

ANNEX B

APPLICATION REQUIREMENTS FOR LOCATIONAL CLEARANCE

1. BASIC REQUIREMENTS (one copy per documents)

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 situated within alienable and disposable lands and outside Lands reserved for the public domain;
 - That the property is tenanted 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, the 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 of local and national significance respectively.
4. **SITE DEVELOPMENT PLAN** showing the project site lot area boundaries and proposed layout of improvement therein.
5. **Environmental Compliance Certificate/Certificate of Non- Compliance (ECC/CNC).**

II. ADDITIONAL REQUIREMENTS (one copy document)

1. For LGUs that have assumed HLURB devolved functions:

Zoning certification issued by the HLURB regional officer indicating that the project site is within the area zoned as non- agricultural per approved/ratified CLUPs and ZOs.
2. For manufacturing projects: DESCRIPTION OF INDUSTRY citing among others the following:
 - 2.2 Types and volume of raw materials/chemicals used;
 - 2.3 Products manufactured or stored;
 - 2.4 Average production output/capacity per day/week/month;
 - 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.
6. Secure Road Right of Way (RROW) Clearance to the Department of Public Works and Highways (DPWH).