

Application No. _____ Date of Receipt _____ O.R. No. _____ Date of Issue _____ Amount Paid _____	Republic of the Philippines Province of Negros Occidental City of Kabankalan City Planning and Development Office OFFICE OF THE CITY ZONING ADMINISTRATOR
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APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE

1. NAME OF APPLICANT (Last, First, Middle)	2. NAME OF CORPORATION
3. ADDRESS OF APPLICANT	4. ADDRESS OF CORPORATION
5. NAME OF AUTHORIZED REPRESENTATIVE	6. ADDRESS OF AUTHORIZED REPRESENTATIVE
7. PROJECT TYPE	8. PROJECT NATURE
	<input type="checkbox"/> New Development <input type="checkbox"/> Others (specify) <input type="checkbox"/> Improvement
9. PROJECT LOCATION	10. PROJECT AREA (in square meters)
	Lot _____ Building/Improvement _____
11. RIGHT OVER LAND	12. PROJECT TENURE
<input type="checkbox"/> Owner <input type="checkbox"/> Others (specify) <input type="checkbox"/> Lessee	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary (specify no. of years)
13. EXISTING LAND USES OF PROJECT SITE	
<input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Others (specify) <input type="checkbox"/> Commercial	<input type="checkbox"/> Vacant/Idle <input type="checkbox"/> Agricultural (specify crop) <input type="checkbox"/> Tenanted <input type="checkbox"/> Not Tenanted
14. PROJECT COST/CAPITALIZATION (in pesos, in words and figures)	
15. Is the project applied for subject to written Notice from the Zoning Administrator to the effect requiring for the presentation of Certificate of Zoning Compliance (CZC) or to apply for CZC? If yes, please answer the following: (15.a) Date(s) Filed <input type="checkbox"/> Yes <input type="checkbox"/> No (15.b) Action(s) taken	
16. PREFERRED MODE OF RELEASE OF DECISION	
<input type="checkbox"/> Pick-up <input type="checkbox"/> By mail Addressed to <input type="checkbox"/> Applicant <input type="checkbox"/> Authorized Representative	
17. SIGNATURE OF APPLICANT	18. SIGNATURE OF AUTHORIZED REPRESENTATIVE

Republic of the Philippines
 Province of Negros Occidental
 x-----) s.s.

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__ in the _____, Province of Negros Occidental affiant exhibited to me his/her Community Tax Certificate No. _____ issued at _____ on _____, 20__.

NOTARY PUBLIC

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

**CHECKLIST OF BASIC REQUIREMENTS FOR
CERTIFICATE OF ZONING COMPLIANCE APPLICATIONS**

PROJECT: _____

- _____ 1. Duly accomplished and **notarized application form.**
- _____ 2. Any of the following documents relative to the applicant's **right over the project site:**
- a. *Certified true copy of the Certificate of Title in case registered in the name of the applicant;*
 - b. *In the absence of any existing Certificate of the Title in the name of the applicant, submit:*
 - b.1 *Certified true copy of the latest Tax Declaration, and*
 - b.2 *Affidavit to the effect that:*
 - *the applicant is the owner of the property subject of the application;*
 - *the reasons why the property is not yet titled;*
 - *the land is situated within alienable and disposable lands, and outside lands reserved for the public domain;*
 - *the property is free from all liens and encumbrances, or stating the liens and encumbrances of the property;*
 - *the property is not tenanted (in case the property is planted to rice or corn).*
 - c. *In case the property is not registered in the name of the applicant, submit:*
 - c.1 *Duly notarized deed of sale or donation, or contract of lease/sale, or authorization to use the land whichever is applicable; **plus***
 - c.2 *Certified true copy of the owner's Certificate of Title, or in the absence thereof, item (b) above.*
- _____ 3. **Vicinity Map** showing the existing land uses within a 200-meter radius from the project site boundaries.
- _____ 4. **Site Development Plan** showing the project site lot area boundaries and dimensions of the proposed improvements within the project site.
- _____ 5. Document(s) to support **Project Cost/Capitalization** (e.g. Total Project Cost Estimates/ Bill of Materials, Specifications, Project Study, Feasibility Study, DTI Registration Statement, Articles of Incorporation to include costs of land grading, vertical/horizontal structures, machineries, utilities for commercial and industrial projects).
- _____ 6. **Authority to Follow-up/Claim Clearance** if being processed by person(s) other than the applicant, or if applicant is a corporation.
- _____ 7. **Fees**
- | | |
|--|---------|
| Zoning Fee | : _____ |
| Certificate of Zoning Compliance (CZC) Fee | : _____ |
| Total | : _____ |
- _____ 8. **Real Property Tax (RPT) Receipt** or **Current Tax Clearance**
- _____ 9. At least **5-complete Sets of Plans** duly signed and sealed by professionals & approved by the owner/applicant.