

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

NHCP-ODEPP-HPD-LSR-005  
(as of 23 August 2022)

**CHECKLIST OF REQUIREMENTS**  
**Lifting of the Presumption of Important Cultural Property**

- 1. Written petition filed with the NHCP by the property owner:
  - a. Must disclose the complete ownership of the property and be supported by proof (authorization) that the petitioner is authorized by all the other owners to file the petition:
    - a.1 Special power of attorney for privately owned properties,
    - a.2 Ordinance or resolution for properties owned by provincial or local governments, or national agencies, and
    - a.3 Board resolution for properties owned by private companies or corporation;
- 2. Duly accomplished HSSDC Survey Form including its attachments;
- 3. Photo documentation of the building (including interior) and site (setting);
- 4. Notarized sworn statement by the petitioner/owner(s) stating its date of construction and all alterations and/or renovations in the building/structure.
- 5. Clearance from the appropriate Municipal/City Government Unit, signed and attested by the Municipal/City Cultural-Tourism Officer, Municipal/City Administrator, or Mayor, that the building does not hold any local historical, socio-cultural and architectural significance; and
- 6. Clearance from the National Commission for Culture and the Arts (NCCA) stating that the building does not hold any exceptional national architectural, artistic and cultural significance.

-- Nothing follows --

Checked by:

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

\_\_\_\_\_  
Designation

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