2C - Government to Citizen/Transacting Public	
Who may Avail	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Subdivision development Plan		
2. Vicinity Map		
3. Topographic Plan		
4. Survey Plan of the lot(s) as described in TCT(s).		
5. Certified True Copy of Title and Current Tax Receipt		Applicant
6. Right to use of deed of sale of right-ofway for access road and other utilities		Applicant
7. A scheme for tree planting		
8. Civil and Sanitary Works Design		
9. Environmental Compliance Certificate (ECC)/Certificate of Non- Coverage(CNC)		DENR
10. Zoning Certificate from HLURB Regional Office.		
11. DAR Conversion if the property is located within the Agricultural Zone.		DAR

12. Project description for projects having an area of 1 hectare and above		Applicant		
13. Plans, specifications, bills of materials and cost estimates		Applicant		
14. Application for permit to drill from the National Water Resources Board (NWRB)				
15. Traffic impact assessment (TIA) for subdivision projects 30 hectares and above.				
16. List of names of duly licensed professionals who signed the plans		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents to the Office of the Zoning Officer	1.1 Check the completeness of the documents.	*see table below	20 minutes	Engr. Jeressa L. Dejucos
2. Assessment and pay at MTO	1.2 Request the applicant to proceed to payment area and pay the Preliminary Approval and Locational Clearance Fee & issue Official Receipt.		15 minutes	Municipal Treasurer's Collection Officers
3. Claim the Preliminary Approval and Locational Clearance (PALC)	1.3 Processing and release of Preliminary Approval and Locational Clearance.		15 minutes	Engr. Jeressa L. Dejucos
	Total			
End of transaction				

Fees to be paid

A. Approval of Subdivision Plan (Including townhouses)

- | | |
|--|--|
| 1. Final Approval & Development Permit | P 2,400.00/ha
regardless of density |
| Inspection Fee | P 1,200.00/ ha. |

B. Project Under BP 220

- | | |
|--|--------------|
| 1. Final Approval and Development Permit | |
| a. Socialized Housing | P500.00/ha |
| b. Economic Housing | P1,200.00/ha |
| *Inspection Fee | |
| a. Socialized Housing | P200.00/ha |
| b. Economic Housing | P600.00/ha |

C. Approval of Industrial/Commercial Subdivision

- | | |
|--|--|
| 1. Final Approval & Development Permit | P 600.00/ha
regardless of location |
| Inspection Fee | P 1,200.00/ ha.
regardless of density |

D. Approval of Farmlot Subdivision

- | | |
|--|---------------|
| 1. Final Approval & Development Permit | P 1,200.00/ha |
| Inspection Fee | P600.00/ ha. |

E. Approval of Memorial Park/Cemetery Project

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| 1. Final Approval and Development Permit | |
| a. Memorial Projects | P2.40/sq.m. |
| b. Cemeteries | P1.20.00/sq.m. |
| *Inspection Fee | |
| a. Memorial Projects | P1,200.00/ha |
| b. Cemeteries | P600.00/ha |