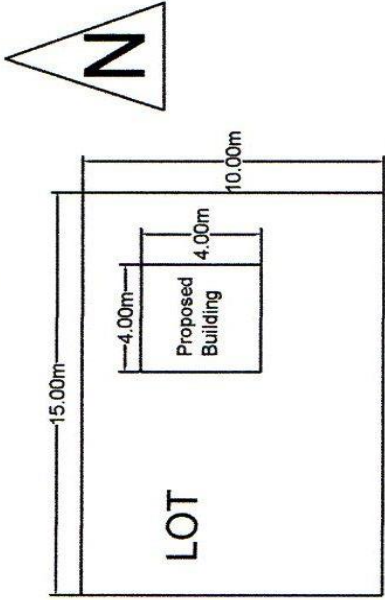
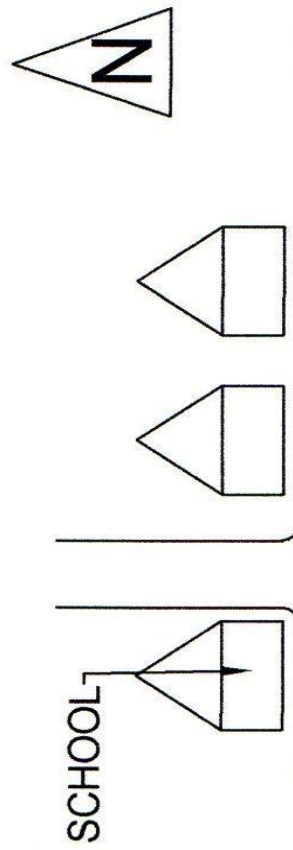


## SITE DEVELOPMENT PLAN SAMPLE



EXISTING BARANGAY ROAD

## VICINITY MAP SAMPLE



EXISTING BARANGAY ROAD

THIS SITE

## APPLICATION REQUIREMENTS FOR LOCATIONAL CLEARANCE

### I. BASIC REQUIREMENTS (two copies per document Certified True Copy and Original)

#### 1. Duly accomplished and notarized Application Form.

#### 2. Any of the following requirements

a. If the property is registered in the name of applicant

a.1) Certificate of title or Latest tax declaration

a.2) Pro-forma affidavit (see attached form)

b. In case the property is not registered in the name of the applicant

b.1) Duly Notarized Deed of Sale, or

b.2) Duly Notarized Deed of Donation, or

b.3) Contract of Lease, or

b.4) Notarized Authorization to use the Land, plus

b.5) Additional Requirement

b.5.1) Owner's Certificate of Title or Latest Tax Declaration

b.5.2) Pro-forma affidavit as described on item a.

c. In case the land is under the contract of mortgage

c.1) Certificate of Non-objection from the Mortgagee

c.2) All stated requirements on item c whichever is applicable

#### 3. VICINITY MAP showing the project location within radius of 500 meters or more from periphery of project lot. Indicate vital buildings, structures, and land marks including land uses surrounding the project lot as basis for inspectors/monitors to easily locate the site and/or for purposes of better assessment of the project area

4. **Site Development Plan** showing the project lot and its boundaries, and proposed layout of improvements therein.

5. **Bill of Materials/Project Cost Estimate**

6. **Barangay Certificate where the project is located**

7. **Sworn Special Power Of Attorney for the representative to file/ follow up application, and to claim decision on the application.**

8. **Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC) from Environmental Management Bureau**

9. **Other requirements as may be provided**

Republic of the Philippines  
Province of Isabela  
MUNICIPALITY OF DELFIN ALBANO

BARANGAY \_\_\_\_\_

## BARANGAY CLEARANCE

THIS IS TO CERTIFY THAT \_\_\_\_\_ of Barangay \_\_\_\_\_, Delfiin Albano, Isabela is the owner/proprietor of \_\_\_\_\_ located at Purok/Zone \_\_\_\_\_ of this barangay.

**CERTIFYING FURTHER THAT** there were no activities conducted other than the aforementioned/specified project within the project site;

**THIS CERTIFICATION** is issued upon the request of the above-named person for the **Application of Locational Clearance** as per **Article IX Section 7 of the Municipal Ordinance No. 35 series of 2019.**

Given this \_\_\_\_\_ day of \_\_\_\_\_ at Barangay \_\_\_\_\_, Delfin Albano, Isabela

\_\_\_\_\_  
Punong Barangay

AMOUNT PAID: \_\_\_\_\_

O.R. NO.: \_\_\_\_\_

ISSUED ON: \_\_\_\_\_

ISSUED AT: \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Applicant

THIS IS NOT VALID WITHOUT SEAL

Application No.: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_

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

1. NAME OF APPLICANT (Last, First, Middle) \_\_\_\_\_ 2. NAME OF CORPORATION \_\_\_\_\_
3. ADDRESS OF APPLICANT \_\_\_\_\_ 4. ADDRESS OF AUTHORIZED REPRESENTATIVE \_\_\_\_\_
5. NAME OF AUTHORIZED REPRESENTATIVE \_\_\_\_\_ 6. ADDRESS OF CORPORATION \_\_\_\_\_
7. PROJECT TITLE \_\_\_\_\_ 8. PROJECT NATURE  
 \_\_\_/ New Development  
 \_\_\_/ Improvement \_\_\_/Others (Specify) \_\_\_\_\_
9. PROJECT LOCATIONAL (NO. ST.)  
 Barangay/Mun./Province \_\_\_\_\_ 10. PROJECT AREA (in sq. meters)  
 LOT: \_\_\_\_\_  
 BUILDINGS (s) IMPROVEMENT \_\_\_\_\_
11. RIGHT OVER LAND  
 \_\_\_/Owner \_\_\_/Others (Specify)  
 \_\_\_/Lease \_\_\_\_\_ 12. PROJECT TENURE  
 \_\_\_/Permanent  
 \_\_\_/Temporary (specify years) \_\_\_\_\_
13. EXISTING LAND USES OF THE PROJECT SITE  
 \_\_\_/Residential \_\_\_/Industrial  
 \_\_\_/Institutional \_\_\_/others (specify) \_\_\_\_\_  
 \_\_\_/Commercial  
 \_\_\_/Vacant/Idle  
 \_\_\_/Agricultural (specify crop) \_\_\_\_\_  
 \_\_\_/Tenanted \_\_\_/Not tenanted \_\_\_\_\_
14. PROJECT COST/CAPITALIZATION (in pesos, write in words and figures) \_\_\_\_\_
15. IS THE PROJECT APPLIED FOR THE SUBJECT OF WRITTEN NOTICE (s) FROM THE COMMISSION AND/OR ITS DEPUTIZED ZONING ADMINISTRATOR TO THE EFFECT REQUIRING FOR THE PRESENTATION OF LOCATIONAL CLEARANCE (LC/CZC) OIR TO APPLY FOR LC/CZC \_\_\_/YES \_\_\_/NO. If yes, please answer the following: a. Name of HSRC Officer or Zoning Administrator who issued the notice (s) \_\_\_\_\_ b. Date(s) of notice(s) \_\_\_\_\_ c. Order (s)/request indicated in the notice \_\_\_\_\_
16. IS THE PROJECT APPLIED FOR THE SUBJECT OF SIMILAR APPLICATION(s) WITH OTHER OFFICE OF THE COMMISSION AND/OR DEPUTIZED ZONING ADMINISTRATOR? \_\_\_/YES \_\_\_/No  
 a. Other HSRC Office (s) where similar application (s) was/were filed: \_\_\_\_\_  
 b. Date (s) filed: \_\_\_\_\_  
 c. Action (s) taken by Office (s) mentioned in (a): \_\_\_\_\_
17. PREFERRED MODE OF RELEASE OF DECISION:  
 \_\_\_/Pick-up \_\_\_/By Mail, addressed to:  
 \_\_\_/ Applicant \_\_\_/ Authorized Representative
18. SIGNATURE OF APPLICANT \_\_\_\_\_ 19. SIGNATURE OD AUTHORIZED REPRESENTATIVE \_\_\_\_\_

Republic of the Philippines )  
Province of Isabela ) S.S.  
Municipality of \_\_\_\_\_)

SUBSCRIBED ABD SWORN TO, before me this \_\_\_\_\_ day of \_\_\_\_\_ in the municipality of \_\_\_\_\_, Province of \_\_\_\_\_ affiant exhibited to me his/her Community Tax Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

NOTARY PUBLIC  
Until December \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series \_\_\_\_\_

A F F I D A V I T

I, \_\_\_\_\_ of legal age, single/married Filipino citizen, with postal address and residence at \_\_\_\_\_ after being sworn to in accordance with law, hereby depose and state the following:

1. That I am the owner of a certain parcel(s) of land located at \_\_\_\_\_ with an area of \_\_\_\_\_ sq.m. covered by Tax Declaration No./Title No.: \_\_\_\_\_:
2. That the abovementioned property(ies) is/are the subject of application for Locational Clearance/Certificate of Zoning Compliance for \_\_\_\_\_(State project type):
3. That the abovementioned property (ies) was/were acquired by way of \_\_\_\_\_  
(State whether by sale or inheritance, etc.)
4. That the abovementioned property (ies) is/not yet issued certificate(s) of Title considering the following reasons:  
\_\_\_\_\_
5. That the best of my knowledge, the abovementioned property (ies) is/are situated within alienable and disposable lands and outside land reserved for the public domain:
6. That the best of knowledge, the abovementioned property (ies) is/are free from lien or encumbrances other than \_\_\_\_\_: (indicate lien or encumbrance, if any)
7. For agricultural lands only: That the abovementioned property (ies) is/are utilized for agricultural purposes, particularly for the cultivation of \_\_\_\_\_ (indicate crops) and said property (ies) is/are:  
 Tenanted  Not Tenanted
8. That I am executing this affidavit to attest to the veracity of the abovementioned facts thereby satisfying the requirements of the Human Settlements Regulatory Commission (now) HOUSING AND LAND USE REGULATORY BOARD relative to the application for Locational Clearance/Certificate of Zoning Compliance for the above mentioned project:

Affiant further says nothing:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Philippines.

\_\_\_\_\_  
(Affiant)

Republic of the Philippines )  
Province of Isabela ) S.S.  
Municipality of \_\_\_\_\_)

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ of the \_\_\_\_\_,  
Affiant exhibiting to me his/her Residence Certificate No. \_\_\_\_\_ issued at  
\_\_\_\_\_ on \_\_\_\_\_.

NOTARY PUBLIC

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Page No. \_\_\_\_\_  
Series of \_\_\_\_\_