

Civil Aviation Authority of the Philippines

Height Evaluation Application Form

	Application No
Choose the type of application by putting a check on	To be filled by CAAP personnel manually. the box:
Height Clearance Permit (HCP)	Height Limitation (HL)
If HCP, Permanent Structure	Temporary Structure (eg. Crane, Temporary Elevator Housing, etc.)
REQUIREMENTS: (Preferred to be initially read by in complying these requirements may delay processing.)	the Geodetic Engineer. Data should be complete, legible, correct and with no erasures. Any discrepancy
1. Elevation Plan of the Proposed Structure	(for HCP application only; in A3 or A4 size bond paper)
	constructed atop existing structure, include the height of the existing structure.
2. Certification of Geodetic Engineer (Form no a. Minimum of 4 corners of the proposed structure or	b. CAAP-ADM-AOD-2; in A4 size bond paper) site, provide the Geodetic Coordinates (WGS-84 Datum) and Orthometric Height (EGM2008).
	tric Height and Horizontal Control Reference with WGS-84 Coordinates (Latitude/Longitude) from
	source Information Authority (NAMRIA) or CAAP.
 Location Plan with Vicinity Map (in A3 or A Indicating the Geodetic Position and Elevation of t 	he proposed site, signed and sealed by a Geodetic Engineer.
5. Computations and Processing Reports (in A	
a. For Total Station, traverse computations that is sign	
b. For GNSS equipment, processing report including 6. Additional Requirements for Temporary	raw data that is signed and sealed by Geodetic Engineer.
 a. Copy of the Approved Height Clearance Permit of b. Site Development plan with radial coverage of crar c. Elevation plan showing the maximum height and e d. Duration date and hours of crane operations signed 	proposed building where crane will be used (in A4 size bond paper) tes duly signed by Mechanical/Civil Engineers (in A3 or A4 size bond paper) levation of cranes duly signed by Mechanical / Civil Engineer (in A3 or A4 size bond paper)
	with the Manual of Standards for Aerodromes (to be incorporated in 6.c)
In addition, if the proposed site is within the two (2)-km runway and the distances, as shown in the illustrations belo	radius of the nearest runway end, indicate the true ground elevation at the nearest point of the w:
Illustration:	
⊕ SITE	● SITE
Distance, Operation	Bunway Period Distance
Runway end	Dist
Runway Extended Runway cen	terline Runway Centerline
7	
	Added Tax (P50.00 + VAT) (Attach a photocopy of the Official Receipt)
(Please fill-up completely, legibly, and correctly. Data belo DATA OF APPLICANT/OWNER:	w must be consistent with attached documents.)
Name:	
Owner's Address	
Email Address	
Landline Number	Mobile Number
DATA OF PROPOSED STRUCTURE/SITE	2 :
Type of Structure	
Site Address	
Proposed Height	meters above ground level
Height of Existing Structure	meters above ground level
DATA OF REPRESENTATIVE/LIAISON (
Name Name	form, NOT to be used as Certification of Geodetic Engineer.)
	Signatura
Company Represented (if applicable)	Signature
Office or Residence Address	NOTE: NOTE: 1
Landline Number	Mobile Number
Date of Submission	Email Address
Official Receipt Number	Date of O.R.

CAAP-ADM-AOD-001 Revision No.: 0 Issued Date: 15 May 2021

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GUIDE IN ACCOMPLISHING HEIGHT EVALUATION APPLICATION FORM (CAAP-ADM-AOD-001)

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- 1 **Application Number** A unique number series as assigned to every application. To be filled by CAAP-ADMS-OSD Personnel.
- 2 Height Clearance Permit (HCP) Tick in the box if the application is for height clearance permit (HCP).
- 3 **Height Limitation (HL)** Tick in the box if the application is for height limitation inquiry.
- Permanent Structure Tick in the box if the application is HCP and is for permanent structures. (e.g. Residential and Commercial Buildings, Towers, Antennae, and other edifices)

Temporary Structures – Tick in the box if the application is HCP and is for temporary structures. (e.g. Cranes and other equipment)

- 5 **Name** indicate the name of the applicant or the owner of structure or site to be evaluated.
- 6 Owner's Address indicate the postal address of the owner of structure or site to be evaluated.
- 7 **Email Address** indicate the email address of the owner of structure or site to be evaluated.
- 8 Landline Number indicate the landline number of the owner of structure or site to be evaluated
- 9 Mobile Number indicate the mobile number of the owner of structure or site to be evaluated.
- Type of Structure indicate the type of structure if it is residential or commercial building, type of tower (e.g. monopole, 2-legged SST, 3-legged SST, etc.), antennae, cranes.

Site Address – indicate the address of the structure or site to be evaluated

Proposed Height – indicate the height of structure to be evaluated in meters.

Height of Existing Structure – if proposed structure is to be installed in an existing structure, indicate the height of existing structure in meters.

Name – indicate the name of representative/liaison officer who accomplishes the application and the contractor's name (if applicable).

- Company Represented indicate the name of Company represented by the Representative/ Liaison Officer (if applicable).
- Office or Residence Address indicate the Office or residence address of the representative/liaison officer who accomplishes the application.
- Landline Number indicate the landline number of the representative/liaison officer who accomplishes the application.
- Date of Submission indicate the date of submission of documents for height evaluation application.

- Official Receipt Number indicate the unique 6-digit receipt number appearing in the CAAP Official Receipt.
- 21 **Signature** indicate the signature of the representative or liaison officer accomplishing the form.
- of the representative or liaison officer accomplishing the form.
- Email Address indicate the email address of the representative or liaison officer accomplishing the form.
- Date of O.R. indicate the date of payment appearing in the CAAP official receipt.