

SUMMARY ZONE CHANGE PROGRAM PROCESS

PL 21-82 AMENDED BY PL 21-144

PROCESS #	PROCESS	DURATION
1	ADVISES INTERESTED PARTY ON SUMMARY ZONE CHANGE PROGRAM	
2	PLANNER WORKS WITH INTERESTED PARTY TO DEVELOP "WORKING COPY" APPLICATION. UPON COMPLETION OF "WORKING COPY" APPLICATION, CLIENT SUBMITS "APPLICATION" FOR PRELIMINARY APPLICATION INTERVIEW	
3	CASE PLANNER ASSIGNED – CONDUCTS PAI – 10 DAYS 1. ADVISES CLIENT ON APPLICATION FINDINGS 2. IF COMPLETE, INFORMS CLIENT TO SUBMIT EIGHT (8) SETS TO DLM & PREPARE \$25.00 FILING FEE CHECK TO TOG	DAY – 10 DAY 0
4	CASE PLANNER ACCEPTS APPLICATION 1. CLIENT PROVIDES EIGHT (8) SETS TO DLM & FILING FEE 2. DLM PROVIDES APPLICATION ACCEPTANCE MEMO TO CLIENT 3. DLM DISTRIBUTES COPIES TO ARC & CERTIFYING AGENCIES	DAY 1
5	1. CASE PLANNER SCHEDULES FIELD INSPECTION WITH CLIENT 2. CERTIFYING AGENCIES PROVIDE INFRASTRUCTURE ADEQUACY CERTIFICATION TO DLM 3. DEPENDING ON PROPOSED DEVELOPMENT, CASE PLANNER INFORMS MAYOR OF PROPOSED DEVELOPMENT AND SCHEDULES TENTATIVE PUBLIC HEARING WITH MAYORS OFFICE 4. PROVIDES LUPRA WITH APPLICATION FOR 500 FOOT RADIUS PUBLIC HEARING NOTIFICATION	DAY 1 TO 10 DAY 15 DAY 1 TO 15 DAY 1 TO 5
6	UPON RECEIPT OF ALL FOUR (4) CERTIFICATIONS, CASE PLANNER SCHEDULES MEETING WITH CLIENT TO DISCUSS CERTIFICATION FINDINGS	DAY 15 TO 20
7	MUNICIPAL PUBLIC HEARING NOTIFICATION SUBMITTED TO NEWSPAPER OF GENERAL CIRCULATION 13 DAYS OUT FROM PUBLIC HEARING DATE	DAY 30 TO 40
8	MUNICIPAL PUBLIC HEARING HELD 1. MUNICIPAL PLANNING COUNCIL RESOLUTION SUBMITTED TO DLM - 14 DAYS AFTER PUBLIC HEARING	DAY 40 DAY 55
9	APPLICATION & FINDINGS THROUGH NOTICE OF ACTION (NOA) FINALIZED WITH COA: APPROVAL, APPROVAL WITH CONDITIONS OR DISAPPROVAL 1. NOA SIGNED: DIRECTOR & GUAM CHIEF PLANNER 2. APPLICANT PROVIDED OUTBRIEF AND SIGNS CERTIFICATION OF UNDERSTANDING	DAY 55 TO 60
10	NOA PACKET RECORDED WITH DLM	DAY 60
11	ACKNOWLEDGMENT RECEIPT PROVIDED TO 1. BUILDING OFFICIAL 2. LEGISLATIVE SECRETARY 3. CLIENT	DAY 60