



OFFICE OF THE CITY PLANNING AND DEVELOPMENT COORDINATOR

2nd Floor, Batac City Hall
Washington St., Brgy. 1-S Valdez
City of Batac, Ilocos Norte

APPLICATION FOR

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CEMETERY PLOT PURCHASE

☐

INTERMENT

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BURIAL PLOT RENEWAL

This form is to be submitted to the City Planning & Development Coordinator Office at the time of plot purchase, prior to burial and Renewal of Cemetery Plot/s. **PLEASE NOTE:** Upon Purchase/ Renewal of a Cemetery Plot, **THE PURCHASER HAS ACQUIRED ONLY A LICENSE OR A RIGHT TO USE THE PLOT(S)** described only for the burial of human remains, and that said Plot(s) **REMAIN THE PROPERTY OF THE CITY GOVERNMENT OF BATAC.**

DETAILS OF APPLICANT

Surname

First Name

Middle Name

Address

Contact Number

Email

Relationship to the deceased

CEMETERY

☐

NAGCALAOAN

☐

LIPIT (interment only in an existing grave/tomb)

REQUIREMENTS

For Plot Purchase/Interment

- ☐ Photo Copy of Certificate of Death
☐ Letter Request addressed to the City Mayor, *if indigent*
☐ CSWDO Certificate of indigency, *if indigent*
☐ Excavation Permit, *for interment in an existing tomb/underground grave*

For Burial Plot Renewal

- ☐ Letter request for renewal
☐ Contract Agreement, *if available*

DETAILS OF PERSON TO BE INTERRED

Surname

First Name

Middle Name

Age

Gender

☐ Female

☐ Male

Marital Status

☐ Single

☐ Married

☐ Widowed

☐ Legally Separated

Residence at the time of Death:

Date of Birth:

Occupation:

Date of Death:

Place of Death:

Date and Time of Burial:

Religion:

PARTICULARS OF GRAVE SPACE

- ☐ Underground grave ☐ 1.2m x 2.5m ☐ 2.4m x 2.5m
☐ Above ground/Tomb ☐ 1.2m x 2.5m ☐ 2.4m x 2.5m
☐ Mausoleum – 4.4m x 4.0 m

☐ Interment in existing underground grave: Full Name and Date of Death of the person already interred

☐ Entombment on top of an existing tomb: Full Name and Date of Death of the person already entombed

The undersigned attests that the documentary requirements submitted are in accordance with pertinent laws, rules and regulations and I assume full responsibility from any non-conformance or violation thereof, that I likewise agree to pay all the charged that I have incurred as per this application.

Signature over printed name of Applicant

Date