

CITY PLANNING AND DEVELOPMENT OFFICE

(Office of the Zoning Administrator)

Application No. _____

APPLICATION FOR LOCATIONAL CLEARANCE / CERTIFICATE OF ZONING

Name of Applicant: _____	Name of Corporation: _____
Address of Applicant: _____	Address of Corporation: _____
Project Type: _____	Project Nature: <input type="checkbox"/> New Development <input type="checkbox"/> Others (Specify) _____ <input type="checkbox"/> Existing _____
Project Location: _____	Project Tenure: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary (Specify No. of year) _____
Right Over Land: <input type="checkbox"/> Owner <input type="checkbox"/> Others (Specify) _____ <input type="checkbox"/> Lessee _____	Project Area: (in sq. m.) Area of Lot: _____ Area of Bldg: _____ Tax Declaration No. : _____ OCT/TCT No. _____

Existing Land Use of Project Site:

<input type="checkbox"/> Residential	<input type="checkbox"/> Industrial	<input type="checkbox"/> Vacant/idle
<input type="checkbox"/> Institutional	<input type="checkbox"/> Others	<input type="checkbox"/> Agricultural
<input type="checkbox"/> Commercial	(Specify kind of crops) _____	

Project Cost Capitalization: (in peso, write in words) P _____

Is the project applied for the subject written notice(s) from the Board and/or Deputized Zoning administrator to the effect requiring for presentation of Locational Clearance/Certificate of Zoning compliance? _____

If yes, please answer,

a.) Name of HLURB Officer or Zoning Administrator who issued the notice, _____

b.) Date of Notice: _____

c.) Order/Requests indicated in the notice(s) _____

Is the project applied for the subject of similar application(s) with other offices of the Board and/or deputized Zoning Administrator? Yes No

a.) Other HLURB Offices where similar application(s) was filed: _____

b.) Date filed: _____

c.) Action taken _____

Preferred mode of release:

Pick-up Mail

I hereby attest to the truthfulness of the above details given as well as the supporting documents attached to this application form.

Signature over printed name of Applicant or his authorized Representative.

(Republic of the Philippines)

SUBSCRIBED and SWORN TO before me this _____ th day of _____, 20____, in the City/
Municipality of _____, Province of _____, affiant exhibiting to me his/her
Res. Certificate No. _____, issued at _____ on _____, 20____.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Notary Public

Requirements for Issuance of Locational Clearance:

Basic Requirements:

1. Accomplished Application Form (Notarized).
2. SPECIAL POWER OF ATTORNEY (for applications filed by a representative for him to file, make follow-up and /or claim documents/ decision pertaining to the application).
3. Document pertaining to rights and/or ownership over the land:
 - a. Certificate of Title
 - b. Tax Declaration
 - c. In the absence of a & b, documents evidencing applicants right to put up the project over the land (consent, sale, donation, etc.).
4. VICINITY MAP showing existing land uses within 100 meter radius (for projects of local significance) and one (1) kilometre radius (for projects of national significance) from the lot boundary of project site.
5. SITE DEVELOPMENT PLAN showing lot area boundaries and dimensions and proposed layout of improvements therein.
6. FLOOR PLAN of the building/project.
7. BILL OF MATERIALS/ PROJECT COSTS/CAPITALIZATION (including machineries, equipment, etc.) signed by a civil engineer/architect.

Additional Requirements: (For projects of National Significance and/or having impact to Environment)

1. Environmental Compliance Certificate/Certificate of Non-Coverage (ECC/CNC from DENR)
2. Affidavit of Non-objection from Neighbors (occupants within 200m radius from the project).
3. DAR CLEARANCE
4. For manufacturing Industry: DESCRIPTION OF INDUSTRY citing;
 1. Types and volume of raw materials/chemical used
 2. Products manufactured or stored
 3. Average production output/capacity per day/week/month
 4. Industrial wastes and plans for pollution control
 5. Description of process flow or manufacturing processes
 6. Manpower Requirements