

### 13. Issuance of Locational Clearance (for Consent on Merit projects)

This service involves the issuance of locational clearance for projects categorized under Consent on Merit. These projects are listed under Consent on Merit usage and must conform to the proposed project's location.

<b>Office or Division:</b>	City Planning & Development Office – Land Use and Zoning Administration Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G (Government to Government), G2B (Government to Business), G2C (Government to Citizen)			
<b>Who may avail:</b>	Building Owners/Contractors/Engineers/Architects			
<b>CHECKLIST OF REQUIREMENT/S</b>		<b>WHERE TO SECURE</b>		
1. Accomplished Unified Application Form		1. Office of the Building Official Online Portal		
2. Site Development Plan with Vicinity Map and Location Plan, reflecting current lot boundaries, proper setbacks and parking provision, signed and sealed by duly licensed professional and concurred by owner		2. Owner/Contractor/Licensed Professional		
3. 1 set architectural plans (signed and sealed by licensed architect and concurred by owner)		3. Owner/Contractor/Licensed Professional		
4. Copy of Bill of Materials and Cost Estimates (signed and sealed by licensed professional and concurred by owner)		4. Owner/Contractor/Licensed Professional		
5. Copy of Sketch Plan with Vicinity Map duly signed and sealed by Geodetic Engineer		5. Owner/Licensed Geodetic Engineer		
6. Copy of DENR Approved Subdivision Plan in case the Title presented is a mother title		6. Owner/DENR/City Assessor's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements and accomplished application form through the Office of the Building Official (OBO)**	1. (OBO) Receive complete documents		<i>(Refer to OBO Process)</i>	<i>(Refer to OBO Process)</i>
2. (OBO) Forward application and pertinent documents and plans to CPDO-LUZAD	2.1 Receive documents, checks completeness of documents submitted and encodes in database, prints tracking slip		30 minutes	<i>Planning Assistant</i>
	2.2 Print tracking slip		5 minutes	<i>Planning Assistant</i>
	2.3 Forward to Zoning Officer IV for assignment of evaluator		5 minutes	<i>Planning Assistant</i>
	2.4 Assign Evaluator		5 minutes	<i>Zoning Officer III or IV</i>
	2.5 Forward to assigned Zoning Evaluator		5 minutes	<i>Planning Assistant</i>

	2.6 Evaluate documents and plans, prepares Referral for Barangay Action		60 minutes	<i>Zoning Officer II or III</i>
	2.7 Return Documents with Referral to Barangay to OBO and update LAN System (E-Tracs		60 minutes	<i>Planning Assistant</i>
3. Receive Referral for Barangay Action to forward to Barangay for consultation	3.1 (OBO) Issue Referral for Barangay Action, logs-out the application, and informs the application that the processing of the application is suspended and will resume upon submission of barangay certification		<i>(Refer to OBO Process)</i>	<i>(Refer to OBO Process)</i>
<b>OFFICE OF THE BARANGAY (WHERE THE PROJECT WILL BE LOCATED)</b>				
4. Forward referral letter to the barangay for the scheduling of barangay consultative meeting and issuance of a certification that a consultation was conducted with attached minutes and attendance.	4.1 (Barangay) Coordinate with client with regards to the schedule of the consultation and conducts consultation in the area of the proposed project. Zoning Officer II or III attends scheduled consultation upon receipt of invitation from Barangay	<i>(Refer to Barangay for Schedule of fees)</i>	10 days	<i>Barangay Personnel /Secretary</i>
<b>OFFICE OF THE BUILDING OFFICIAL &amp; CITY PLANNING AND DEVELOPMENT OFFICE</b>				
5. Submit copy of Barangay Certification, minutes, and attendance to CPDO-LUZAD, with complete application documents and plans (as logged-out) and receive new Tracking Slip	5.1 (OBO) Receive complete documents and certification, and checks for completeness, encodes and prints Tracking Slip		15 minutes	<i>(Refer to OBO Process)</i>
6. (OBO) Forward application and pertinent documents and plans to CPDO-LUZAD	6.1 Receive documents, checks completeness of documents submitted and encodes in database, prints tracking slip		<i>(Refer to OBO Process)</i>	<i>(Refer to OBO Process)</i>
	6.2 Forward to Previously Assigned Evaluator		5 minutes	<i>Planning Assistant</i>
	6.3 Evaluate and asses; then encodes in LAN System / E-Tracs		60 minutes	<i>Zoning Officer II or III</i>
	6.4 Review evaluation		15 minutes	<i>Zoning Officer IV</i>

	and assessment			
	6.5 Encode in Database and LAN System/E-Tracs and prints locational Clearance		15 minutes	<i>Planning Assistant, Zoning Officer II or III</i>
	6.6 Forward to Zoning Officer for Review and Signature, and update LAN System / E-Tracs		5 minutes	<i>Planning Assistant</i>
	6.7 Return application to OBO for One-Time Payment of Fees		60 minutes	<i>Planning Assistant</i>
<i>CITY PLANNING AND DEVELOPMENT OFFICE PROCESS ENDS HERE. PROCESS CONTINUES THROUGH THE ONE-STOP SHOP FOR CONSTRUCTION PERMITS UNDER THE OFFICE OF THE BUILDING OFFICIAL (OBO). PLEASE REFER TO OBO'S SERVICE TABLE.</i>				
10. Receive Locational Clearance, OR and stamped plans	10. (OBO) Releases Clearance with all related documents to client		<i>(Refer to OBO Process)</i>	<i>(Refer to OBO Process)</i>
	TOTAL	**	10 days, 5 hours, and 45 minutes	

The issuance of Locational Clearance (for Consent on Merit projects) is governed by Section No. 53 Zoning Ordinance No. 16, series of 2019.

*\* Please note that the processing time is intended for one client being served at one time. The time shall be extended when there are two or more clients.*

*\*\*Schedule of fees as provided by the City Zoning Ordinance*