

**CHECKLIST OF REQUIREMENTS
ON FORESHORE APPLICATION (FLA) OR MISCELLANEOUS LEASE APPLICATION (MLA)
(UNDER THE PROVISIONS OF CHAPTER IX, CA, 141, AS AMENDED)**

Applicant:	Area:
FLA No:	Survey No:
Location:	
Commercial, Industrial, Educational and other purposes	

BLOCK	DOCUMENTARY REQUIREMENTS	PAGE	KIND OF DOC (O, X, A)	REMARKS
1	Approved Survey Plan			
2	Foreshore Lease Application or Miscellaneous Lease Application, as the case may be a.) If applied for by a corporation, a Board Resolution or Special Power of Attorney endorsing who among the incorporators will represent the company/corporation, is needed.			
3	Preliminary report of investigation			
4	Appraisal Report			
5	Comment and recommendation of the District/City Engineer with the concurrence of the Regional Director of DPWH			
6	Comment and recommendation of the Local Port Authority concerned with the concurrence of the General Manager of PPA			
7	Comment and recommendation of the Department of Tourism if for Beach Resort purposes.			
8	Comment and recommendation from Municipal Development Officer (MDO) (Planning, Zoning) for their flood control program.			
9	Environmental Compliance Certificate (ECC)			
10	Feasibility Study and Development Plan			
11	Cost estimate of the proposed and existing improvements			
12	Recommendation of approval of appraisal and request for authority of the right to lease the land thru public auction to official concerned.			
13	Approval of appraisal and grant of authority to lease the land.			
14	Proof of payment of publication expenses if appraised value of land is more than P240.00			
15	Notice of right to lease the land.			
16	Proofs of posting and publication of the Notice of the right to Lease the land, Official Casette, Newspaper of general circulation, CENRO, Prov/Mun/City Hall			
17	Report of Bidding (Oral)			
18	Proof of payment of 3 months rental			
19	ORDER:AWARD			
20	Proof of payment of one year rental			
21	Lease Contract			
22	Letter to applicant enclosing prepared Lease Contract for his signature and two (2) credible witnesses duly authorized			
23	Letter forwarding the same Lease Contract to official concerned for his approval and signature duly notarized			
24	Letter to the officials concerned and applicant transmitting a copy of the approved Lease Contract			
25	Others:			
	a.) Competent evidence of identity			
	b.) Certified true copy of Zonal Valuation from BIR for			

	commercial/industrial.			
	c.) Pictures (Geo-tagged photos)			
	d.) Complete Staff Work (CSW) Report			

Legend:

- O - Original Copy
- X - Xerox Copy
- A - Authenticated copy