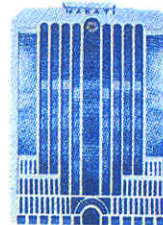




City of Makati
URBAN DEVELOPMENT DEPARTMENT
Zoning Administration Division



APPLICATION FORM FOR LOCATIONAL CLEARANCE

Application for: ☐ Business ☐ Building ☐ Zoning Certificate ☐ NCC (Bldg / Bus) ☐ Others: _____

I. INFORMATION (Please Print Legibly)

Business Name / Project Title: _____

Line of Business / Type of Construction: _____

Location: _____
 (Unit/House No.) (Building Name) (Address) (Barangay/Village)

Owner: _____ Landline No.: _____

Authorized Representative: _____ Landline No.: _____

Note: Authorized Representative must present ID and Authorization in claiming the Locational Clearance.

II. REQUIREMENTS (Do not fill-up)

- ☐ **BUSINESS**
- Received
- ☐ Vicinity / Location Map
 - ☐ Barangay Clearance (Business) Photocopy & Original
 - ☐ Lease Agreement
 - ☐ DTI / SEC Articles
 - ☐ Occupancy Permit (Building/Unit)
 - ☐ Real Property Tax Receipt (Latest)
 - ☐ CCT / TCT / OCT / DENR Certification
 - ☐ Tax Declaration
 - ☐ Authorization Letter (for representative)
 - ☐ Others _____

- ☐ **BUILDING**
- Received
- ☐ 7 Sets Architectural Plans (Signed/Sealed/Folded)
 - ☐ Barangay Clearance (Building) Photocopy & Original
 - ☐ Lease Agreement
 - ☐ Real Property Tax Receipt (Latest)
 - ☐ CCT / TCT / OCT / DENR Certification (2 sets)
 - ☐ Tax Declaration
 - ☐ Authorization Letter (for representative)
 - ☐ Others _____

Application Received By: _____

Action to be taken: ☐ Inspection ☐ Processing

PRE EVALUATION CONTROL NO.: _____

Note: Locational Clearance will be ready for release within two (2) days provided all requirements are complete and no site visit/verification is necessary. Otherwise, you may follow-up your application on _____ at telephone number 870-1734.

III. APPLICANT'S DECLARATION (To be notarized prior to filing of application)

I hereby certify that the above given information are true and correct to my own personal knowledge and that any misrepresentation or misdeclaration shall render this application null and void. I also understand that failure to complete or comply with any of the other requirements will result in delay and disapproval of the application.

 Applicant / Representative
 (Signature over Printed Name)

 Position / Title

Subscribed and sworn before me this _____ day of _____, 20____ at the City of Makati affiant exhibited to me his/her Residence Certificate No. _____ issued at _____ on _____.

Doc. No.: _____
 Page No.: _____
 Book No.: _____
 Series of 20 _____

