

# MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

## CHECKLIST Re: LOCATIONAL CLEARANCE

### 1. APPLICATION FORM

### 2. VICINITY MAP, DRAWN TO ANY SCALE SHOWING:

- a. Exact location of proposed site
- b. Contiguous firms and/or institutions and their products and major activities
- c. Approximate distance of contiguous firms and/or institutions within 1,000 meters radius from the proposed site and from the main service road leading to it

### 3. SITE DEVELOPMENT PLAN

- a. Plan lay-out
- b. Site areas and boundaries
- c. Number of storeys of plan building and size of the area occupied
- d. Road system within site premises
- e. Topographic plan (for mining/quarrying only)

### 4. CERTIFIED TRUE COPY OF THE FOLLOWING CERTIFICATE OF OWNERSHIP:

- a. Tax Certificate of Title registered in the name of applicant
- b. Tax Declaration declared in the name of the applicant plus Certification from the Register of Deeds/Bureau of Land that subject parcel of land is not yet registered in the name of any other person
- c. Deed of Sale /Contract of Lease plus the Tax Certificate of Title (TCT)
- d. Authorization from the registered owner allowing applicant to use subject parcel of land plus TCT of the registered owner
- e. If Public land , authorization from appropriate government agency, allowing application to use the subject public land

### 5. BILL OF MATERIALS/ESTIMATED COST

### 6. ENVIRONMENTAL COMPLIANCE CERTIFICATE (ECC)