Applying for Reclassification of Land

ABOUT THE SERVICE

All lot owners requesting for conversion of their property to non-agricultural use are required to secure approval for reclassification.

Department / Office:	**CITY PLANNING AND DEVELOPMENT OFFICE**
Classification:	Complex
Type of Transaction:	G2C - Government to Citizens
Who may avail	Landowner
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
● Letter of Application in the name of the owner of the land	
● Special Power of Attorney, If applicant is other than the owner of the land	
● Original or Transfer Certificate of Title and/or other documents establishing ownership of the land	
● Certificate of Updated Real Property Tax Payments	● City Treasurer's Office
● Locational Plan and/or Vicinity Map	
● Detailed Feasibility Study of the proposed project or intended use of the land	
● Sworn Certificate of Commitment from the owner and developer that the proposed project would be implemented within three (3) months, and completed within three (3) years, from the issuance by the Department of Agrarian Reform of an Order of Conversion	
● Barangay Resolution endorsing the proposed project or intended use of the land as in harmony with the Barangay Development Plan	● Barangay Hall
● Certification that the land is not irrigated or irrigable	● National Irrigation Administration
● Certification for the food sufficiency program of the region. If any	● Department of Agriculture Office
● Certification that the land is not subject of a voluntary Offer for sale, Voluntary Land Transfer or Notice of Coverage under RA 6657, and that the reclassification of the property will not prejudice the rights of any agrarian reform beneficiary	● Department of Agrarian Reform Office
● Certification from the that the land is not environmentally critical, and that the proposed project or intended use is ecologically safe and bound	● Department of Environment and Natural Resources Office
● Site Zoning Classification	● City Planning and Development Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submission of Request Letter			30 minutes	

Submit letter-request together with complete requirements		Reclassification fee P 2,000.00 / ha Inspection fee P 1,000.00/ ha		
	2. Review and Evaluation Zoning personnel conducts review, site visits and complete evaluation of application.		Maximum of 5 days	WILFREDO B. PRILLES, JR. CGDH I City Planning and Development Coordinator I ROSEMARIE I. CIUDADANO Planning Officer II NESSY P. SALES Statistician II
	3. Submission of consolidated evaluation report to SP and members of Land Use Committee		30 minutes	
	4. Issuance of Ordinance Assuming approved by SP, signed by Secretary to the SP, City Vice-Mayor and City Mayor			
	TOTAL	P	5 days and 1 hour	

CITY PLANNING AND DEVELOPMENT OFFICE
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