



LAGUNA LAKE DEVELOPMENT AUTHORITY
National Ecology Center, East Avenue
Diliman, Quezon City
Tel. Nos.: 332-2346, 376-4039, 376-4072, 376-4049, 376-4061

CHECKLIST OF REQUIREMENTS

LLDA Clearance/Expansion (LC/LX) Application

- a. Duly accomplished and notarized application form;
- b. Environmental Compliance Certificate or Certificate of Non-Coverage, whichever is applicable;
- c. SEC-approved Articles of Incorporation including updated General Information Sheet (for corporation) or Articles of Cooperative duly approved by CDA (for cooperative) or valid Certificate of Business Registration from DTI (for single proprietorship);
- d. Environmental Impact Assessment, Initial Environmental Examination, or Project Description/Engineer's Report, whichever is applicable;
- e. Plans (site development plan, vicinity plan, drainage/sewer plan, floor plan/plant layout) duly signed by the chief executive officer/owner and engineer;
- f. Shoreland Certification, if located within shoreland barangays;
- g. Locational Clearance, if available;

LLDA Clearance Exemption (LE) Application

- a. Duly accomplished and notarized application form;
- b. Project Description;
- c. Vicinity Map;
- d. SEC-approved Articles of Incorporation including updated General Information Sheet (for corporation) or Articles of Cooperative duly approved by CDA (for cooperative) or valid Certificate of Business Registration from DTI (for single proprietorship);
- e. Shoreland Certification, if located within shoreland barangays;
- f. Proof of exemption (Certification that business is classified as a Barangay Micro Business Enterprise, TCT, Water Bills, DOLE Certification)

LLDA Clearance Amendment (LA) (change of ownership/name)

- a. Letter request signed by the Chief Executive Officer;
- b. Copy of amended SEC-approved Articles of Incorporation including updated General Information Sheet (for corporation) or Articles of Cooperative duly approved by CDA (for cooperative) or valid Certificate of Business Registration from DTI (for single proprietorship);
- c. Copy of amended Environmental Compliance Certificate or Certificate of Non-Coverage, whichever is applicable;
- d. Copy of previous LC

The original copy of ECC, SEC-approved Articles of Incorporation or Certificate of Business Registration must be presented for authentication purposes. However, if the original copy of the documents is not available, a certified true copy thereof from DENR, SEC or DTI should be presented.

Application form and supporting documents shall be submitted in two (2) copies. The third copy shall serve as the receiving copy of the proponent.

Only application duly accomplished and with complete requirements shall be accepted.