



CITY PLANNING & DEVELOPMENT COORDINATING OFFICE

2F, City Hall, Enrile Boulevard, Regional Government Center Carig Sur, Tuguegarao City
(078) 846 - 2440 / 304-2894 local 207

ABOUT THE OFFICE

As per R.A. 7160 or the Local Government Code of 1991, this office is tasked to, among others:

1. Formulate integrated economics, social, physical and other development plans and policies for consideration of the City Development Council
2. Conduct continuing studies, researches and training programs necessary to evolve plans and programs for implementations
3. Prepare comprehensive plans and other development planning documents for the considerations of the City Development Council and
4. Promote people participation in development planning;

FRONTLINE SERVICE:

» 1. Research and Statistical Information Services

STEP-BY-STEP PROCEDURE	RESPONSIBLE PERSON/S OFFICE	REQUIREMENTS/ SUPPORTING DOCUMENTS	MAXIMUM WAITING TIME	FEES COLLECTED, IF ANY
1. Submit request about the City and its development plans and programs * interview by focal person/project head and sector-in-charges 2. Claim document/ information requested	Administrative personnel CPDO Staff	<ul style="list-style-type: none"> • ID Card • Request Letter 	20 minutes	<ul style="list-style-type: none"> • No fees/ charges

"NAPAFUTU NGA SERBISYU, PARA TA PAMMAKAPIANAN NA MAGARU."

FRONTLINE SERVICE:

» 2. Securing Locational Clearance

STEP-BY-STEP PROCEDURE	RESPONSIBLE PERSON/S OFFICE	REQUIREMENTS/ SUPPORTING DOCUMENTS	MAXIMUM WAITING TIME	FEES COLLECTED, IF ANY
<p>1. Submit application and complete documentary requirements for verification/ evaluation and schedule inspection if necessary</p> <p>* Conduct inspection for environmentally critical projects</p> <p>2. Pay filing fees at the City Treasurer’s Office</p> <p>* Preparation of Locational Clearance</p> <p>* Recommending Approval of Locational Clearance</p> <p>3. Claim Locational Clearance</p>	<p>Engr. Manolo Barreo Engr. Francis Guillermo Wilfred Martin</p> <p>Evelyn Canapi Ma.Theresa Morales Engr. Manolo Barreo Zoning Officer I Atty. Jefferson P. Soriano City Mayor</p>	<p>2 copies</p> <ul style="list-style-type: none"> • Certified Xerox Copy of Land Title • In case not registered in the name of the applicant: <ul style="list-style-type: none"> • Submit duly notarized Deed of Sale • Deed of Donation • Contract of Lease or • Authority to Use the Land, whichever is applicable • Complete set of Building Plan including Vicinity Plan and Site Development Plan 	<p>10 minutes</p> <p>1 hour</p> <p>5 minutes</p> <p>5 minutes</p>	<ul style="list-style-type: none"> • Locational Clearance fees & charges are based on HLURB Board Resolution No. 866, series of 2010

SERVICE OFFERED: » 3. Application for Road Certification

STEP-BY-STEP PROCEDURE	RESPONSIBLE PERSON/S OFFICE	REQUIREMENTS/ SUPPORTING DOCUMENTS	MAXIMUM WAITING TIME	FEES COLLECTED, IF ANY
<p>1. Submit complete documentary requirements for verification / evaluation</p> <p>* Conduct of inspection</p> <p>2. Pay fees at the City Treasurers Office</p> <p>* Preparation and Approval of Certification as to the existence of road based on inspection</p> <p>3. Claim Road Certification</p>	<p>Engr. Manolo Barreo Engr. Francis Guillermo Wilfred Martin</p> <p>Evelyn Canapi Ma. Theresa Morales Engr. Manolo Barreo</p>	<p>2 copies</p> <ul style="list-style-type: none"> • Certified Xerox Copy of Land Title • Vicinity Map • Subdivision Plan • Certification from the Barangay Chairman as to the existence of access road (notarized) • Complete set of Building Plan including Vicinity Plan and Site Development Plan 	<p>5 minutes</p> <p>1 hour</p> <p>5 minutes</p> <p>5 minutes</p>	<ul style="list-style-type: none"> • Road Certification Fee: P250.00

SERVICE OFFERED: » 4. Application for Zoning Certification

STEP-BY-STEP PROCEDURE	RESPONSIBLE PERSON/S OFFICE	REQUIREMENTS/SUPPORTING DOCUMENTS	MAXIMUM WAITING TIME	FEES COLLECTED, IF ANY
<p>1. Submit complete documentary requirements for verification / evaluation</p> <p>2. Pay fees at the City Treasurers Office</p> <p>* Preparation and Approval of Certification</p> <p>3. Claim Zoning Certification</p>	<p>Engr. Manolo Barreo Engr. Francis Guillermo Wilfred Martin</p> <p>Evelyn Canapi Ma.Theresa Morales</p> <p>Engr. Manolo Barreo</p>	<p>2 copies</p> <ul style="list-style-type: none"> • Certified Xerox Copy of Land Title, or any of the ownership or right over the property and or latest tax declaration • Lot Plan duly signed by a licensed Geodetic Engineer • Vicinity Map indicating clearly and specifically the exact location of proposed site and existing land uses and or landmarks within a radius of at least 500 meters and duly signed by a licensed Geodetic/ Civil Engineer or Architect 	<p>5 minutes</p> <p>5 minutes</p> <p>5 minutes</p>	<ul style="list-style-type: none"> • Zoning Certification Fee: P600.00/ Hectare

IF YOUR REQUEST WAS NOT GRANTED, PLEASE FEEL FREE TO CALL (078) 846-2440 OR FILL UP THE FEEDBACK FORM AND DROP IT AT THE SUGGESTION BOX LOCATED AT THE INFORMATION DESK.