

3. Issuance of Locational Clearance

Locational Clearance is granted by the Deputized Zoning Administrator to any person who shall introduce development or construction on a parcel of land, or convert the present use of land provided it is in conformity with the Local Development Plan or Zoning Ordinance or said project location area is compatible with the dominant Land Use Plan of Municipality of Tanza.

Office or Division:	Municipal Planning and Development Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All and Of legal age			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certified Photocopy of the following:				
Transfer Certificate of Title of Land Title (3 Photocopies)		Register of Deeds		
Tax Declaration (3 photocopies)		Assessor's Office		
Latest Real Property Tax Receipt or Tax Clearance or Certification (3 photocopies)		Land Tax Division-Treasurer's Office		
Bill of Materials or Estimated Cost		Citizen or Client		
Notarized Application Form (1 photocopy)		Issuing Agency/Office / Notary Public		
Certification of Barangay No Objection (3 photocopies)		Barangay Hall		
Homeowners Certification of No Objection (3 photocopies)		Homeowners Association President of Subdivision		
Project sets of Plan (5 sets original)		Citizen or Client		
Other necessary documents that may be required		Notary Public, DPWH		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the application and requirements for securing locational clearance	1, Give the list of requirements	None	5 Minutes	<i>MPDC Staff</i> MPDO
2. Comply and submit all the requirements for review, assessment and evaluation	2. Receive the required documents 2.1 check for completeness	None	10 Minutes	<i>MPDC Staff</i> MPDO

	2.2 Issue Order of Payment			
3. Proceed to the Municipal Treasurer's Office for payment and secure official receipt	3. Get the payment and order of payment 3.1 Issue Official Receipt	Depends on schedule of fees from HLURB	5 Minutes	<i>Collection Staff</i> Window 1, 2, 3, 4, or 5 Mun. Treasury Office
4. Return to MPDC Office to present Official Receipt.	4. Accept the Official Receipt get photocopy	None	5 Minutes	<i>MPDC Staff</i> MPDO
5. Get advice for the schedule of releasing of Locational Clearance	5. Give schedule for the releasing of Locational Clearance	None	3 Minutes	<i>MPDC Staff</i> MPDO
6. Return to the MPDC Office to claim clearance as scheduled	6. Issue locational clearance to the client and sign logbook acknowledgement receipt	None	1 Day	<i>MPDC Staff</i> MPDO
	TOTAL	Based on HLURB table	1 Day, 28 Minutes	

(Issuance of Locational Clearance) is covered under the Laws of Housing and Land Use Regulatory Board.