



CITY PLANNING AND DEVELOPMENT COORDINATOR'S OFFICE (CPDO)

4th Floor City Hall Annex Building, Tabaco City

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The City Planning and Development Office (CPDO) is responsive to multifarious tasks assigned to it and following salient frontline services offered:

- Formulates and integrates economic, social, physical, and other development objectives and policies
- Prepares comprehensive plans and similar development planning documents
- Monitors and evaluates the implementation of different programs, projects and activities in the City in accordance with the approved development plan
- Provide data for researchers
- Issuance of Zoning Certificate
- Issuance of Locational Clearance
- Issuance of Zoning Certificate for Business and Special Permits

SERVICE	STEPS	MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON TO APPROACH	REQUIRED FEES	TYPE OF SERVICE	CLASSIFICATION	
REQUEST OF DATA/ INFORMATION	1	Client is required to register at the visitor's logbook and present letter of intent	3 minutes	1. Letter Request	<ul style="list-style-type: none"> • Milani Orallo • Elvie B. Brutas 	None	G2C	Simple
	2	CPDO personnel will assist and provide the data needed to the researchers	30 minutes	1. Provide USB or CD for research data/ documents.	<ul style="list-style-type: none"> • Antonia Burabod 			
	3	Client shall return documents borrowed at the office before 5:00pm	20 minutes	2. Present valid Government ID	<ul style="list-style-type: none"> • Milani Orallo • Elvie B. Brutas 			



ISSUANCE OF ZONING CERTIFICATION	1	Verify with existing database or conduct site inspection of actual location	5 minutes (If site is found in the existing data base) Half day (If scheduled for actual site inspection)	1. Proof of Ownership Transfer Certificate of Title (TCT) 2. Current Real Property Tax Receipt 3. Tax Declaration 4. Lease of Contract (If place of business is rented) 5. Cedula 6. Picture of Establishment	<ul style="list-style-type: none"> Emmanuel G. Bonto Rizalito G. Bien Antonio Cabais 	For New Business Permit: Php 25.00 For Zoning Certification of Lots: P 500.00	G2C	Simple
	2	Issue order of payment if application for zoning certification is in order	3 minutes					
	3	Receive/record official receipt and issue zoning certificate	5 minutes					
ISSUANCE OF LOCATIONAL CLEARANCE	1	Accept and check for completeness of requirements and duly filled out application forms	5 minutes (Verification of completeness of documentary requirements)	1. Application form duly notarized 2. 1 complete set of plan duly signed and sealed by Professional Civil Engineer/ Architect. Geodetic Engineer/ Electrical Engineer	<ul style="list-style-type: none"> Emmanuel G. Bonto Rizalito G. Bien Antonio Cabais 	Please see attached Schedule of Fees (adopted from DHSUD formerly HLURB)	G2C	Simple
	2	Schedule site inspection for verification; Check location/ site of the proposed building to be constructed if it conforms to the zoning ordinance	Half day	3. Transfer Certificate of Title (TCT) blue copy				
	3	Assess the required fees and issue order of payment	3 minutes	4. Current Real Property Tax				



	4	Receive official receipt and prepare/ print locational clearance	5 minutes	Receipt 5. Tax Declaration 6. Survey Plan/ Lot Plan	<ul style="list-style-type: none"> Rizalito G. Bien Engr. Noel S. Bonaobra 			
	5	Transmit the Locational Clearance to the Office of the Mayor for final approval	30 minutes		<ul style="list-style-type: none"> Milani G. Orallo Antonio B. Cabais 			
	6	Release of the Locational Clearance	3 minutes					
PROCESSING OF SUBDIVISION APPROVAL OR DEVELOPMENT PERMIT	1	Receipt of 1 st Endorsement from the Sangguniang Panlungsod	5 minutes	1. Application form duly notarized 2. 5 complete sets of subdivision plan duly signed and sealed by an Environmental Planner 3. Transfer Certificate of Title (TCT) blue copy 4. Current Real Property Tax Receipt 5. Tax Declaration 6. Survey Plan/ Lot Plan 7. Deed of Restriction 8. Hydraulic Design 9. Environment Compliance Certificate (ECC)/	<ul style="list-style-type: none"> Rizalito G. Bien 	<i>Please see attached Schedule of Fees (adopted from DHSUD formerly HLURB)</i>	G2C	Simple
	2	Accept and check for completeness of requirements and duly filled out application forms	5 minutes					
	3	Schedule site inspection for verification; Check location/site of the proposed subdivision if it conforms to the zoning	Half day		<ul style="list-style-type: none"> Emmanuel G. Bonto Rizalito G. Bien Antonio B. Cabais 			
	4	Assess the required fees and issue order of payment	5 minutes					
	5	Process the Subdivision Approval and Development Permit	Half day					



	6	Transmit to the Office of the Mayor for Final Approval/Signature	3 minutes	Certificate of Non-Compliance (CNC) from the Department of Environment and Natural Resources 10. National Water Resource Board Permit for construction of deep well				
	7	Release of Subdivision Approval and Development Permit	3 minutes					

SCHEDULE OF FEES FOR ZONING/ LOCATIONAL CLEARANCE

A. Single Residential Structure Attached or Detached	
Php100,000 and below	Php 288.00
Over Php100,000 to Php200,000	Php 576.00
Over Php200,000	Php720.00 + 1/10 of 1% in excess of 200,000
B. Apartment/Townhouses	
Php500,000 and below	Php1,440.00
Over Php500,000 to 2 million	Php2,160.00
Over 2 million	Php3,600 + 1/10 of 1% in excess of 2M regardless of the number of doors
C. Dormitories	
2 million and below	Php3,600.00
Over 2 million	Php3,600.00 = 1/10 of 1% of cost in excess of 2 M regardless of the number of doors
D. Institutional	
Below 2 million	Php2,880.00
Over 500,000 to 2 million	Php2,880 + 1/10 of 1% of cost in excess of 2M
E. Commercial/ Industrial and Agro-Industrial	
1. Below 100,000	Php1,440.00
2. Over 100,000 - 500,000	Php2,160.00
3. Over 500,000 - 1 million	Php2,880.00



4. Over 1M - 2M	Php4,320.00
5. Over 2M	Php7,200 + 1/10 of 1% of cost in excess of 2M
F. Special Uses/Special projects (Gasoline Station, Cell Sites, Slaughter House, Treatment Plant etc.)	
Bellow 2 million	Php7,200
Over 2 million	Php7,200 + 1/10 of 1% of cost in excess of 2M
G. Alteration/Expansion affected areas/Cost only	Same as original application
II. SUBDIVISION AND CONDOMINIUM PROJECTS (UNDER P.D. 957)	
A. Approval of Subdivision Plan (including townhouses)	
1. Preliminary Approval and Locational Clearance (PALC)	
a. Processing Fee	Php360/Ha or fraction thereof
b. Inspection Fee	Php1,500/Ha regardless of density
2. Final Approval and Development Permit	
a. Processing Fee	Php2,880/Ha or fraction thereof
b. Additional Fee on Floor area of housing component	P3.00/sq.m.
3. Alteration of Plan (Affected Areas Only)	Same as Final Approval & Development Permit
4. Certificate of Registration Processing Fee	Php2,880.00
5. License to Sell (Per Saleable Lot)	Php150.00
a. Processing Fee	Php216/ saleable lot
b. Additional Fee on Floor Area of Housing Component	Php14.40/Sq.m.
c. Inspection Fee	Php1,500/Ha regardless of density
d. Zoning Certificate	Php720.00