

OFFICE OF THE LAND USE AND ZONING ADMINISTRATION

VISION

Lead and support the city's vision thru an effective land use and zoning administration.

MISSION

To guide, control and regulate the utilization of land for future growth and development.

FRONTLINE SERVICE	ISSUANCE OF LAND USE CLEARANCES AND PERMITS – LOCATIONAL CLEARANCE – CERTIFICATE OF EXCEPTION – SPECIAL USE PERMITS – TEMPORARY USE PERMIT – CERTIFICATE OF CONFORMANCE – ZONING CERTIFICATION – CERTIFICATE OF NON-CONFORMANCE
STEP 1A	Provide clients with an Application Form and list of requirements.
STEP 1B	– Receive and review accomplished Application Form. – Evaluate attached supporting documents for the clearance/ permits/ certificates applied.
STEP 1C	Schedule inspection/ site verification.
SERVICE PROVIDER/S	South Caloocan: - LUIS A. BAGUS - VIRGILIO P. TOLENTINO - JUDEE ROSARIO B. TIANGCO - NELSON D. PABUSTAN - NENNETTE M. SOLIS - EMMANUEL A. TIANGCO North Caloocan: - DELIO A. NAPACIA
TIME FRAME	Ten to 15 minutes
REQUIRED DOCUMENT/S	1. Lot Plan with vicinity map certified by a Geodetic Engineer 2. Transfer Certificate of Title (TCT)/ Land Title 3. Lease Contract/ Consent from property owner 4. Declaration of Real Property (land area and existing building) 5. Real Property Tax (RPT) receipts for land and building (current) 6. Barangay Clearance/ Barangay Resolution (for critical activity) 7. Immediate Neighborhood Consent (for critical activity) 8. Production Flow and Waste Management System (medium/ high intensity manufacturing) – Business 9. Previous Business Permit and Locational Clearance/ Temporary Use Permit (TUP) 10. Authority to Sign (Corporate Secretary's Affidavit) 11. Architectural Plan/ Site Development Plan (one set) – Building 12. Certificate of Occupancy – Business 13. Security and Exchange Commission (SEC) Registration 14. Latest Geographic Information System (GIS) map of location
STEP 2A	Conduct site inspection.
STEP 2B	Verify the validity of the neighborhood consent (for special use of land and other activities that need approval of the residents).
SERVICE PROVIDER/S	South Caloocan: - VIRGILIO P. TOLENTINO - NELSON D. PABUSTAN North Caloocan: - DELIO A. NAPACIA
TIME FRAME	30 - 40 minutes
STEP 3	Evaluate the project activity as per conformity to the land use and zoning map and veracity of information submitted. – For conforming uses, assess fees and charges, prepare Order of Payment. – For non-conforming applications, forward to the Zoning Administrator for further evaluation.

SERVICE PROVIDER/S	South Caloocan: - LUIS BAGUS - JUDEE BAUTISTA TIANGCO
	North Caloocan: - DELIO A. NAPACIA
TIME FRAME	Five to ten minutes

FRONTLINE SERVICE	ISSUANCE OF LAND USE CLEARANCES AND PERMITS (cont.) - LOCATIONAL CLEARANCE - CERTIFICATE OF EXCEPTION - SPECIAL USE PERMITS - TEMPORARY USE PERMIT - CERTIFICATE OF CONFORMANCE - ZONING CERTIFICATION - CERTIFICATE OF NON-CONFORMANCE	
STEP 4A	Issue Order of Payment.	
STEP 4B	Advice client to pay required amount of fees at the CASHIER, CITY TREASURER'S OFFICE.	
SERVICE PROVIDER/S	South Caloocan: - LUIS A. BAGUS - VIRGILIO P. TOLENTINO - JUDEE ROSARIO B. TIANGCO - NELSON D. PABUSTAN - NENNETTE M. SOLIS - EMMANUEL A. TIANGCO	
	North Caloocan: - DELIO A. NAPACIA	
TIME FRAME	Five to ten minutes	
REQUIRED FEES	APPLICATION/ FILING FEE:	
	Locational Clearance PhP 100.00	
	Motion for reconsideration 200.00	
	Petition/ request for reconsideration 500.00	
	Subdivision 450.00	
	Filing Complaint 100.00	
	ZONING AND LAND USE VERIFICATION FEE:	
	Residential Fee PhP 100.00	
	Commercial/ Industrial 400.00	
	Social, Educational and Institutional Establishment 200.00	
	Inspection on Land Use Conformity 100.00	
	PROCESSING FEE OF TOTAL FLOOR AREA (per sq.m.):	
	Residential Fee PhP 2.00	
	Commercial 3.00	
	Industrial 4.50	
	Social, Educational and Institutional Establishment 2.00	
	Subdivisions and Memorial Parks/ cemeteries (per square meter of total land area) 1.00	
Telecommunication Towers (per square meter of total base) 4.50		
Billboards (per square foot) 6.00		
Yards utilized for commercial/ industrial purposes (per square meter of total land area) 3.00		
All types of renovation 75% of the corresponding prescribed rate		
STEP 5	Upon receipt of proof of payment (original and photocopy of Official Receipt), prepare Land Use/ Zoning Clearance for signatures of the Land Use and Zoning Administrator and City Mayor.	
SERVICE PROVIDER/S	- LUIS A. BAGUS - VIRGILIO P. TOLENTINO - JUDEE ROSARIO B. TIANGCO - NELSON D. PABUSTAN - NENNETTE M. SOLIS - EMMANUEL A. TIANGCO	
	TIME FRAME	Ten minutes
	STEP 6	Affix signatures of the Land Use and Zoning Administrator and the City Mayor on the Clearance.
SERVICE PROVIDER/S	- Atty. FERNANDO R. AMOR - Hon. OSCAR G. MALAPITAN	
TIME FRAME	Two to three days	
STEP 7	Release clearance, permits, certificates applied.	

SERVICE PROVIDER/S	– NENNETTE M. SOLIS
TIME FRAME	Five to ten minutes

FRONTLINE SERVICE	ISSUANCE OF DEVELOPMENT PERMIT (Secretariat - Caloocan City Committee on Subdivision, Housing and Memorial Park)
STEP 1	Receive and review accomplished Application Form with complete supporting documents from the Office of the City Administrator/ Committee on Subdivision, Housing and Memorial Park.
STEP 2A	Verify and evaluate application as per standards/ requirements indicated in the Presidential Decree (PD) No. 957/ Batas Pambansa (BP) 220 and Comprehensive Zoning Ordinance No. 0369 s. 2003 and other related laws.
STEP 2B	Schedule site inspection.
SERVICE PROVIDER/S	– LUIS A. BAGUS – JUDEE ROSARIO B. TIANGCO
TIME FRAME	Three to five days
REQUIRED DOCUMENT/S	<ol style="list-style-type: none"> 1. Lot Plan with vicinity map (existing land use of lots on the N, NE, E, SE, S, SW, W, NW, adjacent to the project site must be indicated) certified by a Geodetic Engineer 2. Site Development Plan (specify individual lot measurements signed by a Civil Engineer and an Environmental Planner (four sets) 3. List of Parcels of Lot (Lot Number/ Block Number/ Area) 4. Civil and Work Design (Block Number/ Area) 5. Topographic Plan 6. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage 7. Certificate of Securities and Exchange Commission (SEC) Registration 8. Articles of Incorporation or Partnership 9. Application for Permit to Drill from the National Water Resources Board or Manila Water and Sewerage System (MWSS) 10. Traffic Impact Assessment for Subdivision with an area of 30 hectares and above 11. Authority to Sign (Corporate Secretary's Affidavit) 12. Corporate Tax Identification Number (TIN) card (photocopy) 13. Barangay Clearance/ Resolution 14. Transfer Certificate of Title (TCT) 15. Tax Declaration of Real Property Value 16. Real Property Tax Receipts (current) 17. Certificate of Housing and Land Use Regulatory Board (HLURB) Registration – Community Mortgage Program (CMP) Project 18. Letter of Intent to Sell, Contract to Sell, Deed of Absolute Sale, or Memorandum of Agreement (MOA) between the landowner and association – CMP Project 19. MOA between the association and mobilizer – CMP Project 20. Office for the Urban Poor Certification – CMP Project 21. List of Beneficiaries – CMP Project
STEP 3A	Conduct site inspection.
STEP 3B	Prepare and submit Evaluation and Inspection Report to the Committee on Subdivision, Housing and Memorial Park.
SERVICE PROVIDER/S	– LUIS A. BAGUS – JUDEE ROSARIO B. TIANGCO
TIME FRAME	Two days
STEP 4A	After further review, the COMMITTEE ON SUBDIVISION, HOUSING AND MEMORIAL PARK recommends to the Sangguniang Panlungsod the approval of the Subdivision Plan.
STEP 4B	The OFFICE OF THE VICE MAYOR and the SANGGUNIANG PANLUNGSOD - COMMITTEE ON REAL ESTATE, LANDED ESTATE SUBDIVISIONS conduct three sessions of Committee Hearing for the First, Second and Final Reading for the approval of the Subdivision Plan held every second day of the week.
STEP 4C	After 15 days, the SANGGUNIANG PANLUNGSOD – SECRETARIAT SERVICES

	endorses approved resolution to the following offices for the issuance of Development Permit: – Office of the City Mayor – Office of the Land Use and Zoning Administration
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FRONTLINE SERVICE	ISSUANCE OF DEVELOPMENT PERMIT (cont.) (Secretariat - Caloocan City Committee on Subdivision, Housing and Memorial Park)
STEP 4D	Receive approved Sangguniang Panlungsod resolution.
SERVICE PROVIDER/S	– LUIS A. BAGUS – JUDEE ROSARIO B. TIANGCO
TIME FRAME	Five minutes
STEP 5A	Compute fees, encode and issue Order of Payment.
STEP 5B	Advice client to: – Pay required amount of fees at the CASHIER, CITY TREASURER’S OFFICE. – Submit photocopy of proof of payment (Official Receipt) to the Committee on Subdivision, Housing and Memorial Park.
SERVICE PROVIDER/S	– LUIS A. BAGUS – JUDEE ROSARIO B. TIANGCO
TIME FRAME	Two hours
REQUIRED FEES	APPROVAL OF SUBDIVISION PLANS:
	1. Preliminary Processing Fee:
	a. For first 5 hectares PhP 20,000.00
	b. For every additional hectare or a fraction thereof 2,000.00
	2. Final Processing Fee:
	a. Subdivisions having a density of 20 families and below per hectare, or a fraction thereof PhP 1,500.00
	b. Subdivisions having a density of 21 to 65 families per hectare or a fraction thereof 3,000.00
	c. Subdivisions having 66 to 100 families per hectare or a fraction thereof 5,000.00
	d. Additional fee on floor area of buildings sold with the lot per square meter 100.00
	3. Alteration of plan fees Same as Final Processing Fees
	4. Pavement fees for roadways, sidewalks, basketball courts, etc., per square meter 10.00
	5. Excavation fee for drainage and water supply per cubic meter 10.00
	6. Water tank:
	a. For the first ten cubic meters 1,000.00
	b. For every additional cubic meter or a fraction thereof 50.00
	c. Fencing, per lineal meter 20.00
	APPROVAL OF CONDOMINIUM/ TOWNHOUSE PLAN:
	1. Preliminary processing fee PhP 450.00
	2. Per sq. m. of the total land area 50.00
	3. Per sq. m. of the floor area of building 20.00
	4. Fee for alteration of plan Same as Final Processing Fees
	ISSUANCE OF CERTIFICATION OF COMPLETION:
	1. Subdivisions:
a. Subdivisions having a density of 20 family lots and below per hectare PhP 1,500.00	
b. Subdivisions having a density of 21 to 65 family lots per hectare 1,000.00	
c. Subdivisions having a density of 66 to 100 family lots per hectare	

	APPLICABLE EXTENSION OF TIME TO COMPLETE DEVELOPMENT	150.00
	APPLICATION FOR CHANGE OF NAME/OWNERSHIP	150.00

FRONTLINE SERVICE	ISSUANCE OF DEVELOPMENT PERMIT (cont.) (Secretariat - Caloocan City Committee on Subdivision, Housing and Memorial Park)	
	FOR ECONOMIC AND SOCIALIZED HOUSING (with housing component)	
REQUIRED FEES	1. Plans approval and development permit	
	a. Land, per hectare	250.00
	b. Building, per square meter	2.00
	2. Final inspection for certification of completion/ occupancy	
	a. Land, per hectare	10.00
	b. Building, per square meter	2.00
	3. Plan alteration on the area	50% of fees imposed
	INDUSTRIAL SUBDIVISION	
	1. Preliminary processing fee:	
	a. For the first five hectares	1,000.00
	b. For every additional hectare or a fraction thereof	100.00
	2. Final processing fee, per hectare or fraction thereof	300.00
	3. Fee for alteration of plan	Same as Final Processing Fees
	DEVELOPMENT OF MEMORIAL PARK/ CEMETERY	
	1. Preliminary processing fee for every additional hectare or a fraction thereof	250.00
	2. Final processing fee for every additional hectare or a fraction thereof	50.00
	3. Alteration of plan, per sq. m. of the affected portions subject to alteration	1.00
4. Inspection fee per hectare	100.00	
5. Other Certifications	50.00	

FRONTLINE SERVICE	RECEIVING OF COMPLAINTS IN LINE WITH THE ISSUANCE OF LAND USE CLEARANCE	
STEP 1	Receive Complaint Letter.	
SERVICE PROVIDER/S	– NENNETTE M. SOLIS	– EMMANUEL A. TIANGCO
TIME FRAME	Two to three minutes	
REQUIRED DOCUMENT/S	Complaint Letter	
STEP 2	Inspect /verify site or activity.	
STEP 3	Prepare and submit inspection report to the Land Use and Zoning Administrator. – For conforming uses, provide application form and list of requirements. – For non-conforming uses, forward to the Land Use and Zoning Administrator for issuance of cease order.	
SERVICE PROVIDER/S	South Caloocan: - VIRGILIO P. TOLENTINO	- NELSON D. PABUSTAN
	North Caloocan: - DELIO A. NAPACIA	
TIME FRAME	Two to three days	

FEEDBACK AND COMPLAINTS MECHANISM

Accomplish the Feedback Form available in the office and drop in the

designated Comment and Suggestion Box located at the Front Desk or send queries through any of the following form of correspondence:

Email Address: ***oluza.caloocan@gmail.com***

Telephone Numbers: (02) 336 – 5563
(02) 288 – 8811 loc. 2243