



APPLICATION FOR LOCATIONAL CLEARANCE
(for Building Permit Application)

Application No.: _____ Official Receipt No.: _____

Date Received : _____ Amount Paid : _____ Date: _____

(To be type-written or hand-written in print):

1. Name of Applicant	2. Name of Corporation
3. Address of Applicant / Tel. No.	4. Address of Corporation
5. Name of Authorized Representative	6. Address of Authorized Representative / Tel. No.
7. Project Type	8. Project Area/Floor Area
9. Project Location	10. Nature of Project () New Development () Improvement () Others: <i>(please specify)</i>
11. Right Over Use of Land () Owner () Lessee () Sub-Lessee () Rent-Free () Permanent () Government-Owned Lot Occupant () Others <i>(please specify)</i>	12. Project Tenure () Temporary <i>(specify year)</i>
13. Existing Land Uses of Project Site and Vicinity () Commercial () Industrial () Residential () Institutional () Agricultural <i>(specify crop)</i> _____ () Tenanted () Non-Tenanted () Others <i>(please specify)</i> _____ () Vacant/Idle	
14. Project Cost <i>(in Philippine Pesos, write in words and figures)</i> (PhP _____)	
15. Is the proposed project a subject of a Notice of Violation issued by the Office of the City Zoning Administrator which requires the presentation of a Locational Clearance/Certificate of Zoning Compliance or the application for a Locational Clearance/Certificate of Zoning Compliance? () No () Yes Date Issued : _____	

Signature of Applicant

Republic of the Philippines)
City of Iloilo) S.S.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 201__ in the City of Iloilo, Philippines, affiant exhibited to me his/her Residence Certificate No. _____ issued at _____ on _____.

NOTARY PUBLIC

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

PROJECT: _____

**REQUIREMENTS CHECKLIST FOR LOCATIONAL CLEARANCE APPLICATION
(for Building Permit)**

Basic Requirements:

1. Duly accomplished and notarized APPLICATION FORM (OCZA Form 1)
2. Any of the following requirements relative to RIGHT OVER USE OF LAND
 - a. Photocopy of the Certificate of Title, *(if project site is registered in the name of the applicant)*
 - b. In the absence of any existing Certificate of Title in the name of the applicant, submit:
 - b1. Certified True Copy of the Current Tax Declaration
 - b2. Affidavit that states:
 - that the applicant is the owner of the property which is the subject of the application;
 - the reasons why the property is not yet titled or why the Certificate of Title is not available;
 - that the property is situated within alienable and disposable lands and outside lands for the public domain;
 - that the property is free from liens and encumbrances or stating the liens and encumbrances of the property;
 - that the property is not tenanted *(if the property is planted with rice or corn)*
 - c. If the property is not registered in the name of the applicant, submit duly notarized Deed of Sale, Deed of Donation, Contract of Lease or Authorization to Use/Occupy Land, whichever is applicable, PLUS the photocopy of the owner's Certificate of Title or in the absence of the Title, the Tax Declaration and Affidavit as described in item b2 hereof.
3. LOT PLAN with Technical Description and VICINITY MAP in scale 1:10,000 meters, showing the exact location of the project
4. SITE DEVELOPMENT PLAN showing the project site, lot boundaries and setbacks/dimensions of the proposed improvements within the project site
5. BUILDING PLAN
6. BILL OF MATERIALS
7. TECHNICAL SPECIFICATIONS
8. BARANGAY CLEARANCE
9. CURRENT REAL PROPERTY TAX RECEIPT of land where the proposed project will be constructed
10. FEES PhP _____
11. AUTHORITY TO FOLLOW UP/CLAIM the Locational Clearance, as signed by the applicant

Notes:

1. *Submit Original documents for authentication.*
2. *Submit photocopies of requirements for office files.*
3. *Additional requirements may be required in writing by this Office.*
4. *Processing of application papers commences upon acceptance of filled-up forms and all required documents.*