

APPLICATION FOR ALTERATION PLAN

_____ Date

HON. VICTOR U. PERETE
Municipal Mayor
Daraga, Albay

Sir,

In accordance with Section 22 of PD 957 and its Implementing Standards, Rules and Regulations as amended by Executive Order No. 648 dated 07 February 1981, I am applying for the **Alteration Plan** of a Subdivision/Condominium Project with Development Permit No. _____ dated _____ having an area of _____ square meters containing _____ lots/units.

Attached hereto are:

1. Four (4) copies of the plan showing the proposed alteration duly signed and sealed by a Licensed Architect/Engineer;
2. Letter Stating the reason for the proposed alteration/conversion;
3. Sworn statement that the affected lots/units for alteration have not been sold;
4. Written conformity of the duly organized homeowners association or in absence thereof, majority of the lot/unit buyers; and;
5. Certified True Copy of Title(s) of the affected lots/units if the said lots/units have been titled.

Very truly yours,

Applicant

Address: _____

Telephone No. _____

Republic of the Philippines
(_____) S.S.

SUBSCRIBED AND SWORN TO BEFORE ME this _____ of _____.
Affiant exhibiting to me his/her Community Tax Certificate No. _____ issued at _____ on _____.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____