

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

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