



## ST. CATHERINE MUNICIPAL CORPORATION PLANNING DEPARTMENT

Tel. 876-984-3111/876-984-3112/876-907-1795

Email: [scpcplanning@gmail.com](mailto:scpcplanning@gmail.com)

### RELEASE OF TITLES REQUIREMENTS

1. Proper proof of ownership (*i.e. Registered Title; common Law Title; Probated Will; Sale Agreement and letter from the lawyer handling the carriage of sale; letter from Government Agency for Land settlement*).
2. Surveyor's Declaration (**Up-to Date**)
3. A copy of the Certificate of Payment from the Tax Department (**Up-to-Date**).
4. Authorization letter notified by **JP or Notary Public** from the owner if an agent will be submitting the request.
5. Photocopies of **ID and TRN** for the owner(s) and agent.
6. Letter requesting the release of titles for the property. (**Specify the lots for release**)
  - PE Number must be included in the letter
7. Pre-checked Plan from surveyor that doesn't **exceed 7 years** from today's date.
8. Approval from **National Water Commission** to justify there is water currently on the property.

**Note: Statutory Declaration from Chief Engineering Officer is \$2,000 and Release Letter is \$2,000 (Total of \$4,000 per lot)**