

Issuance of Locational Clearance

Schedule of availability of service:

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

Who may avail the service:

- Owners or representatives of proposed projects, e.g. houses, buildings

What are the requirements:

1. Lot title
2. Updated Tax Declaration
3. Updated Tax Payment
4. Project Cost
5. Barangay Certificate
6. Letter of Consent, if the applicant is not the lot owner
7. Special Power of Attorney, if the applicant is not the lot owner
8. Environmental Compliance Certificate or Certificate of Non-Coverage, if applicable

Total Processing Time:

- Four (4) hours

How to avail the service:

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Submit duly accomplished Application Form together with the complete requirements	Check and review submitted documents Inform the client of the Site Inspection schedule <i>Note: Application with incomplete requirements will not be accepted</i>	45 minutes		Maris De Lara Rodalyn Tunzon Rudolph Jacob John Robert Banaag
2	Accompany the personnel during the Site Inspection Get schedule of completion of Final Evaluation	Conduct Site Inspection <i>Note: Site inspection will be conducted on the scheduled date</i>	2 hours		Engr. Susan America
3	Proceed to MPDO upon receipt of Notice of Evaluation	Compute the corresponding fees, issue Order of Payment and advise the client to proceed to MTO	30 minutes		Engr. Susan America
4	Proceed to MTO for payment Go back to MPDO and present the original Official Receipt				
5	Claim Locational Clearance <i>*Present Notarized LC at the MPDO with the owner's or authorized representative's signature</i>	Encode and issue Locational Clearance	45 minutes		Maris De Lara Rodalyn Tunzon Rudolph Jacob

Note: If application is denied, the applicant may submit an appeal to the Local Zoning Board of Adjustments and Appeals