

OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR

Securing Zoning Clearance for Building Permit

ABOUT THE SERVICE

ZONING CLEARANCE is required for all enterprises and private persons before constructing a new building or applying for expansion/renovation upon application for building permit.

This should be done before the start of construction to ensure that the building/business is allowed in the chosen location as per Pilar Comprehensive Land Use Plan and Zoning Ordinance.

REQUIREMENTS

- Application Form for Zoning Clearance, duly notarized – 3 copies
- Building Plan duly signed by a Civil Engineer – 1 set
- Perspective duly signed by a Civil Engineer – 1 set
- Lot Plan – 1 copy
- Bill of Materials – 1 copy
- Specifications – 1 copy
- Transfer Certificate of Title (TCT) or Deed of Sale – 1 copy
- Real Property Tax Declaration – 1 copy
- Certificate of Real Property Tax Payment
- Environmental Clearance Certificate (ECC), when applicable
- If lot is not owned:
 - Contract of Lease - 1 copy
 - Authorization to Occupy Lot

FEES

TYPE OF STRUCTURE/ PROJECT COST	CLEARANCE FEE
a. Residential, single attached/detached the project cost of which	
• P100,000.00 and below	P200.00
• Over P 100,000.00 to P200,000.00	P400.00
• Over P 200,000.00	P500.00 + 1/10 of 1% in excess of P200,000.00
b. Apartments/Townhouses	
• P500,000.00 and below	P1,000.00
• Over P500,000.00 to P2Million	P1,500.00
• Over P2Million	P2,500.00 + 1/10 of cost in excess of P2Million regardless of the number of

	doors
c. Dormitories	
• Project Cost of P2Million and below	P2,500.00
• Project Cost over P2Million	P2,500.00 + 1/10 of cost in excess of P2Million regardless of the number of doors
d. Institutional the project cost of which is	
• Project Cost of P2Million and below	P2,000.00
• Project Cost over P2Million	P1,000.00 + 1/10 of 1% of cost in excess of P2Million
e. Commercial, Institutional, Agro-Industrial	
• P100,000.00 and below	P1,000.00
• Over P100,000.00 to P500,000.00	P1,500.00
• Over P500,000.00 to P1Million	P2,000.00
• Over P1Million to P2Million	P3,000.00
• Over P2 Million	P5,000.00 + 1/10 of 1% of cost in excess of P2Million
f. Special Use/Special Project the project cost of which is (gasoline station, cell sites, slaughter house, treatment plant etc.)	
• P2Million	P5,000.00
• Over P2Million	P1,000.00 + 1/10 of 1% in excess of P100,000.00
g. Alteration/Expansion (affected areas/cost of expansion only)	Same as original application

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Filing of Application File your application for zoning clearance. Bring along your notarized application together with all the requirements.	2 minutes	AIDA L. CERUDO Clerk IV
2. Review and Verification Officer in Charge reviews and verifies submitted requirements..	3 minutes	ROSARIO D. ESCOTO MPDC/Zoning Administrator
3. Assessment of Fees Have your clearance fees assessed by Zoning Official issued.	2 minutes	ROSARIO D. ESCOTO MPDC/Zoning Administrator

4. Payment of Fees Proceed to the Municipal Treasurer's Office; pay the requisite fees and secure an official receipt.	2 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
5. Preparation of Locational Clearance Officer-in-charge prepares, processes and records Locational Clearance.	5 minutes	ROSARIO D. ESCOTO MPDC/Zoning Administrator
6. Approval of Locational Clearance Officer-in-charge secures the signature of the Zoning Administrator.	2 minutes	ROSARIO D. ESCOTO MPDC/Zoning Administrator
7. Endorsement to the Mayor Officer in charge endorses the decision of the Locational Clearance to the LCE	2 minutes	ROSARIO D. ESCOTO MPDC/Zoning Administrator
8. Approval of the Mayor The Mayor approves the Locational Clearance	15 minutes	HON. ALICIA D. PIZARRO Municipal Mayor
9. Issuance of Locational Clearance Officer in charge issues the Locational Clearance	2 minutes	ROSARIO D. ESCOTO MPDC/Zoning Administrator

Securing Certificate of Site Zoning Classification

ABOUT THE SERVICE

SITE ZONING Classification is requested for record and reference purposes.

The Town's Land Use Plan (CLUP) has been updated in 2008.

REQUIREMENTS

- Letter-request addressed to the Zoning Coordinator/City Planning and Development Coordinator
- Lot Plan with vicinity map drawn to scale signed by a Geodetic Engineer
- Transfer Certificate of Title (TCT) or Deed of Sale
- Real Property Tax Declaration
- Certificate of Real Property Tax Payment
- Special Power of Attorney of land owner's authorized representative, if any

FEES

- Certification Fee P500.00/ha.
 P150.00 (less than 1 ha.)

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submission of Request Letter Submit letter-request together with the requirements.	2 minutes	AIDA L. CERUDO Clerk IV
2. Review and Verification MPDO staff does research, review and verification.	5 minutes	ROSARIO D. ESCOTO MPDC/Zoning Administrator
3. Payment of Fees Proceed to the Municipal Treasurer's Office; pay the requisite fees and secure an official receipt.	2 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
4. Issuance of Certificate Applicant receives the Certificate of Site Zoning Classification.	10 minutes	ROSARIO D. ESCOTO MPDC/Zoning Administrator