



Office of the City Planning and Development Officer

Internal Services



MANDATE

The Office of the City Planning and Development Coordinator is a key partner in materializing the sustainable urban development of City of Cotabato in collaboration with key city departments and offices and partner agencies, civil society and non-government organizations. Pursuant to the provisions of Republic Act 7160, known and cited as "Local Government Code of 1991", it is mandated to be in charge of (1) formulation of integrated economic, social, physical, and other development plans and policies for consideration of the local government development council; (2) conduct of continuing studies, researches, and training programs necessary to evolve plans and programs for implementation; (3) integration and coordination of all sectoral plans and studies undertaken by the different functional groups or agencies; (4) monitoring and evaluation of the implementation of the different development programs, projects, and activities in the local government unit concerned in accordance with the approved development plan; (5) preparation of comprehensive plans and other development planning documents for the consideration of the local development council; (6) analyzation of the income and expenditure patterns, and formulate and recommend fiscal plans and policies for consideration of the finance committee of the local government unit concerned; (7) promotion of people participation in development planning within the local government unit concerned; (8) exertion of supervision and control over the Secretariat of the local development council and (9) exercise such powers and perform such others functions and duties as maybe prescribed by the law or ordinance, among which is the administration and enforcement of the zoning regulation in the City of Cotabato. The office is also involved in the membership of the local prequalification, bids and awards committee and local finance committee.

VISION

A progress-oriented department that is a crucial partner in the local government in assertively synergizing the realization of sustainable development efforts for the greatness of Cotabato City towards being a smart city with God-fearing, enlightened diverse people living in a peaceful, secure and resilient community with progressive economy and good governance.

MISSION

A department that provides efficient and responsive services by the technically-competent and dedicated staff through well- coordinated development initiatives taking into account customers' satisfaction.

SERVICE PLEDGE

The OCPDC pledges to help fulfill the sustainable development efforts for the city; to adhere to the mandates and provisions under the Local Government Code of 1991 and to render government services within the prescribed time in any application or request.



SERVICES AND HOW TO AVAIL THEM

EXTERNAL SERVICES:

- ISSUANCE OF ZONING (LOCATIONAL) CLEARANCE FOR BUILDING PERMIT
- ISSUANCE OF ZONING (LOCATIONAL) CLEARANCE FOR BUSINESS PERMIT
- ISSUANCE OF CERTIFICATE OF ZONING CLASSIFICATION
- EVALUATION, PROCESSING AND REQUEST FOR APPROVAL OF PRELIMINARY SUBDIVISION DEVELOPMENT PLAN (PSDP) - SIMPLE/COMPLEX SUBDIVISION
- EVALUATION, PROCESSING AND REQUEST FOR APPROVAL OF DEVELOPMENT PERMIT
- RELEASE OF SOCIO-ECONOMIC PROFILE OF COTABATO CITY
- RELEASE OF PLANNING DOCUMENTS OF CITY GOVERNMENT OF COTABATO
- REVIEW AND EVALUATION OF BARANGAY AND SANGGUNIANG KABATAAN PLANNING DOCUMENTS

ISSUANCE OF ZONING (*LOCATIONAL*) CLEARANCE FOR BUILDING PERMIT

Locational Clearance, commonly referred to as Zoning Clearance, is a clearance issued by the City’s Zoning Administrator/Zoning Officer to a project that is allowed under the provisions of the city’s Zoning Ordinance. It is a prerequisite requirement to the issuance of Building Permit which is a document issued by the Building Official (BO) to an owner/applicant to proceed with the construction, installation, addition, alteration, renovation, conversion, repair, moving, demolition or other work activity of a specific project/building/structure or portions thereof after the accompanying principal plans, specifications and other pertinent documents with the duly notarized application are found satisfactory and substantially conforming with the National Building Code of the Philippines (the Code) and its Implementing Rules and Regulations (IRR).

Office/Division:	Office of the City Planning and Development Coordinator - Environmental Control and Zoning Division	
Classification:	Simple Transaction	
Type of Transaction:	G2G- Government to Government, G2C-Government to Citizen, G2B-Government to Business	
Who may avail:	All interested applicants	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
✓ 1. Zoning Assessment Fee (paid according to		✓ Assessment – Office of the City Planning and Development Coordinator – Environmental



Schedule of Fees)		Control and Zoning Division ✓ Fee – Pay at Office of the City Treasurer			
✓ 2. Proof of ownership – Authenticated Copy of Registered Land Title		✓ Registry of Deeds			
✓ 3. Proof of consent from registered owner in case the applicant is not the lot owner		✓ Interested applicant			
✓ 4. Building Plan: Perspective, Site Development and Location/Vicinity Map		✓ Civil Engineer, Architect, Draftsman, Building Plans Signed and Seal by Geodetic Engineer and Civil Engineer			
✓ 5. Bills of Materials and Cost Estimates		✓ Civil Engineer, Architect, Draftsman, Building Plans Signed and Seal by Geodetic Engineer and Civil Engineer			
✓ 6. Accomplished and duly notarized Application Form for Zoning Clearance		✓ Office of the City Planning and Development Coordinator – Environmental Control and Zoning Division			
✓ 7. Community Tax Certificate		✓ Office of the City Treasurer			
✓ 8. Barangay Clearance		✓ Respective barangay			
CLIENT STEPS	AGENCY ACTION	FEES		PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and accomplish Application Form for Zoning Clearance and all listed requirements (Day 1)	1.1 Provide application form to interested applicant 1.2 Informs interested applicant of the checklist of requirements	None		10 minutes	Environmental Control and Zoning Division Head, Zoning Officer
2. Submit all requirements together with duly accomplished Zoning Clearance for Building Permit Application Form (either Day 1 or	2.1 Check all requirements as to completion 2.2 Assess application documents 2.3 Conduct site inspection and verification if necessary	<i>Schedule of Fees Zoning/ Locational Clearance:</i> <u>A. Single Residential Structure</u> Attached or Detached 1. Php100,000	Php200-Php400- Php500+1 /10 of 1% in excess of Php	45 minutes to 2 hours (if with site inspection) *Assuming all requirements/ documents are in order and signatories present	Environmental Control and Zoning Division Head, Zoning Officer



succeeding days)	<p>2.4 Apply fee based on the Schedule of Fees for Zoning/Locational Clearance</p> <p>2.3 Inform client of the amount of fee to be paid</p> <p>2.4 Instruct client to pay the applicable fee at the Office of the City Treasurer</p>	<p>and below</p> <p>2. Over Php100,000 to 200,000</p> <p>3. Over Php200,000</p> <p>B.</p> <p><u>Apartments</u></p> <p><u>/</u></p> <p><u>Townhouses</u></p> <p>1. 500,000 and below</p> <p>2. Over 500,000 to 2 Million</p> <p>3. Over 2 Million</p> <p>C.</p> <p><u>Dormitories</u></p> <p>1. Php 2 Million and below</p> <p>2. Over 2 Million</p> <p>D.</p> <p><u>Institutional</u></p> <p><u>The project cost of which is:</u></p> <p>1. Below Php 2Million</p> <p>2. Over 2Million</p>	<p>200,000</p> <p>Php1,000-Php1,500-Php2,500+ 1/10 of 1% of cost in excess of Php 2M regardless of the number of doors</p> <p>Php2,500 Php2,000+ 1/10 of 1% of cost in excess of Php 2M regardless of the number of doors</p> <p>Php2,000 Php2,000+ 1/10 of 1% of cost in excess of Php 2M</p> <p>Php1,000 Php1,500</p> <p>Php2,000</p> <p>Php3,000</p> <p>Php5,000+ 1/10 of 1% of cost in excess of Php</p>		
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<p>3. Present official receipt and claim Certificate of Zoning Compliance</p>	<p>3.1 City Zoning Administrator or authorized representative signs on Building Plan</p> <p>3.2 Issue Certificate of Zoning Compliance duly signed by City Zoning Administrator or authorized representative</p>	None		30 minutes	<p>Environmental Control and Zoning Division Head, Zoning Officer, City Zoning Administrator</p>
TOTAL:		NONE		2 hours 40 minutes	



ISSUANCE OF CERTIFICATE OF ZONING CLASSIFICATION

Zoning Certificate is a document issued by the Zoning Administrator citing the zoning classification of the land based on the city’s Zoning Ordinance

Office/Division:		Office of the City Planning and Development Coordinator - Environmental Control and Zoning Division		
Classification:		Simple Transaction		
Type of Transaction:		G2G- Government to Government G2C-Government to Citizen G2B-Government to Business		
Who may avail:		All interested applicants		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
✓ Site Development Plan and Vicinity Map signed and sealed by a Geodetic Engineer			✓ Client	
✓ Authenticated Photocopy of Land Title			✓ Register of Deeds	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements	Check all requirements as to completion			
	Assess application documents	Zoning Classification Certificates		
	Apply fee based on the Schedule of Fees for Certificate of Land Use Classification	Below 1,000 sqm Php20.00 1,000 sqm to 1-hectare Php25.00 1 hectare and Php30.00 5 hectares	10 minutes	Zoning Division personnel
	Inform client with the amount of fee to be paid			
	1.5 Instruct client to pay the applicable fee at the Office of the City Treasurer and secure official receipt	5 hectares and above Php35.00		
2. Submit official	2.1 Process documents		10 – 20 minutes	Zoning Division



receipt to Office of the City Planning and Development Coordinator - Environment al Control and Zoning Division and claim certification	2.2 Issue Certificate of Zoning Classification			personnel
TOTAL:		NONE	30 minutes	

**EVALUATION, PROCESSING AND REQUEST FOR APPROVAL OF
PRELIMINARY SUBDIVISION DEVELOPMENT PLAN (PSDP) -
SIMPLE/COMPLEX SUBDIVISION**

Every registered owner or developer of a parcel of land who wishes to convert the same into a subdivision project shall apply with the local government unit (LGU) concerned for the approval of the preliminary subdivision development plan, as required prior to issuance of final development permit.

Office/Division:	Office of the City Planning and Development Coordinator – Physical/Infrastructure Planning Division		
Classification:	Complex Transaction		
Type of Transaction:	G2G- Government to Government, G2C-Government to Citizen, G2B-Government to Business		
Who may avail:	All interested applicants		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
✓ Subdivision Scheme including the Site Development Plan, Vicinity Map, Survey Plan of Lot		✓ Surveyor (Registered Geodetic Engineer)	
✓ Affidavit/Sworn Statement indicating therein the purpose, nature, number, income level of beneficiaries and maximum selling price per lot		✓ Client secured duly notarized affidavit/sworn statement from a lawyer	
✓ DAR Certification of Non-Tenancy of Lot or Affidavit of Waiver of Tenant <i>(if land is planted with rice)</i>		✓ DAR <i>If subject land is classified as agricultural per zoning ordinance, client must request for reclassification of land from agricultural to residential from Sangguniang Panlungsod</i>	



✓ Duly authenticated copies of Transfer Certificate of Title (TCT), Tax Declaration (TD), and original copy of the current Tax Clearance		✓ Register of Deeds (ROD)		
✓ Right to Use Property or Deed of Sale/Donation of the Road-Right-of-Way (if applicable)		✓ Client secures consent from owner duly notarized by a lawyer		
✓ Proof of payment (Zoning Fee/Subdivision Fee)		✓ Office of the City Treasurer		
✓ Proof of License of Geodetic Engineer (PRC, PTR)		✓ Surveyor (Registered Geodetic Engineer)		
✓ Application Form and Request for Approval of PSDP		✓ Office of the City Planning and Development Coordinator – Physical/Infrastructure Planning Division / Sangguniang Panlungsod		
✓ Special Power of Attorney (SPA) authorizing the representative to process, follow-up, execute and receive any documents in behalf of the applicant		✓ Client secures consent from owner duly notarized by a lawyer		
✓ Affidavit of Undertaking		✓ Client secures consent from owner duly notarized by a lawyer		
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures an Application Form for PSDP from the Physical/ Infrastructure Planning Division and comply with the checklist of requirements	Provides application form and checklist of requirements	None	5 minutes	Physical/Infrast ructure Planning Division - Project Development Officer I
2. Upon completion of the requirements indicated in the checklist, interested applicant shall	2.1 Evaluate completeness of the submitted documents based on the Checklist of Requirements and compliance with applicable	Schedule of Fees: Zoning fee- Php25.00 per hectare (25/ha) or a fraction thereof	1-3 days (if inspection is necessary)	Physical/Infrast ructure Planning Division - Planning Officer IV and Assistant City Planning and



compile all the pertinent documents in a folder, properly fastened and submit to the Physical/ Infrastructure Planning Division for evaluation.	Subdivision Laws (under BP 220, PD 957, RA 7279, etc.) 2.2 Assess the applicable fee for payment and advise interested applicant to pay at the Office of the City Treasurer and secure an official receipt	Subdivision fee- Php250.00 per hectare (250/ha) or a fraction thereof - Final Approval & Development Permit Php2000/ha Regardless of Density.		Development Coordinator
3. Pay applicable fee, secure official receipt and submit to the Physical/Infrastructure Planning Division -	3.1 Process the PSDP application documents. If found to be in order and have complied with all the requirements, application documents shall be endorsed to the Office of the City Engineer (OCE) and Office of the City Assessor (OCAs). Applications with incomplete or inappropriate set of documentary requirements are returned to the owner/applicant		45 minutes	Physical/Infrastructure Planning Division - Planning Officer IV and Assistant City Planning and Development Coordinator
TOTAL		NONE	3 days and 50 minutes	

EVALUATION, PROCESSING AND REQUEST FOR APPROVAL OF DEVELOPMENT PERMIT

A Development Permit is a permit approved that specifies how development is to occur on a given parcel of land. Once approved, the Development Permit is registered against the title of the land and becomes binding on future land owners.

Office/Division:	Office of the City Planning and Development Coordinator – Physical/Infrastructure Planning Division
Classification:	Complex Transaction



Type of Transaction:		G2G- Government to Government G2C-Government to Citizen G2B-Government to Business		
Who may avail:		All interested applicants		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
✓ All documentary requirements pertaining to Development Permit		✓ Applicant		
✓ Subdivision Development Permit / Preliminary Subdivision Development Permit approved by Sangguniang Panlungsod (PSDP is a prerequisite to Development Permit)		✓ Office of the City Planning and Development Coordinator – Physical/Infrastructure Planning Division/ Sangguniang Panlungsod		
✓ Certified True Copy of Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage, whichever is applicable issued by DENR;		✓ DENR		
✓ Batas Pambansa Blg 220 established parameters for economic and socialized housing projects in urban and rural areas (minimum design standard)		✓ Applicant/Owner, Geodetic Engineer		
✓ Application for Permit to Drill from the National Water Resources Board (NWRB), if applicable; Traffic Impact Assessment (TIA) for projects 30 hectares and above		✓ Applicant/Owner, National Water Resources Board		
✓ List of names of duly licensed professionals who signed the plans and other similar documents.		✓ Applicant/Owner		
✓ Affidavit of ceiling price (according to board Resolution No. 973 series of 2018” AMENDING PERTINENT PROVISION OF THE REVISED IMPLEMENTING RULES AND REGULATIONS FOR BATAS PAMBANSA BILANG 220”)		✓ Applicant/Owner		
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures an Application Form for Development Permit from the Physical/ Infrastructure Planning Division	1.1 Provide client application form and checklist of requirements 1.2 Entertain queries of client, if		10 minutes	Physical/ Infrastructure Planning Division - Project Development Officer I



and comply with the checklist of requirements <i>(Day 1)</i>	any			
2. Upon completion of the requirements indicated in the checklist, interest applicant shall compile all the pertinent documents in a folder, properly fastened and submit to the Physical/ Infrastructure Planning Division for evaluation. <i>(Either Day 1 or succeeding days)</i>	<p>2.1 Assess the application form if duly filled out and verify as to completeness of all requirements; Applications with incomplete/inappropriate set of documentary requirements are returned to the owner/applicant;</p> <p>2.2 Assess the applicable fee for payment and advise interested applicant to pay at the Office of the City Treasurer and secure an official receipt</p> <p>2.3 The Infrastructure Planning and Development Division shall, <i>(upon receipt of the application for Preliminary Subdivision Development Plan)</i>, evaluate it as to completeness with the required documents based on the Checklist of Requirements and compliance with applicable Subdivision Laws <i>(under BP 220, PD</i></p>	<p>Inspection Fee- Php1,000.00/ ha regardless of density</p> <p>Final Approval & Development Permit- Php2,000.00/ ha regardless of density</p>	Evaluation, Processing and Request for Approval of Development Permit – 5 days	Physical/ Infrastructure Planning Division - Planning Officer IV and Assistant City Planning and Development Coordinator



	957, RA 7279, etc.)			
3. Submit official receipt to the Physical/Infrastructure Planning Division -	3.1 Subdivision Development Permit Application documents found to be in order and have complied with all the requirements shall be endorsed to the Office of the City Assessors who shall evaluate the Subdivision Development Permit Application with respect to the authentication of supporting documents (ie. ownership of property, Tax Declaration, Tax Mapping, payment of fees and other charges viz a viz their existing records). If found in order, it will be forwarded to the Office of the City Engineer.		1 day	
TOTAL		NONE	6 days and 10 minutes	

RELEASE OF SOCIO-ECONOMIC PROFILE OF COTABATO CITY

The Socio – Economic Profile (SEP) is a basic reference about all possible aspects of the locality. It is the most important information base for the comprehensive planning of a city or municipality.

Office/Division:	Office of the City Planning and Development Coordinator		
Classification:	Simple Transaction		
Type of Transaction:	G2G- Government to Government G2C-Government to Citizen G2B-Government to Business		
Who may avail:	All interested clients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	



✓ Letter request addressed to the Office of the City Mayor indicating the purpose			✓ Client	
✓ Routing slip of letter request to the Office of the City Planning and Development Coordinator indicating instruction or approval to release			✓ Office of the City Mayor	
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request to the Office of the City Mayor	1.1 Acknowledge receipt of letter request 1.2 Attach routing slip and forward to Office of the City Planning and Development Coordinator with instruction to release copy	None	1 day <i>*assuming Head of Office approves indorsement to OCPDC</i> (not included in the counting of days as to release of document)	Office of the City Mayor
2. Follow-up on request	2.1 Awaits routing slip of letter request to be forwarded by Office of the City Mayor 2.2 Upon receipt of routing slip, prepares copy for client (either printed copy or e-copy) 2.3 For printed copy, client is informed via text message or call to receive copy. For e-copy, client is emailed and informed via text message or call. 2.4 Client is requested to acknowledge receipt of copy. 2.5 Files acknowledgement receipt together with the letter request	None	3 days upon receipt of request from Office of the City Mayor; Request for printed copy takes longer	Office of the City Planning and Development Coordinator



TOTAL:	NONE	3 days	
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RELEASE OF PLANNING DOCUMENTS OF CITY GOVERNMENT OF COTABATO

Planning is an integral part of local governance wherein it is viewed holistically as a system consisting of at least four components: the planning structure, the mandated plans, the planning process, and the local government unit (LGU)’s authority levers which it can use to carry out its plans. Local governments are mandated by the Local Government Code to prepare two comprehensive plans (Comprehensive Land Use Plan and Comprehensive Development Plan). Other sectoral or topical plans required by national government agencies from LGUs must be integrated into these comprehensive plans. These plans are local government unit’s overall guide in development planning. These can be used as reference by other for academic and development endeavors.

Office/Division:	Office of the City Planning and Development Coordinator			
Classification:	Simple Transaction			
Type of Transaction:	G2G- Government to Government G2C-Government to Citizen G2B-Government to Business			
Who may avail:	All interested clients			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
✓ Letter request addressed to the Office of the City Mayor indicating the purpose			✓ Client	
✓ Routing slip of letter request to the Office of the City Planning and Development Coordinator indicating instruction or approval to release			✓ Office of the City Mayor	
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request to the Office of the City Mayor	1.1 Acknowledge receipt of letter request 1.2 Attach routing slip and forward to Office of the City Planning and Development Coordinator with instruction to release copy	None	1 day <i>*assuming Head of Office approves indorsement to OCPDC (still at OCM thus not included in the counting of days as to release of document)</i>	Office of the City Mayor
2. Follow-up on	2.1 Awaits routing slip of	None	3 days	Office of the



request	letter request to be forwarded by Office of the City Mayor 2.2 Upon receipt of routing slip, prepares copy for client (either printed copy or e-copy) 2.3 For printed copy, client is informed via text message or call to receive copy. For e-copy, client is emailed and informed via text message or call. 2.4 Client is requested to acknowledge receipt of copy. 2.5 Files acknowledgement receipt together with the letter request		depending on the receipt of letter from the Office of the City Mayor; Request for printed copy takes longer	City Planning and Development Coordinator
TOTAL:		NONE	3 days	

REVIEW AND EVALUATION OF BARANGAY AND SANGGUNIANG KABATAAN PLANNING DOCUMENTS

Barangay plans serve as instruments for barangay officials to effectively manage the development of the barangay. These are official documents of the barangay that specify policy options, programs, projects and activities intended to contribute towards the achievement of the barangay’s developmental goals and objectives. These plans ensure orderly implementation of programs and projects in the barangay and its contents directly address the needs of the community and its residents Sangguniang Kabataan plans encourage involvement of the youth in public and civic affairs through the establishment of effective, responsive and enabling mechanisms in institutionalizing youth participation in local governance. These include Local Youth Development Plan, Comprehensive Barangay Youth Development Plan and the Annual Barangay Youth Investment Program. The Comprehensive Barangay Youth Development Plan is a three-year rolling plan aligned with the Philippine Youth Development Plan and Local Youth Development Plan and serves as basis of the Annual Barangay Youth Investment Program. Both Barangay and Sangguniang Kabataan plans are reviewed to ensure conformity with national government mandates and ensure alignment with the city’s development plans.



Office/Division:		Office of the City Planning and Development Coordinator – Social Planning Development and Evaluation Division		
Classification:		Simple Transaction		
Type of Transaction:		G2G - Government to Government		
Who may avail:		Barangay and Sangguniang Kabataan Officials		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
✓ Duly signed Barangay/Sangguniang Kabataan planning documents		✓ Barangay/Sangguniang Kabataan Officials		
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly signed Barangay/ Sangguniang Kabataan planning documents	1.1 Review the planning documents as to correctness of forms, completion of data and signatories 1.2 Evaluate planning documents as to compliance with mandates of national government agencies 1.3 CPDC or Social Planning Division Head (authorized) signs in the planning documents 1.4 Release reviewed and evaluated planning documents to respective Barangay or Sangguniang Kabataan officials or representative	None	30 minutes <i>*on the availability of authorized personnel to review and sign</i>	Office of the City Planning and Development Coordinator – Social Planning Development and Evaluation Division personnel
TOTAL		NONE	30 minutes	



OFFICE OF THE CITY PLANNING AND DEVELOPMENT COORDINATOR
Organizational Structure





