



**OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR**

Application No. \_\_\_\_\_

**APPLICATION FOR LOCATIONAL CLEARANCE**

Name of Applicant: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Name of Corporation (if applicable)

\_\_\_\_\_

Purpose: \_\_\_\_\_

Rights over Land:    ( ) Owner        ( ) Lessee        ( ) Authorized

Location: \_\_\_\_\_

Lot No.: \_\_\_\_\_ Lot Area (sq m) \_\_\_\_\_

*I hereby certify that the information stated herein is true and correct and all attached documents herewith are authentic/certified true copy from the original. Any misinterpretation, false statement made by mistake or intentionally is a valid ground for automatic revocation of the certification issued.*

\_\_\_\_\_  
Signature over Printed Name of Applicant/Authorized Representative

CTC No. / Government Issued ID: \_\_\_\_\_

Date Issued: \_\_\_\_\_

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*To be filled out by MPDO Personnel*

Geographic Coordinates: \_\_\_\_\_ N        \_\_\_\_\_ E

Date Filed: \_\_\_\_\_

Received by: \_\_\_\_\_

**CHECKLIST OF REQUIREMENTS**  
**LOCATIONAL CLEARANCE**

- Application Form
- Vicinity Map, drawn to any scale showing:
  - a. Exact Location of proposed site;
  - b. Contiguous firms and/or institution and their products and major activities; and
  - c. Approximate distance of contiguous firms and/or institution within a 1,000 meter radius from the proposed site and from the main service road leading to it.
- Site Development Plan, drawn to any scale showing:
  - a. Plan Layout;
  - b. Site Areas and Boundaries;
  - c. Number of storeys of Plan buildings and Size of the area occupied;
  - d. Road system within Site premises;
  - e. Topographic plan (for mining/quarrying only)
- Certificate of Ownership of the land, any of the following:
  - a. Transfer Certificate of Title registered in the name of the Applicant
  - b. **Latest/Updated** Tax Declaration declared in the name of the applicant **plus** certification from the Register of Deeds/Bureau of Lands that the subject parcel of the land is not yet registered in the name of any other person
  - c. Deed of Sale/Contract of Lease **plus** the TCT of the registered owner
  - d. Authorization from the registered owner allowing applicant to use subject parcel of land **plus** TCT of registered owner
  - e. *If public land*, authorization from appropriate government agency allowing applicant to use subject public land
- Certification from the deputized Zoning Administrator/Officer that the proposed land use is in accordance with development zoning plan of the locality
- Authorization of persons allowed to follow-up/claim clearance
- Bill of materials/Cost estimate
- Locational Clearance Fee
- If the land is agricultural. Secure conversion clearance from the Secretary of the Department of Agrarian Reform
- Environment Compliance Certificate from EMB, DENR
- Barangay Clearance
- Others: \_\_\_\_\_

Note:

The Zoning Officer may ask for other requirements & impose conditions that is deemed appropriate upon his/her inspection and evaluation.