



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 endorsement.

Department / Office:		CITY PLANNING AND DEVELOPMENT OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens G2B – Government to Businesses G2G – Government to Government		
Who may avail		Any Resident		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• 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				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 ROSEMARIE I. CIUDADANO Planning Officer II NESSY P. SALES Statistician II
	2. Review and Verification CPDO staff does research, review and verification.	P 720.00 / ha.	1 hour	ROSEMARIE I. CIUDADANO Planning Officer II NESSY P. SALES Statistician II
	3. Issuance of Certificate		(Maximum of 4 hours)	WILFREDO B. PRILLES, JR. CGDH I



	Applicant receives the Certificate of Site Zoning Classification.			City Planning and Development Coordinator ROSEMARIE I. CIUDADANO Planning Officer II NESSY P. SALES Statistician II
TOTAL		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:

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

Tel. No. (054) 205-2980 Loc. 2080

E-mail: cpdo@naga.gov.ph