



**APPLICATION FOR RENOVATION/EXTENSION/ADDITION PERMIT**

**Name of Applicant:**

Surname	Given Name	Middle Name	Nickname
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**LGV Address:**

House No.	Lot No.	Blk. No.	Street	Phase	Lot Area	Floor Area
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**Contact Number:** \_\_\_\_\_ **Target Date of Mobilization:** \_\_\_\_\_

**Date Applied :** \_\_\_\_\_ **Target Date of Completion:** \_\_\_\_\_

**1. Required Attachment to the application for processing:**

- Three (3) sets of Building Plans (signed by owner/Architect/Structure Engineer)
- One (1) photocopy of Transfer Certificate of Title (TCT) certified true copy **and if the applicant is not registered owner, Original Letter of Authority.**
- One (1) photocopy of Deed of Absolute Sale
- One (1) copy of Bill of Materials & Specification
- One (1) copy of Location Plan/Vicinity Map
- One (1) copy of each LGVHAI Application Form
- One (1) copy of Work Bar Chart

**2. The applicant shall pay the following construction fees:**

	<u>AMOUNT</u>	<u>O.R. NO.</u>	<u>AMOUNT</u>
2.1. Construction Bond Deposit ( <b>Refundable</b> )			
▪ Less than 40 sq.m.	Php50,000.00		
▪ 41 sq.m. – 80 sq.m.	100,000.00		
▪ 81 sq.m. – 120 sq.m.	150,000.00		
▪ 121 sq.m. and up	300,000.00		
2.2 Constructor’s Bond ( <b>Refundable</b> )	100,000.00		
2.3. Administrative Fee (for the 1 <sup>st</sup> 3 mos. and P2,000 every month thereafter)	6000.00		
2.4. Plan Processing and Inspection Fee	5,000.00		
2.5. Special Assessment: 15k in 2010	15,000.00		
2.6. Construction Permit Plate Number	2,000.00		
2.7. Contractor’s Fee for Lifeline	3,000.00		
Contractor’s Fee for Fire Truck	3,000.00		
2.8. Owner’s Fee for Lifeline	750.00		
Owner’s For Fire Truck	750.00		
2.9. Trade Delivery roads tolls (P70/tire) Mangyan road toll fee payable at La Vista (Toll fee rate – verify at La Vista Office at 929-9296).			

**3. The applicant must procure a copy of the LGVHAI Deed of Restrictions Rules and Regulations.**

## **NOTICE**

Please be advised that in a referendum conducted from 07 May to 30 June 2005, more than 2/3 of the LGVHAI regular members voted to approve/extend the Deed of Restrictions covering the Loyola Grand Villas effective for another 30 years commencing 01 November 2005.

The Deed of Restrictions, as implemented by LGVHAI Rules and Regulations, essentially provide the following:

1. The **lot owner** shall join and shall **maintain his membership in good standing** with the association (LGVHAI).
2. Lots in Phase I cannot be subdivided below 1,000 sq. m. and lots in Phase 2, 3 & 4 cannot be subdivided below 600 sq. m.
3. Easements (Setbacks) Fronting Street – **5 meters (zone I, II & III)**, Sides & rear – **2 meters; 3.00 meters (for zone I)**; from property line to building left, right, rear. **Two (2) meters high wall fence.**
4. The **lot** shall be **used strictly for residential purposes. Only (1) one single detached residential house** with one (1) MERALCO Electric Meter and one (1) MWCI Water Meter can be built and installed on the lot.
5. **All construction materials** must be placed inside the **construction site** area. If placed in adjacent **vacant lot/s written consent** of lot/s owner and approval of LGVHAI is required. The **surroundings streets** and **sidewalks** must **always be kept clean.**
6. Deliveries using **Ten (10) wheeler trucks** must have a **permit** from LGVHAI Office **prior to entry. (Ten (10) wheeler delivery trucks going to Phase III & IV must pass thru Tumana.**

***I agree to submit the aforesaid requirements and to be bound by the Deed of Restrictions and LGVHAI Rules and Regulations:***

**Conformed by:**

**Approved by:**

\_\_\_\_\_  
*Homeowner's signature over printed name*

\_\_\_\_\_  
*Construction Committee, Chairman*

**Endorsed by:**

\_\_\_\_\_  
*President/Vice President*

\_\_\_\_\_  
*Village Architect*



Date: \_\_\_\_\_

### CERTIFICATION

This is to certify that a Vacant Lot at Loyola Grand Villas, Lot No. \_\_\_\_\_ Blk. \_\_\_\_\_ PCS/PSC \_\_\_\_\_ with an area of \_\_\_\_\_ square meters appears to be registered in the name of Mr./Ms./Sps.: \_\_\_\_\_ as per photo copy of TCT No. \_\_\_\_\_ on file with us. The property is located at \_\_\_\_\_ Street, Phase \_\_\_\_, LGV.

This Certification is subject to all the Deeds of Restrictions appearing in the Transfer Certificate/s of Title, the Deed/s of Sale and the Rules and Regulations of the Loyola Grand Villas Homeowners' Association, Inc. (LGVHAI) particularly the subdivision of lots requiring the prior approval of LGVHAI.

It is further subject to full payment of LGVHAI monthly dues, fees and assessments as well as local and national government taxes, levies and fees.

This Certification is issued upon request of the registered lot owner/s for whatever legal purpose it may serve.

Please make further verification with the Registry of Deeds concerned.

\_\_\_\_\_  
Village Architect/Engineer

\_\_\_\_\_  
Chairman, Construction Committee

**Certification requested by:**

\_\_\_\_\_  
Lot owner – Signature Over Name in Print  
Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_



**APPLICATION AND PERMIT TO PASS BALARA GATE**

Date: \_\_\_\_\_

**To: MWSS & LGVHAI**

This is to request MWSS & LGVHAI for permission to bring in equipment's and construction materials through Balara Filtration Gate. I agree to be bound by the traffic and free requirements of MWSS and LGVHAI.

Name of Applicant: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Address: \_\_\_\_\_ sq.m.

*Assigned House No.    Lot No.    Blk. No.    Street    Phase    Lot Area*

**LOYOLA GRAND VILLAS HOMEOWNERS' ASSOCIATION, INC.**

Endorsement

**THE MANAGER**

Property Department  
MWSS

This is to certify that Mr./Ms./Sps. \_\_\_\_\_ is a lot owner and a member in good standing of LGVHAI. Please grant him permission as requested. This permit shall be valid from: \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
*Chairman/Village Engineer, Construction Committee*

CC: **MWSS Office**  
*Balara Filter Security*  
*LGVHAI Administration Office*



Date: \_\_\_\_\_

**AUTHORIZATION FOR CONSTRUCTION/RENOVATION/FENCING**

This is to authorize \_\_\_\_\_, whose signature  
(Authorized Representative)

appears below to **REPRESENT ME** or to **SIGN FOR AND ON MY BEHALF**, all requests for LGVHAI IDs and other related matters pertaining to the construction/renovation/fencing of my residential house or property in \_\_\_\_\_, Loyola Grand Villas. This authority is valid from \_\_\_\_\_ up to \_\_\_\_\_ only.

\_\_\_\_\_  
(Signature over Printed Name)  
Homeowner/Lot Owner  
Address: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_

\_\_\_\_\_  
(Signature over Printed Name)  
Authorized Representative/s  
Designation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Identification: \_\_\_\_\_

Recommended by:

Approved by:

\_\_\_\_\_  
Village Engineer/Architect

\_\_\_\_\_  
Chairman, Construction Committee

Noted by:

\_\_\_\_\_  
President/Administrator

Authorization No.: \_\_\_\_\_



Dear \_\_\_\_\_,

**We are pleased to furnish you with the basic documents that govern the conduct of the affairs of our subdivision and our community:**

**A. BY – LAWS**

The present By-laws were adopted and approved by all members and officers of LGVHAI on 15 January 1989. There has never been any amendment to date. Changes or amendments in the By-laws may be introduced subject to the approval of a majority of the members in good standing and a majority of the Board of Governors.

**B. RULES AND REGULATIONS**

This is a compilation of the Rules and Regulations promulgated by the Board of Governors of the Association from its inception to date. Where necessary, provisions of the original Deed of Restrictions have been included for emphasis, although it is understood that the Rules and Regulations are to be implemented in conjunction with such restrictions. The various committees through the Board of Governors may introduce from time to time, changes that they may deem necessary and desirable. You will be advised of these changes accordingly.

We would like to inform you that upon the recommendation of the Building and Construction Committee, the required fees, assessments and deposits attendant to new constructions and renovations have been revised. Sanctions and penalties for violations of the Association’s Rules and Regulations have also been established.

We thank you for your continued support in our efforts to maintain a cleaner and safer community. We hope you are one with us in desiring to have a community that we can be proud.

Sincerely yours,

\_\_\_\_\_  
**CHAIRMAN, CONSTRUCTION COMMITTEE**

Conformed by:

\_\_\_\_\_  
**Name & Signature of Homeowner**  
Date: \_\_\_\_\_



**CONSTRUCTION UNDERTAKING**

I/We, \_\_\_\_\_(owner) with address at \_\_\_\_\_ submit this Cash Bond of P \_\_\_\_\_ in favor of Loyola Grand Villas Homeowners' Association, Inc. to fully and faithfully abide by the plans and specifications submitted and to approve by the LGVHAI, I undertake that I will faithfully comply with the LGVHAI's Deed of Restrictions, Rules and Regulations covering my property at the Loyola Grand Villas. It is understood that in the event of violations past and present, the LGVHAI may forfeit this bond. On the other hand, if upon completion of construction and final inspection, there appears no violation on my part then this bond shall be returned without interest.

If the LGVHAI discovers any violation of its Deed of Restrictions or any of its Rules and Regulations, I undertake to effect the necessary correction within fifteen (15) days from first notice. If I fail to so correct, I hereby authorize LGVHAI to restrain/stop me from further construction, prevent the deliveries and entry of construction workers into my property and/or demolish any non-complaint structures, at my expense.

I/We, \_\_\_\_\_ (contractor/Project-In-Charge) with address \_\_\_\_\_ after having fully read and understood the LGVHAI Construction Deed of Restrictions, Rules and Regulations declare:

I am obliged to abide by said Deed of Restrictions, Rules and Regulations while undertaking the said construction/renovation/repair work.

I undertake to inform the LGVHAI of any changes in the plans presented to and approved by it as soon as I learn the same.

I commit myself to fully inform and apprise the owner of any violation immediately upon discovery.

\_\_\_\_\_  
*Contractor/Project-In-Charge  
(Signature over Printed Name)*

\_\_\_\_\_  
*Homeowner  
(Signature over Printed Name)*

**Signed in the presence of**

\_\_\_\_\_  
*LGVHAI Representative*

\_\_\_\_\_  
*Owner's Representative*



No. \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RE: Deed or Restriction for Loyola Grand Villas Subdivision**

Gentlemen/Mesdames:

Please be advised that the undersigned has agreed to be covered by the Deed of Restrictions adopted for the Loyola Grand Villas Subdivision, the text which follows:

**DEED OF RESTRICTIONS**

**I. MEMBERSHIP IN THE SUBDIVISION HOMEOWNERS ASSOCIATION**

The owner of a lot in the LOYOLA GRAND VILLAS SUBDIVISION or his successor in interest is required to be an associate or regular member of the Loyola Grand Villas Homeowners' Association, Inc. (LGVHAI), the "**Association**".

The Association will prescribe the rules and regulations regarding the occupancy and use of the lots and the maintenance of a residence in the Loyola Grand Villas Subdivision, provided the same are not inconsistent with these restrictions; regulate the type of architectures, construction and building plans in the subdivision in conformity with restrictions of the National Urban Planning Commission and its agencies and in accordance with City Zoning Regulations; make provisions for public utilities, fire protection, maintenance and repair of streets, open spaces and facilities of the subdivision; private security police protection, etc., as may be desirable for the convenience of the owners and lessees in the subdivision; provided for and collect assessments for the common welfare which will constitute a lien on the member's property junior only to liens of the government for taxes and to voluntary mortgages for sufficient consideration and entered into good faith.

**II. USE OF LOTS**

- a. Lots shall be used for residential purposes only and shall not be used for commercial purposes nor for any immoral or illegal trade or activity.
- b. Lot shall not be subdivided and shall not in any way be used as an access or roadway to any adjacent lands outside the subdivision.
- c. Residential lots are subject to an easement of two (2) meters from the eaves line of the lot and immediately to the rear and side thereof, not fronting a street for the purpose of drainage, sewage, water and other public utility facilities, as may be necessary and desirable; and the owner or occupant shall permit free access thereto by the authorized representatives of the Association and/or public utility entities for the purpose of which the easement is created.



**III. BUILDING AND ARCHITECTURE**

- a. Should the owner intend to construct his residential house on his lot, the total construction cost shall be at least FOUR MILLION PESOS (P4, 000,000.00). The complete plans and specifications thereof shall be approved by the Association before starting the construction. No residential house shall exceed nine (9) meters in height measured from the ground to the roof top and in no case shall it be higher than the Ateneo Campus Plateau.
- b. In all cases above, the complete plans and specifications thereof together with the conditions duly required in writing shall be duly approved by the Association, prior to the start of commencement of any construction. The completed housing or building plans must be submitted at least thirty (30) days prior to the start of construction.
- c. The City Building Permit must be acquired for the above building or residential house after the plans have been approved beforehand by the Association. No construction of fencing shall be started, nor materials stockpiled prior to above written approval of the Association.
- d. No temporary building, shack, barn or other similar structures shall be erected. All buildings must be strong materials and properly painted or finished and of a type of architectural design that is in harmony with the surrounding landscape and homes of the vicinity. No lot shall be used for dumping of garbage, debris, construction materials for stockpile purposes.
- e. The aesthetic and harmonious appearance of the house structure shall be greatly considered.

**IV. SEWERAGE DISPOSAL**

- a. Sewerage disposal must be by means of adequate septic tanks to be built by the lot owner which must always be kept in a sanitary condition.

**V. WALLS AND FENCES**

- a. The fence or wall shall not be more than 2 meters in height. Fences fronting the street shall be made of iron grills, fully or at least on the upper half

**VI. VEHICULAR ENTRANCES**

- a. No vehicular entrances or exits shall be allowed along circular curves at the street intersections.

**VII. TERMS OF RESTRICTIONS**

- a. The foregoing restrictions shall remain in force for thirty (30) years effective on 30 October 2005 unless sooner amended by two thirds vote of the regular members in good standing of the Associations.

**VIII. ENFORCEMENT OF RESTRICTIONS**

- a. Should the lot owner or builder violate any provision of the deed of restrictions, the Association may, without the necessity of court order, remove and/or demolish or cause the removal or demolition of any structure built or constructed in violation of the specified easements or any other restrictions specified in the Deed of Restrictions at the expense of the lot owner or builder and the latter agree that the Association shall not thereby incur any civil or criminal liability whatsoever. Furthermore, the costs of removal and/or demolition shall be for the account of the lot owner or builder and the latter shall pay in full the said costs upon written demand of the Association.

**CONFORME:**

\_\_\_\_\_  
*Signature of Homebuilder over Printed Name*

\_\_\_\_\_  
*LGV Address*



**MULTI-DWELLING UNDERTAKING**

I/We, \_\_\_\_\_(owner) with address at \_\_\_\_\_hereby affirm that I/We will abide by the plans and specifications submitted to and approved by the LGVHAI. I/We undertake to faithfully comply with the LGV Deed of Restrictions and LGVHAI’s Rules and Regulations including its prohibition against Multi-dwelling.

My/Our LGV residence will not be used as a commercial dwelling. It will only be used by the immediate members of my family. It will only have one registered KWH/electric meter and one water meter. No sub-meters will be installed. It will also have one main entrance door and gate.

If the LGVHAI discovers any violation of approved plans, I/We hereby authorize LGVHAI to stop and disapprove the construction until further revisions are made to abide with the LGVHAI Rules and Regulations.

I/We undertake to inform the LGVHAI of any change in the plans presented to and approved by it as soon as I/We learn the same

I/We, \_\_\_\_\_  
(owner)

\_\_\_\_\_  
(contractor)

with address at \_\_\_\_\_  
(owner)

\_\_\_\_\_  
(contractor)

after having fully read and understood the LGV Deed of Restrictions and the LGVHAI Rules and Regulations declare:

That we further agree and obligate ourselves to abide by the said LGV Deed of Restrictions and LGVHAI Rules and Regulations during and after the said construction/renovation/repair work period and while continue to reside at \_\_\_\_\_;

\_\_\_\_\_  
Contractor/Project-in-Charge  
(Signature over printed name)  
Date:\_\_\_\_\_

\_\_\_\_\_  
Homeowner  
(Signature over printed name)  
Date:\_\_\_\_\_

Signed in the presence of

\_\_\_\_\_  
LGVHAI Representative

\_\_\_\_\_  
Owner’s Representative