



3. Issuance of Zoning Certification

Zoning Certificate is requested by a taxpayer and/or any individual for them to know the land use of the lot they own, whether residential, commercial, industrial or institutional. This is being issued for the purpose of ensuring compliance to the Comprehensive Land use Plan and Zoning Ordinance of the Municipality. The Zoning Certification can be secured at the Office of the Municipal Planning and Development Coordinator.

Office or Division:	Office of the Municipal Planning and Development Coordinator			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Residents of this municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Notarized application form (1 original copy)		Office of the Municipal Planning & Development Coordinator		
1 Certified True Copy of Title		Registry of Deeds - Amas, Kidapawan City		
1 Certified True Copy of Tax Declaration		Office of the Municipal Assessor		
1 Certified True Copy of Current Tax Receipt		Office of the Municipal Treasurer		
Letter Request (optional)		Client		
Vicinity map indicating clearly and specifically the exact location of the proposed site and the existing land uses and/or landmarks within a radius of at least 500 meters duly signed by a licensed geodetic engineer (1 photocopy)		Geodetic Engineer		
Lot Plan duly signed by a Geodetic Engineer (1 photocopy)		Geodetic Engineer		
Official Receipt		Office of the Municipal Treasurer (Windows 1-6)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit notarized application form and submit complete requirements at the receiving area	1. Receive notarized application form, review submitted requirements and schedule a date for site inspection	None	10 Minutes	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator



	1.1 Conduct Site Inspection and prepare inspection report thereafter	None	4 Hours	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator
	1.2 Issuance of Order of Payment	None	7 Minutes	
2. Pay corresponding fees at the Municipal Treasurer's Office (Windows 1-6) and present the Official Receipt at the Office of the Municipal Planning and Development Coordinator	2. Issuance of Official Receipt	PHP 265.00 plus 1% UP Legal Research Fee but not less than PHP 12.00		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	2.1 Prepare Zoning Certification	None	5 Minutes	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator
	2.2 Review and Approval of Zoning Certification	None	7 Minutes	<i>Municipal Planning and Development Coordinator</i> Office of the Municipal Planning and Development Coordinator
3. Claim Zoning Certification	3. Record, file for office copy and release the Zoning Certification to client	None	1 Minute	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator
	TOTAL:	P 265.00 plus 1% UP Legal Research Fee but not less than P12.00	4 Hours and 30 Minutes	