



## 2. Issuance of Locational Clearance for Cell Site

A Development Permit / Locational Clearance is required prior the establishment of a Cell Site in accordance with the approved Comprehensive Land Use Plan and Zoning Ordinance. The Development Permit / Locational Clearance can be secured at the Office of the Municipal Planning and Development Coordinator.

<b>Office or Division</b>	Office of the Municipal Planning and Development Coordinator	
<b>Classification</b>	Complex	
<b>Type of Transaction</b>	G2C - Government to Citizen	
<b>Who may avail</b>	Any person / legal entity who wish to apply for a Development Permit / Locational Clearance for the purpose of establishing a Cell Site in the Municipality of Midsayap, Cotabato.	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Submit Two (2) Copies of the following documents:</b>		
Duly accomplished Locational Clearance application form	Client / Office of the Municipal Planning and Development Coordinator	
Vicinity Map, drawn to a scale of 1:1,000 showing the exact location of the proposed base station and major landmarks within a radius of 200 meters.	Client / Surveyor	
Site Development Plan, drawn to a minimum scale of 1:500 indicating the following features: a.) lay-out of proposed project showing all structures; and, b.) area and boundaries of lot (property line)	Client / Surveyor	
Certified True Copy of the Original or Transfer Certificate of Title (OCT/TCT) in the applicant's name.	Registry of Deeds – Amas, Kidapawan City	
<b>In the absence of the latter or if not in the name of applicant:</b>		
<ul style="list-style-type: none"> <li>• Certified True Copy of Tax Declaration not more than three (3) months old upon filing of</li> </ul>		



<p>application from the assessor's office with proof of ownership such as:</p> <ul style="list-style-type: none"> <li>○ Extra Judicial Settlement</li> <li>○ Duly notarized Deed of Sale or Deed of Donation or Lease Contract with the owner;</li> <li>○ or written and duly notarized owner's consent to use the land as site for the project (Authority to Use).</li> </ul>	
<p>Environmental Compliance Certificate (ECC) <b>if located in prime agricultural land</b></p>	<p>Client / Department of Environment and Natural Resources - Environmental Management Bureau</p>
<p>Conversion Order from the Department of Agrarian Reform (DAR) <b>if the project is located within agricultural area/zone.</b></p>	<p>Client / Department of Agrarian Reform</p>
<p>Height Clearance Permit (HCP) from the CAAP is required <b>for all proposed Shared PTTIs that are in excess of the maximum allowable height as determined by CAAP</b></p>	<p>CAAP</p>
<p>Barangay Clearance</p>	<p>Barangay</p>
<p>Current tax receipt on Non-Tax Delinquency Certificate</p>	<p>Client / Office of the Municipal Assessor</p>



In lieu of Home Owners Association Consent: <ul style="list-style-type: none"> <li>• A written certification under oath executed by responsible officer of the company that there is no other available or suitable site within the coverage area except the subject property inside the subdivision project and said location will best serve the purpose of interconnectivity effectively and efficiently; and</li> <li>• An undertaking that they will conduct social preparation among the affected homeowners, households or families</li> </ul>		Client / Homeowners Association		
1. Buildings		Client		
<ul style="list-style-type: none"> <li>• if base station shall be constructed of an unoccupied building, <b>consent from the owner/developer.</b></li> </ul>		Client / Owner/Developer		
b.2.b. Bill of Materials and Cost Estimates		Client / Civil Engineer		
b.2.c. Authorization of persons allowed to follow-up the clearance.		Client		
b.2.c. Official Receipt		Office of the Municipal Treasurer (Windows 1-6)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit accomplished application form and complete requirements at	1. Receive the accomplished application form and complete requirements	None	1 Minute	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator



the receiving area				
	1.1 Evaluate / Review application and documents submitted 1.2 Match project site of project to Zoning Ordinance	None	7 Days	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator
	1.3. Conduct ocular inspection, prepare and submit Zoning Report to Zoning Administrator	None	4 Hours	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator
	1.4 Issuance of Order of Payment.	None	3 Minutes	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator
2. Pay the corresponding fees at the Municipal Treasurer's Office (Windows 1-6) and present the Official Receipt at the Office of the Municipal Planning and Development Coordinator	2. Issuance of Official Receipt	<i>Please refer to attached Table. Permit Fees on Special Uses / Special Projects</i>		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	2.1 Prepare Locational Clearance	None	20 Minutes	<i>Draftsman II</i> Office of the Municipal Planning and Development Coordinator



	2.2 Review and Approval of Approve Locational Clearance	None	7 Minutes	<i>Municipal Planning and Development Coordinator Office of the Municipal Planning and Development Coordinator</i>
3. Claim the Development Permit / Locational Clearance	3. Record, file for office copy and release the Development Permit / Locational Clearance to client	None	1 Minute	<i>Draftsman II Office of the Municipal Planning and Development Coordinator</i>
	<b>TOTAL:</b>	<b>Please refer to Table of Fees</b>	<b>7 Days, 4 Hours and 32 Minutes</b>	

**Permit Fees for Special Uses / Special Projects, the project cost of which is:**

Below P 2M	P 7,200.00
Over P2M	P 7,200.00 + 10%
	1/10 of 1% of cost in excess of P2M