

15. 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 out the up-up application form and submit the required documents at Counter 11	1.1. Check the required documents and completeness of requirements.		5 minutes	Receiving Staff
	1.1.1 Verify the zoning classification based on the QC Zoning Ordinance.	<u>Residential</u> ₱ 100.00;	30 minutes	Evaluation Group
	1.1.2 Print the Zoning Certificate.	<u>Commercial</u> ₱ 300.00;	5 minutes	Clerk
	1.1.3 Review/sign the Zoning Certificate.	<u>Institutional</u> ₱200.00	5 minutes	OIC-ZAU
	1.1.4 Issue /sign Order of Payment		5 minutes	Releasing Staff
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		5 minutes	Releasing Staff
3. Receive the Zoning Certificate	3.1. Release the Zoning Certificate		3 minutes	Releasing Staff
Total			58 inutes	