**Checklist for Layout Approval**

1. Request for approval of layout plan on company’s letter head.
2. Three copies of layout plan on Auto Cad dully attested by the applicant.
3. Original Bank receipt of deposited processing fee.
4. Copy of Provisional Enlistment Certificate
5. Copy of previously approved layout plan
6. Layout with scale (measuring 1cm=1feet)
7. Layout should have real directions
8. Different type of colors or gridlines may be assigned for different types of area
9. Different type of symbol map; indicating machinery & miscellaneous items and in layout intended placement of then.