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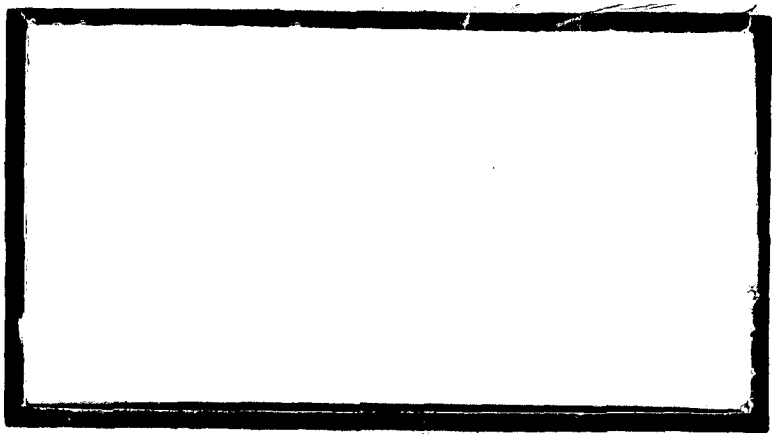

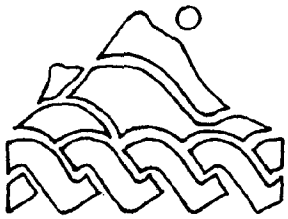

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MECHANISMS FOR LAND-USE CONTROL ON GUAM

Prepared For:

Coastal Zone Management Division
Bureau of Planning
P. O. Box 2950
Agana, Guam 96910

Prepared By:

Robert Gomez
CZM Planner
Bureau of Planning

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I. INTRODUCTORY STATEMENTS

A. Purpose

Guam's Coastal Zone Management Program operates within the framework of the Comprehensive Plan's land-use element which must include, among other things,

> "...regulatory devices governing the use, development and subdivision of land;..."
> (P.L. 12-200, Sect. 62020 A).

The review, analysis, and recommendation for land-use control mechanisms is a primary task for implementing the mandate of a comprehensive plan element and for establishing a supportive strategy for the Coastal Zone Management Program, (Element 200, 600, CZM Work Plan; CZM Act, Sect. 305 (b) 4 & 6).

The purpose of this report is to present a concise statement on the structure of major land-use controls on Guam as a means toward these ends.

B. Methodology and Scope

This analysis of land-use control mechanisms is based on a review of zoning law and major pieces of legislation establishing a system under which all development is supposedly regulated. Flow charts indicate the procedures required by permitting processes. Flow charts were verified by the agencies involved.

The identified problem areas and recommendations in this report, together with ongoing legal review and analysis will be discussed further with representatives of agencies involved as well as individuals in the federal and private sectors; the objective being streamlining, where feasible, the present system. The conclusions drawn from these discussions will identify priority areas to become a part of the 306 Management Program.

Note: "Land-use in this report is assumed to refer also to "water use" in certain obvious cases.

C. Organization of Report

This report is divided into four major sections:

I. Introductory Statements
II. Land-Use Control Mechanisms - Overview
III. Guide to Flow Charts
IV. APPENDICES
  A. Permitting Flow Charts
  B. Permit Forms and Schedules
  C. Government of Guam Organizational Characteristics

II. LAND-USE CONTROL MECHANISMS - OVERVIEW

A. Basis

The approach to land-use control on Guam is based on the standard State Zoning Enabling Act (SZEA) of the 1920's. Philosophically, the Act suggests a regulatory system by which the local legislative body adopts regulations specifying in advance detailed land development standards ranging from land use to building height, yards, and fencing requirements. A land owner need only to look at the zoning map and read the regulations to discover what can or cannot be done with property.

The Act presented expectations that a zoning ordinance "...would determine in advance how the community's land would be used and developed. The public debate and formal adoption of the ordinance would, as a result, minimize the need for discretionary judgments in its administration. Enforcement of the ordinance, mainly through the granting of a certificate of compliance, was left in the hands of a building inspector or other administrative official. Provisions were made for a Board of Adjustments to grant variances when unnecessary hardship was imposed. Amending initial ordinance adoption, would be a legislative act." (Meshenberg, Michael J., The Administration of Flexible Zoning Techniques, Planning Advisory Service, Report No. 318, ASPO, June, 1976, p. 3).

B. Statutory Enabling Legislation on Guam

Guam's regulatory system incorporates the mechanism suggested by SZEA. The Zoning Law (Title XVIII of Government of Guam Civil Code*) is the basic enabling legislation. The law establishes the zoning maps (Sect. 17050). The Board of Adjustments for the zoning

*All titles, chapters and sections refer to the Civil Code of Guam, unless otherwise specified.

* = Need copy

map is the Territorial Planning Commission (TPC) established by Section 13200. Supports for the Zoning Law are the Subdivision Law (Title XIX) and the Building Law (Title XXXII). Enforcement of these laws are in the hands of the Building Official of the Department of Public Works (Sect. 17450). In order to determine in advance how the island's land would be used and developed, Section 13002 calls for a "General Plan," called the "Master Plan," which requires compliance in land development (P.L. 12-90, Sect. 18001.1). All these laws consider Guam as a developing community. * P.L 12-90

To satisfy specific needs which required special attention, there have been amendments added to the above laws. To protect historic sites, P.L. 12-129 was enacted; Guam's parks are protected by P.L. 12-209. Both laws enables the Department of Parks and Recreation (DPR) to be the guardian of these areas. The Department of Agriculture (DAGRI) controls the land for agricultural use via P.L. 12-225 and Chapter VIII of Title XI (repealed by P.L. 12-226 but continued per Organic Act, Sect. 6) granting agricultural leases. Seashore development is regulated by the Seashore Protection Commission (SPC) with interim permits until a seashore plan is established (P.L. 12-108 and amended by P.L. 13-154). → N/A * Organic Act * PL 13-154

Public Law 11-191 established the Guam Environmental Protection Agency (GEPA) and subsequently organized the environmental control mechanisms. These mechanisms consider water resources (Title LXI, Chapter II) with permits and licenses of wells; waste water (P.L. 3-109); water pollution (P.L. 3-109); and toilet facilities and sewage (P.L. 3-109) with permits for systems other than public sewage systems.

For areas and condition not suited to development on a lot by lot basis, the Planned Development (Planned Unit Development; PUD) concept is established by Section 17205. Land-Use Permits, another standard mechanism for flexibility within a control system, are granted by the Department of Land Management (DLM) for use by parties or individuals with a demonstrated need. (Title XIV, Chapter VII, repealed by P.L. 12-226, but continued by Section 6 of the Organic Act). The concepts of Parental and Agricultural Subdivision, Section 18001.5 (a) and (b) as amended, provide additional (and at times abused) flexibility. * Organic Act

C. Need for Change

The above land-use control mechanisms have reached a point where modification is necessary for an effective land and water use planning program.

- A legislative finding indicates that a previous Master Plan has been altered to such degrees that the present zoning map bears little resemblance to the original plan.
- Another finding indicated that "development has been haphazard and detrimental to the resources of Guam."

These findings, among others, have led the Legislature to pass P.L. 12-200 mandating a "Comprehensive Plan" for Guam which includes a land-use element. It is on the basis of this plan element that the Bureau of Planning (BP) is carrying out a review and suggesting changes in certain land and water use control mechanisms thereby encouraging a rational pattern of future growth.

est'd by PL 12-200 serves as staff to est'd Central Planning Council

(Jan '75) BP directed to prepare a comprehensive development plan. (? done?)

Support for new approaches have come from a variety of sources:

- Guam Society of Professional Engineers (GSPE) has established a 1977-78 forum "Building Codes and Regulations and Application to Guam" with the contention that the mechanisms do not provide sufficient guidelines to design building acceptable and/or suitable for Guam while builders claim to process for the present system adds unnecessary time and cost to development projects;
- the Territorial Planning Commission as well as other regulatory agencies, have claimed that the construction of projects, such as the dog track on Hospital Road, constitutes a misuse of controls. While technically satisfying all legal conditions, the dog track, in the opinion of these groups, was not an appropriate use for the area. It is now under construction.

All these views are a repetition of criticisms of land-use mechanisms based on the SZEA.

"Critics charge that among other things;

- controls can be misused to permit destruction of valuable and beautiful historical sites and resources and;

. administration is weak, arbitrary, and sometimes corrupt; allegations of due process violations are common.

(Meshenberg, op. cit. p. 3)

While the above criticisms might not be applicable to Guam verbatim, they are applicable by interpretation. The controls have been used to allow a dog track to be built in a buffer area between residential, hospital educational, and commercial locales. A planned-unit development (housing units) was established a location adjacent to primary aircraft sound zones, on top of an aquifer recharge area, and which essentially ignored any consideration of visual impacts. These were not low-cost housing units. Another residential development was located in an areas detrimental to the location of a proposed historic park. This same development caused during grading phases the destruction by sedimentation of a large portion of reef flat. A developer is presently attempting to expand an adjacent area with even less restraints than on the original project.

Difficulties

Other incidents give rise to rumors, which become accepted "facts" on island. Among the general criticisms the two mentioned were most applicable; that "administration is weak...," sometimes "arbitrary;" and "allegations of due process violations are common." While some controls are rigid and the mechanisms are followed literally to the point of decision, the decision does not necessarily follow a logical conclusion. The negative impact on resources result from the controls not bearing a strong relationship to rationally developed public policies and plans.

On conclusion developed by the Council of State Governments coincides with conclusions of the Bureau of Planning:

> "The process needs remedial action. Concensus tends to prescribe making regulatory powers of local government more flexible and enacting a statutory framework for decision-making which would ensure a voice in development at a level concomitant with the level of impact..."
> (The Council of State Governments, A Legislative's Guide to Land Management, December, 1974, Kentucy, p. 9).

The purpose of reviewing and modifying the land-use processes for Guam is to establish remedial action. There is a need to improve the statutory framework for decision-making which answers a voice

in development at a level concomitant with the level of impact. The framework should also make the regulatory powers of Government of Guam agencies more flexible within an arena of coordinating activities. The remedial action is to satisfy the need for a coordinated, cooperative and broad based approach with active public support, It is to establish ways to allow both public and private development to proceed efficiently and economically, but must not hamper decision-makers or regulatory agencies to strike whatever balance will achieve the greatest good when public and private ends are in conflict. The balancing mechanism, certainly not a new concept in land-use law, is particularly important on Guam. While the objective of modifying establish a more efficient regulatory system, there will still be many cases of a special nature which require application of more than the letter of the law. These include hardship cases, as well as reasonable variances for needed projects faced with unique difficulties.

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III. GUIDE TO FLOW CHARTS

Land-use permitting processes have been examined and flow-charted. This section briefly summarizes in a narrative form, the Process-Flow Charts, appearing in Appendix A. The narrative points out some major problems and provides a basis for future discussions involving review and modification of the mechanisms.

After each narrative there is reference given for location of both the chart in Appendix A, and forms presently in use for that particular permit in Appendix B.

A. Chart I - Major Land-Use Legislation

This overall major Land-Use Legislation Chart shows a breakdown of Guam's land and legislation which controls its use. The chart also shows the laws related to each other. The basic question derived from the chart is:

> "How do regulatory agencies consider the effect of legislation not in their area of concern yet having a relationship to their area?"

Land on Guam can be categorized into three categories, Government of Guam lands, Federal lands, and private lands. The laws relating to them specifically have been grouped in vertical rows. Laws pertaining to both Government of Guam lands and private lands are grouped in two additional rows, while environmental laws are listed in a row by themselves.

Reference: Appendix A, Chart I, p. A-1.

B. Chart II - Legislative Process

Obtained from the Thirteenth Guam Legislature, the process indicates that agencies can recommend legislation and also give testimony at the committee hearing. Agencies can also make recommendations when a bill enters the Governor's Office (Organic Act, Sect. 6). This process affects land-use controls since amendments and revisions on land-use legislation can be, and are, established by Legislative Act.

Reference: Appendix A, Chart II, P. A-2.

C. Chart III - Zone Variance and Zone Change

The Zone Variance and Zone Change Chart basically follows standard SZEA process consisting of:

1. Request
2. Planning Body Staff Review
3. Technical Review by Agencies, if Required
4. Meeting of Applicant and Planning Body
5. City Council's Meeting (open hearing)
6. Decision

This process can take from two to four weeks, longer if more reviews are necessary.

Guam's process is the same in essence. The Planning Body is the Territorial Planning Commission (TPC). Its staff is the Department of Land Management (DLM). Previous to Executive Order 75-24, the technical review was carried out independently by difference agencies as needed. Executive Order 75-24 established the Subdivision Review Committee (SDRC) which consists of representatives from:

Department of Land Management (DLM)
Department of Public Works (DPW)
Department of Parks and Recreation (DPR)
Guam Environmental Protection Agency (GEPA)
Public Utility Agency of Guam (PUAG)
Bureau of Planning (BP)

Subdivision Review Committee's review is discussed with the applicant in an open meeting, and findings are recommended to the Territorial Planning Commission.

A public hearing is held by the TPC, and it is followed by an open meeting between TPC and applicant. After the meeting, TPC makes its decision.

An additional step has been included in the process with the enactment of P.L. 12-108. If the area is within the Seashore Preserve as defined by P.L. 12-108 and amended by P.L. 13-154, then the Seashore Protection Commission (SPC) is to review the application and make a decision, as well as the TPC. The SPC is a different body than the TPC; thus two meetings are necessary. At present both bodies have the same members, but two separate meetings are held, usually on the same day.

The TPC's decision on zone changes are forwarded to the Governor who reviews the application and findings, then makes his decision. Decision by the Governor and approval are forwarded to the Legislature. If the Legislature sees a need for amendment or repeal, then the legislative process is put into motion.

Appeals are made through the courts, except on the Governor's decision. Appeals can be made to the Governor within 15 days of his decision. After that time the court process is used.

This process is thorough, and would be acceptable if proposed development required only infrequent or major zone changes. As it stands, however, there are unusually large numbers of requests by individuals desiring zone changes or variances and this process becomes costly in both time and money for the applicant. These factors would lead to the conclusions that either the zoning map itself needs updating, or the variance and revision process may be unnecessarily cumbersome. We subscribe to both conclusions.

Zone variance follows the same process, except that approval by the Governor is not required. The average time required for processing of a zone change is three months.

Zone changes also occur via legislative process, circumventing application, SDRC's review and TPC's decision. There is nothing in the zoning law which prevents the Legislature from rezoning. On Guam, legislative rezoning is a stumbling block for land-use planners. Legislative rezoning has occurred which was not in compliance to the "Master Plan," such as the areas between Dededo and Yigo, and the areas on the cliffline above Tumon Bay, both rezoned "Commercial" by legislative process. "Agricultural" areas have been rezoned "Residential" by the Legislature even though there have been no infrastructure facilities, and the Government of Guam agencies responsible for infrastructure had no plans for immediate construction in those areas. The frequency that such bills come before the Legislature, gives great concern to land-use planners, even if such bills do not become law.

Reference: Appendix A, Chart III, p. A-3.
Appendix B, Forms A, p. B-1.

D. Chart IV - Subdivision Approval

The process for standard subdivison has several decision steps. The SDRC, TPC, and DPW, all indicate approval or disapproval of tentative plans; DPW's concern based on indicated site improvements. TPC then gives approval or disapproval on final plans and passes approved plans to the Governor with findings for final decision.

Lot parcelling (Parental Subdivision) and Agricultural Subdivision are exempt from portions of the subdivision approval procedures (Chapter II, Title XIX), and improvements (Chapter V, Title XIX) by Chapter III, Title XIX. The Territorial planners approves the application. In cases of disapproval, applicants may appeal to the TPC.

A problem not directly involving the process but strongly influencing it is that the rules and regulations for Title XIX are not being implemented as a result of a Court Order (Civil Case 334-74) issued in favor of Guam's Land Surveyors Association.

Reference: Appendix A, Chart IV, p. A-4.
Appendix B, Forms B, p. B-17.

E. Chart V - Planned Unit Development (PUD)

Planned Unit Development (PUD) is a device emphasizing unified development of an area based on an integrated plan meeting six general criterias. These consider such things as area size being suitable for the proposed development, compatibility with surrounding uses, lot coverage, "appropriate evolution of the Master Plan" for that area, etc. The procedure for establishing a "PUD" district is essentially the same as that for rezoning of an area, providing that a detailed plan is submitted and discussed with the TPC. While the objective of the PUD concept is sound, and the process itself thorough (though somewhat complex), the various reviewing entities have a responsibility, sometimes overlooked, to ensure that the variances within a PUD's proposal are solidly in line with the criteria for its establishment. Otherwise, the PUD's process leads to the same type of poorly planned development as ad-hoc rezoning.

Reference: Appendix A, Chart V, p. A-5.
Appendix B. Forms B, p. B-30.

F. Chart VIA & B - Building Permits

The most frequently used process, that of building permits, is controlled by the Department of Public Works. Within this process is included issuance of occupancy permits following final inspection by DPW, EPA, PUAG, and Fire Department.

The major deficiency to planners with this process centers around procedures for outright violation of the building permits process. Often individuals completely ignore established rules, regulations, and code. The Department of Public Works Building Official is empowered by law to issue stop-work orders. However, in cases where the damage is already done, the overloaded court system is practically unable to deal with violators.

As shown in Chart VIB, agencies do have the chance to review some applications, however, do not have the power to halt a project felt to be inconsistent to rational planning practices.

Reference: Appendix A, Chart VIA & B, p. A-6 & 7.
Appendix B, Forms C, p. B-34.

G. Chart VII - Land-Use Permits and Agricultural Leases

Land-use permits are a licensing process by which non-utilized Government of Guam land can be used for a temporary period by private individuals. The permit is for one year, or less if Government of Guam selects the use for specific use, and renewable.

While the process itself presents no problems, the land-use permit situation does have problems, in that not all Government of Guam land has been surveyed; thus accurate land maps are non-existent.

Another problem with permits granted for agricultural use has been the grantees use of lands for residence without conforming to the environmental standards of the area.

Reference: Appendix A, Chart VII, p. A-8.
Appendix B, Forms D, p. B-38.

H. Chart VIII - Agricultural preserves

P.L. 12-225 enables the Department of Agriculture to establish Agricultural Preserves. Though the law was enacted by the Twelfth Guam Legislature, at present, (almost the end of the Thirteenth

Guam Legislature) no preserves have been established. (The process shown here was extracted from P.L. 12-225 since no actual process has been established).

Reference: Appendix A, Chart VIII, p. A-9.

I. Chart IXA & B - Corps of Engineers Permits

Guam, being an island, requires controls for land use along the shoreline, and in the waters adjacent to the shore. Construction on, in, and under the waters require a permit from the Department of the Army through the Corps of Engineers. Some projects require permits or approval from other federal agencies depending on the project and location. Agency's approvals required and enabling legislation for COE permitting appears in Appendix B, Forms F, Page B-46.

Chart IXA is a simplified chart of the overall process supplied by Corps of Engineers. Chart IXB was developed locally with the local offices of the Corps of Engineers and the Department of Land Management.

Notice should be taken of the portion of Chart IXB which shows Government of Guam coordination. Such a process might well be incorporated into the other processes to solve inter-agency problems that exist. At times applicants do not realize that local and other federal permits may be required before a Corps permit can be granted. Conversely, a number of cases have occurred where a Corps permit had not been obtained prior to placement of structures within the surrounding waters of Guam. It would also be nice if a decision could be reached regarding the question of extended jurisdiction of the Corps to "all waters" under the later phases of the 404 Permit Program.

Reference: Appendix A, Chart IXA, p. A-10.
Chart IXB, p. A-11.
Appendix B, Forms F, p. B-45.

J. Submerged-Land Permit

At the time of preparation of this report, a submerged-land permit process is being developed by DLM, pursuant to Federal P.L. 93-435 Submerged land Act. ~~(83 U.S.C. 1210)~~, and by virtue of authority to the Director of Land Management on November 14, 1974. This will be examined in an update to this report.

Reference: Appendix B, Form G, p. B-51.

APPENDIX A

PERMITTING PROCESS FLOW CHARTS

CONTENTS

Chart I	Land-Use Control Legislation	A 1
Chart II	Guam Legislative Process	A 2
Chart III	Zone Variance and Zone Change	A 3
Chart IV	Subdivision Approval	A 4
Chart V	Planned Unit Development	A 5
Chart VI A	Building Permits	A 6
Chart VI B	Building Permits - Agency Review	A 7
Chart VII	Land-Use Permitting Process	A 8
Chart VIII	Agricultural Preserves	A 9
Chart IX A	Corps of Engineers Permit Process	A 10
Chart IX B	Corps of Engineers Permit Process	A 11

CHART I - LAND-USE CONTROL LEGISLATION

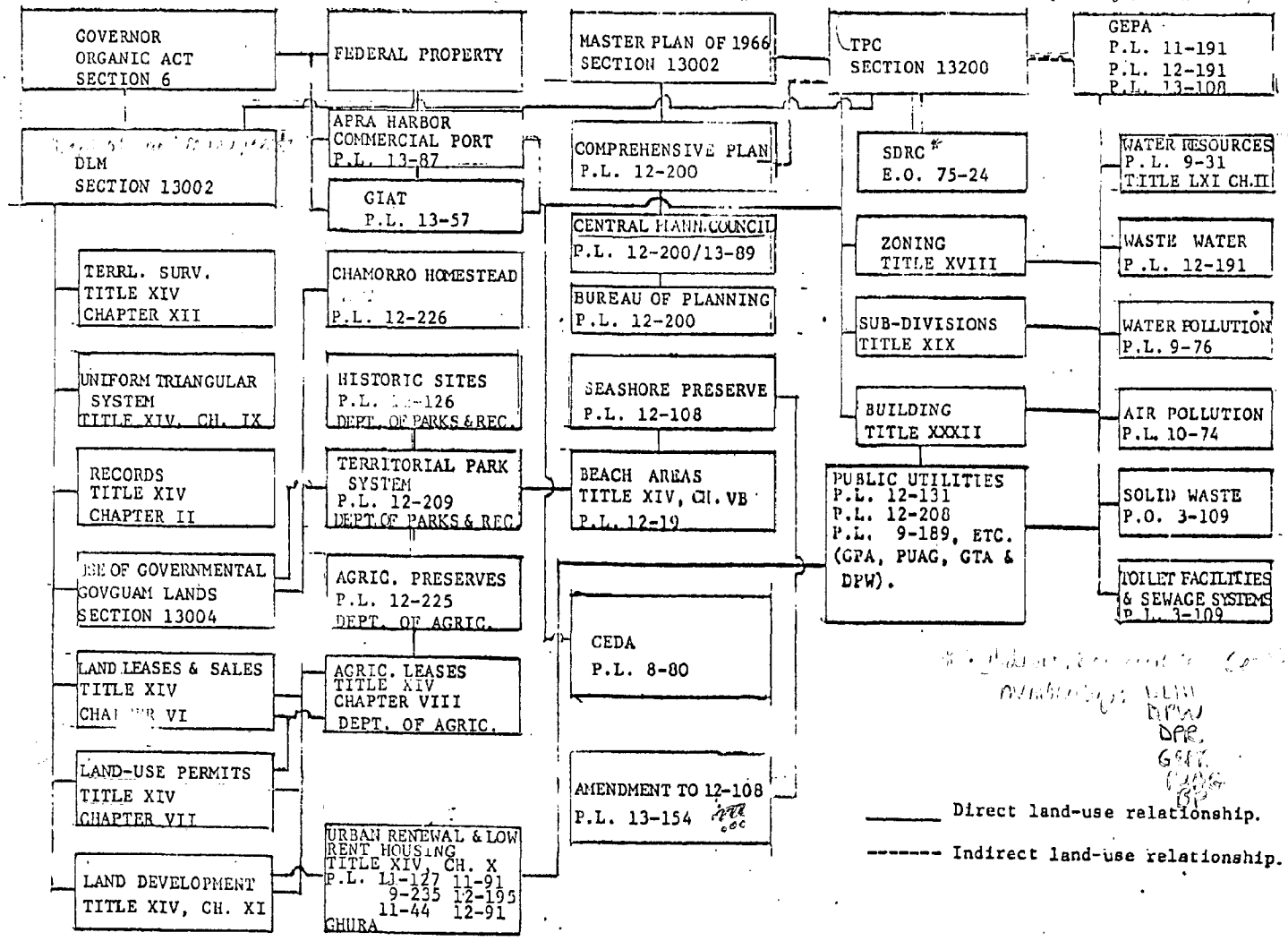


CHART II - GUAM LEGISLATIVE PROCESS

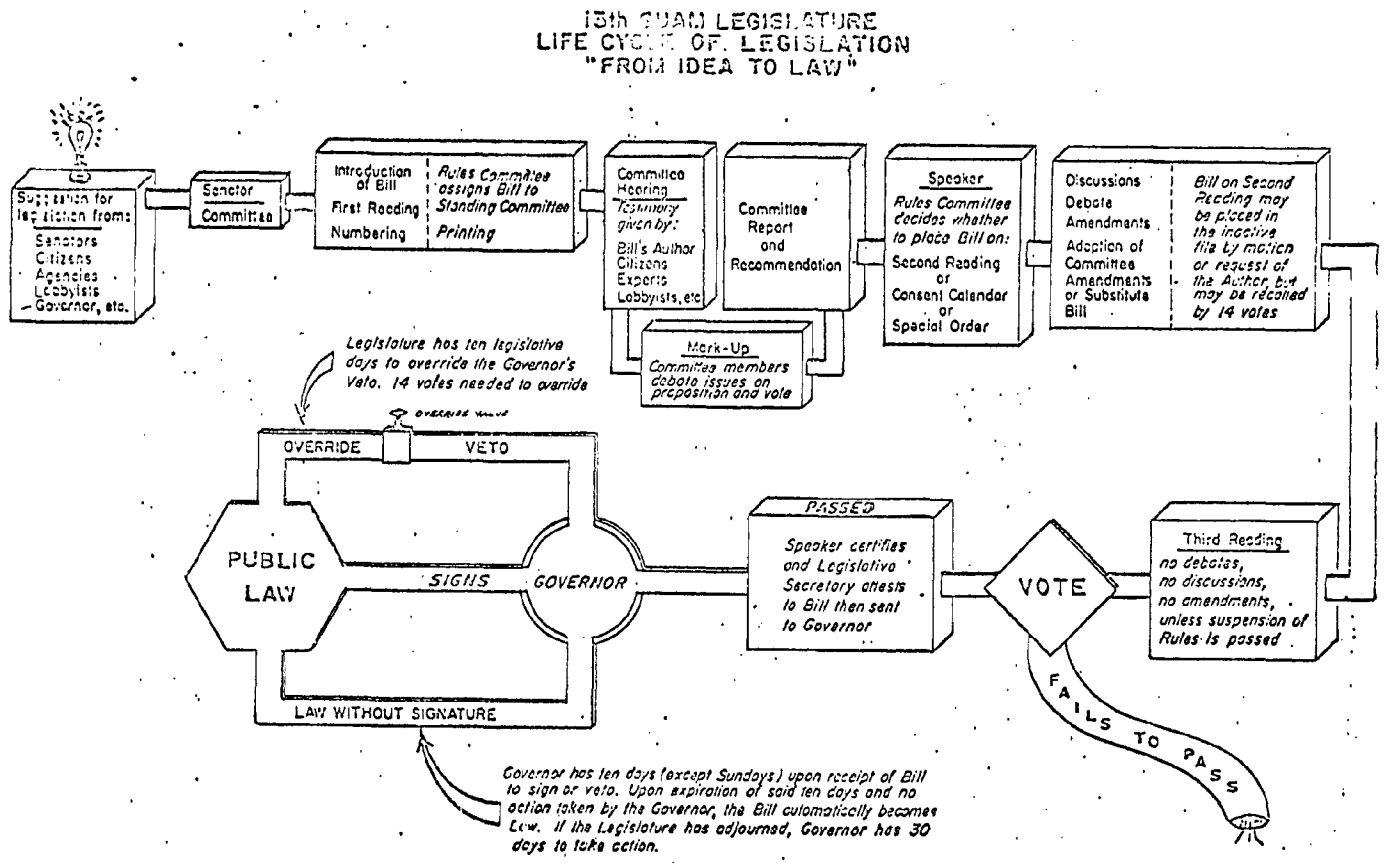


CHART III - ZONE VARIANCE AND ZONE CHANGE

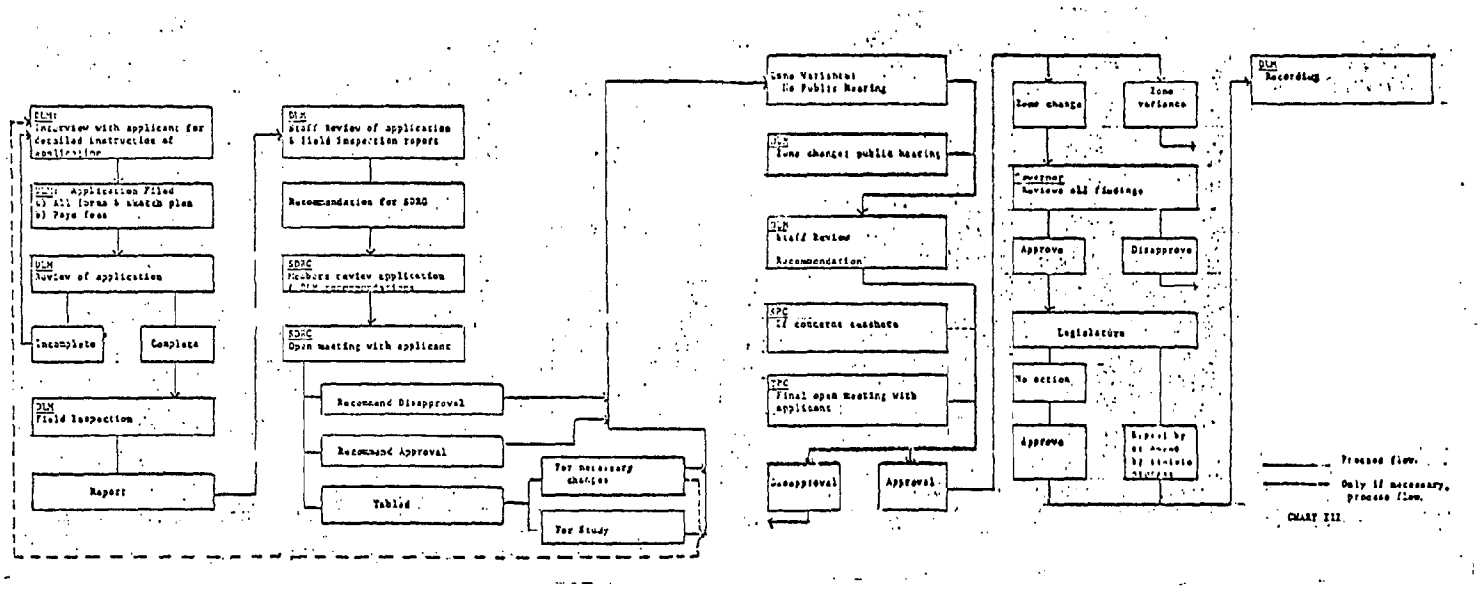


CHART IV - SUBDIVISION APPROVAL

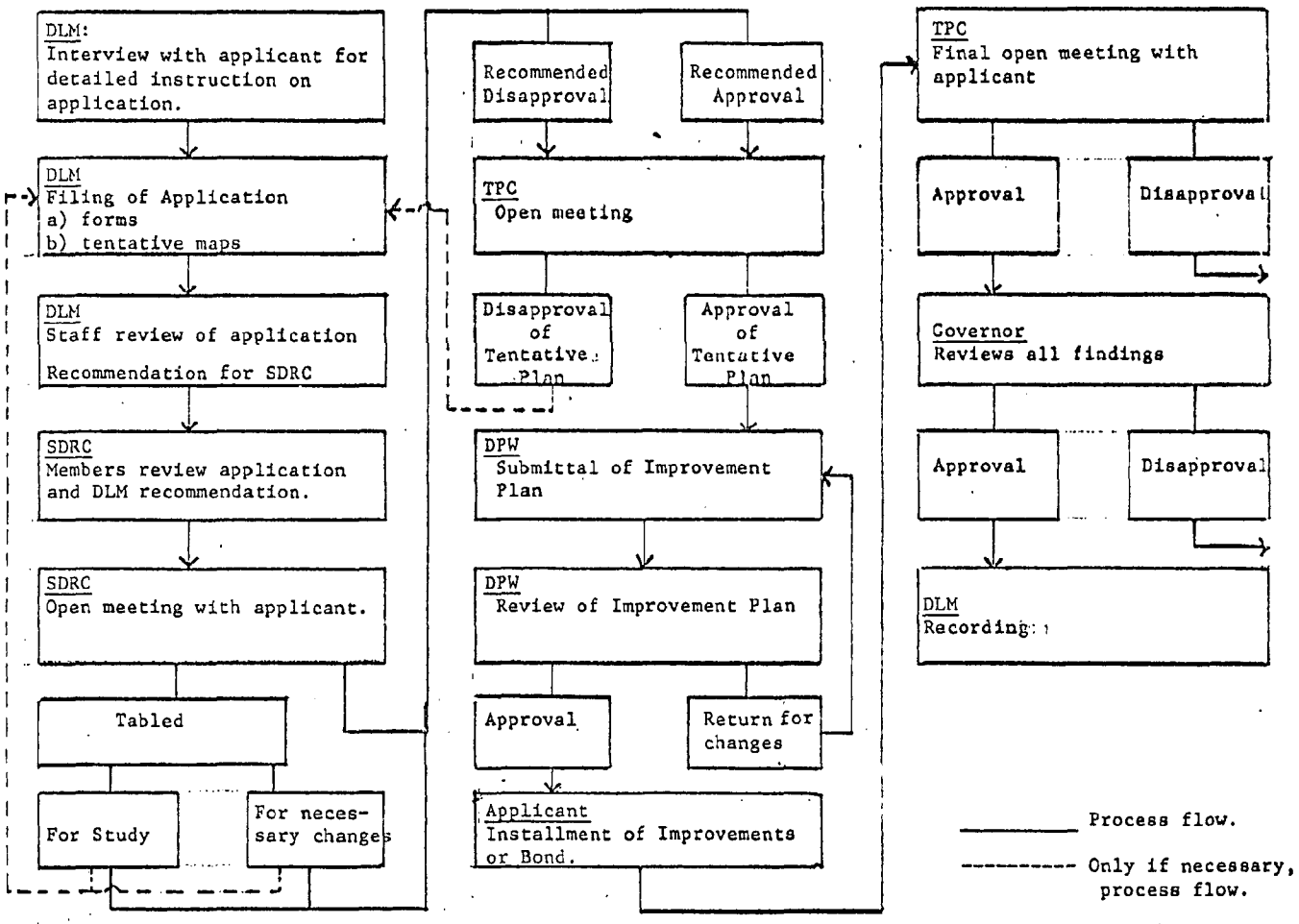


CHART V - PLANNED UNIT DEVELOPMENT

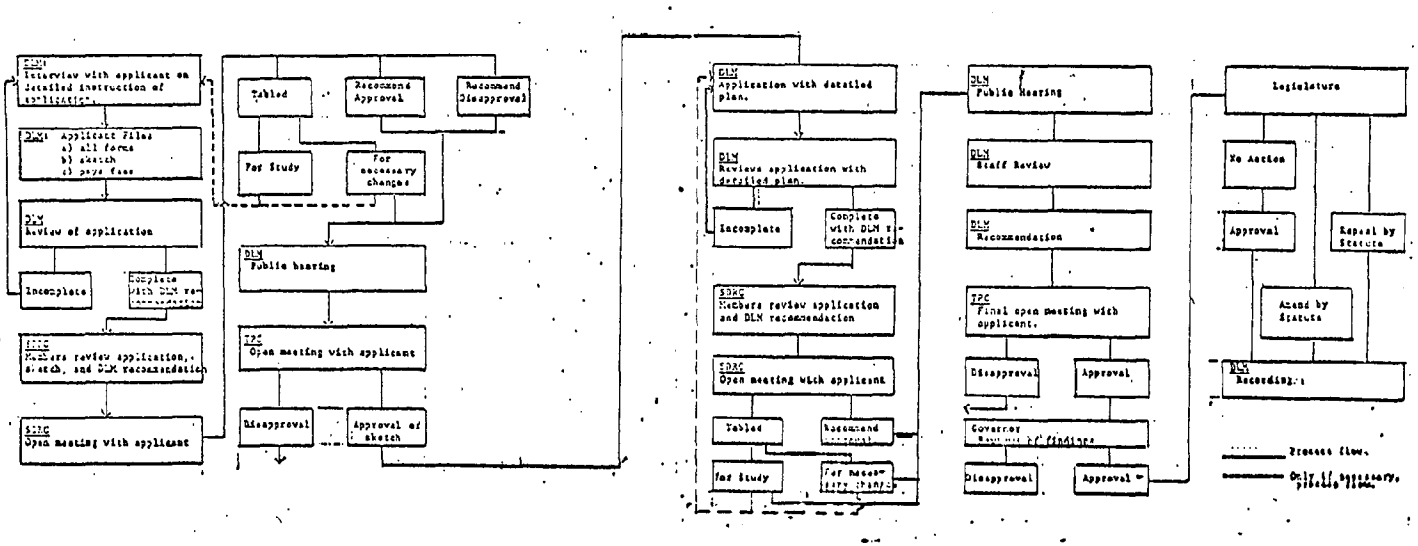


CHART VI A - BUILDING PERMITS

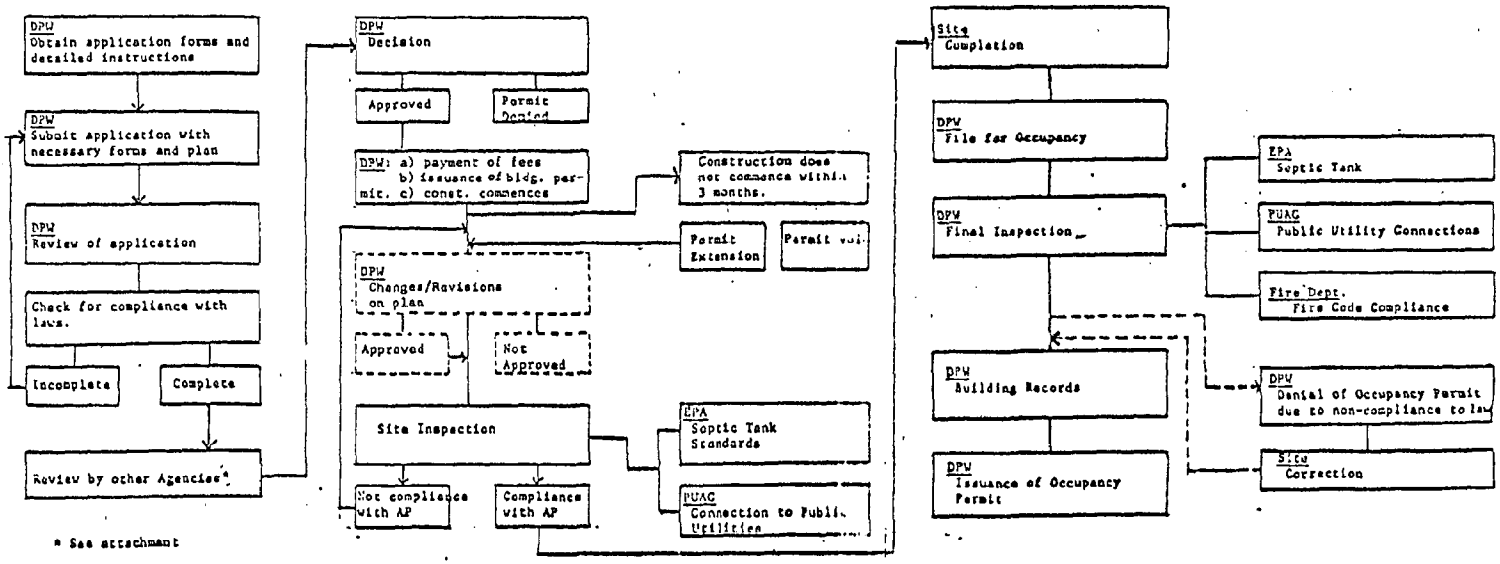


CHART VI B - BUILDING PERMITS - AGENCY REVIEW

* Attachment

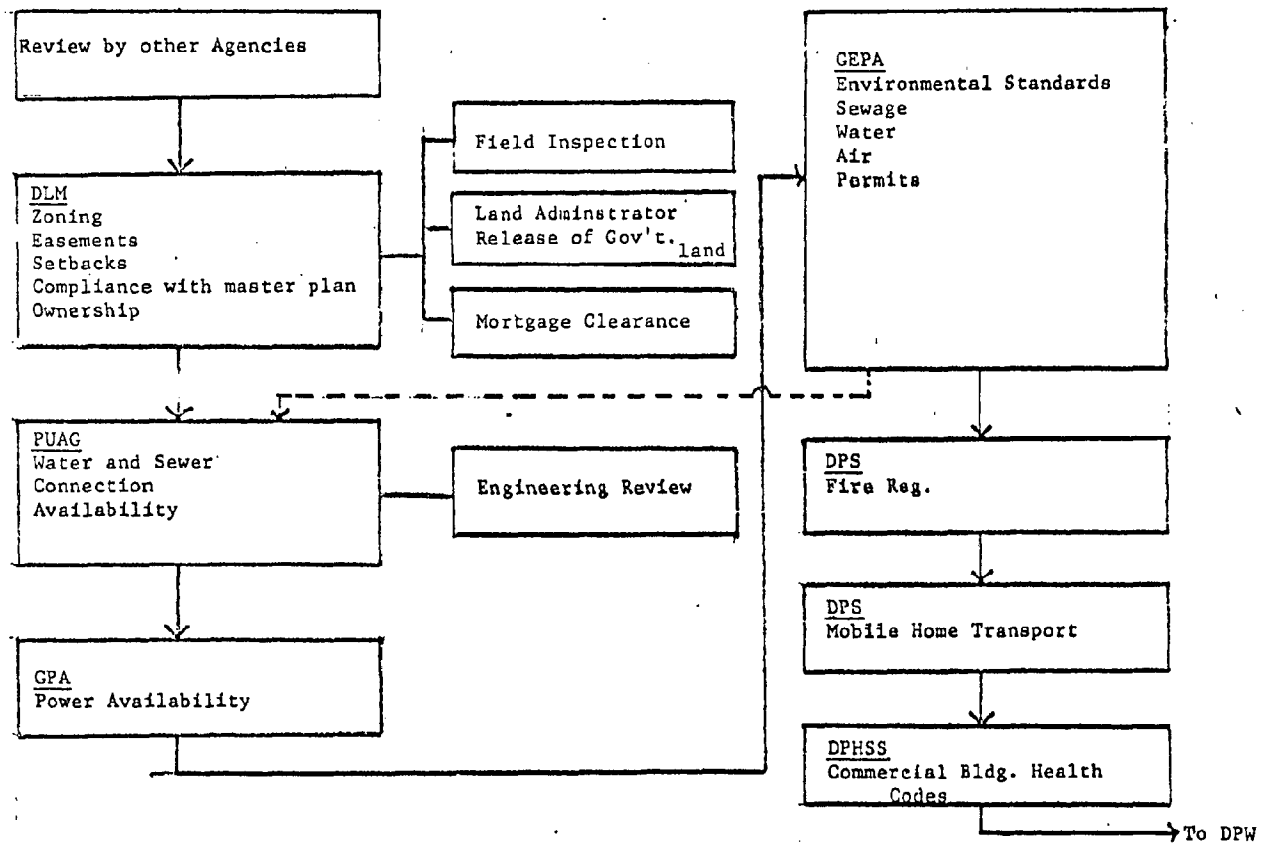


CHART VII - LAND-USE PERMITTING PROCESS

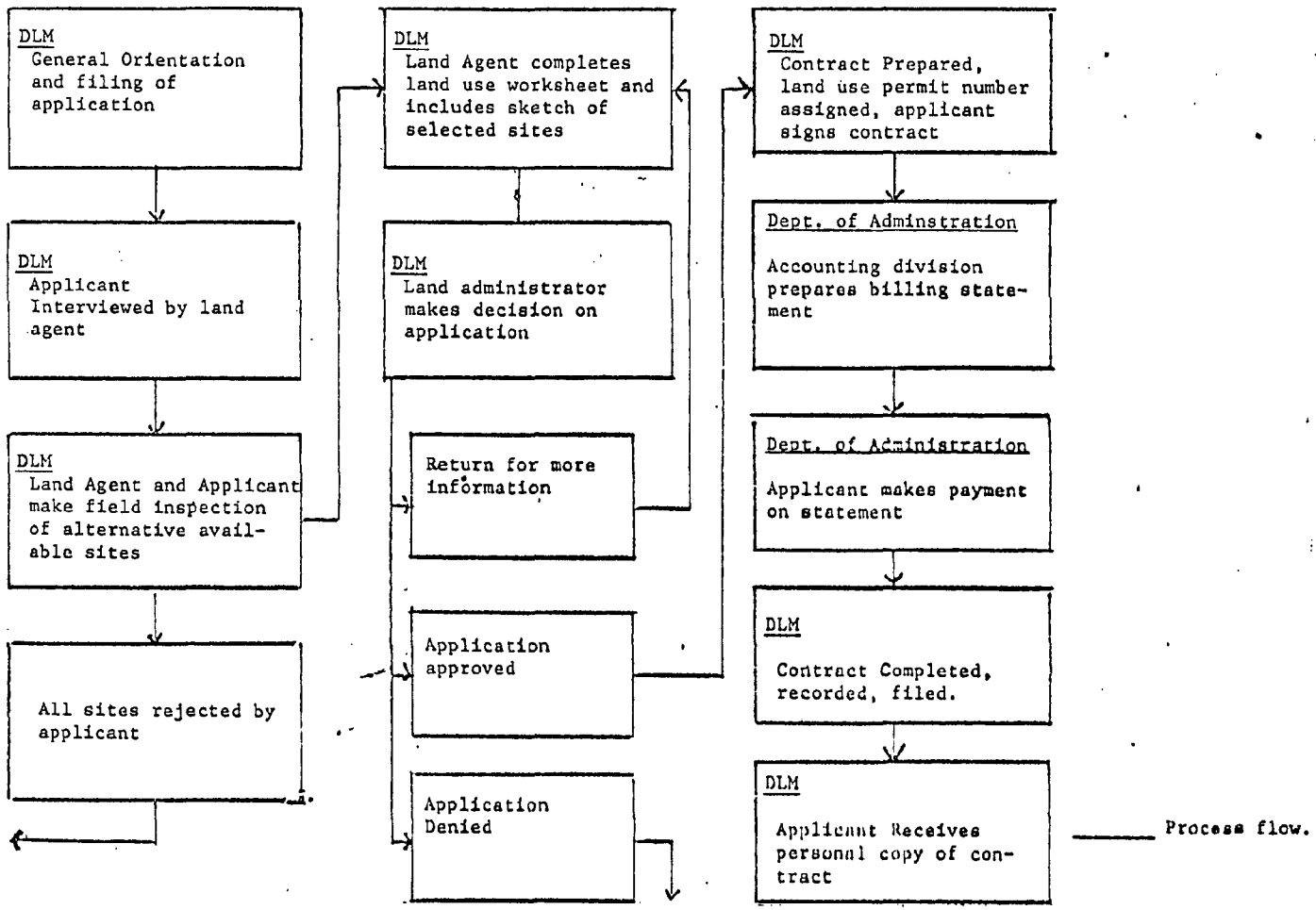
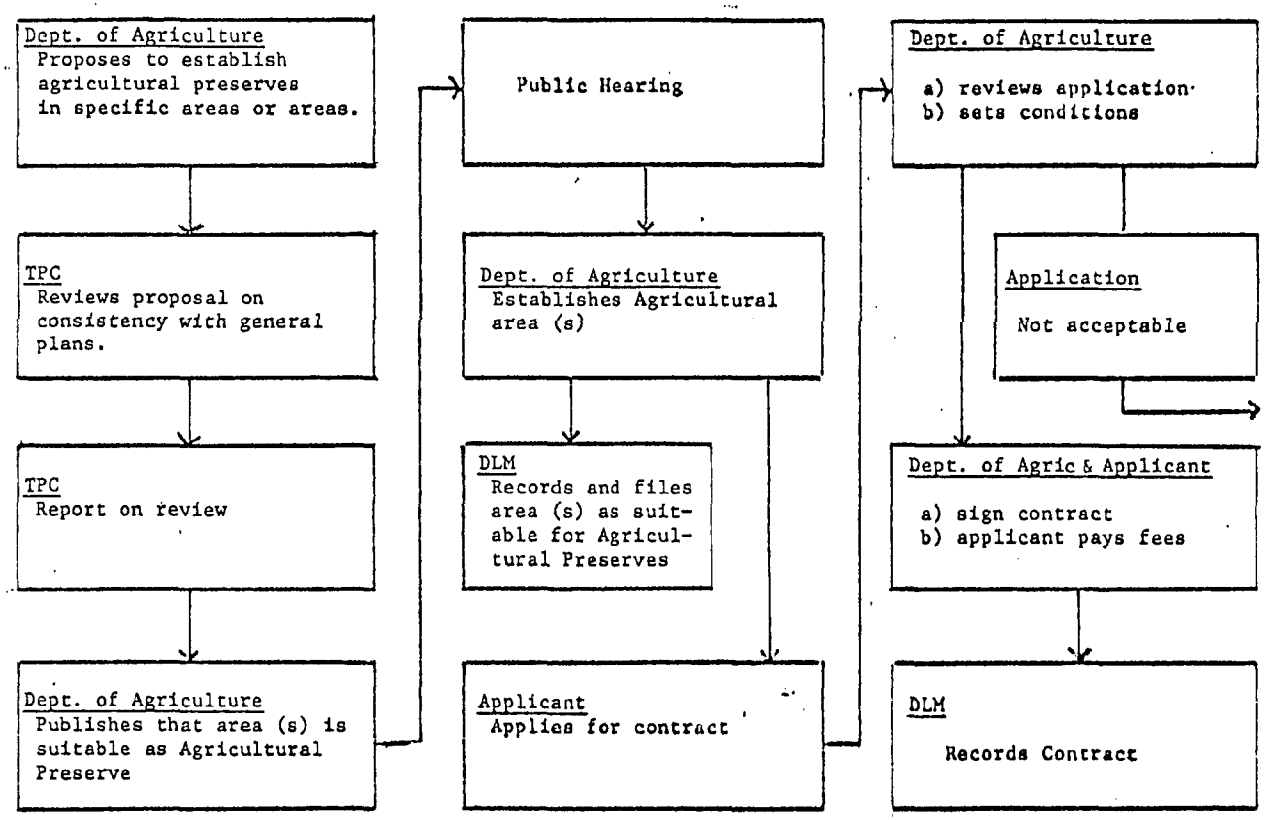


CHART VIII - AGRICULTRUAL PRESERVES

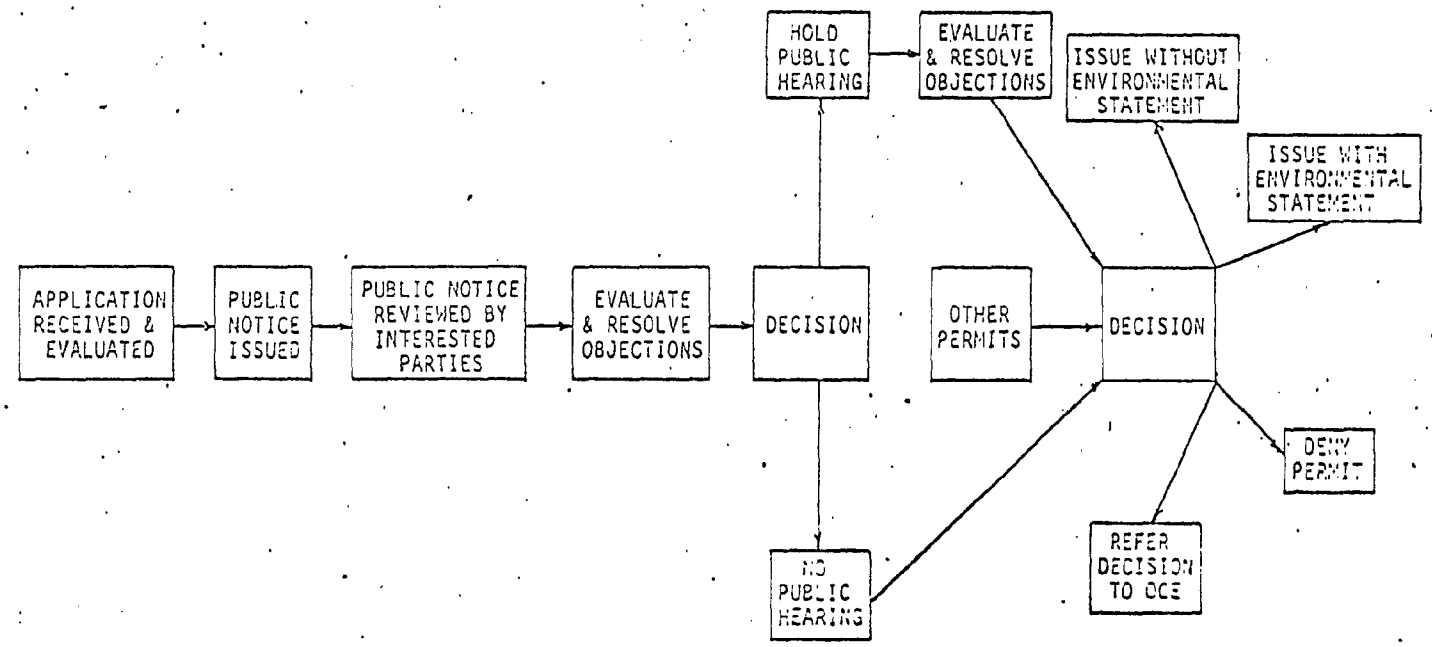
P. L. 12-225



Process flow.

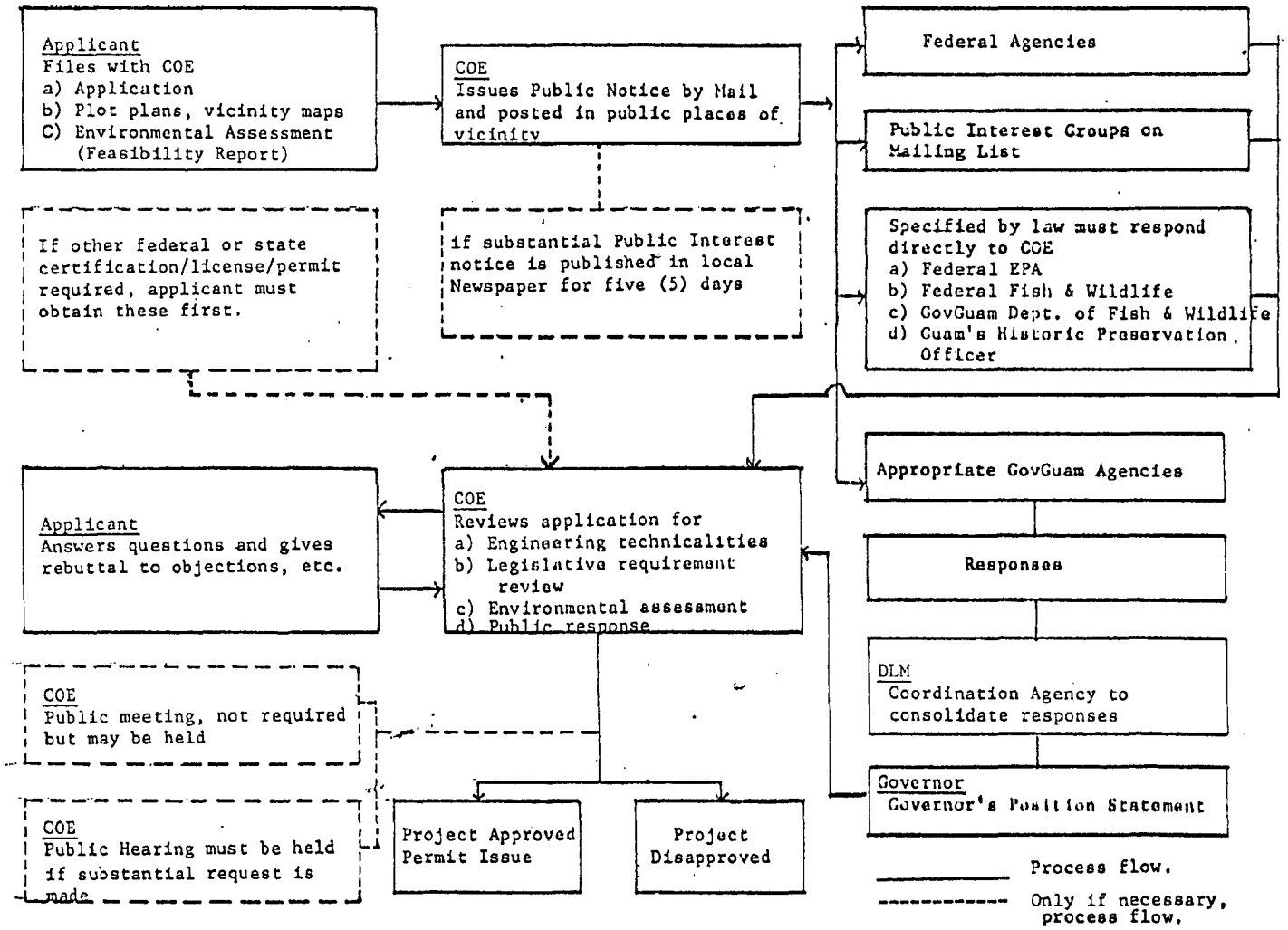
CHART IX A - CORPS OF ENGINEERS
OVERALL PROCESS*

PERMIT PROCESSING FLOW CHART



* Furnished by COE
Honolulu Office

CHART IX B - CORPS OF ENGINEERS - DETAILED PROCESS



FORMS A

ZONE CHANGES AND VARIANCES

TERRITORIAL PLANNING COMMISSION
AGANA, GUAM

INSTRUCTIONS ON FILING FOR ZONE CHANGE

DEPARTMENT OF LAND MANAGEMENT
PLANNING DIVISION
AGANA, GUAM 96910
TELEPHONE 772-8851

To the Applicant:

This instruction supplement intends to provide basic answers to the most common questions asked by prospective applicants. This supplement provides samples of the types of desired maps and also acts as a general guide which will be very helpful in providing the required information.

Rezoning is a major government concern. Realize that should this application receive final approval by the Governor, this approval carries the full weight of Law. The Territorial Planning Commission in consequence must completely adhere to the requirements of Form ZC-01 and Form PH-01. All the information must be based on empirical data.

In order that a fair and speedy processing of your application can be assured, we require at least one pre-application interview between the Applicant and the Zoning Administrator or his representative. The Planning Staff will provide at no charge to the Applicant, information and certain maps as they become available. It is very important that the applicant consult with the Planning Staff early so that he may be informed on all these particulars.

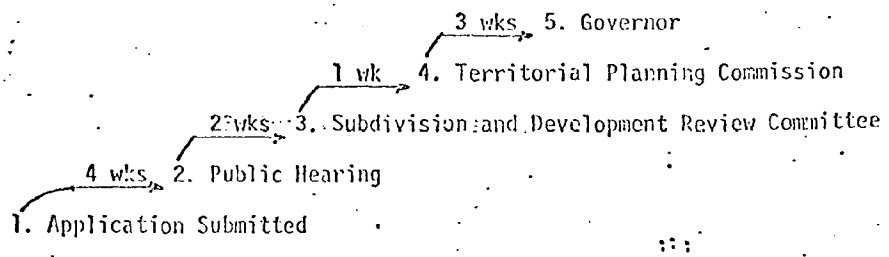
Sincerely yours,

Executive Secretary, TPC

How much time does this Zone Change process involve?

The approximate length of time for this process is three months. Shown below is a typical flow-chart of a typical Zone Change case.

ZONE CHANGE FLOW CHART



Where do I Apply?

Upon completion of your application, carefully review for accuracy and completeness. Handcarry the completed forms, with the appropriate maps and exhibits, to the Zoning Administrator, Planning Division, Department of Land Management at the Administration Building in Agana. No applications will be accepted by mail! Upon certification by the Zoning Administrator that your application is complete, your application fee should be submitted. Pay this fee at the Cashier's window. Attach the pink receipt to the application. The application is then assigned a case number and will be scheduled for the next available Public Hearing.

N O T E

WHEN CASE IS READY TO FILE
PLEASE CALL FOR AN APPOINTMENT

772-8851

CHECK LIST

In order to accept your application for Zone Change, it is essential that ALL of the following materials are submitted at the time of filing.

1. Eight copies completed application Form ZC-01
2. Completed application Form PH-01
3. Eight copies of map labeled " I - ZONING MAP - 1,000' RADIUS "
4. Eight copies of map labeled " II - PROPERTY OWNERS - 500' RADIUS"
5. Eight copies of map labeled " III - LAND USE - 750' RADIUS "
6. Eight copies of " ZONE CHANGE - Statement of Justification" labeled "Exhibit B"
7. $ 10.00 filing fee.
8. Additional information required by Chief Planner:

_____

_____

_____

_____

_____

_____

ZONE CHANGE

NO. FY-74- _____

	Applicant	GovGuam		
Step 1.	Informal Interview with applicant (Sketch Plan) Land Management Administrative, Officer, SDRC Review of Application			
Step 2.	Submittal to Land Management Application Form) Plots required) 8 copies Exhibits required) Filing Fee			
		(DLM)	Log in application	1
		(DLM)	Schedule Public He Hearing	2
		(DLM)	Submit Notice to PDN	2
		(DLM)	Notice to Adjacent Property Owners	2
		(DLM)	Transmit Proposal to Administrative Officer, SDRC	2
		(SDRC)	Schedule SDRC	2
		(SDRC)	Prepares Agenda & Distribute to Members	3
		(PDN)	1st Notice Appears in News.	4
NOTE: The SDRC MTG Comes Before the Public HEARING		(SDRC)	Project transmitted SDRC Members for Review Review	5
		(PDN)	2nd Notice Appears in News	13 14
Step 4.	Public Hearing Held in Municipality of Proposed Project			
		(DLM)	Transmit Minutes of Public Hearing to Administrative Officer, SDRC	15 15
Step 3.	SDRC Meeting TPC DLM GEPA PW Building Official PW Highways DOComm. PKS. PUAG Other Agency Reps. Applicant			
		(DLM)	Schedule TPC	16
		(SDRC)	Position Statement Available	19 20
Step. 5	TPC Meeting Zone Change Approved Disapproved			
		(DLM)	Official Minutes of TPC decision (Zone change) Available	31
		(DLM)	Transmit to Governor for Approval	62
Step 6	Governor Approval Zone Change filed with DLM Disapproval Appeal must be filed within 15 days	(DLM)	Notice of Action	

INSTRUCTIONS FOR FORM ZC-01

PLEASE PRINT OR TYPE

No. 1. If applicant is not owner or lessor, state relationship and attach authorizing document. If owner or lessor is a corporation, signer must declare affiliation.

No. 2. Locational description can be obtained from the owner's Certificate of Title or from the most recent documented survey map.

No. 3. A list of typical property uses can be obtained from the Zoning Administrator.

No. 4. Consult with the Zoning Administrator for verification of present zoning district.

No. 5. Please be brief and concise.

No. 6. (a) Eight copies of a map showing existing zoning of property within a 1,000' radius of the subject lot. These maps can be made available on 8 1/2" x 14" xerox sheet by the Planning Staff. Label within one inch of the upper-center of this map " I - ZONING MAP - 1,000' RADIUS." Identify subject lot with diagonal hashed lines.

No. 6. (b) Eight copies of this map are required. One untouched copy of the zoning map previously mentioned will be acceptable as a base map. Show on this map all parcels within 500' of subject lot. There must be a circled number on every parcel referring to the "List of Property Owners - Form PH-01." Label within one inch of upper center of this map " II - PROPERTY OWNERS - 500' Radius." Identify subject lots with diagonal hashed lines.

No. 6. (b) 2. Eight copies of this map are required. One untouched copy of the zoning map previously mentioned will be acceptable as a base map. Label within one inch of the upper-center of this map " III - LAND USE - 750' RADIUS." Show land use on all property within 750' of subject lot. Identify subjectlot with diagonal hashed lines. Please use the following symbol system in preparing this map:

- Single family residence
- Duplex (2 residential units in 1 structure)
- Quadruplex (4 residential units in 1 structure)
- Use this symbol for any residential structure in excess of 4 units e.g. (24) -24 units
- (V) - Vacant
- Commercial and Industrial Use. Number in triangle must refer to the "List of Commercial and Industrial Uses" as shown on sample maps at the Department of Land Management-

No. 6. (b) 3. This information is included in the base map. Any recent parcelling of the subject lot must be entered on to the base map. Subject lot must have legal access and utility easements. Use the following color system to show the required utility:

Red - water
Blue - Sewer
Green - Power

One of the three access road surface conditions itemized on "A" of " Label Exhibit A" must be checked. Staple this label to " III - LAND USE- 750' RADIUS."

No. 6. (b) 4. This information is accomodated by "No. 2" in " III - LAND USE - 750' RADIUS."

No. 6. (b) 5. Fill in document number on "B" of "Label Exhibit A."

No. 6. (c) Please use form "Exhibit B."

No. 6. (d) Make checks payable to "Treasure of Guam."

No. 6. (e) Not required if marked "Not Applicable" by Chief Planner.

INSTRUCTIONS FOR FORM PH-01

PLEASE PRINT OR TYPE

This form is the required supplement to " II - PROPERTY OWNERS - 500' RADIUS." required on No. 6. (b) 1. of Form ZC-01. Please follow the self-explanatory instructions.

Planning Division Form No. ZC-07

Application No. FY-75-3

APPLICATION FOR ZONE CHANGE
TERRITORIAL PLANNING COMMISSION
AGANA, GUAM

TO: Executive Secretary, T.P.C., c/o Planning Division, Department of Land Management

The undersigned, owner(s)/lessor(s) (Underline one), of the following legally described property hereby request the consideration of change in zoning district classification as specified below:

1. Name of Applicant: _____

   Mailing Address: _____

   Home Phone: _____ Business Phone: _____

2. Locational Description: Subdivision Name: _____

   Lot _____ Block _____ Tract: _____

   Village: _____ Municipality _____

3. Existing Use(s) on Property: _____

   _____ Area: _____

4. Present Zoning District: _____ Proposed Zoning District: _____

5. Proposed Use(s) on Property _____

   _____

6. Supporting Information and Fee. The following information must be attached to this application:

   a. One map showing the existing zoning for at least 1,000 feet around the outer border of the parcels requested for change. This map will also serve as a vicinity map and must contain easily identifiable locational factors. This map must be prepared on an 1/2" x 14" sheet and musthave lot numbers on each lot.

   b. A second map showing all parcels within 750 feet of the outer property lines of the subject parcel(s). This map must also contain:

      1. A number on every parcel referring to the list of Property Owners as required.

      2. Existing land uses on every parcel with commercial and industrial uses identified by name as well as use.

      3. All easements and roads within and adjacent to the property; and, showing all right-of-way widths plus condition of surface.

      4. The nearest location of all public utilities and any easements for same within and adjacent to the property.

      5. The document number of the most recent survey map, recorded in Land Management, showing the subject property.

   c. Applicant must attach a statement declaring in what manner this request is a public necessity; a general public convenience; and, for the general welfare.

   d. The appropriate fee of - $10.00

   e. Additional information as may be required by Chief Planner.

I certify that all information contained in this application and its supplements is true and correct. I also understand that any misrepresentation within this application will void the entire submission.

Date:_____ Applicant:_____

Date:_____ Representative for Applicant:_____

(THIS FORM MAY NOT BE MAILED. APPLICANT, OR HIS REPRESENTATIVE, MUST SUBMIT IN PERSON TO THE PLANNING DIVISION, DEPARTMENT OF LAND MANAGEMENT)

For Official Use Only

Date Filed:_____ Accepted by:_____

Date of Notice in the Newspaper:_____

Date of Notice to Adjacent Property Owners:_____

Date of Public Hearing:_____ At:_____

Fee Paid $10.00 ( )

Date of T.P.C. Action:_____ Condition: Yes (see below)_____ No_____

Conditions of Approval:

_____

_____

_____

_____

_____

_____

Date Notice of Action Sent:_____

Date Submitted to Governor:_____ Date Approved:_____

Date Disapproved:_____ Date of Recording:_____

Document No. of Recordation:_____

Date Notice of Governor's Action Sent to Applicant:_____

NOTES:

_____

_____

_____

_____

Date Transmitted to Legislature and Other Agencies for Information:_____

Date Change of Official Zoning Map:_____

_____
TERRITORIAL PLANNER

LIST OF PROPERTY OWNERS

A list of all property owner's within 500' is required by law. This list must contain the name and mailing addresses with the tract, lot, and block numbers for every parcel within 500' feet of the exterior boundary of the requested change. All government records as well as village commissioners must be consulted for the most current information.

S A M P L E

Lot 4 Owner Rosario C. Cruz

Block 3 Tract 132 Mailing Address P. O. Box 1300

Property owners list No. 1 Agana, Guam 96910

Municipality Dededo

Lot _____ Owner _____

Block _____ Tract _____ Mailing Address _____

Property owners list No. _____

Municipality _____

Lot _____ Owner _____

Block _____ Tract _____ Mailing Address _____

Property Owners LIst No. _____

Municipality _____

Lot _____ Owner _____

Block _____ Tract _____ Mailing Address _____

Property Owners List No. _____

Municipality _____

Lot _____ Owner _____

Block _____ Tract _____ Mailing Address _____

Property Owners List No. _____

Municipality _____

This form must be signed and notarized.

I do swear that all information contained herein is correct and current to the best of my knowledge, after consulting all available government records and the appropriate village Commissioner.

_____ Date

_____ Signature

ACKNOWLEDGMENT

TERRITORY OF GUAM)
) SS:
MUNICIPALITY OF AGANA)

On this _____ day of _____, 19_____, before me personally appeared _____, known to me to be the person/persons whose name/names is/are subscribed to the written instrument, and acknowledgement to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto affixed my name and official seal in Agana, Guam the day and year first above written.

_____
NOTARY PUBLIC
In and for the Territory of Guam
My Commission expires:_____

NOTICE!!

If all property owners within 500' feet are not included, this entire application is subject to rejection at any time.

LIST OF COMMERCIAL AND INDUSTRIAL USES

This list refers to the numbered triangles on "III -Land Use - 750' Radius." The appropriate numbered triangles on this sheet expands on the specific details of that commercial or industrial use.

S A M P L E

1. Name of Establishment: Tha Tailless Monkey
2. Type of Activity: Tavern

---

1. Name of Establishment: _____
2. Type of Activity: _____

1. Name of Establishment: _____
2. Type of Activity: _____

1. Name of Establishment: _____
2. Type of Activity: _____

1. Name of Establishment: _____
2. Type of Activity: _____

1. Name of Establishment: _____
2. Type of Activity: _____

1. Name of Establishment: _____
2. Type of Activity: _____

1. Name of Establishment: _____
2. Type of Activity: _____

Label Exhibit "A"
(Staple this Label to " III - LAND USE - 750' RADIUS)

A. Surface condition of access road to subject lot:
_____ Paved _____ Coral _____ Dirt (Check ✓)

B. Document Number of most recent survey map: _____

ZONE CHANGE - STATEMENT OF JUSTIFICATION

EXHIBIT "B"

Justify your request for this Zone Change. Please use No. 6 (c) of Form ZC-01 for reference.

_____
Signature of Applicant

** ZONE VARIANCE
CONDITIONAL USE
NO. FY-74- _____

	Applicant	GovGuam		
Step 1.	Informal Interview with applicant (Sketch Plan) Land Management Administrative, Officer, SDRC Review of Application			
Step 2.	Submittal to Land Management Application Form Plots required } 8 copies Exhibits required Filing Fee			
		(DLM)	Log in application	1
		(DLM)	Schedule Public Hearing	2
		(DLM)	Submit Notice to PDN	2
		(DLM)	Notice to Adjacent Property Owners	2
		(DLM)	Transmit Proposal to Administrative Officer, SDRC	2
		(SDRC)	Schedule SDRC	2
		(SDRC)	Prepares Agenda & Distribute to Members	3
		(PDN)	1st Notice Appears in News	4
		(SDRC)	Project transmitted SDRC Members for Review	5
		(PDN)	2nd Notice Appears in News	13 14
Step 3.	Public Hearing Held in Municipality of Proposed Project			
		(DLM)	Transmit Minutes of Public Hearing to Administrative Officer, SDRC	15 15
Step 4.	SDRC Meeting TPC DLM GEPA PW Building Official PW Highways DOComm. PKS. PUAG Other Agency Reps. Applicant			
		(DLM)	Schedule TPC	16
		(SDRC)	Position Statement Available	19 20
Step. 5	TPC Meeting			
	Zone Variance Approval Disapproval	(DLM) Notice of Action		

** Zone Variances and conditional use permits may bypass steps 3 and 4 upon the discretion of the Chief Planner. (usually minor variances and conditional use permits which have not major impact on the surrounding area do not require a public hearing or SDRC review.)

Application No. FY-74 - _____

APPLICATION FOR VARIANCE
TERRITORIAL PLANNING COMMISSION
AGANA, GUAM

To: Executive Secretary, T.P.C., c/o Planning Division, Department of Land Management

Name of Applicant(s) _____

Mailing Address _____

Phone Number Home _____ Business _____

I (We) am (are) the owner(s)_____ leasor(s)_____ (check one) of:

Locational Description: Subdivision Name _____

Village _____ Lot _____ Block _____

Tract _____ Municipality _____

1. Existing use(s) on property _____

_____

2. Present Zoning District _____

3. Nature of Variance (Describe specifically the nature of the variance)

_____

_____

_____

_____

4. Supporting information and fee. The following information must be attached to this application:

   a. *One set of drawing plans, drawn to scale, showing:*
      - dimensions and shape of lot,
      - size and locations of existing buildings,
      - location and dimensions of proposed buildings or alterations.
   b. *One map showing all significant buildings or uses within 750' of subject lot. (8 1/2 x 14")*
   c. *One map showing any natural or topographic peculiarities of the lot in question. (8 1/2 x 14")*
   d. *The document number of the most recent survey map, recorded in Land Management, showing the subject property.*
   e. *The appropriate fee of $15.00.*

5. Additional information as may be required by the Chief Planner.

6. Justification of Variance. In order for a variance to be granted, the applicant must demonstrate to the Territorial Planning Commission that the following items are true: (Please attach these comments on a separate sheet.)

   a. *Special conditions exist peculiar to the land or building in question that do not apply generally to other property in the same zone.*
   b. *That a literal interpretation of the ordinance would deprive the applicant of rights enjoyed by other property owners.*
   c. *That the special conditions do not result from previous actions of the applicant.*
   d. *That the requested variance is the minimum variance that will allow a reasonable use of the land or buildings.*
   e. *That the granting of such variance will not be contrary to the objectives of the Master Plan and will not be detrimental to the public welfare or injurious to the property and improvements in the neighborhood in which the property is located.*

Application No. FY-74 - _____

APPLICATION FOR CONDITIONAL USE
TERRITORIAL PLANNING COMMISSION
AGANA, GUAM

To: Executive Secretary, T.P.C., c/o Planning Division, Department of Land Management

The undersigned requests approval for the use specified below. Should this application be approved, it is understood that it shall only authorize that particular use described in this application with any conditions or safeguards required by the Territorial Planning Commission.

1. Name of Applicant _____

   Mailing Address _____

   Phone Number Home _____ Business _____

2. Legal Description Lot _____ Block _____

   Tract _____ Municipality/Village _____

3. Existing Use _____

4. Property Presently Zoned As _____

5. Description of Conditional Use _____

   _____

6. Supporting Information: (All the below must be attached to this form before the request will be accepted.)

   a. *Two copies of a plan showing: a vicinity map, lot lines and area of lot, location of all existing structures, proposed structures, parking and loading areas, access and traffic circulation, open space, landscaping, signs and setback distances.*

   b. *A written statement explaining the compatability of the proposed project with adjacent and neighborhood developments as they exist.*

Date: _____ _____
Applicant

(THIS FORM MAY NOT BE MAILED. APPLICANT, OR HIS REPRESENTATIVE, MUST SUBMIT IN PERSON TO THE PLANNING DIVISION, DEPARTMENT OF LAND MANAGEMENT.)

Notes:

7. If this request requires a Public Hearing, the following will be required:

   a. *List of all property owners within 500 feet (Form PH-01).*
   b. *A map showing all parcels within 500 feet with numbers indexed to above list.*

I certify that all information contained in this application and its supplements is true and correct. I also understand that any misrepresentation within this application will void the entire submission.

Date: _____ _____
Applicant

(THIS FORM MAY NOT BE MAILED. APPLICANT, OR HIS REPRESENTATIVE, MUST SUBMIT IN PERSON TO THE PLANNING DIVISION, DEPARTMENT OF LAND MANAGEMENT.)

- -

For Official Use Only

Date Filed _____ Accepted By _____

Date of Notice in the Newspaper _____

Date of Notice to Adjacent Property Owners _____

Date of Public Hearing _____ At _____

Fee Paid $15.00 ( )

Date of T.P.C. Action _____ Conditions: Yes (see below)_____ No_____

Conditions of Approval:

_____

_____

_____

_____

_____

T.P.C. Resolution Number _____

Date Notice of Action Sent _____

_____
TERRITORIAL PLANNER

For Official Use Only

Date Filed _____ Accepted By _____

Date of Notice in the Newspaper _____

Date of Notice to Adjacent Property Owners _____

Date of Public Hearing _____ At _____

Fee Paid $15.00 ( )

Date of T.P.C. Action _____ Conditions: Yes (see below) ____ No ____

Conditions of Approval

_____

_____

_____

_____

_____

T.P.C. Resolution Number _____

Date Notice of Action Sent _____

_____
TERRITORIAL PLANNER

FORM Z. C. TO G.T. - 01

GOVERNMENT OF GUAM

AGANA

Speaker, Twelfth Guam Legislature
Post Office Box 379
Agana, Guam 96910

Dear Mr. Speaker:

Pursuant to Section 17627 of Public Law 1-88, transmitted herewith for your information are the recent amendments to the "Official Zoning Map". The following amendment(s) was/were approved by the Territorial Planning Commission at its meeting of

_____.
Month / Day / Year

Sincerely yours,

_____
Executive Secretary
Territorial Planning Commission

Enclosures:

Lot Number(s)/Municipality	Rezoning Action
_____	From:_____ To:_____
_____	From:_____ To:_____
_____	From:_____ To:_____
_____	From:_____ To:_____
_____	From:_____ To:_____
_____	From:_____ To:_____

Copies to: Manager, Guam Power Authority
Director, Department of Public Works
Director, Public Utility Agency of Guam
Director, Public Health and Social Services
Administrator, Territorial Planning Commission
Governor's Office

FORMS B

SUBDIVISION AND PLANNED UNIT DEVELOPMENTS

APPLICATION

TERRITORIAL PLANNING COMMISSION

AGANA, GUAM

_____
Name of Applicant

_____

_____
Mailing Address

Business _____ Home _____
Telephone Number

_____
Subdivision Name

_____ to _____
Present Zoning Proposed Zoning

_____ _____
Municipality Village

Lot _____, Blk _____, Tract _____

Location

_____
Document Number

_____
Certificate of Title No.

_____
Property Owner

_____
Grid Coordinates

Acres _____ Sq. Meter _____
Lot Area

Sanitary Sewer at site: Yes _____; No _____; Size _____;

Location _____

Storm Sewer at site: Yes _____; No _____; Size _____;

Location _____

PUAG Water at site: Yes _____; No _____; Size _____;

Location _____

Type of Street at site _____

Curb: Yes _____; No _____; Sidewalk: Yes _____ No _____

Electricity at site: Yes _____; No _____:

Location _____

Street lighting at site : Yes _____; No _____;

Location _____

PLANNING INFORMATION FOR SUBDIVISION AND DEVELOPMENT

Check One

Preliminary Review _____
Master Plan Approval _____
Tentative Subd. Map _____

DATE _____

SUBDIVISION NAME _____

LOCATION _____

LOT NUMBER _____

OWNER _____

ARCHITECT _____

MIXTURE OF UNITS	No. of Units	ACRES: Total Area (Gross)	ACRES: Total Lot Area (Net)	ACRES: Units Per Acre (Gross)	ACRES: Units Per Acre (Net)	SQUARE FEET: Average Lot Area	SQUARE FEET: Minimum Lot Area	SQUARE FEET: Average Floor Area Per Unit	SQUARE FEET: Average Paved Area Per Unit (Carport, Driveway, Patio)
Single Family Detached									
Single Family Attached									
Duplex									
Townhouse									
4-8 Plex									
8-16 Plex									
High Rise ( ) Stories									
COMMERCIAL									
Neighborhood									
Community									
Regional									
RECREATION									
Passive									
Active									
SCHOOL									
Elementary									
Jr. High									
Sr. High									
TOTAL									
STREETS									
Minor Residential									
Collector									
Arterials									
STORM WATER									
Ponding Basin									
Drainage Channels									
OTHER									
TOTAL LOT AREA									

APPLICATION NO.____FY75

TENTATIVE SUBDIVISION APPROVAL

TERRITORIAL PLANNING COMMISSION

AGANA, GUAM

TO: Executive Secretary, T.P.C., c/o Planning Division, Department of Land Management

The undersigned, owner(s) lessor(s) (underline one), of the following legally described property hereby request the consideration of tentative subdivision approval as specified below:

1. Name of Applicant (owner)_____

   Mailing Address_____

   Phone Number: Home_____ Business_____

   Name of Registered Surveyor_____ Reg. No._____

2. Location Description: Subdivision Name_____

   New Lot Nos._____ Block_____ Tract_____

   Village_____ Municipality_____

   Former Basic Lot No._____ C.T.,_____ Doc.#_____

   Registration Date_____

3. Existing Use_____ Average Lot Size_____

   Area_____ Number of Lots_____

4. Existing Zoning_____

5. Proposed Use(s) on property_____

6. Supporting information and Map Form and Fees:

CHAPTER IV

Requirements for Plans and Maps

Section 18300. Form of tentative plans. Tentative plans will include six (6) copies of a subdivision map, two (2) copies of a statement of intent by subdivider, and two (2) copies of subdivision improvement plans.

(a) The subdivider shall cause the tentative subdivision map to be prepared by an engineer or surveyor. The map shall be clearly and legibly drawn on one or more sheets having dimensions of twenty-two inches (22") by twenty-nine inches (29"). The scale of the map shall be as prescribed by the Commission and the map shall generally include:

1. The tract number as issued by the Territorial Planner.
2. The name and address of the owner or owners of record, of the subdivider and of the person preparing the map.
3. Date, north arrow and scale.
4. A kep map of locating the subdivision in relation to surrounding areas.

5) The exact length and bearing of the exterior boundaries of the subdivision which data shall be referenced to the "Guam Geodetic Triangulation Control Net" or such alternative system of triangulation control as the Territorial Surveyor may direct.

6) The accurate placement and outline of structures existing on the site.

7) The location, names, and existing widths of adjacent street rights of way.

8) The location and dimensions of all known existing easements and reservations.

9) The location of existing utilities, sewers, drainage ditches and other drainage facilities located in, or adjacent to, the proposed subdivision.

10) The lot numbers and lines of all adjacent parcels of land.

11) The location, width and direction of flow of all water courses within the subdivision area.

12) Topography with contour intervals of two feet (2') where the ground slope is five percent (5%) or less or contour intervals of five feet (5') where the ground is more than five per cent (5%).

13) The location and widths of all existing or proposed streets in the subdivision.

14) The approximate lot layout and approximate lot dimensions of each lot.

15) Areas intended to be reserved for public use.

(b) The statement of the subdivider shall include a resume of the improvements proposed to be made in the subdivision, the existing zone district or districts applicable to the property, proposed use or uses of the subdivision lots and, in the absence of zoning, the proposed setback requirements for individual property development.

(c) Subdivision improvement plans shall include:

1) Street construction plans including, but not limited to, planned grading, street centerline gradients and typical road cross-sections specifying material and depths.

2) Water and sewer line plans showing pipe sizes, routing, gradients, pressure regulation and point of origin.

3) A drainage plan showing methods and facilities for collection and disposal of storm waters. The storm drainage disposal area or channel must have a demonstrated ability to accept additional water in view of capacity of area of channel and of capacity of existing improvements confining the channel.

The tentative plan shall be prepared in sufficient detail for analysis by the Commission as to sufficiency and most suitable location. The Commission may require the submission of detailed construction drawings as subdivision work is initiated to permit detailed analysis of construction conformity to law and the rules and regulations of the Commission, and to facilitate improvement inspections.

[Enacted 1952; repealed and added by P.L. 6-134, effective December 18, 1962.]

Section 18101. Fees. The subdivider shall at the time of filing tentative subdivision plans pay a uniform check fee of ten dollars subdivision. plus 1 acre/lot Such fees shall not be returned in the event the application is not approved. [Enacted 1952; repealed and added by P.L. 6-134, effective December 18, 1962]

((THIS FORM AND ACCOMPANYING MATERIAL MAY ONLY BE SUBMITTED BY APPOINTMENT CONTACT PLANNING DIVISION, DEPARTMENT OF LAND MANAGEMENT.)

I Certify that all information contained in this application and its supplements is true and correct. I also understand that any misrepresentation within this application will void the entire submission.

DATE:_____ APPLICANT:_____

DATE:_____ Representative for Applicant:_____

For Official Use Only

1. Date Received:_____ By:_____
2. Date of SDRC Action:_____
3. Date of TPC Action:_____ Date Notice of Action Sent:_____
4. Date of Tentative Map Approved:_____
5. Date Disapproved:_____ Date of Recording:_____ Doc. NO._____

FINAL SUBDIVISION MAPS

Circular No:

FY74-01

Planning Division

Department of Land Management

All final tract maps submitted to the Planning Division for approval by the Territorial Planning Commission persuant to Sections 18104, 18105, 18301 and 18403 of the Government Code of Guam shall include the following documents and fees:

1. Application Form for Final Subdivision Approval;
2. Original tracing and two (2) prints of Final Subdivision Map;
3. One print of the Tentative Map approved by the Territorial Planning Commission;
4. One set of all Improvement Plans for the subdivision showing approval by signature of:
   a. Public Utility Agency of Guam
   b. Guam Power Authority
   c. Guam Environmental Protection Agency
   d. Department of Public Works
   e. (If the map includes any areas to be dedicated to the Government for "parks" or "open spaces," a letter from the Division Chief for Parks, Department of Commerce must be included stating that agency's willingness to accept maintenance responsibility for all such areas.)
5. One of the following concerning Subdivision Improvements:
   a. If the required improvements have been completed and accepted by Public Works this must be stated in a letter signed by the Director of Public Works.
   b. If a bond has been posted to cover the costs of improvements; the appropriate forms signed by the Director of Public Works and the Attorney General shall be submitted.
6. Wherever applicable, the original and two copies of the following written documents for recording with the map:
   a. Any deed restrictions or covenants
   b. Homeowner's Association By Laws
   c. Appropriate instruments for the dedication of any and all lands and improvements within the subdivision to the government of Guam.
   d. Appropriate instruments for the designation of any and all easements, for utilities or other purposes, within the subdivision.
7. Appropriate recording fees to include costs of recording the map and supporting documents in the Department of Land Management.

No application for Territorial Planning Commission approval of a final subdivision map will be accepted by the Department of Land Management unless it includes all the applicable maps, documents, bonds and fees as listed above.

Reason _____

_____

_____

_____

_____

_____

_____

_____ _____
APPLICANT DATE

_____ _____
REPRESENTATIVE DATE

(This form may not be mailed. Applicant, or his representative, must submit in person to the Planning Division, Department of Land Management.

FOR OFFICIAL USE ONLY

Date submitted: _____ Accepted by: _____

Date of SDRC Action: _____ Date of TPC Action: _____

Date Notice of Action Mailed: _____ Approval Date: _____

Disapproval Date: _____

Application No. FY-75-
FINAL SUBDIVISION APPROVAL
TERRITORIAL PLANNING COMMISSION
AGANA, GUAM

To: Executive Secretary, T. P. C. c/o Planning Division, Department of Land Management

The undersigned, owner(s) lessor(s) (Underline one), of the following legally described property hereby request the consideration of final subdivision approval as specified below:

1. Name of Applicant (Owner)_____

   Mailing Address_____

   Phone Number: Home_____ Business_____

2. Name of Registered Surveyor_____ Reg. No._____

2. Location Description: Subdivision Name_____

   New Lot Nos._____ Block_____ Tract_____
   Village_____ Municipality_____
   Former Basic Lot No._____ C.T.,_____ Doc. No._____

   Registration Date_____

3. Existing Use_____ Average Lot Size_____

   Area_____ No. of Lots_____

4. Existing Zoning_____

5. Proposed Use(s) on Property_____

6. Supporting information and Map Form and Fees:

   a. Final Map Form

      1. The final map shall be clearly and legibly drawn in opaque black ink or good quality tracing paper or cloth acceptable to the Territorial Planner. Signatures shall be in opaque black ink. The size of each sheet shall be twenty-two by twenty-nine (22" x 29"). A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of 1".

      2. If ink is used on polyester base film, the ink surface shall be coated with a suitable substance to assure permanent legibility.

      3. Sheet numbers. The particular number of the sheet and the total number of sheets comprising the map shall be stated on each sheet, and its relation each adjoining sheet shall be clearly shown.

      4. Border. The exterior boundary of the land included within the subdivision shall be indicated by a blue-colored border. The map shall show the definite location of the subdivision and particularly its relation to surrounding surveys.

   b. Required Information and Accompanying Data.

      1. Areas subject to inundation by water. The boundaries of any areas within the proposed subdivision which are subject to usual inundation by water must be shown.

      2. The map shall contain the tract number in letters no less than one-half (1/2") in height, north directional point, map scale, and date of final survey.

      3. The map shall show all survey and mathematical information and data necessary to locate and retrace any and all interior and exterior boundary lines appearing thereon including bearings and distances of straight lines, radii, arc and tangent lengths of all curves. The final map shall particularly define, designate and delineate all roads and alley rights of way and easements and other parcels offered for dedication for public use.

c. Documents indicated on Final Subdivision Maps Circular No. FY74-01 Final Map Form.

(THIS FORM AND ACCOMPANYING MATERIAL MAY ONLY BE SUBMITTED BY APPOINTMENT CONTACT PLANNING DIVISION, DEPARTMENT OF LAND MANAGEMENT.)

I certify that all information contained in this application and its supplements is true and correct. I also understand that any misrepresentation within this application will void the entire submission.

Date:_____ Applicant:_____

Date:_____ Representative for Applicant:_____

For Official Use only

Date of Tentative Map Approved:_____

Date of Final Map Filing:_____ Accepted by:_____

Date of T. P. C. Action:_____ Date Notice Of Action Sent:_____

Date Submit to Governor:_____ Approval Date:_____

Date Disapproved:_____ Date of Recording:_____ Doc. No._____

Date Notice of Governor's Action Sent to Applicant:_____

APPLICATION FOR PARCELLING AND AGRICULTURAL SUBDIVISION

TERRITORIAL PLANNING COMMISSION

AGANA, GUAM

NAME OF APPLICANT	MUNICIPALITY	VILLAGE
MAILING ADDRESS	LOT	BLK. TRACT
	LOCATION	
	CERTIFICATE OF TITLE NUMBER	
BUSINESS OR HOME TELEPHONE NO.	DOCUMENT NUMBER	
SUBDIVISION NAME	GRID COORDINATES	
PRESENT ZONING to PROPOSED ZONING	LOT AREA	SQUARE METERS

Sanitary Sewer at site: YES_____; NO_____; Size_____;
Location_____.

Storm Sewer at site: YES_____; NO_____; Size_____;
Location_____.

PUAG Water at site: YES_____; NO_____; Size_____;
Location_____.

Type of Street at site_____

Curb: Yes_____; No_____; Sidewalk: Yes_____; No_____

Electricity at site: YES_____; NO_____;
Location_____.

Street lighting at site: YES_____; NO_____;
Location_____.

Map Requirements

A map containing all of the following information must be presented with this application:

1. Vicinity map showing relation of project to major streets or other popular landmarks.
2. Name, address and phone number of Registered Civil Engineer or Surveyor.
3. The basic lot and requested divisions with boundary line distances showing all easements and lot areas.
4. All parcels including easements and document numbers of adjacent properties.
5. Location, names and widths of adjacent streets and easements.
6. Sufficient contours to determine topography of proposed lots and roads.
7. Location and outlines of all existing buildings and their uses.
8. All existing utilities (water, power, sewer and telephone) must be shown.
9. Statement of water availability and method of sewer disposal.
10. Location, width and direction of flow of all water courses and the location of downstream disposal of storm water.

Subdivision Approval

No. FY-74 _____TM

	Applicant		Gov. Guam	
Step 1.	Preliminary Review with Planning Staff			
Step 2.	Submitted to Land Mgmt. Application Form / Tentative Map	8 copies		
			(DLM) Log in Application	1
			(DLM) Transmit Proposal to Administrative Officer SDRC	2
			(SDRC) Schedule SDRC	2
			(SDRC) Prepares Agenda & Distribute to Members	3
			(SDRC) Project transmitted to SDRC members for Review	5
Step 3.	SDRC Meeting TPC DLM GEPA PW Building Official PW Highways DOComm. PKS PUAG Other Agency Rep. Applicant			15
			(DLM) Schedule TPC	16
			(DLM) Position Statement Available	19
Step 4.	TPC Meeting Tentative Subdivision			20
			Official minutes of TPC Decision Available	30
Step 5.	Submittal of Improvement Plan Public Works			
Step 6.	Improvements Installation or Bond			
			(DLM) Schedule TPC	
Step 7.	TPC Meeting Final Subdivision Approval			
			(DLM) Transmit to Governor	
Step 8.	Governor Approval Disapproval			

APPLICATION FOR VARIANCE FROM SUBDIVISION IMPROVEMENTS

All variances concerning required subdivision improvements must be processed by the Subdivision Section of the Department of Public Works prior to submission to the Territorial Planning Commission.

This form must be completed by all applicants seeking a variance from subdivision improvements persuant to Title 18, Chapters II, V and VI of the Government Code of Guam.

Applicant (or authorized representative)

Name: _____ Telephone Number _____

Mailing Address _____

Property Description

Lot/Tract Number _____ Municipality of _____

Present Zoning _____ Is Applicant Registered Owner of Basic Property Being Subdivided? If no, give name of registered owner _____

Map Requirements

A map containing all of the following information must be presented with this application:

1. Vicinity map showing relation of project to major streets or other popular landmarks.
2. Name, address and phone number of Registered Civil Engineer or Surveyor.
3. The basic lot and requested divisions with boundary line distances showing all easements and lot areas.
4. All parcels including easements and document numbers of adjacent properties.
5. Location, names and widths of adjacent streets and easements.
6. Sufficient contours to determine topography of proposed lots and roads.
7. Location and outlines of all existing buildings and their uses.
8. All existing utilities (water, power, sewer and telephone) must be shown.
9. Statement of water availability and method of sewer disposal.
10. Location, width and direction of flow of all water courses and the location of downstream disposal of storm water.

Additional Information

The following information will be used by the Territorial Planning Commission when deciding whether or not the requested variance should be granted:

1. Specify the specific improvements you are requesting a variance for:

_____

_____

_____

_____

_____

over . . . . . .

2. Give your reasons for asking for variance. (Why should you be allowed to subdivide your property without constructing the improvements as required by law?)

_____

_____

_____

_____

_____

3. Describe the physical characteristics of the roads or access easements and their condition. (Dirt road, coral road, paved road, etc.)

_____

_____

_____

4. Describe the previous subdivisions of the basic lot. (Were all previous lots deeded to family members? Supply appropriate names and relationships. Did the Territorial Planning Commission ever grant any subdivision variances within the basic lot? If so, describe.)

_____

_____

_____

5. Why are you subdividing the property? (Do you intend to sell the lots? If so, to whom? Do you intend to give the lots to family members? If so, name and describe relationship.)

_____

_____

_____

_____

6. List any additional facts the Territorial Planning Commission should know regarding this request.

_____

_____

Comments by the Subdivision Engineer_____

_____

APPROVED: _____
Director of Public Works

After this application has been completed and analyzed by the Department of Public Works Subdivision Engineer, please hand carry to the Planning Division, Department of Land Management.

COMMENTS AND TPC ACTION:_____

_____

_____

_____

_____

_____

PLANNED DEVELOPMENT PROCESSING

NO. FY-74- _____

	Applicant	GovGuam	
Step 1.	Informal Interview with applicant (Sketch Plan) Land Management Administrative Officer, SDRC Review of application		
Step 2.	Submittal to Land Management Application Form) Plots required) copies Exhibits requires) Filing Fee		
		(DLM) Log in Application	1
		(DLM) Schedule Public Hearing	2
		(DLM) Submit Notice to PDN	2
		(DLM) Notice to Adjacent Property Owners	2
		(DLM) Transmit Proposal to Administrative Officer, SDRC	2
		(SDRC) Schedule SDRC	2
		(SDRC) Prepares Agenda & Distribute to Members	3
		(PDN) 1st Notice Appears in News	4
		(SDRC) Project transmitted to SDRC Members for Review	5
		(PDN) 2nd Notice Appears in News	13 14
Step 3.	Public Hearing Held in Municipality of Proposed Project		
		(DLM) Transmit Minutes of Public Hearing to Administrative Officer, SDRC	15 15
Step 4.	SDRC Meeting TPC DLM GEPA PW Building Official PW Highways DOCom. PKS. PUAG Other Agency Reps. Applicant		
		(DLM) Schedule TPC	16
		(SDRC) Position Statement Available	19 20
Step 5.	TPC Meeting Concept Approval (notice of Action within 40 days)		25
Step 6.	SDRC Review Work Shop Meeting (optional)		
		(DLM) Official Minutes of TPC Decision (Concept Approval) Available	31
Step 7.	Submittal to Land Management Detailed Master Plan (Denoting Changes) (cut-off Date)		
		(DLM) Transmit Master Plan to Adm. Officer, SDRC	32

	(SDRC)	Schedule SDRC	32
	(SDRC)	Prepares Agenda & Distribute to SDRC Members	33
	(SDRC)	Master Plan transmitted to SDRC Members for Review	35
Step 8. SDRC Meeting Master Plan Endorsement			45
	(DLM)	Schedule TPC46	
	(SDRC)	Position Statement Available	49
Step 9. TPC Meeting Detailed Master Plan			50
	(DLM)	Official Minutes of TPC Decision	60
		Detailed Master Plan Available	61
	(DLM)	Transmit to Governor for Approval	62
Step 10. Governor Approval PUD Zone change filed with (DLM) Disapproval Appeal must be filed within 15 days.			
	(DLM)	Notice of Action	

TERRITORIAL SEASHORE
PROTECTION ACT CLEARANCE

Application No._____ Date_____

Name of Applicant(s):_____

Applicant is (a) owner, (b) lessor, (c) other-describe_____

Mailing Address:_____

Phone: Home_____ Business_____

Lot Description: Village/Municipality_____

Lot(s)_____ Block_____

Tract_____ Zone_____ Existing Use_____

Type of Application: (Check one)

Zone Change_____
Conditional Use_____
Variance_____
Subdivision/Parcelling/Agricultural Subd._____
Waiver of Subdivision Improvement_____
New Construction_____
Renovation_____
Demolition_____
Clearing_____
Miscellaneous_____

Provide 8 set of plans to include:

a. Vicinity of project

Land use on adjacent lots and zoning within 750' radius of the project

Size, type and location of existing lots and buildings

Existing sewer lines, septic tanks/leaching fields, cesspools

Existing water courses on property (rivers, streams, marshes, etc)

Existing highways and easements abutting the lot or necessary for providing access

Existing coastline along project

Line of the Seashore Reserve (100 meters inland from mean high water mark)

Existing storm drains (if any) and present direction of surface flow and existing method of disposal

Existing vegetation on site

Existing soils (type) and percolation rates when warranted

Areas subject to flooding

Existing historical sites or unique features of the site

Additional Information:

a. What will be the proposed method of solid waste storage and collection?_____

b. Does your proposed project provide additional public access to the coast?_____ If yes, please indicate on your map.

c. What land use changes will result from your project (e.g., construction of new homes, store, etc)?_____
_____
_____
_____

d. What changes in population and land coverage by buildings will this cause? _____
_____
_____
_____

Approval from this Commission does not constitute a waiver from permits required by other government agencies, nor does this approval imply that those permits will subsequently be granted.

Action taken: Approval_____ Tabled_____ Disapproval_____

Conditions of approval if applicable:

Reasons for denial:

_____
Chairman, Territorial Seashore Protection Commission

_____
Date

FORMS C

BUILDING AND OCCUPANCY PERMITS

public works
Government of Guam

Application Number: _____

Permit Number: _____

DIVISION OF BUILDING PERMITS

APPLICATION FOR PERMIT & PLAN REVIEW

IMPORTANT: Applicant must complete all items in sections I, II, III, IV

I. LOCATION OF BUILDING

Location _____ (No.) _____ (Street) _____ Zoning District _____

Between _____ (Cross Street) _____ and _____ (Cross Street)

Subdivision _____ Block _____ Lot Size _____

II. TYPE AND COST OF BUILDING

A. Type of Building

- ☐ New Building
- ☐ Foundation Only
- ☐ Shell Only
- ☐ Fence Wall
- ☐ Retaining Wall
- ☐ Other _____
- ☐ Add
- ☐ Alter
- ☐ Repair
- ☐ Demolished
- ☐ Reconstructed
- ☐ Relocated

B. Ownership

- ☐ Private (individual, corporation, non-profit institution, etc.)
- ☐ Public (Federal, State, or Local Government)

C. COST

Cost of Improvements ..... _____

electrical ..... _____

plumbing ..... _____

heating, air conditioning ..... _____

other (elevator, etc.) ..... _____

TOTAL COST OF IMPROVEMENT $ _____

Nonresidential - Describe in detail proposed use of buildings, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.

_____

D. PROPOSED USE - (For "Wrecking" most recent use)

Residential

- ☐ One family
- ☐ Two or more families
  - Enter No. of Units ← _____
- ☐ Transient hotel, motel, or dormitory -
  - Enter No. of Units ← _____
- ☐ Garage
- ☐ Carport
- ☐ Other (specify) _____

Non-Residential

- ☐ Amusement, Recreational
- ☐ Church, other religious
- ☐ Industrial
- ☐ Parking garage
- ☐ Service station, repair garage
- ☐ Hospital, institutional
- ☐ Office, bank, professional
- ☐ Public utility
- ☐ School, library, other educational
- ☐ Stores, mercantile
- ☐ Tanks, towers
- ☐ Other (specify) _____

III. SELECTED CHARACTERISTICS OF BUILDING

for new buildings and additons, complete Parts E - K, for wrecking, complete only Part I, for all others skip to IV.

E. Principal Type of Frame

- ☐ Masonry (wall bearing)
- ☐ Wood frame
- ☐ Structural steel
- ☐ Reinforced concrete
- ☐ Other (specify) _____

F. Type of Sewage Disposal

- ☐ Public Sewer
- ☐ Private (septic tank, etc.)

G. Type of Mechanical

- ☐ Yes ☐ No Central Air Conditioning
- ☐ Yes ☐ No Will there be an elevator?

H. Type of Water Supply

- ☐ Public Supply
- ☐ Private (well, cistern)

I. Dimensions

- ☐ Number of stories _____

Total square feet of floor area, all floors, based on exterior dimensions _____

Total land area, sq. ft. _____

J. Number of Off-street Parking Spaces

Enclosed _____

Outdoors _____

K. Residential Buildings Only

Number of bedrooms _____

Number of Bathrooms: Full _____ Partial _____

IV. IDENTIFICATION

	Name	Mailing Address - Number, street, city, and state	ZIP Code	Telephone
1. Owner or Lessee				
2. Contractor				
3. Architect or Engineer				

The owner of this building and the undersigned agree to conform to all applicable laws of this jurisdiction.

Applicants signature: _____ Address: _____ Application date: _____

public works
Government of Guam

Application Number: _____

Permit Number: _____

DIVISION OF BUILDING PERMITS, SUBDIVISION & INSPECTION
APPLICATION FOR BUILDING PERMIT & PLAN REVIEW

TO BE FILLED OUT BY BUILDING PERMIT STAFF ONLY

V. PLAN REVIEW RECORD

Plans Review Required	Date Plans Started	Date Plans Approved	Comments
Building			
Plumbing			
Mechanical			
Electrical			
Other			

VI. ZONING PLAN EXAMINATION RECORD

District

Use

Front Yard

Side Yard Side Yard

Rear Yard

Notes

VII. APPROVAL BY OTHER AGENCIES (Route as Indicated)

Agency	Signature	Date
Land Management		
Zone (use district)		
Public Health		
E. P. A.		
Public Works:		
Engineering		
Highways		
Drainage		
Public Utilities		
Guam Power Authority		
Fire Dept. Tamuning		
Public Safety		

Permission is hereby given to the above work according to conditions hereon and according to approved plans and specifications pertaining thereto, subject to compliance with the Uniform Building Code of Guam.

VIII. VALIDATION

Building Permit Number _____ Approved Valuation: _____

Building Permit Issued _____, 19 ____ Plan Checking fee _____ Rec'd _____

Approved By: _____ Building Permit fee _____

Title: _____ Date: _____ Total _____

public works
Goverment of Guam

DIVISION OF BUILDING PERMITS AND SUBDIVISION INSPECTION

BUILDING INSPECTION SCHEDULE

Owner: _____ Building Permit No. _____

Contractor _____ Group /Type _____

Location & Lot No. _____

Schedule Date _____ Time _____ Date In _____ Received by _____

BUILDING		ELECTRICAL		PLUMBING	
Pouring Footing	☐	Rough-in	☐	Rough-in	☐
Floor Slab	☐	Finished	☐	Finished	☐
Roof Slab	☐	Facilities	☐	Facilities	☐
Walls	☐	Service	☐	Service	☐
Frame	☐	Other	☐	Other	☐
Relocation	☐		☐		☐
Other	☐				

Remarks: Explain clearly, the work requiring inspection.

_____

_____

Inspector _____ Inspector _____ Inspector _____

Date & Time: _____ Date & Time: _____ Date & Time: _____

ENDORSEMENT BY CONTRACTOR/OWNER/GOVERMENT

I, certify that all work has been carried out in compliance with the Building Law, Goverment of Guam Standards and Project Plans and Specifications.

_____ _____

Building Inspector Date R.M.E. of Contractor/Owner

_____

Electrical Inspector Date

_____

Plumbing Inspector Date

INSTRUCTIONS

This form is to be prepared in three (3) copies, at the building permit reception counter, at least 24 hours in advance. Two (2) copies of request shall be returned to the owner/contractor, duly signed by the scheduler confirming the time at which the inspector will report for the inspection. One (1) of these two copies shall be returned to the Building Division when applying for the next inspection and shall be endorsed by the inspector that inspection performed was in order.

1. OFFICE COPY - WHITE
2. OWNERS COPY RETURN TO OFFICE - YELLOW
3. OWNER'S COPY - PINK

public works

TERRITORY OF GUAM

BUILDING PERMIT
CERTIFICATE OF OCCUPANCY

DATE _____ 19 _____ PERMIT NO. _____

Applicant _____ (Contractor) Address _____ (No.) (Street) _____ (Contr's License)

Permit To _____ (Type of Improvement) [ ] No. Story _____ (Proposed Use) Number of Dwelling Units _____

At (Location) _____ (No.) Zoning District _____

Between _____ (Cross Street) And _____ (Cross Street)

Subdivision _____ Lot _____ Block _____ Lot Size _____

Building is to be _____ Ft. Wide By _____ Ft. Long By _____ Ft. In Height And Shall Conform In Construction

To Type _____ Use Group _____ Basement Walls Or Foundation _____

Remarks: _____

Area or Volume _____

Owner _____ (Signature)

_____ Address

Building Official _____

SAMPLE

FORMS D

LAND-USE PERMITS

LAND USE PERMIT PROCEDURES
APPLICATIONS AND CONTRACTS

A-1 General Orientation of Land Use Permit Customers.

A-1-1 Orientation shall include the following:
a. Land Use Permit charges
b. Rules and Regulations
c. Contracts
d. Land Use Permit Procedures

A-1-2 Filing and Review of Application
a. Customers assisted by staff employee shall complete application form

b. Forward application to respective agent and set up office appointment

A-2 Office Appointment Interview with Land Agent

A-2-1 Agent shall present tentative areas to applicant

A-2-2 Set a joint field observation with applicant

A-3 Field Observation

A-3-1 Physically shown tentative areas

A-3-2 Applicant makes selection from among alternatives

A-3-2-1 If Applicant rejects all areas, case will be closed

A-3-3 Agent complete Land Use Permit worksheet together with sketch of area selected

A-4 Application Approval - Disapproval - Return

A-4-1 Forward application together with Land Use Permit Worksheet and sketch to Land Administrator for his decision. If application approved:

A-4-1-1 Notify applicant in writing. Applicant has thirty days to execute contract after which applicantion is cancel.

A-4-2-1 Notify applicant in writing including reasons of denial

A-4-1-3 Application Disapproved

A-4-2-1 Notify applicant in writing including reasons of denial

A-4-1-3-1 Agent shall provide information sought and return to Administrator for decision and proceed accordingly.

A-5 Land Use Permit Contracts - Approved Application

A-5-1 Contract prepared and assigned Land Use Permit Number in triplicates; all copies must be signed by applicant

A-5-2 Applicant presents a copy of contract to Accounting Division, Department of Administration for preparation of billing statement.

A-5-3 Applicant presents billing statement together with payment at Treasurer's office

A-5-3-1 Applicant return the copy of contract to Land Administration Division. Official receipt number, date and amount of payments are posted into original contract. Applicant advised to return after five (5) working days to obtain personal copy of contract.

A-5-4-1 If partial payment, applicant should promptly notify Land Administration of all other future payments. Applicant obtains personal copy upon completion of final payment.

A-5-5 Contract forwarded to Administrator, Land Management Programs for execution and notarized accordingly.

A-6 Contract Filing

A-6-1 Prepare personal Land Use Permit jacket and tickler card

A-6-1-1 File contracts alphabetically by name within respective municipality

A-6-1-2 Prepare Land Use Permit Account Ledger

A-6-2-1 File account ledger alphabetically by name and municipality

RENEWAL OF CONTRACTS

B-1 Renewal Land Use Permit

Contracts shall be processded under Section A-5

TERMINATION OF CONTRACTS

C-1 Contracts may be terminated by any of the following reasons:

C-1-1 Violation of Land Use Permit Rules and Regulations
C-1-2 Violation of Land Use Permit Contract
C-1-3 At the initiative of the Government
C-1-4 At the consent of the Permittee

C-2 Termination

C-2-1 Permittee shall be notified of intent to terminate pursuant to reasons C-1-1, C-2-2 and C-1-3.
C-2-2 Permittee shall formally request for termination.
C-2-3 All account shall be settled accordingly.

COMPLIANTS

D-1 Complaints may either be in writing or verbal

D-2 Complaints shall be referred to respective Land Agent

D-2-1 Land Agent shall promptly investigate nature of complaint and initiate corrective action.

D-2-2 Land Agent shall submit a complaint report to the Administrator, Land Management Programs and a copy shall be filed in permittee's jacket.

RELOCATION

E-1 Permittee request either verbal or in writing

E-2 Request is forwarded to respective Land Agent

E-2-1 Land Agent reviews and prepares worksheet to be submitted to Land Administration for final approval

E-2-2 Upon final approval, a new contract is initiated.

COLLECTION

F-1 All accounts are due and payable within six (6) months of the first payment.

F-1-1 A letter of collection is send out six (6) months after the first payment to those permittees who made partial payments.

F-1-2 If accounts are not brought up-to-date within 30 days of the Notice, Contracts will be terminated and the area will be made available to other applicants.

REFUND

G-1 Permittee shall submit a written notice to terminate Land Use Permit contract. Termination notice shall state reasons whereby contract should be terminated and rental charges refunded (Pro-rate).

G-1-1 Notice of Termination shall be forwarded to Department of Administration, Accounting Division for processing.

G-1-2 Refund check shall be picked-up by Land Use Permit clerk who shall personally disburse the check to permittee.

G-1-3 Upon disbursement, contract shall be transferred to inactive file and area assigned shall be placed on the availiability list.

FORMS E

AGRICULTURAL LEASE

GOVERNMENT OF GUAM
DEPARTMENT OF AGRICULTURE

APPLICATION FOR AGRICULTURAL LEASE

NAME: _____ DATE: _____

RESIDENCE: _____ OCCUPATION: _____

MAILING ADDRESS: _____

_____

AGE: _____ CITIZENSHIP: _____

DESCRIBE PROPOSED AGRICULTURAL USE OF LAND: _____

_____

_____

AMOUNT AND SOURCE OF PROPOSED INVESTMENTS: _____

_____

_____

_____

DESCRIBE EXPERIENCE AND BACKGROUND IN AGRICULTURE: _____

_____

_____

_____

_____

_____

_____

BUSINESS LICENSE NUMBER _____

_____
SIGNATURE

GOVERNMENT OF GUAM
DEPARTMENT OF AGRICULTURE

AGRICULTURAL LEASE

THIS LEASE, by and between the GOVERNMENT OF GUAM, hereafter referred to as the Lessor, and _____ address _____ hereafter referred to as the Lessee

WITNESSETH:

WHEREAS, the Lessee desires to lease land owned by the Lessor, for agricultural purposes in accordance with the provisions of Chapter 8, Title XIV, Government Code of Guam.

NOW, THEREFORE, the parties hereto agree as follows:

1. The Lessor leases unto the Lessee the following tract of land belonging to the Lessor:

2. The term of this lease shall be for ten (10) years from the date hereof, renewable by the Lessee for an additional term of ten(10) years upon giving written notice to the Lessor at least thirty (30) days prior to the expiration of the original term. (Or renewable by the Lessee for additional ten (10) year terms, subject to a maximum of fifty (50) years, upon giving written notice to the Lessor at least _____ ( ) days prior to the expiration of the current term.)

3. No rent shall be collected for the first five (5) years operation under this lease, and thereafter rent will be payable on an annual basis. The rent shall be paid as follows:

FORM Ag 2

4. The Department of Agriculture shall determine the use to which the land shall be put, so as to yield the maximum benefit.

5. The Lessor reserves the right to cancel this lease if the Lessee is not using the land in accordance with the determination of the Department of Agriculture, unless good cause for such failure can be shown; provided that cancellation shall only be after a hearing thereon pursuant to the provisions of the Administrative Adjudication Act.

6. The Lessee may cancel this lease upon giving _____ ( ) days written notice to the Lessor.

7. During the first five (5) years of occupancy hereunder, the land shall not be subject to real estate taxes, except that any improvements shall be taxed in the same manner as any other private property.

8. No rights derived from this lease shall be assigned, sold, subleased, encumbered or hypothecated unless the written approval of the Governor is first obtained.

9. The Lessee shall annually submit to the Department of Agriculture, in accordance with the prescribed form, a financial report setting forth in detail the improvements on and the income derived from the leased land.

IN WITNESS WHEREOF, this lease is executed this _____ day of _____, 19_____, by authority of Section 13705, Government Code of Guam.

GOVERNMENT OF GUAM

By: _____
Governor

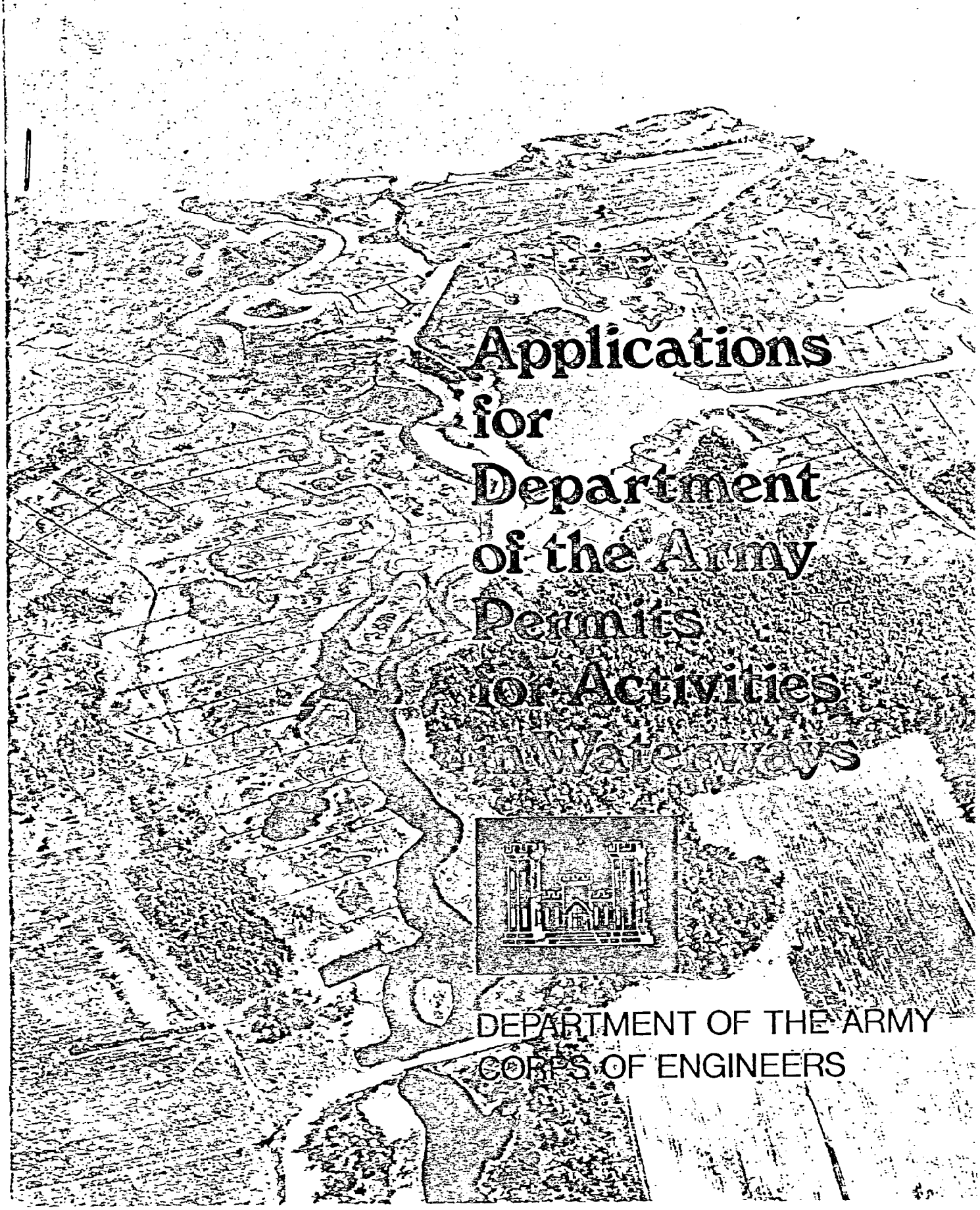
_____
Lessee

APPROVED AS TO FORM:

_____
Attorney General

FORMS F

CORPS OF ENGINEERS PERMIT



Applications for Department of the Army Permits for Activities in Waterways

DEPARTMENT OF THE ARMY
CORPS OF ENGINEERS

(COE) PERMIT PROCESSING CHECK LIST

File No. PODCO-O _____

PN Date _____

Review Suspense _____

APPLICANT _____

LOCATION _____

TYPE OF ACTIVITY _____

APPLICATION RECEIVED _____ APPLICATION COMPLETE _____

APPLICATION ACKNOWLEDGED _____

TECHNICAL & ENVIRONMENTAL REVIEW REQUESTED _____

AGENCY	NO OBJECTIONS	OBJECTION	RESOLUTION	REMARKS
1. FWS				
2. NMFS				
3. EPA				
4. NPS				
5. USCG				
6. DLNR				
a. CDUA				
b. LM				
c. SHPO				
7. Hbrs Div				
8. DOH				
9. County				
a. Setback				
b. SMA				
10. GovGuam				
11. GAS				
12. TTPI				
13.				
14.				
15.				

COORDINATION COMPLETE _____

FINAL ENVIRONMENTAL REVIEW REQUESTED _____

USES ON COASTAL WATERS REQUIRING COE
PERMITS AND RELATED LEGISLATION

Ref.: F. R. 209.120

USE	LEGISLATION	PERMIT	COMMENTS
Construction of: a) Dams b) Dikes across any navigable water - Same: Construction within the limits of a single state	Section 9--River & Harbor Act	a) Congressional Consent b) Plans approved by Chief of Engineers & Secretary of Army authority of Legislature of the state if plans & location approved by the Chief of Engineers & by Secretary of Army.	Authority is a permit
Bridges & Causeways	Transportation Act of 1966	Secretary of Transportation	
Construction of any structure in or over any navigable water of United States, the excavation from or depositing of material in such waters, or accomplishment of any other work affecting the cause, location, condition, or capacity of such waters.	Section 10--River & Harbor Act	Recommendation of Chief of Engineers & authorization of Secretary of Army	
- Same: Extended to artificial island & fixed structures on the outer continental shelf.	Section 4(f) of outer Continental shelf Lands Act of 1953	Same:	
Discharge of dredged or fill materials into navigable waters at specified disposal sites	Section 404 of Fed. Water Pollution Control Act FWPCA (PL 92-500)	Secretary of Army, Acting through the Chief of Engineers	Selection of disposal sites will be in accordance with guidelines developed by Administration of EPA in conjunction with Secretary of Army--also EPA can close, etc., areas according to certain conditions.

USE	LEGISLATION	PERMITS	COMMENTS
Activities within designated marine sanctuaries	Section 302 Marine Protection, Research, and Sanctuaries of 1972	Certification from Secretary of Commerce that activity is consistent with Title III of the Act.	Designation of areas is made by Secretary of Commerce, after consultation with other Federal agencies and with approval of the President.
National Policy to encourage a productive and enjoyable harmony between man and his environment	National Environmental Policy Act of 1969	Environmental Statement under Section 102 of Act	
Activities affecting properties listed in the National Register of Historic Places	National Historic Preservation Act of 1966	Review and comment by the Council on Historic Preservation	
Sale of lots in wetlands area	Interstate Land Sales Full Disclosure Act Housing & Urban Development Regulation	Statement for purchase required that COE has granted no permit for development under Section 10 of R & H Act.	
Permits to be granted to activities that affect plans for development of water & related land resources in its area, river basin, or group of river basins	Water Resources Planning Act	Coordination with Concerned River Basin Commission	The permits are those to be granted under Section 1 and 10 of R & H Act.
Activities to control or modify any body of water by any Federal Agency	Fish & Wildlife Coordination Act. Reorganization Plan No. 4	Consultation with US Fish & Wildlife Service, National Marine Fisheries Service, Appropriate State Agency	
Construction, operation, & maintenance of dams, water conduits, reservoirs, powerhouses, transmission lines, and other physical structures of a power project.	Federal Power Act of 1920	Licenses issued by Federal Power Commission (FPC)	COE's permit is incorporated into FPC license if COE permit is required by any of its authorizing legislation.

USE	LEGISLATION	PERMITS	COMMENTS
Transportation of dredged material for the purpose of dumping it in ocean waters.	Section 103 of Marine Protection, Research and Sanctuaries Act.	Secretary of Army	EPA can limit the authority if unacceptable adverse impacts result in municipal water supplies, shellfish beds, wildlife, fisheries or recreational areas.
			Left out are activities related to New York Harbor Act of 1888, since they affect Guam only by precedent and definitions of authorities.
Piers, wharves, bulkheads or other works extended or deposits made in established Harbor lines channelward.	Section 11--R & H	Approval of the Secretary of Navy.	Harbor lines define offshore limits of structures and fills insofar as they impact navigation interests.
Discharge of refuse into navigable waters	(Refuse Act) Section 13--R & H Section 402 & 405 of Federal Water Pollution Control Act	Permit authority with EPA	The Army's authority is superceded by EPA's authority.
Temporary occupation or use of any seawall, bulkhead, jetty, dike, level, wharf, pier or other work built by the US.	Section 14--R & H Act	Permit granted on real estate instrument in accordance with real estate regulations.	
Improvement of any navigable river at expense & risk of any person desiring to have the improvement.	Section 1-- R & H Act	Plans and specs approved by Secretary of the Army and Chief of Engineers.	Improvements constructed under this authority, which are primarily in Federal project areas, remain subject to the control and supervision of the Secretary of the Army and Chief of Engineers.
Any activity which may result in a discharge into navigable waters.	FWPCA--Section 401	Certification from state of discharge origin or from interstate water pollution control agency.	
Any activity affecting land or water uses in the state's coastal zone.	Section 307(e)(3) of CZMA of 1972	Certification from the state that the activity conforms to CZM program.	This becomes effective when Secretary of Commerce approves the CZM Program.

FORMS G

SUBMERGED LAND PERMIT

SUBMERGED LAND PERMIT NO._____

1. Authority: This permit is issued by the Department of Land Management, Government of Guam pursuant to Public Law 93-435(88 U.S.C. 1210), and by virtue of authority delegated to the Director of Land Management on November 14, 1974. As used herein, "Permittor" is the Government of Guam, and "Permittee" is _____.

2. Scope:

3. Term: This permit is effective upon its acceptance by the Permittee, who shall signify its acceptance of the permit and its willingness to abide by all its terms and conditions by signing four copies of such permit, keeping one, and returning three copies to the Government of Guam. This permit shall continue so long as the adjoining premises remain the property of, or are leased to, the Permittee, unless terminated earlier by either of the following:
   a. The revocation of the permit from the Corps of Engineers which permit is also necessary for the commencement of this construction project.

   b. The revocation by the Permittor, with or without notice, which may occur at any time. The permittor hopes and expects, however, to give one year's notice of such revocation except if revocation is for cause. The term "cause" will include, but be not limited to, revocation of the corporate license of the _____ by the Government of Guam.

4. Fee: In consideration of the use of submerged lands the Permittee shall pay an annual fee of _____. This fee will be due by _____ _____ of the succeeding year, the first fee being due by _____.

SPECIAL CONDITIONS

a. The permittee shall comply promptly with any regulations, conditions or instructions affecting the work hereby authorized if and when issued by the Guam Environmental Protection Agency and/or other local water pollution control agency having jurisdiction to abate or prevent water pollution. Such regulations, conditions, or instructions in effect, prescribed by the Guam Environmental Protection Agency or other local agency, are hereby made a condition of this permit.

b. Authorized representatives of the Government of Guam are authorized to provide professional advice to see that dredging and other construction activities are conducted so as to protect valuable marine environments.

c. Other as needed

General Conditions

a. Liability. The Permittee agrees to assume full and complete responsibility for all liability to any person or persons, including employees, as a result of its control of the area described in Section 2 above, and all improvements

thereon, (which area and improvements are hereinafter referred to as "the premises" and to hold the Permittor free and harmless from civil or other liability of any kind during the time the Permittee is in control of the premises pursuant to this Permit.

b. Personal Property and Damage. All personal property of any kind of description whatsoever, located on the premises shall be there at the Permittee's sole risk.

c. The Permittee shall not assign.

d. Condition of Premises. The Permittee has examined and knows the condition of the premises and accepts them as is.

e. Signs. The Permittee shall not install any signs without the previous written consent of the Permittor.

f. Movement of Materials. In the movement of merchandise and materials in and out of the premises, Permittee will keep noise and dust to a minimum and will not allow equipment to damage buildings or vegetation.

g. Equal Employment Opportunity. The provisions respecting nondiscrimination in employment of Section 202 of Executive Order 11246, dated September 24, 1965 (30 F.R. 12319, 12935), a copy of which is attached hereto as Exhibit B, are by reference incorporated in and made a part of this Permit.

h. Inspection. The duly authorized representatives of the Government of Guam shall have the right to enter upon the premises at all reasonable hours for the purpose of making an inspection.

i. Utility Services. The Permittee shall make separate arrangements for utility services, including electricity and salt and fresh water supplies. The maintenance of all plumbing lines, other than common use lines, and fixtures within the premises shall be the responsibility of the Permittee. Failure to comply with the Permittor's or other supplier's maintenance requirements for the plumbing system will be grounds for discontinuance of water service (fresh and/or salt) until corrected.

j. Nonwaiver. One or more waivers of any covenant and condition by the covenant or condition, and the consent or approval of the Permittor to or of any acts by the Permittee requiring the Permittor's consent or approval shall not be construed as approval of any subsequent similar act by the Permittee.

k. Forfeiture. It is specifically understood that all the foregoing covenants and agreements, as well as other terms and conditions agreed to by Permittee, are to be well and faithfully kept by Permittee and that any failure by Permittee to keep same will, at the option of the Permittor, work a forfeiture of the permit.

l. Contingent Fees. No person or selling agency has been employed or retained to solicit or secure this agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Permittee for the purpose of securing business. For breach or violation of this warranty the Permittor shall have the right to annul this permit without liability or in its discretion to require the Permittee to pay, in addition to the consideration provided for, the full amount of such Commission, percentage, brokerage, or contingent fee.

m. No member of the Legislature, or official of the Government of Guam or any of its instrumentalities, shall be admitted to any share or part of this Agreement, or to any benefit that may arise therefrom, but this restriction shall not be construed to extend to this Agreement if made with a corporation or company for its general benefit.

n. All notices sent or required to be sent hereunder must be by registered mail, return receipt requested. If address to the Permittor, same shall be sent to the Director of Land Management, Government of Guam 96910 or to such other place as Permittor may hereinafter designate by registered mail. If addressed to the Permittee, same shall be sent to President, _____ _____, or to such other place as the Permittee may hereinafter designate by Registered Mail.

o. Improvements. No improvements in excess of $1,000 in cost shall be added to the premises without the prior consent of the Permittor.

7. IT IS EXPRESSLY UNDERSTOOD by the parties hereto that title to all land and/or other improvements on submerged lands resulting from filling and bulkheading, by the Permittee is in the Government of Guam, and the Permittee shall have no right of interest therein, of any kind whatsoever, other than such rights as are expressly set forth herein. It is further understood by the parties hereto that this instrument is not a lease.

IN TESTIMONY WHEREOF, the parties herein have hereunto set their hands and seals on the day and year first above written.

_____

_____

_____
(DATE)

APPENDIX C

GOVERNMENT OF GUAM ORGANIZATIONAL CHARACTERISTICS

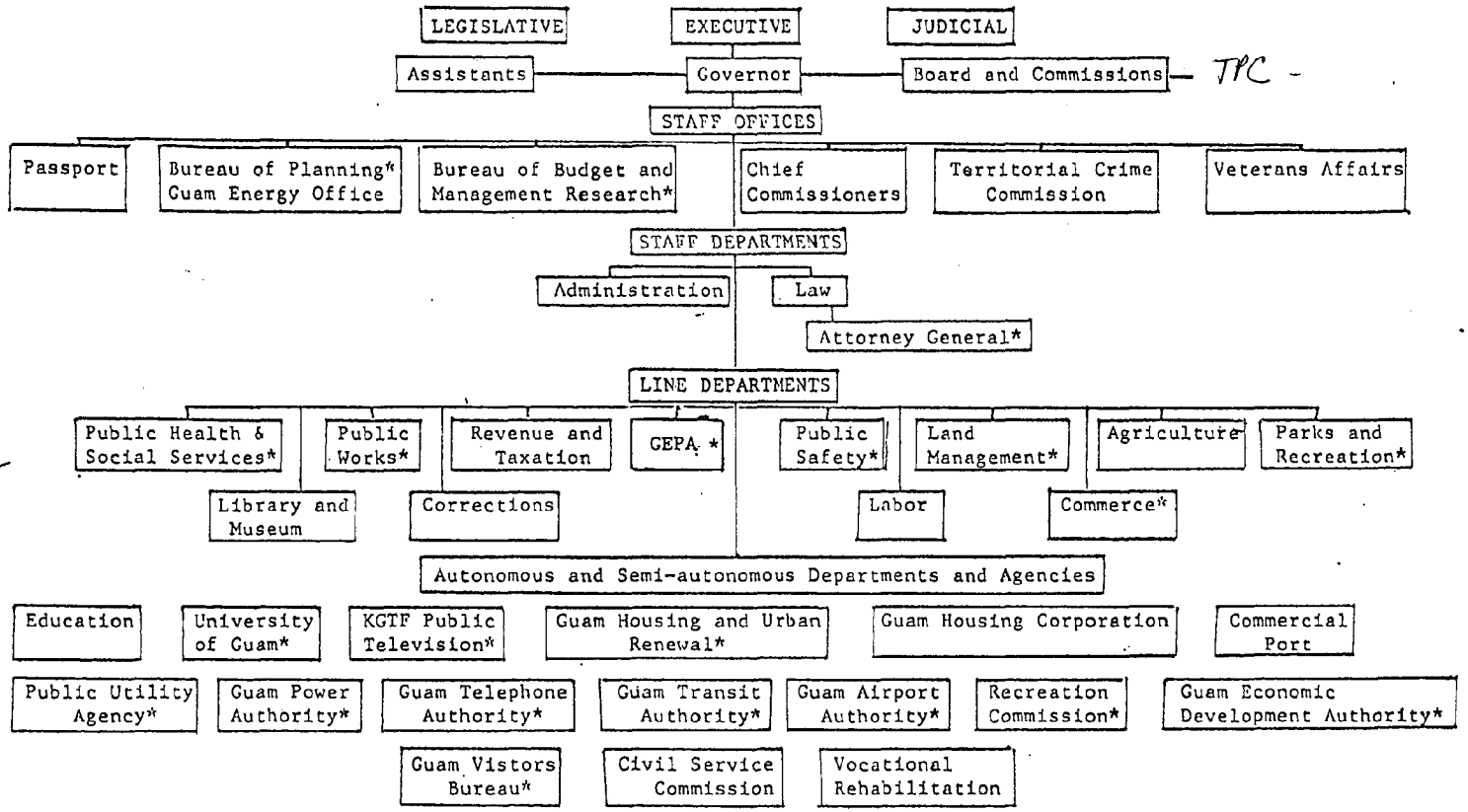
GovGuam's Organizational Characteristics are shown on Chart X. Article six of the Organic Act places all GovGuam agencies within the control and supervision of the Governor. Exceptions are those agencies which receive autonomous status by legislative statute. Agencies with an asterisk on the chart refers to those agencies considered in the primary CZM Coordination Efforts. Functions and responsibilities of these agencies include land-use planning and implementation.

Advisory to the Governor are the Boards and Commissions. The chart shows them to be advisory bodies, but some of them such as the Territorial Planning Commission (TPC), have powers to make decisions. The establishment and granting of powers for these boards and commissions are granted by legislative statute or executive orders. The list of Boards and Commissions presented are those that the Governor's office enumerated on January, 1976.

Chart XI is the Organizational Characteristics of the Bureau of Planning (BP). The Bureau of Planning has the responsibility of developing a Comprehensive Plan for Guam. Within the Division of Physical Planning is the Coastal Zone Management Planning section, which concerns itself with land use. The CZM program will be incorporated into the Comprehensive Plan being developed.

The chart lists the names of the Commissions, the enabling legislation, number of members and their staff agency on office. Since not all commissions are required to have their members confirmed by the legislature, this fact is also reflected.

GovGuam Organizational Characteristics



* Primary CZM Coordination Efforts

TPC -

CHART X

BOARDS AND COMMISSIONS - STAFF DEPARTMENTS/AGENCIES

BOARD/COMMISSION	ENABLING LEGISLATION	# MEMBER	STAFF DEPT./AGENCY	LEGISLATIVE CONFIRMATION
1. Alcoholic Beverage Control Board	Sect. 25400	5	Dept. Revenue & Taxation	X
2. Am. Rev. Bicent. Comm.	Fed. Law 93-179, E.O. 75-43	Not specified		
3. Board of Control for Voc. Rehab.	P.L. 13-18	5	Dept. of Voc. Rehab.	X
4. Board of Cosmetology	Sect. 16400	5	Dept. of PH&SS	X
5. Board of Education	Sect. 11102	7	Dept. of Education	X
6. Board of Regents	Sect. 11832	5	UOG	X
7. BOT, GMH	Sect. 49001	7	GMH	X
8. BOT, Retirement Fund	Sect. 4220	5	Guam Retirement Fund	
9. Boxing Commission	Sect. 8700	3	Governor's Office	
*10. Central Planning Commission	P.L. 12-200 Sect. 62012	7 (Heads of Dept.)	Bureau of Planning	
*11. Chamorro Land Trust Commission	P.L. 12-226	5		W/4 day limit
12. Chamorro Language Commission	Sect. 11950	9	Consultants of DOE	X
13. Civil Service Commission	Sect. 4005	7	Civil Service Commission	X
*14. Commercial Port Authority	P.L. 13-87 Sect. 14001 a	5	Commercial Port	X
*15. Economic Advisory Council	E.O. 75-8	7	Governor's Office	
16. Employment and Training, Planning & Services Council	E.O.	13	Staff Assistance for Man Power, Governor's Office	
17. Guam Airport Authority	P.L. 13-57	5	GIAT	
18. Governor's Commission on Problems of Aging	E.O. 63-4 Amend., E.O. 69-19	Not specified	Dept. of PH&SS	
19. Guam Economic Dev. Authority	Sect. 53554	7	GEDA	X
20. Guam Election Comm.	Sect. 2050	7	Guam Election Commission	
21. GHURA	Sect. 13902	7	GHURA	X
22. Guam Housing Corp.	Sect. 20000	7	GHC	X
23. Guam Power Authority	Sect. 21504	5	GPA	
24. Guam Board of Nurse Examination	Sect. 27104 & 27202	3-5	Dept. of PH&SS	
*25. Guam Ecology Council	P.L. 12-60 Sect. 26301	5		

BOARD AND COMMISSIONS - STAFF DEPARTMENTS/AGENCIES

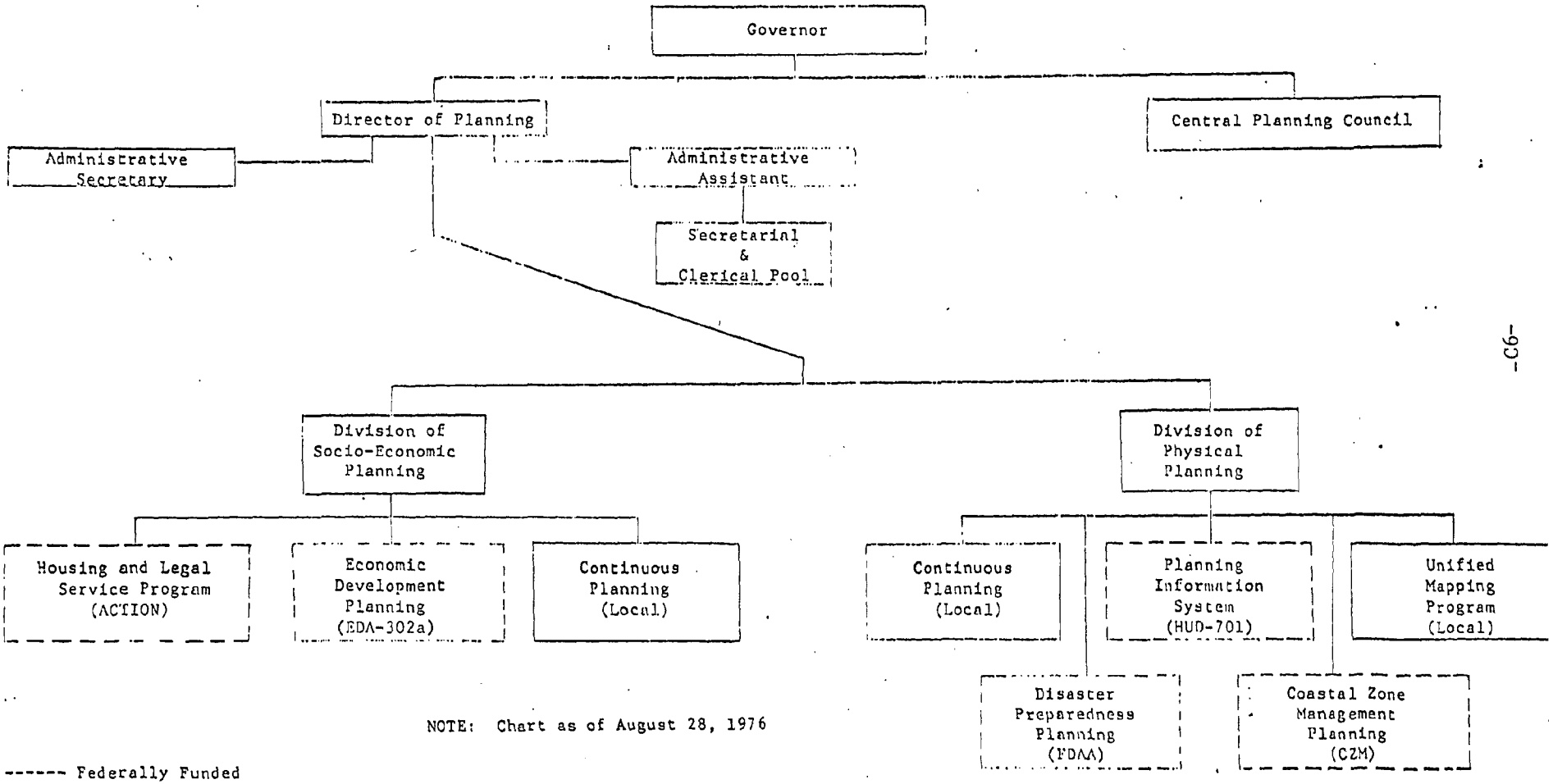
BOARD AND COMMISSION	ENABLING LEGISLATION	# MEMBER	STAFF DEPT./AGENCY	LEGISLATIVE CONFIRMATION
26. Guam Ed. Telecom. Corporation	P.L. 12-194	7	KGTF	X
*27. Guam Environmental Protection Agency	Sect. 9970.2	9	GEPA	X
28. Guam Gaming Comm.	P.L. 13-26 Sect. 59000 Amended to Section 3 P.L. 13-105	No members under 25	Revenue and Taxation	X
29. Guam Institue of Spanish-Chamorro Culture	P.L. 12-126	Not specified	Governor's Office	
30. Guam Review Board for Historic Preservation	E.O. 73-27		Dept. of Parks & Rec.	
*31. Guam Telephone Authority	Sect. 21604	Not specified	GTA	
*32. Guam Transit Authority	Sect. 21948	Not specified	DPW	X
*33. Guam Visitors Bureau	E.O. 70-24	Not specified	GVB	X
34. Health Commission	P.L. 12-18 Sect. 9990.2	7		X
35. Insular Arts Council	E.O. 75-23	Not specified	Insular Arts Council	X
36. Liberation Day Comm.	Sect. 222	Governor appoints	Governor's Office	
*37. Overall Dev. Program Committee	Not specified	Not specified	Bureau of Planning	
*38. Parks and Recreation Commission	P.L. 12209 Sect. 26005	Not specified	Dept. of Parks & Rec.	X
39. South Pacific Games Commission	P.L. 11-189	5	Governor's Office	X
40. Status of Women Commission	P.L. 12-212	5	Governor's Office	X
41. Territorial Board of Public Accountancy	Sect. 54001	Not specified	Revenue & Taxation	X
42. Territorial Crime Commission	E.O. 75-17	9	Territorial Planning Agency	
43. Territorial Parole Board	Sect. 39000	Not specified	Dept. of Correction	X
*44. Public Building Fund Committee	P.L. 12-54	Not specified		
*45. Territorial Planning Commission	Sect. 13200	7	Dept. of Land Management	X
46. Vocational Technical & Adult Education	U.S. P.L. 88-210 amended P.L. 90-576 & 91-230	Not specified	Careers & Occupation, DOE	

BOARDS AND COMMISSIONS - STAFF DEPARTMENTS/AGENCIES

BOARD AND COMMISSION	ENABLING LEGISLATION	# MEMBER	STAFF DEPT./AGENCY	LEGISLATI CONFIRMATI
47. Banking Board	Sect. 3001	Not Specified	Revenue and Taxation	
48. Boxing & Wrestling Commission	P.L. 13-80 Sect. 26200	5	Revenue and Taxation	X

* Primary CZM Coordination Efforts

BUREAU OF PLANNING
ORGANIZATION CHART
FUNCTIONAL
Fiscal Year 1977



NOTE: Chart as of August 28, 1976

------ Federally Funded
_____ Locally Funded

CHART XI

NOAA COASTAL SERVICES CENTER LIBRARY
3 6668 14109 7495