



**OFFICE OF THE ZONING ADMINISTRATOR**

**ANNEX OF HSRC MEMORANDUM CIRCULAR No. 03 SERIES OF 1986**

**AFFIDAVIT**

I, \_\_\_\_\_, of legal age, single/married, Filipino Citizen, with postal address and residences at \_\_\_\_\_, after being to in accordance with law, hereby depose and state the following:

1. That I am the owner of a certain parcel/s of land located at \_\_\_\_\_ with an area of \_\_\_\_\_ sq.m., covered by Tax Declaration No. \_\_\_\_\_.
2. That the above-mentioned property(ies) is/are the subject of the application for Locational Clearance/ Certificate of Zoning Compliance for \_\_\_\_\_.
3. That the above-mentioned property(ies) was/were acquired by way of \_\_\_\_\_, (state whether by sale or inheritance, etc.)
4. That the above-mentioned property(ies) is/are not yet issued certificate (s) of title considering the following reasons: \_\_\_\_\_
5. That to the best of my knowledge, the above-mentioned property(ies) is/are situated within alienable and disposable lands and outside lands reserved for the public domain:
6. That to the best of my knowledge, the above-mentioned property(ies) is/are free from any alien or Encumbrances other than \_\_\_\_\_  
(indicate aliens and encumbrances, if any)
7. For Agricultural Lands Only: That the above-mentioned property(ies) is/are utilized for agricultural purposes, particular for cultivation of \_\_\_\_\_ (indicate crops) and said property(ies) is/are tenanted/not tenanted;
8. That I am executing this affidavit to attest to the veracity of the above-mentioned facts thereby satisfying the requirements of Human Settlements Regulatory Commission relative to the application for Locational Clearance/Certificate of Zoning Compliance for the above-mentioned project.

Affiant further says nothing.

\_\_\_\_\_  
**AFFIANT**

Republic of the Philippines )  
\_\_\_\_\_ ) S.S

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ affiant exhibiting to me his/her Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

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Page No. \_\_\_\_\_  
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Series of \_\_\_\_\_

**HOUSING AND LAND USE REGULATORY BOARD**

Application No.  
Date of Receipt  
O. R. Number  
Date  
Amount

**APPLICATION FOR LOCATIONAL CLEARANCE CERTIFICATION OF ZONING COMPLIANCE**

1. Name of Applicant (Last, First, Middle) 2. Name of Corporation

3. Address of Applicant 4. Address of Corporation

5. Name of Authorized Representative 6. Address of Authorized Representative

7. Project Type 8. Project Nature  
 New Development  
 Improvement  
 Others, Specify \_\_\_\_\_

9. Project Location (No., Street, Brgy, City/Mun., Prov.) 10. Project Area (sq.m)  
Lot \_\_\_\_\_  
Bldg./Improvement \_\_\_\_\_

11. Right Over Land 12. Project Tenure  
 Owner  Lessee  
 Others, Specify  Permanent  
 Temporary, Specify years

13. Existing Land Uses of Project Site  
 Residential  Others  
 Institutional  Vacant/Idle Land  
 Commercial  Agricultural (specify crop/s)  
 Industrial  
  
 Tenanted  Non Tenanted

14. Project Cost / Capitalization (in pesos, write in words and figures)

15. Is the project applied for the subject of written notice(s) from this Board and/or its Deputized Zoning Administrator to the effect that presentation of Locational Clearance/Certification of Zoning Compliance (LC/CZC)  
 Yes  No  
If yes, please answer the following:  
15. a) Name of HLRB Officer or Zoning Administrator who issued the notice(s) 422 \_\_\_\_\_  
15. b) Date(s) of Notice(s) \_\_\_\_\_  
15. c) Order/requests indicated in the Notice(s): \_\_\_\_\_

16. Is the project applied for the subject of similar application(s) with the other offices of the Board and/or Deputized Zoning Administrator?  Yes  No  
If yes, please answer the following:  
16. a) Where similar application(s) was/were filed \_\_\_\_\_  
16. b) Date(s) filed: \_\_\_\_\_ 16.c) Action(s) taken by Office(s) mentioned in 16.a) \_\_\_\_\_

17. Preferred mode of decision: Pick up  by Applicant  
 by Authorized Representative  
By Mail; Addressed to: \_\_\_\_\_

18. Signature of Applicant 19. Signature of Authorized Representative

Republic of the Philippines )  
\_\_\_\_\_ ) S.S

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in the city/  
municipality of \_\_\_\_\_ province of \_\_\_\_\_, affiant exhibited to me his/her  
Residence Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_, 20\_\_\_\_.

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