



CITIZEN'S CHARTER

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

VISION:

Marilao as a highly urbanized, habitable community, where Development, Man and Nature co-exist harmoniously.

MISSION:

The Municipal Planning and Development Office, a pro-active and reactive agent of development, with a highly capable and willing staff, effectively utilizing its available resources for the efficient delivery of needs of a sustainable development for Marilao.

Issuance of Locational Clearance/ Zoning Certification

SCHEDULE

Monday–Friday
8 am – 5 pm
(No Noon Break)

DURATION

20 minutes
(plus 2 days)

REQUIREMENTS

FOR RESIDENTIAL, INSTITUTIONAL, CELL SITES, SPECIAL PROJECTS (GASOLINE STATION, SLAUGHTER HOUSE, FUNERAL PARLOR)

Vicinity Map
Lot Plan duly signed by a Geodetic Engineer
Proof of Ownership (for property owner)
Torren's Title
Tax Declaration with Receipt
Right Over Property (if not property owner)
Notarized Contract to Sell/ Deed of Sale
Notarized Letter of Authority
Photocopy of owner's valid ID
Site Development Plan
Building Plan/ Floor Plan
Bill of Materials
Barangay Clearance/ HOA Clearance

Additional for Institutional:
Recommendation to SB for Zoning Adjustment

Additional for Cell Sites:
Sangguniang Barangay and Sangguniang Bayan
Resolution of No Objection
Clearance from NTC

Clearance from DOH
Additional for Special Projects:
Sangguniang Barangay and Sangguniang Bayan
Resolution of No Objection
Environmental Compliance Certificate
Certificate of Non-Coverage

SM TENANTS

Notarized Contract of Lease/ Award Notice
Notarized Letter of Authority
Photocopy of owner's valid ID
Building Plan/ Floor Pan
Bill of Materials
Barangay Clearance
SEC Certificate for corporation or partnership,
DTI Certificate for sole proprietorship

FOR COMMERCIAL/INDUSTRIAL (WAREHOUSE AND MANUFACTURING)

Vicinity Map
Lot Plan duly signed by a Geodetic Engineer
Proof of Ownership (for property owner)
Torren's Title
Tax Declaration with Receipt
Right Over Property (if not property owner)
Notarized Contract to Sell/ Deed of Sale
Notarized Letter of Authority
Photocopy of owner's valid ID
Site Development Plan
Building Plan/ Floor Plan
Bill of Materials
Barangay Clearance
SEC Certificate for corporation or partnership,
DTI Certificate for sole proprietorship

Additional for Industrial (Warehouse):
Sangguniang Barangay and Sangguniang Bayan
Resolution of No Objection

Additional Requirements for Industrial (Manufacturing):
Sangguniang Barangay and Sangguniang Bayan
Resolution of No Objection
Environmental Compliance Certificate
Certificate of Non-Coverage
Description of Products
Flowchart of Manufacturing Process

ZONING CERTIFICATION

Vicinity Map
Lot Plan duly signed by a Geodetic Engineer
Photocopy of the TCT or any proof of ownership
or right over property

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES/ CHARGES	FORMS
1	SUBMIT requirements.	Assess requirements. Advise the client to claim documents after 2 working days.	5 minutes	MPDO Staff	None	
		Conduct inspections and process documents.	2 days	MPDO Staff		
2	PAY to the Treasurer's Office.	Process payment and issue official receipt.	5 minutes	Cashier (Treasurer's Office)	Based on Order of Payment	Official Receipt
3	CLAIM document/s and affix signature to releasing logbook.	Print, Sign and Release document/s.	10 minutes	Cashier (Treasurer's Office)	None	Locational Clearance/ Zoning Certification
END OF TRANSACTION						



Contact Person: ROGELIO C. PASCUAL

📍 Ground Floor, New Marilao Municipal Building, Patubig, Marilao, Bulacan

☎ 896.2931 LOC. 1104 or 1105