

NATIONAL HISTORICAL COMMISSION OF THE PHILIPPINES
Historic Preservation Division
 Historic Sites and Structures Documentation Center

NHCP-ODEPP-HPD-LSR-003
 (as of 23 August 2022)

CHECKLIST OF REQUIREMENTS
Declaration and Marking of Historic Sites and Structures

I. Letter of intent with attachments if:

A. Initiated by:	B. Required documents:
1. Government unit or agency	<input type="checkbox"/> a) Provincial, city or municipal board resolution in the case of provincial and local governments; <input type="checkbox"/> b) Supporting documents; and <input type="checkbox"/> c) Written commitment that the government unit or agency will maintain the site/structure and the marker to be installed, if approved by the NHCP Board
2. Private owner	<input type="checkbox"/> a) Request letter; <input type="checkbox"/> b) Supporting documents; <input type="checkbox"/> c) Written commitment that the owner will maintain the site/structure and the marker to be installed, if approved by the NHCP Board; and <input type="checkbox"/> d) Written commitment that if the owner sells the property or site after its entry into the National Registry, the responsibility to maintain, preserve, and protect the historic property shall be transferred to the new owner
3. Concerned citizen, historical or heritage society, association, or private establishment	<input type="checkbox"/> a) Petition; <input type="checkbox"/> b) Supporting documents; and <input type="checkbox"/> c) Statement on the sustainability and maintenance of the site/structure and the marker to be installed, if approved, and the source of funds; and

II. Duly accomplished HSSDC Survey Form and all its required attachments.

-- Nothing follows --

Checked by:

Name and Signature

Designation

Date: _____