

	Locational Clearance/SUP. 4.3. Prepare documents and recommend approval of the application. 4.4. Approval and sign final evaluation 4.5. Print the LC/SUP with e-sign & Order of Payment. 4.6. Sign the Order of Payment. 4.7. Stamp and sign the Architectural Plan.	Verification Fee: ₱ 300.00 SUP Processing Fee: ₱150/m² of TFA/LA subject to SUP	30 minutes 10 minutes 5 minutes* 30 minutes	OIC-ZAU Clerk PDO IV Clerk & Evaluators
4. Pay the Processing Fee at CTO and submit the photocopy of the Official Receipt	Check the Official Receipt		5 minutes	DBO
5. Receive the copy of SUP and the approved copy of Architectural Plans	Release the SUP and approved copy of Architectural Plans		5 minutes	DBO
Total				

*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:	Highly Technical			
Type of Transaction:	G2B			
Who may avail:	Real Property Lot Owners, Developers, Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Transfer Certificate of Title (1 photocopy) Sketch of Location (1 original) 		Land Registration Authority 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.	Residential ₱ 100.00; Commercial ₱ 300.00;	5 minutes	Receiving Staff

	1.1.1 Verify the zoning classification based on the QC Zoning Ordinance. 1.1.2 Print the Zoning Certificate. 1.1.3 Review/sign the Zoning Certificate. 1.1.4 Issue /sign Order of Payment	Institutional ₱200.00	30 minutes 5 minutes 5 minutes 5 minutes	Evaluation Group Clerk OIC-ZAU Releasing Staff
Pay the verification fee at the City Treasurer's Office and submit the photocopy of the Official Receipt	Check the Official Receipt		5 minutes	Releasing Staff
Receive the Zoning Certificate	Release the Zoning Certificate		3 minutes	Releasing Staff
Total			58 minutes	

*Note: * Subject to the completeness of requirements.*