

CITY PLANNING AND DEVELOPMENT OFFICE

SERVICES

1. Incoming Communications

Receiving of incoming communications and documents.

Office or Division:	ADMINISTRATIVE DIVISION			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	Clients, Other Offices/Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letters, transmittals, memos, etc.		Client, Other offices/agencies		
Documents, attachments, etc.		Client, Other offices/agencies		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client submits communication at the Office, or sends e-file copy of communication to CPDO email address or Facebook page.	AD Staff acknowledges receipt and records communication in logbook then, forwards to Office Head/Assistant/OIC for appropriate action.		2 minutes	City Planning & Development Coordinator Administrative Aide VI
	Office Head/Assistant/OIC acts on communication or refers to Concerned Personnel.		2 minutes	City Planning & Development Coordinator Assistant City Planning & Development Coordinator
	Concerned Personnel acts upon communication.		10 minutes	Concerned Personnel City Planning & Development Coordinator Assistant City Planning & Development Coordinator
	Total		14 mins.	

2. Outgoing Communications

Releasing of outgoing communications and documents.

Office or Division:		ADMINISTRATIVE DIVISION		
Classification:		Simple		
Type of Transaction:		G2C, G2G		
Who may avail:		Clients, Other Offices/Agencies		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letters, transmittals, memos, etc.		CPDO		
Documents, attachments, etc.		CPDO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	AD Staff receives outgoing communication and records in logbook		2 minutes	Administrative Aide VI Administrative Aide IV Administrative Aide I
	AD forwards to Driver/Concerned Personnel for immediate dispatch, or sends communication to addressee's email address.		10 minutes	Administrative Aide VI Administrative Aide IV
	Addressee acknowledges receipt of communication from Driver/Concerned Personnel or from email.		2 minutes	Administrative Aide VI Admin IV
	Total		14 mins	

3. Simple Subdivision Approval (SSA)

Approval of lot/land partition/segregation and development, in accordance to the applicable laws, land use, and other development plans within the territory of Legazpi City.

Office or Division:	HOUSING AND HOMESITE REGULATION DIVISION
Classification:	Highly Complex
Type of Transaction:	G2C
Who may avail:	Any person with the intent to subdivide their lot/land

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Six (6) sets of the following: Documents duly signed and sealed by a licensed Geodetic Engineer <ul style="list-style-type: none"> a. Subdivision Plan (schematic plan) showing the proposed layout. b. Vicinity Map c. Survey Plans of Lot as described in TCT. 	Licensed Geodetic Engineer
Other reference approved lot plans if necessary.	DENR-LMS
Certified true copies of Title/s (TCT)	LRA-Registry of Deeds
Certified true copies of Tax Declaration	City Assessor's Office
Deed of Sale/Deed of Donation, Deed of Extrajudicial Settlement/Deed of Self adjudication, Memorandum of Agreement, Subdivision Agreement	
Right to use of right-of-way for access road when applicable	
Special Power of Attorney or Corporate Secretary Certificate	Corporate Secretary, for corporations
Real Property Tax Clearance	City Treasurer's Office
Site Zoning/Land Use Classification Certification	CPDO-Zoning Division
Barangay Resolution/Certification supporting the proposed project	Concerned Barangay
Other pertinent legal/technical documents that may be required	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant submits application documents at the Office, or sends	HHRD Staff acknowledges receipt and evaluates submitted application		30 minutes	Housing Home Regulatory Officer II
an electronic file copy/picture of documentary requirements to HHRD's email address or CPDO Facebook Page.				Housing Home Regulatory Officer III Housing Home Regulatory Officer V

	If submitted application is INCOMPLETE, or with DEFICIENCIES to be complied, HHRD Staff issues Notice of Deficiency to Applicant's email address. Applicant complies with documentary requirements then, resubmits for re-evaluation to HHRD's email address or CPDO Facebook Page.		5 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
	If submitted application is COMPLETE, HHRD Staff issues Order of Payment for fees.	Processing Fee - Php 2,800.00 per ha Inspection Fee - Php 1,500.00 per ha Zoning Certification Fee – Php 720.00/ha	2 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
Applicant pays fees at the City Treasurer's Office or through Legazpi City's Online Services			5 minutes	City Treasurer's Office
	HHRD Staff records Official Receipt then, prepares and forwards indorsement/transmittal letter to City Legal Office and City Engineering Office for comments/recommendations.		5 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
	HHRD Staff conducts ocular inspection/on-site investigation with corresponding report/documentation.		1 hour	Housing Home Regulatory Officer II Housing Home Regulatory Officer III Housing Home Regulatory Officer V Draftsman IV

	HHRD prepares and endorses findings/ recommendations to Applicant.		30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
Applicant receives and complies with findings and recommendations.	HHRD Staff receives resubmitted application then, prepares endorsement and forwards application to Mayor for endorsement to Sangguniang Panlungsod.		30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V Assistant City Planning & Development Coordinator City Planning & Development Coordinator City Mayor
	HHRD Staff prepares SP approved application.		30 minutes	Housing Home Regulatory Officer V Housing Home Regulatory Officer II
Applicant receives SSA documents at the Office, or via email.			2 minutes	Housing Home Regulatory Officer V Housing Home Regulatory Officer III Housing Home Regulatory Officer II
	Total		3 hours & 19 mins.	

4. Preliminary Approval and Locational Clearance (PALC) Application for Residential, Commercial & Industrial Subdivision

Approval of lot/land partition/segregation, in accordance to the applicable laws, land use, and other development plans within the territory of Legazpi City.

Office or Division:	HOUSING AND HOMESITE REGULATION DIVISION
Classification:	Highly Complex
Type of Transaction:	Frontline Service
Who may avail:	Any person with the intent to develop their lot/land

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Six (6) sets of the following:	
Documents duly signed and sealed by a licensed Civil Engineer/Architect/Geodetic Engineer/Environmental Planner: <ul style="list-style-type: none"> a. Subdivision Plan (schematic plan) showing the proposed layout. b. Vicinity Map c. Survey Plans of Lot as described in TCT, signed and sealed by a licensed Geodetic Engineer 	Licensed Civil Engineer/Architect Geodetic Engineer/Environmental Planner
Certified true copies of Title/s (TCT)	LRA-Registry of Deeds
Certified true copies of Tax Declaration	City Assessor's Office
Certification of non-tenancy or an affidavit of waiver of tenant if the land is agricultural/pasture land planted to rice and corn	Department of Agrarian Reform
Sanggunian Panlungsod (Legazpi) Resolution on re-classification, if existing land use classification is agricultural	Sanggunian Panlungsod (SP)
Right to use or Deed of Sale of right-of-way for access road and other utilities when applicable	
Sworn statement as to the minimum selling price per unit (For BP 220 projects only)	
Deed of Sale/Contract to Sell	
Special Power of Attorney or Corporate Secretary Certificate	Corporate Secretary, for corporations
Real Property Tax Clearance	City Treasurer's Office
Site Zoning/Land Use Classification Certification	CPDO-Zoning Division
Barangay Resolution/Certification supporting the proposed project	Concerned Barangay
Other pertinent legal/technical documents that may be required	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant submits application documents at the Office, or sends an electronic file copy/picture of documentary requirements to HHRD's email address or CPDO Facebook Page.	HHRD Staff acknowledges receipt and evaluates submitted application		30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer III Housing Home Regulatory Officer V
	If submitted application is INCOMPLETE, or with DEFICIENCIES to be complied, HHRD Staff issues Notice of Deficiency to Applicant's email address. Applicant complies with documentary requirements then, resubmits for re-evaluation to HHRD's email address or CPDO Facebook Page.	Inspection Fee - Php 1,500.00 per ha Zoning Certification Fee – Php 720.00/ha PD 957 Processing Fee -Php 360.00/ha	5 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
	If submitted application is COMPLETE, HHRD Staff issues Order of Payment for fees.	BP 220 Processing Fee -Php 90.00/ha for	2 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
Applicant pays fees at the City Treasurer's Office or through Legazpi City's Online Services		Socialized Housing and 216.00/ha for Economic Housing	5 minutes	City Treasurer's Office
	HHRD Staff records Official Receipt then, prepares and forwards endorsement/transmittal letter to City Legal Office and City Engineering Office for comments/recommendations.	Commercial Industrial Subdivision processing Fee- Php 432.00/ha	30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
	HHRD Staff thoroughly evaluates plans and documents		4.5 hours to 5 days	Housing Home Regulatory Officer II Housing Home Regulatory Officer V

	HHRD Staff conducts ocular inspection/on-site investigation with corresponding report/documentation.		1 hour	Housing Home Regulatory Officer II Housing Home Regulatory Officer III Housing Home Regulatory Officer V
	HHRD prepares and endorses findings/recommendations to Applicant.		30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
Applicant receives and complies with findings and recommendations.	HRRD Staff receives resubmitted application then, prepares endorsement and forwards application to Mayor for endorsement to Sangguniang Panlungsod.		30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer III Housing Home Regulatory Officer V Assistant City Planning & Development Coordinator CPDC City Mayor
	HHRD Staff prepares SP approved application.		30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
Applicant receives PALC documents at the Office, or via email.			2 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer III Housing Home Regulatory Officer V
	Total		8 hours & 44mins.	

5. Development Permit (DP) Application for Residential, Commercial & Industrial Subdivision

Approval of lot/land development, in accordance to the applicable laws, land use, and other development plans within the territory of Legazpi City.

Office or Division:	HOUSING AND HOMESITE REGULATION DIVISION	
Classification:	Highly Complex	
Type of Transaction:	Frontline Service	
Who may avail:	Any person with the intent to develop their lot/land	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>Six (6) sets of the following:</p> <p>Documents duly signed and sealed by a licensed Civil Engineer/ Architect/ Geodetic Engineer/ Environmental Planner:</p> <ol style="list-style-type: none"> a. Topographic Map of site b. Site Development Plan c. Road (geometric and structural design/plan) <ol style="list-style-type: none"> i. Profile showing the vertical control designed grade, curve elements and all information needed for construction. ii. Typical roadway section showing relative dimensions and slopes of pavement, gutters, sidewalks, shoulders, benching and others. iii. Details of road showing the required thickness of pavement, sub-grade treatment and subbase course on the design analysis. iv. Details of roadway miscellaneous structures such as curb and gutter (barrier, mountable and drop slope protection wall and retaining wall) if any. d. Storm Drainage and Sewer System <ol style="list-style-type: none"> i. Profile showing the hydraulic gradient and properties of the main lines including structures in relation with the road grade line ii. Details of drainage and miscellaneous structures such as various types of manholes, catch basins, inlets (curb, gutter and drop). e. Water System Layout and details & Water Tank Plan; Site Grading Plans with the finished contour linen super-imposed on the existing ground the limits of earth works, embankment slopes, cut slopes, surface drainage, outfalls and others. <ol style="list-style-type: none"> i. Power Distribution Plan and details. 	<p>Licensed Civil Engineer/Architect</p> <p>Geodetic Engineer/Environmental Planner</p>	
Project feasibility study		
<p>Certification/Application for Water Supply System from the following:</p> <ol style="list-style-type: none"> a. Local Water works Utilities Administration and/or LCWD. b. National Water Resources Council (NWRC) if deep well will be used 	LCWD/NWRC	
Certification/Application for power supply from ALECO or local franchised holder	Albay Power and Electric Corporation	

Specification, bill of materials and cost estimate	Licensed Civil Engineer/Architect Geodetic Engineer/Environmental Planner
Conversion Order	Department of Agrarian Reform
Environmental Compliance Certificate (ECC)	Department of Environment and Natural Resources
Other pertinent legal/technical documents that may be required	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant submits application documents at the Office, or sends an electronic file copy/picture of documentary requirements to HHRD's email address or CPDO Facebook Page.	HHRD Staff acknowledges receipt and evaluates submitted application	Inspection Fee - Php 1,500.00/ha Zoning Certification Fee - Php 720.00/ha	30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer III Housing Home Regulatory Officer V
	If submitted application is INCOMPLETE, or with DEFICIENCIES to be complied, HHRD Staff issues Notice of Deficiency to Applicant's email address. Applicant complies with documentary requirements then, re-submits for reevaluation to HHRD's email address or CPDO Facebook Page.	PD 957 Processing Fee - Php 2,880.00/ha BP 220 Processing Fee - Php 600.00/ha for Socialized Housing and	5 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
	If submitted application is COMPLETE, HHRD Staff issues Order of Payment for fees.	1,440.00/ha for Economic Housing Commercial Industrial Subdivision Processing Fee - Php 720.00/ha	2 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
Applicant pays fees at the City Treasurer's Office or through Legazpi City's Online Services			5 minutes	City Treasurer's Office

	HHRD Staff records Official Receipt then, prepares and forwards endorsement/transmittal letter to City Legal Office and City Engineering Office for comments/recommendations.		30 minutes	HHRO II HHRO V
	HHRD Staff thoroughly evaluates plans and documents		2.5 to 5 days	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
	HHRD Staff conducts ocular inspection/on-site investigation with corresponding report/documentation.		1 hour	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
	HHRD prepares and endorses findings/recommendations to Applicant.		30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
Applicant receives and complies with findings and recommendations.	HRRD Staff receives resubmitted application then, prepares endorsement and forwards application to Mayor for endorsement to Sangguniang Panlungsod.		30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V ACPDC CPDC City Mayor
	HHRD Staff prepares SP approved application.		30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
Applicant receives DP documents at the Office, or via email.			2 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer III Housing Home Regulatory Officer V
	Total		8 hours & 44 mins.	

6. Preliminary Approval and Locational Clearance (PALC) Application for Memorial Park/Cemetery

Approval of lot/land partition/segregation, in accordance to the applicable laws, land use, and other development plans within the territory of Legazpi City.

Office or Division:	HOUSING AND HOMESITE REGULATION DIVISION	
Classification:	Highly Complex	
Type of Transaction:	Frontline Service	
Who may avail:	Any person with the intent to develop a memorial park/cemetery	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Six (6) sets of the following: Documents duly signed and sealed by a licensed Civil Engineer/Architect/Geodetic Engineer/Environmental Planner: <ul style="list-style-type: none"> a. Subdivision Plan (schematic plan) showing the proposed layout. b. Vicinity Map c. Survey Plans of Lot as described in TCT d. Topographic Plan to include existing conditions 		Licensed Civil Engineer/Architect Geodetic Engineer/Environmental Planner
Certified true copies of Title/s (TCT)		LRA-Registry of Deeds
Certified true copies of Tax Declaration		City Assessor's Office
Certification of non-tenancy or an affidavit of waiver of tenant if the land is agricultural/pasture land planted to rice and corn		Department of Agrarian Reform
Sangunian Panlungsod (Legazpi) Resolution on re-classification, if existing land use classification is agricultural		Sanggunian Panlungsod (SP)
Sanguniang Panlungsod (Legazpi) Resolution stating the necessity of the project in relation to the needs of the locality		Sanggunian Panlungsod (SP)
Right to use or Deed of Sale of right-of-way for access road and other utilities when applicable		
Clearance from the Department of Health		Department of Health
Deed of Sale/Contract to Sell		
Certification from NWRC that the proposed site is on ground where water table is not higher than 4.25 meters below the ground surface		National Water Resources Council
Certified true copy of Environmental Compliance Certificate (ECC) or Certificate of Non Coverage (CNC)		Department of Environment and Natural Resources (DENR)
Certified true copy of conversion order or exemption clearance		Department of Agrarian Reform (DAR)
Special Power of Attorney or Corporate Secretary Certificate		Corporate Secretary, for corporations

Real Property Tax Clearance		City Treasurer's Office		
Site Zoning/Land Use Classification Certification		CPDO-Zoning Division		
Barangay Resolution/Certification supporting the proposed project		Concerned Barangay		
Other pertinent legal/technical documents that may be required				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant submits application documents at the Office, or sends an electronic file copy/picture of documentary requirements to HHRD's email address or CPDO Facebook Page.	HHRD Staff acknowledges receipt and evaluates submitted application	Inspection Fee - Php 1,500.00/ha Zoning Certification Fee – Php 720.00/ha	30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer III Housing Home Regulatory Officer V
	If submitted application is INCOMPLETE, or with DEFICIENCIES to be complied, HHRD Staff issues Notice of Deficiency to Applicant's email address. Applicant complies with documentary requirements then, resubmits for re-evaluation to HHRD's email address or CPDO Facebook Page.	Processing Fee - Php Memorial Park 720.00/ha Cemetery 288.00/ha Columbarium 3,600.00/ha	5 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
	If submitted application is COMPLETE, HHRD Staff issues Order of Payment for fees.		2 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
Applicant pays fees at the City Treasurer's Office or through Legazpi City's Online Services			5 minutes	City Treasurer's Office
	HHRD Staff records Official Receipt then, prepares and forwards endorsement/transmittal letter to City Legal Office and City Engineering Office for comments/recommendations.		30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V

	HHRD Staff thoroughly evaluates plans and documents		2.5 to 5 days	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
	HHRD Staff conducts ocular inspection/on-site investigation with corresponding report/documentation.		1 hour	Housing Home Regulatory Officer II Housing Home Regulatory Officer III Housing Home Regulatory Officer V Draftsman IV
	HHRD prepares and endorses findings/ recommendations to Applicant.		30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
Applicant receives and complies with findings and recommendations.	HHRD Staff receives resubmitted application then, prepares endorsement and forwards application to Mayor for endorsement to Sangguniang Panlungsod.		30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V Assistant City Planning & Development Coordinator City Planning & Development Coordinator City Mayor
	HHRD Staff prepares SP approved application.		30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
Applicant receives PALC documents at the Office, or via email.			2 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer III Housing Home Regulatory Officer V
	Total		8 hours & 44 mins.	

7. Development Permit (DP) Application for Memorial Park/Cemetery

Approval of lot/land development, in accordance to the applicable laws, land use, and other development plans within the territory of Legazpi City.

Office or Division:	HOUSING AND HOMESITE REGULATION DIVISION	
Classification:	Highly Complex	
Type of Transaction:	Frontline Service	
Who may avail:	Any person with the intent to develop a memorial park/cemetery	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>Five (5) sets of the following: Documents duly signed and sealed by a licensed Civil Engineer/ Architect/ Geodetic Engineer/ Environmental Planner;</p> <ul style="list-style-type: none"> a. Topographic map b. Site Development Plan (schematic plan) showing the proposed layout: <ul style="list-style-type: none"> i. Road layout and utilities plan ii. Water sewerage and drainage plan iii. Site grading plan iv. Electrical plan and specifications v. Landscaping plan indicating plant/tree species and other natural/manmade landscaping features vi. Perimeter fence plan 		<p>Licensed Civil Engineer/Architect Geodetic Engineer/Environmental Planner</p>
Project feasibility study		
Clearances/permits/certifications from other agencies applicable to the project		<p>Department of Health, LCWD/Local supplier franchisee, National Water Resource Council (NWRC) Clearance, Environmental Compliance Certificate (ECC) or Certificate of Non Coverage (CNC) duly issued by the Department of Environment and Natural Resources (DENR) clearance when there is a danger or pollution due to the project</p>
Other pertinent legal/technical documents that may be required		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant submits application documents at the Office, or sends an electronic file copy/picture of documentary requirements to HHRD's email address or CPDO Facebook Page.	HHRD Staff acknowledges receipt and evaluates submitted application	Inspection Fee - Php 1,500.00/ha Zoning Certification Fee – Php 720.00/ha	30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer III Housing Home Regulatory Officer V
	If submitted application is INCOMPLETE, or with DEFICIENCIES to be complied, HHRD Staff issues Notice of Deficiency to Applicant's email address. Applicant complies with documentary requirements then, resubmits for re-evaluation to HHRD's email address or CPDO Facebook Page.	Memorial Park 3.00/ha Cemetery 1.50/ha 7.20/sq.m. 3.00/floor Columbarium 3.00/sq.m. of Gross Floor Area	5 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
	If submitted application is COMPLETE, HHRD Staff issues Order of Payment for fees.		2 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
Applicant pays fees at the City Treasurer's Office or through Legazpi City's Online Services			5 minutes	City Treasurer's Office
	HHRD Staff records Official Receipt then, prepares and forwards endorsement/transmittal letter to City Legal Office and City Engineering Office for comments/recommendations.		30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
	HHRD Staff thoroughly evaluates plans and documents		2.5 to 5 days	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
	HHRD Staff conducts ocular inspection/on-site investigation with corresponding report/documentation.		1 hour	HHRO II HHRO III HHRO V Draftsman IV

	HHRD prepares and endorses findings/ recommendations to Applicant.		30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
Applicant receives and complies with findings and recommendations.	HHRD Staff receives resubmitted application then, prepares endorsement and forwards application to Mayor for endorsement to Sangguniang Panlungsod.		30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V Assistant City Planning & Development Coordinator City Planning & Development Coordinator City Mayor
	HHRD Staff prepares SP approved application.		30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
Applicant receives DP documents at the Office, or via email.			2 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer III Housing Home Regulatory Officer V
	Total		8 hours & 44 mins.	

8. Application for Alteration of Plan (AP)

Approval of lot/land development, in accordance to the applicable laws, land use, and other development plans within the territory of Legazpi City.

Office or Division:	HOUSING AND HOMESITE REGULATION DIVISION
Classification:	Highly Complex
Type of Transaction:	Frontline Service
Who may avail:	Any person with the intent to alter their approved development plan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Five (5) sets of the following:	
Subdivision lot plan showing the purpose of alteration signed and sealed by a licensed Civil Engineer/Architect/ Geodetic Engineer/ Environmental Planner	Licensed Civil Engineer/Architect Geodetic Engineer/Environmental Planner
Letter stating the purpose/reason for the alteration /conversion	
Sworn statement that the affected lots/units for alteration have not been sold	
Written conformity of the duly organized homeowners association or in the absence thereof, majority of the lot/unit buyers	
Certified true copy of the title/s of the affected lots/units if the said lots/units have been titled	LRA-Registry of Deeds
Other pertinent legal/technical documents that may be required	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant submits application documents at the Office, or sends an electronic file copy/picture of documentary requirements to HHRD's email address or CPDO Facebook Page.	HHRD Staff acknowledges receipt and evaluates submitted application	For affected areas only Inspection Fee - Php 1,500.00/ha	30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer III Housing Home Regulatory Officer V

	<p>If submitted application is INCOMPLETE, or with DEFICIENCIES to be complied, HHRD Staff issues Notice of Deficiency to Applicant's email address. Applicant complies with documentary requirements then, resubmits for re-evaluation to HHRD's email address or CPDO Facebook Page.</p>	<p>Zoning Certification Fee – Php 720.00/ha</p> <p>PD 957 Processing Fee – Php 2,880.00/ha</p> <p>BP 220 Processing Fee - Php 600.00/ha for Socialized Housing and 1,440.00/ha for Economic Housing</p>	<p>5 minutes</p>	<p>Housing Home Regulatory Officer II</p> <p>Housing Home Regulatory Officer V</p>
	<p>If submitted application is COMPLETE, HHRD Staff issues Order of Payment for fees.</p>		<p>2 minutes</p>	<p>Housing Home Regulatory Officer II</p> <p>Housing Home Regulatory Officer V</p>
<p>Applicant pays fees at the City Treasurer's Office or through Legazpi City's Online Services</p>		<p>Commercial Industrial Subdivision Processing Fee – Php 720.00/ha</p>	<p>5 minutes</p>	<p>City Treasurer's Office</p>
	<p>HHRD Staff records Official Receipt then, prepares and forwards endorsement/transmittal letter to City Legal Office and City Engineering Office for comments/ recommendations.</p>	<p>Memorial Park 3.00/ha</p> <p>Cemetery 1.50/ha</p> <p>7.20/sq.m. 3.00/floor</p>	<p>30 minutes</p>	<p>Housing Home Regulatory Officer II</p> <p>Housing Home Regulatory Officer V</p>
	<p>HHRD Staff thoroughly evaluates plans and documents</p>	<p>Columbarium 3.00/sq.m. of Gross Floor Area</p>	<p>4 hours to 2.5 days</p>	<p>Housing Home Regulatory Officer II</p> <p>Housing Home Regulatory Officer V</p>
	<p>HHRD Staff conducts ocular inspection/on-site investigation with corresponding report/documentation.</p>		<p>1 hour</p>	<p>Housing Home Regulatory Officer II</p> <p>Housing Home Regulatory Officer III</p> <p>Housing Home Regulatory Officer V</p> <p>Draftsman IV</p>

	HHRD prepares and endorses findings/recommendations to Applicant.		30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
Applicant receives and complies with findings and recommendations.	HRRD Staff receives resubmitted application then, prepares endorsement and forwards application to Mayor for endorsement to Sangguniang Panlungsod		30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V Assistant City Planning & Development Coordinator City Planning & Development Coordinator City Mayor
	HHRD Staff prepares SP approved application.		30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V
Applicant receives AP documents at the Office, or via email.			2 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer III Housing Home Regulatory Officer V
	Total		8 hours & 44 mins.	

9. Miscellaneous Sales/Lease Application/Residential Free Patent

Certification of lot/land status for any particular application/s, for titling/rights of public land.

Office or Division:		HOUSING AND HOMESITE REGULATION DIVISION		
Classification:		Simple		
Type of Transaction:		Frontline Service		
Who may avail:		Any person applying for MSA, MLA, and Residential Free Patent		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter-request with reference documents		Applicant/PENRO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant submits application documents at the Office, or sends an electronic file copy/picture of documentary requirements to HHRD's email address or CPDO Facebook Page.	HHRD Staff acknowledges receipt of application then, refers for site inspection/investigation.		5 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer III Housing Home Regulatory Officer V
	HHRD Staff conducts ocular inspection/onsite investigation with corresponding report/documentation.		1 hour, every Friday	Housing Home Regulatory Officer II Housing Home Regulatory Officer III Housing Home Regulatory Officer V
	HHRD prepares endorsement to CENRO for review and signature of CPDC.		30 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer V City Planning & Development Coordinator
	Total		1 hour & 35 mins.	

10. Request for Certified True Copy of SSA, Development Permit & Other Housing and Homesite Documents

Certification of records and status for any particular purpose/s particularly right-of-way or other road and lot/land related concerns, and certified copy/ies for reference, subdivision approval and titling purposes.

Office or Division:		HOUSING AND HOMESITE REGULATION DIVISION		
Classification:		Simple		
Type of Transaction:		Frontline Service		
Who may avail:		Land/Lot Owners		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter-request with reference documents		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant submits application documents at the Office, or sends an electronic file copy/picture of documentary requirements to HHRD's email address or CPDO Facebook Page.	HHRD Staff acknowledges receipt of request		2 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer III Housing Home Regulatory Officer V Draftsman IV
	HHRD Staff issues Order of Payment of fees to Applicant	Php 50.00 Per sheet	2 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer III Housing Home Regulatory Officer V Draftsman IV
Applicant pays fees to the City Treasurer's Office or through Legazpi City's Online Services			2 minutes	City Treasurer's Office

	HHRD Staff records, retrieves, stamps "Certified True Copy" and forwards request to CPDC for review and signature		5 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer III Housing Home Regulatory Officer V City Planning & Development Coordinator
Applicant receives certified true copy of document/s.			2 minutes	Housing Home Regulatory Officer II Housing Home Regulatory Officer III Housing Home Regulatory Officer V Draftsman IV
		Total	13 mins.	

11. Assistance to Barangay Development Planning Documents

Office or Division:	PLANS AND PROGRAMS DIVISION			
Classification:	Simple			
Type of Transaction:	Government to Barangay			
Who may avail:	Barangay Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Pro-forma Medium Term Public Investment Programs, Annual Investment Program, 20% Development Fund Program		CPDO		
Barangay Development Council (BDC) Resolution and Sanggunian Barangay (SB) Resolution		Barangay Development Council/ Sangguniang Barangay		
Gender & Development Plan, Budget & Accomplishment		Client/Barangay Officials		
List of Implemented Projects		Client/Barangay Officials		
Certification of IRA		Client/Barangay Officials		
Profile and History		Client/Barangay Officials		
Other pertinent documents that may be required				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client submits request letter at the Office, or sends an electronic file copy/picture of request letter to PPD email address	PPD Staff acknowledges receipt and evaluates request		2 minutes	Planning Officers IV, II & I
	If submitted application is INCOMPLETE, or with DEFICIENCIES to be complied, PPD Staff issues Notice of Deficiency to Applicant's email address. Applicant complies with documentary requirements then, re-submits for reevaluation to PPD's email address or CPDO Facebook Page.		5 minutes	Planning Officers IV, II & I

	If submitted application is COMPLETE, PPD Staff forwards documents for review and approval/signature of ACPDC and CPDC.		2 minutes	Planning Officers IV, II & I
Client receives reviewed/approved documents	Documents received and acknowledged by barangay concerned, and advised to submit copy upon signature of concerned signatories (City Mayor and City Budget Officer)		5 minutes	Planning Officers IV, II & I Concerned Barangay City Budget Officer City Mayor
	Total		14 mins.	

12. Civil Society Organization (CSO) Accreditation/Re-Accreditation

Civil Service Organization requests for accreditation/re-accreditation.

Office or Division:	RESEARCH, EVALUATION AND STATISTICS DIVISION
Classification:	Simple
Type of Transaction:	Backline Service
Who may avail:	Civil Society Organizations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application letter addressed to the Hon. Vice Mayor requesting for accreditation/reaccreditation, Thru: City Planning & Development Coordinator	CSO/Applicant
Board Resolution manifesting decision to seek accreditation and participation	CSO/Applicant
Proof of existence and operation in Legazpi City for at least one (1) year: Photocopy of registration documents (SEC, CDA, SEC, DOLE, DSWD, HLURB, BIR, etc.); Barangay	SEC, CDA, SEC, DOLE, DSWD, HLURB, BIR
Certification to the effect that the applicant is recognized by the community as reputable and has been in existence for at least one (1) year	Concerned Barangay
Proof of activities held in pursuit of developmental objectives or organization activities conducted: 3-year accomplishment report, latest financial statement of operation, declaration of assets & liabilities	CSO/Applicant
Program of activities planned for the year following the date of application for accreditation	CSO/Applicant
List of officers and members in good standing	CSO/Applicant
Certification from the City Prosecutor that the organization has no pending adverse judicial records such as breach of contract, etc.	City Prosecutor's Office
Other pertinent documents that may be required	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant submits documentary requirements at the Office, or sends an electronic file copy/picture of application documents to RESD email address	RESD Staff acknowledges receipt and evaluates submitted application.		2 minutes	Project Evaluation Officers III & IV

	If submitted application is INCOMPLETE, or with DEFICIENCIES to be complied, RESD Staff issues Notice of Deficiency to Applicant's email address. Applicant complies with documentary requirements then, resubmits for re-evaluation to RESD's email address or CPDO Facebook Page.		5 minutes	Project Evaluation Officers III & IV
	If submitted application is COMPLETE, RESD Staff issues Order of Payment for accreditation fee to Applicant.	Php 200.00	2 minutes	Project Evaluation Officers III & IV
Applicant pays fees to the City Treasurer's Office or through Legazpi City's Online Services			2 minutes	City Treasurer's Office
	RESD Staff records Official Receipt		5 minutes	Project Evaluation Officers III & IV
	RESD prepares endorsement/transmittal letter for review and signature of ACPDC and CPDC.		30 minutes	Project Evaluation Officers III & IV ACPDC CPDC
	RESD Staff transmits application to Sangguniang Panlungsod for appropriate action and committee hearing schedule.		10 minutes	Project Evaluation Officers III & IV
	Total		56 mins.	

13. Request for Issuance of Certification re: location stated on Birth Certificate

Issuance of certification on the location as stated on Birth Certificate, as a requirement in the processing of passport and other related requirements.

Office or Division:		RESEARCH, EVALUATION AND STATISTICS DIVISION		
Classification:		Simple		
Type of Transaction:		Backline Service		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Client/Applicant		
Other pertinent documents that may be required				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant submits request letter at the Office, or sends an electronic file copy/picture of request letter to RESD email address	RESD Staff acknowledges receipt and evaluates submitted request.		2 minutes	Project Evaluation Officers III & IV
	RESD Staff issues Order of Payment for fees to Applicant.	Php 50.00	2 minutes	Project Evaluation Officers III & IV
Applicant pays fees to the City Treasurer's Office or through Legazpi City's Online Services			2 minutes	City Treasurer's Office
	RESD Staff records Official Receipt		2 minutes	Project Evaluation Officers III & IV
	RESD prepares and processes certification for review and signature of ACPDC and CPDC.		30 minutes	Project Evaluation Officers III & IV ACPDC CPDC
Applicant receives requested certification at the Office, or via email.			2 minutes	Project Evaluation Officers III & IV
	Total		40 mins.	

14. Data Request/Assistance to Researchers (Socio-Economic Profile, Planning Documents, Project Proposals, Map Reproduction, and Other Data Requests, Interviews, etc.

Assistance to researchers on data requests.

Office or Division:		RESEARCH, EVALUATION AND STATISTICS DIVISION		
Classification:		Simple		
Type of Transaction:		Backline Service		
Who may avail:		Researchers, Students, All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter specifying the reason thereat				
Other pertinent documents that may be required				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client submits request letter at the Office, or sends an electronic file copy/picture of request letter to RESD email address	RESD Staff acknowledges receipt and evaluates submitted request.		2 minutes	Project Evaluation Officers III & IV
	RESD Staff issues Order of Payment for fees to Client.	Php 50.00 to 300.00 depending	2 minutes	Project Evaluation Officers III & IV
Client pays fees to the City Treasurer's Office or through Legazpi City's Online Services		on the request	2 minutes	City Treasurer's Office
	RESD Staff records Official Receipt		2 minutes	Project Evaluation Officers III & IV
	RESD retrieves/prepares requested data or documents.		30 minutes	Project Evaluation Officers III & IV
Client receives requested data/ documents at the Office, or via email.			2 minutes	Project Evaluation Officers III & IV
	Total		40 mins.	

15. Assistance to Researchers/Request for Interview

Assistance to researchers on data requests.

Office or Division:		SPECIAL PROJECTS DIVISION		
Classification:		Simple		
Type of Transaction:		Backline Service		
Who may avail:		Researchers, Students, All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter				
Other pertinent documents that may be required				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client submits request letter at the Office, or sends an electronic file copy/picture of request letter to SPD email address	SPD Staff acknowledges receipt and evaluates submitted request.		2 minutes	Project Development Officers – IV, III, II
	SPD Staff issues Order of Payment for fees to Applicant, if applicable.		2 minutes	Project Development Officers – IV, III, II
Applicant pays fees to the City Treasurer's Office or through Legazpi City's OnlineServices			2 minutes	City Treasurer's Office
	SPD Staff records Official Receipt		2 minutes	Project Development Officers – IV, III, II
	SPD retrieves/prepares requested data or documents.		1 hour	Project Development Officer II
Client receives requested certification at the Office, or via email.			2 minutes	Project Development Officers – IV, III

16. Locational Clearance for New Business Permit Application

Issuance of locational clearance for new business permit applications, renewal of existing businesses with changes in business owner's name, business/trade name, location, line of business, etc.

Office or Division:	ZONING DIVISION
Classification:	Simple
Type of Transaction:	Backline Service
Who may avail:	Business Owners/Applicants

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Properly filled-up Application Form for Business/Mayor's Permit	Business Permits and Licensing Office
Sketch of proposed business location Barangay Business Clearance (where business is located)	Applicant
If the property is not owned: Contract of Lease or Letter of Authorization/Consent from the owner/s/ Affidavit of Undertaking (Lot Ownership)/ Award Notice	Applicant/ Lessor/Building Owner/Administrator
Copy of Occupancy Permit or Certification (for the building where business is located)	City Engineer's Office
Original copy of the previous Locational Clearance, for existing businesses with changes	Applicant
Copy of DTI/SEC Certificate/CDA Registration	DTI, SEC, CDA
Affidavit of Non-Objection, if applicable	
Deed of undertaking, sworn statement, or Written manifestation regarding business operation, if applicable	
Other pertinent documents that may be required after evaluation	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant submits application documents at the Business Center One-Stop Shop, or sends e-file copy of documentary requirements to CPDO email address or Facebook page.	ZD Staff acknowledges receipt of submitted application.		10 minutes	Zoning Officer I Zoning Officer II Project Development Officer II Zoning Officer IV

	If submitted application is INCOMPLETE, or with DEFICIENCIES to be complied, ZD Staff issues Notice of Deficiency to Applicant's email address. Applicant complies with documentary requirements then, re-submits for reevaluation to ZD's email address or Facebook page.		5 minutes	Zoning Officer I Zoning Officer II Project Development Officer II Zoning Officer IV
	If submitted application is COMPLETE, ZD Staff issues Zoning Fee/Order of Payment for BPLO reference then, prepares/processes application for review and approval/signature of Zoning Officer and Zoning Administrator/ CPDC.	Zoning Fee/ Locational Clearance Fee 100.00 for every 50,000.00 capital	10 minutes	Zoning Officer I Zoning Officer II Project Development Officer II Zoning Officer IV Zoning Administrator/ CPDC
Applicant pays Zoning Fee, which is included in the ONE-TIME ASSESSMENT OF FEES to be issued by BPLO, at the City Treasurer's Office or through Legazpi City's online Services.			2 minutes	BPLO City Treasurer's Office
	ZD Staff prepares transmittal then, transmits approved locational clearances to BPLO.		15 minutes	Zoning Officer I Zoning Officer II Project Development Officer II
	Total		42 mins.	

17. Locational Clearance for Business Renewal (expired Locational Clearances, Businesses included in the Negative List/With Red Flags)

Re-issuance of locational clearances to existing businesses with expired locational clearances, and businesses included in the negative list/with red flags in the eTracs for business permits.

Office or Division:	ZONING DIVISION			
Classification:	Simple			
Type of Transaction:	Backline Service			
Who may avail:	Business Owners/Applicants			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Properly filled-up Application Form for Business/Mayor's Permit renewal with updated gross income/sales and number of employees			Business Permits and Licensing Office	
Sketch of proposed business location Barangay Business Clearance (where business is located)				
If the property is not owned: Contract of Lease or Letter of Authorization/Consent from the owner/s/ Affidavit of Undertaking (Lot Ownership)/ Award Notice				
Affidavit of Non-Objection, if applicable				
Deed of undertaking, sworn statement, or Written manifestation regarding business operation, if applicable				
Other pertinent documents that may be required after evaluation				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant submits application documents at the Office, or sends e-file copy of documentary requirements to CPDO email address or Facebook page.	ZD Staff acknowledges receipt of submitted application.		10 minutes	Zoning Officer I, II, IV Project Development Officer II
	If submitted application is INCOMPLETE, or with DEFICIENCIES to be complied, ZD Staff issues Notice of Deficiency to Applicant's email address. Applicant complies with documentary requirements then, re-submits for reevaluation to ZD's email address or Facebook page.		5 minutes	Zoning Officer I Zoning Officer II Project Development Officer II Zoning Officer IV

	<p>If submitted application is COMPLETE, ZD Staff resolves the red flag and updates locational clearance recurring fee in the eTracs for Business Permits then, prepares/processes application for review and approval/ signature of Zoning Officer and Zoning Administrator/ CPDC.</p>	<p>Zoning Fee/ Locational Clearance Fee 100.00 for every 50,000.00 capital</p>	<p>10 minutes</p>	<p>Zoning Officer I Zoning Officer II Project Development Officer II Zoning Officer IV Zoning Administrator/ CPDC</p>
<p>Applicant pays Zoning Fee, which is included in the ONE-TIME ASSESSMENT OF FEES to be issued by BPLO, at the City Treasurer's Office or through Legazpi City's Online Services.</p>			<p>2 minutes</p>	<p>BPLO City Treasurer's Office</p>
	<p>ZD Staff prepares transmittal then, transmits approved locational clearances to BPLO.</p>		<p>15 minutes</p>	<p>Zoning Officer I Zoning Officer II Project Development Officer II</p>
	<p>Total</p>		<p>42 mins.</p>	

18. Locational Clearance for Building Permit

Issuance of Locational Clearance for Building Permit for projects/developments to be located within the territory of Legazpi City. This service is included at the One-Stop Shop for Construction Permits at the City Engineer's Office – Office of the Local Building Official.

Office or Division:	ZONING DIVISION	
Classification:	Simple/Complex	
Type of Transaction:	Backline Service	
Who may avail:	Building Permit Applicants/Developers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Duly accomplished and notarized Unified Application Form for Building Permit	Generated through the Online Services of City Website	
One (1) set of plans (signed & sealed by the Architect/Engineers and the Owner/s/Applicant)	Applicant/Licensed Architects/Engineers	
Latest Certified True Copy of Land Title (TCT) from Registry of Deeds (Blue copy/Clear photocopy of Blue copy)	LRA-Registry of Deeds	
Latest Certified True Copy of Tax Declaration	City Assessor's Office/ Generated through the Online Services of City Website	
Latest Realty Tax Clearance	City Treasurer's Office/ Generated through the Online Services of City Website	
One (1) copy of the Bill of Materials/Bill of Quantities/Cost Estimate of the project (signed & sealed by the Architect/Engineer and signed by the Owner/s/Applicant)	Applicant/Licensed Architects/Engineers	
If the property is not owned, Contract of Lease, Certification or Letter of Authorization/Consent from the property owner/s or co-owner/s, or Award Notice		
If the property is transferred: Deed of Sale/ Contract to Sell/ Extrajudicial Settlement		
If Applicant is represented, Authorization Letter or Special Power of Attorney (SPA)		
For Corporations, Board Resolution or Secretary's Certificate for Authorized Signatory (to sign building permit application documents)	Corporate Secretary, for corporations	
Latest Certified True Copy of Tax Declaration of the existing building/structure to be improved/repared/alterd/renovated, <i>for alteration, improvement, repair or renovation</i>	City Assessor's Office	
Latest Realty Tax Clearance of the building/structure to be improved/repared/alterd/renovated, <i>for alteration, improvement, repair or renovation</i>	City Treasurer's Office	

Environmental Compliance Certificate (ECC), if applicable	DENR
Height Clearance/Certificate, if applicable	CAAP
Affidavit of Non-Objection, if applicable	
Affidavit of Undertaking (on status of Lot Occupancy), if applicable	
Barangay Resolution/Endorsement interposing no objection on project, if applicable	Concerned Barangay
Simple Subdivision Approval/ Copy of Approved Subdivision Plan, if applicable	CPDO-Housing Division
Manifestation/Sworn Statement, if applicable	
Other pertinent documents that may be required after evaluation	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant creates new application in Legazpi City's website, under Online Services then, submits documentary requirements to the City Engineering Office – OBO.	OBO Staff evaluates then, forwards application to ZDOBO Staff via etracs.			OBO-OSSCP Receiving Officer/Clerk
	ZD-OBO Staff acknowledges receipt and evaluates submitted application.		30 minutes	OBO-OSSCP
	If submitted application is INCOMPLETE, or with DEFICIENCIES to be complied, ZDOBO Staff issues Notice of Deficiency to Applicant's email address, or inputs noted deficiencies of application in etracs.		5 minutes	Zoning Officer I Zoning Officer II Project Development Officer II Zoning Officer IV
Applicant receives Notice of Deficiency and application documents, complies noted deficiencies then, re-submits for re-evaluation.	If submitted application is COMPLETE, ZDOBO assesses zoning fees to be included in OBO One-Time Assessment then, forwards application to ZD-CPDO Staff for review.	Zoning/ Locational Clearance Fees UPLR Fees	2 minutes	Zoning Officer I Zoning Officer II Project Development Officer II Zoning Officer IV

	ZD-OBO Staff forwards application to ZD-CPDO Staff for review. ZD-CPDO Staff reviews application then, forwards to Zoning Administrator for approval.		10 minutes	Zoning Officer I Zoning Officer II Project Development Officer II Zoning Officer IV Zoning Administrator
Applicant pays zoning fees at the City Treasurer's Office or through Legazpi City's Online Services then, receives e-file copy of approved Locational Clearance via email, through OBO-OSSCP etracs.			2 minutes	City Treasurer's Office OBO-OSSCP Staff/Clerk
	Total		49 mins.	

19. Request for Land Use Reclassification/Rezoning

Requests for land use reclassification from agricultural land use to non-agricultural land use, and land use rezoning to a different land use.

Office or Division:	ZONING DIVISION	
Classification:	Complex	
Type of Transaction:	Backline Service	
Who may avail:	Developers, Land/Lot Owners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Copy of request/letter of intent for land use reclassification specifying justification thereat	Applicant/Proponent	
Narrative description of the development plan describing in detail the reason for reclassification	Applicant/Proponent	
5R size photographs of all corners of the landholdings	Applicant/Proponent	
Certification from the Department of Agriculture that the subject landholdings are marginally suitable and not economically viable for agriculture	Department of Agriculture	
Certification from Municipal Agrarian Reform Officer (MARO) that there is or no agrarian reform beneficiaries, tenants and/or occupants or protest	Department of Agrarian Reform	
Certification from the Philippine Coconut Authority if the area is presently planted with coconut	Philippine Coconut Authority	
Certification from National Irrigation Authority whether or not the area is/are will be covered by any irrigation facility/ies	National Irrigation Authority	
1 Blueprint/ Copy of Lot Plan with vicinity/location map, signed/sealed/certified by the Geodetic Engineer	Licensed Geodetic Engineer	
If property not owned, Contract of lease, deed of sale, deed of assignment or authority/ Special Power of Attorney from property owner		
Latest certified copy of Transfer Certificate of Title (TCT) or certification from Land Registration Authority (Register of Deeds) if no record of TCT	Land Registration Authority (Register of Deeds)	
Latest certified tax declaration (TD) from the City Assessor's Office or certification if no record of TD	City Assessor's Office	
Latest realty tax clearance from the City Treasurer's Office	City Treasurer's Office	
Barangay resolution interposing no objection to land-use reclassification	Concerned Barangay	
Other pertinent documents that may be required		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant submits documentary requirements to the Office, or sends an electronic file copy/picture of documentary requirements to ZD's email address or Facebook page.	ZD Staff acknowledges receipt and evaluates submitted application		20 minutes	Zoning Officer I Zoning Officer II Project Development Officer II Zoning Officer IV
	If submitted application is INCOMPLETE, or with DEFICIENCIES to be complied, ZD Staff issues Notice of Deficiency to Applicant's email address.		5 minutes	Zoning Officer I Zoning Officer II Project Development Officer II Zoning Officer IV
Applicant complies with documentary requirements then, re-submits for reevaluation.	If submitted application is COMPLETE, ZD Staff issues Order of Payment for certification fee to Applicant	Certification Fee 720.00 per hectare	2 minutes	Zoning Officer I Zoning Officer II Project Development Officer II Zoning Officer IV
	ZD Staff prepares endorsement of request to Sangguniang Panlungsod for review and signature of Zoning Administrator.		15 minutes	Zoning Officer I Zoning Officer II Project Development Officer II Zoning Officer IV
	Zoning Administrator reviews and signs request endorsement, for City Mayor's signature.		5 minutes	Zoning Administrator
	ZD Staff transmits request/ endorsement for land use reclassification to Sangguniang Panlungsod.		2 minutes	Zoning Officer I Zoning Officer II Project Development Officer II
	Total		49 mins.	

20. Request for Land-Use Certifications/Site Zoning Certification

Issuance of certifications on the land use classification of particular lot/land/area, located within the boundaries of Legazpi City.

Office or Division:	ZONING DIVISION			
Classification:	Simple			
Type of Transaction:	Backline Service			
Who may avail:	Lot/Land Owners, Researchers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1 copy of request/letter of intent for land use certification specifying the reason thereat				
1 Blueprint/ Copy of Lot Plan with vicinity/location map, signed/sealed/certified by the Geodetic Engineer			Licensed Geodetic Engineer	
Latest certified copy of Transfer Certificate of Title (TCT) or certification from Land Registration Authority (Register of Deeds) if no record of TCT			Land Registration Authority (Register of Deeds)	
Latest certified tax declaration (TD) from the City Assessor's Office or certification if no record of TD			City Assessor's Office	
Latest realty tax clearance from the City Treasurer's Office			City Treasurer's Office	
Brief summary of the project (signed by the proponent/owner (for ECC/CNC applications only)				
Other pertinent documents that may be required				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant submits documentary requirements at the Office, or sends an electronic file copy/picture of documentary requirements to ZD's email address or Facebook page.	ZD Staff acknowledges receipt and evaluates submitted application.		10 minutes	Zoning Officer I Zoning Officer II Project Development Officer II Zoning Officer IV
	If submitted application is INCOMPLETE, or with DEFICIENCIES to be complied, ZD Staff issues Notice of Deficiency to Applicant's email address.		5 minutes	Zoning Officer I Zoning Officer II Project Development Officer II Zoning Officer IV

Applicant complies with documentary requirements then, re-submits for reevaluation.	If submitted application is COMPLETE, ZD Staff issues Order of Payment for certification fee to Applicant	Certification Fee 720.00 per hectare	2 minutes	Zoning Officer I Zoning Officer II Project Development Officer II Zoning Officer IV
	ZD Staff prepares land use certification for review and signature of Zoning Administrator		15 minutes	Zoning Officer I Zoning Officer II Project Development Officer II Zoning Officer IV
	Zoning Administrator reviews and signs land use certification and request endorsement.		5 minutes	Zoning Administrator
Applicant pays certification fee at the City Treasurer's Office or through	ZD Staff records Official Receipt.		2 minutes	City Treasurer's Office Zoning Officer I Zoning Officer II
Legazpi City's Online Services				Project Development Officer II
Applicant receives efile copy of land use/site zoning certification via email.			2 minutes	Zoning Officer I Zoning Officer II Project Development Officer II
	Total		41 mins.	

21. Request for LGU Endorsement and Other Certifications

Application/requests for LGU endorsement for Environmental Compliance Certificate/Certificate of Non-Coverage or for Quarry Permit, and for other purposes.

Office or Division:	ZONING DIVISION			
Classification:	Simple			
Type of Transaction:	Backline Service			
Who may avail:	Lot/Land Owners, Developers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1 copy of request/letter of intent for land-use certification specifying the reason thereat				
Notarized application for quarry permit from the Provincial Environment & Natural Resources Office (for quarry permit)				
1 Blueprint/ Copy of Lot Plan with vicinity/location map, signed/sealed/certified by the Geodetic Engineer			Licensed Geodetic Engineer	
If property not owned, Contract of lease, deed of sale, deed of assignment or authority from property owner				
Latest certified Transfer Certificate of Title (TCT) or certification from Land Registration Authority (Register of Deeds) if no record of TCT			Land Registration Authority (Register of Deeds)	
Latest certified tax declaration (TD) from the City Assessor's Office or certification if no record of TD			City Assessor's Office	
Latest realty tax clearance from the City Treasurer's Office			City Treasurer's Office	
Brief summary of the project (signed by the proponent/owner (for ECC/CNC applications only)				
Barangay resolution/clearance interposing no objection to the proposed activity			Concerned Barangay	
Other pertinent documents that may be required				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant submits documentary requirements at the Office, or sends an electronic file copy/picture of documentary requirements to ZD's email address or Facebook page.	ZD Staff acknowledges receipt and evaluates submitted application.		10 minutes	Zoning Officer I Zoning Officer II Project Development Officer II Zoning Officer IV

	If submitted application is INCOMPLETE, or with DEFICIENCIES to be complied, ZD Staff issues Notice of Deficiency to Applicant's email address.		5 minutes	Zoning Officer I Zoning Officer II Project Development Officer II Zoning Officer IV
Applicant complies with documentary requirements then, re-submits for reevaluation.	If submitted application is COMPLETE, ZD Staff issues Order of Payment for certification fee to Applicant	Certification Fee 720.00 per hectare	2 minutes	Zoning Officer I Zoning Officer II Project Development Officer II Zoning Officer IV
	ZD Staff prepares endorsement or certification for review and signature of Zoning Administrator		15 minutes	Zoning Officer I Zoning Officer II Project Development Officer II Zoning Officer IV
	Zoning Administrator reviews and signs endorsement or certification for City Mayor's signature.		5 minutes	Zoning Administrator
Applicant pays certification fee at the City Treasurer's Office or through Legazpi City's Online Services	ZD Staff records Official Receipt.		2 minutes	City Treasurer's Office Zoning Officer I Zoning Officer II Project Development Officer II
Applicant receives efile copy of land use/site zoning certification via email.			2 minutes	Zoning Officer I Zoning Officer II Project Development Officer II
	Total		41 mins.	

22. Request for Certified True Copy of Locational Clearance, Land Use Certifications and Other Zoning Documents

Certification of records and status for any particular purpose/s particularly issued locational clearances, land use classification certifications, endorsements, and certified copy/ies for reference.

Office or Division:		ZONING DIVISION		
Classification:		Simple		
Type of Transaction:		Frontline Service		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1 copy of request/letter of intent specifying the reason thereat			Applicant	
Other pertinent documents that may be required				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant submits request letter at the Office, or sends an electronic file copy/picture of request to ZD's email address or Facebook page.	ZD Staff acknowledges receipt and evaluates submitted request, then issued Order of Payment		10 minutes	Zoning Officer I Zoning Officer II Project Development Officer II Zoning Officer IV
Applicant pays fee to the City Treasurer's Office or through Legazpi City's Online Services		Certified True Copy Fee 100.00 per document	2 minutes	City Treasurer's Office
	ZD Staff records, retrieves, stamps "Certified True Copy" and forwards request to Zoning Administrator for review and signature.		5 minutes	Zoning Officer I Zoning Officer II Project Development Officer II Zoning Officer IV Zoning Administrator
Applicant receives certified true copy of document/s.			2 minutes	Zoning Officer I, II Project Development Officer II
	Total		19 mins.	