

14. Issuance of Zoning Certification (ZC) (External Service)

This service involves the issuance of zoning certification, which is based on the approved zoning ordinance of the city. The zoning certification is issued per land use classification of the property.

Office or Division:	City Planning & Development Office – Land Use and Zoning Administration Division			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Property Owners			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Copy of Title		1. Owners or Registry of Deeds		
2. Copy of Tax Declaration		2. Owner or City Assessor's Office		
3. Copy of Sketch Plan with Vicinity Map signed and sealed by Licensed Geodetic Engineer		3. Owner or Licensed Geodetic Engineer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents	1.1 Check completeness of documents submitted and prepare and print Order of Payment and Tracking Slip	None	5 Minutes	<i>Planning Assistant City Planning & Development Office</i>
2. Receive Order of Payment	2.1 Issue Order of Payment and Tracking Slip	None	5 Minutes	<i>Planning Assistant City Planning & Development Office</i>
3. Pay fees at the City Treasurer's Office	3.1 Receive payment and print OR	PHP 100.00 per hectare (Certification Fee) + PHP 30.00 (DST)		<i>City Treasurer's Office</i>
4. Present Proof of Payment	4.1 Receive Proof of Payment	None	5 Minutes	<i>Planning Assistant City Planning & Development Office</i>
	4.2 Assign evaluator	None	5 Minutes	<i>Zoning Officer IV</i>

	and preparer			<i>City Planning & Development Office</i>
	4.3 Evaluate, prepare, encode and print Zoning Certification	None	20 Minutes	<i>Zoning Officer II/ Zoning Officer III City Planning & Development Office</i>
	4.4 Review, sign certification and recommend to DH	None	10 Minutes	<i>Zoning Officer IV City Planning & Development Office</i>
	4.5 Approve and sign Certification	None	10 Minutes	<i>Department Hear or Assistant Department Head City Planning & Development Office</i>
5. Receive Clearance	2.3 Release ZC to client	None	5 Minutes	<i>Planning Assistant City Planning & Development Office</i>
	TOTAL:	PHP 105.00	1 Hour, 5 Minutes	

Issuance of Zoning Certification (ZC) is covered under Zoning Ordinance No. 16, Series of 2019.

**Please note that the processing time is intended for one client being served at one time. The time shall be extended when there are two or more clients.*

**Processing time for transactions with other offices, which are prerequisites for the issuance of the clearance, is not included.*