

**FOR THE ISSUANCE OF LOCATIONAL CLEARANCE  
LIST OF REQUIREMENTS**

1. Two copies of duly accomplished and notarized application form.
2. Vicinity map drawn to any scale showing the following:
  - a. Exact location of proposed site
  - b. Approximate distance from the main services road leading to it
3. Site development plan drawn to any scale showing the following:
  - a. Plan Layout
  - b. Site boundaries
  - c. Are occupied (in square meters)
4. If land is owned by the applicant, certificate of ownership of the land or any of the following:
  - a. Transfer Certificate Title
  - b. Original Certificate of Title
  - c. Tax Declaration/Assessment of Real Property
5. If land is rented/leased by the applicant, lease agreement plus TCT of the registered owner.
6. If land is owned by the government, authorization from the appropriate government agencies allowing the applicant to use public land.
7. Certificate from the Zoning Administrator that the proposed land use is in accordance with the zoning plan of the Municipality.
8. TAX RECEIPT
9. Barangay Clearance for the proposed project.

**FOR THE ISSUANCE OF ZONING CERTIFICATION  
LIST OF REQUIREMENTS**

1. Application form
2. Tax declaration/ Transfer Certificate Title
3. Tax receipt/clearance
4. Vicinity Map