

### 3. Issuance of Locational Clearance for Base Stations and Other Telecommunications Infrastructure

In accordance with Executive Order No. 32 and its Implementing Rules and Regulations, any firms, enterprises, and private individuals involved in the construction of new base stations and other telecommunications infrastructure are required to obtain a Locational Clearance as part of their application for a building permit. This clearance must be obtained prior to the commencement of construction to verify that the proposed building or structure is permissible within the chosen location as outlined in the Comprehensive Land Use Plan.

<b>Office or Division:</b>	Municipal Planning and Development Office	
<b>Classification:</b>	Complex Transaction	
<b>Type of Transaction:</b>	G2B – Government to Business; G2C – Government to Client; G2G – Government to Government	
<b>Who may avail:</b>	All transacting public, business entities and other government agencies	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Principal</b>		
1. Application Form duly accomplished and notarized (3 Copies)	Municipal Planning and Development Office	
2. Vicinity Map, drawn to a scale of 1:1,000 showing exact location of the proposed base station and major landmarks within a radius of 200 meters (3 Copies)	Applicant	
3. Site Plan, drawn to minimum scale of 1:500 indicating the following features namely layout of proposed projects showing all structure, area and boundaries of lot (property line) (3 Copies)	Applicant	
4. Barangay Clearance (3 Copies)	Respective Barangay	
5. Bill of Materials and Estimated Cost (3 Copies)	Applicant	
6. Zoning/Locational Clearance Fee (See Table below) (3 Copies)	Municipal Treasurer's Office	
7. Original certificate of Title/ Transfer Certificate of Title/ Tax Declaration (3 Copies)	Applicant	
8. Copies of valid licenses of all involved professionals (3 Copies)	Applicant	
9. Certificate of Height Clearance from Civil Aviation Authority of the Philippines for Tall Structure (3 Copies)	Civil Aviation Authority of the Philippines	

10. Clearance from Property Manager/Administrator of Homeowners Association if project is located in existing subdivision, condominium or Planned Unit Development (PUD) (3 Copies)	Applicant
<b>Representative</b>	
1. One (1) photocopy of Valid Identification Cards (ID) and authorization letter (3 Copies)	Applicant / Attorney-at-Law Office
2. Application Form duly accomplished and notarized (3 Copies)	Municipal Planning and Development Office
3. Vicinity Map, drawn to a scale of 1:1,000 showing exact location of the proposed base station and major landmarks within a radius of 200 meters (3 Copies)	Applicant
4. Site Plan, drawn to minimum scale of 1:500 indicating the following features namely layout of proposed projects showing all structure, area and boundaries of lot (property line) (3 Copies)	Applicant
5. Barangay Clearance (3 Copies)	Respective Barangay
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7. Zoning/Locational Clearance Fee (See Table below) (3 Copies)	Municipal Treasurer's Office
8. Original certificate of Title/ Transfer Certificate of Title/ Tax Declaration (3 Copies)	Applicant
9. Copies of valid licenses of all involved professionals (3 Copies)	Applicant
10. Certificate of Height Clearance from Civil Aviation Authority of the Philippines for Tall Structure (3 Copies)	Civil Aviation Authority of the Philippines
11. Clearance from Property Manager/Administrator of Homeowners Association if project is located in existing subdivision, condominium or Planned Unit Development (PUD) (3 Copies)	Applicant
<b>ADDITIONAL REQUIREMENTS</b>	
1. If the applicant is an MNO (Mobile Network Operator), Certified True Copy of National Telecommunication Commission's Provisional Authority. In the absence of the foregoing, a Certificate of Public Convenience and Necessity (CPCN) or Certificate of Registration to Provide Telecommunication Services (3 Copies); or	National Telecommunications Commission
2. If an applicant is an Independent Tower Company (ITC) constructing a PPTI or other passive structures, Certified True Copy of the Independent Tower Company (ITC) Certificate of Registration (3 Copies)	Department of Information and Communications Technology (DICT)

3. If the applicant is a judicial entity or cannot personally receive the approved Locational Clearance, a board resolution, duly notarized authorization, or SPA of persons allowed to receive the same for the applicant (3 Copies)			Concern Client/Attorney-at-Law	
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submit Notarized Application Form and the complete required documents to the receiving officer for initial assessment and verification and secure the Order of Payment.	1. Provide the Log Book to the Client	None	5 Minutes	<i>Draftsman II/Administrative Aide I</i> Municipal Planning and Development Office
	2. Receive and record the Application Form and the complete required documents	None	5 Minutes	<i>Draftsman III/Planning Staff-Designate</i> Municipal Planning and Development Office
	3. Review, validate, verify, assess, and evaluate the submitted documents	None	1 Day	<i>Municipal Planning and Development Coordinator /Draftsman III</i> Municipal Planning and Development Office
	4. Issue the Assessment and Order of Payment	None	15 Minutes	<i>Draftsman III/Planning Staff-Designate</i> Municipal Planning and Development Office
	5. Conduct site inspection	None	1 Day	<i>Draftsman III/Planning Staff-Designate</i> Municipal Planning and Development Office

	<p>6. Start processing the request</p> <p>7. Approved the Clearance</p>	<p>None</p> <p>None</p>	<p>10 Minutes</p> <p>1 Day</p>	<p><i>Municipal Planning and Development Coordinator/Draftsman III</i> Municipal Planning and Development Office</p> <p><i>Draftsman III/Planning Staff-Designate</i> Municipal Planning and Development Office</p> <p><i>Municipal Planning &amp; Development Coordinator</i> Municipal Planning and Development Office</p>
<p>2. Pay the required fees at the Municipal Treasurer's Office and secure Official Receipt</p>	<p>1. Accept the payment based on the Order of Payment</p> <p>2. Issue the Official Receipt</p>	<p>Special Uses/Special Projects *P7,200.00 for P2 Million and below *P7,200.00 + (1/10 of 1% of cost in excess of P2 Million) for Over P2 Million</p> <p>University of the Philippines Law Center Legal Research Fee</p>	<p>5 Minutes</p> <p>5 Minutes</p>	<p><i>Revenue Collection Clerk III/</i> <i>Ticker Checker/Data Controller III</i> Municipal Treasurer's Office</p> <p><i>Revenue Collection Clerk III/</i> <i>Ticker Checker/Data Controller III</i> Municipal Treasurer's Office</p>

		*1% of every fee charged but shall in no case be lower than P12.00		
3. Claim the Locational Clearance at the Office of the Municipal Planning and Development Coordinator	1. Check the Official Receipt and record the transaction in the releasing logbook	None	5 Minutes	<i>Draftsman III/Planning Staff-Designate/ Administrative Aide I Municipal Planning and Development Office</i>
	2. Release the Clearance to the client	None	5 Minutes	<i>Draftsman III/Planning Staff-Designate/ Administrative Aide I Municipal Planning and Development Office</i>
4. Accomplish the Client Satisfaction Survey (CSS) and drop in the Feedback Box	1. Request the client to accomplish the Client Satisfaction Survey (CSS)	None	10 Minutes	<i>Planning Staff-Designate/ Administrative Aide III/ Administrative Aide I Municipal Planning and Development Office</i>
	<b>TOTAL</b>	<b>Special Uses/Special Projects = P7,200.00 or P7,200.00 + (1/10 of 1% of excess of P2 Million)</b>  <b>University of the Philippines Law Center Legal Research Fee = 1% of every fee charged but shall in no case be lower than P12.00</b>	<b>3 Days, 1 Hour and 5 Minutes</b>	