

**CHECKLIST OF REQUIREMENTS
PERMIT TO RE-SUBDIVIDE**

Complete/Incomplete documents submitted
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	Requirements	Copy Required		Mark (x) if NOT submitted
1	Accomplished Request Form (signed awardee/co-awardees)	original	for submission	
2	Proposed Subdivision Plan (BL Form signed by the awardees/prospective awardees, Geodetic Engineer)	original	for submission	
3	Sketch plan indicating respective lot assignment (signed/conformed to by co-awardees)	original	for submission	

The applicant is hereby informed/advised to:

- 1. Submit the lacking documents marked as (x), as soon as available.**
- 2. Original and certified copies with photocopy requirement are for validation purposes only.**
- 3. NHA action on request shall start only after submission of complete documentary requirements.**

I understand and will submit the lacking documents.

Action taken by:

Signature over printed name
Applicant

Signature over printed name

Date

Designation

Date

Noted by:

Signature over printed name
Head/Supervisor

Date