



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 MAYOR’S PERMIT ON FENCE CONSTRUCTION

REQUIREMENTS:

- ☐ One (1) set of Fencing plan including the Site Development Plan and Vicinity Map signed and sealed by a Licensed Architect/ Civil Engineer
- ☐ One (1) photocopy of Detailed Bill of Materials signed and sealed by a Licensed Civil Engineer/Architect
- ☐ One (1) photocopy of the Certificate of Title, if available
- ☐ Certified True Copy of Latest Tax Declaration
- ☐ One (1) photocopy of Cadastral/Section Map
- ☐ One (1) photocopy of Lot Survey Plan duly signed by a Licensed Geodetic Engineer, *if needed*
- ☐ One (1) photocopy of Tax Clearance / Latest Tax Receipt
- ☐ Barangay Clearance of the proposed site
- Proof of Ownership
 - ☐ If property NOT OWNED, Duly notarized Deed of Sake, Affidavit of Consent, Deed of Partition, Deed of Donation, Special Power of Attorney or any legal document as proof of right over the property
 - ☐ One (1) photocopy of other documents/requirements that may be required upon evaluation of the submitted documents (i.e. Affidavit of Undertaking, Reclassification from SP, Conversion Order from DAR, etc.), *if needed*
 - ☐ Authorization Letter (if Authorized Representative)

LAST NAME		FIRST NAME		MIDDLE NAME	
ADDRESS					
CONTACT NUMBER			EMAIL		
NAME OF AUTHORIZED REPRESENTATIVE/ADDRESS				CONTACT NUMBER	
NAME OF REGISTERED LOT OWNER(S)/ADDRESS					
PROJECT LOCATION (STREET, BARANGAY, SITIO, CITY, PROVINCE)					
TOTAL LENGTH/PERIMETER (in linear meter)		PROJECT NATURE ☐ New Development Improvement ☐ Improvement ☐ Others, (specify) _____			
OCT/TCT NUMBER			LATEST TAX DECLARATION NUMBER		
RIGHT OVER LAND ☐ OWNER ☐ LESSEE ☐ OTHERS, (specify): _____			PROJECT TENURE ☐ PERMANENT ☐ TEMPORARY (specify years) _____		
EXISTING LAND USE ☐ RESIDENTIAL ☐ INDUSTRIAL ☐ VACANT/IDLE ☐ COMMERCIAL ☐ OTHERS (specify) _____ ☐ INSTITUTIONAL _____				☐ TENANTED ☐ NOT TENANTED	

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

Signature of Applicant

Signature over printed name of Authorized Representative

Date