



APPLICATION NO. : _____
 DATE OF RECEIPT : _____

APPLICATION FOR LOCATIONAL CLEARANCE
(FOR BUILDING PERMIT)

NAME OF APPLICANT (<i>Last, First, Middle</i>)	NAME OF CORPORATION/BUSINESS
ADDRESS OF APPLICANT	ADDRESS OF CORPORATION/BUSINESS
CONTACT NUMBER/S	CONTACT NUMBER/S
NAME OF AUTHORIZED REPRESENTATIVE	ADDRESS OF AUTHORIZED REPRESENTATIVE CONTACT NUMBER/S
NAME OF PROJECT	PROJECT NATURE <input type="checkbox"/> NEW DEVELOPMENT <input type="checkbox"/> IMPROVEMENT/REPAIR/ALTERATION/RENOVATION
PROJECT LOCATION	PROJECT AREA TOTAL LOT AREA _____ sq. m. TOTAL BUILDING AREA _____ sq. m.
RIGHT OVER LAND <input type="checkbox"/> OWNED <input type="checkbox"/> LESSEE <input type="checkbox"/> OTHERS (<i>please specify</i>) _____	PROJECT TENURE <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY (<i>specify no. of years</i>) _____
EXISTING LAND USE/S OF THE PROJECT SITE <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> INSTITUTIONAL <input type="checkbox"/> AGRICULTURAL <input type="checkbox"/> VACANT/IDLE <input type="checkbox"/> TENANTED <input type="checkbox"/> NOT TENANTED <input type="checkbox"/> OTHERS _____	
PROJECT COST/CAPITALIZATION (<i>write in words and figures</i>) <p align="right">(₱ _____)</p>	
IS THE PROJECT APPLIED FOR SUBJECT OF WRITTEN NOTICE/S FROM THIS OFFICE TO THE EFFECT REQUIRING FOR PRESENTATION OF LOCATIONAL CLEARANCE/CERTIFICATE OF ZONING COMPLIANCE (LC/CZC) OR TO APPLY FOR LC? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If YES, please answer the following:</i> NAME OF OFFICER OR ZONING ADMINISTRATOR WHO WROTE THE NOTICE/S _____ DATE/S OF NOTICE/S INDICATED _____ ORDERS/REQUESTS INDICATED IN THE NOTICE/S _____	
SIGNATURE OF APPLICANT	SIGNATURE OF AUTHORIZED REPRESENTATIVE

Republic of the Philippines)
 _____) S.S.

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____, in the City/Municipality of _____, Province of _____, affiant exhibiting to me his/her ID No. _____, issued on _____, at _____.

 Administering Officer



Republic of the Philippines
City of Legazpi
CITY PLANNING AND DEVELOPMENT OFFICE
ZONING UNIT

CHECKLIST OF REQUIREMENTS FOR
LOCATIONAL CLEARANCE FOR BUILDING

- Duly accomplished and notarized Application Form for Locational Clearance
- One (1) set of plans (signed & sealed by the Architect/Engineers and the owner/s)
- Latest Certified True Copy of Land Title
- Latest Certified True Copy of Tax Declaration
- Latest Realty Tax Clearance
- One (1) copy of the Bill of Materials/Cost Estimate of the project (signed & sealed by the Architect/Engineer and the owner/s)
- If the property is not owned, Contract of Lease or Letter of Authorization/Consent from the owner/s
- Board Resolution (for corporations)
- Official Receipt/Proof of Payment

Additional Requirements for
IMPROVEMENT/REPAIR/ALTERATION/RENOVATION

- Latest Certified True Copy of Tax Declaration of the existing building/structure to be improved/repared/alterd/renovated
- Latest Realty Tax Clearance of the building/structure