

Issuance of Locational Clearance

ABOUT THE SERVICE

Issuance of locational clearance is pursuant to the Implementing Rules and Regulations to govern the processing of application for Locational Clearance of:

- Rice and Corn Mill
- Poultry and Piggery
- Funeral Establishments
- Markets
- Gasoline Stations
- Beach Resorts
- Memorial Parks and Cemeteries
- Slaughterhouse/Abattoir
- Base Stations of cellular mobile telephone service and other wireless communication service

FEE

P250.00 – processing fee

REQUIREMENT/S

I. BASIC REQUIREMENTS (one copy per document)

1. Duly accomplished and notarized Application Form.
2. Any of the following requirements relative to right over land:
 - a. Photocopy of the certificate of title, in case registered in the name of the applicant;
 - b. In the absence of any existing certificate of title in the name of the applicant, submit:
 - b.1) Certified true copy of the latest tax declaration
 - b.2) Pro-forma affidavit (see attached form) to the effect that:
 - the applicant is the owner of the property subject of the application;
 - the reasons why the property is not yet titled;
 - that the property is free from liens and encumbrances of the property;
 - that the property is tenanted.
 - c. In case the property is not registered in the name of the applicant, submit a photocopy of the owner's certificate of title or in the absence of title, that tax declaration and pro-forma affidavit as described in item b. and any of the following:
 - duly notarized deed of sale or deed of donation
 - contract of lease
 - authorization to use land, whichever is applicable
3. VICINITY MAP showing the existing land uses within the minimum of 100 meters and 1-kilometer radius from the lot boundary of the project site for projects of local and national significance, respectively.
4. SITE DEVELOPMENT PLAN showing the project site lot area boundaries and proposed layout of improvements therein.
5. Environmental Compliance Certificate/Certificate of Non-Coverage (ECC/CNC) - DENR

II. ADDITIONAL REQUIREMENTS (one copy per document)

1. For LGUs that have assumed HLURB devolved functions:
2. For Manufacturing projects: DESCRIPTION OF INDUSTRY citing among others the following:
 - 2.1. Types and volume of raw materials/chemicals used;
 - 2.2. Products manufactured or stored;
 - 2.3. Average production output/capacity per day/week/month;
 - 2.4. Industrial wastes and plans for pollution control;

- 2.5. Description of process flow or manufacturing processes;
- 2.6. Manpower Requirements
3. Bill of Materials and Cost of Equipment (where applicable)
4. For applications filed by authorized representative: Sworn Special Power of Attorney for the representative to file/follow up application, and to claim decision on the application.
5. Other additional documents as may be needed for projects of national significance, which require a more exhaustive evaluation.

☑ HOW TO AVAIL OF THE SERVICE

PROCESS/ACTIVITY		DURATION	PERSON RESPONSIBLE
Service Provider	Client		
1. Interview the client and ask for the purpose of the locational clearance application		1 minute	Engr. Gerry V. Araneta
2. Provide application for locational clearance(with accompanying Affidavit of Ownership/Consent, whichever is applicable)		1 minute	Engr. Gerry V. Araneta
3.	Accomplish the application form and affidavit properly & have these notarized		
4.	Submit the duly accomplished & notarized application form together with the complete requirements	10 minutes	Engr. Gerry Araneta
5 Check the requirements and the validity of the documents (make computation for the Order of Payments		5 minutes	Engr. Gerry Araneta
6. Inspect/evaluate if land is of conforming use to the CLUP		5 minutes	Engr. Gerry Araneta Zoning Administrator
7.	Pay to the Revenue Collector the amount specified in the order of payment		
8.	Present the Official Receipt of the payment made		
9. Issuance of decision on Locational Clearance		5 minutes	Engr. Gerry Araneta Zoning Admin.
Total		27 minutes	