



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF TARLAC  
MUNICIPALITY OF SAN MANUEL

**MUNICIPAL PLANNING AND DEVELOPMENT OFFICE**

**APPLICATION FOR LOCATIONAL CLEARANCE/  
CERTIFICATION OF ZONING COMPLIANCE**

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1. Name of Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

2. Name of Corporation: \_\_\_\_\_ Address: \_\_\_\_\_

3. Name of Authorized Representative \_\_\_\_\_ Address: \_\_\_\_\_

4. Project Type: \_\_\_\_\_ 5. Project Nature:  
 New Development  
 Improvement  
 Others/Specify

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6. Project Location (No./St./Brgy./City/Municipality, Province)

Lot Area: \_\_\_\_\_ Floor Area: \_\_\_\_\_

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7. Project Area (in Square Meters)/Building(s)/Improvement

Lot Area: \_\_\_\_\_ Floor Area: \_\_\_\_\_

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8. Right Over Land  Owner  
 Lessees  
 Others/Specify

9. Project Tenure:  Permanent  
 Temporary (Specify Year)

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10. Existing Land Use of Project Site

|  |   |   |
|--|---|---|
| <input type="checkbox"/> Residential   | <input type="checkbox"/> Industrial     | <input type="checkbox"/> Vacant/Idle                                    |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> Others/Specify | <input type="checkbox"/> Agricultural (Specify Crops)                   |
| <input type="checkbox"/> Commercial    | <input type="checkbox"/>                | <input type="checkbox"/> Tenanted <input type="checkbox"/> Not Tenanted |

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11. Project Cost/Capitalization (in pesos, write in words and figures)

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12. IS THE PROJECT APPLIED FOR THE SUBJECT OR WRITTEN NOTICE(S) FROM THIS OFFICE AND/OR ITS DEPUTIZED ZONING/ADMINISTRATOR TO THE EFFECT REQUIRING FOR PRESENTATION OF LOCATIONAL CLEARANCE/CERTIFICATE OF ZONING COMPLIANCE (LC/CZC) OR TO APPLY LC/CZC?  Yes  No If Yes, please answer the following:

12.a. Name of Zoning Administrator who issued the Notice(s)  
12.b. Date(s) of Notice(s)

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13. IS THE PROJECT APPLIED FOR SUBJECT SIMILAR APPLICATION WITH OTHER OFFICES OF THE COMMISSION AND/OR DEPUTIZED ZONING ADMINISTRATOR?  
 Yes  No If yes, answer the following:

13.a. Other HLURB Office(s) where similar application(s) was/were filed  
13.b. Date(s) Filed  
13.c. Action(s) Taken by Office(s) mentioned in 16.a.

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14. PREFERRED MODE OF RELEASE OF DECISION  
 Pick-Up  By Mail, Address to:  
 Applicant  Authorized Representative

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15. SIGNATURE OF APPLICANT \_\_\_\_\_ 16. SIGNATURE OF AUTHORIZED REP. \_\_\_\_\_



**MUNICIPAL PLANNING AND DEVELOPMENT OFFICE**

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**CHECKLIST Re: LOCATIONAL CLEARANCE**

1. Application Form
2. Vicinity Map, drawn to any scale showing:
  - a. Exact location of proposed site;
  - b. Contiguous firm and/or institutions and their product and major activities;
  - c. Approximate distance of contiguous firms and/or institutions with a 1,000 meter radius from the proposed site and from the main service road leading to it.
3. Site Development plan, drawn to any scale showing:
  - a. Plan layout;
  - b. Site areas and boundaries;
  - c. Number of stories of plan building and size of the area occupied;
  - d. Road system within the site premises;
  - e. Topographic plan (for mining/quarrying only)
4. Certificate of ownership of the land, any of the following:
  - a. Transfer of Certificate of Title registered in the name of the applicant.
  - b. Tax Declaration declared in the name of the applicant plus certification from the Register of Deeds/Bureau of Lands the subject parcel is not yet registered in the name of any other person;
  - c. Deed of Sale/Contract of Lease plus the TCT of the registered owner;
  - d. Authorization from the registered owner allowing applicant to use subject parcel of land plus TCT of registered owner;
  - e. If public land, authorization from appropriate government agency allowing applicant to use subject public land.
5. Certificate from the Deputized Zoning Administrator (DZA)/ Mayor that the Propose Land use is in accordance with the development zoning plan of the locality.
6. Authorization of persons allowed following up/claim clearance.
7. Bill of Materials/Estimated Cost.
8. Locational Clearance Fee.
9. If the land is agricultural, secure conversion clearance from the Secretary of Department of Agrarian Reform.
10. Secure Environmental Compliance Certificate from the EMB, DENR prior to actual operation.