

REQUIREMENTS IN SECURING Locational Clearance

UNDER RESIDENTIAL ZONE

- Properly accomplished Locational Clearance (Notarized)
- One (1) set of Plan (Architectural plan only)
- One (1) copy of Lot Plan or Site Dev't Plan with Vicinity Map
- Photocopy of Transfer Certificate of Title (TCT) or Deed of Sale /Contract of Lease
- Photocopy of Tax Declaration
- Photocopy of Latest Tax Receipt (Real Property Tax)
- Barangay Clearance/Certification (for const. of building)
- Photocopy of Authorization/Special Power of Attorney/Memorandum of Agreement (if needed)
- Bill of Materials (Cost Estimates)
- Long folder w/ fastener

UNDER COMMERCIAL/INDUSTRIAL ZONE

- Properly accomplished Locational Clearance (Notarized)
- One (1) set of Plan (Architectural Plan)
- Lot Plan & Site Dev't Plan with Vicinity Map
- Photocopy of Transfer Certificate of Title (TCT) or Deed of Sale /Contract of Lease
- Photocopy of Tax Declaration
- Photocopy of Latest Tax Receipt (Real Property Tax)
- Barangay Clearance (Certification of building construction and to operate business)
Barangay Resolution with Neighbors Consent (If Needed)
- Bill of Materials (Cost Estimates)
- Environmental Compliance Certificate (ECC) Certificate Non-Coverage(CNC) from (DENR)
- DOH Certification(if needed)
- Long folder w/ fastener

UNDER INSTITUTIONAL ZONE

- Properly accomplished Locational Clearance (Notarized)
- One (1) set of Plan (Architectural Plan)
- Lot Plan & Site Dev't Plan with Vicinity Map
- Photocopy of Transfer Certificate of Title (TCT) or Deed of Sale /Contract of Lease
- Photocopy of Tax Declaration
- Photocopy of Latest Tax Receipt (Real Property Tax)
- Barangay Clearance(Certification of building construction)
- (DOH) Clearance (if needed)
- Bill of Materials (Cost Estimates)
- Long folder w/ fastener

UNDER AGRO-INDUSTRIAL ZONE

- Proper Accomplished Locational Clearance Notarized
- One Copy of Lot Plan/Site Dev't. with Vicinity Map (should be 500 meters away from the main road)
- Photocopy of Tax Declaration
- Photocopy of Latest Tax Receipt (Real Property Tax)
- Photocopy of Transfer Certificate of Title (TCT) or Deed of Sale /Contract of Lease
- Reclassification from the Sangguniang Bayan/
Conversion Order/Exemption Clearance from DAR if Agriculture Land
- (DOH) Clearance (if needed)
- Environmental Compliance Certificate(ECC) / Certificate of Non-Coverage(CNC) from(DENR)
- Bill of Materials(Cost Estimates)
- Long Folder with fastener

UNDER SUBDIVISION DEVELOPMENT PERMIT

- Preliminary Approval and Locational Clearance (Please See Attached Appli

APPLICATION FOR PRELIMINARY APPROVAL

**AND LOCATIONAL CLEARANCE (PALC) OF A PROJECT SUBDIVISION PROJECT BP220-
ECONOMIC/SOCIALIZED HOUSING**

Date

HON. CHRISTIAN TELL A. YAP
Municipal Mayor
Municipality of Victoria

Thru ; The Zoning Officer/Administrator

Sir :

In accordance with **Sec. 4 of P.D. 957** (Subdivision and Condominium Buyer's Protective Decree) and its implementing Standards, Rules and Regulations, and **Batas Pambansa Blg. 220** and their Implementing Rules and Regulations, and Sec 458 par 2(x) of **RA 7160 (Local Government Code)**, I am applying for a Preliminary Approval and Locational Clearance of a (Name of Project) _____ () **SUBDIVISION** () **SUBDIVISION WITH HOUSING COMPONENT** containing an area of _____ square meters with _____ saleable lots/units and _____ non-saleable lots located at _____

Attached hereto are;

1. Four sets of site development plan (schematic plan) at a scale ranging from 1:200 to 1:2,000 showing the proposed layout of streets, lots, parks and playgrounds and other features in relation to existing conditions in the area duly signed and sealed by any licensed and registered architect, civil engineer, geodetic engineer, or environmental planner.
2. Four set of the following documents duly signed and sealed by a licensed geodetic engineer:
 - a) Vicinity map indicating the adjoining land uses, access, as well as existing facilities and utilities at least within 500 meters from the property boundaries of the project, drawn to any convenient scale.
 - b) Topographic plan to include the following:
 1. Boundary lines: bearing, distances tie point or reference point, geographic coordinates of the tie point or Bureau of Lands Locational Monument (BLLM).
 2. Streets, easements, width and elevation of road right-of-way within the project and adjacent subdivisions
 3. Utilities within and adjacent to the proposed subdivision project, location, sizes and invert elevations of sanitary and storm or combined sewers; location of gas lines, fire hydrants, electric and telephone poles and street lights, if any. If water mains and ewers are not within or adjacent to and size of nearest one, showing invert elevations of sewers, if applicable.
 4. Ground elevations of the subdivision: for ground that slopes less than 2%, indicate spot elevations at all breaks in grade, along all drainage channels and at selected points not more than 25 meters apart in all directions: for ground that slopes more

than 2%, either indicate contours with an interval 2 | P A L C 2 0 1 3 of not more than .5 meter if necessary due to irregular land or need for more detailed preparation of plans and construction drawings.

5. Water courses, marshes, rock and wooded areas, presence of preservable trees in caliper diameter of 200 mm, houses, barns, shacks, and other significant features.
 6. Proposed public improvements: highways or other major improvements planned by public authorities for future construction within/adjacent to the subdivisions.
- c) Survey plan of the lot(s) as described in TCTs.
3. Four copies of Certified True of Title(s), Tax Declaration and current tax receipt.
 4. Four copies of Right to use or deed of sale of right-of-way for access road and other utilities when applicable, subject to just compensation for private land.
 5. Four copies of Sworn statement as to nature, number and income level of beneficiaries.
 6. Four copies of Sworn statement as to the maximum selling price per unit.
 7. Four copies of Endorsement from the Sangguniang Barangay thru a Resolution.
 8. Zoning Certification

Very truly yours,

— **Owner/Applicant**

Address _____ :

Tel. _____ No. _____ :

SUBSCRIBED AND SWORN to before me this _____ day of _____
affiant exhibiting before me his/her Residence Certificate No. _____ issued at
_____ on _____ .

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of 20 _____