

**ANNEX A  
APPLICATION FOR LOCATIONAL CLEARANCE**

Application No. \_\_\_\_\_  
Date of Receipt \_\_\_\_\_

Date Issued \_\_\_\_\_  
Amount Paid P. \_\_\_\_\_

<b>1. NAME OF APPLICANT (Last, First, Middle)</b>	<b>2. NAME OF CORPORATION</b>
<b>3. ADDRESS/TEL. NO. OF APPLICANT</b>	<b>4. ADDRESS/TEL. NO. OF CORPORATION</b>
<b>5. NAME OF AUTHORIZED REPRESENTATIVE</b>	<b>6. ADDRESS/TEL. NO. OF AUTHORIZED REPRESENTATIVE</b>
<b>7. PROJECT TYPE</b>	<b>8. PROJECT NATURE</b> { } New Development { } Other (specify)
<b>9. PROJECT LOCATION</b> (No., street, Brgy., Municipality, Province)	<b>10. PROJECT AREA (in square meters)</b> Lot: _____ Improvement _____ Building _____
<b>11. RIGHT OVER LAND</b> { } Owner { } Others (specify) { } Lease	<b>12. PROJECT TENURE</b> { } Permanent { } Temporary
<b>13. EXISTING LAND USE OF THE PROJECT SITE</b> { } Residential { } Commercial { } Owner { } Vacant { } Agricultural (Specify Crop) { } Institutional { } Industrial { } Tenanted { } Not tenanted	
<b>14. PROJECT COST (in pesos, write in words and figures)</b>	
<b>15. IS THE PROJECT APPLIED FOR THE SUBJECT OF WRITTEN NOTICE(S) FROM THIS BOARD OR THE LOCAL GOV'T UNIT (LGU) TO PRESENT OR APPLY FOR LOCATIONAL CLEARANCE (LC)?</b> { } Yes (Please indicate the following) Issuing officer _____ { } No Order in the notice _____ Date of notice _____	
<b>16. IS THE PROJECT APPLIED FOR THE SUBJECT OR RELATED ACTION(S) WITH OTHER OFFICES OF THE BOARD AND /OR LOCAL GOVERNMENT UNIT?</b> Office where similar action (s) was filed _____ { } No Date filed _____ Action Taken _____ <i>RE</i>	
<b>17. PREFERRED MODE OR LEASE OF DECISION:</b> { } Pick-up { } By mail, addressed to { } Applicant { } Authorized Representative	
<b>18. SIGNATURE OF APPLICANT</b>	<b>19. SIGNATURE OF AUTHORIZED REPRESENTATIVE</b>
Republic of the Philippines) Province of Cagayan)S.S Municipality of Sta. Ana  <p align="center"><b>SUBSCRIBED AND SWORN</b> to before me this _____ day of _____, 20__ in the                  Municipality of _____ Province of _____ affiant exhibited his/her Community Tax                  Certificate No. _____ issued at _____ on _____.</p> <p align="right"><b>NOTARY PUBLIC</b></p> DOC. No. _____ Page No. _____ Book No. _____ Series No. _____	

## Requirements In Securing a Locational Clearance (LC)

1. Duly accomplished/Notarized Application Form
2. Any of the following requirements relative to **RIGHT OVER LAND**
  - a. Photocopy of **Certificate of Title (land)**, in case registered in the name of the applicant
  - b. In the absence of any existing **Certificate of Title (land)** in the name of the applicant, submit:
    - b.1 Certified true copy of the **latest Tax Declaration**; and
    - b.2 **Pro-forma Affidavit** to the effect that;
      - ✓ The applicant is the owner of the property subject of the applicant
      - ✓ The reasons why the property is not yet titled
      - ✓ That the property is situated within **alienable and disposable** lands and outside lands reserved for the public domain.
      - ✓ That the property is free from liens and encumbrances, or stating the liens and encumbrances of the property
      - ✓ That the property is **not** tenanted ( in case the property is planted to rice and corn)
  - c. In case the property is **not** registered in the name of the applicant, submit a **duly notarized Deed of Sale or Deed of Donation, or Contract of Lease or Authorization to Use Land**, whichever is applicable, **plus the photocopy of the owner's Certificate of Title (land)** or in the absence of the title, **Tax Declaration and Pro-forma Affidavit** as described in item (b) hereof
3. **VICINITY MAP** showing the existing land uses within the prescribed radius, which should cover a minimum of 100-meter radius, and the map need not be drawn to scale provided the relative distances of existing land uses to the project site lot boundaries are indicated
4. **SITE DEVELOPMENT PLAN** showing the project site, lot area boundaries and dimensions, proposed improvement within the project site; the plan need not be drawn to scale for projects of local significance
5. **BILL OF MATERIALS/PROJECT COST ESTIMATE**

### ADDITIONAL REQUIREMENTS

1. **Environmental Compliance Certificate (ECC) or Certificate of No Coverage (CNC)**, whichever is applicable, from the Environmental Management Bureau (EMB) – online application

**NOTE:** For applications filed by an Authorized Representative: **SWORN SPECIAL POWER OF ATTORNEY (SPA)** for the representative to file, follow up application, and claim decision to the application.

For other projects, please refer to pertinent Rules and Regulations of the **Department of Human Settlements and Urban Development (DHSUD)**.