



3. Issuance of Zoning Clearance/Certification

Zoning clearance/certification is granted by the Deputized Zoning Administrator to any person who shall want to know the classification of land provided it is in conformity with the Zoning Plan of the Municipality of Tanza that contains a set of allowed uses and regulations that applies to each designated zone or district.

Office or Division:	Office of the Municipal Planning and Development Coordinator			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All and Of legal age			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Transfer Certificate of Title of Land Title (1 photocopy)		Register of Deeds		
Tax Declaration (1 photocopy)		Assessor's Office		
Latest Real Property Tax Receipt or Tax Clearance or Certification (1 photocopy)		Land Tax Division-Treasurer's Office		
Vicinity Map or Survey Plan (1 photocopy)		Citizen or Client / Land Registration Authority (LRA)		
Request letter of owner (1 original copy)		Citizen or Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the requirements for securing zoning clearance /certification	1. Give the list of requirements	None	5 Minutes	MPDC Staff MPDO
2. Comply and submit all the requirements for review, assessment and evaluation	2. Receive the required documents and 2.1 Check for completeness 2.2 Issued Order of Payment	None	5 Minutes	MPDC Staff MPDO
3. Proceed to the Municipal Treasurer's Office for payment and secure official receipt	3. Issue the order of payment if all required documents were given and client need to pay it in Treasurer's Office	PHP500 per hectare	5 Minutes	Collection Staff Window 1, 2, 3, 4, or 5 Mun. Treasury Office
4. Return to MPDC Office to present Official Receipt.	4. Accept the Official Receipt 4.1 Get photocopy of Official Receipt		5 Minutes	MPDC Staff MPDO
5. Get advice for the schedule of releasing of Zoning clearance/certification	5. Give schedule for the releasing of zoning clearance/certificate	None	3 Minutes	MPDC Staff MPDO



6. Return to the MPDC Office to claim clearance/certificate as scheduled	6. Issue zoning clearance/certificate to the client and sign logbook acknowledgement receipt	None	1 Day	MPDC Staff
TOTAL		PHP500/ Hectare	1 Day, 23 Minutes	