



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

Contact No.: (02)451-2773 loc. 106 Email Add.:mpdcplanning2017@gmail.com

**APPLICATION FORM FOR LOCATIONAL CLEARANCE**

Application for:  Business  Building  Zoning Certificate  NCC (Bldg. / Bus)  Others: \_\_\_\_\_

**I. INFORMATION** (Please Print Legibly)

Business Name / Project Title: \_\_\_\_\_

Line of Business/ Type of Construction: \_\_\_\_\_

Location: \_\_\_\_\_  
(Unit/House No.) (Building Name) (Address) (Barangay) (City/Municipality)

Project Area (in sq. m.) \_\_\_\_\_ Project Nature:  New Development  Improvement  Others \_\_\_\_\_

Right Over Land:  Owner  Lease  others \_\_\_\_\_ Project Tenure:  Permanent  Temporary (Yrs) \_\_\_\_\_

Project Cost/Capitalization: \_\_\_\_\_ Existing Land Use of Project Site: \_\_\_\_\_

Owner: \_\_\_\_\_ Landline No./Mobile No.: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Landline No./Mobile No.: \_\_\_\_\_

NOTE: Authorized Representative must present ID and Authorization in claiming the Locational Clearance.

**II. REQUIREMENTS** (Do not fill-up)

- BUSINESS**
- Received*
- Vicinity / Locational Map
- Barangay Clearance (Business)
- Lease Agreement
- DTI / SEC Articles
- Real Property Tax Receipt (Latest)
- CCT / TCT / OCT / DENR Certification
- Tax Declaration
- Authorization Letter (for representative)
- Others \_\_\_\_\_

- BUILDING**
- Received*
- 3 Sets Architectural Plans (Signed/Sealed/Folded)
- Barangay Clearance (Building)
- Lease Agreement
- Real Property Tax Receipt (Latest)
- Tax Declaration
- Authorization Letter (for representative)
- CCT / TCT / OCT / DENR Certification (2 sets)
- Others \_\_\_\_\_

Application Received By: \_\_\_\_\_

Action to be taken:  Inspection  Processing

**PRE-EVALUATION CONTROL NO.:** \_\_\_\_\_

**Note:** *Locational Clearance will be ready for release within two (2) days provided all requirements are complete and no site visit/verification is necessary. Otherwise, you may follow-up your application on \_\_\_\_\_ at Contact No.: (02)451-27-73 loc. 106*

**III. APPLICANT'S DECLARATION** (To be notarized prior to filling of application)

I hereby certify that the above given information are true and correct to my own personal knowledge and that any misrepresentation or misdeclaration shall render this application null and void. I also understand that failure to complete or comply with any of the other requirements will result in delay and disapproval of the application.

\_\_\_\_\_  
Applicant / Representative  
(Signature over Printed Name)

\_\_\_\_\_  
Position / Title

**SUBSCRIBED AND SWORN TO** before me this \_\_\_\_ day of \_\_\_\_\_, 2018 at Morong, Rizal affiant exhibited to me his/her Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2018