



2. Application of Locational Clearance

Locational Clearance (LC) is a clearance issued by the Zoning Administrator/Zoning Officer to a project that is allowed under the provisions of the Municipal Ordinance.

OFFICE / DIVISION	MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR	
CLASSIFICATION	Simple	
TYPE OF TRANSACTION	G2C - Government to Client	
WHO MAY AVAIL	All applicants for building permit, new business permit and building electrification permit	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Duly accomplished and notarized Application Form		MPDC Office
Any of the following requirements relative to right over land:		
a. Photocopy of the certificate of title/ Certified true copy of the latest tax declaration		Assessor's Office, Registry of Deeds
b. In case the property is not registered in the name of the applicant		
- contract of lease		Applicant, Landowner
- authorization to use land/affidavit of consent, whichever is applicable		Applicant, Landowner
Lot Plan with Vicinity Map		Geodetic Engineer
Site Development Plan		Contractor, Developer
Bill of Materials/Cost of Equipment (where applicable)		Contractor, Developer
Barangay Clearance (Public Hearing and Sangguniang Barangay Resolution for Special Projects)		Barangay LGU where project is located
Local Environmental Clearance/Environmental Compliance		Municipal Environment and Natural Resources Office
Certificate of Real Property Tax Payment		Treasurer's Office
Other additional documents as may be needed for special projects in accordance to HLURB Implementing Rules and Regulations		
Special Power of Attorney of land owner's authorized representative, if any		Public or Private Lawyer



CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete Set of Requirements	Assessment for completeness of submitted documents	(HLURB Schedule of fees 2013)	45 minutes	Karen D. Bicomong, Admin Aide IV Eng'r. Michael B. Buno, EnP, MPDC
	Project Evaluation to see if the project conforms with the Zoning Ordinance and all its applicable provisions are met			
	Site Inspection / Validation			
2. Payment of Locational Clearance fee to the Municipal Treasury Office	Issue Payment Order Slip		5 minutes	ELSA M. MANALO Acting Municipal Treasurer
3. Receive Locational Clearance	Release Locational Clearance to the applicant		5 minutes	Eng'r. Michael B. Buno, EnP, MPDC
				Karen D. Bicomong, Admin Aide IV
TOTAL :			55 minutes	