



MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

**ISSUANCE OF LOCATIONAL CLEARANCE
 REQUIREMENTS CHECKLIST**

Duly Accomplished and Notarized Locational Clearance Application Form

Watershed Clearance if applicable

Waterway Clearance if applicable

Proof of Right-Over-Land

Road-Right-of-Way Clearance from DPWH or PEO if applicable

Note: In case the Property is not registered in the name of applicant, submit photocopy of the following:

Long Brown Expanded Envelope

Duly notarized deed of sale/ deed of donation

Prior CONSTRUCTION/EXPANSION/RENOVATION

Contract of Lease; MOA, Usufruct

Duly Accomplished Pro-Forma Affidavit Form

Authorization to use land, whichever is applicable

Environmental Compliance Certificate if applicable

Certified True Copy of Transfer Certificate of Title

Certificate of Land Coverage (Bldg. Area = 1000 sq.m) if applicable

Certified True Copy of Tax Declaration

Prior CELL SITE/TOWER

Current Tax Receipt of Non-Tax Delinquency Certificate

Affidavit of No Objection from Adjacent Occupants

Barangay/Assessor's Certification if Lot is Not Titled

Barangay Clearance/Certification

Contract of Lease if applicable

Endorsing Resolution from the Barangay

Affidavit of Consent if applicable

Height Clearance (CAAP)

CENRO Certification if Lot is not Titled

Note: In case the Property is registered in the name of applicant, submit photocopy of the following:

Prior POULTRY/PIGGERY/RICEMILL/FUNERAL PARLOR/SLAUGHTERHOUSE or ABATTOIR/COCKPIT

OCT/TCT

Affidavit of No Objection from Adjacent Occupants

Current Tax Receipt of Non-Tax Delinquency Certificate

Barangay Clearance/Certification

Bill of Materials

Note: The documents should be:

Endorsing Resolution from the Barangay

Reflective of the total amount of construction cost of the project;

Environmental Compliance Certificate/Certificate of Non-Coverage

Signed & Sealed by a duly authorized professional;

Prior TELECOMMUNICATIONS LINES

Conformed by the applicant.

Certification (from NORSAMELCO), if applicable

Five (5) Sets of Building Plans

Specify Technical Descriptions in the Vicinity Map (including the lot coordinates)

Certification (from DPWH), if applicable

Barangay Clearance/Certification, If applicable

Blue Print copy of Building Plan containing Perspective/Site development plan and vicinity map duly signed and sealed by an Architect or Civil Engineer

Height Clearance (DPWH)

NOTE: Additional requirements may be required after inspection and evaluation of documents. All documents should **not be more than 3 months old** upon filing.