CITY GOVERNMENT OF MEYCAUAYAN

CITIZEN'S CHARTER

2026 (2ND EDITION)



Brgy. Saluysoy, City of Meycauayan, Bulacan
044.919.8020 / cicro@meycauayan.gov.ph
www.meycauayan.gov.ph

OFFICE OF THE CITY PLANNING AND DEVELOPMENT COORDINATOR

External Services

1. LOCATIONAL CLEARANCE/CERTIFICATE OF ZONING COMPLIANCE FOR BUILDING PERMIT ISSUANCE

A clearance issued to a proposed building construction that the project conforms to the existing Land Use Plan of the City and is allowed under the provisions of the Zoning Ordinance as well as other standards, rules and regulations on land use.

Office or Division:	Office of the City Planning and Development Coordinator
Classification:	Simple
Type of Transaction:	G2C/G2B – Government to Client / Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Notarized application form (2 Original copies)	Office of the City Planning and Development Coordinator
2. Complete Architectural Plan: Location/Vicinity Map, site development plan, floor plans and building elevations and sections duly signed and sealed by a licensed Architect or Engineer. New Construction (Original copy)	Licensed Engineer/Architect
3. Complete As Built Architectural plan: Location/Vicinity Map, site development plan, floor plans and building elevations and sections duly signed and sealed by a licensed Architect or Engineer. Renovation/Alteration (Original copy)	Licensed Engineer/Architect
4. Proof of Ownership (Property Owner) ✓ Transfer Certificate of Title (1 Photocopy) ✓ Tax Declaration (Land and Building, if applicable) ✓ Deed of Conveyance (1 Photocopy)	 Owner's File Copy / Registry of Deeds Owner's File Copy /Office of the City Assessor To be provided by client
5. Right Over Property (If not Property Owner) ✓ Contract of Lease (1 Photocopy) ✓ Letter of Authority with photocopied ID of the owner (1 Photocopy) ✓ Contract to Sell (1 Photocopy)	 Property owner / Lessor Property owner / Lessor Property owner
6. Bill of Materials(1 original copy) 7. Barangay Building Clearance (1Photocopy) 8. Homeowner's Association Clearance (1Photocopy) 9. Official Receipt (1 photocopy)	To be provided by client/representative Office of the City Treasurer Existing Subdivision/Condominium Office of the City Treasurer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished and notarized form together with documentary requirements.	1.1 Receive and review documents and record in the logbook and inform the client to wait for the scheduled ocular inspection 1.2 Endorse to the City Mayor's Office for approval	None None	15 minutes 2 days	Draftsman I Project Dev't. Officer I Acting CPDC Office of the City Planning & Dev't. Coord. City Mayor Office of the City Mayor
2. Assist in the scheduled ocular inspection	2.1 Conduct ocular inspection to verify the location of the building against the Land Use Plan	None	1 hour	Draftsman I Project Dev't. Officer I Acting CPDC Office of the City Planning & Dev't. Coord.
	2.2 Verify and check area computation	None	8 minutes	Acting CPDC Office of the City Planning & Dev't. Coord.
2. Wait for the Order of Payment.	3.1 Issue order of payment.	Based on Schedule of Zoning Fees	2 minutes	Planning Officer II Project Dev't. Officer II Acting CPDC Office of the City Planning & Dev't. Coord.
3. Proceed to the Cashier Window at the City Treasurer's Office and present the order of payment	4.1 Issue official receipt.	Refer to Schedule of Zoning Fees	5 minutes	Senior Admin. Asst. I Admin. Assistant I Administrative Aide V Office of the City Treasurer
4. Return to CPDO and present the Official Receipt	5.1 Prepare and Sign Locational Clearance.	None	8 minutes	Administrative Asst. II Project Dev't. Officer II Planning Officer II Economic Researcher Local Legislative Staff Officer I Acting CPDC Office of the City Planning & Dev't. Coord.

5. Receive Locational Clearance.	6.1 Release Locational Clearance.	None	2 minutes	Draftsman I Project Dev't. Officer I Administrative Asst. II Project Dev't. Officer II Planning Officer II Economic Researcher Office of the City Planning & Dev't. Coord.
	TOTAL	*Refer to Schedule of Zoning Fees*	**2 days, 1 hour & 40 minutes**	

ZONING SCHEDULE OF FEES *(base on HLURB Resolution No. 912 Series of 2013)*

A. Single residential structure attached or detached:
1. P100,000 and below — P 288
2. Over P100,000 to P200,000 — P 576
3. Over P200,000 — P 720 + (1/10 of 1% in excess of P200,000)

B. Apartments/Townhouses
1. P500,000 and below — P 1,440
2. Over P500,000 to 2 Million — P 2,160
3. Over 2 Million — P 3,600 + (1/10 of 1% of cost in excess of P2 M regardless of the number of floors)

C. Dormitories
1. P2 Million and below — P 3,600
2. Over P2 Million — P 3,600 + (1/10 of 1% of cost in excess of P2 M regardless of the number of floors)

D. Institutional:
1. Below P2 Million — P 2,880
2. Over P2 Million — P 2,880 + (1/10 of 1% of cost in excess of P2 M)

E. Commercial, Industrial, Agro-Industrial Project Cost of which is:
1. Below P100,000 — P 1,440
2. Over P100,000 – P500,00 — P 2,150
3. Over P500,00 — P 2,880
4. Over P1 Million – P2 Million — P 4,320
5. Over P2 Million — P 7,200 + (1/10 of 1% of cost in excess of P2 M)

F. Special Uses/Special Projects:
(Gasoline Station, Cell Sites, Slaughter House, Treatment Plants, etc.)
1. Below P2 Million — P 7,200
2. Over P2 Million — P 7,200 + (1/10 of 1% of cost in excess of P2 M)

G. Alteration/Expansion
(affected areas/cost of expansion only) — same as original application

2. LOCATIONAL CLEARANCE/CERTIFICATE OF ZONING COMPLIANCE BUSINESS PERMIT ISSUANCE

A clearance issued to a proposed business that the business conforms to the existing Land Use Plan of the City and is allowed under the provisions of the Zoning Ordinance as well as other standards, rules and regulations on land use.

Office or Division:	Office of the City Planning and Development Coordinator
Classification:	Simple
Type of Transaction:	G2C/G2B – Government to Client / Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Notarized application form (2 Original copies)	Office of the City Planning and Development Coordinator
2. Location/Vicinity Map indicating clearly & specially the exact location of the proposed site and/or landmarks. (Original copy)	Licensed Engineer/Architect/Google Map
4. Proof of Ownership (Property Owner)	
✓ Transfer Certificate of Title (1 Photocopy)	Owner's File Copy / Registry of Deeds
✓ Tax Declaration (Land and Building if applicable)	Owner's File Copy /Office of the City Assessor
✓ Deed of Conveyance (1 Photocopy)	Owner's File Copy / Notary Public
5. Right Over Property (If not Property Owner)	
✓ Lessor's Business Permit (1 Photocopy)	Property owner / Lessor
✓ Contract of Lease (1 Photocopy)	Property owner / Lessor
✓ Letter of Authority with photocopied ID of the owner (1 Photocopy)	Property owner
✓ Contract to Sell (1 Photocopy)	Property owner
7. Barangay Business Clearance (1 Photocopy)	Office of the City Treasurer
8. Homeowner's Association Clearance (1 Photocopy)	Existing Subdivision/Condominium
7. Floor Plan (1 original)	To be provided by the client/representative
8. Pay the required fees (1 photocopy)	Office of the City Treasurer
For Single Proprietorship	
✓ DTI Certificate of Registration of Business Name	Department of Trade & Industry (DTI)

For Corporation/Partnership ✓ SEC Certificate and Articles of Incorporation/Partnership Additional Requirements for Industrial/Agro-Industrial Projects ✓ Description of Product/s of the Project ✓ Flowchart of Manufacturing Process ✓ Environmental Compliance Certificate (ECC) / Certificate of Non-Coverage (CNC)	Securities and Exchange Commission To be provided by client To be provided by client Dept. of Environment & Natural Resources (DENR)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished and notarized form together with documentary requirements.	1.1 Receive and review documents and record in the logbook	None	15 minutes	Draftsman I Project Dev't. Officer I Acting CPDC Office of the City Planning & Dev't. Coord.
	1.2 Endorse to the City Mayor's Office for approval	None	2 days	City Mayor Office of the City Mayor
2. Assist in the ocular inspection	2.2 Conduct ocular inspection to verify the location of the business against the Land Use Plan	None	1 hour (as per schedule)	Draftsman I Project Dev't. Officer I Acting CPDC Office of the City Planning & Dev't. Coord.
3. Wait for the Order of Payment.	2.3 Issue order of payment.	Refer to Schedule of Zoning Fees	2 minutes	Planning Officer II Project Dev't. Officer II Acting CPDC Office of the City Planning & Dev't. Coord.
4. Proceed to the Cashier Window at the City Treasurer's Office and present the order of payment.	4.1 Receive payment and issue official receipt.	Refer to Schedule of Zoning Fees	5 minutes	Senior Admin. Asst. I Admin. Assistant I Administrative Aide V Office of the City Treasurer
5. Return to CPDO and present the Official Receipt	5.1 Prepare Locational Clearance.	None	8 minutes	Administrative Asst. II Project Dev't. Officer II Planning Officer II Economic Researcher Local Legislative Staff Officer I Acting CPDC Office of the City Planning & Dev't. Coord.

6. Receive Locational Clearance.	6.1 Release Locational Clearance.	None	2 minutes	Draftsman I Project Dev't. Officer I Administrative Asst. II Project Dev't. Officer II Planning Officer II Economic Researcher Office of the City Planning & Dev't. Coord.
	TOTAL	*Refer to Schedule of Zoning Fees*	**2 days, 1 hour & 32 minutes**	

ZONING SCHEDULE OF FEES *(base on HLURB Resolution No. 912 Series of 2013)*

A. Single residential structure attached or detached:
1. P100,000 and below — P 288
2. Over P100,000 to P200,000 — P 576
3. Over P200,000 — P 720 + (1/10 of 1% in excess of P200,000)

B. Apartments/Townhouses
1. P500,000 and below — P 1,440
2. Over P500,000 to 2 Million — P 2,160
3. Over 2 Million — P 3,600 + (1/10 of 1% of cost in excess of P2 M regardless of the number of floors)

C. Dormitories
1. P2 Million and below — P 3,600
2. Over P2 Million — P 3,600 + (1/10 of 1% of cost in excess of P2 M regardless of the number of floors)

D. Institutional:
1. Below P2 Million — P 2,880
2. Over P2 Million — P 2,880 + (1/10 of 1% of cost in excess of P2 M)

E. Commercial, Industrial, Agro-Industrial Project Cost of which is:
1. Below P100,000 — P 1,440
2. Over P100,000 – P500,00 — P 2,160
3. Over P500,00 — P 2,880
4. Over P1 Million – P2 Million — P 4,320
5. Over P2 Million — P 7,200 + (1/10 of 1% of cost in excess of P2 M)

F. Special Uses/Special Projects:
(Gasoline Station, Cell Sites, Slaughter House, Treatment Plants, etc.)
1. Below P2 Million — P 7,200
2. Over P2 Million — P 7,200 + (1/10 of 1% of cost in excess of P2 M)

G. Alteration/Expansion
(affected areas/cost of expansion only) — same as original application

3. DATA (SOCIO-ECONOMIC PROFILE/STATISTICAL DATA/MAPS/OTHERS) REQUEST

Research service provided to any individuals needed data about City of Meycauayan.

Office or Division:	Office of the City Planning and Development Coordinator
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G – Government to Client / Government to Business/ Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Letter Request (Original copy) ✓ Addressed to the City Mayor, attention to the City Administration ✓ Stating extent and purpose of the research ✓ Printed in letterhead and noted by authorized signatories	To be provided by client
Endorsement slip	Office of the City Administrator
If requesting via E-mail Letter Request (scanned copy)	To be provided by client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit endorsed letter of request and Sign in the logbook.	1.1 Review letter request and refer to the Office / division concern	None	5 minutes	Economic Researcher Acting CPDC Office of the City Planning & Dev't. Coord.
2. Receive requested data.	2.1 Prepare and release requested data.	None	30 minutes	
	TOTAL	**None**	**35 minutes**	
If requesting via E-Mail				
1. Send scanned copy of letter request thru e-mail address: cupdo@meycauayan.gov.ph	1.1 Review letter request and refer to the Office / division concern	None	5 minutes	Economic Researcher Acting CPDC Office of the City Planning & Dev't. Coord.
2. Received requested data via personal e-mail.	1.2 Prepare and send soft copy of requested data via e-mail.	None	30 minutes	
	TOTAL	**None**	**35 minutes**	

4. CERTIFICATE/ENDORSEMENT OF BARANGAY ANNUAL INVESTMENT PROGRAM (AIP) ISSUANCE

A Certificate issued to barangays for the endorsement of their respective AIP to the City Sangguniang Panlungsod.

Office or Division:	Office of the City Planning and Development Coordinator
Classification:	Complex
Type of Transaction:	G2G / Government to Government
Who may avail:	Barangay Secretary / Barangay Treasurer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Endorsement Letter – 1 original copy Barangay Development Council (BDC) Annual Investment Plan (AIP) – 1 original copy BDC Resolution endorsing AIP – 1 original copy Sangguniang Barangay (SB) Resolution adopting AIP – 1 original copy SB Resolution per Mandatory Fund – 1 original copy List of Programs, Projects and Activities (PPAs) per Mandatory Fund – 1 original copy Transmittal Letter – 1 original copy	Barangay Hall

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1.1 Receive documents	None	10 minutes	Planning Officer II Acting CPDC Office of the City Planning & Dev't. Coordinator
	1.2 Review documents	None	3 days	
	1.3 Prepare Certificate/ Endorsement	None	8 minutes	
2. Receive Certificate	2.1 Issue Certificate.	None	2 minutes	
	TOTAL	**None**	**3 days & 20 minutes**	

5. PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) ISSUANCE

Issued to every registered owner or developer of a parcel of land who wishes to convert the same into a subdivision project

Office or Division:	Office of the City Planning and Development Coordinator
Classification:	Highly Technical
Type of Transaction:	G2B / Government to Business
Who may avail:	Real Estate Developers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application form – 3 copies	Office of the City Planning & Development Coordinator (CPDO)
Complete Subdivision Plan - 15 sets ▪ Site Development Plan ▪ Road Network Plan ▪ Topographic Map ▪ Site Grading Plan ▪ Water System Layout ▪ Site Drainage Layout ▪ Electrical Post Layout	To be provided by client
Vicinity map indicating the adjoining land uses – 15 photocopies	To be provided by client/Geodetic Engineer
Transfer Certificate of Title - 15 photocopies	To be provided by client/Registry of Deeds
Tax Declaration – 15 photocopies	To be provided by client/City Assessor's Office
Department of Agrarian Reform (DAR) Clearance, if applicable – 15 photocopies	To be provided by client/DAR
Site zoning certification from the Zoning Administrator – 15 photocopies	To be provided by client/ CPDO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished and notarized form together with documentary requirements.	1.1 Receive the accomplished form and the required documents and evaluate the application	None	30 minutes	Draftsman I Project Dev't. Officer I Acting CPDC Office of the City Planning & Dev't. Coordinator

	/schematic plan and inform the client on the scheduled site inspection			
2. Assist in the scheduled site inspection	2.1 Conduct site inspection, inform the client to wait for the scheduled committee hearing and prepare Inspection Report	None	1 hour	
	2.2 Prepare endorsement letter to the office of the Sangguniang Panlungsod together with all the required documents	None	10 minutes	Project Dev't. Officer II Acting CPDC Office of the City Planning & Dev't. Coord.
3. Attend to the scheduled committee hearing	3.1 Attend to the committee hearing for the approval of the subdivision project 3.2 Inform the client on the schedule of ocular inspection if needed	None	1 day	Draftsman I Project Dev't. Officer I Acting CPDC Office of the City Planning & Dev't. Coordinator
4. Assist in the scheduled ocular inspection	1.1 Conduct ocular inspection on the scheduled 1.2 Approve the subdivision project, issue	None None	1 day 2 weeks	Draftsman I Project Dev't. Officer I Acting CPDC Office of the City Planning & Dev't. Coordinator Draftsman I Project Dev't. Officer I Acting CPDC

	resolution and forward to the CPDO 1.3 Inform the client on the approval upon receipt of SP Resolution and proceed to CPDO for order of payment	None	5 minutes	Office of the City Planning & Dev't. Coordinator Draftsman I Project Dev't. Officer I Acting CPDC Office of the City Planning & Dev't. Coordinator
5. Proceed to CPDO, 3rd Floor and wait for the Order of Payment	5.1 Issue order of payment	Refer to Zoning Schedule of Fees	2 minutes	Planning Officer II Project Dev't. Officer II Acting CPDC Office of the City Planning & Dev't. Coordinator
6. Proceed to the Cashier Window at the City Treasurer's Office, 1st Floor and present the order of payment	4.1 Issue official receipt.	Refer to Schedule of Zoning Fees	5 minutes	Senior Admin. Asst. I Admin. Assistant I Administrative Aide V Office of the City Treasurer
7. Proceed to CPDO, 3rd Floor and present original & photocopy of the official receipt	4.1 Prepare PALC and stamp the schematic plan with PALC Seal, forward to the City Mayor's Office for signature of the City Mayor and inform the client to wait for the release of PALC	None	3 hours	Project Dev't. Officer II Draftsman I Project Dev't. Officer I Acting CPDC Office of the City Planning & Dev't. Coordinator
8. Receive the approved PALC and Schematic Plan	5.1 Release the approved PALC and schematic plan	None	2 minutes	Project Dev't. Officer II Draftsman I Project Dev't. Officer I Office of the City Planning & Dev't. Coordinator
	TOTAL	*Refer to Zoning Schedule of Fees*	**2 weeks, 4 hours & 57 minutes**	

6. SITE ZONING CLASSIFICATION CERTIFICATE ISSUANCE

Real property owners/representative, students (for academic research purposes), may secure a certificate of zoning classification for various purposes that such may serve them.

Office or Division:	Office of the City Planning and Development Coordinator
Classification:	Simple
Type of Transaction:	G2C / G2B
Who may avail:	Real Estate Developers / Business Owners / Prospective Buyers / Students

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Application form -1 original copy	Office of the City Planning & Development Coordinator (CPDO)
Letter Request indicating the Purpose - 1 original copy	To be provided by client
Location/Vicinity Map -1 original copy	To be provided by client /Geodetic Engineer
Transfer Certificate of Title - 1 Photocopy	To be provided by client/ Registry of Deeds
Tax Declaration -1 Photocopy	To be provided by client /City Assessor's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplish form together with the required documents	1.1 Receive and evaluate the accomplished form and the required documents	None	2 minutes	Draftsman I Project Dev't. Officer I Acting CPDC Office of the City Planning & Dev't. Coordinator
2. Wait for the Order of Payment	2.1 Issue order of payment	Refer to Zoning Schedule of Fees	2 minutes	
3. Proceed to the Cashier Window at the City Treasurer's Office, 1st Floor and present the order of payment	3.1 Issue official receipt.	Refer to Schedule of Zoning Fees	5 minutes	Senior Admin. Asst. I Admin. Assistant I Administrative Aide V Office of the City Treasurer
4. Return to the CPDO, 3rd Floor and present the official receipt	4.1 Prepare Site Zoning Certification and forward to the Zoning Administrator for signature	None	15 minutes	Draftsman I Project Dev't. Officer I Acting CPDC Office of the City Planning & Dev't. Coordinator
5. Receive Site Zoning Classification Certificate	5.1 Release Site Zoning Classification	None	5 minutes	
	TOTAL	*Refer to Zoning Schedule of Fees*	**24 minutes**	