

	<p>notation in the LC (if conditional) and Notice of Action (NOA); for disapproved application, prepare a letter to the owner.</p> <p>1.2.1. Print and affix initials in the LC with OIC, ZAU eSign and NOA (no eSign)</p> <p>1.3. Review the printed LC and affix initials before releasing</p> <p>1.4. Review/sign the printed NOA and letter to the owner</p>		<p>5 minutes</p> <p>5 minutes</p> <p>5 minutes</p>	<p>Evaluators</p> <p>PDO V</p> <p>OIC-ZAU</p>
2. Receive the LC	Issue the LC/NOA to the Client		3 minutes	Releasing Staff
Total			35 minutes	

8. REQUEST FOR MOTION FOR RECONSIDERATION

This request is made when an applicant, is not satisfied by the decision of the Zoning Official concerning the interpretation, administration or enforcement of the zoning ordinance.

Office or Division:	Zoning Administration Unit (ZAU)
Classification:	Complex
Type of Transaction:	G2B
Who may avail:	Business Owners
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • A written request for reconsideration • Accomplished Application Form and the • issued Simplified Business Form indicating denial of the application • Previous Locational Clearance/Bldg. Permit, SUP, COE (if any) • Affidavit of Undertaking (if applicable) • Pictures of the structure (front view and inside view showing business area) • Official Receipt as proof of payment of Motion or Letter of 	DBO

Reconsideration If Representative, photocopy and present the original of the ff: <ul style="list-style-type: none"> • Duly notarized Authorization Letter/Special Power of Attorney • Representative's Government issued Identification Card 		Business owner BIR, Postal ID, DFA, PSA, SSS, GSIS, Pag-Ibig		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a written request for reconsideration with the required documents Pay MR fee at CTO and submit photocopy of OR	1. Receive, and check the completeness of the documents and issue order of payment.	Motion for Reconsideration Fee: P1,000.00	5 minutes	Receiving Staff
	2. Receive photocopy of the Order of Payment and attach to the MR documents.		2 minutes	Receiving Staff
	3. Prepare routing slip with remarks and recommendations; Assigns staff to prepare letter of reply.		15 minutes	PDO III
	4. Check the letter of reply; if with revision return to the staff assigned, if none forward to OIC ZAU.			
	5. Assess the letter of reconsideration/ review/sign the letter of reply.		6 working days	OIC-ZAU
2. Receive the reply letter on the request	Release the reply letter to the applicant		3 minutes	Releasing Staff

3. Log-in to QC-eServices; Upload approved letter for reconsideration and other documents (if any)	Re-evaluate application based on the letter signed by ZAU-OIC		15 minutes	PDO-II
Total			6 working days and 40 minutes	

9. LOCATIONAL CLEARANCE FOR BUILDING PERMIT: FOR NEW (SIMPLE), RENOVATION & INTERIOR RENOVATION @ ONE-STOP- SHOP (OSS)

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.

Office or Division:	Zoning Administration Unit (ZAU)
Classification:	Simple
Type of Transaction:	G2B
Who may avail:	Developers, Property Lot owners
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>For Simple: 1 to 3 Storey Residential (1 unit), 2 Storey Commercial Bldg. and Warehouse /Interior renovation inside the mall</i>	
Tax Clearance/Real Property Tax Receipt & Bill (1 original, 1 photocopy of the current year) Proof of Lot Ownership (whichever is applicable)	City Treasurer’s Office (CTO)
Transfer Certificate of Title (1 certified true copy) Lease contract (1 photocopy) Award Notice (1 photocopy) Deed of Sale (1 photocopy) Memorandum of Agreement (MOA) (1 photocopy) Affidavit of Consent to construct/Special Power of Attorney (SPA) (1 photocopy) Authority to Sign/Corporate Secretary’s Affidavit (1 photocopy) Lot Plan (1 set signed & sealed)-not required for interior renovation Architectural Plan (2 sets signed & sealed) & PTR	Land Registration Authority (LRA) Registered Lot Owner Registered Lot Owner Registered Lot Owner Registered Lot Owner Registered Lot Owner President of the Corporation Licensed Geodetic Engineer Licensed Architect
For Representative • Duly notarized Authorization Letter/Special Power of Attorney (1 original) • Government-issued Identification Card of the person being represented (1 photocopy) • Government-issued Identification Card representative (1 photocopy) Long Folder	Registered Lot Owner BIR, Postal ID, DFA, PSA, SSS, GSIS, Pag-Ibig BIR, Postal ID, DFA, PSA, SSS, GSIS, Pag-Ibig