



Republic of Philippines  
**MUNICIPALITY OF BAYAMBANG**  
Province of Pangasinan

**ISSUANCE OF LOCATIONAL CLEARANCE / CERTIFICATE OF ZONING COMPLIANCE**  
**(At the Municipal Planning and Development Coordinator Office)**

**I. BASIC REQUIREMENTS TO BE SUBMITTED BY CLIENT:**

1. Duly accomplished and notarized APPLICATION FORM (THREE COPIES)
2. Requirements relative to RIGHT OVER LAND
  - a. Photocopy of the Certificate of Title if the property is duly registered in the name of the applicant
  - b. Certified True Copy of the latest Tax Declaration
  - c. In the absence of any existing Certificate of Title in the name of Applicant, submit pro-formula to the effect that:
    - The applicant is the owner of the property subject to the application;
    - The reasons why the property is not yet titled;
    - The property is situated within alienable and disposable lands and outside lands reserved for the public domain;
    - The property is free from liens and encumbrances, or stating the liens and encumbrances of the property
    - The property is/is not tenanted (in case the property is planted to rice and corn)
  - d. In case the property is not registered in the name of the applicant, submit duly notarized DEED OF SALE or DEED OF DONATION, or CONTRACT OF LEASE or AUTHORIZATION to use land, whichever is applicable plus the photocopy of the owner's Certificate of Title or in absence of title, the Tax Declaration and pro-formula Affidavit as described in item C;
3. Vicinity Map, Site Development Plan
5. Endorsement/Recommendation from the Department of Agrarian Reform for the conversion of agricultural lands into other uses, if the project is to be situated or constructed within agricultural lands.
6. Filing and Legal Research Fees. Please refer to the Bayambang Revised Revenue Code (Schedule of Fees).
7. Environmental Compliance Certificate (ECC) from the Department of Environment and Natural Resources (DENR)

**II. ADDITIONAL REQUIREMENTS**

1. FOR MANUFACTURING Projects: Description of industry citing, among others, the following:
  - 1.1 Types and volume of raw materials used
  - 1.2 Products manufactured or stored
  - 1.3 Average production output/capacity per day/week/month
  - 1.4 Industrial Wastes and Plants for Pollution Control
  - 1.5 Description and flow of manufacturing process
2. FOR APPLICATION filed by Authorized Representatives: SWORN SPECIAL POWER OF ATTORNEY  
For the representative to file/follow up application and claim decision to the application
3. Other additional requirements as may be required under HLURB Rules, Guidelines or Standards, or in such other cases upon WRITTEN REQUEST by the MPDC

**HOW TO AVAIL OF THE SERVICE**

WHAT CLIENT SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN CHARGE
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1. Submit all the basic requirements with duly accomplished and notarized application form.	Receive and register in the logbook the duly accomplished and notarized application form.	Eduardo G. Yusilon Lloyd P. Catabay
2. Accompany the inspecting team for ocular site inspection.	Pre-evaluate the documents submitted.	Eduardo G. Yusilon Lloyd P. Catabay Ma-Lene S. Torio
3. Pay the required fees and secure form official receipt.	Conduct ocular inspection on the site/location of proposed subject.	
4. Wait for the approval, signing issuance of the L.C/ Cert. of Zoning Compliance.	Receive payment and issue official receipt.	Municipal Treasury Office
5. Receive the duly signed approved Locational Clearance/ Certificate of Zoning Compliance.	Review and sign approved issuance of the L.C. / Cert. of Zoning Compliance.	Ma-Lene S. Torio
	File Copy of Clearance and Certification.	Eduardo G. Yusilon Lloyd P. Catabay

**TOTAL SERVICE TIME PER CLIENT 2 working days**

***(OR DEPENDING UPON SPEED OF COMPLIANCE OF REQUIREMENTS AND DISTANCE OF PROJECT LOCATION)***

