



MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

Location: 4th floor New Taytay Municipal Building, Club Mania East Taytay, Rizal
Officer in Charge : Arch. Romeo N. Valle
Tel No.: (02) 284-4784



A. APPLICATION FOR ZONING / LOCATIONAL CLEARANCE (BUSINESS PERMIT)

Requirement:

Locational Clearance
Business Permit Application Form

Additional Requirements (Optional):

Locational Clearance Form
Lot Title
Tax Declaration
Bill of Materials / Cost Estimate
Resident Certificate
Contact of Lease (Optional)

| PROCEDURES / STEPS |
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| PROCEED TO MPDO (4TH FLOOR) *** Present application for zoning /locational clearance with attached corresponding documents to the frontline staff *** Zoning officer shall receive / review and evaluate documents. |
| Ocular Inspection *** An ocular inspection shall be scheduled. This is conducted to determine whether there is a violation on the applied construction in relation to the provision of the zoning ordinance. |
| PROCESSING OF DOCUMENTS *** Frontline personnel shall record the submitted documents, assess the fee and prepare the order of payment. |
| APPROVAL *** MPDC approves / sign the order of payment and application from the BPLO |
| PAYMENT OF FEES *** Proceed to the Municipal Treasurer's Office (2nd floor), pay the requisite fees and secure an official receipt. |
| RELEASING *** Present order of payment with corresponding official receipt by the treasurer's office |

B. APPLICATION FOR CERTIFICATION AS TO ZONE CLASSIFICATION

Requirement:

Request Letter
Tax Declaration
Lot Title

| PROCEDURES / STEPS |
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| <p>PROCEED TO MPDO (4TH FLOOR)</p> <p>*** Present application for zoning /locational clearance with attached corresponding documents to the frontline staff</p> <p>*** Zoning officer shall receive / review and evaluate documents.</p> |
| <p>Ocular Inspection</p> <p>*** An ocular inspection shall be scheduled. This is conducted to determine whether there is a violation on the applied construction in relation to the provision of the zoning ordinance.</p> |
| <p>PROCESSING OF DOCUMENTS</p> <p>*** Frontline personnel shall record the submitted documents, assess the fee and prepare the order of payment.</p> |
| <p>APPROVAL</p> <p>*** MPDC approves / sign the order of payment and application from the BPLO</p> |
| <p>PAYMENT OF FEES</p> <p>*** Proceed to the Municipal Treasurer's Office (2nd floor), pay the requisite fees and secure an official receipt.</p> |
| <p>RELEASING</p> <p>*** Present order of payment with corresponding official receipt by the treasurer's office</p> |

C. APPLICATION FOR DATA / MAPS INFORMATION

Requirement:

Request Letter

| PROCEDURES / STEPS |
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| <p>INQUIRY / VERIFICATION</p> <p>*** Approach a frontliner staff who will verify if the data / maps / information needed is available</p> |
| <p>ACCESS INFORMATION</p> <p>*** If data is available, person in-charge shall access the information. If not, staff will refer you to other office /s for the required data.</p> |
| <p>REVIEW, VERIFY AND CERTIFY</p> <p>*** Person in-charge reviews and verifies the information to be given and sign certified copy / copied if needed.</p> |
| <p>PHOTOCOPY DOCUMENTS AND REGISTER IN THE LOGBOOK</p> <p>*** If the data needed to be photocopied, you must leave an ID to the person in-charge before taking the documents outside the office. After copying the desired data, return it to the office and your identification card shall be given back to you upon signing in the log book for record purposes.</p> |

D. APPLICATION FOR ZONING / LOCATIONAL CLEARANCE

Requirement:

- Locational Clearance Form**
- Lot Title**
- Tax Declaration**
- Bill of Materials / Cost Estimate**
- Residence Certificate**
- Contract of Lease (Optional)**

| PROCEDURES / STEPS |
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| ASSESSMENT OF REQUIREMENTS *** Submit application for Locational Clearance and other requirements for review and evaluation of documents |
| OCULAR INSPECTION *** An ocular inspection shall be scheduled. This is conducted to determine whether there is a violation on the applied construction in relation to the provision of the zoning ordinance. |
| PREPARATION OF LOCATIONAL CLEARANCE *** Record in log book, assess, evaluate fees and prepare order of payment, encode data on decision and print the zoning form. |
| PAYMENT OF FEES *** Proceed to the Municipal Treasury Office (2nd floor) with the order of payment, pay requisite fees and secure an Official Receipt |
| APPROVAL OF LOCATIONAL CLEARANCE *** Zoning Officer shall submit the evaluation to the Municipal Planning and Development Coordinator for approval and recommends to the Office of the Mayor for final approval and secure mayor's signature |
| RELEASING *** Present order of payment with corresponding official receipt by the treasurer's office, copy O.R. number to the OP and Decision forms for Zoning / Locational Clearance and get a file copy of the documents and have the clients sign record book for release. |