

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	

16. DEVELOPMENT PERMIT FOR SUBDIVISION APPROVAL

A Development Permit is a pre-requisite for the issuance of Certificate of Registration and License to Sell in compliance with the approved Quezon City Council Ordinance on subdivision plan approval.

Office or Division:	Subdivision Administration Unit (SAU)
Classification:	Complex

Type of Transaction:	G2B			
Who may avail:	HOA and Private Developers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Subdivision Plans, Eng'g. Plans and Topo Plan (4 sets original plans)		Private Developer		
• Certified True Copy of TCT(1 original, 1 photocopy)		Registry of Deeds - LRA		
• Locational Clearance (4 photocopies)		Zoning Administration Unit (ZAU)		
• Certificate of Registration (CMP - BP 220) (4 photocopies)		HLURB		
• SEC Registration (Open Market - PD 957) (4 photocopies)		Security and Exchange Commission		
• MOA w/ Land Owner, Developer, or Originator (1 original, 3 photocopies)		Registered Land Ownership		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up and submit the application Form for CMP or PD 957	1.1 Check completeness of documents	None	15 minutes	SAU Technical Personnel
	1.1.1 Evaluate pertinent documents including Subdivision Plans and Engineering Plans		1 day	Evaluation Group
	1.1.2 Conduct a site inspection and verify the conformity of plans in the project area		1-day	SAU Technical Personnel
	1.1.3 Prepare the evaluation report and recommendation report		2 hours	PDO IV
	1.1.4 Endorse the application with evaluation report and recommendation to the City Administration Office for legislation to the QC Council		15 minutes	SAU Head
	1.1.5 Schedule on first reading followed by Committee hearing, agenda for the second			Quezon City Council