

**CITY PLANNING AND DEVELOPMENT OFFICE
(CPDO)
Bacolod City**

The City Planning and Development Office of Bacolod City perform the development and planning services of Bacolod City. Among its objectives are the following:

- To come up with an integrated economic, social, physical and other development plans and policies of the City Government;
- To conduct and prepare feasibility studies in relation to the requirements set by both the Executive and Legislative Offices;
- Strengthen coordination with other departments and agencies involved in the planning and implementation of all program undertaken by the city.

Location: 2nd floor, Bacolod City Government Center, Barangay Villamonte, Bacolod City

Phone number: (034) 434-3184

I. PROVISION OF CPDO DATA, PLANS AND MAPS

ABOUT THE SERVICE:

1. Comprehensive Land Use Plan (CLUP)
2. Comprehensive Development Plan (CDP)
3. Annual Investment Plan (AIP)
4. Barangay Development Plan
5. Other Related Plans
6. Socio-Economic/Ecological Profile (SEP)
7. Data Bank
8. Bacolod Trends
9. Maps/Digital Maps

REQUIREMENTS:

- Approved Request Slip
- Official Receipt
- Letter Request (if find necessary)

FEES: Research Fee ₱ 20.00

BOOKS	HARD COPY	DIGITAL FILE
1. CLUP		
a. Black and White	₱ 500.00	₱ 150.00
b. Master Copy with Colored Maps	₱ 1,500.00	
2. SEP	₱ 500.00	₱ 150.00
3. Data Bank	₱ 500.00	₱ 150.00
4. Bacolod Trends	₱ 300.00	₱ 150.00

Maps (Hard Copy)

HP PAPER	STANDARD	SPECIAL TOPICS
1. Letter (8 1/2" x 11")	₱ 25.00	₱ 50.00
2. A3 (11" X 17")	₱ 50.00	₱ 100.00
3. A1 (20" X 30")	₱ 200.00	₱ 400.00
4. A0 (34' X 55")	₱ 400.00	₱ 1000.00

Digital Maps at ₱ 30.00 per square foot (JPEG Format)

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Approach the Administrative Division for Specific Data Request	1-2 Minutes	Michael Vincent S. Mabaquiao <i>Administrative Division Head</i>
2. Fill-up the Request Slip to determine the corresponding fee and have it signed by the Administrative Division Head	1-2 Minutes	Michael Vincent S. Mabaquiao <i>Administrative Division Head</i>
3. Bring the Approved Request Slip to the City Treasurer's Office (Cash Division) for payment and issuance of Official Receipt while the request is being processed.	5 Minutes	Cashier <i>City Treasurer's Office</i>
CLUP, CDP, AIP, BDP, OTHER RELATED PLANS	15-20 Minutes	Ana Maria Carmen T. Principe <i>Plans and Programs Division Head</i>
MAPS/DIGITAL MAPS	Request Specific/Dependent	Ana Maria Carmen T. Principe <i>Plans and Programs Division Head</i>
SEP, DATA BANK, BACOLOD TRENDS	15-20 Minutes	Monica B. Concepcion <i>Research, Statistics and Evaluation Division</i>
4. Present the Official Receipt and the Request Slip back to the Administrative Division for posting and/or recording	5 Minutes	Michael Vincent S. Mabaquiao <i>Administrative Division Head</i>
5. Get the necessary documents as requested	-0-	Michael Vincent S. Mabaquiao <i>Administrative Division Head</i>

II. SECURING ZONING CLEARANCE FOR BUSINESS PERMIT

ABOUT THE SERVICE: Businesses are required to secure a Zoning Clearance upon application for Business Permit to

ensure that business location is in accordance with Comprehensive Land Use Plan (CLUP) and other relevant Zoning and Land Use Ordinances.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Proceed to CPDO: Approach the Zoning Division and present the Business Permit Application Form	2 Minutes	Edgardo B. Antonio <i>Zoning Inspector I</i>
2. Review of Documents: Zoning Staff checks the business location against the land use plan	1-2 Minutes	Francis B. Aranez <i>Zoning Officer II</i> Liberty J. Esteban <i>Zoning Officer IV</i> <i>Division Head</i>
3. Site Inspection (Optional): Site inspection is usually required for new business applicants	1 day	Mary Jean L. Ramos, CPA, EnP, MPA, MBA <i>City Planning and Development Coordinator</i> <i>Or</i> <i>CPDC's Designate / Authorized Representative</i>
4. Processing of Documents and Approval: Zoning Staff processes, records and signs the Business Permit Application form	2 Minutes	

III. SECURING ZONING LOCATIONAL CLEARANCE FOR BUILDING PERMITS

ABOUT THE SERVICE: All enterprises and private persons constructing a new building or applying for renovation/expansion are required to secure a Zoning Locational Clearance upon application for building permit.

This should be done before the construction starts to ensure that the building is allowed in the chosen location as per Comprehensive Land Use Plan (CLUP) and other relevant Zoning and Land Use Ordinances.

REQUIREMENTS:

- Application for Zoning Locational Clearance Form duly notarized (2 copies)
- Building Plans duly signed and sealed by a Licensed Civil Engineer or Architect (5 copies)
- Lot Plan with Vicinity Map duly signed by Geodetic Engineer
- Bill of Materials and Cost Estimates
- Specifications

- Transfer Certificate of Title or Deed of Sale
 - Real Property Tax Declaration
 - Latest Land Tax Receipt
- IF LOT IS NOT OWNED:
- Contract of Lease
 - Authority to Construct

FEES:

- A. Residential structures, single or detached other than apartments, town houses, dormitories and subdivision/condominium projects, the cost of which is:
- 100,000.00 and below ₱ 200.00
 - Over 100,000.00 to 200,000.00 ₱ 400.00
 - Over 200,000.00 ₱ 500.00 plus 1/10 of 1% of cost in excess of 100,000.00
- B. Apartments/Townhouses, the cost of which is:
- 500,000.00 and below ₱ 1,000.00
 - Over 500,000.00 to 2 Million ₱ 1,500.00
 - Over 2 Million ₱ 2,500.00 plus 1/10 of 1% of cost in excess of 2 Million regardless of No. of doors
- C. Dormitories, the cost of which is:
- 500,000.00 and below ₱ 2,500.00
 - Over 2 Million ₱ 2,500.00 plus 1/10 of 1% of cost in excess of 2 Million regardless of No. of doors
- D. Institutional, the project cost of which is:
- 2 Million and below ₱ 2,000.00
 - Over 2 Million ₱ 2,000.00 plus 1/10 of 1% of cost in excess of 2 Million
- E. Commercial, Industrial, Agro-Industrial, the project cost of which is:
- 100,000.00 and below ₱ 1,000.00
 - Over 100,000.00 to 500,000.00 ₱ 1,500.00
 - Over 500,000.00 to 1 Million ₱ 2,000.00
 - Over 1 Million to 2 Million ₱ 3,000.00
 - Over 2 Million ₱ 3,000.00 plus 1/10 of 1% of cost in excess of 2 Million
- F. Special Uses/Special Projects (including memorial parks, gasoline station, cell sites, slaughter house, treatment plants, etc.) the project cost of which is:
- 2 Million and below ₱ 5,000.00
 - Over 2 Million ₱ 5,000.00 plus 1/10 of

- G. Temporary Use Permit
- H. Re-zoning Fee
- I. All zoning Certification Fees

1% of cost in excess of 2 Million
 ₱ 500.00
 ₱ 1.00/Square meter
 ₱ 0.50/square meter

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Submission of Requirements: Present necessary requirements to the Zoning Division for evaluation and assessment.	3 Minutes	Edgardo B. Antonio <i>Zoning Inspector I</i> Francis B. Arañez <i>Zoning Officer II</i> Liberty J. Esteban <i>Zoning Officer IV</i> <i>Division Head</i>
2. Review and Verification: Zoning staff reviews and verifies the submitted requirements	3 Minutes	
3. Assessment Fees: Have the fees assessed by a Zoning staff, an Order of Payment Slip will be issued which will be presented to the City Treasurer's Office (Cash Division) for payment	3 Minutes	
4. Payment of Fees: Proceed to the City Treasurers Office (Cash Division), present the Order of Payment Slip, pay the required fees and secure an Official Receipt	5 Minutes	Cash Division <i>City Treasure's Office</i>
5. Preparation of Locational Clearance: Zoning Staff processes and prepares the Locational Clearance	3 Minutes	Zoning and Land Use Division
6. Approval of Locational Clearance: Zoning Staff secures the signature of the City Planning and Development Coordinator (CPDC) or the CPDC's Designate	3 Minutes	Mary Jean L. Ramos, CPA, EnP, MPA, MBA <i>City Planning and Development Coordinator</i> Coordinator Or <i>CPD'S Designate/Authorized Representative</i>
7. Releasing of Locational Clearance	2 Minutes	Zoning and Land Use Division

IV. SECURING ZONING LOTS CERTIFICATION

ABOUT THE SERVICE: The Zoning Lot Certification is requested for land classification

REQUIREMENTS:

- Letter Addressed to the City Planning and Development Coordinator
- Lot Plan with Vicinity Map drawn to scale signed and sealed by Licensed Geodetic Engineer
- Transfer Certificate of Title (TCT) or Deed of Sale
- Real Property tax Declaration
- Certificate of Latest Real Property Tax Payment
- Official Receipt of Zoning Fee

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Proceed to CPDO: Approach the Zoning Division and present the letter if request together with the requirements.	2 Minutes	<i>Edgardo B. Antonio</i> <i>Zoning Inspector I</i>
2. Review of documents: Zoning of Staff checks the documents and location as per land use plan.	3 Minutes	<i>Francis B. Arañez</i> <i>Zoning Officer II</i>
3. Site Inspection (Optional): Site Inspection is usually required if the lot will be used for other purposes.	1 day	<i>Liberty J. Esteban</i> <i>Zoning Officer IV</i> <i>Division Head</i>
4. Processing of Documents and Approval: Zoning Staff processes and issues the Zoning Lot Certification to the Applicant.	2 Minutes	<i>Mary Jean L. Ramos, CPA, EnP, MPA, MBA</i> <i>City Planning and Development Coordinator</i> <i>Or</i> <i>CPDC's Designate / Authorized Representative</i>