

CHECKLIST OF REQUIREMENTS IN THE ISSUANCE OF PROVISIONAL/ REVOCABLE PERMIT APPLICATION (PPA) (RPA)

P.P.A. NO./R.P.A.NO. _____
 Applicant: _____
 Lot No. _____
 Area: _____
 Location: _____

	CHECKLIST	COMPLIANCE	DATE	REMARKS
1	Provisional Permit Application;			
1.a	Documentary Stamp;			
1.b	Sketch of the land applied for at the back thereof;			
1.c	Subscription by the concerned Official;			
2	Official receipt of the application fee;			
3	Certified machine copy of the regular public land application (FLA);			
4	Sketch plan or approved survey plan;			
5	Development Plan;			
6	Investigation Report;			
6.a	Sketch at the back;			
6.b	Duly endorsed by the CENRO;			
7	Proof of ownership of the littoral owner, such as Certificate of Title, Tax Declaration. If applicant is other than the Littoral owner, Waiver of Rights from the latter. If applicant is a Corporation/ Association;			
7.a	Articles of Incorporation			
7.b	SEC Reg.Certificate			
7.c	By-Laws: Secretary Certificate/ Board Resolution;			
7.d	Feasibility Study			
8	Certification as to the legal classification of the area:			
9	Comment/recommendation from other Government agencies concerned:			
9.a	DPWH;			
9.b	PPA- if area adjoins a navigable body of Water;			
9.c	DOT- if area is for beach resort or tourism-oriented;			
9.d	LGU;			
10	Appraisal Report			
10.a	Attach certified copies of latest tax Declaration, Assessors Certification and/or BIR zonal valuation;			
11	Payment of at least one (1) year occupation fee: Official receipt of the occupation fee;			
12	Draft copy of the Provisional Permit			
12.a	Sketch of the land applied for at the back thereof;			
13	Indorsement of CENRO and PENRO			