

CGPP Citizens' Charter

Table 6. Office of the City Planning & Development Coordinator

SERVICE STANDARDS

FRONTLINE SERVICES	STEPS/PROCEDURES		DOCUMENTARY REQUIREMENTS	FEES (P)	PROCESSING TIME	RESPONSIBLE PERSON
	Applicant/Client	Service Provider				
1. Issuance of Locational Clearance a. for Mayor's Permit	1. Submit the application with the requirements 2. Pay the prescribed zoning fee at the Office of the City Treasurer 3. Receive the requested clearance	1. Receive and record the application with the required attachments 2. Review and assess the documents 3. Receive the OR and process the application 4. Issue the clearance	1. Business Clearance from the Brgy. 2. Occupancy Permit (for new application) 3. Lease Contract (for new application/ if not the lot owner) 4. Brgy. Resolution (for new application) 5. Official Receipt for Zoning Fee	100.00	10 minutes 10 minutes	Beatriz C. Avorque/ Engr. Learsi R. Guinto/ Policarpio A. Miguel, Jr./ Bobby T. Dagaraga
	b. for Building Permit 1. Submits all the necessary requirements 2. Accomplish the Zoning Conformance & Application for Locational Clearance and pay the prescribed fee	1. Receive and review all submitted documents 2. Process the issuance of Locational Clearance	1. Certified true copies of title & tax declaration, and land tax clearance 2. Consent from lot owner/lease contract/deed of sale/ certification from CENRO-DENR (if not lot owner)	Based on project cost	25 minutes	Engr. Rex G. Bundac/ Engr. Edwin A. Roña/ Policarpio A. Miguel, Jr./ Engr. Learsi R. Guinto/ Bobby T. Dagaraga/ Danilo S.J. del Rosario

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c. Consent on Merit Use	<p>3. Receive the clearance</p> <p>1. Fill-up the Application Form and submit all the requirements with the corresponding Lodgment Fee</p>	<p>3. Approve and release the clearance</p> <p>1. Receive and record the application with the required attachments</p> <p>2. Review and make initial assessment on the merits of the proposed project.</p> <p>3. Initiate the conduct of public/ community consultation, if necessary.</p> <p>4. Call for a meeting to deliberate and approve/deny the application</p>	<p>3. Building Plans, Specification, Bill of Materials/ Estimates</p> <p>4. Official Receipt for locational clearance</p> <p>1. Certified true copies of title, tax declaration, and tax clearance</p> <p>2. Segregation plan, building/structure plan</p> <p>3. Consent from lot owner/ lease contract/ deed of sale (if the applicant is not the lot owner)</p> <p>4. Brgy. Resolution, NTC/ DOTC Clearance, CAAP/ATO Clearance/ Evaluation Report from DOH</p>	3,000.00	15 days to 1 month	CPDO Engr. Jovenee C. Sagun/ Engr. Rex Bundac/ Engr. Edwin A. Roña/ DCC Members/ Engr. Learsy R. Guinto

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	2. Accomplish the Certificate of Consent on Merit Use & Application for Locational Clearance, and pay the prescribed fee 3. Receive the approved clearance	5. If approved, process the issuance of Locational Clearance; if denied return the submitted documents to the applicant 6. Approve and release the clearance.	5. Official Receipt for prescribed fee	Based on project cost	25 minutes	
2. Printing of Maps	1. Accomplish the request form 2. Pay the map printing fee 3. Receive the requested maps	1. Receive and record the application 2. Approve the request form 3. Check the O.R. and process the requested map 4. Release and record the requested maps	1. Accomplished form 2. Official Receipt for the map printing fee	Based on requested map	1 to 2 days	Ronilito S. Cases/ Vilma C. Hoseley/ Julius C. Cayabyab CPDO Engr. Jovenee C. Sagun or authorized representative

Approved by:


Engr. JOVENE C. SAGUN
 City Planning and Dev't. Coord. II