



## Securing a Quarry Permit

### ABOUT THE SERVICE

A Quarry Permit is given to persons (individuals or group) to optimize or improve the productivity of the land and subject to evaluation

<b>Department / Office:</b>		<b>CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens G2B - Government to Businesses		
<b>Who may avail</b>		Any Resident		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Transfer Certificate of Title (photocopy)</li> <li>• Tax Declaration (photocopy)</li> <li>• Certificate of Tax Payments (updated)</li> <li>• Lot Plan</li> <li>• Development Plan (Land use after quarrying)</li> <li>• Affidavit of Conformity of neighbouring lots</li> <li>• Barangay Clearance</li> <li>• SPA for Authority from the owner</li> <li>• ECC</li> </ul> <p>Additional requirements for Agrarian Beneficiaries:</p> <ul style="list-style-type: none"> <li>• BARC chairman certificate</li> <li>• MARO certificate</li> <li>• DARO Approval</li> <li>• Barangay Certificate</li> </ul>		<ul style="list-style-type: none"> <li>• City Assessor's Office</li> <li>• City Treasurer's Office</li>   <li>• Barangay Hall</li>   <li>• Barangay Hall</li> <li>• Municipal Agrarian Reform Office</li> <li>• Dept. of Agrarian Reform Office</li> <li>• Barangay Hall</li> </ul>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up application form		P	3 minutes	PAME M. LABRADOR Administrative Aide I
2. Submit application together with requirements			3 minutes	JAYSON T. VARGAS OIC Pollution and Waste Management Division
	3. Inspection / Evaluation / Recommendation		1 day	SHERWIN ESTANISLAO Inspector  EDGARDO PEÑA Inspector  ROBERTO SANCHEZ, JR. Inspector
	4. Processing of Permit		5 minutes	JAYSON T. VARGAS



				OIC Pollution and Waste Management Division  ENGR. ALEXANDER N. CANING CGDH I, ENRO
	5. Approve for Quarrying		2 minutes	NELSON S. LEGACION City Mayor
<b>TOTAL</b>		P	1 day and 13 mins.	

**CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**

Room 115, Multi-Purpose Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City

Pequeña, Naga City

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