



## Securing Certificate of Site Zoning Classification

### ABOUT THE SERVICE

Site Zoning Certificate is required in applying for Land Reclassification, Land Conversion, PALC, ECC, or LGU head indorsement.

<b>Department / Office:</b>		<b>CITY PLANNING AND DEVELOPMENT OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens G2B – Government to Businesses G2G – Government to Government		
<b>Who may avail</b>		Any Resident		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• Letter-request addressed to the Zoning Administrator/City Planning and Development Coordinator				
• Lot Plan with vicinity map drawn to scale signed by a Geodetic Engineer				
• Transfer Certificate of Title (TCT) or Deed of Sale				
• Real Property Tax Declaration		• City Assessor's Office		
• Updated Certificate of Real Property Tax Payment		• City Treasurer's Office		
• Special Power of Attorney of land owner's authorized representative, if any				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of Request Letter  Submit letter-request together with the requirements.			5 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 Verification  CPDO staff does research, review and verification.	P 720.00 / ha.	1 hour	JOB B. OLIVA Statistician II  ROSEMARIE I. CIUDADANO Planning Officer



				II NESSY P. SALES Project Development Officer I
	3. Issuance of Certificate  Applicant receives the Certificate of Site Zoning Classification.		(Maximum of 4 hours)	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
	<b>TOTAL</b>	P	5 hours and 5 minutes	

**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:

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