



CITY PLANNING AND DEVELOPMENT OFFICE

2/F Bacolod City Government Center, Brgy. Villamonte, Bacolod City
Tel Nos. (034) 4343184 Email Add: cpdobacolod@gmail.com/cpdo@bacolodcity.gov.ph

The CPDO is tasked to formulate integrated economic, social, physical and other development plans and policies and to monitor and evaluate the implementation of different programs, projects and activities in the city in accordance with the approved development plan. It also regulates the issuance of locational clearance for Building Permit, Business License and other developments within the city in conformity to its Land Use Plan.

VISION

“A collaborative resource for innovative change utilizing evidence and research-based plans, policies and monitoring system geared towards sustainable growth and development of Bacolod City.”

MISSION

“To coordinate with all stakeholders in formulating plans in delivering efficient service, through advanced technology, monitoring & evaluating implemented PPAS, and administer zoning ordinances.”

FUNCTIONAL STATEMENT

1. Formulate integrated economic, social, physical, and other development plans and policies for consideration of the local government development council
2. Conduct continuing studies, researches, and training programs necessary to evolve plans and programs for implementation
3. Integrate and coordinate all sectoral plans and studies undertaken by the different functional groups or agencies;
4. Monitor and evaluate the implementation of the different development programs, projects, and activities in the local government unit concerned in accordance with the approved development plan
5. Prepare comprehensive plans and other development planning documents for the consideration of the local development council
6. Analyze the income and expenditure patterns, and formulate and recommend fiscal plans and policies for consideration of the finance committee of the local government unit
7. Enforce the Zoning Ordinance and other related ordinances and laws on Zoning and Planning

8. Promote people participation in development planning within the local government unit concerned
9. Exercise supervision and control over the secretariat of the local development council

I. SECURING ZONING CLEARANCE FOR BUSINESS PERMIT (ONLINE)

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

Office or Division:	ZONING & LAND USE DIVISION			
Classification:	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction:	<input type="checkbox"/> G2C - Government to Citizen <input checked="" type="checkbox"/> G2B - Government to Business Entity <input type="checkbox"/> G2G - Government to Government			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business Application Form		Go to link https://ebpls.bacolodcity.gov.ph or scan the QR Code		
2. Pictures of the area/vicinity map		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to link https://ebpls.bacolodcity.gov.ph or scan the QR Code, Fill up online application forms, and Upload requirements	1. Review & accept the correctness of the data and requirements uploaded	None	42 minutes	<i>BPLO Designated Staff</i>
2. Receive approval of the application.	2.1 Review the application	None	5 minutes	<i>Zoning Officer II Zoning Officer IV</i>
	2.2 Conduct Site Inspection <i>Note: Site inspection may be required for new business/change of business</i>		1 day	

	<i>location for further assessment of the area and use of land</i>			
	2.3 Approve the application		10 minutes	
TOTAL			1 day and 57 minutes	

II. SECURING ZONING CLEARANCE FOR BUSINESS PERMIT (FACE TO FACE)

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

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Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business Application Form		Permits & Licensing Division		
2. Pictures of the area (if necessary)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Proceed to CPDO: Approach the Zoning Division and present the Business Permit Application Form	1.1 Review and accept the Documents: Zoning Staff checks the business location against the land use plan and Zoning Ordinance	None	10 minutes	<i>Zoning Officer II</i>
	1.2 Conduct Site Inspection <i>Note: Site inspection may be required for new business/change of business location for further assessment of the area and use of land.</i>		1 day	<i>Zoning Officer IV</i>
2. Receive approval of the application.	2. Process, approve and sign the Business Permit Application form		5 minutes	
TOTAL			1 day and 15 minutes	

III. SECURING ZONING LOCATIONAL CLEARANCE FOR BUILDING PERMITS

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.

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Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application for Zoning Locational Clearance Form duly notarized (2 original copies)		Zoning & Land Use Division Notarization is available at the CLO or other private Law Firm		
2. Building Plans duly signed and sealed by a Licensed Civil Engineer or Architect (5 original copies)		Clients through their Licensed Civil Engineer or Architect or Geodetic who will prepare this for submission to the involved LGU offices/agencies		
3. Lot Plan with Vicinity Map duly signed by Geodetic Engineer (1original/photocopy)				
4. Bill of Materials and Cost Estimates (1original/photocopy)				
5. Specifications (1original/photocopy)				
6. Transfer Certificate of Title or Deed of Sale (1original/photocopy)		Register of Deeds		
7. Current Year of Real Property Tax Declaration (1original/photocopy per TCT)		City Assessor's Office		
8. Current Year of Latest Land Tax Receipt (1original/photocopy per TCT)		Land Tax Division		
9. If Lot is not owned: ➤ Contract of Lease (1original/photocopy) ➤ Authority to Construct (1original/photocopy)		Owner or Official Representative of the Building/Land with SPA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit Requirements and Present necessary requirements to the Zoning Division for evaluation and assessment.	1.1 Review, verify and accept the submitted requirements	None	20 minutes	<i>Zoning Officer II</i> <i>Zoning Officer IV</i>
	1.2 Conducts Site Inspection <i>Note: Site inspection may be required in case of further evaluation</i>	None	1 day	
	1.3 Assess Locational Clearance Fees and Issue Payment Slip	None	10 minutes	
2. Pay the necessary Locational Clearance fees	2. Accept payment and issue Official Receipt	(Locational Clearance Fees: as per Revised Revenue Code and Zoning Ordinance) Refer to Table 1	10 minutes	<i>Cashier/Teller - CTO</i>
3.1. Present the receipt to the Zoning Division	3.1 Approve & sign the Building Plans	None	5 minutes	<i>Zoning Officer II</i>
3.2. Receive approved Building Plan	3.2 Release the Building Plans with Locational Clearance	None	1 day	<i>Zoning Officer IV</i>

TOTAL		2 days and 45 minutes	
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TABLE 1

LOCATIONAL CLEARANCE FEES (in Philippine Peso)

- 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 number 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 number 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 1% of cost in excess of 2 Million
- G. Temporary Use Permit 500.00
- H. Re-Zoning Fee 1.00/square meter
- I. All zoning Certification Fees 0.50/square meter

IV. SECURING ZONING LOT CERTIFICATION

The Zoning Lot Certification is requested for land classification.

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Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter from the owner/corporation or authorized representative		Owner/Corporation/Authorized representative		
2. Lot Plan with vicinity map (1 original/photocopy per TCT)		Geodetic Engineer		
3. Land Title (original/photocopy per TCT)		Register of Deeds		
4. Current Year of Tax Declaration (1 original/photocopy per TCT)		City Assessor's Office		
5. Current Year of Tax Receipt (1 original/photocopy per TCT)		Land Tax Division		
6. Official Receipt (1 photocopy) to Zoning & Land Use Division		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to CPDO: Approach the Zoning Division and state purpose of request.	1.1 Review verify and accept documents presented by the client	None	10 minutes	<i>Zoning Officer II</i>
	1.2 Assess Lot Certification Fees and issue Payment Slip to the client	None	10 minutes	<i>Zoning Officer IV</i>
2. Pay the assessed Lot Certification Fees	2. Receive payment and issue Official Receipt	Php 0.50/square meter	10 minutes	<i>Cashier/Teller - CTO</i>

3.1. Submit the Official Receipt to CPDO.	3.1 Process, record, approve and sign of documents.	None	20 minutes	<i>Zoning Officer II</i>
3.2. Receive Lot Certification	3.2 Release of Lot certification		1 day	<i>Zoning Officer IV</i>
TOTAL		None	1 day and 50 minutes	

V. PROVISION OF CPDO DATA, PLANS AND MAPS (FACE TO FACE)

AVAILABLE DATA:

- Comprehensive Land Use Plan (CLUP)
- Comprehensive Development Plan (CDP)
- Annual Investment Plan (AIP)
- Barangay Development Plan
- Other Related Plans
- Ecological Profile
- Data Bank
- Bacolod Trends
- Maps/Digital Maps

Office or Division:	CITY PLANNING & DEVELOPMENT OFFICE	
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Who may avail:	ALL	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request Letter address to Department Head MS. MARY JEAN L. RAMOS, CPA, EnP, MPA, MBA City Planning & Development Coordinator Bacolod City		Client
2. Approved Request Slip		CPDO - Administrative Division
3. Official Receipt		CTO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the official request letter to the Administrative Division for Specific Data needed	1. Receives the official request letter and provide <i>QR Code</i> and endorsed to CPDC for approval	None	10 minutes	<i>Administrative Officer V</i>
2. Fill-up the Request Slip to determine the corresponding fees and have it signed by the Administrative Division Head	2. Signs and approves for payment to CTO	Fees for the reproduction of CPDO Documents are based from Revised Revenue Code (see Table 2)	5 minutes	
3. Bring the Approved Request Slip and pay	3. Receive the request Slip and issue the official receipt	Fees for the reproduction of CPDO Documents are based from Revised Revenue Code (see Table 2)	10 minutes	<i>Cashier/Teller-City Treasurer's Office</i>

4. Present the Official Receipt and the Request Slip back to the Administrative Division for posting and/or recording	4.1 While waiting for the official receipt, requested data is forwarded to the pertaining Division for preparation		30 minutes	<i>Planning Officer IV Plans & Programs Division</i>
	4.2 Prepares the document and forward to the Administrative Division	None	30 minutes	<i>Project Evaluation Officer IV – Research & Statistics Division</i>
	4.3 Validates the official receipt have it photocopy as office file copy		5 minutes	<i>Administrative Officer IV - Administrative Division</i>
5. Receive the requested document/s.	5. Release the hard copy and email the soft copy	None	5 minutes	<i>Administrative Officer IV - Administrative Division</i>
TOTAL		None	1 hour and 35 minutes	

VI. PROVISION OF CPDO DATA, PLANS AND MAPS (ONLINE)

AVAILABLE DATA:

- Comprehensive Land Use Plan (CLUP)
- Comprehensive Development Plan (CDP)
- Annual Investment Plan (AIP)
- Barangay Development Plan
- Other Related Plans
- Socio-Economic/Ecological Profile (SEP)
- Data Bank
- Bacolod Trends
- Maps/Digital Maps

Office or Division:	CITY PLANNING & DEVELOPMENT OFFICE
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Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Letter address to Department Head MS. MARY JEAN L. RAMOS, CPA, EnP, MPA, MBA City Planning & Development Coordinator Bacolod City			Client	
2. Approved Request Slip			CPDO - Administrative Division	
3. Official Receipt			CTO	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send official letter of request address to the Head of Office at Email address: cpdobacolod@gmail.com / cpdo@bacolodcity.gov.ph	1. Receive and forward request via email to the Head of Office for approval	None	10 minutes	Administrative Officer IV Administrative Division
2. Wait for the approval	2. Email the approved request Slip with computation to the client	None	10 minutes	
3. Go to https://onlineservices.bacolodcity.gov.ph/services/payment_portal/dashboard.php payment option – Miscellaneous and Regulatory Fees and select the particular payment type as per instruction in email	3. Process the payment and issue official receipt	Fees for the reproduction of CPDO Documents are based from Revised Revenue Code (see Table 2)	10 minutes	Cashier/Teller - City Treasurer's Office

4. Email the Reference No. / Official receipt issued by the Cashier/Teller - CTO to Email address: cpdobacolod@gmail.com / cpdo@bacolodcity.gov.ph	4. Validate the reference No./Official Receipt	None	10 minutes	Administrative Officer IV Administrative Division
5. Receive the requested documents	5. Prepare and email the requested documents	None	25 minutes	Administrative Officer IV Administrative Division
TOTAL		None	1 hour and 5 minutes	

TABLE 2

FEEES FOR THE REPRODUCTION OF CPDO DOCUMENTS (in Philippine Peso):

A. Research Fee – 50.00

B. Books
FILE

	HARD COPY	DIGITAL
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1. CLUP

Black and White	500.00	150.00
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Master Copy with Colored Maps	1,500.00	
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2. SEP/ECOLOGICAL PROFILE	500.00	150.00
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3. Data Bank	500.00	150.00
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4. Bacolod Trends	300.00	150.00
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C. Maps (Hard Copy)
HP PAPER

	STANDARD	SPECIAL
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TOPICS

1. Letter (8 ½" X 11")	25.00	50.00
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2. A3 (11" X 17")	50.00	100.00
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3. A1 (20" X 30")	200.00	400.00
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4. A0 (34" X 55")	400.00	1,000.00
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D. Digital Maps at PHP 30.00 per square foot (JPEG Format)

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Scan “Isugid kay Mayor” QR Code Through Suggestion Box Client Satisfaction Measurement Form (ARTA)
How feedbacks are processed	Daily review of the feedbacks received
How to file a complaint	Complainant must submit an official complaint letter to the office
How complaints are processed	Upon receiving the complaint letter: <ul style="list-style-type: none"> - Assess and evaluate the extent of the complaint - Forward the complaint to the Head of Office - Make a pertinent solution (calling the attention of the worker/staff for appropriate action - Conduct validation through visits, dialogue with both parties - Feedbacking
Contact Information of CCB, PCC, ARTA	

OFFICE	ADDRESS	CONTACT INFORMATION
City Planning & Development Office	2 nd Floor, South Wing Bacolod City Government Center, Along Circumferential Road Brgy. Villamonte Bacolod City, Negros Occidental Philippines 6100	034-4343184 Email add: cpdobacolod@gmail.com / cpdo@bacolodcity.gov.ph