



Republic of the Philippines  
Province of Nueva Vizcaya  
**MUNICIPALITY OF SOLANO**

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Application Number : \_\_\_\_\_  
Date of Receipt : \_\_\_\_\_  
Received by : \_\_\_\_\_

Official Receipt Number : \_\_\_\_\_  
Date Paid : \_\_\_\_\_  
Amount Paid : \_\_\_\_\_

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

<b>1. NAME OF APPLICANT</b>	<b>2. NAME OF CORPORATION</b>
<b>3. ADDRESS OF APPLICANT (Street &amp; Barangay)</b>	<b>4. ADDRESS OF CORPORATION</b>
<b>5. NAME OF AUTHORIZED REPRESENTATIVE</b>	<b>6. ADDRESS OF AUTHORIZED REPRESENTATIVE</b>
<b>7. PROJECT TYPE</b>	<b>8. PROJECT NATURE</b> _____ New Development _____ Others (Specify) _____ Improvement
<b>9. PROJECT LOCATION (Street &amp; Barangay)</b>	<b>10. PROJECT AREA: (In square meters)</b> Lot _____ square meters Building & Facility _____ square meters
<b>11. RIGHT OVER LAND</b> _____ Owner _____ Others (Specify) _____ Lease _____	<b>12. PROJECT TENURE</b> _____ Permanent _____ Temporary (Specify Years)
<b>13. EXISTING LAND USE OF PROJECT SITE:</b> _____ Residential _____ Industrial _____ Tenanted _____ Institutional _____ Agricultural (Specify crop) _____ Not Tenanted _____ Commercial _____ Vacant/Idle _____ Others (Specify)	
<b>14. PROJECT COST/CAPITALIZATON: (In Pesos, write in words &amp; Figures)</b>	
<b>15. IS THE PROJECT APPLIED FOR THE SUBJECT OF WRITTEN NOTICE(S) FROM THIS BOARD OF THE LOCAL BOARD AND/OR LOCAL GOVERNMENT UNIT (LGU) TO PRESENT OR APPLY FOR LOCATIONAL CLEARANCE (LC?)</b> [ ] YES (Please indicate the following) [ ] NO Issuing Officer _____ Date/s of Notice/s : _____ Orders/requests indicated in the Notice _____	
<b>16. IS THE PROJECT APPLIED FOR THE SUBJECT OF WRITTEN NOTICE(S) FROM THIS BOARD OF THE LOCAL BOARD AND/OR LOCAL GOVERNMENT UNIT (LGU) TO PRESENT OR APPLY FOR LOCATIONAL CLEARANCE (LC?)</b> [ ] YES (Please indicate the following:) [ ] NO Office where similar action (s) was filed _____ Date Filed _____ Action taken _____	
<b>17. PREFERRED MODE OR RELEASE OF DECISION</b> _____ Pick-Up _____ By mail, address to _____ _____ Applicant _____ Authorized Representative	
<b>18. SIGNATURE OF APPLICANT</b>  _____ <b>Applicant</b>	<b>19. SIGNATURE OF AUTHORIZED REPRESENTATIVE</b>  _____ <b>Authorized Representative</b>

Republic of the Philippines )  
Province of Nueva Vizcaya ) S.S.  
Municipality of \_\_\_\_\_ )

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ in the city/Municipality of \_\_\_\_\_, Province of \_\_\_\_\_ affiant exhibit to me his/her Community Tax No. \_\_\_\_\_ issued at \_\_\_\_\_ issued on \_\_\_\_\_.

DOC. NO. : \_\_\_\_\_  
BOOK NO : \_\_\_\_\_  
PAGE NO : \_\_\_\_\_  
SERIES OF : \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**CHECKLIST OF REQUIREMENTS FOR LOCATIONAL CLEARANCE/  
CERTIFICATE OF ZONING COMPLIANCE**

			First 2-3 pages of approved plan duly signed and sealed by a licensed engineer/architect showing the following:
1	Set		<ul style="list-style-type: none"> <li>• <b>VICINITY MAP</b> (showing the project location is within radius of 100 meters to 1km from periphery of project lot.)</li> </ul>
1	Set		<ul style="list-style-type: none"> <li>• <b>SCALED SITE DEVELOPMENT PLAN</b> (showing the project site and its boundaries as per title descriptions and proposed layout of improvements therein. Kindly fit to 1 sheet A3 page)</li> </ul>
1	Set		<ul style="list-style-type: none"> <li>• <b>FLOOR PLAN</b> duly signed &amp; sealed by a licensed Engineer/Architect</li> </ul>
1	Set		<ul style="list-style-type: none"> <li>• <b>BILL OF MATERIALS/DETAILED CONSTRUCTION ESTIMATE</b> duly signed &amp; sealed by a licensed Engineer/Architect/Geodetic</li> </ul>
1	Copy		<ul style="list-style-type: none"> <li>• <b>BARANGAY CLEARANCE FOR SECURING BUILDING PERMIT</b></li> </ul>
1	Copy		<ul style="list-style-type: none"> <li>• <b>PHOTOCOPY OF CERTIFICATE OF TITLE (TCT) / OWNER'S CERTIFICATE OF TITLE (OCT)</b></li> </ul>
1	Copy		<ul style="list-style-type: none"> <li>• <b>CERTIFIED TRUE COPY OF THE LATEST TAX DECLARATION OF REAL PROPERTY</b></li> </ul>
1	Copy		<ul style="list-style-type: none"> <li>• <b>PHOTOCOPY OF THE LATEST TAX RECEIPT/TAX CLEARANCE</b></li> </ul>
2	Copies		<ul style="list-style-type: none"> <li>• <b>DULY ACCOMPLISHED AND NOTARIZED APPLICATION FORM (ORIGINAL)</b></li> </ul>
1	Copy		<p><i>In case the property is not registered in the name of the applicant, submit a photocopy of the owner's certificate of title, the tax declaration, latest tax receipt and any of the following whichever is applicable;</i></p> <p><i>Copy of a duly notarized deed of sale, deed of conditional sale or deed of donation</i></p> <p><i>Copy of a duly notarized contract of lease</i></p> <p><i>Notarized authorization to use land</i></p>
1	Copy		<p><i>For applications filed by authorized representative:</i></p> <p><i>Sworn Special Power of Attorney for the representative to file/ follow up application, and to claim decision on the application.</i></p>
<b>Additional requirement for areas under subdivisions:</b>			
			<ul style="list-style-type: none"> <li>• <i>Approved Development Permit of the Subdivision Project</i></li> </ul>
<i>Additional requirements for special uses/special projects (Gasoline Station, Cell Sites, Slaughterhouse, Swine/Poultry Farms, etc.)</i>			
			<i>Environmental Compliance Certificate (ECC)/ Certificate of Non-Coverage (CNC) from DENR whichever is applicable</i>
			<i>Certificate of License to Operate Gasoline Station issued by the Department of Energy</i>
			<i>Permit to operate Radio Station issued by the National Telecommunication Commission</i>
			<i>Barangay Clearance/Certification and or Resolution endorsing the project</i>
			<i>Minutes of the public consultation and meeting</i>
			<i>Notarized Affidavit of Conformity/ Affidavit of No Objection</i>