



CITY ZONING ADMINISTRATION OFFICE



PROCESSING OF LOCATIONAL CLEARANCE

A Clearance issued by the Zoning Administrator/Zoning Officer to a project that is allowed under the provisions of the City Zoning Ordinance.

Division :	Clearance Division		
Classification :	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail :	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
➤ Duly accomplished and Notarized Application Form	Clearance Division City Zoning Administration Office		
➤ 8 sets of Plan (Architectural Plan only – duly signed by a Licensed Architect or Engineer.	Owner/ Licensed Architect /Engineer		
➤ One Copy of Lot Plan with Vicinity Map.	Owner/Geodetic Engineer		
➤ Certified True Copy of Transfer Certificate of Title.	Registry of Deeds		
➤ Tax Declaration.	City Assessor’s Office		
➤ Current Real Property Tax Payment.	City Treasury Office		
➤ Barangay Clearance/Barangay Resolution.	Respective Barangay		
➤ Certificate of No Objection from Homeowners Association/Board Resolution.	Homeowners Association of the respective subdivisions		
➤ Written Consent of Neighbors within 50 meters radius.	Neighborhood Associations/ Immediate Neighbor		
➤ Deed of Sale.	Notary Public/Owner/Legal Office		
➤ Contract of Lease.	Owner/Legal Office		
➤ Memorandum of Agreement/Special Power of Attorney/Affidavit/Authorization/ Secretary Certificate.	Notary Public/Legal Office		
➤ Height Clearance Permit.	Civil Aviation Authority of the Philippines (CAAP)		
➤ Department of Health Clearance.	Department of Health		
➤ Laguna Lake Development Authority Clearance.	Laguna Lake Development Authority		
➤ Environmental Compliance Certificate/ Certificate of Non-Coverage	Department of Environment and Natural Resources (DENR)		
➤ Traffic Impact Assessment	Owner/Applicant.		



<ul style="list-style-type: none"> ➤ Certification identifying hazards affecting the area/ lot including recommendations to mitigate the effects of the said hazard. <ul style="list-style-type: none"> a. Fault/Fissures b. Flood 	<p>Muntinlupa City Risk Reduction Management (MCDRRMO) City Planning and Development office</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant's inquiry on Application forms, requirements and process flow of Locational Clearance;	<ul style="list-style-type: none"> ➤ Issuance of Application Forms and list of requirements with attached process flow of documents; 	<p>Filing Fee: Php 200.00</p> <p><u>Land Use Fee:</u></p> <p><i>Residential:</i> Php 3.00/sq.m. <i>Commercial:</i> Php 10.00/sq.m. <i>Industrial:</i> Php 10.00/sq.m. <i>Institutional:</i> Php 7.00/sq.m. <i>Memorial Parks:</i> Php 5.00/sq.m. <i>Manufacturing:</i> Php 10.00/sq.m. <i>Non-Manufacturing:</i> 5.00 sq.m.</p>	<p>3 – 5 minutes</p> <p>15 minutes</p>	<p>Zoning Officer I</p> <p>Zoning Officer I</p> <p>Zoning Inspector II</p>
2. Submission of duly notarized application form with complete requirements.	<ul style="list-style-type: none"> ➤ Receipt and checking of application form duly accomplished and notarized with complete requirements; ➤ Pre-evaluation of documents; 			

3. Payment of Fee.	➤ Inspection of establishments applying for Locational Clearance;	Telecommunications: Php 20,000/unit	1 day	Zoning Inspector I
	➤ Verifies/Conduct final evaluation as per inspection;	Billboards: Php 10.00/sq. foot	15 to 30 minutes	Zoning Officer IV;
	➤ Assessment of payment;	Yard utilized for Industrial Purposes: Php 10.00/sq.meter		-do-
	➤ Recommendation for Issuance of Order-of-Payment;	Yard utilized for commercial purposes: Php 5.00/sq.meter		-do-
4. Receipt of Approved Locational Clearance.	➤ Acknowledgment of Official Receipt		3 to 5 minutes	Zoning Officer I
	➤ Printing of Locational Clearance;	Public Park: Php 5.00/sq.meter	3 mins.	Zoning Inspector II
	➤ Approval and Signature of the City Zoning Administrator;	Private Park: Php 5.00/sq.meter	10 minutes	City Zoning Administrator
	➤ Release of Locational Clearance	Recreational Facilities: Php 5.00/sq.meter	3 to 5 minutes	Zoning Officer I
		All types of renovation: 75% of the corresponding prescribed rate		
		Processing Fee: 25% of the corresponding prescribed Land Use Fee		

VIOLATIONS AND ADMINISTRATIVE PENALTIES:

<p>A. Unauthorized expansion or alteration of any activity formerly covered by a certificate of non-conformance.</p>	<p>A fine of equivalent to 100% of the prescribed processing fee but in no case be less than Php 2,000.00 or more than Php 10,000.00</p>
<p>B. For commencing or undertaking any project without having first secured a locational clearance.</p> <ul style="list-style-type: none"> ➤ Excavation for foundation; ➤ Construction of foundation (including pile driving and laying of reinforcing bars); ➤ Construction of structure up to 2 meters above established grade; ➤ Construction of structure more than 2 meters; ➤ For home/cottage industry or incidental home occupation and auxiliary uses; ➤ All types of residential structure; ➤ All types of commercial and industrial 100 square meters and below; and ➤ All types of commercial and industrial structures more than 100 square meters 	<p>Php 2,000.00</p> <p>3,000.00</p> <p>5,000.00</p> <p>10,000.00</p> <p>500.00</p> <p>1,000.00</p> <p>2,000.00</p> <p>10,000.00</p>
<p>C. For committing fraud or misrepresentation</p> <ul style="list-style-type: none"> ➤ Fraud as to misrepresentation as to use; ➤ Fraud or misrepresentation as to floor area; ➤ Fraud or misrepresentation as to location. 	<p>5,000.00</p> <p>5,000.00</p> <p>5,000.00</p>
<p>D. Non-disclosure or any material fact.</p>	<p>2,000.00</p>
<p>E. For refusing admission with any premises subject to inspection by a duly authorized inspector.</p> <ul style="list-style-type: none"> ➤ First refusal ➤ Subsequent refusal 	<p>2,000.00</p> <p>5,000.00</p>

F. For failing or refusing without justifiable reason to appear during a proceeding before the City Zoning Administrator or his duly authorized officers.	A fine not more than Php 2,000.00
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LOCATIONAL CLEARANCE AS A PRE-REQUISITE TO BUSINESS PERMIT

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Upon initial of BPLO Examiner, submission of business permit application form and other required documents.	<ul style="list-style-type: none"> ➤ Receipt of application form duly accomplished and notarized; ➤ Checking of requirements and evaluation of documents; ➤ Assessment of payment; ➤ Issuance of Order-of-Payment; 	<p>Filing Fee: Php 200.00</p> <p><u>Land Use Fee:</u> <i>Commercial:</i> Php 10.00/sq.m. <i>Industrial:</i> Php 10.00/sq.m. <i>Institutional:</i> Php 7.00/sq.m. <i>Manufacturing:</i> Php 10.00/sq.m. <i>Non-Manufacturing:</i> 5.00 sq.m.</p>	3 to 5 minutes	Administrative Aide IV; Zoning Officer IV

		Telecommunications: Php 20,000/unit Billboards: Php 10.00/sq. foot Yard utilized for Industrial Purposes: Php 10.00/sq.meter Yard utilized for commercial purposes: Php 5.00/sq.meter Public Park: Php 5.00/sq.meter Private Park: Php 5.00/sq.meter Recreational Facilities: Php 5.00/sq.meter All types of renovation: 75% of the corresponding prescribed rate Processing Fee: 25% of the corresponding prescribed Land Use Fee		
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**APPLICATION FOR PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC),
DEVELOPMENT PERMIT (DP), AND ALTERATION OF PLAN (AP)**

Division :	Clearance Division
Classification :	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail :	All
CHECKLIST OF REQUIREMENTS	
A. APPLICATION FOR PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) UNDER BP 220.	
1 . Two (2) sets of the following documents duly signed by the Licensed Architect/Engineer. a. Ste Development Plan (Schematic Plan) showing the proposed layout.; b. Vicinity Map with a minimum of 2 km. radius from the periphery of the project showing the relationship of the proposed project to existing community facilities and infrastructures;	Owner/Developer; Licensed Architect/Engineer

c. Survey plans of lots as described in TCTs.	
2. Certified of non-tenancy from Ministry of Agrarian Reform or an affidavit of waiver of tenants if the land is an agriculture/pasture land planted to rice and corn.	Department of Agrarian Reform (If needed)
3. Certified true copy of Transfer Certificate of Title (s), Tax Declaration (s) and Current Real Property Tax.	Registry of Deeds; Assessor's Office; and Treasurer's Office
4. Sworn statement as to nature, number and income level of beneficiaries.	Owner/Developer; Legal Office
5. Sworn statement as to the maximum selling price unit.	Owner/Developer; Legal office
6. Endorsement from the Local Government/Mayor's Office.	Urban Poor Affairs Office (For socialized housing project)
7. Endorsement from Barangay Council.	Barangay Council of respective Barangay.
B. APPLICATION FOR DEVELOPMENT PERMIT AND OR BUILDING PERMIT OF PROJECT UNDER BP 220	
SUBDIVISION	
1. Two (2) copies of Topographic Map of Site.	Owner/Developer; Licensed Engineer
2. Four (4) copies of Site.	Owner/Developer; Licensed Engineer
3. Four (4) copies of Road (Geometric and Structural Design/Plan): a. Profile showing the vertical control designed grade, curve elements and all information needed for construction. b. Typical roadway section showing relative dimensions and slopes of pavement, gutters, sidewalks, shoulders, benching and others. c. Details of roadway showing the required thickness of pavement, subgrade treatment and sub-base course on the design analysis. d. Details of roadway miscellaneous structure such as curb and gutter barrier, mountable and	Owner/Developer; Licensed Engineer

drop slope protection wall and retaining wall if any.	
4. Four (4) copies of Storm Drainage and Sewer System: a. Profile showing the hydraulic gradient and properties of the main lines including structures in relation with the road grade line; b. Details of drainage and miscellaneous structures such as various types of manholes, catch basins, inlets (curbs, gutter and drop O, culverts and channel linings.	Owner/Developer; Licensed Engineer
5. Four (4) copies of Water System Layout and Details.	Owner/Developer; Licensed Engineer
6. Four (4) copies of Site Grading Plan: a. Plans with the finished contour lines super-imposed on the existing ground the limit of earth works, embankment slopes, cut slopes, surface drainage, outfalls and others.	Owner/Developer; Licensed Engineer
7. Two (2) copies of Project Feasibility Study.	Owner/Developer
8. Application for Water Supply System from the following: a. MWSS or Local Waterworks and/or b. National Water Resources Council if deepwell will be used.	Maynilad; NWRB
9. Application for Power Supply from Meralco or local franchised holder.	MERALCO
10. ECC/CNC from Department of Environment and Natural Resources	Department of Environment and Natural Resources Office
11. Clearance from PHILVOLCS/MCDRRMO	Philippine Institute of Volcanology and Seismology; Muntinlupa City Disaster Risk Reduction and Management Office
12. Traffic Impact Assessment	Owner/Developer; Licensed Engineer
13. Specification, bill of materials and Cost Estimate.	Owner/Developer; Licensed Engineer
HOUSING PROJECT	
1. Three (3) sets of the following, duly signed by a licensed Architect/Engineer: a. Housing plans including architectural drawing, sanitary, electrical, structural plans, specification and cost estimates.	Owner/Developer; Licensed Engineer

2. Sworn Statement as to the soundness of designs and specification attested to by the designing engineers.	Owner/Developer; Licensed Engineer
C. APPLICATION FOR PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) UNDER P.D. 957.	
1. Two (2) sets of the following documents duly signed by the Licensed Architect/Engineer. a. Site Development Plan (Schematic Plan) showing the proposed layout.; b. Vicinity Map with a minimum of 2 km. radius from the periphery of the project showing the relationship of the proposed project to existing community facilities and infrastructures; c. Survey plans of lots as described in TCTs.	Owner/Developer; Licensed Engineer
3.Two (2) copies of Certified true copy of Transfer Certificate of Title(s), Tax Declaration and current tax receipts.	Owner/Developer; Registry of Deeds; Assessor's Office
4.If the land is an agriculture land planted to rice and corn whether tenanted or non-tenanted, two (2) copies of MAR team/field inspection report plus affidavit of waiver from tenants for tenanted lands.	Owner/Developer
5.Right to use or Deed of Sale of Right-of-Way for access road and other utilities when applicable.	Owner/Developer; Legal Office
6.Endorsement from the Local Government/Mayor's Office.	Mayor's Office; City Zoning Administration Office
7.Endorsement from Barangay Council (Barangay Resolution).	Barangay Council of respective Barangay
APPLICATION FOR DEVELOPMENT PERMIT AND OR BUILDING PERMIT OF PROJECT UNDER P.D. 957	
SUBDIVISION	

1. One (1) copy of Topographic Map of Site.	Owner/Developer; Licensed Engineer
2. Three (3) copies of Site Development Plan.	Owner/Developer; Licensed Engineer
3. Three (3) copies of Road (Geometric and Structural Design/Plan): a. Profile showing the vertical control designed grade, curve elements and all information needed for construction. b. Typical roadway section showing relative dimensions and slopes of pavement, gutters, sidewalks, shoulders, benching and others. c. Details of roadway showing the required thickness of pavement, subgrade treatment and sub-base course on the design analysis. d. Details of roadway miscellaneous structure such as curb and gutter barrier, mountable and drop slope protection wall and retaining wall if any.	Owner/Developer; Licensed Engineer
4. Three (3) copies of Storm Drainage and Sewer System: a. Profile showing the hydraulic gradient and properties of the main lines including structures in relation with the road grade line; b. Details of drainage and miscellaneous structures such as various types of manholes, catch basins, inlets (curbs, gutter and drop O, culverts and channel linings.	Owner/Developer; Licensed Engineer
a. Four (4) copies of Water System Layout and Details.	Owner/Developer; Licensed Engineer
b. Four (4) copies of Site Grading Plan: b. Plans with the finished contour lines super-imposed on the existing ground the limit of earth works, embankment slopes, cut slopes, surface drainage, outfalls and others.	Owner/Developer; Licensed Engineer
c. Two (2) copies of Project Feasibility Study.	Owner/Developer
d. Application for Water Supply System from the following: c. MWSS or Local Waterworks and/or d. National Water Resources Council if deepwell will be used.	Maynilad NWRB
e. Application for Power Supply from Meralco or local	MERALCO

franchised holder.	
f. ECC/CNC from Department of Environment and Natural Resources	Department of Environment and Natural Resources
g. Clearance from PHILVOLCS/MCDRRMO	Philipine Institute of Volcanology and Seismology; Muntinlupa City Disaster Risk Reduction and Management Office
h. Traffic Impact Assessment	Owner/Developer
i. Specification, Bill of Materials and Cost Estimate.	Owner/Developer; Licensed Engineer
HOUSING PROJECT	
5. Three (3) sets of the following, duly signed by a licensed Architect/Engineer: a. Housing plans including architectural drawing, sanitary, electrical, structural plans, specification and cost estimates.	Owner/Developer ; Licensed Engineer
b. Sworn Statement as to the soundness of designs and specification attested to by the designing engineers.	Licensed Engineer
APPLICATION FOR ALTERATION OF PLAN:	
1. Four (4) copies of the plan showing the proposed alteration duly signed and sealed by a Licensed Architect/Engineer.	Owner/Developer; Licensed Engineer
2. Letter stating the proposed/reason for the proposed alteration;	Owner/Developer;
3. Sworn statement that the affected lots/units for alteration have not been sold;	Owner/Developer; Legal Office
4. Certified True Copy of Title (s) of the affected lots/units if the said lots/units have been titled;	Registry of Deeds
5. Written conformity of the duly organized homeowners association or in the absence thereof, majority of the lot/unit buyers.	Homeowners Association or Condominium Corporation
6. Endorsement from Barangay Council (Barangay Resolution).	Barangay Council of respective Barangay

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of duly notarized	➤ Receipt of application form duly	As per Housing and Land Use Regulatory	15 to 30 minutes	Zoning Officer IV;

application form for PALC, DP or AP with complete requirements.	<p>accomplished and notarized;</p> <ul style="list-style-type: none"> ➤ Checking of requirements and evaluation of documents; ➤ Inspection of establishment ; ➤ Letter to Mayor for approval of endorsement to City Council ; ➤ Upon approval of the Mayor, endorsement to the City Council; ➤ Upon issuance of City Ordinance, post evaluation and assessment of payment; ➤ Issuance of Order of Payment; 	Board Schedule of Fees.	<p>1 day</p> <p>1 day</p> <p>15 to 30 minutes</p> <p>15 to 30 minutes</p> <p>1 day</p> <p>5 minutes</p>	<p>Zoning Inspector I Administrative Div.</p> <p>-do-</p> <p>Zoning Officer IV</p> <p>-do-</p>
2. Payment of Fees.	<ul style="list-style-type: none"> ➤ Receive the receipts ➤ Printing of PALC/DP or Alteration of Plans ➤ Recommendation for approval ; ➤ Approval, signature of the City Zoning Administrator; 		<p>15 minutes</p> <p>5 minutes</p>	<p>Inspector</p> <p>Zoning Officer IV</p> <p>City Zoning Administrator</p>
3. Received the approved PALC	<ul style="list-style-type: none"> ➤ Release of approved PALC, DP or AP to the applicant 		3 minutes	Zoning Officer IV



**ENDORSEMENT OF APPLICATION FOR LOCATIONAL CLEARANCE TO THE
LOCAL ZONING BOARD OF APPEALS**

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application for Locational Clearance.	➤ Upon checking of requirements and evaluation of documents, non-conformance in the allowable uses of the City Zoning Ordinance;	For appeal (Variances, Exception, Non-Conforming Use and Special Use) : Php 1,500.00	15 to 30 minutes	Zoning Inspector Zoning Officer IV
	➤ Recommendation for denial of the application;	Complaints , except those involving paper litigant .	5 minutes	Zoning Inspector II Zoning Officer IV
	➤ Preparation and issuance of Letter of Non-Conformance to the Owner;		1 hour	Zoning Officer IV Supervising Administrative Office City Zoning Administrator
2. Letter of Appeal from the Owner.	➤ Payment of Fee		10 minutes	Supervising Administrative Officer
	➤ Endorsement to the Local Zoning Board of Appeals.			
	➤ Meeting with the members of the Local Zoning Board of Appeals. ➤ Act as Secretariat to LZBA.		2 hours	City Zoning Administrator Zoning Officer IV Supervising Adm. Officer
3. Receipt of Resolution issued by the Local Zoning Board of Appeals.	➤ Release of Resolution issued by the Local Zoning Board of Appeals.		5 minutes	Zoning Officer IV Supervising Adm. Officer



ISSUANCE OF ZONING CERTIFICATION

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry on Steps/ Procedures of Zoning Certificate.	➤ Explanation of requirements in acquiring Zoning Certificate.	Residential: Php 100.00	3 to 5 minutes	Zoning Inspector Chief Inspector
2. Submission of letter of request and requirements.	➤ Receipt of request letter and checking of requirements	Commercial/ Industrial: Php 400.00	10 minutes	Administrative Div. Inspector
	➤ Inspection of establishment ;	Institutional: Php 200.00	15 to 20 minutes	Zoning Inspector
	➤ Preparation of Inspection Report;		5 minutes	Zoning Officer IV
	➤ Recommendation for Issuance of Zoning Certificate and issuance of Order of Payment;			
3. Payment of fees.	➤ Acknowledgment of Official Receipt		5 minutes	Zoning Inspector
	➤ Preparation and printing of Zoning Certificate.		10 minutes	Zoning Officer IV
	➤ Approval by the City Zoning Administrator;		5 minutes	City Zoning Administrator
4. Receipt of Zoning Certificate	➤ Release of Zoning Certificate		5 minutes	Administrative Assistant V