

4. LAND / PROPERTY ACQUISITION PROGRAM

The acquisition of land and reserves for the city's future various infrastructure programs- An investment strategy employed by the QC government since 2004, land banking program involves the tedious task of assessing site's suitability thru title checks, status of ownership if vacant or open space, conduct of research, site inspection, evaluation of properties offered for sale to the city or properties which the city intends to buy

Office or Division:	Special Projects Division (SPD), CPDD			
Classification:	Highly Technical			
Type of Transaction:	G2C (Government to Citizen) G2G (Government to Government)			
Who may avail:	City Departments/Offices/Operating Units Barangay Officials Private entities QC residents/citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Official request letter or B-1 (Basis 1) Form Photo copy of plans, program of works (<i>if applicable</i>) 		Request letter to be accomplished by the proponent		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit official letter request with attached documents / plans / program of works (if applicable)	Receive, records request/project proposal	None	5 mins	Project Development Officer III, LUID
2. Negotiation with the owner for lot acquisition	Prepare letter of intent to buy the property (if viable) and/or letter denying the proposal, or counteroffer letter based on the evaluation of the proposal and deliberation by the City Appraisal Committee		15 mins	Department Head, CPDD City Appraisal Committee
Pre-Acquisition Process	<ul style="list-style-type: none"> a) Preparation of the Appraisal resolution b) Request for the City Mayor's authority to negotiate and enter into a contract to acquire the lot c) Preparation of the draft deed of sale for review by the proponent 			City Appraisal Committee (City Council Resolution c/o Office of the City Secretary) CPDD, City Legal Dept.

	<p>d) Request for appropriation in the acquisition of the property thru preparation of Work Financial Plan (WFP)</p> <p>e) Issuance of Advice of Allotment (AA)</p>			<p>Department Head, CPDD & City Budget</p> <p>c/o City Budget Dept. Head, City Mayor</p>
3. Signing of the Deed of Sale	Final draft deed of sale for signature by the proponent and of the City Mayor		1 hour	<p>Owner / proponent</p> <p>Hon. City Mayor (c/o City Legal Dept.)</p>
Acquisition Process	<p>1. Preparation of Obligation Request (AA + supporting documents) and Disbursement Voucher (DV)</p> <p>2. Issuance of Certificate of Availability of Funds (CAF) (OBR + AA + supporting documents) for pre/post audit</p> <p>3. Evaluation of OBR and DV</p>			<p>Department Head, CPDD & City Budget</p> <p>c/o Fiscal Mgt. & Control Unit, City Accounting Dept.</p> <p>To FCU for auditing; to City Treasurer's Office for Request of Obligation and Allotment (ROA); DV for signature of the City Accountant, City Treasurer and the Hon. City Mayor</p>
4. Initial payment (50%)	<p>Issuance and release of check payment</p> <p>Turn-over of the owner's duplicate of title to the City Government</p>		10 days*	<p>c/o Cash Division, City Treasurer's Office</p> <p>Owner / proponent</p>

5. Payment of taxes and fees (if the owner will pay taxes and fees based on deed of sale)	Payment of CGT & DST to BIR Issuance and release of Certificate Authorizing Registration (CAR) (O.R.+ supporting documents) Owner to transmit		1 day	Owner / proponent
(If City will pay taxes and fees)	* Same process in the acquisition process			c/o City Budget Dept., City Accounting Dept., City Treasurer's Office, Office of the Mayor Liaison Officer, CPDD
Transfer Tax	Request to the City Treasurer's office in the Transfer Tax payment		15 mins. 5 working days	Department Head, CPDD Transfer Tax Certificate of Exemption c/o City Treasurer's Office)
Payment of Registration Fee	Computation of Registration fee to Registry of Deeds + plus supporting documents		3-5 days*	Liaison Officer, CPDD
	* Same process in the acquisition process			c/o City Budget Dept., City Accounting Dept., City Treasurer's Office, Office of the Mayor
	Payment of Registration Fee to Registry of Deeds		1 day	Liaison Officer, CPDD
Issuance of New TCT	Issuance and release of New TCT in the name of QC Government			c/o Registry of Deeds

6. Final Payment (50%)	Same process in the initial payment (50%)		10 days*	c/o City Accounting Dept., City Treasurer's Office, Office of the Mayor
	Issuance and release of check payment		1 day	c/o Cash Division, City Treasurer's Office
Total			22 days and 1 hr and 20 mins.*	

Note: * time may differ depending on the complexity of the request/proposal

5. LOCATIONAL CLEARANCE FOR BUSINESS PERMIT: NEW @ QC eServices

Locational Clearance is issued to business owners that serve as a pre-requisite document in the issuance of a Business Permit to guarantee that the business is in compliance with the Zoning Ordinance.

Office or Division:	Zoning Administration Unit (ZAU)			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	Business Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
QC eServices website registration		https://qceservices.quezoncity.gov.ph/		
Attachment of Supplemental Documents (whichever is applicable)				
<ul style="list-style-type: none"> • Certificate of No Objection from HOA or Neighbors' Consent 		HOA		
<ul style="list-style-type: none"> • Barangay Council Resolution 		Concerned Barangay		
<ul style="list-style-type: none"> • Building Permit or Certificate of Occupancy/Locational Clearance (Building)/SUP/COE/SP(City Council Resolution) 		DBO/ZAU		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register and log in to the QC eServices website and create an account				BPLD Technical Staff
2. Fill out the Unified Online Business Permit Application (UOBPA) and attach/upload documentary requirements				BPLD Clerks/ Evaluators