



5. Securing a Zoning Certification in Conformity with the approved Comprehensive Land Use Plan of the City of Batac

Zoning Certificate is issued to any applicant for the purpose of certifying the land use of a lot based on the approved Comprehensive Land Use Plan and the allowed or permitted uses zonified/ specified in the Zoning Ordinance of the City.

Office or Division:	City Planning and Development Coordinator Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Individuals applying for land title, transfer of title, land conversion clearance, loan application (GSIS, SSS, Pag-ibig)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form		Office of the City Planning & Development Coordinator		
2. Authorization Letter (if authorized Representative)		Applicant		
3. Vicinity Map/Location Map indicating clearly the exact location of the site to include appropriate landmarks		Applicant		
4. Certified True Copy of Latest Tax Declaration		City Assessor's Office		
5. Section Map		City Assessor's Office		
6. One (1) Certified True Copy of Original Certificate of Title/s (OCT)/Transfer Certificate of Title/s (TCT)		LRA/Applicant		
7. One (1) photocopy of Current Real Property Tax Payment Receipt.		City Assessor's Office		
8. Lot Survey Plan duly signed by a Licensed Geodetic Engineer, if needed		Applicant/Owner/Licensed Geodetic Engineer		
9. Proof of Ownership If property NOT OWNED, Duly notarized Deed of Sale, Affidavit of Consent, Deed of Partition, Deed of Donation, Special Power of Attorney or any legal document as proof of right over the property		Applicant/Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Application Form with attached completer required documents	1. Checks and reviews submitted duly accomplished application form, requirements/ documents	Residential Use - Php 500.00*	5 minutes	<i>City Planning and Development Coordinator</i> Or <i>Information System Analyst II</i> Or <i>Computer Operator III</i>
	1.1 Verifies approved land use in the GIS Data Base, Land Use Map and Zoning Ordinance, Prepares Order of Payment	Commercial Use - Php 800.00* Institutional Use -	20 minutes	Or <i>Project Development Officer II</i> Or <i>Planning Officer I</i> Or



	1.2 Input applicant information in the system	Php 600.00* Industrial Use - Php 1,500.00* Special Uses - Php 1,500.00*	5 minutes	<i>Zoning Officer II</i> Or <i>Zoning Officer I</i> Or <i>Computer Operator I</i> Or <i>Administrative Aide IV</i> City Planning and Development Coordinator Office
2. Receives Order of Payment and proceeds to the City Treasurer's Office for payment of fee	2. Signs and Issues Order of Payment	Agricultura l Use - Php 200.00*	3 minutes	<i>City Planning and Development Coordinator</i> Or <i>Project Development Officer II</i> Or <i>Zoning Officer II</i> Or <i>Zoning Officer I</i> Or <i>Planning Officer I</i> City Planning and Development Coordinator Office
3. Presents/ Submits the Official Receipt to the person in charge at the City Planning and Development Coordinator Office	3. Receives the Official Receipt and Prepares the Zoning Certificate		15 minutes	<i>Project Development Officer II</i> Or <i>Zoning Officer II</i> Or <i>Zoning Officer I</i> Or <i>Planning Officer I</i> Or <i>Administrative Aide IV</i> City Planning and Development Coordinator Office
	3.1 Review as to accuracy of the Zoning Certification, approves and signs		3 minutes	<i>City Planning and Development Coordinator</i>
4. Receives the Zoning Certificate	4. Releases the zoning Certificate and records it in the logbook		5 minutes	<i>City Planning and Development Coordinator</i> Or <i>Project Development Officer II</i> Or <i>Zoning Officer II</i> Or <i>Zoning Officer I</i>



				Or Planning Officer I Or Administrative Aide IV City Planning and Development Coordinator Office
TOTAL:		Based on the 2014 Local Revenue Code of the City of Batac*	56 minutes**	

** Based on the 2014 Local Revenue Code of the City of Batac, Section 3F.06*

***Processing time of the Zoning Certification may exceed depending on the number of applications being processed simultaneously. Processing time may also be extended depending on the time of Payment at the Office of the City Treasurer.*