

GUIDELINES FOR FILING REQUESTS FOR RECONSIDERATION

An applicant who intends to move for the reconsideration of the decision of the Quezon City Zoning Administration Unit (ZAU), may submit a written request to the Zoning Administration Unit at the 4th Floor Building D or (please supply the email address) together with the following requirements:

1. The written request for reconsideration should contain:
 - a. legal or factual ground/s relied upon by the applicant;
 - b. a brief description of the proposed business activity, nature of its operation number of employees, number and type of equipment, if any; and
 - c. Contact information of the applicant (landline, mobile, email address, etc.)
2. The completed Application Form of Quezon City BPLD and the issued Simplified Business Form indicating the denial of the application and the grounds for such denial.
3. Existing or previously approved locational and/or building permit, special use permit, or certificate of exception for the business site, if any.
4. Affidavit of Undertaking, if applicable
5. Pictures of the structure (front view and inside view which shows the business area)

The request for reconsideration shall be acted upon by the Zoning Administrator based on the documents submitted and upon payment of the fees (PhP 1,000.00) for Motion for Reconsideration, in accordance with **Section 69** of the **Quezon City Zoning Ordinance (QCZO)**. Whenever necessary to validate relevant information, a site inspection will be required, and the report of such inspection shall form part of the considerations upon which the Zoning Administrator shall base the decision to approve or disapprove the request.

This approval or disapproval of the application and/or any reconsideration shall be without prejudice to the implementation of appropriate enforcement action for violations of the provisions of the QCZO, and the imposition of fines on the following offenses provided under **Section 69, No. 5** of the **QCZO**:

Administrative Penalties – Any applicant, proponent, proprietor, owner or representative, who commits any of the following acts shall after due notice to be punished by a fine in accordance with the following schedule:

ACTS	PENALTIES
a. Unauthorized expansion or alteration of (a fine) any activity formerly covered by a Certificate of Non-Conformance	A fine equivalent to 100% of the prescribed processing fee but in no case less than PhP 2,000.00 or more than PhP 10,000.00
b. For committing fraud of misrepresentation	
i. Fraud or misrepresentation as to use	PhP 5,000.00
ii. Fraud or misrepresentation as to location	PhP 5,000.00
iii. Non-disclosure of any material fact	PhP 2,000.00
c. For refusing admission within any premises subject to inspection by a duly-authorized inspector	
i. First refusal	PhP 2,000.00
ii. Subsequent refusal	PhP 5,000.00
d. Or failing or refusing, without justifiable reason, to appear during a proceeding before the Office of the Zoning Official or its duly authorized officers	A fine not more than PhP 2,000.00

The applicant shall be informed of the action of the Zoning Administrator through a letter, which may be sent through the contact information provided by the applicant.