

**CHECKLIST OF REQUIREMENTS FOR PRIVATE LAND TIMBER PERMIT/SPECIAL PRIVATE LAND  
TIMBER PERMIT (PLTP/SPLTP)**

Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Lot No. \_\_\_\_\_  
 Area: \_\_\_\_\_

	<b>CHECKLIST</b>	<b>COMPLIANCE</b>	<b>DATE</b>	<b>REMARKS</b>
<b>1</b>	Letter – application of landowner;			
<b>2</b>	Authenticated copy of land title, Free Patent or of CLOA, (duly certified by the Registry of Deeds) with approved sketch map of the area applied for;			
<b>3</b>	Development Plan, if application covers ten (10) hectares or larger with at least 50% of the area covered with forest trees;			
<b>4</b>	Endorsement from any of the following LGU officials; a) Barangay Chairman, b) Municipal/City Mayor, or c) Provincial Governor;			
<b>5</b>	Endorsement by local agrarian reform officer for areas covered by CLOA;			
<b>6</b>	Inventory fee based on existing regulations;			
<b>7</b>	Initial environment Examination (IEE) – basis for the issuance of an ECC (natural grown)			
<b>8</b>	100% Timber inventory shall be undertaken by a registered Forester. Report must be subscribed and sworn to by all forest officers who conducted the same which should contain the following documents:			
<b>8.a</b>	Original tally sheets (reflect the length of the trees);			
<b>8.b</b>	Stand and Stock tables shall be prepared by species and species group (i.e. premium species, common hardwoods, construction and furniture woods, light hardwood, and lesser used/lesser known species. The volume of each tallied trees shall be computed based from the equation for standing trees applicable for the locality;			
<b>8.c</b>	Tree charting-map with the scale of 1: 5000 showing the location of the trees. Relevant information shall be indicated e.g. soil cover, river/stream, slope class, etc. Duly signed by the inspecting Officer, attested by the CENRO;			
<b>8.d</b>	Photographs showing the sample of trees measured, the interior portion and the panoramic view of the inventoried area geo-tagged and charted in a GIS generated map. Provide additional pictures trees with diameter exceeded 40 cms. and up and height 8 meters and up.			
	OTHER ATTACHMENTS:			

*Governing Policy: DAO No. 2000-21, series of 2000, Memorandum dated February 5, 2013)*