



Republic of the Philippines
Province of Pangasinan
Municipality of Calasiao
OFFICE OF THE ZONING OFFICER

LOCATIONAL CLEARANCE REQUIREMENTS

- **Duly accomplished and notarized APPLICATION FORM**
- **Documents relative to RIGHT OVER LAND**
 - Transfer Certificate of Title (TCT)
 - Tax Declaration of Real Property (Certified True Copy not earlier than three (3) Months upon filling of application)
 - If the applicant is not the owner of the lot submit any of the ff:
 - Deed of Absolute Sale- Duly Notarized
 - Affidavit of Consent with IDs of both the land owner
 - Lease Contract
 - Joint Venture Agreement
- **VICINITY MAP AND COORDINATES**
 - For regular projects min of 100-meter radius (map need not be drawn to scale provided
 - That the relative distances of existing land use to the project site, lot boundaries- indicate)
- **SITE DEVELOPMENT PLAN** showing the project site lot area boundaries and dimensions of the structure/improvements with in the project site including setback dimensions
- **Drawing Plans** (compute the area of the building footprint in the identification of the building area)
- **Detailed Cost materials** and **Specifications** signed by a licensed Professional with the conformity of the owner
- **Latest Tax receipt**
- **OTHER REQUIREMENTS**
 1. Conversion Clearance or Certificate of Exemption for Conversion from the Department of Agrarian Reform, if the project is to be situated in agricultural lands based on actual use and CLUP/ ZO
 2. ECC /CNC from DENR (for all applicable projects)
 3. Affidavit of Non-objection from adjacent lot owners (for incompatible/ non-conforming projects.)
 4. Affidavit of Non-objection from Mortgage (if lot is mortgage)
 5. Certification from MARO that lot is not tenanted / within the coverage of CARP (for small scale regular projects located in existing / zoned agricultural areas.)
 6. For application filed by Authorized Representative, **SWORN SPECIAL POWER OF ATTORNEY** for the representative to file / follow-up application and claim decision for the application.