



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

HEIGHT EVALUATION APPLICATION FORM

Application No. _____

Choose the type of application by putting a check on the box:

☐ HEIGHT CLEARANCE PERMIT (HCP)

☐ HEIGHT LIMITATION (HL)

To be filled by CAAP personnel manually.

If HCP, ☐ Permanent Structure

☐ Temporary Structure (eg. Crane, Temporary Elevator Housing, etc.)

REQUIREMENTS: (Preferred to be initially read by the Geodetic Engineer. Data should be complete, legible, correct and with no erasures. Any discrepancy in complying these requirements may delay processing.)

1. Elevation Plan of the Proposed Structure (for HCP application only; in A3 or A4 size bond paper) - 1 original and 1 photocopy

a. If in case, the proposed structure is to be installed/constructed atop existing structure, include the height of the existing structure.

2. Certification of Geodetic Engineer (Form no. CAAP-ADM-AOD-2; in A4 size bond paper) - 1 original and 1 photocopy

a. Minimum of 4 corners of the proposed structure or site, provide the Geodetic Coordinates (WGS-84 Datum) and Orthometric Height (EGM2008).

3. Certification of Control Station Used (NAMRIA/CAAP; in A4 size bond paper)

a. Copy/copies of Elevation Reference with Orthometric Height (EGM2008) and Horizontal Control Reference with WGS-84 Coordinates (Latitude/Longitude) from known control station of National Mapping and Resource Information Authority (NAMRIA) or CAAP.

4. Location Plan with Vicinity Map (in A3 or A4 size bond paper) - 1 original and 1 photocopy

a. Indicating the Geodetic Position and Elevation of the proposed site, signed and sealed by a Geodetic Engineer.

5. Computations and Processing Reports (in A4 size bond paper)

a. For Total Station, traverse computations that is signed and sealed by a Geodetic Engineer.

b. For GNSS equipment, processing report including raw data that is signed and sealed by Geodetic Engineer.

6. Additional Requirements for Temporary Structures

a. Copy of the Approved Height Clearance Permit of proposed building where crane will be used (in A4 size bond paper)

b. Site Development plan with radial coverage of cranes duly signed by Mechanical/Civil Engineers (in A3 or A4 size bond paper)

c. Elevation plan showing the maximum height and elevation of cranes duly signed by Mechanical / Civil Engineer (in A3 or A4 size bond paper)

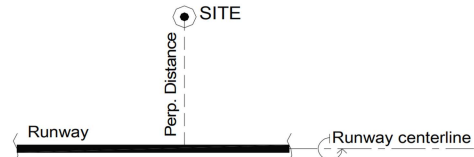
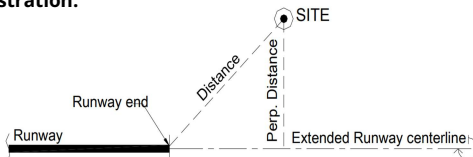
d. Duration date and hours of crane operations signed by Owner / Manager (in A4 size bond paper)

e. Safety / Responsible officers and their contact numbers signed by Owner / Manager (in A4 size bond paper)

f. Appropriate lightings and markings in accordance 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 radius of the nearest runway end, indicate the true ground elevation at the nearest point of the runway and the distances, as shown in the illustrations below:

Illustration:



7. FILING FEE OF SIX THOUSAND FOUR HUNDRED PESOS (Php6400.00) VAT inclusive (Attach a photocopy of the Official Receipt)

(Please fill out completely, legibly, and correctly. Submit 1 original and 1 photocopy of this form. Data below must be consistent with attached documents.)

DATA OF APPLICANT/OWNER:

Name:			
Owner's Address			
Email Address			
Landline Number		Mobile Number	

DATA OF PROPOSED STRUCTURE/SITE:

Type of Structure			
Site Address			
Proposed Height	_____	meters above ground level	
Height of Existing Structure	_____	meters above ground level	

DATA OF REPRESENTATIVE/LIAISON OFFICER:

(Note: to be filled out by the person who accomplished this form, NOT to be used as Certification of Geodetic Engineer.)

Name			Signature	
Company Represented (if applicable)				
Office or Residence Address			Mobile Number	
Landline Number				
Date of Submission			Email Address	
Official Receipt Number			Date of O.R.	

**HEIGHT EVALUATION APPLICATION FORM****INSTRUCTIONS**

- a. Write legibly, correctly and fill out completely.

ITEM	DESCRIPTION
Application Number	A unique number series as assigned to every application. To be filled out by CAAP-ADMS-OSD Personnel.
Height Clearance Permit (HCP)	Tick in the box if the application is for height clearance permit (HCP).
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)
Name	indicate the name of the applicant or the owner of structure or site to be evaluated.
Owner's Address	indicate the postal address of the owner of structure or site to be evaluated.
Email Address	indicate the email address of the owner of structure or site to be evaluated.
Landline Number	indicate the landline number of the owner of structure or site to be evaluated
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.
Signature	indicate the signature of the representative or liaison officer accomplishing the form.
Mobile Number	indicate the mobile number 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.