



Republic of the Philippines
 Province of Palawan
 Municipality of Aborlan

CITIZEN'S CHARTER

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

FILING AN APPLICATION FOR ZONING (Art. XI sec. 41 of Municipal Ordinance of 2013)	
Office or Division:	Municipal Planning and Development Office
Classification:	Simple
Type of Transaction:	G2G/G2C- Government to Government/Government to Client
Who may Avail:	Aborlan Residents /Project proponents
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. Issuance of Certificate of Zoning Compliance	MPDO OFFICE
1. Application for Building Permit	
Vicinity Map in scale 1:10,000 meters	
Photocopy of OCT/TCT or any of the following; Tax Declaration/Real Property tax receipt or clearance	
Site Development Plan	
Bill of materials	

Barangay certification showing a right over building space

Owner's consent showing authority to follow-up/claim in case the applicant could not personally follow-up/claim

Official receipt of actual payment for application fees

2. Issuance of Zoning Certification

- Application for business permit
- Application with complete information
- Vicinity Map in scale 1:10,000 meters
- Photocopy of OCT/TCT or any equivalent documents
- Ocular inspection report (if necessary)
- Local Ecan Board endorsement (if necessary)
- Official receipt of actual payment for application fees

3. Reclassifying (Subdivision, Church etc.)

Land:

- Barangay Resolution Indorsing the project to the Municipal Chief Executive of the Government Unit. (Official Request by the proponent for the endorsement I required).
- MPDO Ocular Inspection Report
- Vicinity Map
- Xerox copy of OCT/TCT as its equivalent document Zoning

<p style="text-align: center;">Certification/Locational Clearance</p> <ul style="list-style-type: none"> · AEB Committee Inspection Report · AEB Resolution Endorsing the application to the Sangguniang Bayan · SB Resolution Ordinance Reclassifying the land/project site from agricultural to non-agricultural uses (Official request of the proponent is required) · SB Resolution approving the project (Official request of the proponent is required) · SB Resolution endorsing the application to the next higher level, if so required 	
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Clients Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submit complete application documents to frontline staff. Client register in office visitor' logbook.	1. Accept and review the completeness of requirement for the purpose.	None	5 minutes	AA-IV Zoning Officer
	<i>If the documents submitted are completed</i>		1 day	Zoning Officer
	1.1 Conduct ocular inspection 1.2 Prepare order of payment		10 minutes	Zoning Officer

	<p><i>If submitted documents is incomplete</i></p> <p>1.1 The application shall be returned to the owner/proponent and advise to comply the lacking documents.</p>		5 minutes	AA-IV
2. Proceed at MTO and pay corresponding fees	2. Accept Payment and hand over Official Receipt	<p><u>For Residential:</u></p> <p>Below P100,000.00 = Php288.00</p> <p>Over P100,000-200,000 = Php576.00</p> <p>Over 200,000 = Php 720+(1/10 of 1% in excess of 200,000)</p> <p><u>For Commercial:</u></p> <p>Below P 100,000 = Php1,000.00</p> <p>Over P100,000 = Php1,500.00</p> <p>Over P500,000 = Php2,000.00</p>	5 minutes	Revenue Collection Clerk MTO

		Over P1M-2M = Php4,000.00 Over 2M = Php 7,000.00 + (1/10 of 1% of cost in excess of 2M)		
3. Receive Certificate of Zoning Compliance or Zoning certification	3. Releases the Certificate of Zoning Compliance or Zoning certification	None	5 minutes	Zoning Officer
	TOTAL		1 day, 30 minutes	