

**PLANNING DEPARTMENT**

**LOCATIONAL CLEARANCE APPLICATION**

Requirements:

- Application Form duly notarized
- Certified true copy of Transfer of Certificate of Title (TCT)
- Certified true copy of Tax Declaration of Real Property w/ latest Tax Receipt
- Contract of Lease (for non-lot owners)
- Lot Plan w/ Vicinity Map showing exact location of the proposed site and prominent land marks and adjacent land uses
- Site Development Plan
- Floor Plan and Elevation
- Clearance from the Homeowners Assn. and/or consent from the immediate neighbors
- Barangay Clearance
- Photo copy of Certificate of Occupancy
- Picture