



## CITY PLANNING AND DEVELOPMENT OFFICE

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Head, CPDO

City Government of Baliwag,  
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### VISION STATEMENT

The City of Baliwag is the center for trade and commerce, education, and technological advancement within the region with God-centered, empowered and healthy people living in a sustainable environment under a pro-active governance

### MISSION STATEMENT

The Local Government of Baliwag shall implement policies and program that will promote a fully functional e-government, business-friendly environment, competitive quality of education, and active people participation through a professional bureaucracy with government personnel willing to do the extra mile in public service.

### GOAL

Improve the performance of Baliwag in economic dynamism, government transparency and efficiency, infrastructure development, health and social services, environmental management and participatory governance

**DUGONG  
BALIWAG  
PUSONG  
BALIWAG**

*Serbisyong May Malasakit*

# CITIZENS CHARTER

## ISSUANCE OF LOCATIONAL CLEARANCE/ ZONING PERMIT

Locational Clearance/ Zoning Permit a clearance that allow the use of a certain land, business or projects in conformity with Zoning Land Use Plan & Zoning Ordinance.

<b>Office or Division:</b>	CITY PLANNING DEVELOPMENT OFFICE			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	GOVERNMENT TO BUSINESS			
<b>Who may avail:</b>	BUSINESS OWNER'S, DEVELOPER/ CONTRACTOR			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>FOR OWNERS</b> <ul style="list-style-type: none"> <li>Title (TCT)/Tax Declaration</li> <li>Blueprint of Locational Plan</li> <li>Bill of Materials/Capitalization</li> <li>Barangay Building Clearance</li> <li>Barangay Business Clearance/Resolution</li> <li>DTI/SEC (for new business only)</li> <li>Cedula</li> </ul> <b>FOR LESSEE</b> <ul style="list-style-type: none"> <li>Lease Contract</li> <li>Barangay Business Clearance/Resolution</li> <li>Vicinity Map</li> <li>DTI/SEC (for new business)</li> <li>Cedula</li> </ul>		CPDO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Filled-up Form w/ complete requirements	Receive and record application form and check requirements submitted	None	10 minutes	Administrative Aide
* as well as applications coming from the BPLO one stop shop center.	Schedule onsite inspection	None	1 minute	Zoning Administrator
2. Assist in the conduct of onsite inspection	Conduct onsite inspection, evaluate, review and recommend request	None	95 minutes (1 hour and 35 minutes)	Zoning Administrator/ Zoning Inspector
	Assess Locational Clearance Fee and issue order of payment	None	10 minutes	Zoning Administrator
3. Pay Corresponding fee at the MTO	Accept payment and issue O.R.	Per HLURB Approved Revised Schedule Fees Series of 2013	3 minutes	Revenue Collection Clerk 1
4. Present O.R. and claim Locational Clearance/Zoning Permit	Prepare Locational Clearance/Zoning Permit for approval & release	None	10 minutes	Zoning Administrator/ Administrative Aide
<b>End of Transaction</b>			<b>2 hours and 9 minutes excluding travel time</b>	

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## CITY PLANNING DEVELOPMENT OFFICE (CPDO)

- LOCATIONAL CLEARANCE/ZONING PERMIT
- DEVELOPMENT PERMIT
- TUP
- ZONING CERTIFICATION