

APPLICATION FOR APPROVAL OF A SIMPLE SUBDIVISION PROJECT

The CITY MAYOR
City of Talisay, Cebu

Thru:

City Planning and Development Coordinator
City of Talisay, Cebu

Madam / Sir:

In accordance with Section 4 of Presidential Decree No. 957 and its implementing Standards, rules and Regulations, as amended by Executive Order No. 658 dated 07 February 1981, I am applying for approval for the development of a Simple Subdivision Project having an area of _____ sq. m., containing _____ lots, located at _____ City of Talisay, Cebu.

Attached hereto are the following:

1. Six (6) sets of Subdivision Scheme Plan showing the proposed subdivision layout, lot frontage dimension, aggregate lot areas, etc.
2. Six (6) sets of vicinity Map/Location Plan, drawn to scale, showing the adjoining land uses and circulation network as well as existing landmarks, facilities and utilities at least 100 meters from project boundaries.
3. One (1) original copy of certified land title (OCT/TCT) and tax declaration (Deed of Sale/Memorandum of Agreement if the title is not registered in the name of the applicant).
4. Barangay Clearance
5. Tax Clearance
6. Other Documents:
 - a. Deed of Absolute Sale - For Sale
 - b. Deed of Donation - For Donation
 - c. Extrajudicial Settlement - Among Heirs
 - d. Partition Agreement - Among Co-owners
 - e. Consolidation - Subd. Agreement - Consolidation – Subd. Of lots

The purpose/intent of this subdivision is:

- For Sale (Pls. specify Lots No/s.) _____
- Subdivision among heirs/co-owners _____
- Other (please specify) _____

I am enclosing official receipt bearing the amount of Two Hundred Fifty Pesos (P250.00) representing payment for the requisite processing fee.

Very truly yours,

Applicant's Signature over Printed Name

Address and Telephone Number

Instruction to the Applicant:

1. Please fill-up the form completely and legibly.
2. Complete all the required documents stated above.
3. Submit the fully filled-up form together with the requirements to the RECEIVING CLERK.

Note: This office reserves the right to reject any and all applications not duly signed by the landowner-applicant or his/her duly authorized representative.