

14. ZONING CERTIFICATE

The Zoning Certificate is secured by real property owners of titled lots to verify zoning classification and structures allowed in the specific area.

Office or Division:	Zoning Administration Unit (ZAU)			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	real property lot owners/developers/students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Transfer Certificate of Title (1 photocopy)		Land Registration Authority		
Sketch of Location (1 original)		City Assessor's Office/Google Map		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up application form and submit the required documents at Counter 11	1.1 Receive the required documents and check the completeness of requirements	Res'l ₱100.00 Comm'l ₱300.00 Inst. ₱200.00	5 minutes	Receiving Clerk
	1.1.1 Verify the zoning classification based on the QC Zoning Ordinance		10 minutes	Evaluation Group
	1.1.2 Print the Zoning Certificate		3 minutes	Clerk
	1.1.3 Review/sign the Zoning Certificate		3 minutes	OIC, ZAU
	1.1.4 Issue /sign Order of Payment		1 minute	Releasing Clerk
2. Pay the verification fee at the City Treasurer's Office and submit the photocopy of the Official Receipt	2.1 Check the Official Receipt		1 minute	Releasing Clerk
3. Receive the Zoning Certificate	3.1 Release the Zoning Certificate		3 minutes	Releasing Clerk