

OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR
OFFICE OF THE DEPUTIZED ZONING ADMINISTRATOR
CONCEPCION, TARLAC

CHECKLIST RE: LOCATIONAL CLEARANCE

1. Application Form
2. Vicinity Map, Drawn to any scale showing:
 - a. Exact location of proposed project
 - b. Contiguous firms and/or institutions and their products and activities
 - c. Approximate distance of contiguous firms and/or site institutions within a 100m. radius from the proposed site and from the main service road leading to it.
3. Site Development. Drawn to any scale showing :
 - a. Plan Layout
 - b. Site Areas and Boundaries
 - c. No. of storeys of plan buildings and size of the area occupied
 - d. Road system within site premises; and
 - e. Topographic plan (for mining and quarrying)
4. Certificate of ownership of the land.
 - a. Transfer Certificate of Title registered in the applicant's name;
 - b. Tax Declaration declared in the name of applicant plus certification from Registered of Deeds/Bureau of Land that subject parcel of land is not yet declared/registered in the name of any other name of any other person;
 - c. Deed of Sale/Contract of Lease plus TCT of registered Owner;
 - d. Authorization from the registered owner allowing applicant to use subject parcel of land plus TCT of the registered owner, and
 - e. If public land Authorization from appropriate Government Agency allowing applicant to use subject public land.
 - f. Tax Clearance of the parcel of land from the Municipal Treasurer's Office.
5. Endorsement recommendation from the Department of Agrarian Reform if the applicant id for conversion of tenanted rice and corn land to urban areas uses (e.g. residential, commercial, industrial, etc.)
6. Certificate from the Deputized Zoning Administrator (DZA)/Mayor that the proposed land uses is in accordance with the development/zoning plan of the locality.
7. Description of Industry, citing among others;
 - a. Types and volume of raw materials used;
 - b. Products manufactured or to be stored;
 - c. Average production output/capacity;
 - d. Electric power and water consumption requirements;
 - e. Industrial waste (liquid, solid, and/or gaseous);
 - f. Plan for population control;
 - g. Feasibility study of the proposed projects.
8. Description and low of the manufacturing process.
9. Equity/Participating Agreement Tamper License Agreement (TLA) from the Bureau of Forest Development (BFD), if the applicant is concessionaire or Log Supply Contract (for seawall application only).
10. Authorization of person allowed to follow up/claim clearance.
11. Locational Clearance.
12. Bill of Materials.
13. Barangay Business Permit
14. DTI (Department of Trade & Industry)