

Issuance of Zoning Certification

☑ ABOUT THE SERVICE

ENTERPRISES are required to secure a Zoning Certification upon application for Business Permit to ensure that the enterprise is allowed in the chosen location as per the Comprehensive Land Use Plan (CLUP) and other relevant zoning and land use ordinances.

☑ FEE

P50.00

☑ REQUIREMENT(S)

- Letter request for Zoning Certification indicating the proposed use
- Lot survey plan with Vicinity Map duly signed by a licensed Geodetic Engineer or authorized person drawn to scale ranging 1:100 to 1:1000
- Proof of ownership or right over land (certified true copy) If property is not owned, Lease Contract/Application or Letter of Authorization/Consent of the owner duly notarized
- Barangay Certification as to status of the area indicating whether this is not covered by Barangay site expansion.
- Certification and Inspection Fee

☑ HOW TO AVAIL OF THE SERVICE

PROCESS/ACTIVITY		DURATION	PERSON RESPONSIBLE
Service Provider	Client		
1.	Secure an application slip/form		
2.	Interview the client, ask the purpose of the request and provide the form	1 minute	Engr. Gerry V. Araneta Maria Ellen C. Torres
3.	Accomplish the application form and present photocopy of requirements		
4.	Check the requirements and the validity of the documents (thorough verification) Advise client to pay	10 minutes	Engr. Gerry V. Araneta Maria Ellen C. Torres
5	Pay Zoning Certification fee and present the O.R.		Rizean Olivar

6. Issuance of Zoning Certification		5 minutes	Engr. Gerry V. Araneta
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Total

16 minutes