

3. Submit the approved City Council Resolution & ECC and other documents	recommend the issuance of the Locational Clearance/COE.	₱3.00/m² of TFA;		
	3.1.2. Prepare documents and recommend approval of the application.	<i>Verification Fee:</i> ₱100.00	45 minutes	PDO IV
	3.1.3. Approved and signed final evaluation.	<i>Commercial Processing Fee:</i> ₱10.00/m² of TFA;		
	3.1.4. Print the LC/COE with e-sign & Order of Payment.	<i>Verification Fee:</i> ₱300.00	30 minutes	OIC-ZAU
	3.2. Sign the Order of Payment.	COE Processing Fee: ₱ 150/m² of TFA subject to an exemption	10 minutes	Clerk
	3.3. Stamp and sign the Architectural Plan.		5 minutes*	PDO IV
			30 minutes	Clerk and Evaluators
4. Pay the Processing Fee at CTO and submit the photocopy of the Official Receipt	4.1. Check the Official Receipt.		5 minutes	DBO
5. Receive the copy of COE and approved copy of Architectural Plans	5.1. Release the COE and approved copy of Architectural Plans		5 minutes	DBO
Note: * Subject to the completeness of requirements.				

14. LOCATIONAL CLEARANCE FOR BUILDING PERMIT: FOR SPECIAL USE PERMIT (SUP) ON REGULAR PROCESS

The Locational Clearance is issued to the developers/lot owners as a pre-requisite in the issuance of a Building Permit to guarantee that the building and its design components comply with the Zoning Ordinance and the Local Building Code. The Special Use Permit is issued through a resolution approved by the City Council allowing the project for such use on the lot or property. The uses that require a Special Use Permit are Gasoline/Auto-LPG, Waste Disposal Facility, Radio, and Television Transmitting Stations, Telecommunication Tower (Greenfields); *Temporary*

suspended due to Joint Memorandum Circular-01, Series of 2021), Heliports/Helipads, Abattoir/Slaughterhouse, Cockpits/Race Tracks, Transport Terminals, Transport Garage, Cemeteries, Funeral Parlor/ Memorial Chapel/Mortuary, Crematorium/Columbarium.

Office or Division:	Zoning Administration Unit (ZAU)		
Classification:	Highly Technical		
Type of Transaction:	G2B		
Who may avail:	Developers, Property Lot owners		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Tax Clearance/Real Property Tax Receipt & Bill (1 original, 1 photocopy of the current year)		City Treasurer's Office (CTO)	
Proof of Lot Ownership (whichever is applicable)			
• Transfer Certificate of Title (1 certified true copy)		Land Registration Authority (LRA)	
• Lease contract (1 photocopy)		Registered Lot Owner	
• Award Notice (1 photocopy)		Registered Lot Owner	
• Deed of Sale (1 photocopy)		Registered Lot Owner	
• Memorandum of Agreement (MOA) (1 photocopy)		Registered Lot Owner	
• Affidavit of Consent to construct/Special Power of Attorney (SPA) (1 photocopy)		Registered Lot Owner	
• Authority to Sign/Corporate Secretary's Affidavit (1 photocopy)		President of the Corporation	
Lot Plan (1 set signed & sealed)		Licensed Geodetic Engineer	
Architectural Plan (2 sets signed & sealed) & PTR		Licensed Architect	
For Representative			
• Duly notarized Authorization Letter/Special Power of Attorney (1 original)		Registered Lot Owner	
• Government-issued Identification Card of the person being represented (1 photocopy)		BIR, Postal ID, DFA, PSA, SSS, GSIS, Pag-Ibig	
• Government-issued Identification Card representative (1 photocopy)		BIR, Postal ID, DFA, PSA, SSS, GSIS, Pag-Ibig	
Long Folder			
Mandatory Requirements for SUP:			
• Description of the project, its nature of the operation or use, location, boundaries, and size or volume of operation;		Project Engineer/Architect	
• Identification of the components which shall be affected by the project		EMB-DENR	
• Environmental Impact Study/Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC)		Concerned Barangay	
• Barangay Council Resolution			

Supplemental documents:				
<ul style="list-style-type: none"> Neighbor's firewall consent (1 original, 1 photocopy) HOA Approved plan (2 sets, blueprint of Architectural Plans) DPWH Clearance if located along a national road (1 original, 1 photocopy) MMDA Clearance if along the river, waterways (1 original, 1 photocopy) Earthquake Hazard Assessment (1 original, 1 photocopy) 		Adjacent neighbor HOA Department of Public Works and Highways Metro Manila Development Authority PhiVolcs		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply for SUP at the City Council thru the Chairman, Committee on City Planning, Building & Zoning	1.1. Receive the endorsement from the City Council requesting the preparation of the Project Evaluation.	None	3 minutes	Receiving Staff
	1.2. Evaluate the project based on the submitted mandatory requirements and present the findings as to the basis of the City Council for their decision to deny or approve the resolution.		4 hours	Evaluation Group
	1.3. Review the project evaluation report; recommend approval/ disapproval of the application		8 hours*	OIC-ZAU
3. Attend the public consultations at the City Council for the approval of the City Council Resolution			3 readings	City Council
	4.1. Check and receive the documents.		1 hour	Receiving Staff

4. Submit the approved City Council Resolution & ECC	4.2. Prepare the revised evaluation report & recommend the issuance of the Locational Clearance/SUP.	<i>Commercial Processing Fee:</i> ₱10.00 /m ² of TFA;	1 hour	Evaluation Group
	4.3. Prepare documents and recommend approval of the application.	<i>Verification Fee:</i> ₱ 300.00	2 hours *	PDO IV
	4.4. Approval and sign final evaluation	<i>SUP Processing Fee:</i> ₱150/m ² of TFA/LA	30 minutes	OIC-ZAU
	4.5. Print the LC/SUP with e-sign & Order of Payment.	<i>subject to SUP</i>	10 minutes	Clerk
	4.6. Sign the Order of Payment.		5 minutes*	PDO IV
	4.7. Stamp and sign the Architectural Plan.		30 minutes	Clerk & Evaluators
5. Pay the Processing Fee at CTO and submit the photocopy of the Official Receipt	5.1. Check the Official Receipt		5 minutes	DBO
6. Receive the copy of SUP and the approved copy of Architectural Plans	6.1 Release the SUP and approved copy of Architectural Plans		5 minutes	BDO

Note: * Subject to the completeness of requirements.

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