



City Government of Imus
CITY PLANNING AND DEVELOPMENT OFFICE

CITIZEN'S CHARTER

CITY PLANNING AND DEVELOPMENT OFFICE



MAYOR Emmanuel MALIKSI



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www.imus.gov.ph

CITIZEN'S CHARTER

CITY PLANNING AND DEVELOPMENT OFFICE

The office serves as the databank of the city and is in-charge of the planning and implementation of the Comprehensive Land Use Plan (CLUP) and all the programs undertaken by the City Government of Imus.

FUNCTIONAL STATEMENT

The **City Planning and Development Office** shall:

1. Formulate and prepare the Comprehensive Land Use Plan and other development plans of the city government;
2. Formulate and update the City of Imus Zoning Ordinance and Zoning Maps;
3. Issue Development Permit or Alteration Permit for Subdivisions as required to the conduct of any activity or development on the property or land and likewise any alteration made apart from the approved plan or permit for any type of subdivision;
4. Issue Zoning Certification to verify the Land Use or Zoning classification of the parcel of land or property based on the approved Comprehensive Land Use Plan of the City of Imus, Cavite;
5. Serve as the databank of the city and update annually the Socio Economic Profile (SEP) of the City of Imus by sector (social, economic, infrastructure and utilities and environmental management) to provide updated data and information to the public without prejudice.



6. Evaluate the report of various issues and proposed resolutions prior to the approval of the Sangguniang Panlungsod and conduct gathering of data such as plans, surveys and statistics and ocular inspection of the site if needed;
7. Provide effective response and appropriate redress mechanisms to all planning issues and concerns.



FRONTLINE SERVICES OFFERED

- Issuance of Locational Clearance or Zoning Compliance and Temporary Use Permit (TUP) for New and Renewal of Business Permit
- Issuance of Locational Clearance (TPZ/TUP) for the application of Building Permit
- Issuance of Zoning Certification
- Issuance of Development Permit and Alteration Permit of Subdivision
- Issuance of Certified True Copy of maps and other documents
- Provide information of the following:
 - Socio Economic Profile (SEP) of the City of Imus
 - Comprehensive Land Use Plan (CLUP) of the City of Imus
 - Sectoral Studies
 - Land use Plan
 - Zoning Ordinance
 - Annual Investment Plan (AIP)
 - Local Development Investment Plan (LDIP)
 - Comprehensive Development Plan (CDP) of the City of Imus
 - Various maps
 - Subdivision Plans

FRONTLINE SERVICES PROCEDURE

Issuance of Locational Clearance or Zoning Compliance and Temporary Use Permit (TUP) for New and Renewal of Business Permit

WHO MAY AVAIL THE SERVICE:

- All residents, non-residents and companies who intend to renew or open a business in the City of Imus

REQUIREMENT(S):

Application of New Business Permit:

- Duly accomplished and notarized Locational Clearance or Zoning Compliance Application Form
- Duly accomplished and notarized Affidavit of Parking
- Proof of Ownership (Photocopy)
 - Transfer Certificate of Title(s) (TCT)
If the property (TCT) is not registered in the name of the applicant provide the necessary requirements:
 - Notarized Deed of Sale
 - Notarized Deed of Donation
 - Notarized Agreement to purchase and sell
 - Notarized copy of authorization to use the land from the registered owner



- Notarized Contract of Lease
- Tax Declaration
- Updated tax receipt
- Barangay Resolution or Endorsement
- Homeowner's Association Resolution (HOA) endorsing the project or business (If the location of the business is within a Residential Subdivision)
- DTI or SEC Registration
- Picture of establishment (front, side showing the road setback and interior)
- Personal appearance on the actual date of inspection

Renewal of Business Permit:

- Photocopy of previous Business Permit and Official Receipt
- New Barangay Endorsement

FEE(S)/CHARGE(S) :

- Article U, Section 1-a of the 2008 Imus Revenue Code (See Annex 1)

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/ UNIT		
1	Submit the requirements	Assess the requirements and verify if inspection is needed	Engr. Nenita Casing; Greg Chuangco; Augusto Bayot; Roderick Biazon; Whelvin Ramos; Marcos Ilas; Dennis Sauquillo	15 minutes
2	Undergo the inspection	Inspect the business site and road setback (if needed)	Marcos Ilas; Jojie Cervantes	30 minutes
3	Proceed to the BPLO for the processing of request (after inspection or if inspection is not required)	Approve the application and assess the fees	Engr. Rodel Pelaez; Engr. Nenita Casing; Greg Chuangco; Augusto Bayot; Roderick Biazon; Whelvin Ramos; Marcos Ilas; Dennis Sauquillo	10 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				55 minutes
END OF TRANSACTION FOR THE BUSINESS ONE STOP SHOP FOR ZONING				

NOTE:

- Schedule of inspection : Every Tuesday and Thursday
- The business location and road setback of the building must conform to the provisions of the City of Imus Zoning Ordinance

ISSUANCE OF LOCATIONAL CLEARANCE (TPZ/TUP) FOR THE APPLICATION OF BUILDING PERMIT**WHO MAY AVAIL THE SERVICE:**

- All residents, non-residents and companies who intend to construct a New Building in the City of Imus

REQUIREMENT(S):

- Duly accomplished and notarized Locational Clearance or Zoning Compliance Application Form
- Duly accomplished and notarized Affidavit of Parking for application of commercial, industrial, residential apartments and institutional buildings

The following requirements are one(1) set of the five(5) sets required documents for the application of the Building Permit at the Office of the Building Official (OBO):

- Proof of Ownership (Photocopy)
 - Transfer Certificate of Title(s) (TCT),
if the property (TCT) is not registered in the name of the applicant provide the necessary requirements:
 - Notarized Deed of Sale
 - Notarized Deed of Donation
 - Notarized Agreement to purchase and sell
 - Notarized copy of authorization to use the land from the registered owner
 - Tax Declaration
 - Updated tax receipt
- Barangay Resolution or Endorsement
- Homeowner's Association Resolution endorsing the project



- One(1) set Complete Engineering Plans duly signed and sealed by the respective Licensed Engineers
- Specifications, Bill of Materials and Cost Estimates duly signed and sealed by a licensed Civil Engineer
- Lot Plan or consolidated plan of lots signed and sealed by a licensed Geodetic Engineer or Architect
- Lot Plan with Technical Description approved by the Bureau of Land (for TCT without Technical Description)
- Photocopy of PRC ID and Latest Professional Tax Receipt (PTR) of the respective licensed professionals

FEE(S)/CHARGE(S):

- Refer to Article U, Section I of the 2008 Imus Revenue Code (Same Fees for the New and Renewal of Business Permit)

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/ UNIT		
1	Submit the requirements and receive the order of payment	Assess the requirements and road setbacks of the building	Engr. Nenita Casing ; Greg Chuangco; Augusto Bayot; Dennis Sauquillo; Roderick Biazon	30 minutes
		Assess the fees and issue the Order of Payment		
2	Pay the required fee at the City Treasurer's Office	Receive the payment and issue the O.R.	City Treasurer's Office	2 minutes
3	Present the original and photocopy of the O.R.	Process the request	Cindy de Castro; Aileen Albay	1 hour
		Approve the request	Engr. Rodel Pelaez; Engr. Nenita Casing	1 minute
4	Receive the document	Release the document	Cindy de Castro; Aileen Albay	3 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				1 hour & 36 minutes
END OF TRANSACTION				



ISSUANCE OF ZONING CERTIFICATION

WHO MAY AVAIL THE SERVICE:

- All residents, non-residents of the City of Imus and companies who wish to verify the Zoning/ Land Use classification of their lots

REQUIREMENT(S):

- Notarized Application Form for Zoning Certification
- Photocopy of Transfer Certificate of Title(s) (TCT)
- Photocopy of Tax Declaration
- Photocopy of Updated Tax Receipt
- Lot Plan or consolidated plan of lots (for two or more parcels of land) signed and sealed by a licensed Geodetic Engineer
- Lot Plan with Technical Description approved by the Bureau of Land (for TCT without Technical Description)
- Vicinity Map showing the exact location of the property

FEE(S)/CHARGE(S):

- P 300.00 / hectare

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/ UNIT		
1	Submit the requirements and receive the order of payment	Assess the requirements and the location of the lot(s)	Engr. Nenita Casing; Greg Chuangco Dennis Sauquillo; Roderick Biazon	35 minutes
		Assess the fees and issue Order of Payment		
2	Pay the required fee at the City Treasurer's Office	Receive the payment and issue the O.R.	City Treasurer's Office	2 minutes
3	Present the original and photocopy of the O.R.	Process the request	Engr. Nenita Casing ; Engr. Rodel Pelaez	63 minutes
Approve the request				



4	Receive the document	Release the document	Engr. Nenita Casing	
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				1 hour & 40 minutes
END OF TRANSACTION				

ISSUANCE OF DEVELOPMENT PERMIT AND ALTERATION PERMIT OF SUBDIVISION

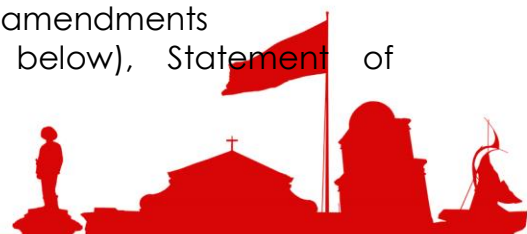
WHO MAY AVAIL THE SERVICE:

- All Land Owners or Developers who intend to alter or develop into a subdivision a parcel(s) of land situated in the City of Imus

REQUIREMENT(S):

For Development Permit Application:

- Proof of Ownership
 - Certified True Copy of Transfer Certificate of Title(s) (TCT) or Deed of Sale or Agreement to Purchase & Sell; Certified True Copy of Tax Declaration; Updated Tax Receipt
- Six (6) sets of Complete Engineering Plans Signed & Sealed by a Licensed Engineer.
- Plans, specifications, bill of materials and cost estimates duly signed and sealed by the appropriate licensed professionals.
- Lot Plan signed and sealed by a licensed Geodetic Engineer; Consolidated plan of lots for two or more parcels of land. For TCT without technical descriptions, provide the lot plan with technical description approved by the Bureau of Lands.
- Photocopy of PRC ID and Latest Professional Tax Receipt (PTR) for the Licensed Professionals
- Barangay Resolution where the subdivision is located
- Soft Copy of the Site Development Plan of Subdivision
 - (CD or Flash Drive)
- Two (2) Copies of project description (1ha. and above)
 - Project Profile
 - Audited Financial Statement for the last 3 preceding years
 - Income tax return for the last 3 preceding years
 - Certificate of Registration from SEC
 - Articles of Incorporation or partnership
 - Corporation by-laws and implementing amendments
 - For new corporation (3 years & below), Statement of Capitalization & Source of Income



- Certified true Copy of Environmental Compliance Certificate (ECC) or Certificate of Non-coverage (CNC) whichever is applicable.
- Permit to drill from National Water Resources Board (NWRB)
- Traffic Impact Assessment (TIA) for subdivision 30 ha. and above

For Alteration Permit Application:

- Request Letter for the Alteration of the approved subdivision indicating the reasons for the alteration
- Five (5) sets - Site Development Plan showing the previously approved subdivision and the proposed altered plan of the subdivision.
- Five (5) sets - complete engineering plans if there is a major alteration in the road right of ways

FEE(S)/CHARGE(S):

- Article U, Section 1-b & c of the 2008 Imus Revenue Code
(See Annex 2)

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/ UNIT		
1	Submit the requirements	Assess the requirements, transmit the application to the Sanggunian and schedule the site inspection	Engr. Rodel Pelaez; Engr. Nenita Casing; Greg Chuangco	1 hour
2	Undergo the site inspection	Conduct an ocular inspection of the site	Engr. Rodel Pelaez; Engr. Nenita Casing; Greg Chuangco	5 hours
		Prepare the Evaluation Report of the subdivision and submit to the Sanggunian	Engr. Nenita Casing; Greg Chuangco; Dennis Sauquillo; Cindy de Castro; Aileen Albay	2 hours
		Approve the application	Vice Mayor and Sangguniang Panlungsod Members	



3	Pay the required fee at the City Treasurer's Office	Receive the payment and issue the O.R.	City Treasurer's Office	2 minutes
4	Present the original and photocopy of the O.R.	Prepare the document for approval	Engr. Rodel Pelaez; Engr. Nenita Casing; Greg Chuangco; Cindy de Castro	14 working days
		Approve the request	Mayor Emmanuel L. Maliksi ; Vice Mayor Arnel Cantimbuhan; Coun. Leonardo Antonio O. Deocadis	
6	Receive the document	Release the document	Engr. Nenita Casing; Greg Chuangco	3 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				14 working days, 7 hours and 2 minutes
END OF TRANSACTION				

Note: The duration of the activity depends on the scheduling of the Sangguniang Panlungsod Session

ISSUANCE OF CERTIFIED TRUE COPY OF PLANS, MAPS AND OTHER DOCUMENTS

WHO MAY AVAIL THE SERVICE:

- All residents and non-residents of the City of Imus

REQUIREMENT(S):

- Photocopy of the documents to be certified.
- Valid Identification Cards (ID) and authorization letter in case of representatives

FEE(S)/CHARGE(S):

- P 55.00 /pc Certified True Copy of documents
- P125.00/ pc Certified True Copy of map and subdivision plan



HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/ UNIT		
1	Submit the requirements	Receive and assess the authenticity of the documents	CPDO Staff	20 minutes
2	Receive the order of payment	Assess the fees and issue the order of payment		
3	Pay the required fee at the City Treasurer's Office	Receive the payment and issue the O.R.	City Treasurer's Office	2 minutes
4	Present the O.R.	Receive the O.R. and sign the documents	Engr. Rodel Pelaez; Engr. Nenita Casing	8 minutes
5	Receive the certified documents	Release the certified documents	CPDO Staff	
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				30 minutes
END OF TRANSACTION				

PROVIDE CONSOLIDATED DATA FOR THE PROFILING OF THE CITY OF IMUS

Concerned citizens may request for the following data:

- Socio Economic Profile (SEP) of the City of Imus
- Comprehensive Land Use Plan (CLUP) of the City of Imus
 - Sectoral Studies
 - Land Use Plan
 - Zoning Ordinance
- Annual Investment Plan (AIP)
- Local Development Investment Plan (LDIP)
- Comprehensive Development Plan of Imus (CDP)
- Various Maps
- Subdivision Plans

WHO MAY AVAIL THE SERVICE:

- All residents and non-residents of the City of Imus



REQUIREMENT(S):

- Request letter addressed to the City Mayor or CPDC (if needed)
- Valid Identification Cards (ID)

FEE(S)/CHARGE(S):

- Photocopy of Documents
P50.00 minimum & P1.00 /page in excess of 10 pages
- Copy from CD
P50.00 minimum & P5.00/page in excess of 5 pages
- Electronic/ Digital File
P250.00

(50% discount for students)

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/ UNIT		
1	Submit the requirements and request of the data needed and receive the order of payment	Verify the availability of the data needed	Gina Camerino; Princess Polo	15 minutes
		Assess the fees		
2	Pay the required fee at the City Treasurer's Office	Receive the payment and issue the O.R.	City Treasurer's Office	2 minutes
3	Present the O.R.	Receive the O.R. and process the request	Gina Camerino; Princess Polo	18 minutes
4				
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				35 minutes
END OF TRANSACTION				

NOTE: The requesting party must leave his/her identification document to the planning staff. Upon availing of the copy of the documents, the original copy must be shown to the attending staff for recording.



ANNEX 1

ZONING AND LOCATIONAL CLEARANCE FEES

1. Single Residential Structure	
Total Floor Area multiplied by 8,000/square meter or total Bill of Materials whichever is higher.	
a. P200,000.00 and below	P 200.00
b. Over P200,000.00 to P400,000.00	400.00
c. Over P400,000.00	500.00 + 1/10 of 1% of cost in excess of P400,00.00
2. Apartments / Townhouses	
Total Floor Area multiplied by 8,000.00/square meter or total Bill of Materials whichever is higher.	
a. P500,000.00 and below	P 1,000.00
b. Over P500,000.00 and above	P 1,000.00 + 1/10 of 1% of cost in excess of P500,000.00 regardless of the number of doors
3. Dormitories	
Total Floor Area multiplied by 10,000/square meter or total Bill of Materials whichever is higher	
a. P2,000,000.00 and below	P 2,500.00
b. Over P2,000,000.00	P 2,500.00 + 1/10 of 1% of cost in excess of P2,000,000.00 regardless of the number of doors



4. Institutional	
Total Floor Area multiplied by 10,000/square meter or total Bill of Materials whichever is higher	
Project cost of which is:	
a. Below P1,000,000.00	P1,000.00
b. P1,000,000.00 to P2,000,000.00	P2,000.00
c. Over P2,000,000.00	P2,500.00 + 1/10 of 1% of cost in excess of P2,000,000.00
5. Commercial, Industrial and Agro-Industrial	
Total Floor Area multiplied by 10,000/square meter or total Bill of Materials whichever is higher	
Project cost of which is:	
a. Below P100,000.00	P1,000.00
b. Over P100,000.00 to 500,000.00	P1,500.00
c. Over P500,000.00 to 1,000,000.00	P2,000.00
d. Over P1,000,000.00 to 2,000,000.00	P3,000.00
e. Over 2,000,000.00	P 5,000.00 + 1/10 of 1% of cost in excess of P2,000,000.00
6. Special Uses/Special Projects	
(Gasoline Station, Cell Sites, Slaughter House, Treatment Plan, etc.)	
Total Floor Area multiplied by 10,000/square meter or total Bill of Materials whichever is higher.	
a. Below P2,000,000.00	P5,000.00
b. Over P2,000,000.00	P5,000.00 + 1/10 of 1% of cost in excess of P2,000,000.00
7. Alteration/Expansion (affected areas/cost only)	Same as original application



ANNEX 2

DEVELOPMENT PERMIT AND ALTERATION PERMIT OF SUBDIVISION FEES

Subdivision Projects

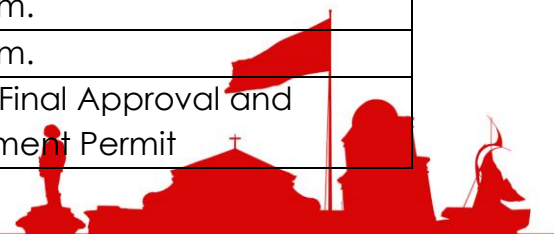
1. Projects under P.D. 957	
Approval of Subdivision Plan (including townhouses)	
a. Preliminary Approval & Locational Clearance (PALC) / Preliminary Subdivision Development Plan(PSDP)	P250.00/ha. Or a fraction thereof
b. Final Approval and Development Permit	P2,000.00/ha. regardless of density
i. Inspection Fee	P2,000.00/ha. regardless of density
ii Fee on Floor Area of houses and Building sold with Lot	Refer to Zoning / Locational Clearance Fee
c. Alteration of Plans (affected areas only)	Same as original application

2. Projects under B.P. 220	
1. Preliminary approval & Locational Clearance	
a. Socialized Housing	P75.00/ha.
b. Economic Housing	P150.00/ha.
• Inspection Fee	
a. Socialized housing	P200.00/ha.
b. Economic Housing	P500.00/ha.
2. Final Approval & Development Permit	
• Processing Fee	
a. Socialized housing	P500.00/ha.
b. Economic housing	P1,000.00/ha.
• Inspection Fee	
i. Socialized housing	P200.00/ha.
ii. Economic housing	P500.00/ha.
• Fee on Floor Area of houses and Building sold with Lot	Refer to Zoning / Locational Clearance Fee
3. Alteration of Plan(affected area only)	Same as Final Approval and Development Permit



3. Approval of Industrial Subdivision	
1. Preliminary approval & Locational Clearance	P120.00/ha. or a fraction thereof
• Inspection Fee	P1,200.00/ha.
2. Final approval & Development Permit	P1,200.00/ha
• Fee on Floor Area of Building sold with Lot	Refer to Zoning/ Locational Clearance Fee
3. Alteration of plan (affected areas only)	Same as original application
4. Approval of Commercial Subdivision	
a. Preliminary Approval & Locational Clearance	P360.00/ha. or a fraction thereof
• Inspection Fee	P600.00/ha.
b. Final Approval & Development Permit	P600.00/ha.
• Fee on Floor Area of Building sold with Lot	Refer to Zoning/ Locational Clearance
c. Alteration of plan (affected areas only)	same

5. Approval of Farm lot Subdivision	
a. Preliminary Approval & Locational Clearance	P240.00/ha. or a fraction thereof
• Inspection Fee	P600.00/ha
b. Final Approval & Development Permit	P600.00/ha
• Fee on Floor Area of Building sold with Lot	Refer to Zoning / Locational Clearance Fee
c. Alteration of plan (affected areas only)	Same as original application
6. Approval of Memorial Parks/Cemetery Projects	
1. Preliminary Approval & Locational Clearance	
a. For Memorial Projects	P600.00/ha.
b. For cemeteries	P240.00/ha.
• Inspection Fee	
a. For Memorial Projects	P600.00/ha.
b. For cemeteries	P240.00/ha
2. Final Approval & Development Permit	
• Processing Fee	
a. For Memorial Projects	P2.40/sq.m.
b. For Cemeteries	P1.20/sq.m.
3. Alteration of plan (affected areas only)	Same as Final Approval and Development Permit



City License Fee for Development

The subdivision owner and business establishment/land owner whose project involves horizontal developments (roads, bridges, drainage system, etc.) shall pay upon application for Development Permit/Zoning/Locational Clearance a Municipal License Fee of five pesos and fifty centavos per square meter (P5.50/sq.m.) of the total land area of the proposed project and an annual fee of one thousand one hundred pesos per hectare (P1,100.00/ha.) or fraction thereof for verification and inspection until the construction of roads, bridges, drainage system, installation of electric post and water system are completed.



Location: The **City Planning and Development Office** is located at the 4th level of the New Imus City Hall Building.

Engr. Rodel B. Pelaez

City Planning and Development Coordinator/Zoning Administrator

You can also contact us at:

(046) 471-0013

(046) 471-1885

Or email us at:

mpdo_imus@yahoo.com

