

# CITY PLANNING & DEVELOPMENT OFFICE

IliganCity Hall, Buhanginan Hills, Pala-o, 9200 IliganCity

Tel.: (063) 222-2179; 221-9615; email: [iligancpdo@gmail.com](mailto:iligancpdo@gmail.com)

**Frontline Service** : **ISSUANCE OF CERTIFICATE OF LAND USE/ZONING CLASSIFICATION**

**Schedule of Availability of Service** : 8:00AM-5:00PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.  
\* On Mondays provision of services starts after flag raising

**Who May Avail of the Service** : Land Owners, Real Estate Brokers, Real Estate Developers, Business Investors

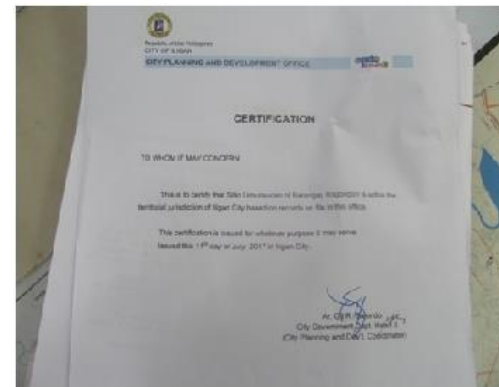
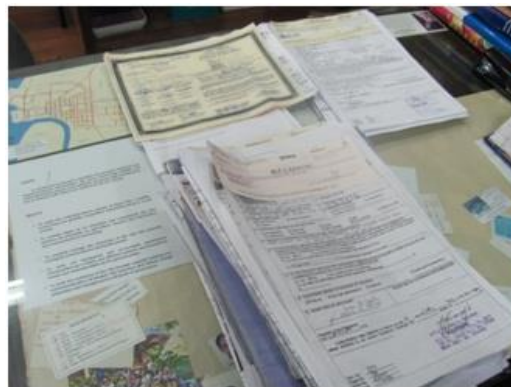
**What are the Requirements** :

Proof of ownership over the land;

- Certificate of Title or Tax Declaration in the name of applicant or any of the following documents together with the owner's Certificate of Title or Tax Declaration:
  - Deed of Sale in the name of the applicant
  - Contract of Lease
  - Deed of Donation
  - Authorization to use the land from the land owner;
- Vicinity Map (or Location Map) showing existing land use within 100-meter radius (for projects of local significance) and 1 kilometer radius (for projects of national significance) from the lot boundary of the project site;

**Duration** : 1 hour and 10 minutes

(\*Time exclusive of payment at Cash Receipts of City Treasurer's Division - Step 3)



## How to Avail the Service:

## ISSUANCE OF CERTIFICATE OF LAND USE/ZONING CLASSIFICATION

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person in Charge	Fees	Form
1	Present accomplished requirements to CPDO-Zoning Section (CPDO-ZS) for evaluation	Receive requirements for evaluation	2 minutes	Clemencia C. Suerte		
2	Receive Order of payment & listen to instruction	Issue & release Order of Payment and instruct client to pay at the Cash Receipts Division	5 minutes	Clemencia C. Suerte		Order of Payment
3	Pay corresponding fees at the Cash Receipts Division of the City Treasurer's Office	Issue Official Receipt		Teller (Cash Receipts Division, CTO)	P 50.00 (Authorized under Sangguniang Panlungsod Res. No. 05-1098, C.O. No. 05-4869, 30 Dec 05)	Official Receipt
4	Present Official Receipt to CPDO-ZS for processing and approval	Receive Official Receipt, process and approve Certificate of Land Use/Zoning Classification	1 hour	Clemencia C. Suerte		Official Receipt
5	Receive Certificate of Land Use/Zoning Classification	Release Certificate of Land Use/Zoning Classification	3 minutes	Clemencia C. Suerte		Certificate of Land Use/ Zoning Classification
<b>END OF TRANSACTION</b>						

Note: Processing period is accounted on average individual transaction time and does not include queuing time and/or volume of request factor.