



Republic of the Philippines
CITY OF SAN PEDRO
Province of Laguna



OFFICE OF THE ZONING ADMINISTRATOR

_____, 2023

Hon. ART JOSEPH FRANCIS MERCADO
City Mayor
San Pedro, Laguna

Thru: SANGGUNIANG PANGLUNGSOD
San Pedro, Laguna

Dear Madam;

I/We would like to request your good office for the reclassification of my/our property located at Lot _____, Blk. _____, San Pedro, Laguna under TCT No. T- _____ and _____ with a total area of _____ (_____) square meters from _____ to _____ lot.

Attached herewith are the photocopies of the following documents for your reference and guidance.

- Latest Real Property Tax _____
- Transfer Certificate of Title No. _____
- Tax Declaration No. _____
- Lot Plan _____
- Others: _____

Hoping for your favorable action regarding this matter.

Respectfully yours,

Lists of requirements for the land reclassification - (3 sets stapled in individual long folder)

1. Letter requests for reclassification
2. Certified true copy of title
3. Recent copy of Tax declaration
4. Recent tax receipt / tax clearance / deed of absolute sale
5. Certification from the assessor's office
6. SEC registration – if the title is in the name of a corporation including its articles of Incorporation, By-laws and latest annual corporate report
7. Location map / vicinity map duly signed by geodetic engineer – bond size
8. Site zoning certification
9. Building or development plan – if there will be an improvement – bond size
10. Barangay Resolution interposing no objection to the primary purposed intended
11. Homeowner's Association Resolution interposing no objection in case the site is at a subdivision
12. Neighbors Consent
13. Locator Map w/ Landmark – Bond size

This serve as guidelines before final ratification of resolution / ordinance and approval for land reclassification