**9.3. Issuance of a Certificate of Site Zoning Classification**

 Site Zoning Classification

ABOUT THE SERVICE: Site zoning classification is issued for reference and record purposes.

CLIENT GROUPS:

 Real property owners

REQUIREMENTS:

* Letter request
* Approved lot plan with vicinity /location map
* Right over the land document
* Certified photocopy of land title
* Certified copy of FAAS
* Certificate of real property tax payments
* Current tax receipt
* Site zoning classification certificate

SERICE SCHEDULES:

 Monday –Friday

 8:00AM-12:ooNoon, 1:00PM- 5:ooPM

FEES/CHARGES: Certification fee: Depends on the area applied for zoning certification

TOTAL PROCESSING TIME: 4 hours 20 minutes

PROCESS OF AVAILING THE SERVICE:

|  |  |  |  |
| --- | --- | --- | --- |
| Steps Involved | Actions taken | Transaction Time | Persons Responsible |
| 1. Submit letter request for site zoning classification. Take note of the schedule of site inspection | Receives request and looks for the data requested | 10 minutes | Edelia Q. MaestralRodolfo C. LetadaLarry C. Deinla |
| 2. Accompany zoning officer during the inspection. Provide information and obtain date of release of certification | Conducts site inspectionAdvises client on the release of certification | Half day | Edelia Q. MaestralRodolfo C. LetadaLarry C. Deinla |
|  3. Secure a copy of the site zoning classification | Issues certificate of site zoning classification | 10 minutes  | Edelia Q. MaestralRodolfo C. LetadaLarry C. Deinla |