

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

NHCP-ODEPP-HPD-LSR-004  
(as of 23 August 2022)

**CHECKLIST OF REQUIREMENTS**  
**Proposed Development Work Affecting Historic Sites and Structures**

All developments affecting declared and marked historic sites/structures such as National Historical Landmarks, National Shrines, Historic Center/Heritage Zones, Heritage Houses, National Historical Sites; and all structures fifty (50) years and above are required:

A. For the purpose of assessment and evaluation of this Commission, the following documents must be submitted:

- 1. Scope of work and reasons identifying the nature of interventions;
- 2. As-built plan;
  - a) Photo documentation of existing site conditions
  - b) Building/structure condition survey
  - c) Location/vicinity map showing the impact of the proposed development to historic sites and/or structures within one (1) kilometer radius;
- 3. Proposed development plan

B. Both the **as-built plan** and **proposed development plans** should contain these drawings according to the scope of work of the project:

- 1. Architectural:
  - a) Perspective drawing(s);
  - b) Floor plans;
  - c) Elevations;
  - d) Sections;
- 2. Engineering plans (if available):
  - a) Structural;
  - b) Electrical;
  - c) Mechanical; and
  - d) Plumbing.

-- Nothing follows --

Checked by:

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Designation

Date: \_\_\_\_\_