

Republic of the Philippines
City Government of Davao
OFFICE OF THE CITY PLANNING AND DEVELOPMENT COORDINATOR

CHECKLIST OF REQUIREMENTS
RECONSIDERATION: LOCATIONAL CLEARANCE FOR BUSINESS PERMIT

ITEM		OFFICES/AGENCIES CONCERNED
1	Letter of Reconsideration Addressed to: City Planning and Development Coordinator Office of the City Planning & Development Coordinator Davao City Thru: Local Zoning Board of Adjustment and Appeals (LZBAA)	Applicant
2	Denial Letter	Applicant
3	Order of Payment	CPDO
4	Official Receipt for reconsideration fee of P 600.00 (original & photocopy)	City Treasurer's Office
5	Business Permit Application	Business Bureau
6	Certified True Copy of Title / Contract of Lease / Deed of Sale	Register of Deeds
7	Sketch plan of the project site with vicinity map and landmarks	Applicant
8	Contact Number	Applicant
9	Barangay Council Resolution interposing no objection to the project	Barangay Council
10	Affidavit of Neighbor's Consent / Affidavit of No Objection from the owners of properties adjoining the proposed site of the business with attached Lot Title	Applicant
11	Locational mapping of neighbor's consent signatories	Applicant
12	Affidavit of Undertaking	Applicant