

**CITY PLANNING AND DEVELOPMENT OFFICE
CITIZENS' CHARTER**

AVAILABLE SERVICES:

APPLICATION FOR LOCATIONAL CLEARANCE (COMPLEX STRUCTURES)

This initial Locational Clearance Application is a pre-requisite of Building Permit given to individual or corporation proposing to build a structure in Pasig City. The application is assessed based on its compliance with the Pasig City Zoning Ordinance. Aspects assessed are compliance with zoning classification, building height, number of parking spaces, and setbacks (opening from building line to property line).

Office or Division	City Planning Development Office (CPDO) - Zoning and Land Use Division
Classification	COMPLEX Projects
Type of Transaction	LOCATIONAL CLEARANCE (FOR BUILDING PERMIT)
Who May Avail:	Any person, company, corporation residing/located in Pasig City

CHECKLIST OF REQUIREMENTS	WHERE TO USE
1. Accomplished Locational Clearance Form Notarized Application Form	Downloadable Form from this link: Application form for Locational Clearance Requirements for Locational Clearance
2. Homeowners Certificate (only if the property is inside subdivision or condominium with duly registered HOA)	Duly Registered HOA
3. Barangay Clearance (for application of Locational Clearance and Building Permit Purpose)	Barangay having jurisdiction over the place of proposed project
4. Site Development Plan/ Building Plan (2 sets Architectural Plan - SIGNED AND SEALED BY LICENSED ARCHITECT) Indicate the width of RROW & Alley in Site Development Plan. Architectural plans - Site development plan, Ground & upper floor plans, elevations, sections, and roof plan; if there are existing buildings within the same property, show the distance from existing structures	Provided by applicant
5. Authority to Construct/ Consent from Co-owner/s and/or Special Power of Attorney	Provided by applicant
6. Lease Contract (for Lease Property)	Provided by applicant
7. Certified True Copy of TCT (photocopy)	Provided by applicant (Register of Deeds)
8. Certified True Copy of Tax Declaration (Land & Building) (photocopy)	Provided by applicant (City Assessor)
9. Latest Tax Clearance or Tax Receipt (photocopy)	Provided by applicant (Land Tax)
10. Location Plan/ Lot Plan (Signed and Sealed by a Licensed Geodetic Engineer)	Provided by applicant (Duly signed and sealed by Geodetic Engineer)
11. Valid PTR & PRC ID of Architect (photocopy)	Provided by applicant (Duly signed and sealed by Architect)
12. Notarized Authorization Letter and SPA to transact with Valid ID (photocopy)	Provided by applicant
13. Recent Pictures of Lot, Road-right-of-Way, Alley	Provided by applicant

CHECKLIST OF REQUIREMENTS	WHERE TO USE
14. Comprehensive Master Development Plan (CMDP) for applications zoned as Mixed use Development or Planned Unit Development (MUD/PUD)	Provided by applicant (Duly signed and sealed by Registered and Licensed environmental planner (RLEnP) and/or by a registered and licensed Architect)
15. Traffic Impact Assessment (TIA) for applications zoned in MUD/PUD (latest TIA or not older than 3 years old) (based on Zoning Ordinance Sections 27, 38, 48, and Article X)	Provided by applicant (preferably signed and sealed by a RLEnP)

APPLICANT STEPS (SINGLE TRANSACTION)	CPDO - ZONING DIVISION ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and accomplish application form	Issue application form (downloadable forms from following link:) <ul style="list-style-type: none"> Application form for <u>Locational Clearance</u> Requirements for <u>Locational Clearance</u> 	None		Applicant or Representative
2. Submit notarized accomplished application form and required documents	Receive the application form and check the completeness and appropriateness of submitted documents	None	15 minutes	Sasna Miguel, Marjorie Pedernal, Vernadith Cruz, John Carlo Fajardo, Vicente Benson Santos
	Record in the logbook the applicant information (contact number), proposed project and address.	None	5 minutes	
3. Claim the acknowledgement receipt from the CPDO window	Issue acknowledgement receipt	None	5 minutes	EnP. Priscella B. Mejillano
	Forward the application to the Head of Office for preliminary review	None	20 minutes	
	The assigned evaluator evaluates the proposal for compliance to 2015 Zoning Ordinance.	None		
4. If the proposed project is not compliant to the parameters of the Zoning Ordinance, receive the return slip and comply with the recommendations *Upon re-submission of the adjusted plans to CPDO, the duration of processing of the locational clearance will reset	<u>If not compliant</u> , evaluators will prepare the action and recommendation and return to applicant. Set a schedule of inspection and Record schedule of inspection	None	3-5 days	Arch. Beryl Baybay, Engr. Romelo S. Palermo & Engr. Yvan Pagdonsolan
if compliant,	<u>If compliant</u> , evaluators prepare the order of payment and locational clearance.			

APPLICANT STEPS (SINGLE TRANSACTION)	CPDO - ZONING DIVISION ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Review the evaluated LC for recommendation to the Zoning Administrator (assumption: Application is compliant.)	None	2 hours	EnP. Priscella B. Mejillano
	Forward the Locational Clearance and order of payment to the City Administrator for signature.	None	1 -2 days	Atty. Jeronimo U. Manzanero – Concurrent Zoning Administrator
5. Upon receipt of notice of approval of application, claim Order of Payment at CPDO Zoning Window	When LC is signed, applicant will be contacted through text and/or call to claim the Order of payment; give the order of payment to the applicant	LC Fee depends on Total Floor Area, Locational Clearance & other Fees	15 minutes	Elvira Songco, Sasna Miguel
6. Pay processing and clearance fee	NONE		Depends on the no. of applicants at cashier	Treasury / Cashier
7. Return to CPDO, present OR and claim Locational Clearance	Release the Locational Clearance (stamped and signed by CPDO) *Furnish the Records Section of the released Locational Clearance. Return all CPDO - stamped plans except Architectural Plan (1 set only)	None	20 minutes	Elvira Songco, Sasna Miguel
8. Go to the Office of the Building Official to apply for Building Permit				

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Fill out provided form and drop in suggestion box
How feedback is processed	Feedback is collected and collated by the office of the PACD AND UGNAYAN.
How to file a complaint	Can be filed through the following channels: - walk-in/ CITY PLANNING DEVELOPMENT OFFICE - CPDO Tel. No. 8643-1111 local 1611 Email address: cityplanning@pasigcity.gov.ph
How complaints are processed	CITY PLANNING DEVELOPMENT OFFICE records the complaint and shall act on the complaint and provide feedback to the applicant on the action taken.
Contact Information	Trunk line: 8 643-1111 local 1611 Email Address: cityplanning@pasigcity.gov.ph