



DIPĀTTAMENTON MINANEHAN TĀNO'
(Department of Land Management)
GUBĒTNAMĒNTON GUĀHAN
(Government of Guam)



Street Address:
590 S. Marine Corps Drive
Suite 733 ITC Building
Tamuning, GU 96913

EDDIE BAZA CALVO
Governor
RAY TENORIO
Lieutenant Governor

MICHAEL J. B. BORJA
Director
DAVID V. CAMACHO
Deputy

Memorandum

To: THE GENERAL PUBLIC

From: Director, Department of Land Management

**Subject: P. L. 21-82 as amended by P.L. 21-144, Section 8
(SUMMARY ZONE CHANGE PROGRAM)**

Mailing Address:
P.O. Box 2950
Hagåtña, GU 96932

Website:

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E-mail Address:
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671-649-LAND (5263)

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671-649-5363

Bueñas Yan Hata Adai:

Public Law 21-144 effective on January 25, 1992, established a Zone Change Process known as the "Summary Zone Change Program". Under this Program, property owners of "A" (Rural) have the opportunity to rezone their properties to "R-1" (Single Family Dwelling) or to "R-2" (Multi-Family Dwelling) zone; and property owners of "R-1" zone can rezone their parcels to "R-2. This program is an expedited process and the Director of Land Management is the approving authority. The attached forms/documents contain the following:

1. Instructions to completing the Application
2. Summary Zone Change Flow Chart
3. Application – DLM Form #01 (Original/Working Copy)
4. Sample - Justification Letter Application [Attachment 1]
5. Sample - Vicinity Map (500' Radius) [Attachment 2]
6. Sample - Preliminary Site/Plot Plan [Attachment 3]
7. Sample – Letter of Support [Attachment 4]
8. Sample - Petition Form [Attachment 5]
9. Sample - Municipal Planning Council (MPC) Resolution [Attachment 6]

Application packets are available at the Division of Land Planning, Department of Land Management, 3rd Floor, ITC Building, Tamuning. For further information, please call the Zoning Section, Department of Land Management at 649-5263, extension 300.

Senseramente,


MICHAEL J.B. BORJA
Director



SUMMARY ZONE CHANGE PROGRAM

P. L. 21-82, Section 4, as amended by P.L. 21-144, Section 8

Department of Land Management - Land Planning Division

P.O. Box 2950, Hagåtña, Guåhan 96932

Telephone: 649-5263 Extension 300 FAX: 649-5383

INSTRUCTIONS

The Application

Where Available: Application packets are available at the Division of Land Planning located on the 3rd Floor of the International Trade Center (ITC), in Tamuning.

See the Administrative Staff of the Division for assistance prior to leaving the Division.

(Read the complete packet including these instructions to familiarize you with the procedures).

Filling out the Application

Step #1

Section 1 - Information on Applicant: Self Explanatory.

Provided are two copies of the application: a "Working Copy" and an "Original". Use the working copy first when completing your application so that if there are corrections to be made, you can make them on the "Working Copy". Then copy the information to the "Original" and type the name of all the parties/individuals of interest (owner and/or representatives) and sign the Application.

Step #2

Section 2 - Location, Description and Ownership:

Simply enter "N/A" on those lines you are not sure or do not know.

Note: In Section 2, if you had not requested and had not been issued a Certificate of Title, enter "N/A"; then enter the Type of Instrument in the "Deed Line and the Document Number of that Instrument. An Instrument may be a Deed of Gift, Warranty Deed, etc.

Note: Conversion formulas: Conversion from square meters (SM) to square feet (SF): SM X 10.76387= SF; Conversion from SF TO SM: SF DIVIDED BY 10.76387=SM; ACRES: Conversion to ACRES: SF DIVIDED BY 40,000.

Summary Zone Change Instructions
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Step #3

Section 3 - Current and Proposed Land Use:

Note: If the property is vacant, simply show "Vacant"; otherwise indicate what is currently existing, e.g., "single-family, three (3) bedroom, two (2) baths with extension", etc.)

- At the "Current Use" Line, enter what is the existing use as of the preparation of the Application, e.g., single-family dwelling, vacant, etc.
- At the "Current Zone" enter either "A" (*Rural*) or "R-1" (*Single-Family*), as applicable.
- Under "Proposed Use" state your intended plans. e.g., Apartments, Duplex, Triplex, Four-plex, etc.

(Note: A more detail justification on your exact plans is required; and this requirement is at Section 4).

- Under "**Proposed Zone**", state the "Zoning Designation" you are requesting, e.g., "R-1" or "R-2". If applying for an "R-2" zone, state reason for request at the space below the line "Proposed Zone". For example, if your reason is to parcel the property in order to build individual houses, thus, simply state "parceling of lot".

Step #4

Section 4 - Justification Letter:

This section requires that you write a detail justification of the zone change request. Provided is a "Sample" format and contents of the letter. The justification must be in typed format on legal size (8 ½ x 12) paper. See Attachment 1

Step #5.

Section 5 - Support Information:
(Reference Section 5a (1) thru (5)) :

1. Provided at **Attachment 2**, is a sample "1,000' and 750' (feet) Radius Map.
2. The site plan must be drawn on a legal size paper (8 ½" x 14"). The scale should be 1" = 40'-0".
3. Reference Section 5B: Self-Explanatory.
4. Section 5(c) is self-explanatory (either the request is for "R-1" or "R-2").

Summary Zone Change Instructions

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Step #5 Cont'd

Reference Section 5(d):

We do not expect you to hire an architect, engineer or contractor to do a "site plan" for you. The average person can prepare one with a simple ruler, pencil, pen and paper. Another way is to reproduce a copy of your property map on an 8½" by 14" sheet and then show all the required features specified in item 5(d)(1) thru (8). See Attachment 3

(Note on R-1 Zone: Typically, the purpose of a zone change to "R-1" Zone is for the division of the property, therefore, provide your proposed subdivision sketch or proposed property survey map showing the subdivision design).

(Note on R-2 Zone: Since this zone allows for higher density development, all items specified in Section 5(d) of the application must be provided. The site plan is critical in our review of your application; therefore, you should prepare it in detail. Attachment 3 is a "Sample" to give you an idea of what is required.

Additional Notes: Ensure that you provide the information requested by Guåhan Power Authority and Guåhan Environmental Protection Agency. Failure to do so may and will delay your Application process.

Step #6

Section 6 - Filing Fee:

Application Fees: (Mode of Payment: CHECK ONLY - NO CASH)

- a. **\$25.00** for the first five pages, and **\$.25** for any additional page (Payable to the Treasurer of Guam.)
- b. **\$125.00** (Public Hearing Advertisement Fee payable to Pacific Daily News, subject to change.)
- c. **Land Use/Property Research Administration (LUPRA)** fees required by Public Law 21-14, Section 11, on public hearing notification within the 500' radius of subject lot will be assessed based on the number of property owners that must be notified via certified mail notices.

Once a confirmed date is set for your public hearing, DLM Staff will call you in to pay the appropriate fees. You must be present at your public hearing to answer any questions or concerns for the **GENERAL PUBLIC**. DLM will advise you on the date/time/place of your public hearing.

Summary Zone Change Instructions

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Step #7

Section 7 – Required Signatures:

All individuals/parties who have an interest to the subject lot or property must sign the application. If an individual or property owner is off island or residing elsewhere, a power of attorney designating another person to sign on their behalf will suffice.

If you are being represented by another individual to act on your behalf, he or she must sign your application and an affidavit must be provided with your signature as part of the affidavit designating that individual as your representative.

Step #8

Section 7 - When an Application is considered a "Complete Application"

When: Submission of a complete application must consist of the following documents in the following order:

1. Completed (typed and signed) "**Original**" Summary Zone Change Application (with affidavit and or power of attorney, if applicable).
2. Justification letter (typed and signed) answering all the questions from A-k, as shown on the "**SAMPLE JUSTIFICATION LETTER**" at ATTACHMENT 1.
3. A detailed preliminary site/plot plan, drawn on an 8½" x 14" legal size paper. See Attachment 3.
4. Copy of a most current **Certificate of Title or Deed (Gift, Warranty, etc.)**.
5. A full size copy (white print) of an approved and recorded property/survey map.

Step #9

Section 9 – Departmental Review:

You must submit one complete set of your Zone Change Application with all supporting documents to the Land Planning Division. An application number will be assigned to your Zone Change Application. A Case Planner will be assigned to review and process your Application for completeness. If there are any missing documents, the application will be returned to you for further action on your part. You must work with your Case Planner throughout the entire process until completion.

Summary Zone Change Instructions

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Step #10

Section 10 – Certifications:

If your application is deemed complete, you will be required to pick up your original Application Packet. You must reproduce from the original, eight (8) complete sets of your Application and all supporting documents; then return them to Land Planning Division. The Division will distribute them to the Certifying Agencies/Departments. Agency Certification usually takes two (2) to three (3) weeks.

Step #11

Section 11 – Required Inspection:

While Agency Certifications are pending, your assigned Case Planner will schedule/conduct a field inspection on your property. You must be present at the Site Inspection.

Step #12

Section 12 - Follow-Up Interview:

Once all four (4) Agency certifications (**GWA**, **GPA**, **DPW** and **GEPA**) are received by Planning Division, we will schedule an appointment with you to review the contents of the certifications.

Step #13

Section 13 - Public Hearing:

Pursuant to P.L. 21-144, the Director of Land Management is empowered to waive a Public Hearing under the Summary Zone Change Program (SZC). A Public Hearing may be waived based on the type of request, e.g., R-1 to R-2; acreage of your property, and availability/adequacy of sewer, etc.

Your application will be filed with your Mayor's Office for their Municipal Planning Council (MPC) to review. Land Management will require a resolution from the MPC relative to SZC Application. Resolution must be submitted within fourteen (14) days from the filing with the Mayor's Office. (Note: An MPC Resolution is not a DLM form; rather, it is initiated by and is the Mayor's official form.

Step #14

Section 14 - Municipal Planning Council (MPC) Resolution:

Your MPC must submit a Resolution to our Department concerning your specific zone change request within fourteen (14) days after the public hearing. The Resolution is the MPC's official position (supports or does not support your zone change request or has concerns or has recommendations, etc.). It is highly encouraged that you coordinate and follow-up with your Mayor after the public hearing to ensure that the MPC prepares and submits it's Resolution. Submission may be made via FAX as follows:

**ATTN: Department of Land Management, Land Planning Division, Zoning
Section (FAX No: 649-5383)**

For our tracking purposes, the Resolution should reference your application number and name.

The Resolution can also be submitted by personal delivery at Land Planning Division, 3rd Floor, ITC Building, Tamuning.

NOTE: The MPC Resolution is not a product of the Department of Land Management. The form and contents are as prescribed by the Mayor and the responsibility of the Municipal Planning Council of your village.

Step #15

Section 15 - Petition:

To support your application you may want to consider circulating a petition and soliciting signatures from surrounding property owners/residents living within a 500-foot radius of your property. This will give you an idea whether your neighbors support your rezoning application or not. A "Sample" petition form at **ATTACHMENT 5** is provided for your use.

Step #16

Section 16 - Final DLM Actions:

Upon final action (***EITHER APPROVAL or DISAPPROVAL***) by the Director, DLM, nine (9) copies are then reproduced and officially recorded at DLM. Land Records will keep one original and a copy of the Zone Change Packet. Distribution of the official recorded Zone Change Packet is forwarded to the following:

- Guåhan Legislature - The Legislative Secretary will acknowledge receipt and keep three copies. (Note: The Legislature can amend or reject the Zone Change by statute within 60 days.)
- Building Official, Department of Public Work Director's Office & Building Permit Section – Director's Secretary will acknowledge receipt and keep one copy.
- Applicant – Acknowledge receipt and keep one copy; or
- Representative – Acknowledge receipt and keep one copy.
- Planning Division – Remaining copies will be filed with the master file.

The assigned Case Planner or the Division's Administrative Staff will notify you once all of the above actions are completed for your acknowledgement of the official Zone Change Packet.

**SUMMARY ZONE CHANGE PROGRAM
(PL 21-82 AS AMENDED BY 21-144)**

ADVISES INTERESTED PARTY ON SZC PROGRAM, IF INTERESTED PARTY CHOOSES PROGRAM, PLANNER WORKS INTERESTED PARTY TO DEVELOP "WORKING APPLICATION"

CLIENT SUBMITS APPLICATION FOR PRELIMINARY APPLICATION INTERVIEW (PAI) & CASE PLANNER ASSIGNED

DAY 1

- YES**
1. CLIENT SUBMITS EIGHT (8) SETS TO DLM & FILING FEE.
 2. CASE PLANNER ACCEPTS APPLICATION.
 3. DISTRIBUTES SETS TO ARC / CERTIFYING AGENCIES

ACCEPTS / REJECTS APPLICATION

- NO**
1. SUBMITS FURTHER DOCUMENTATION
 2. SEEKS OTHER COURSES OF ACTION

DAY 1 TO DAY 10

1. DEPENDING ON DEVELOPMENT IMPACT, CASE PLANNER MAY SCHEDULE PUBLIC HEARING WITH MUNICIPAL MAYOR
2. SCHEDULES FIELD INSPECTION WITH CLIENT

DAY 11 TO DAY 39

1. CASE PLANNER CONDUCTS FIELD INSPECTION WITH CLIENT
2. DLM RECEIVES CERTIFICATION & ADVISES CLIENT ON STATUS OF INFRASTRUCTURE ADEQUACY CERTIFICATION

DAY 40

- MUNICIPAL PUBLIC HEARING**
1. 10 CALENDAR DAY PUBLIC NOTIFICATION BY NEWSPAPER OF GENERAL CIRCULATION
 2. 25 CALENDAR DAYS PERSONAL NOTICE OF SURROUNDING LANDOWNER BY CERTIFIED MAIL

DAY 55

MUNICIPAL PLANNING COUNCIL RESOLUTION RECEIVED BY DLM

DAY 56 TO DAY 60

- | | | |
|---------|----------------------|------------|
| APPROVE | APPROVE W/CONDITIONS | DISAPPROVE |
|---------|----------------------|------------|
1. APPLICATION & FINDINGS THROUGH NOTICE OF ACTION (NOA) FINALIZED WITH COA
 2. SIGNATURE OF DIRECTOR & GUAM CHIEF PLANNER
 3. CLIENT PROVIDED OUTBRIEF & SIGNS CERTIFICATION OF UNDERSTANDING
 4. NOA PACKET RECORDED WITH DLM

DAY 60

- ACKNOWLEDGMENT**
1. BUILDING OFFICIAL
 2. LEGISLATIVE SECRETARY
 3. CLIENT

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 PLANNER WORKS WITH INTERESTED PARTY TO DEVELOP "WORKING COPY" APPLICATION. UPON COMPLETION OF "WORKING COPY" APPLICATION, CLIENT SUBMITS "APPLICATION" FOR PRELIMINARY APPLICATION INTERVIEW	
2	CASE PLANNER ASSIGNED – CONDUCTS PAI – 10 DAYS	DAY – 10
3	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 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 ACKNOWLEDGMENT RECEIPT PROVIDED TO 1. BUILDING OFFICIAL	DAY 60 DAY 60
11	2. LEGISLATIVE SECRETARY 3. CLIENT	DAY 60

SUMMARY ZONE CHANGE

(P. L. 21-82:4 Short Form as Amended by P.L. 21-144:8)

**TO: Director, Department of Land Management
c/o Division of Land Planning
Government of Guáhan
P.O. Box 2950, Hagatna, Guáhan 96932**

The Undersigned owner(s)/lessee(s) of the following described property hereby request consideration for a Zone Change.

1. Information on Applicant:

Name of Applicant: _____ U.S. Citizen: Yes No

Mailing Address: _____

Telephone No.: Business: _____ Home: _____

2. Location, Description and Ownership: (NOTE: The maximum lot cannot exceed two (2) acres or 8,093.743 square meters or 87,120 square feet, gross area.)

Subdivision Name: _____

Lot(s): _____ Block: _____ Tract: _____

Lot Area: Acres: _____ Square Meters: _____ Square Feet: _____

Village: _____ Municipality: _____

Registered Owner(s): _____

Certificate of Title No.: _____ Recorded Document No.: _____

Deed (Gift, Warranty, etc.): _____ Deed Document No.: _____

3. Current and Proposed Land Use:

Current Use: _____ Current Zoned: _____

Proposed Use: _____ Proposed Zone: _____

4. Justification Letter: Attach a typed, brief and concise justification (letter format if possible) explaining your intentions and purpose of the Zone Change. Your letter should be addressed to the Director of Land Management.

SUMMARY ZONE CHANGE

(P. L. 21-82:4 Short Form as Amended by P.L. 21-144:8)

5. **Support Information.** The following information shall be attached to this application:
- a. A map, drawn to scale, showing existing zoning within 1000 feet radius and all parcels and their uses within 750 feet radius from the subject lot boundaries. The map shall contain:
 - (1) Lot number for every parcel(s);
 - (2) Identify by name and use all existing activities on all parcel(s) through a legend/code reference;
 - (3) All adjacent easements and roads leading to, and serving property, their widths, and condition of surfaces;
 - (4) The nearest location of all public utilities to the subject lot; and
 - (5) Show any/all features of property such as flat/hilly terrain, flood hazard, etc.
 - b. The most recent survey map certified and recorded at the Department of Land Management, of the subject property.
 - c. For "R-1" Zone Change request: A proposed property map showing how many lots are to be subdivided.
 - d. For "R-2" Zone Change request: Preliminary sketch plan shall be drawn to scale and show the following items:
 - (1) Density: Number of units and type. (i.e. Eight (8) units, three (3) bedroom, two baths, etc.)
 - (2) All setback or distances from proposed building to property boundary line.
 - (2) Parking Stalls must be numbered. Also, show one parking for persons with disabilities for every sixty (60) regular stalls (minimum).
 - (4) Recreational area or playground must be provided for children of tenants.
 - (5) Show nearest location of sewer, water, power connection or hook-up.
 - (6) Entrance and Exit of project area.
 - (7) Etc...Any other information you feel is necessary or pertinent to your request.
 - (8) In addition the following information is required by the Agencies as follows:

GUÅHAN POWER AUTHORITY

- 1. Include Ownership and Encumbrance Title Report.
- 2. Provide Proposed Power Demand in Kilo volt Amps (KVA).

GUÅHAN ENVIRONMENTAL PROTECTION AGENCY

- 1. Copy of Site Layout showing the existing building structures and the outline of the septic tank and leaching field system, if not connected to public sewer.
- 2. Copy of building Permits for any extensions (additional structures) to the existing dwelling unit.

6. **Filing Fee: Twenty-Five Dollars (\$25.00)** filing fee, signed and approved by the Governor of Guåhan on May 18, 2007, under Public Law 29-02, Chapter V, Part III (*Fees and Charges Assessed by the Department of Land Management*).

SUMMARY ZONE CHANGE

(P. L. 21-82:4 Short Form as Amended by P.L. 21-144:8)

7. **Required Signatures:** All legal owners/lessees of designated parcel shall sign form with name(s) typed or handwritten, signed and dated:

I/We hereby certify that all information contained in this application and its supplements are true and correct. I/We also understand that any misrepresentation in this application shall void the entire submission.

Owner (*Print/Sign*)

Owner (*Print/Sign*)

Date

Date

Representative (*If any*)

Date

**THIS FORM SHALL NOT BE MAILED. APPLICANT OR REPRESENTATIVE SHALL
SUBMIT IN PERSON, BY APPOINTMENT ONLY, TO THE LAND PLANNING DIVISION,
DEPARTMENT OF LAND MANAGEMENT.**

"ORIGINAL COPY"

SUMMARY ZONE CHANGE

(P. L. 21-82:4 Short Form as Amended by P.L. 21-144:8)

TO: Director, Department of Land Management
c/o Division of Land Planning
Government of Guåhan
P.O. Box 2950, Hagatna, Guåhan 96932

The Undersigned owner(s)/lessee(s) of the following described property hereby request consideration for a *Zone Change*.

1. Information on Applicant:

Name of Applicant: _____ U.S. Citizen: Yes No

Mailing Address: _____

Telephone No.: Business: _____ Home: _____

2. Location, Description and Ownership: (NOTE: The maximum lot cannot exceed two (2) acres or 8,093.743 square meters or 87,120 square feet, gross area.)

Subdivision Name: _____

Lot(s): _____ Block: _____ Tract: _____

Lot Area: Acres: _____ Square Meters: _____ Square Feet: _____

Village: _____ Municipality: _____

Registered Owner(s): _____

Certificate of Title No.: _____ Recorded Document No.: _____

Deed (Gift, Warranty, etc.): _____ Deed Document No.: _____

3. Current and Proposed Land Use:

Current Use: _____ Current Zoned: _____

Proposed Use: _____ Proposed Zone: _____

4. Justification Letter: Attach a typed, brief and concise justification (letter format if possible) explaining your intentions and purpose of the Zone Change. Your letter should be addressed to the Director of Land Management.

SUMMARY ZONE CHANGE

(P. L. 21-82:4 Short Form as Amended by P.L. 21-144:8)

5. **Support Information.** The following information shall be attached to this application:
- b. A map, drawn to scale, showing existing zoning within 1000 feet radius and all parcels and their uses within 750 feet radius from the subject lot boundaries. The map shall contain:
 - (6) Lot number for every parcel(s);
 - (7) Identify by name and use all existing activities on all parcel(s) through a legend/code reference;
 - (8) All adjacent easements and roads leading to, and serving property, their widths, and condition of surfaces;
 - (9) The nearest location of all public utilities to the subject lot; and
 - (10) Show any/all features of property such as flat/hilly terrain, flood hazard, etc.
 - e. The most recent survey map certified and recorded at the Department of Land Management, of the subject property.
 - f. For "R-1" Zone Change request: A proposed property map showing how many lots are to be subdivided.
 - g. For "R-2" Zone Change request: Preliminary sketch plan shall be drawn to scale and show the following items:

- (1) Density: Number of units and type. (i.e. Eight (8) units, three (3) bedroom, two baths, etc.)
- (2) All setback or distances from proposed building to property boundary line.
- (2) Parking Stalls must be numbered. Also, show one parking for persons with disabilities for every sixty (60) regular stalls (minimum).
- (4) Recreational area or playground must be provided for children of tenants.
- (5) Show nearest location of sewer, water, power connection or hook-up.
- (6) Entrance and Exit of project area.
- (9) Etc...Any other information you feel is necessary or pertinent to your request.
- (10) In addition the following information is required by the Agencies as follows:

GUÅHAN POWER AUTHORITY

- 2. Include Ownership and Encumbrance Title Report.
- 2. Provide Proposed Power Demand in Kilo volt Amps (KVA).

GUÅHAN ENVIRONMENTAL PROTECTION AGENCY

- 3. Copy of Site Layout showing the existing building structures and the outline of the septic tank and leaching field system, if not connected to public sewer.
- 4. Copy of building Permits for any extensions (additional structures) to the existing dwelling unit.

6. **Filing Fee: Twenty-Five Dollars (\$25.00)** filing fee, signed and approved by the Governor of Guåhan on May 18, 2007, under Public Law 29-02, Chapter V, Part III (*Fees and Charges Assessed by the Department of Land Management*).

SUMMARY ZONE CHANGE

(P. L. 21-82:4 Short Form as Amended by P.L. 21-144:8)

7. **Required Signatures:** All legal owners/lessees of designated parcel shall sign form with name(s) typed or handwritten, signed and dated:

I/We hereby certify that all information contained in this application and its supplements are true and correct. I/We also understand that any misrepresentation in this application shall void the entire submission.

Owner (*Print/Sign*)

Owner (*Print/Sign*)

Date

Date

Representative (*If any*)

Date

**THIS FORM SHALL NOT BE MAILED. APPLICANT OR REPRESENTATIVE SHALL
SUBMIT IN PERSON, BY APPOINTMENT ONLY, TO THE LAND PLANNING DIVISION,
DEPARTMENT OF LAND MANAGEMENT.**

SAMPLE JUSTIFICATION LETTER
(Should be typed on 8 ½" x 14" Legal Size Paper)

To: Director, Department of Land Management
c/o Land Planning Division, Zone Change Section
Government of Guåhan
P.O. Box 2950
Hagatha, Guåhan 96932

Subject: Summary Zone Change Application on Lot _____ Block _____ Tract _____
Municipality of _____.

Dear Sir:

Pursuant to Public Law 21-82, (as amended by P.L. 1-144), I am submitting an application for a Summary Zone Change on the above property. Continue your letter by answering the questions and providing the information as required to evaluate your application:

- a. **What** is the current zone on the property "A" (*Rural*) or "R-1" (*Single Family*)?
- b. **Who** currently owns the property? (If more than one owner or parties, you must list all names.)
- c. **How** did you acquire the property? (Deeded to you through Gift, purchases, etc.)
- d. **What** is currently on the property, if vacant indicate so. If there is a structure describe the structure (i.e., single-family three (3) bedrooms, two (2) baths), etc. Also, state if you are living or residing on the subject lot to be rezoned.
- e. **Is/Are** your structure(s) serviced public sewer or by an individual septic tank/leaching field?
- f. **What** are your intentions or plans? **Reason** you are applying for a zone change? (i.e., to build new apartments or to enclose an existing extension for conversion to a duplex, etc.)
- g. **Surrounding Uses:** Briefly identify other types of uses or structures in the immediate vicinity surrounding your property. (i.e., to the north is a duplex, to the south is a retail store, or vacant, etc.).
- h. **Topography:** Describe the topography of your property. (i.e., flat, hilly, 15% slope from north to south, low lying area, etc.)
- i. **Soil Composition:** Very briefly describe your soil using layman's language. (i.e., rocky, clay, sand, mixed, etc.)
- j. **Access:** Describe the legal access to your property. (i.e., serviced by a 40' (foot) wide right-of-way, etc.) and described it there are improvements within the legal access. e.g., a 20' foot wide paved road exists, or a 20' foot wide coral base compacted road exists, etc.
- k. **All others:** Lastly, mention any other attributes of your property that will help us evaluate your application.

"SAMPLE"
LETTER OF SUPPORT

Director, Department of Land Management
c/o Land Planning Division, Zone Change Section
Government of Guåhan
P.O. Box 2950
Hagatna, Guåhan 96932

Re: Support of Summary Zone Change for _____ on
Lot/Block/Tract _____ in the Municipality of _____

Dear Sir:

I (*Print Name*), _____ a resident/property
owner have been advised that _____ owner of Lot _____
Block _____ Tract _____ and a long time resident of this village of
_____ has applied for a Zone Change with your Department under
the "*Fast Track Zone Change Program*" (*P.L. 21-82:4*). He/She plans to build a
_____ single-family residence/apartment complex to
provide for his/her children. I want to go on record as supporting his/her children. I want to
go on record as supporting his/her application as acknowledged by my signature below.

I know or have known _____ for _____
years and believe he/she is a person of good moral character, responsible and dedicated to
both his/her family and community. I believe that his/her plans to develop his/her property
will benefit _____ and will not be detrimental in any way.

Lastly, as a resident of Guåhan, born and raised on Guåhan, I strongly feel that
_____ should be given the opportunity rarely afforded to
the average resident of Guåhan, but is all too often afforded to developers.

Therefore, I stand in support on his/her Zone Change Application.

Signature

Date

Time

ATTACHMENT 4

SAMPLE

Office of the Mayor
Municipality of Yona



Resolution No. 09-03

Introduced by:

<i>Mayor Jose "Peto" Terlasje, Chairman</i>	
<i>Ignacio Q. Peraldo, Vice Chairman</i>	
<i>Victoria C. Quinata, Secretary</i>	<i>Joaquin Q. Fernandez, Member</i>
<i>Anthony T. Ooka, Treasurer</i>	<i>Jesse G. Garcia, Member</i>
<i>Mmanuel Q. Cruz, Member</i>	<i>Ronald, A. Lujan, Member</i>
<i>Frankie F. Fernandez, Member</i>	<i>Madeleine Sophie M. Losongco, Member</i>

Relative to a Zone Change Application from "A" Agriculture to "C" Commercial & "R-2 Multi-Family Dwelling Zone for Lot No. 154-6-3 & 154-6-4, Municipality of Yona.

BE IT RESOLVED BY THE YONA MUNICIPAL PLANNING COUNCIL

WHEREAS, the Yona Municipal Planning Council plays a very vital role in the development of community projects and serves as the governing authority within the respective district that might otherwise compromise social and environmental issues to the general population of the districts respectively; and

WHEREAS, since the inception and creation of the Yona Municipal Planning Council, it has become a vital component of Community Interaction and advises the Mayor of Yona on policies aimed at improving the quality of life within the district to include supportive or non-supportive issues that concerns the livelihood of each and every individual resident; and

WHEREAS, a review and study was made relative to the Zone Change Application received and presented by Rosario & Associates, Inc. and concluded that Zone Change Application No. 2009-20, is in abeyance with the Yona Municipal Planning Council requirements; and

WHEREAS, the Mayor of Yona, who also serves as the Chairman of the Yona Municipal Planning Council personally met with Mr. Jong Hun Mun, Mr. Richard R. Rosario to include members of the Segyero Guam Corporation and executed such gentleman's agreement that since the Zone Change Application is an excellent site for developmental improvement, especially housing and recreational facilities, the Yona Municipal Planning Council strongly supports the zone change application; and

ATTACHMENT 6

WHEREAS, the formal meeting called upon all Yona Municipal Planning Council members on October 21st 2009, relative to the Zone Change Application, clearly demonstrated such revelation that the development will definitely prove beneficial to the surrounding neighbors to include those in need of housing; and be it further

RESOLVED, that the Chairman and the members of the Yona Municipal Planning Council certify, and the Secretary of the Yona Municipal Planning Council attest to, the adoption heretof, and that copies of the same be thereafter transmitted to the Director of Land Management, Guam Land Use Commission, Richard F. Rosario, Mr. Jong Hun Mun, Segyero Guam Corporation and to the Honorable Jose T. Terlaje, Mayor of Yona.

DULY AND REGULARLY ADOPTED BY THE YONA MUNICIPAL PLANNING COUNCIL ON THE 2ND DAY OF NOVEMBER, 2009.


Jose "Pedo" Terlaje
Mayor & Chairman
Yona Municipal Planning Council


Victoria C. Quinata
Secretary
Yona Municipal Planning Council