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| **Description of Service:** | ISSUANCE OF ZONING CERTIFICATION | |
| **Office** | Office of the City Planning and Development Coordinator | |
| **Classification** | Simple Transaction | |
| **Type of Transaction** | G2C, G2B | |
| **Who may avail** | Transacting Clients, Business Owners, Real Property Developers | |
| **Documentary Requirements** | | **Where to Secure** |
| 1. Filled-out Zoning Certification Application Form (1 copy) | | Office of the City Planning and Development Coordinator |
| 2. Lot Plan duly signed by a licensed Geodetic Engineer with Vicinity Map (1 copy) | | Geodetic Engineer  (Private Practice) |
| 3. Transfer Certificate of Title TCT, Certified True Copy (1 copy) | | Register of Deeds |
| 4. Real Property Tax Receipt / Clearance, Certified True Copy (1 copy) | | Office of the City Treasurer |
| 5. Tax Declaration, Certified True Copy (1 copy) | | Office of the City Assessor |

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| **Client Action** | **Agency Action** | **Fees to be Paid** | **Processing Time** | **Person in Charge** |
| 1 Submit filled-out Zoning Certification Application Form with complete documentary requirements. | 1.1 Receive the filled-out Zoning Certification Application Form and check the completeness of documentary requirements. |  | 15 minutes | Admin. Clerk (CPDC Office) |
|  | 1.2 Verify the Zoning Classification based on the Zoning Ordinance. |  | 20 minutes | Zoning Staff (CPDC Office) |
|  | 1.3 Prepare and print the Zoning Certification. |  | 20 minutes | Admin. Clerk (CPDC Office) |
|  | 1.4 Review and sign the Zoning Certification. |  | 20 minutes | Zoning Officer  (CPDC Office) |
|  | 1.5 Issue Payment Order. | PHP 250.00 per Lot | 15 minutes | Admin. Clerk (CPDC Office) |
| 2 Pay the verification fee at the Office of the City Treasurer and submit the Official Receipt to CPDC Office. | Receive and check the Official Receipt. |  | 15 minutes | Admin. Clerk (CPDC Office) |
| 3 Receive the Zoning Certification. | Release the Zoning Certification. |  | 15 minutes | Admin. Clerk (CPDC Office) |
| **Total** | | **PHP250.00**  **per Lot** | **2 hours** |  |
| **END OF TRANSACTION** | | | | |