

Application No. _____

Date Filed _____

SANGGUNIANG PANLUNGSOD
S.P. Bldg., San Pedro St.,
Davao City

THRU: Local Zoning Board of Adjustment & Appeals (LZBAA)

Gentlemen:

In accordance with Article XII, Section 1 of the Comprehensive Zoning Ordinance of Davao City (2013-2022), I am applying Request for Additional Allowable Use of

_____ located at _____
having an area of _____ (_____) square meters containing
_____ (_____) lots/buildings.

Attached hereto are four (4) sets of the following requirements/documents, to wit:

- 1.
- 2.
- 3.
- .

Applicant

Address : _____

Tel. No. : _____

Date : _____

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20____, affiant exhibited to me his/her Residence Certificate No. _____ issued at _____ on _____.

WITNESS MY HAND AND SEAL

Doc No. _____

Page No. _____

Book No. _____

Series of _____

Republic of the Philippines
City of Davao

Checklist of Requirements

**REQUEST FOR ADDITIONAL ALLOWABLE USE
(Article X11, Sec. 1, Comprehensive Zoning Ordinance of Davao City (2013-2022))**

- A. Zoning Certification from OCPDC
- B. Certified true copy of title (s) and current tax receipts
- C. Right-of-way of access road (right to use or deed of sale)
- D. Site development plan indicating area and boundaries of lot (property line)
- E. Vicinity Map showing major land marks within a radius of 200 meters
- F. Barangay Council Resolution of No Objection
- G. Barangay Development Council Resolution favorably indorsing the project
- H. City Engineer's Office for drainage clearance
- I. City Environment and Natural Resources for solid waste management plan
- J. City Health Office for sanitation clearance
- K. City Assessor's Office for new tax declaration
- L. City Treasurer's Office for realty tax clearance
- M. Davao City Water District for certification of power supply availability
- N. Davao Light and Power Company for certification of power supply availability
- O. Mines and Geoscience Bureau for certification for possible geohazard and recommended mitigating measures
- P. DENR-Environmental Management Bureau for waste treatment facilities and permit to discharge effluents
- Q. Water Resource Management Council/Task Force for projects within water resource zone
- R. Barangay Watershed Management Council and City Watershed Management Council for areas in Conservation Zone
- S. Golf Construction and Development Committee (for golf course)
- T. Civil Aviation Authority of the Philippines and Philippine Air Force Command Davao City (for Private landing strip, airport, and heliports and helipads)
- U. Philippine Ports Authority (for ports and harbors)
- V. National Power Corporation Davao City (for power generation plant/station)
- W. Transport/Traffic Impact Assessment
- X. Affidavit of Neighbor's Consent
- Y. Locational mapping of consent signatories

Procedures: The following procedures shall be followed:

1. A written application is filed citing the section of this Ordinance under which the same is sought and stating the ground/s or justifications thereof.
2. Upon filing the application, a visible project sign, (indicating the name and nature of the proposed project) shall be posted at the project site and the application must be published in a newspaper of general circulation for three (3) consecutive weeks at the expense of the project proponent.
3. The Zoning Administrator shall conduct preliminary studies on the application.
4. A written affidavit of non-objection to the project by the owner of the properties adjoining to the project shall be filed by the applicant with the ZA at least fifteen (15) days prior to the decision.
5. In case of objection, the ZA shall hold public hearing.
6. At the hearing, any party may appear in person, or be represented by agents/s. All interested parties shall be accorded the opportunity to be heard and present evidences and testimonies.
7. The Zoning Administrator shall render a decision within thirty (30) days from the filing of the application, exclusive of the time spent for the preparation of written affidavit of non-objection and/or the public hearing in case of any objection to the granting of variance.
8. If the decision is favorable, the application shall be considered in the Local Zoning Board of Adjustment and Appeals (LZBAA) and the City Development Council (CDC) Executive Committee in a joint meeting which shall come up with either favorable or unfavorable indorsement.
9. If the decision is unfavorable, the application is denied by the Zoning Administrator, acting as the secretariat and action officer of the LZBAA.
10. If the decision is favorable, the matters shall be indorsed to Sangguniang Panlungsod for consideration in accordance with the foregoing provisions.