

# Procedures for Placement of Mandatory Billboard for Public Notification

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*Effective Date: November 11, 2011*

*As Approved by the Office of the Guam Chief Planner*

*Division of Land Planning, Department of Land Management*

The purpose for these following procedures is to clarify and standardize the requirement for the placement of public notice signs on the subject lots under review by the Guam Land Use Commission (GLUC) pursuant to 21GCA, Chapter 61, *Zoning Laws, Part 3, Changes of Zones, Section 61633, Hearing Dates-Notice (for Zone Change Requests)*; Article 3, Section 61303(c) *(for Conditional Use Permit Requests)*; Part 2, *Appeals & Review, Section 61619, Hearing Date-Notice (for Zone Variance Requests)*. Applicants are instructed to review the following steps and procedures and acknowledge its contents and responsibilities. **(This document shall be entered as a mandatory information and part of the filed application packet)**

**A. SIZE DIMENSION AND SIGNAGE:**

1. The Billboard shall maintain a dimension no smaller than 4 feet by 8 feet (as allowed in a standard-sized plywood board) with a **white background entirely**.
2. In that portion stating “**NOTICE TO REZONE\***” shall be dominantly in English, shall use a letter font size no smaller than 12”, and shall be in **red**. This portion of the sign shall take up no less than 2 feet by 8 feet and preferably on the upper half of the sign.
3. In that portion stating “**PUBLIC NOTICE**” shall be dominantly in English, shall use a letter font size no smaller than 8”, and shall be in **red**.
4. In that portion stating “**AN APPLICATION HAS BEEN FILED WITH THE GUAM LAND USE COMMISSION (GLUC) FOR A ZONE CHANGE**” shall be dominantly in English, shall use shall use a letter font size no smaller than 4-6”, and shall be in **red**.
5. In that portion providing: **the title of the filed application; owner and name of the developer; the lot, block, and tract number of the subject lot; and the proposed change of zone, purposed variance, or proposed conditional use** regarding the application, shall be dominantly in English, shall use a letter font size no smaller than 4-6”, and shall be in either **red or black**.
6. In that portion providing: **the Date and Time for each Public or GLUC Hearing** shall be dominantly in English, shall use a letter font size no smaller than 4-6”, and shall be in either **red or black**.
7. **All characters and letters will be printed in legible and permanent media so as to prevent any possible degradation in material or context due to elements of nature.**

**B. PLACEMENT AND MAINTENANCE OF SIGNAGE:**

1. The applicant shall not be restricted to the placement of one billboard advertisement of public notice, but shall opt to place additional billboard as may deemed necessary to insure public notification in accordance with applicable statues is achieved and may be applicable at the recommendation of the Guam Chief Planner.
2. The Billboard shall be erected and displayed in a visible and prominent place on the subject site no less than **5 days after the application has been filed with the Guam Land Use Commission or Guam Seashore Commission, whichever is applicable and in accordance to applicable statue.**
3. Billboards shall be erected and in placed in a location within the subject lot(s) as to avoid any hindrance to pedestrian or vehicular travel. **The billboard shall not be used for the purpose of hindering public access within a Public Right-of-Way.**
4. When facing a roadway or in an area determined as the most obvious and visually accessible, such area where the billboard will be placed shall be free of any object, natural material, or any man-made or natural structure or form that would otherwise hinder visual access to the billboard. The applicant or his authorized agent shall be responsible for maintaining said area and sign for the duration of the application's review and assessment period and no later than **one day after the GLUC/GSPC has rendered a final decision.**
5. The applicant or his authorized agent shall be responsible for updating the billboard, particularly on **public hearing or GLUC/GSPC hearing dates.**

**C. OFFICIAL STAMP DATE PROOF OF PUBLIC NOTIFICATION:**

In an effort to insure timely public notification of public or GLUC hearing dates, times, and venue the applicant or his authorized agent shall perform the following:

1. Upon notification of a confirmed and scheduled public or Commission hearing date, the applicant or his authorized agent shall enter such date(s) on the billboard **no later than three days after being notified or as required under statute.**
2. For the purpose of insuring proof new information has been added to the sign within the required timeline, the applicant or his authorized agent shall either:
  - a. Obtain a **digital photograph of the billboard, obviously showing the entered date(s).** The digital photograph shall then be sent to the application case planner via email or other electronic media. The date received via email or other electronic media shall serve as the **date stamp proof** in accordance with part 1a of this instruction; or
  - b. Obtain a **still photograph of the billboard, obviously showing the entered date(s).** The photograph shall then be brought to the office of the application case planner, either personally or by electronic means (i.e. electronically scanned then sent by

Applicant's Initials \_\_\_\_\_

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email, facsimile, etc). The case planner shall then receive the photo(s) as the date stamp proof of the hearing date in accordance with part 12a of this instruction (in the event a facsimile is used, the case planner shall use the date received in faxed copy as **the date stamp proof**; otherwise,

- c. When personally delivering the photo(s), the applicant or his authorized agent shall submit accordingly using the following form and context for the receipt and acknowledgement of **stamp date proof**.

<p>This is to acknowledge that the <u>applicant's or authorized agent</u> has submitted proof that dates pertaining the public hearing/Commission were entered in the mandatory Public Notice Billboard pursuant to Part C2a of the <i>Procedures for Placement of Mandatory Billboard Public Notification</i>.</p> <p>DATE NOTIFIED BY CASE PLANNER: _____</p> <p>DATE ENTERED ONTO BILLBOARD BY APPLICANT: _____</p> <p>CASE PLANNER ACKNOWLEDGED: _____</p> <p>GUAM CHIEF PLANNER ACKNOWLEDGED: _____</p>
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***\*\*\*This document to have attached a copy of a sign sample.***

I/We have been advised of my/our Case Planner of the requirements of the mandatory installation of a public notice sign as described above and that I am/we are responsible for its installation, maintenance, and updating of said sign as well meeting the requirements of all applicable statues relative to providing appropriate public notice of all applicable public meeting and/or hearing dates concerning my/our land use application as filed with the Division of Land Planning. I/ We understand that any failure to meet these requirements may prevent further processing of my/our application or revocation, thereof.

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**APPLICANT'S NAME (PLEASE PRINT)**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**