

CHECKLIST OF REQUIREMENTS FOR LOCATIONAL CLEARANCE
(Residential, Commercial, Institutional, Industrial, Agro-Industrial)

- 1. Application form duly notarized (3 copies);**
- 2. Architectural Plans signed by a Licensed Architect drawn to scale ranging from 1:100 to 1:1000**
 - a. Site Development Plan with technical description certified by a Geodetic Engineer;
 - b. Vicinity Map showing the existing land uses within the prescribed radius from the lot boundary of the project site;
 - c. Floor Plan and Elevation drawings
- 3. Proof of Ownership:**
 - a. Transfer Certificate of Title
 - b. Tax Declaration (issued by the Municipal Assessor's Office)
 - c. Current Tax Receipt or Tax Clearance
 - d. Deed of Sale (if applicable)
 - e. Contract of Lease (if the property is leased)
 - f. Duly Notarized Authorization/Consent from the lot owner (if the property is neither owned nor leased)
- 4. Bill of Materials and Cost Estimates (including equipment and labor cost);**
- 5. Barangay Clearance for Building Permit**
- 6. SPA/Authorization letter to file and to claim locational clearance duly notarized;**
- 7. Locational Clearance fee**
8. FOR **INDUSTRIAL AND AGRO-INDUSTRIAL PROJECTS:**
 - 8.1. Description of Industry
 - 8.2. Flow Chart of Manufacturing Process
 - 8.3. Manpower capacity and volume of work
9. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) from the DENR
10. SB Resolution endorsing the project
11. Affidavit of Non-Objection from adjoining lot owners
12. Barangay Resolution endorsing the project
13. DAR Order of Conversion or Exception/Exclusion

Note: additional requirements upon evaluation of the projects.