

PROCESSING OF DEVELOPMENT PERMIT and RECLASSIFICATION OF AGRICULTURAL LANDS

Schedule of Availability of Service:

Monday-Friday, 8:00 am to 5:00pm without noon break

Who May Avail of the Service:

- Investors
- Developers
- New commercial/industrial establishments

What are the Requirements:

- Accomplished Application Form
- Letter request for development permit addressed to the Municipal Mayor and/or Vice Mayor
- Photocopy of Land Title/Deed of Sale
- Photocopy of Location Plan
- Photocopy of Project Plan
- Photocopy of Subdivision Plan

Duration:

5 minutes

How to Avail of the service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Proceed to the Municipal Planning and Development Office and present complete requirements	1. For Development Permit - Evaluate the application and endorse to the Sangguniang Bayan for approval 2. For Reclassification- Evaluate the application and endorse to the Sangguniang Bayan for deliberation and decision	5 minutes	Municipal Planning and Development Coordinator	None	Application Form
END OF TRANSACTION						

ISSUANCE OF DEVELOPMENT PERMIT and RECLASSIFICATION OF AGRICULTURAL LANDS

Schedule of Availability of Service:

Monday-Friday, 8:00 am to 5:00pm without noon break

Who May Avail of the Service:

- Investors
- Developers
- New commercial/industrial establishments

What are the Requirements:

Approved Sangguniang Bayan Resolution/Ordinance

Duration:

12 minutes

How to Avail of the service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Proceed to the Municipal Planning and Development Office and present a copy of SB Resolution/Ordinance	Prepare the Development Permit or Decision on Zoning Issue order of payment	5 minutes	Municipal Planning and Development Coordinator	None	Order Payment Form
2	Pay at the Treasurer's Office	Process payment and issue Official Receipt (OR)	5 minutes	Revenue Collection Clerk II	Based on the Municipal Revenue Code	Official Receipt
3	Return to the Municipal Planning and Development Office Present OR and claim Development Permit or Decision on Zoning	Release Development Permit or Decision on Zoning	2 minutes	Municipal Planning and Development Office Staff		
END OF TRANSACTION						