



Republic of the Philippines
Office of the President
Housing and Urban Development Coordinating Council

HOUSING AND LAND USE REGULATORY BOARD

BOARD RESOLUTION NO. R-769 Series of 2004

APPROVING THE AMENDMENTS ON PLAN REVIEW, ADOPTION AND APPROVAL PROCESS COMPRISING VOLUME IX OF THE GUIDELINES FOR THE FORMULATION/REVISION OF COMPREHENSIVE LAND USE PLAN (METRO MANILA CITIES and MUNICIPALITIES)

WHEREAS, Sec. 2 (f) of Executive Order No. 72 states that pursuant to EO 392 S. of 1990, the comprehensive land use plans of cities and municipalities of Metro Manila Area shall be reviewed by HLURB to ensure compliance with national standards and guidelines;

WHEREAS, HLURB Board Resolution No. R-694, Series of 2001 deleted the requirement for certifications from Department of Agriculture (DA) and Department of Agrarian Reform (DAR) in the existing Guidelines for Plan Review, Adoption and Approval Process;

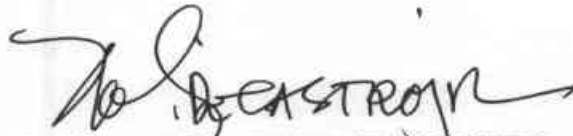
WHEREAS, a Memorandum of Agreement between HLURB and the Pasig River Rehabilitation Commission (PRRC) requires that HLURB shall: "Prepare/enhance the current Comprehensive Land Use Plan (CLUP) / Zoning Ordinance (ZO) guidelines on review and approval process to ensure that policies prescribed for the Environmental Preservation Areas (EPAs) along Pasig River basin are integrated in the said guidelines";

WHEREAS, there is a need to streamline the review and approval process, update the parameters for review and to integrate recent policy issuances relevant to the approval of CLUPs and ZOs;

WHEREFORE, be it **RESOLVED** as it is hereby **RESOLVED** that the amendments on Plan Review, Adoption, and Approval Process for CLUPs/ZOs of Metro Manila Cities and Municipalities (Annex III, Volume IX - Plan Review, Adoption and Approval Process) be **APPROVED**.

Page 2 of RESOLUTION NO. R-769, S. of 2004.
APPROVING THE AMENDMENTS ON THE REVIEW PARAMETERS
AND PROCESS FLOWCHARTS OF THE GUIDELINES ON
PLAN REVIEW, ADOPTION AND APPROVAL PROCESS
(VOLUME IX OF THE GUIDELINES FOR THE FORMULATION/
REVISION OF COMPREHENSIVE LAND USE PLAN)

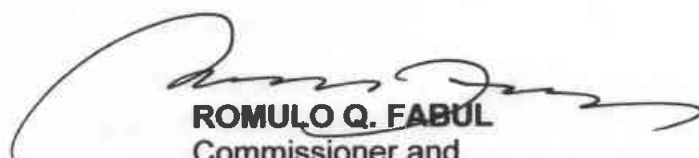
APPROVED this 20th day of September 2004, Quezon
City.



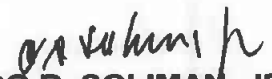
The Honorable NOLI L. DE CASTRO
Vice President of the Philippines and HUDCC Chairman



RAMON J. LIWAG
Undersecretary, DOJ
EX-Officio Commissioner



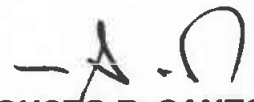
ROMULO Q. FABUL
Commissioner and
Chief Executive Officer



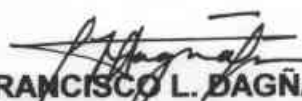
EDUARDO R. SOLIMAN, JR.
Undersecretary, DILG
Ex-Officio Commissioner



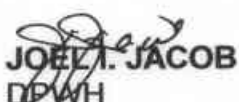
TERESITA A. DESIERTO
Commissioner



AUGUSTO B. SANTOS
Deputy Director General, NEDA
Ex-Officio Commissioner



FRANCISCO L. DAGÑALAN
Commissioner



JOEL T. JACOB
DPWH
Ex-Officio Commissioner



JESUS YAP PANG
Commissioner

Attested by:



CHARITO B. LANSANG
Board Secretary

**PLAN REVIEW, ADOPTION AND APPROVAL PROCESS FOR
METRO MANILA CITIES and MUNICIPALITIES (MMCMs)**

RESPONSIBLE PARTY	ACTIVITIES
LGU	<p>Important: Step 1 below shall only take place after the following activities had already been undertaken:</p> <ul style="list-style-type: none"> ➤ Plan formulation (in consultation with HLURB, MMDA and PRRC, among others) ➤ Passed SB/SP 1st & 2nd readings. ➤ Required Public hearing conducted.
LGU	<p>1. SP/SB transmits to the MMDA planning office (OAGMP), one set of presentation maps and at least 2 copies of draft of Comprehensive Land Use Plan (CLUP) and Zoning Ordinance (ZO) together with the following documents:</p> <ul style="list-style-type: none"> a. Executive Summary of the CLUP*; b. Sangguniang Panglungsod/Bayan (SP/SB) Secretary's Certificate of Public Hearing conducted; c. Minutes of Public Hearing; d. List of invitees and sector represented; e. Copy of issued invitation letter/ Notice of public hearing; and f. Copy of Attendance Sheet.
MMDA	<p>2. <i>Office of the Asst. Gen. Mgr. for Planning (OAGMP)</i> receives and checks completeness of plan documents.</p> <ul style="list-style-type: none"> a. If the documents are incomplete, requests LGU to complete documents. b. If the documents are complete, schedules final technical review and invites LGU to present the plan.
MMDA and HLURB	<p>3. Conducts joint technical review and prepares report/ recommendation.</p> <ul style="list-style-type: none"> a. <i>If without revision</i>, requests LGU to adopt CLUP and enact ZO. Proceed to activity 7. b. <i>If with revision</i>, proceed to activity 4.

* Refer to Annex 7 for Executive Summary Suggested Outline.

LGU	<p>4. Revises the draft CLUP & ZO integrating the recommendations of joint tech. review group. If necessary, conducts public hearing among stakeholders affected by the revisions, incorporate critical comments in the revision.</p> <p>5. Transmits the documents to MMDA-OAGMP.</p>
MMDA	<p>6. OAGMP receives documents and checks if the comments/recommendations were incorporated in the CLUP & ZO.</p> <p>7. Endorses CLUP and ZO to LGU for adoption and enactment.</p>
LGU	<p>8. SP/SB conducts 3rd / final reading. Adopts CLUP and enacts Zoning Ordinance.</p> <p>9. Endorses the plan and submits to MMDA –OAGMP four (4) copies of CLUP & ZO together with the following documents:</p> <ul style="list-style-type: none"> a. Three (3) sets of presentation maps. b. SP/SB Resolution adopting the CLUP and enacting ZO; and c. Documents <u>a</u> to <u>f</u> in step 1.
MMDA	<p>10. OAGMP checks completeness of documents.</p> <p>11. Transmits plan docs. to Metro Manila Council (MMC). (Invites the LGU to present the plan, if necessary).</p>
MMC	<p>12. MMC Passes resolution endorsing the CLUP & ZO to HLURB for approval/ratification.</p>
HLURB	<p>13. FOSG receives documents. Conducts cursory review (<i>coordinates with LGU, if necessary</i>), recommends CLUP & ZO for Board approval / ratification.</p> <p>- Mayor or his/her authorized representative presents the plan.</p>

	<p>14. Board approves/ratifies the CLUP and ZO.</p> <p>15. Authenticates plan documents.</p> <p>16. Furnishes the following agencies/offices copies of plan documents with copy of Board resolution approving the plan:</p> <ul style="list-style-type: none"> - (1 set) HLURB library for safekeeping/reference; - (1 set) MMDA; and - (2 sets) LGU
LGU	<p>17. Keeps 2 sets of plan documents.</p> <ul style="list-style-type: none"> - 1 set for Mayor's Office - 1 set for M/CPDC <p>18. Complies with publication requirement under Sec. 59 of the Local Government Code (RA 7160).</p>
<p>NOTE: <i>In view of the ninety-day reglamentary period, the MMDA shall indorse to the HLURB Board, through the FOSG, plans for approval within sixty (60) from the date of submission of plan documents.</i></p>	

CLUP REVIEW AND APPROVAL PROCESS FLOW FOR METRO MANILA CITIES AND MUNICIPALITIES

**LGU
(CITY/MUNICIPALITY)**

MMDA

HLURB

Important: Step 1 below shall only take place after the following activities had already been undertaken:

- Plan formulation (in consultation with HLURB, MMDA and PRRC, among others)
- Passed SB/SP 1st & 2nd readings.
- Required Public hearing conducted.

1. SB/SP transmits to MMDA-OAGMP one set of presentation maps and at least 2 copies of draft Comprehensive Land Use Plan (CLUP) and Zoning Ordinance (ZO) together with the following documents:

- a. Executive Summary of the CLUP*;
- b. Sangguniang Panglungsod/Bayan (SP/SB) Secretary's Certificate of Public Hearing conducted;
- c. Minutes of Public Hearing;
- d. List of invitees and sector represented;
- e. Copy of invitation letter/Notice of public hearing; and
- f. Copy of Attendance Sheet.

4. Revises the draft CLUP & ZO integrating the recommendations of joint tech. review group. If necessary, conducts public hearing among stakeholders affected by the revisions, incorporate critical comments in the revision.

5. Transmits the documents to MMDA-OAGMP.

8. SP/SB conducts 3rd/ final reading. Adopts CLUP and enacts Zoning Ordinance.

9. Endorses the plan and submits to MMDA-OAGMP four (4) copies of CLUP & ZO together with the following documents:

- a. Three (3) sets of presentation maps
- b. SP/SB Resolution adopting the CLUP and enacting ZO; and
- c. Documents a to f in step 2.

17. Receives plan documents and furnish concerned offices.

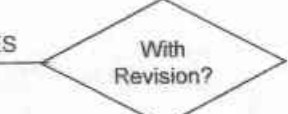
18. Complies with publication requirement under Sec. 59 of the Local Government Code (RA 7160).

2. Office of the Asst. Gen. Mgr. for Planning - Receives plan documents and checks completeness.

Requests LGU to complete docs.



3. Conducts joint technical review with HLURB (FOSG).



6. OAGMP receives docs. and checks if the comments/recommendations were incorporated in the CLUP & ZO.

7. Endorses CLUP and ZO to LGU for adoption and enactment.

10. OAGMP checks completeness of documents.

11. Transmits plan documents to Metro Manila Council (MMC).

12. MMC Passes resolution endorsing CLUP & ZO to HLURB for approval/ratification.

13. FOSG receives documents. Conducts cursory review (coordinates with LGU, if necessary), recommends CLUP & ZO for Board approval/ratification.

14. Board approves the CLUP and ratifies Zoning Ordinance (ZO).

15. Authenticates plan documents.

16. Furnishes the ff. agencies/offices copies of plan documents with copy of Board Res. approving the plan:

- HLURB library (1)
- MMDA (1)
- LGU (2)

* Refer to Annex V for suggested outline.

**PARAMETERS FOR THE REVIEW OF
METRO MANILA CITIES AND MUNICIPALITIES'
COMPREHENSIVE LAND USE PLANS (CLUPs)
AND ZONING ORDINANCES (ZOs)**

RESPONSIBLE PARTY	ACTIVITY
<p>MMDA - OAGMP</p>	<p>1. Checks if local plan conforms with the Metro Manila Physical Development Framework Plan (1996 – 2016) or other approved national or regional plans.</p> <ul style="list-style-type: none"> a. Evaluates if the plan adequately defines the role of the city/municipality in relation to metro manila development framework or specialization of the locality vis-à-vis other cities/ municipalities in MMA. b. Evaluates if the plan adequately defines the locality's interrelationship with the adjoining cities/municipalities. c. Determines if the proposed development strategy is responsive to the needs of the residents and its defined development role and others availing of locality's services/ facilities. d. Evaluates the infrastructure and utilities solid waste disposal, traffic situation, drainage and sewerage, flooding; social services and economic structure. e. For MMA LGUs along Pasig River, checks if the following policies covering the adoption of a uniform easement provision along the Pasig river system including its major and minor tributaries, as provided in MMDA Resolution no.3, are complied with/integrated in the CLUP/ZO: <ul style="list-style-type: none"> ❖ Establishment of a continuous 10-meter Environmental Preservation Area (EPA), determined from the existing bank of the river, along both banks of the 27-km stretch of Pasig River, from Manila Bay to Laguna Lake, including the major tributaries of Marikina River and San Juan River and developing the same into linear parks, roads, walkways, or greenbelts, conducive to transport, recreation and tourism. ❖ Establishment of a 3-meter easement along secondary tributaries, creeks and esteros of the Pasig River. ❖ Construction of permanent structures are not allowed within the 10-meter EPA for pocket parks, linear parks, plazas, viewpoints, pedestrian promenades, bike lanes, play lots, open air sports facilities (basketball courts, tennis courts), reflexology areas,

	<p>urban agriculture, plant nurseries and wastewater gardens.</p> <ul style="list-style-type: none"> ❖ Construction of the following structures are allowed but shall be subject to PRRC guidelines: ferry stations; sewage treatment plants; emergency call boxes or stations; security stations or coast guard stations; public toilets, pergolas, gazebos, trellises; tourist information facilities, shops and snack bars, ambulant carts, newsstands; benches; drinking fountains; public art; plant boxes; parking; existing roads and underground power/cable lines. ❖ The following activities/uses are strictly not allowed along the easement: residential uses; service facilities; storage uses; pollutive activities; solid waste transfer stations; and land fills. ❖ Immediate adjacent developments are to face the Pasig River and provide a maximum view of the river through provision of a maximum height of 1.80 meters. Materials are to be made of wooden lattice, grill, or interlink wire materials. CHB walls are allowed subject to a maximum height of 0.60 m, in combination to the above materials. ❖ Maintenance of architectural and visual qualities of existing historic buildings and streetscapes through preservation and adaptive re-use of historically and culturally significant structures. <p>f. For MMA LGUs along Pasig river, checks if proposed development plans and guidelines for the rehabilitation and improvement along the 500 meters from the banks, for the entire length of the Pasig river, conform to the goals and objectives, land uses and development strategies of the approved Pasig River Rehabilitation Master Plan (PRRMP).</p>
<p>HLURB</p>	<p>2. <i>Validates the following:</i></p> <ul style="list-style-type: none"> a. If local plan conforms or is in harmony with the Local Government Code and the Metro Manila Physical Development Framework Plan. (1996 – 2016) or conforms to other national standards, guidelines & relevant laws. b. If the plan adequately defines the role of the city/ municipality in relation to metro manila development framework or specialization of the locality vis-a-vis other cities/ municipalities in MMA. c. If the plan adequately defines the locality's interrelationship with adjoining cities/municipalities.

- d. If the proposed development strategy is consistent with letters b and c and responsive to the needs of the residents and availing of locality's services/facilities.
- e. For MMA LGUs along Pasig River, if the policies covering the adoption of a uniform easement provision along the Pasig river system including its major and minor tributaries, as provided in MMDA resolution no. 3, are complied with.
- f. For MMA LGUs along Pasig River, if proposed development plans and guidelines for the rehabilitation and improvement along the 500 meters from the banks, for the entire length of the Pasig river, conform to the goals and objectives, land uses and development strategies of the approved Pasig River Rehabilitation Master Plan (PRRMP).
- g. Reviews the following sectors:

g.1 Economic

g.1.1 Checks if the plan adequately presents the locality's main economic base in terms of actual income generated; employment & land devoted for such economic activity.

g.1.2 If applicable, checks if the areas identified for urban use are outside the coverage of DA's Networks Protected Areas for Agriculture and Agro-Industrial Development and Strategic Agriculture and Fisheries Development Zones (SAFDZ).

g.1.3 Checks if proposed commercial areas are suitable and properly delineated and quantified.

g.1.4 If applicable, checks if industrial sites/areas are suitable and feasible for industrial development per DTI standards.

g.1.5 Checks if requisite utilities/facilities are adequate for identified commercial and industrial activities in the area.

g.1.6 If applicable, checks if the sites identified by DOT as probable tourism sites are delineated, considered and quantified in the plan.

g.1.7 Evaluates if the proposed tourism sites are feasible for development as per DOT standards.

g.1.8 Evaluates if there are adequate utilities/ amenities for each designated clientele for proposed tourism areas.

g.2 Infrastructure and Utilities

g.2.1 Evaluates if the proposed road network and other

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infrastructure facilities & utilities are responsive to the locality's chosen development option/strategy and defined role and adequate to support the various land uses in the localities.

g.2.2 If applicable, ensures inclusion of proposed government and private infrastructure projects within the locality that are supportive to the locality's development thrust.

g.2.3 Ensures the inclusion of a proposed traffic management program which is consistent with MMDA's Metrowide Traffic Management plan.

g.2.4 If applicable, ensures if there is an adequacy of flooding control programs and if these are linked with MMDA's Metrowide Flood Control Program.

g.2.5 Ensures if the proposed transportation, communication facilities and utilities are adequate to support the current and future requirements of the locality.

g.2.6 If applicable, checks if the plan includes projects within the city that are programmed for implementation by DOTC/ DPWH, concerned agencies and other relevant government agencies and are not identified in the plan.

g. 3 Social

g.3.1 Checks if the requisite socio-cultural infrastructure such as school buildings, hospitals or clinics are identified, properly delineated, quantified and matched the requirements within the planning period.

g.3.2 Checks if the locality has responsive programs or projects to solve the squatting problem.

g.3.3 Checks if the LGU has identified sites for socialized housing.

g.3.4 Evaluates if the identified socialized housing sites are adequate and suitable for identified program beneficiaries of RA 7279.

g.3.5 Checks if the local housing projects utilize HUDCC accredited indigenous materials or innovative techniques/building technologies for housing development.

g.4 Environment/Ecology

g.4.1 Evaluates if there are flood prone areas and other environmentally critical areas such as earthquake prone areas, fault lines/traces identified for urban use or are existing built-up areas, If so, are there proposed mitigating measures?

g.4.2 Ensures that watershed reservation or national parks are not reclassified into other uses.

g.4.3 If applicable, ensures that areas with slope 18% and above are not reclassified for use that are designated as urban. Needs to delineate which is for the forest and which is Alienable and Disposable (A&D).

g.4.4 If applicable, ensures that the identified areas for urban use are not within the coverage of DENR's ECAs.

g.4.5 Checks if there are plans for sustainable development and management of natural resources within the city/municipality.

g.4.6 If applicable, checks if there are endangered flora and fauna in the area that require protection or preservation and if there are corresponding programs/projects for such areas.

g.4.7 Checks/evaluates the proposed solid waste management program and if these conforms with the Ecological Solid Waste Management Act (RA 9003).

g.5 Land Use

g.5.1 Evaluates the efficiency of the urban design in terms of distribution and location of the different functional areas.

g.5.2 Evaluates if the space allocation for various uses can adequately meet the requirements vis-à-vis the needs, vision & functional role of the LGU.

g.5.3 Determines if there are areas that require renewal/rehabilitation and if there are proposals to solve these problems.

g.5.4 If applicable, evaluates if suggested areas for densification, reclamation, land readjustment and the like have corresponding justification and project proposals to implement the same.

g.5.5 Evaluates if the land use plan is an adequate translation of the locality's development goals and objectives and responsive to its defined role, chosen development option/development thrust.

g.6 Zoning Ordinance and other Forms of Regulation

g.6.1 Evaluates if the ZO is the correct translation of the proposed land use plan.

g.6.2 Checks if the zoning boundaries or zoning districts are correctly and adequately delineated on the maps and

described in the text.

g.6.3 Evaluates if proposed performance zoning or other innovative zoning techniques/approaches and other forms of development regulations respond to the locality's requirement.

g.6.4 Checks the major changes in the Z.O.

g.7 Local Administration

g.7.1 Evaluates if the proposed project/programs are the actual translation of the LGU's needs and requirements given its functional role and development thrust and as identified in the socio-economic, land use and infrastructure sectors and whether these are prioritized.

g.7.2 Determines if proposed institutional mechanism is consistent with the Local Government Code and responsive to its development requirements.

g.7.3 Checks and evaluates innovative approaches or solutions to the LGU's need for additional sources of funds for project implementation.

g.7.4 Checks if the proposed implementing and monitoring schemes are consistent with the new Local Government Code and requisite for the attainment of the set development goals, objectives and strategies.

EXECUTIVE SUMMARY

CITY / MUNICIPALITY / PROVINCE

Planning Period _____ **to** _____

- I. **Vision**
- II. **Existing Situation**
 - *Demographic Profile*
 - *Social Services*
 - *Economic Profile*
 - *Physical Infrastructure*
 - *Environment (forest, water bodies, solid/liquid wastes, etc.)*
 - *Existing Physical Development Trend*
 - *Local Administration*
- III. **Development Constraints and Opportunities**
- IV. **General Development Goals and Objectives**
- V. **Preferred Development Strategy**
- VI. **Spatial Strategy**
- VII. **Plan Implementation**
- VIII. **Summary of Proposed Major Programs and Projects**

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