

## 12. Issuance of Locational Clearance by City Zoning Board of Appeals (CZBA) (External Service)

This service entails the formal appeal process for locational clearances that have been denied by the Zoning Officer, directing them to the City Zoning Board of Appeals (CZBA). The CZBA convenes quarterly to address such appeals in accordance with regulatory protocols.

<b>Office or Division</b>	City Planning & Development Office – Land Use and Zoning Administration Division			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2B (Government to Business)			
<b>Who may avail</b>	Building Owners/Contractors/Engineers/Architects			
<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
1. Letter of Appeal addressed to the Chairman of the board		1. Owner/Applicant		
2. Accomplished and duly notarized LC Application Form		2. City Planning & Development Office – Land Use and Zoning Administration Division		
3. Site Development Plan with Vicinity Map and Location Plan, reflecting current lot boundaries, proper setbacks and parking provision, signed and sealed by duly licensed professional and concurred by owner		3. Owner/Contractor/Licensed Professional		
4. 1 set of architectural plans (signed and sealed by licensed architect and concurred by owner)		4. Owner/Contractor/Licensed Professional		
5. Copy of Bill of Materials and Cost Estimates (signed and sealed by licensed professional and concurred by owner)		5. Owner/Contractor/Licensed Professional		
6. Copy of Sketch Plan with Vicinity Map duly signed and sealed by Geodetic Engineer		6. Owner/Licensed Geodetic Engineer		
7. Copy of DENR Approved Subdivision Plan in case the Title presented is a mother title		7. Owner/DENR/City Assessor's Office		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Personnel Responsible</b>
1. Submit complete requirements and accomplished application with letter of appeal	1.1. Receive documents from Client, check completeness of documents submitted and encode in database, print tracking slip	None	20 Minutes	<i>Planning Assistant City Planning &amp; Development Office</i>
2. Receive tracking slip	2. Issue tracking slip	None	5 Minutes	<i>Planning Assistant City Planning &amp; Development Office</i>
	2.1 Forward to Zoning Officer IV for routing	None	5 Minutes	<i>Planning Assistant City Planning &amp; Development</i>

				<i>Office</i>
	2.2 Received by assigned personnel to include in the Meeting Agenda and database	None	15 Minutes	<i>Zoning Officer II City Planning &amp; Development Office</i>
	2.3 Schedule with the CMO for CZBA meeting and prepare invitation letter	None	60 Minutes	<i>Zoning Officer II City Planning &amp; Development Office</i>
	2.4 Endorse invitation letters to CMO	None	15 Minutes	<i>Zoning Officer II City Planning &amp; Development Office</i>
	2.5 (CMO) Route the invitation letters for City Mayor's signature	None		<i>(Refer to CMO Process Flow)</i>
	2.6 Receive signed invitation letters from CMO	None	5 Minutes	<i>Planning Assistant City Planning &amp; Development Office</i>
	2.7 Deliver invitation letters to all members of CZBA	None	1 Day	<i>Administrative Aide II City Planning &amp; Development Office</i>
	2.8 Prepare, encode and organize presentations	None	1 Day	<i>Zoning Officer II City Planning &amp; Development Office</i>
	2.9 Conduct Meeting	None	5 Hours	<i>CZBAA Members and Secretariat</i>
	2.10 Prepare Resolutions of Approved/ Disapproved applications	None	5 Days	<i>Zoning Officer II City Planning &amp; Development Office</i>
	2.11 Route Resolution to all board members for signature	None	5 Days	<i>Zoning Inspector City Planning &amp; Development Office</i>
	2.12 Prepare Order of Payment	None	10 Minutes	<i>Planning Assistant/ Zoning Officer II City Planning &amp; Development Office</i>
3. Receive Order of Payment	3. Issue Order of Payment	(Schedule of fees as indicated in the City Zoning Ord.)	5 Minutes	<i>Planning Assistant City Planning &amp; Development Office</i>

4. Pay fees at City Treasurer's Office	4. Receive fees and issue Official Receipt			City Treasurer's Office
5. Forward Proof of Payment to CPDO LUZAD	5. Receive OR, encode and print locational Clearance.	None	15 Minutes	Planning Assistant/ Zoning Officer II City Planning & Development Office
	5.1 Prepare endorsement to CMO for approval and forward to CMO	None	15 Minutes	Zoning Officer II/ Zoning Officer III City Planning & Development Office
	5.2 (CMO) Review and approve LCs	None	15 Minutes	(Refer to CMO Process Flow)
	5.3 (CMO) Return approved and signed LCs to CPDO	None	15 Minutes	
	5.4 (CPDO) Receive endorsement	None	15 Minutes	Planning Assistant City Planning & Development Office
	5.5 Stamp and sign approved Site Development Plans	None	20 Minutes	Zoning Officer IV and Department Head City Planning & Development Office
6. Receive Location Clearance and Copy of Resolution	6. Release CZBA issued Location Clearance, Copy of Resolution and Stamped Plans	None	10 Minutes	Planning Assistant City Planning & Development Office
	<b>Total:</b>		13 Days and 30 Minutes	

The issuance of Locational Clearance by the City Zoning Board of Appeals (CZBA) is governed by Section 78 of Zoning Ordinance No. 16, series of 2019.

*Please note that the processing time is designed for serving one client at a time, and may be extended if there are two or more clients.*