

**REPUBLIC OF THE PHILIPPINES**  
**PROVINCE OF BATANGAS**  
**MUNICIPALITY OF CALATAGAN**  
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**OFFICE OF THE ZONING OFFICER**

**CHECKLIST: Re: Locational Clearance**

1. Duly accomplished application form.
2. Vicinity Map, drawn to any scale showing:
  - a. Exact location of proposed site;
  - b. Existing land uses within the prescribed radius from the boundary of the Project Site; 100 meters radius for local significant and 1000 meters radius for national significant projects.
3. Site development plan, drawn to any scale showing:
  - a. Plan layout;
  - b. Site areas and boundaries;
  - c. Number of storeys of plan buildings and size of the area occupied;
  - d. Road system within site premises
  - e. Topographic plan (for mining/quarrying only)
4. Certificate of ownership of the land, any of the following:
  - a. Transfer Certificate of Title registered in the name of the applicant.
  - b. Tax Declaration declared in the name of the applicant plus certification from the Register of Deeds/Bureau of Lands that subject parcel of land is not yet registered in the name of any person; attached accomplished notarized affidavit.
  - c. Deed of Sale/contract of lease plus TCT of the registered owner;
  - d. Notarized Affidavit of Authorization from the registered owner allowing applicant to use the subject parcel of land plus TCT of the registered owner;
  - e. If public land, authorization from appropriate government agency allowing applicant to use subject public land.
5. Certification from the Zoning Officer that the proposed land use is in accordance with the land use plan/zoning ordinance of Calatagan.
6. Project/Development activities not allowable/compatible with the area/zone of proposed site is required to secure Variance/Exemption from Local Zoning Board of Adjustment and Appeals (LZBAA), while in Agricultural area/zone, Reclassification from Sangguniang Bayan and Conversion/Exemption Order from the Department of Agrarian Reform (DAR)
7. Total Cost (Architectural/Structural/Electrical/Mechanical/Sanitary and etc. Design plan & specifications, Materials and Labor cost).
8. Authorization of persons allowed to follow up/claim clearance
9. Locational Clearance fee
10. Development privilege charge/fee
11. **Environmental Compliance Certificate (ECC)** for Construction/ Improvement and/or Development Projects covered by the **DENR ADMINISTRATIVE ORDER (DAO) No. 96-37 SERIES of 1996**
12. **For Manufacturing Projects;** description of industry citing among others the following:
  - a) Types and Volume of raw materials used;
  - b) Products manufactured or stored;
  - c) Average production output/capacity per day/week/month;
  - d) Industrial wastes and plans for pollution control; and
  - e) Description and flow of manufacturing processes.
13. **SEC REGISTRATION AND BY-LAWS FOR CORPORATIONS & INCORPORATION, CDA REG. IF COOPERATIVES**
14. **WATER REQUIREMENTS** – water supply clearance from the **NATIONAL WATER RESOURCES BOARD** (8<sup>th</sup> Floor NIA Bldg., EDSA, Diliman, Quezon City. [632] 928-2365 / 920-2641)
15. Requirements under **Municipal Ordinance No. 142 Series of 2014** (An Ordinance Requiring Completion of Pertinent Documents of Project Proponent / Developer before issuance of Municipal Permit and for other related purposes), and implementing rules under SB Resolution no. 127 dated September 23, 2014.