



Applying for Rezoning

ABOUT THE SERVICE

All lot owners requesting for rezoning of their property from non-Agricultural to residential, commercial, industrial and institutional use are required to secure approval for rezoning.

Department / Office:		CITY PLANNING AND DEVELOPMENT OFFICE		
Classification:		Complex		
Type of Transaction:		G2C - Government to Citizens G2B – Government to Business G2G – Government to Government		
Who may avail		Landowners		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Letter of intent addressed to Mr. Wilfredo B. Prilles, Jr.				
• Letter of application in the name of the owner of the land				
• Special Power of Attorney, if applicant is other than the owner of the land				
• Photocopy of Original or Transfer Certificate of Title and/or other documents establishing ownership of the land				
• Location plan and/or vicinity map				
• Detailed Feasibility Study of the proposed project or intended use of the land as in harmony with Barangay Development Plan				
• Certificate as to site zoning classification		• City Planning and Development Office		
• Barangay Resolution		• Barangay Hall		
• Certificate of updated Real Property Tax payment duly signed and certified		• City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Request Letter Submit letter request together with complete requirements			30 minutes	WILFREDO B. PRILLES, JR. CGDH I City Planning and Development Coordinator JOB B. OLIVA Statistician II ROSEMARIE I. CIUDADANO Planning Officer II NESSY P. SALES Project Development Officer I
	2. Review and Evaluation			



	Zoning personnel conducts review, site visits and complete evaluation of application.		Maximum of 5 days	
	3. Submission of consolidated evaluation report to SP and members of the Land Use Committee	Rezoning Fee P 2,000.00 / ha. Inspection Fee P 1,000.00 / ha.	30 minutes	
	4. Issuance of Ordinance Assuming it is approved by SP, signed by Secretary to the SP, City Vice-Mayor and City Mayor		1 hour	
TOTAL		P	5 days and 2 hours	

CITY PLANNING AND DEVELOPMENT OFFICE

Room 208, 2/F Main Bldg., City Hall Complex, J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact:

Wilfredo B. Prilles, Jr., City Government Department Head I / City Planning and Development Coordinator

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