



**Republic of the Philippines
Province of Guimaras
Municipality of San Lorenzo**

MUNICIPAL PLANNING & DEVELOPMENT OFFICE

Application No. _____
Date of Receipt. _____
PMO No. O.R. No. _____
Amount Paid _____

APPLICATION FOR LOCATIONAL CLEARANCE/CERTIFICATE OF ZONING COMPLIANCE

1. NAME OF APPLICANT Last First Middle	2. NAME OF CORPORATION
3. ADDRESS OF APPLICANT	4. ADDRESS OF CORPORATION
5. NAME OF REPRESENTATIVE	6. ADDRESS OF AUTHORIZED REPRESENTATIVE
7. PROJECT TYPE	8. PROJECT NATURE
9. PROJECT LOCATION	10. PROJECT NATURE () New Development () Others (Specify) () Improvement
11. RIGHT OVER LAND () Owner () Lessee () Others (Specify)	12. PROJECT NATURE () Permanent () Temporary (Specify)
13. EXISTING LAND USE OF PROJECT SITE () Commercial () Industrial () Residential () Institutional () Agricultural (Specify crop) _____ () Vacant/Idle () Others (Specify) () Tenanted () Not Tenanted	
14. PROJECT COST/CAPITALIZATION (In pesos write in words and figures)	

15. IS THE PROJECT APPLIED FOR THE SUBJECT OF WRITTEN NOTICE (S) FROM THIS ROAD AND OR ITS DEPUTIZED ZONING ADMINISTRATOR TO THE EFFECT REQUIRING FOR PRESENTATION () LC/CZC OR TO APPLY FOR LC/CZC () YES () NO if yes please answer the following

(15a) Name of HLURB officers or Zoning Administrator who issued the notice (s)

(15b) Date (s) filed

(15c) Action (s) taken by Offices (s) mentioned 16.2

16. IS THE PROJECT APPLIED FOR THE SUBJECT OF SIMILAR APPLICATIONS WITH OTHER OFFICES OF THE BOARD AND OR ITS DEPUTIZED ZONING ADMINISTRATOR () YES () NO

If Yes please answer the following:

16. a) other HLTN Office (s) where similar application (s) was/were filed _____

16. b) Date (s) filed _____

16. c) Action (s) taken by Office (s) mentioned in 16.a

17. PREPARED MODE OF RELEASE OF DECISION:

() Pick up () By Main address to () Applicant () Authorized Representative

18. SIGNATURE OF APPLICANT

Republic of the Philippines
() SSS

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20____ in the Municipality of San Lorenzo, Province of Guimaras. Affiant to me his/her Residence Certificate No. _____ Issued at _____ on _____ 20____.

**CHECKLIST OF BASIC REQUIREMENTS
FOR LOCATIONAL CLEARANCE APPLICATIONS**

PROJECT:

1. Dully accomplished and notarized **APPLICATION FORM**
2. Any of the following documents relative to the applicants
 - 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 and
 - b.2. Affidavit to the affect that;
 - ✓ The applicant is the owner of the property subject of the application;
 - ✓ The reason why the property is not yet titled;
 - ✓ The land is situated within alienable and disposable lands and outside lands reserved for the public domain
 - ✓ The property is free from all liens and encumbrances or stating the liens and encumbrances of the property;
 - ✓ The property is not tenanted (if the property is planted to rice or corn)
 - c. In case the property is not registered in the name of the applicant, submit;
 - c.1. Duly notarized deed of sale or donation, or contract of lease/sale or authorized to use this land which is applicable.

PLUS

- C.2. Photocopy of the owner's certificate of Title, or in the absence thereof, item (b) above
3. **VICINITY MAP** showing the existing land uses within a 200 - meter radius from the project site boundaries.
3. **SITE DEVELOPMENT PLAN** showing the project site lot area boundaries and dimensions or proposed improvements within the project site.
5. Documents to support **PROJECT COST/CAPITALIZATION** (e.g. project study, F.S. DTI registration statement, articles of incorporation) to include cost of land grading, vertical/horizontal structures, machineries, utilities for commercial and industrial projects)
6. **AUTHORITY TO FOLLOW - UP/CLAIM CLEARANCE** if being processed by persons other than the applicant or if applicant is corporation.
7. **FEES DUE** (filing fee + UP Legal Research Fee)
8. **Barangay Clearance**
9. **Tax Clearance**
10. **Certification from Municipal Agriculture Office**

Project Cost _____
LC Filing Fee _____
UP Legal Research Fee _____
TOTAL DUE _____

NOTE: 5 copies of 1st Sheet (Vicinity Map, Site Development, Perspective)