

LIST OF REQUIREMENTS (PALC Application)

I. MAIN PROJECT

1. Four (4) sets of the following documents duly signed by a Licensed Architect/Engineer:
 - a. Site Development Plan (Schematic Plan) showing the proposed layout;
 - b. Vicinity Map with a Minimum of 2-Kilometer-radius from the periphery of the project site showing the relationship of the proposed project to existing community facilities and utilities;
 - c. Survey plan of the lot/s as described in the Certificates of Title of lots subject of the application.
 - d. Ground and Floor Plans (for condominium/townhouses only)
2. Certified true copy of titles and Tax Declaration (original) and certification should not be more than three months old upon filling of application, together with current tax receipts.
3. If the land is an agricultural land planted to rice and corn, two copies of MAR Team/filed inspection report plus affidavit of non-tenancy by owner or affidavit of waiver from tenants.
4. Endorsement from the Local Government/Mayor's Office pursuant to SEC.10 RA7279.
5. Environmental Compliance Certificate (true copy) from the Dept. of Environmental and Natural Resources together with a copy of geotechnical report of the DENR.
6. Conversion Clearance from Dept. of Agrarian Reform.
7. Permit to Cut Trees.
8. Letter authorizing applicant to file/follow-up/claim application/decision etc.
9. Concrete proof of right-of-way over access road and drainage outfall.

II. SOCIALIZED HOUSING PROJECT

Project Area

Project Cost

1. New Settlement (same as above requirements)
2. Sworn Statement as to nature, number and income level of beneficiaries
3. Sworn Statement as to the maximum selling price per unit/lot

Slum Upgrading

1. Certification from the National Housing Authority or the local government unit concerned, identifying the area/site and estimate cost of projects, among others.

Joint Venture Project

Joint Venture agreement between developer and the local government concerned or any of the housing agencies to develop a socialized housing project indicating the cost of project, copy of approved development plans from HLRB, and same requirements as above for new venture project.

(Project should be undertaken in same municipality or within the metropolitan area).