

Issuance of Certificate of Zoning Viability

Schedule of availability of service:

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

Who may avail the service:

- Owners or representatives of proposed projects that need Environmental Compliance Certificate (ECC) or Certificate of Non Coverage (CNC) like poultry farm, ice plant, rice mill, beach resort, gasoline station, funeral parlor, telecommunication and the like

What are the requirements:

1. Blueprint or photocopy of Approved Subdivision Plan/Lot Boundaries
2. Lot Title
3. Updated Tax Declaration
4. Barangay Certification

Note: No. 2 to No. 4 requirements may be presented in photocopy

Total Processing Time:

- Three (3) hours and 25 minutes

How to avail the service:

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Present requirements to the assigned personnel	Check and review the completeness of requirements submitted <i>Note: Application with incomplete requirements will not be accepted</i>	20 minutes		Maris De Lara Rodalyn Tunzon Rudolph Jacob
2	Accompany the personnel during the site inspection	Conduct site inspection	2 hours		Engr. Susan America
3	Secure Order of Payment	Evaluate and asses fees	30 minutes		Engr. Susan America
	Proceed to MTO and pay the required fees	Issue Order of Payment & advise client to proceed to MTO	5 minutes	P75.00	Revenue Collection Clerk
4	Go back to MPDO and present the original Official Receipt Receive the Certificate	Encode and issue Certificate of Zoning Viability	30 minutes		Maris de Lara Rodalyn Tunzon Rudolph Jacob Engr. Susan America