



# **CITY PLANNING AND DEVELOPMENT OFFICE**

**Administrative Division**



## 1 Incoming Communications

Receiving of incoming communications and documents.

<b>Office or Division:</b>	ADMINISTRATIVE DIVISION
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Backline Service
<b>Who may avail:</b>	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	Admin Division Staff
	Office Head/Assistant/OIC acts on communication or refers to Concerned Personnel.		2 minutes	Office Head/Assistant/OIC
	Concerned Personnel acts upon communication.		10 minutes	Concerned Personnel
		<b>Total</b>	<b>14 mins.</b>	



## 2 Outgoing Communications

Releasing of outgoing communications and documents.

<b>Office or Division:</b>	ADMINISTRATIVE DIVISION
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Backline Service
<b>Who may avail:</b>	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	Admin Division Staff
	AD forwards to Driver/Concerned Personnel for immediate dispatch, or sends communication to addressee's email address.		10 minutes	Driver/Concerned Personnel
	Addressee acknowledges receipt of communication from Driver/Concerned Personnel or from email.		2 minutes	Driver/Concerned Personnel
		<b>Total</b>	<b>14 mins</b>	



**CITY PLANNING AND  
DEVELOPMENT OFFICE**

**HOUSING AND HOMESITE REGULATION  
DIVISION**



## 1 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.

<b>Office or Division:</b>	HOUSING AND HOMESITE REGULATION DIVISION
<b>Classification:</b>	Highly Complex
<b>Type of Transaction:</b>	Frontline Service
<b>Who may avail:</b>	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"> <li>a. Subdivision Plan (schematic plan) showing the proposed layout.</li> <li>b. Vicinity Map</li> <li>c. Survey Plans of Lot as described in TCT.</li> </ul>	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 sends an electronic file copy/picture of documentary requirements to	HHRD Staff acknowledges receipt and evaluates submitted application		30 minutes	HHRD Staff



HHRD's email address or CPDO Facebook Page.				
	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 re-evaluation to HHRD's email address or CPDO Facebook Page.		5 minutes	HHRD Staff
	If the submitted application is COMPLETE, HHRD Staff officially receives the application.	Processing Fee - Php 2,800.00 per ha	2 minutes	HHRD Staff
	HHRD staff prepares and forwards endorsement/transmittal letter to City Legal Office and City Engineering Office for comments/recommendations.	Inspection Fee - Php 1,500.00 per ha Zoning Certification Fee – Php 720.00/ha	30 minutes	HHRD Staff
	HHRD Staff conducts ocular inspection/on-site investigation with corresponding report/documentation.		30 minutes	HHRD Staff
	HHRD prepares and endorses findings/recommendations to Applicant.		30 minutes	HHRD Staff
Applicant receives and complies with findings and recommendations.	HRRD Staff receives the re-submitted application then, prepares an		30 minutes	HHRD Staff ACPDC CPDC City Mayor



	endorsement, and forwards the application to Mayor for endorsement to Sangguniang Panlungsod. HHRD Staff prepares SP approved applications.			
	HHRD Staff prepares SP approved application.		30 minutes	HHRD Staff
	HHRD Staff issues Order of Payment.		2 minutes	HHRD Staff
Applicant pays fees at the City Treasurer's Office or through Legazpi City's Online Services.			10 minutes	City Treasurer's Office
Applicant receives SSA documents at the Office, or via email.	HHRD Staff records Official Receipt.		2 minutes	HHRD Staff
		<b>Total</b>	<b>3 hours &amp; 35 mins.</b>	



## 2 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.

<b>Office or Division:</b>	HOUSING AND HOMESITE REGULATION DIVISION
<b>Classification:</b>	Highly Complex
<b>Type of Transaction:</b>	Frontline Service
<b>Who may avail:</b>	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"> <li>a. Subdivision Plan (schematic plan) showing the proposed layout.</li> <li>b. Vicinity Map</li> <li>c. Survey Plans of Lot as described in TCT, signed and sealed by a licensed Geodetic Engineer</li> </ul>	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	HHRD Staff
	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 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  BP 220 Processing Fee - Php 90.00/ha for Socialized Housing and	5 minutes	HHRD Staff
	If the submitted application is COMPLETE, HHRD Staff officially receives the application.	216.00/ha for Economic Housing	2 minutes	HHRD Staff
	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	HHRD Staff
	HHRD Staff thoroughly evaluates		4.5 hours to 5 days	HHRD Staff



	plans and documents			
	HHRD Staff conducts ocular inspection/on-site investigation with corresponding report/documentation.		1 hour	HHRD Staff
	HHRD prepares and endorses findings/recommendations to Applicant.		30 minutes	HHRD Staff
Applicant receives and complies with findings and recommendations.	HRRD Staff receives re-submitted application then, prepares endorsement and forwards application to Mayor for endorsement to Sangguniang Panlungsod.		30 minutes	HHRD Staff ACPDC CPDC City Mayor
	HHRD Staff prepares SP approved application.		30 minutes	HHRD Staff
	HHRD Staff issues Order of Payment.		2 minutes	HHRD Staff
Applicant pays fees at the City Treasurer's Office or through Legazpi City's Online Services.			10 minutes	City Treasurer's Office
Applicant receives PALC documents at the Office, or via email.	HHRD Staff records Official Receipt.		2 minutes	HHRD Staff
		<b>Total</b>	<b>5 days 3 hours &amp; 51 mins</b>	



### 3 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.

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Six (6) sets of the following:	
<p>Documents duly signed and sealed by a licensed Civil Engineer/ Architect/ Geodetic Engineer/ Environmental Planner:</p> <ul style="list-style-type: none"> <li>a. Topographic Map of site</li> <li>b. Site Development Plan</li> <li>c. Road (geometric and structural design / plan) <ul style="list-style-type: none"> <li>i. Profile showing the vertical control designed grade, curve elements and all information needed for construction.</li> <li>ii. Typical roadway section showing relative dimensions and slopes of pavement, gutters, sidewalks, shoulders, benching and others.</li> <li>iii. Details of road showing the required thickness of pavement, sub-grade treatment and sub-base course on the design analysis.</li> <li>iv. Details of roadway miscellaneous structures such as curb and gutter (barrier, mountable and drop slope protection wall and retaining wall) if any.</li> </ul> </li> <li>d. Storm Drainage and Sewer System <ul style="list-style-type: none"> <li>i. Profile showing the hydraulic gradient and properties of the main lines including structures in relation with the road grade line</li> <li>ii. Details of drainage and miscellaneous structures such</li> </ul> </li> </ul>	<p>Licensed Civil Engineer/Architect Geodetic Engineer/Environmental Planner</p>



<p>as various types of manholes, catch basins, inlets (curb, gutter and drop).</p> <p>e. Water System Layout and details &amp; Water Tank Plan;</p> <p>f. 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.</p> <p>g. Power Distribution Plan and details.</p>	
Project feasibility study	
<p>Certification/Application for Water Supply System from the following:</p> <p>a. Local Water works Utilities Administration and/or LCWD.</p> <p>b. National Water Resources Council (NWRC) if deep well will be used</p>	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		30 minutes	HHRD Staff
	If submitted application is INCOMPLETE, or with DEFICIENCIES to be complied, HHRD Staff issues Notice of Deficiency		5 minutes	HHRD Staff



	to Applicant's email address. Applicant complies with documentary requirements then, re-submits for re-evaluation to HHRD's email address or CPDO Facebook Page.			
	If the submitted application is COMPLETE, HHRD Staff officially receives the applications.	Inspection Fee - Php 1,500.00 per ha	2 minutes	HHRD Staff
	HHRD Staff records Official Receipt then, prepares and forwards endorsement/transmittal letter to City Legal Office and City Engineering Office for comments/recommendations.	Zoning Certification Fee - Php 720.00/ha PD 957 Processing Fee - Php 2,880.00/ha	30 minutes	HHRD Staff
	HHRD Staff thoroughly evaluates plans and documents	BP 220 Processing Fee - Php 600.00/ha for	2.5 to 5 days	HHRD Staff
	HHRD Staff conducts ocular inspection/on-site investigation with corresponding report/documentation.	Socialized Housing and 1,440.00/ha for Economic Housing Commercial Industrial Subdivision Processing Fee - Php 720.00/ha	1 hour	HHRD Staff
	HHRD prepares and endorses findings/recommendations to Applicant.		30 minutes	HHRD Staff



Applicant receives and complies with findings and recommendations.	HRRD Staff receives re-submitted application then, prepares endorsement and forwards application to Mayor for endorsement to Sangguniang Panlungsod.		30 minutes	HHRD Staff ACPDC CPDC City Mayor
	HHRD Staff prepares SP approved application.		30 minutes	HHRD Staff
	HHRD Staff issues Order of Payment.		2 minutes	HHRD Staff
Applicant pays fees at the City Treasurer's Office or through Legazpi City's Online Services.			10 minutes	City Treasurer's Office
Applicant receives DP documents at the Office, or via email.			2 minutes	HHRD Staff
		<b>Total</b>	<b>5 days 3 hours &amp; 51 mins</b>	



## 4 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.

<b>Office or Division:</b>	HOUSING AND HOMESITE REGULATION DIVISION
<b>Classification:</b>	Highly Complex
<b>Type of Transaction:</b>	Frontline Service
<b>Who may avail:</b>	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: <ol style="list-style-type: none"> <li>Subdivision Plan (schematic plan) showing the proposed layout.</li> <li>Vicinity Map</li> <li>Survey Plans of Lot as described in TCT</li> <li>Topographic Plan to include existing conditions</li> </ol>	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	

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	HHRD Staff
	If submitted application is <b>INCOMPLETE</b> , or with <b>DEFICIENCIES</b> to be complied, HHRD Staff issues Notice of Deficiency to Applicant's email address. Applicant complies with documentary requirements then, re-submits for re-evaluation to HHRD's email address or CPDO Facebook Page.		5 minutes	HHRD Staff
	If the submitted application is <b>COMPLETE</b> , HHRD	Inspection Fee - Php	2 minutes	HHRD Staff





	Staff officially receives the applications.	1,500.00 per ha		
	HHRD Staff records Official Receipt then, prepares and forwards endorsement/transmittal letter to City Legal Office and City Engineering Office for comments/recommendations.	Zoning Certification Fee – Php 720.00/ha Processing Fee - Php Memorial Park 720.00/ha Cemetery 288.00/ha Columbarium 3,600.00/ha	30 minutes	HHRD Staff
	HHRD Staff thoroughly evaluates plans and documents		2.5 to 5 days	HHRD Staff
	HHRD Staff conducts ocular inspection/on-site investigation with corresponding report/documentation.		1 hour	HHRD Staff
	HHRD prepares and endorses findings/recommendations to Applicant.		30 minutes	HHRD Staff
Applicant receives and complies with findings and recommendations.	HHRD Staff receives re-submitted application then, prepares endorsement and forwards application to Mayor for endorsement to Sangguniang Panlungsod.		30 minutes	HHRD Staff ACPDC CPDC City Mayor
	HHRD Staff prepares SP		30 minutes	HHRD Staff



	approved application.			
	HHRD Staff issues Order of Payment.		2 minutes	HHRD Staff
Applicant pays fees at the City Treasurer's Office or through Legazpi City's Online Services.			10 minutes	City Treasurer's Office
Applicant receives PALC documents at the Office, or via email.			2 minutes	HHRD Staff
		<b>Total</b>	<b>5 days 3 hours &amp; 51 mins</b>	

## 5 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.

<b>Office or Division:</b>	HOUSING AND HOMESITE REGULATION DIVISION
<b>Classification:</b>	Highly Complex
<b>Type of Transaction:</b>	Frontline Service
<b>Who may avail:</b>	Any person with the intent to develop a memorial park/cemetery

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Five (5) sets of the following: Documents duly signed and sealed by a licensed Civil Engineer/ Architect/ Geodetic Engineer/ Environmental Planner;  a. Topographic map b. Site Development Plan (schematic plan) showing the proposed layout: 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	Licensed Civil Engineer/Architect Geodetic Engineer/Environmental Planner



vi. Perimeter fence plan	
Project feasibility study	
Clearances/permits/certifications from other agencies applicable to the project	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
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	HHRD Staff
	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 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 Processing Fee - Php Memorial Park 3.00/ha Cemetery 1.50/ha 7.20/sq.m. 3.00/floor	5 minutes	HHRD Staff
	If the submitted application is COMPLETE, HHRD	Columbarium	2 minutes	HHRD Staff



	Staff officially receives the applications.	3.00/sq.m. of Gross Floor Area		
	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	HHRD Staff
	HHRD Staff thoroughly evaluates plans and documents		2.5 to 5 days	HHRD Staff
	HHRD Staff conducts ocular inspection/on-site investigation with corresponding report/documentation.		1 hour	HHRD Staff
	HHRD prepares and endorses findings/recommendations to Applicant.		30 minutes	HHRD Staff
Applicant receives and complies with findings and recommendations.	HHRD Staff receives re-submitted application then, prepares endorsement and forwards application to Mayor for endorsement to Sangguniang Panlungsod.		30 minutes	HHRD Staff ACPDC CPDC City Mayor
	HHRD Staff prepares SP approved application.		30 minutes	HHRD Staff
	HHRD Staff issues Order of Payment.		2 minutes	HHRD Staff
Applicant pays fees at the City			10 minutes	City Treasurer's Office



Treasurer's Office or through Legazpi City's Online Services.				
Applicant receives DP documents at the Office, or via email.			2 minutes	HHRD Staff
		<b>Total</b>	<b>5 days 3 hours &amp; 51 mins</b>	

## 6 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.

<b>Office or Division:</b>	HOUSING AND HOMESITE REGULATION DIVISION
<b>Classification:</b>	Highly Complex
<b>Type of Transaction:</b>	Frontline Service
<b>Who may avail:</b>	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	HHRD Staff acknowledges		30 minutes	HHRD Staff



documents at the Office, or sends an electronic file copy/picture of documentary requirements to HHRD's email address or CPDO Facebook Page.	receipt and evaluates submitted application			
	If submitted application is <b>INCOMPLETE</b> , or with <b>DEFICIENCIES</b> to be complied, HHRD Staff issues Notice of Deficiency to Applicant's email address. Applicant complies with documentary requirements then, re-submits for re-evaluation to HHRD's email address or CPDO Facebook Page.	For affected areas only  Inspection Fee - Php 1,500.00 per ha  Zoning Certification Fee - Php 720.00/ha	5 minutes	HHRD Staff
	If the submitted application is <b>COMPLETE</b> , HHRD Staff officially receives the applications.	PD 957 Processing Fee - Php 2,880.00/ha	2 minutes	HHRD Staff
	HHRD Staff records Official Receipt then, prepares and forwards endorsement/transmittal letter to City Legal Office and City Engineering Office for comments/recommendations.	BP 220 Processing Fee - Php 600.00/ha for Socialized Housing and 1,440.00/ha for Economic Housing  Commercial Industrial Subdivision Processing Fee - Php 720.00/ha	30 minutes	HHRD Staff
	HHRD Staff thoroughly evaluates plans and documents		4 hours to 2.5 days	HHRD Staff



	HHRD Staff conducts ocular inspection/on-site investigation with corresponding report/documentation.	Memorial Park 3.00/ha Cemetery 1.50/ha 7.20/sq.m. 3.00/floor	1 hour	HHRD Staff
	HHRD prepares and endorses findings/recommendations to Applicant.	Columbarium 3.00/sq.m. of Gross Floor Area	30 minutes	HHRD Staff
Applicant receives and complies with findings and recommendations.	HHRD Staff receives re-submitted application then, prepares endorsement and forwards application to Mayor for endorsement to Sangguniang Panlungsod		30 minutes	HHRD Staff ACPDC CPDC City Mayor
	HHRD Staff prepares SP approved application.		30 minutes	HHRD Staff
	HHRD Staff issues Order of Payment.		2 minutes	HHRD Staff
Applicant pays fees at the City Treasurer's Office or through Legazpi City's Online Services.			10 minutes	City Treasurer's Office
Applicant receives AP documents at the Office, or via email.			2 minutes	HHRD Staff
		<b>Total</b>	<b>2 days 7 hours &amp; 51 mins.</b>	



## 7 Miscellaneous Sales/Lease Application/Residential Free Patent

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

<b>Office or Division:</b>	HOUSING AND HOMESITE REGULATION DIVISION
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Frontline Service
<b>Who may avail:</b>	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	HHRD Staff
	HHRD Staff conducts ocular inspection/on-site investigation with corresponding report/ documentation.		1 hour, every Friday 1 day	HHRD Staff
	HHRD prepares endorsement to CENRO for review and signature of CPDC.		30 minutes	HHRD Staff CPDC





		<b>Total</b>	<b>1 day 1 hour &amp; 35 mins.</b>	
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## 8 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.

<b>Office or Division:</b>	HOUSING AND HOMESITE REGULATION DIVISION
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Frontline Service
<b>Who may avail:</b>	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		5 minutes	HHRD Staff
	HHRD Staff issues Order of Payment of fees to Applicant	Php 50.00 Per sheet	2 minutes	HHRD Staff
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	HHRD Staff CPDC
Applicant receives certified true copy of document/s.			2 minutes	HHRD Staff
		<b>Total</b>	<b>16 mins.</b>	

**CITY PLANNING AND  
DEVELOPMENT OFFICE  
PLANS AND PROGRAMS DIVISION**



## 1 Assistance to Barangay Development Planning Documents

<b>Office or Division:</b>	PLANS AND PROGRAMS DIVISION
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Barangay
<b>Who may avail:</b>	Barangay Officials

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Pro-forma Barangay Development Investment Program (BDIP), Annual Investment Program (AIP), list of PPAs to be implemented under 20% Development Fund,	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
Barangay Development Plan	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 documentary requirements to PPD email address	PPD Staff acknowledges receipt and evaluates request		30 minutes	PPD Staff/ Concerned Technical Staff in-charge
	If submitted application is INCOMPLETE, or with DEFICIENCIES to be complied, PPD/Technical Staff issues Notice of Deficiency to Applicant's email address. Applicant complies with documentary requirements then, re-submits for re-evaluation to PPD's		5 minutes	PPD Staff/ Concerned Technical Staff in-charge



	email address or CPDO Facebook Page.			
	If submitted application is COMPLETE, PPD/Technical Staff forwards documents for review and approval/ signature of ACPDC and CPDC.		20 minutes	PPD Staff ACPDC CPDC
Client receives reviewed/approved documents			5 minutes	Concerned Technical Staff-in-charge
	Documents received and acknowledged by barangay concerned, and advised to submit copy upon approval by the Sangguniang Panlungsod			Concerned Barangay
		<b>Total</b>	<b>1 hour</b>	



**CITY PLANNING AND  
DEVELOPMENT OFFICE**

**RESEARCH, EVALUATION AND STATISTICS  
DIVISION**



# 1 Civil Society Organization (CSO) Accreditation/Re-Accreditation

Civil Service Organization requests for accreditation/re-accreditation.

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
People's Council Membership Form	CSO/Applicant
Letter of Intent to be included as a member of the People's Council	CSO/Applicant
Copy of Certificated of Accreditation	For accredited CSOs only
Proof of existence and operation in the city for at least one (1) year prior to the date of application for registration	SEC, CDA, SEC, DOLE, DSWD, HLURB, BIR Concerned Barangay
Proof of activities held in pursuit of development objectives or organizational activities conducted	CSO/Applicant
Program of activities planned for the year following the date of application for membership	CSO/Applicant
Copies of its Constitution, By-laws and/or Articles of Incorporation	CSO/Applicant
List of its officers and members of good standing and their respective addresses	CSO/Applicant
Financial Statement and Declaration of Assets and Liabilities, if applicable; and certificate of Registration or Certificate of Accreditation, if applicable	CSO/Applicant
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	RESD Staff Project Evaluation Officer



	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, re-submits for re-evaluation to RESD's email address or CPDO Facebook Page.		5 minutes	RESD Staff Project Evaluation Officer
	If submitted application is COMPLETE, RESD Staff transmits application to Sangguniang Panlungsod for appropriate action and committee hearing schedule		30 minutes	Project Evaluation Officer ACPDC CPDC
		<b>Total</b>	<b>37 mins.</b>	

## 2 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.

<b>Office or Division:</b>	RESEARCH, EVALUATION AND STATISTICS DIVISION
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Backline Service
<b>Who may avail:</b>	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	RESD Staff Project Evaluation Officer
	RESD Staff issues Order of Payment for fees to Applicant.	Php 50.00	2 minutes	RESD Staff Project Evaluation Officer
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	RESD Staff Project Evaluation Officer
	RESD prepares and processes certification for review and signature of ACPDC and CPDC.		30 minutes	RESD Staff ACPDC CPDC
Applicant receives requested certification at the Office, or via email.			2 minutes	RESD Staff Project Evaluation Officer
		<b>Total</b>	<b>40 mins.</b>	

### 3 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.

<b>Office or Division:</b>	RESEARCH, EVALUATION AND STATISTICS DIVISION
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Backline Service
<b>Who may avail:</b>	Researchers, Students, All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request Letter specifying the reason thereat	





Other pertinent documents that may be required	
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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	RESD Staff Project Evaluation Officer
	RESD Staff issues Order of Payment for fees to Client.	Php 50.00 to 300.00 depending on the request	2 minutes	RESD Staff Project Evaluation Officer
Client 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	RESD Staff Project Evaluation Officer
	RESD retrieves/ prepares requested data or documents.		30 minutes	RESD Staff Concerned Technical Staff-in-Charge
Client receives requested data/ documents at the Office, or via email.			2 minutes	RESD Staff Concerned Technical Staff-in-Charge
		<b>Total</b>	<b>40 mins.</b>	



# **CITY PLANNING AND DEVELOPMENT OFFICE**

## **SPECIAL PROJECTS DIVISION**



# 1 Assistance to Researchers/Request for Interview

Assistance to researchers on data requests.

<b>Office or Division:</b>	SPECIAL PROJECTS DIVISION
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Backline Service
<b>Who may avail:</b>	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	PROCESS -ING 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	SPD Staff Project Development Officer
	SPD Staff issues Order of Payment for fees to Applicant, if applicable.		2 minutes	SPD Staff Project Development Officer
Applicant pays fees to the City Treasurer's Office or through Legazpi City's Online Services			2 minutes	City Treasurer's Office
	SPD Staff records Official Receipt		2 minutes	SPD Staff Project Development Officer
	SPD retrieves/prepares requested data or documents.		1 hour	SPD Staff Project Development Officer
Client receives requested certification at the Office, or via email.			2 minutes	SPD Staff Project Development Officer
		<b>Total</b>	<b>1 hour &amp;</b>	



			<b>10 mins.</b>	
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# **CITY PLANNING AND DEVELOPMENT OFFICE**

## **ZONING DIVISION**



## 1 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.

<b>Office or Division:</b>	ZONING DIVISION
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Backline Service
<b>Who may avail:</b>	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 re-evaluation 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
		<b>Total</b>	<b>42 mins.</b>	



## 2 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.

<b>Office or Division:</b>	ZONING DIVISION
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Backline Service
<b>Who may avail:</b>	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 Zoning Officer II Project Development Officer II Zoning Officer IV
	If submitted application is INCOMPLETE, or		5 minutes	Zoning Officer I Zoning Officer II



	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 re-evaluation to ZD's email address or Facebook page.			Project Development Officer II Zoning Officer IV
	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.	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
		<b>Total</b>	<b>42 mins.</b>	





### 3 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.

<b>Office or Division:</b>	ZONING DIVISION
<b>Classification:</b>	Simple/Complex
<b>Type of Transaction:</b>	Backline Service
<b>Who may avail:</b>	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 ZD-OBO 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, ZD-OBO 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, ZD-OBO 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
		<b>Total</b>	<b>49 mins.</b>	

#### 4 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.

<b>Office or Division:</b>	ZONING DIVISION
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	Backline Service



<b>Who may avail:</b>	Developers, Land/Lot Owners
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<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 re-evaluation.				
	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/		2 minutes	Zoning Officer I Zoning Officer II



	endorsement for land use reclassification to Sangguniang Panlungsod.			Project Development Officer II
		<b>Total</b>	<b>49 mins.</b>	

## 5 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.

<b>Office or Division:</b>	ZONING DIVISION
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Backline Service
<b>Who may avail:</b>	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	ZD Staff acknowledges receipt and evaluates submitted application.		10 minutes	Zoning Officer I Zoning Officer II Project Development Officer II



copy/picture of documentary requirements to ZD's email address or Facebook page.				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 re-evaluation.				
	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 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 e-file copy of land use/site zoning certification via email.			2 minutes	Zoning Officer I Zoning Officer II Project Development Officer II



		<b>Total</b>	<b>41 mins.</b>	
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## 6 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.

<b>Office or Division:</b>	ZONING DIVISION
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Backline Service
<b>Who may avail:</b>	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
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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 re-evaluation.				
	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 e-file copy of land use/site zoning certification via email.			2 minutes	Zoning Officer I Zoning Officer II Project Development Officer II
		<b>Total</b>	<b>41 mins.</b>	

## 7 Request for LGU Request for a Department of Agriculture (DA) Certification for Land Use Reclassification Application

Application for LGU Request for a DA Certification for land use reclassification application, pursuant to DA Memorandum Circular No. 26, Series of 2022

<b>Office or Division:</b>	ZONING DIVISION
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Backline Service
<b>Who may avail:</b>	Lot/Land Owners, Developers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 copy of letter-request for an LGU application for a DA Certification	
1 Blueprint/ Copy of Lot Plan with vicinity/location map, signed/sealed/certified by the Geodetic Engineer	Licensed Geodetic Engineer
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
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	ZD Staff acknowledges receipt and evaluates submitted application.		10 minutes	Zoning Officer I Zoning Officer II Project Development Officer II Zoning Officer IV



email address or Facebook page.				
	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 re-evaluation.				
	ZD Staff prepares request letter and DA application form 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 forwards request letter and DA application form for City Mayor's signature.		15 minutes	Zoning Administrator
Applicant receives e-file/physical copy of signed request letter addressed to DA			2 minutes	Zoning Officer I Zoning Officer II Project Development Officer II
		<b>Total</b>	<b>47 mins.</b>	

## 8 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.

<b>Office or Division:</b>	ZONING DIVISION
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Frontline Service



<b>Who may avail:</b>	All
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<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1 copy of request/letter of intent specifying the reason thereat	Applicant
Other pertinent documents that may be required	

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 Zoning Officer II Project Development Officer II
		<b>Total</b>	<b>19 mins.</b>	

<b>FEEDBACK AND COMPLAINTS MECHANISM</b>	
How to send feedback	Through a customer feedback form, letter, email, or electronic messaging.
How feedbacks are processed	Forwarded to concerned unit, and acted upon within the prescribed period.
How to file a complaint	Through a letter, email, or electronic messaging, addressed to:



	<p>ENGR. JOSEPH B. ESPLANA          CPDC          City Planning and Development Office,          2/F City Hall Building, Rizal Street,          Legazpi City</p>
How complaints are processed	<p>Check on the details of the complaints, ask for the incident report by the concerned employee, with documentary attachment, then a letter-reply to the complainant.</p>
Contact information of CCB, PCC, ARTA	<p><b>CCB:</b>          0908 881 6565          email@contactcenterngbayan.gov.ph  <b>PCC:</b>          8888          pcc@malacanang.gov.ph  <b>ARTA:</b>          (02) 8478 5093          complaints@arta.gov.ph</p>

Division	Email Address	Contact Information
Administrative Division	legazpicpdo@gmail.com	(052) 742-0821
Housing and Homesite Regulation Division	hd.cpdolegazpi@yahoo.com	(052) 742-0821
Plans and Programs Division	ppd.cpdolegazpi@gmail.com	(052) 742-0821
Research, Evaluation and Statistics Division	resdcpdolegazpi@gmail.com	(052) 742-0821
Special Projects Division	legazpicpdo@gmail.com	(052) 742-0821
Zoning Division	cpdozoning.legazpi@gmail.com lcforbusiness.cpdoleg@gmail.com	(052) 742-0821
Ms. Grace R. Bachiller, ACPDC	gracebachiller771@gmail.com	(052) 742-0821
EnP Jocelyn M, Codorniz OIC, CPDO	jocelyncodorniz@gmail.com	(052) 742-0821