

REQUIREMENTS FOR CERTIFICATION OF ZONING COMPLIANCE FOR YARD SETBACK

Prior to submitting a request for a Certification of Zoning Compliance for Yard Setback, Use Density, and or Zoning Use your request should include certain vital information that would expedite our assessment and response time. Please include the following information in your request:

1. Official letter of request outlining the reason for the request and issues involved leading to the request.

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

2. Supporting Information: The following supporting information shall be attached to the official letter of request.

- a. Provide ownership document such as property deed(s) or latest Certificate of Title.
- b. The latest recorded Survey Map of the subject lot.
- c. A map showing directions to the subject lot.
- d. A Plot Plan or Site Plan showing As-Built (existing structures) on the subject property. This should include:
 - 1) Property lines, public easements (with roads, streets, and utilities).
 - 2) All structures located within the subject property.
 - 3) Measured setbacks of all structures from property lines and each other.
 - 4) Use of all structures within subject property (i.e. single-family, multi-family, storage, etc.).
- e. Must submit a letter of support from adjoining property owners most affected by the setback infraction.
- f. Provide information as to when the imposing structure was built (month and year at a minimum). To support the date of construction, the requestor must provide one of the following:
 - 1) Building construction or occupancy permit as approved by the Department of Public Works.
 - 2) Notarized affidavits from individuals who lay witness to the date of construction.
 - 3) Receipts, photographs indicating the date of construction; Or
 - 4) Any documentation that may prove as to the date of construction.

3. Filing Fee: Ten Dollars (\$10.00) filing fee for the first five pages, and \$.25 for any additional page, under Public Law 29-02, Chapter V, Part III (*Fees and Charges Assessed by the Department of Land Management*).