




**DEPARTMENT OF PARKS AND RECREATION**  
**STATE HISTORIC PRESERVATION OFFICE**  
 475-6338 / 6292; Fax: 477-2822



**POLICY ON REVIEWING DPW PERMIT APPLICATIONS**

1. DPW Permit Applications of various sort, must include adequate documentation before they are submitted to the Guam Historic Resources Division (GHRD) for staff review. To expedite reviews, all Permit Applicants must comply with the policies stated herein. Most importantly, applicants must include all items being requested below in numbers 3, 4, 5, and if applicable, item no. 6.
  
2. GHRD staff will “officially” receive all DPW Permit Applications submitted for our review. Applications will not be reviewed/discussed/or replied to with the Applicant on the day it is submitted. GHRD staff will notify the Applicant within five (5) working days on the status of the Permit Application.
  
3. **BEFORE PERMIT APPLICATIONS ARE ACCEPTED BY GHRD STAFF**, Applications must include and contain the following documents with all the appropriate notations:
  - A. Vicinity Map: Indicate the applicable Lot No., Block No., and Tract No. A Title block must be indicated on all sheets. Drawing Scales should not be less than 3/16”=1’-0” except on civil drawings. The map must contain location and street names and must be legible.
  
  - B. Site or Plot plan: Show the Property boundaries, Public rights of way, Utility easements, Zoning setbacks, Access/egress to existing road, existing and finished grade elevations, Finished floor elevation of the Proposed Structure, Existing Pavements, Existing Structures, Utility connections. Show all existing Utilities within 100 ft. e.g. GWA Water/Sewer lines, GPA Power poles & Service drops, GTA Pedestals and Service lines.
  
  - C. Include copies of Dept. of Land Management (DLM) **recorded** Property Map, Ownership documents or Lease Agreement, Notice of Action (GLUC) if applicable.
  
  - D. Include a copy of the Contractor’s License. For self-construction, a copy of CLB Provisionary License. If a provisional license is not applicable, application must be approved by One Stop Administrator.
  
  - E. **FEDERAL INVOLVEMENT MUST BE DISCLOSED**, i.e., if project, etc., is federally funded in whole or in part, or if a federal permit, license or clearance is/are required. An official letter may be required, from the appropriate federal agency delegating legal responsibility for compliance with Section 106, or the letter of findings, determination, and concurrence between the federal agency and the Guam State Historic Preservation Officer.
  
4. Applications must be signed by the Owner. If the application is prepared by someone other than the Owner, then it must be accompanied by a duly verified affidavit from the Owner that the Applicant is authorized to prepare and submit such application, and to act on behalf of the Owner.
  
5. If applicable, a Letter of Authorization to act on behalf of the “customer,” the “client,” the “firm,” or such other.
  
6. **A Certificate of Approval (COA) must be issued before any action affecting potential historic sites or objects is undertaken.** The COA will state the conditions upon which the permit application is being approved. The Permit Application **may** be approved with the notation: “Approved with conditions as stated in COA No.: \_\_\_\_\_, Attached.” The Applicant / customer must sign the COA and follow conditions.

  
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 PATRICK LUJAN, SHPO, STATE  
 HISTORIC PRESERVATION OFFICE,  
 DEPT. OF PARKS AND RECREATION  
 DATE: 4 Jan 23

<p><b><u>To be completed by GHRD Staff:</u></b></p> <p>Staff Name: _____</p> <p>Staff Phone No.: _____</p> <p>Date: _____</p>
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