



7. Issuance of Zoning Certification for Land Conversion

All owners, individuals / persons / corporations and / or developers who wish to apply for land use conversion are required to secure a clearance from the Municipal Government and subsequently conversion clearance if applicable from the Department of Agrarian Reform.

Office or Division:	Office of the Municipal Planning & Development Coordinator			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Lot owners, individuals/persons/corporations and/or developers who wish to apply for Land Use Conversion from a particular use to other uses.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Certified True Photocopy of Title & 3 photocopies		Department of Environment and Natural Resources		
1 Certified True Copy of Tax Declaration and 3 photocopies (for land use conversion/Agricultural land reclassification)		Municipal Assessor's Office		
Certification from the Department of Agriculture that such land has ceased to be economically feasible and sound for agricultural purposes (1 photocopy)		Office of the Municipal Agriculturist		
Barangay Clearance from the Barangay Concerned (1 photocopy)		Barangay Government Unit concerned		
Three (3) blue print copies of the Sketch Plan with Vicinity Map duly signed by a registered geodetic engineer.		Geodetic / Civil Engineer		
Site inspection of the subject lot		Zoning Administrator / Zoning Staff		
Official Receipt of Payment of Processing Fees (1 original copy)		Municipal Treasurer's Office (Window 1-6)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit filled up application form and complete requirements	1. Receive filled up application form and complete requirements	None	1 Minute	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator



	1.1 Review and validate submitted requirements to assess the eligibility of application	None	30 Minutes	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator
	1.2 Cross checking of Location against CLUP and Zoning Map	None	5 Minutes	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator
	1.3 Conduct On-site Inspection for Other Land Use Except for Commercial Areas	None	4 Hours	<i>Draftsman II Administrative Aide I</i> Office of the Municipal Planning and Development Coordinator
	1.4. Assessment of Zoning Fee and issuance of Order of Payment	None	5 Minutes	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator
2. Payment of zoning fee 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 720.00/ Hectare		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	2.1 Preparation of Zoning Certificate	None	10 Minutes	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator
	2.2 Review and Approval of Zoning Certificate	None	7 Minutes	<i>Municipal Planning and Development Coordinator</i> Office of the Municipal Planning and Development Coordinator



3. Claim the approved Zoning Certificate	3. Record, file for office copy and release the Zoning Certificate to client	None	1 Minute	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator
	TOTAL:	PHP 720.00/ Hectare	4 Hours and 59 Minutes	