

- b. Grant variance and exceptions as provided for in the City Zoning Ordinance; and
- c. Act on complaints and opposition to applications for Locational Clearance, Variance or Exception

SECTION 4. LIMITATIONS ON THE POWER AND AUTHORITY OF THE BOARD – The NCZBAA is a quasi-judicial body. As such, it shall have no power and authority to amend, alter, repeal or legislate a zoning ordinance. The territorial jurisdiction of the Board shall be limited to Naga City.

Decisions of the Board are appealable to the Department of Human Settlements and Urban Development (DHSUD).

SECTION 5. INTERNAL PROCEDURES – The Board shall adopt rules necessary for the conduct of its affairs. Meetings shall be held at the call of the chairman and at such other times as the Board may determine. The Chairman, or in his absence, the acting chairman, may administer oaths and compel the attendance of witnesses. All meetings shall be open to the public.

The Board shall keep a minute of its proceedings showing the vote of each member upon each question raised and keep a record of its official actions, all of which shall constitute a public record.

The concurring vote of eight (8) members shall be necessary to reverse the order, decision or determination of the City Zoning Administrator.

SECTION 6. FILING AN APPEAL – Any person aggrieved by the decision of the City Zoning Administrator regarding the interpretation, administration or enforcement of this Ordinance may appeal to the City Zoning Board of Adjustment and Appeals.

Such appeal shall be taken within a reasonable time, but not exceeding sixty (60) days from the receipt of the notice of the decision or action taken by the City Zoning Administrator, by filing with the same and with the Board, a notice of appeal specifying the grounds, therefore. The City Zoning Administrator shall forthwith transmit to the Board all papers constituting the record upon which the action appealed from was taken.

The Board shall fix the time and place for the hearing of the appeal, give due notice to the parties, and decide the same within a reasonable time.

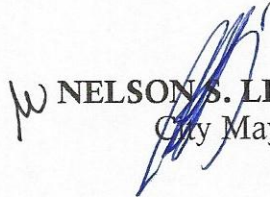
Unless appealed to the DHSUD, decisions of the Board shall be final and executory.

SECTION 7. BUDGET – All activities to be conducted pursuant to the proper implementation of this Executive Order shall be chargeable against the existing budget of the City Planning and Development Office.

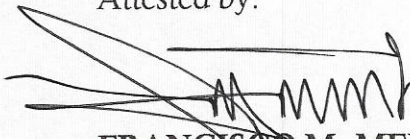
SECTION 8. EFFECTIVITY – This Executive Order shall take effect immediately.

LET COPIES of this Executive Order be furnished all concerned offices and agencies for their information and guidance.

Issued this 2nd day of August 2021 at Naga City Philippines.

 **NELSON S. LEGACION**
City Mayor

Attested by:


FRANCISCO M. MENDOZA
Acting City Administrator