

**ISSUANCE OF DEVELOPMENT PERMIT (DP) Subdivision & Memorial
Parks**
Frontline Service

Municipality of Bacolor

MUNICIPAL PLANNING & DEVELOPMENT OFFICE
Office

MPDC
Head of Office

A. ABOUT THE SERVICE:

The Development Permit is the final permit issued or granted to any developer already issued with PALC which will allow him/her proceed with the detailed and necessary development activities as reflected in the approved plans

B. WHO CAN AVAIL OF THE SERVICE:

Bacolor residents or any developer who owns a piece of land or has the authority to use a piece of land for the development of a subdivision or memorial park project within the municipality provided that the concerned piece of land conforms with the land use plan and policy of the LGU.

C. REQUIREMENTS:

1. Two sets of the ff. documents duly signed by a licensed Arch/Engr. (1 Copy each for MPDC & Mun. Engineer)
 - a. One copy of topographic map of site
 - b. Three (3) copies of Sire Development Plan (one copy each for Mayor/MPDC, Mun. Engineer & SB)
 - c. Three (3) copies of Road (Geometric & Structural) Design Plan.
 - Profile showing the vertical control design grade, curve elements and all information needed for construction.
 - Typical road way sections showing relative dimensions and slopes of pavement, gutters, side-walk, shoulders, benching & others.
 - Detail of roadway showing the required thickness of pavement subgrade treatment and sub base course on the design analysis.
 - Details of roadway miscellaneous structures such curb and gutter.
 - d. Three copies of Storm Drainage and Sewer systems
 - Profiles showing the hydraulic gradients and properties of the main lines including structures in relation with the road grade
 - Details of drainage & miscellaneous structures such as various type of manholes, catch basin, inlets (curb, gutter and drop) culverts and channel linings.
 - e. Three (3) copies of water system lay out and details
 - f. Three (3) copies of Site Grading Plan
2. Two (2) copies of project study
 - a. Statement of Assets & Liabilities
 - b. Income Tax & Return last three (3) years
3. Application of Water Supply System (MWSS or any local water system in the area).
4. Application for Power Supply System from any local power supplier/generator.
5. Specification, Bill of Materials & Cost Estimates.
6. Certified True Copy of Environmental Compliance Certificate (ECC) duly signed by the DENR.
7. Zoning Certificate from MPDC/Zoning Officer.

8. List of names of duly licensed professional who signed the plan and other similar documents in connection with application files indicating the following:
 - a. Surname
 - b. First Name
 - c. Middle Name
 - d. Maiden Name, in case of married women professional, Professional License Number, date of issue and expiration of its validity, Professional Tax Receipt and date of issue.
 - e. Taxpayer's Identification Number (TIN).

D. FEES:

Based on area coverage using standard rates provided by HLURB Schedule of Rates and Approved Local Revenue Code (per category/classification)

E. AVAILABILITY OF THE SERVICE:

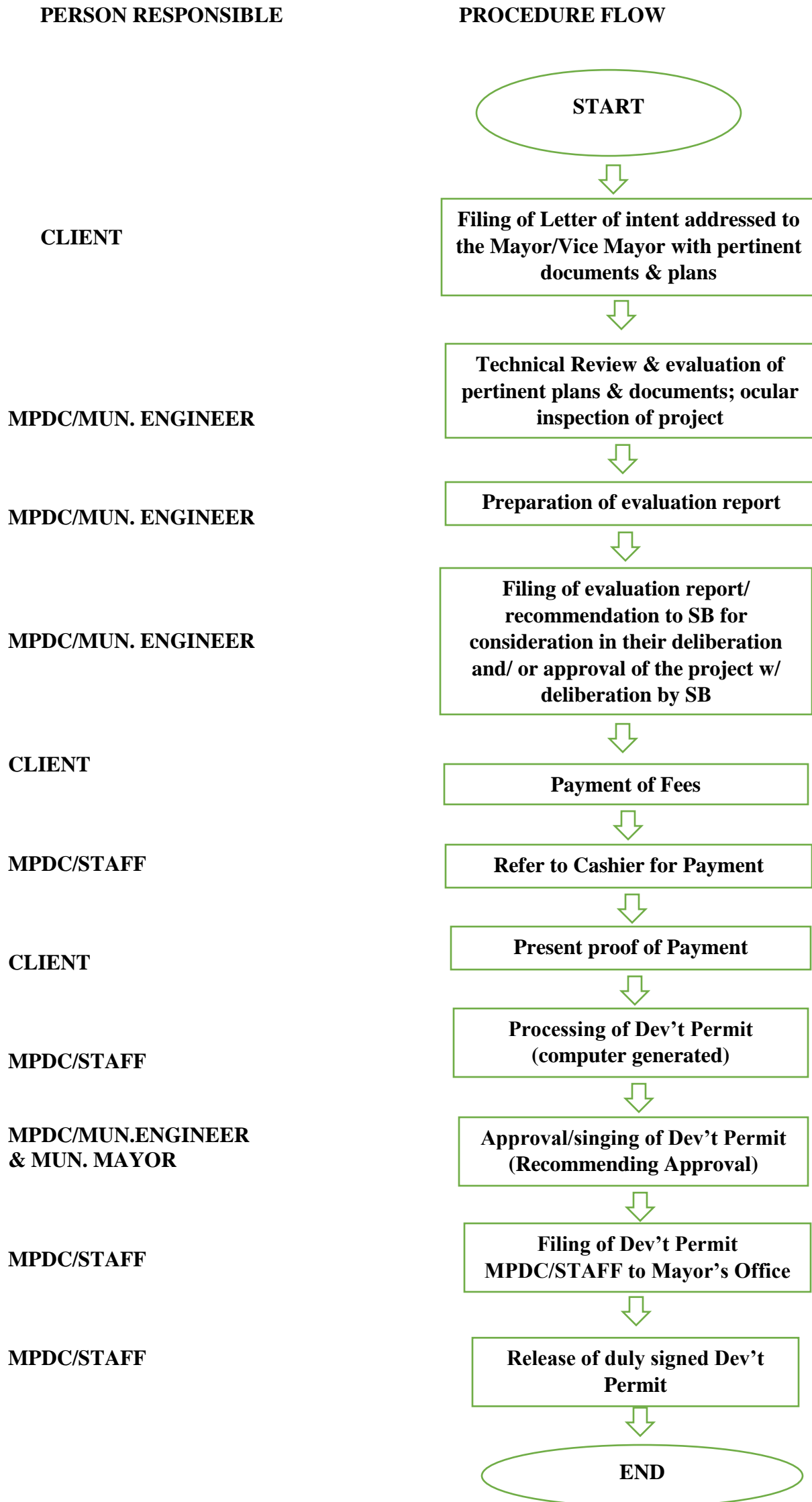
Monday to Friday, 8:00 am to 5:00 pm, in some cases, inquiries thru phone calls are also entertained/accommodated.

F. HOW TO AVAIL THE SERVICES:

STEP	APPLICANT/ CLIENT	DEPARTMENT ACTIVITY	PROCESSING TIME	PERSON/S RESPONSIBLE	FEES	FORMS
1.	Filing of 2 separate Letters of Intent with pertinent plans & documents addressed to the Mun. Mayor & Vice Mayor (for passage of an ordinance approving the project)	Technical review & evaluation of pertinent plans & document; ocular inspection of project	5 days or less (if complete documents have been submitted)	MPDC/Mun. Engineer		
		Preparation of evaluation report	1 day or less	MPDC/Mun. Engineer		
		Filing of evaluation report/recommendations to SB for consideration in their deliberation and/ or approval of the project	1 day or less	MPDC/Mun. Engineer		
2.	Payment of Fees	Refer to Cashier for payment	5 minutes	MPDO	<p align="center">Final Approval and Development Permit</p> <p>1. Additional Fee on floor area of house/ buildings sold with lot P 2,200.00/ha regardless of density</p> <p>2. Inspection Fee (Not applicable for projects already inspected for PALC application) P 5/sq.m</p>	

3.	Present proof of payment (OR)	Processing of Dev't Permit (computer generated)	10 minutes or less	MPDO			
		Approval/signing of Development Permit (Recommending Approval)	5 minutes	MPDC/Mun. Engr.			
		Filing of DP to Mayor's Office for final Signature	5 minutes	MPDO			
		Release of duly signed Development Permit	5 minutes	MPDC/STAFF			
END OF TRANSACTION: (TOTAL) MINUTES							

G. FLOW CHART



ISSUANCE OF LOCATIONAL CLEARANCE/ZONING CERTIFICATION

Frontline Service

Municipality of Bacolor

MUNICIPAL PLANNING & DEVELOPMENT OFFICE

Office

MPDC

Head of Office

A. ABOUT THE SERVICE:

The issuance of Locational Clearance/ Zoning Certification is a requirement of all structures to be erected/constructed within the Municipality as provided for under the rules and regulations of the Housing and Land Use Regulatory Board (HLURB) of which said function/power has been developed to the Local Government units.

Locational Clearance/Zoning Certification is a requirement for securing Building Permit.

B. WHO CAN AVAIL OF THE SERVICE:

Residents of Bacolor or any individual with lot/property within the municipality and have the intention to apply for such for the construction of a structure whether residential or commercial purposes.

C. REQUIREMENTS:

- a. Vicinity Map
- b. Site Development Plan
- c. Transfer of Certification of Title Registration in name of the applicant
- d. Deed of Sale/Contract of Lease if TCT is not yet in the name of the applicant
- e. Written Consent/authorization, Letter by the Owner to the applicant to use the said parcel of land.
- f. Tax Declaration declared in the name of the owner
- g. Bill of Materials/Estimates Costs.
- h. If the land is agricultural, (1,000 sq. m. & up) secure a classification from SB or convention order from the Sec. of DAR if necessary and/or waiver from the tenants/farmers.

D. FEES:

Based on Bill of Materials using standard rates provided for by HLURB Schedule of Rates and Approved Local Revenue Code (per category/classification)

E. AVAILABILITY OF SERVICES:

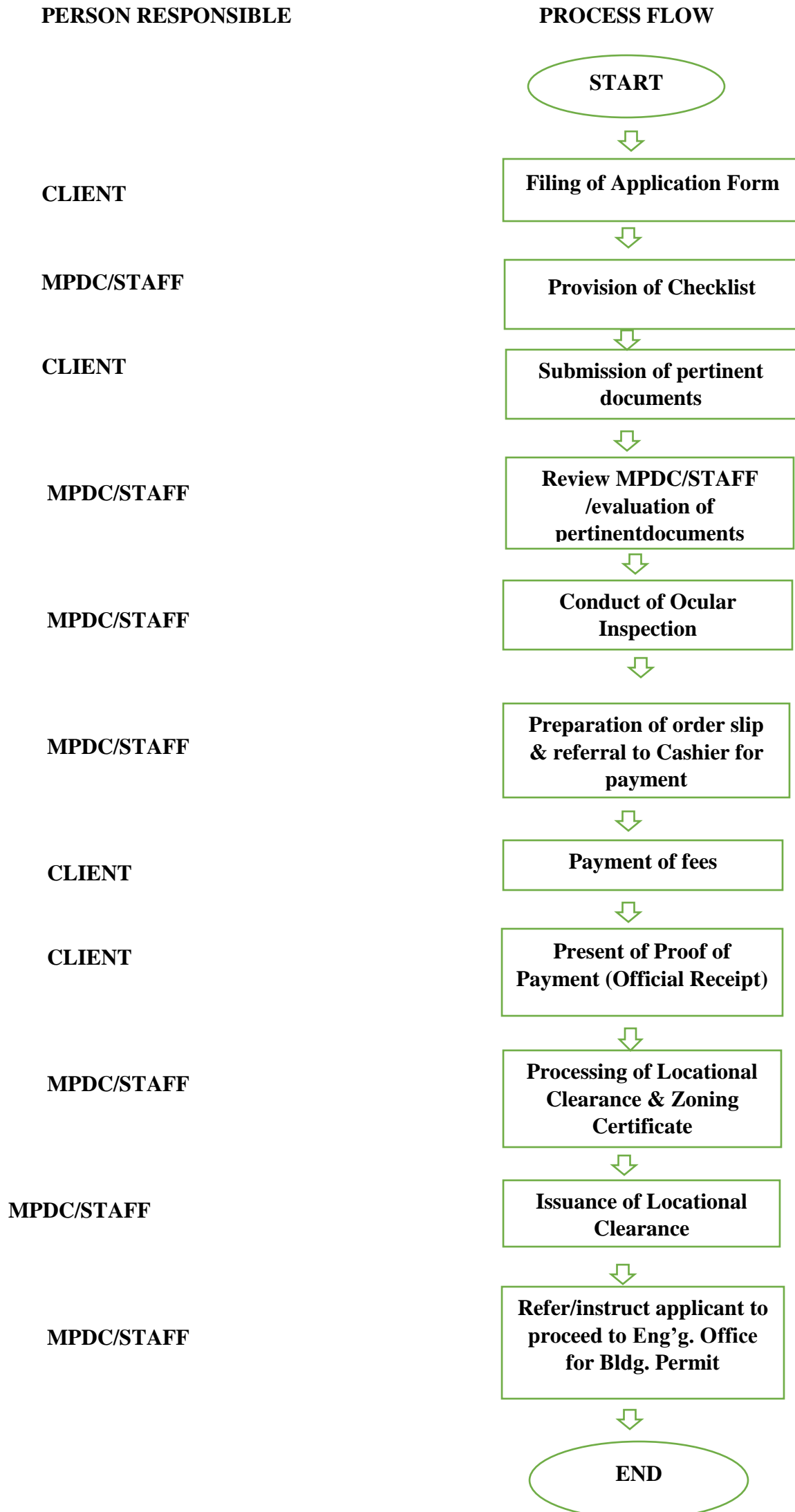
Monday to Friday from 8:00 am to 5:00 pm, in some cases, inquiries thru phone calls are also entertained/accommodated.

F. HOW TO AVAIL THE SERVICES:

STEP	APPLICANT/ CLIENT	DEPARTMENT ACTIVITY	PROCESSING TIME	PERSON/S RESPONSIBLE	FEES	FORMS												
1.	Filling of Application form	Provision of checklist for Locational Clearance & Zoning Certificate & verbal instructions	5 minutes	MPDC/Staff														
2.	Submission of pertinent documents	Review/evaluation of pertinent documents Conduct of ocular inspection	5 minutes ½ day or less (depending on location of project site)	MPDC/Staff MPDC/Staff														
3.	Payment of Fees	Preparation of order slip noted by MPDC & referral to Cashier for payment	5 minutes	MPDC/Staff	<p>A. Residential structure single attached/ detached</p> <table border="1"> <tr> <td>1. P 100,000 and below</td> <td>P 300.00</td> </tr> <tr> <td>2. Over P 100,000 to 200,000.00</td> <td>P 500.00</td> </tr> <tr> <td>3. Over P 200,000.00</td> <td>P 600.00 + 1/10 of 1% in excess of P 200,000.00</td> </tr> </table> <p>B. Apartment/ Townhouses</p> <table border="1"> <tr> <td>1. P 500,000 and below</td> <td>P 1,100.00</td> </tr> <tr> <td>2. P over P 500,000.00 to 2 million</td> <td>P 1,1650.00</td> </tr> <tr> <td>3. Over 2 Million</td> <td>P 2,750 + 1/10 of cost in excess of 2 Million</td> </tr> </table>	1. P 100,000 and below	P 300.00	2. Over P 100,000 to 200,000.00	P 500.00	3. Over P 200,000.00	P 600.00 + 1/10 of 1% in excess of P 200,000.00	1. P 500,000 and below	P 1,100.00	2. P over P 500,000.00 to 2 million	P 1,1650.00	3. Over 2 Million	P 2,750 + 1/10 of cost in excess of 2 Million	
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3. Over 2 Million	P 2,750 + 1/10 of cost in excess of 2 Million																	

					G. Alteration/Expansion (Affected areas/cost of expansion only)	
					Same as Original Application	Same as Original Application
4.	Present Proof of Payment (Official Receipt)	Processing of Locational Clearance & Zoning Certificate duly signed by the MPDC. Issuance of Location Clearance. Refer/instruct applicant to proceed to Engr's office.	5 minutes 1 minute 2 minutes	MPDO/Staff MPDO/Staff MPDO/Staff		
	END OF TRANSACTION: (TOTAL) MINUTES					

G. FLOW CHART



**ISSUANCE OF PRELIMINARY APPROVAL & LOCATIONAL
CLEARANCE (PALC)Subdivision & Memorial Parks**
Frontline Service

Municipality of Bacolor

MUNICIPAL PLANNING & DEVELOPMENT OFFICE
Office

MPDC
Head of Office

A. ABOUT THE SERVICE:

The issuance of a Preliminary Approval and Locational Clearance (PALC) applies to all subdivision and memorial park projects within the municipality prior to the undertaking of a full blown/complete development on said projects. Said clearance serves as a permit of any local government unit allowing developers engage in any land development activity for subdivisions and memorial parks purposes as per HLRUB policy.

This frontline service which is one of the primary roles of the Housing and Land Use Regulatory Board (HLURB) has already been devolved to the local government units to exercise the necessary regulations on subdivision and memorial park development.

B. WHO CAN AVAIL OF THE SERVICE:

Bacolor residents or any developer who owns a piece of land within the municipality or has the authorization to use a piece of land for the development of subdivision or a memorial park provided that said land conforms with the land use plan and policy of the LGU.

C. REQUIREMENTS:

1. Two sets of the ff. documents duly signed by a licensed Arch/Engr. (1 copy each for MPDC & Municipal Engineer.)
 - a. Site Development Plan (Schematic Plan) showing the proposed lay out.
 - b. Vicinity Map with a minimum of 2 km. radius from the periphery of the project to existing community facilities and infrastructure.
 - c. Survey plans of lot(s) as described in TCT(s).
2. Certified true copy of Title(s) & Tax Declaration(s)
3. Certificate of non-tenancy from the Dept. of Agrarian Reform or an Affidavit of waiver of tenants if the land is in agricultural/pasture land planted to Rice and corn.
4. Barangay Clearance/Certification approving the project
5. Environmental Compliance Certificate (EGC) issued by DENR.

D. FEES:

Based on area coverage using standard rates provided for by HLURB Schedule of Rates and Approved Local Revenue Code (per category/classification)

E. AVAILABILITY OF SERVICES:

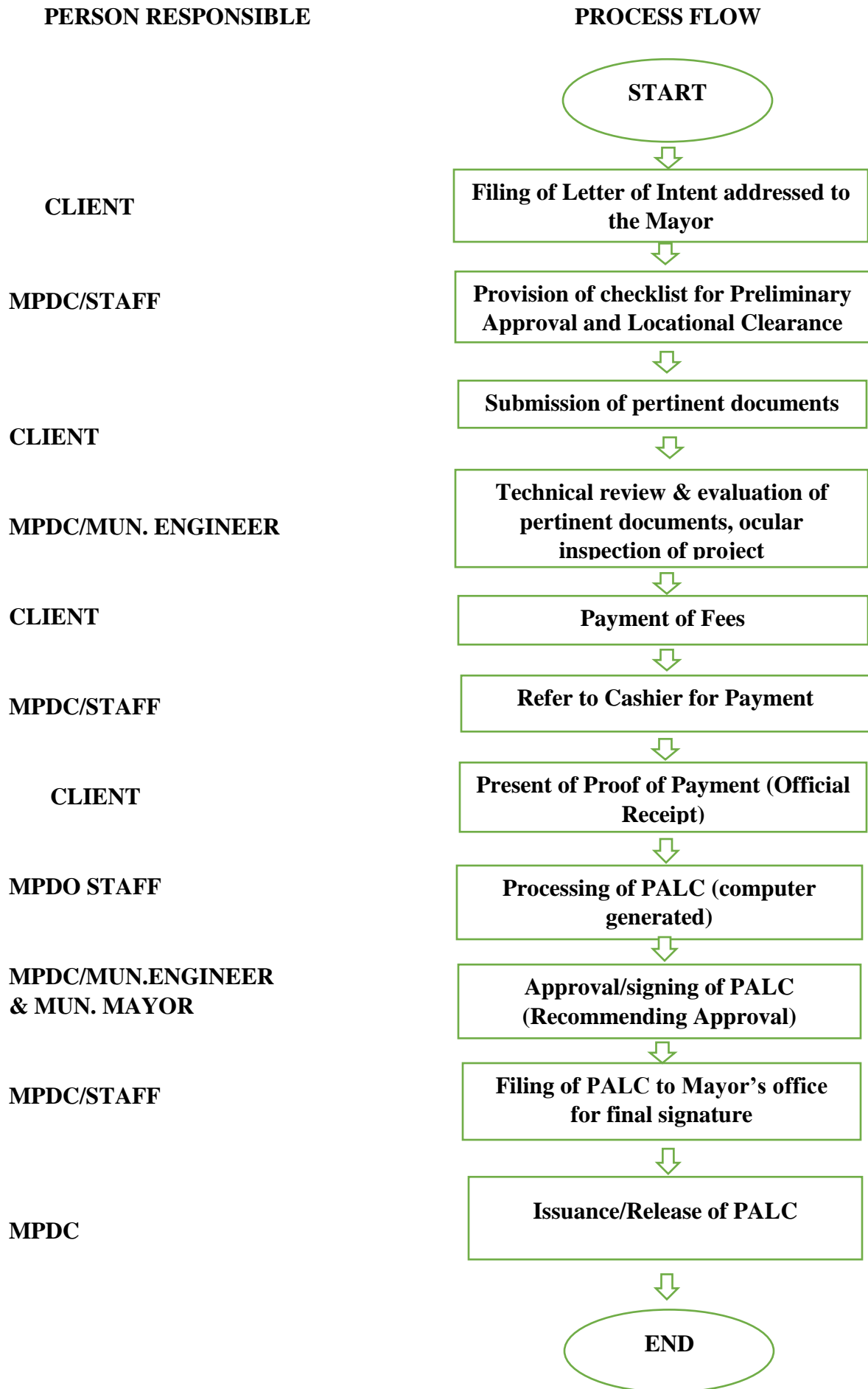
Monday to Friday from 8:00 am to 5:00 pm, in some cases, inquiries thru phone calls are also entertained/accommodated.

F. HOW TO AVAIL THE SERVICES:

STEP	APPLICANT/ CLIENT	DEPARTMENT ACTIVITY	PROCESSING TIME	PERSON/S RESPONSIBLE	FEEs	FORMS
1.	Filling of Letter of Intent addressed to the Municipal Mayor	Provision of checklist for Preliminary Approval and Locational Clearance(PALC)	10 Minutes	MPDO STAFF		
2.	Submission of pertinent documents/plans	Technical review & evaluation of pertinent plans & documents, ocular inspection of project	5 days or less (if complete documents have been submitted)	MPDC/Mun. Engineer		
3.	Payment of Fees	Refer to Cashier for payment	5 minutes	MPDO	1. Preliminary Approval and Locational Clearance (PALC) Subdivision Dev't. Plan (SDP) 2. Inspection fee	P 350.00/ha or a fraction thereof P 1,100/ha. Regularities of density (DP,CR/LS, ETD,COC, etc)
4.	Present proof of payment	Processing of PALC (computer generated)	10 minutes or less	MPDO		
		Approval/signing of PALC (Recommending Approval)	10 minutes	MPDC/Mun.Engr		

		Filing of PALC to Mayor's Office for Final Signature	5 minutes	MPDC/STAFF		
		Issuance/release of PALC	5 minutes	MPDC/STAFF		
	END OF TRANSACTION: (TOTAL) MINUTES					

G. FLOW CHART



**ISSUANCE OF OTHER DEVELOPMENT PLANNING – RELATED
CERTIFICATIONS**

Frontline Service

Municipality of Bacolor

MUNICIPAL PLANNING & DEVELOPMENT OFFICE

Office

MPDC

Head of Office

A. ABOUT THE SERVICE:

The Certification serves as a legal basis or a supporting document that the client may need to submit or comply with the requirements of other government offices or private entities deemed necessary to serve the purpose being applied for.

B. WHO CAN AVAIL OF THE SERVICE:

Bacolor residents or any person with properties within the municipality or any concern that need to be attended to.

C. REQUIREMENTS:

Proof of residence

- a. Community Tax Certificate
- b. Certification from Barangay Captain

D. FEES:

None (fees will be charged at P20.00 / per certification when the Local Revenue Code will be amended)

E. AVAILABILITY OF SERVICES:

Monday to Friday from 8:00 am to 5:00 pm

F. HOW TO AVAIL THE SERVICES:

STEP	APPLICANT/ CLIENT	DEPARTMENT ACTIVITY	PROCESSING TIME	PERSON/S RESPONSIBLE	FEES		FORMS
1.	Request for a Certification as to the nature of the client's needs	Processing of the Certification	5 minutes	MPDC/Staff			
2.	Payment of Fees		5 minutes	MPDC/Staff	Zoning Certification	P 600.00	
		Signing of the Certification by the MPDC	1 minute	MPDC			
		Issuance/Release of Certification	1 minute	MPDO Staff			
END OF TRANSACTION: (TOTAL) MINUTES							

G. FLOW CHART

PERSON RESPONSIBLE

PROCEDURE FLOW

CLIENT

MPDC/STAFF

MPDC

MPDO STAFF

