

LAND USE INVENTORY

Documentation Memorandum

BUREAU OF PLANNING
GOVERNMENT OF GUAM
P.O. BOX 2950
AGANA, GUAM 96910



BUREAU OF PLANNING
GOVERNMENT OF GUAM
AGANA, GUAM 96910

AUG 11 1976

Memorandum

To: Library
From: Manager, Planning Inventory Section
Subject: Land Use Inventory Documentation

The Land Use Inventory is a compilation of information from Land Management Records Section and Revenue and Taxation tax assessment files for each parcel of land on Guam. The information was compiled during the time period 1973 to 1975 and has not been updated. The material available to the user is as follows:

- . A computerized listing by village of each parcel of land.
- . The working papers used in assembling the information.

Exhibit A (attached) tells what information is contained in the computer listings. The working papers used in the compilation consisted of a form used for research at Land Management and a form used at Revenue and Taxation. The information collected at Land Management included municipality, lot number, name of owner, size of parcel and document number or certificate of title. The information collected at Revenue and Taxation included land and building appraisal values, zone code, and some characteristics of the building. Exhibits E and F (attached) are copies of the forms that were used.

Since the information has not been updated, it is important to the user to know when a particular municipality was done. The following table gives the completion dates of research for each village.

COMPLETION DATES OF RESEARCH

	<u>Land Management</u>		<u>Revenue and Taxation</u>
Agana	Urban	6-75	Urban & Suburban
	Suburban	12-75	
Agana Heights		9-73	
Agat		8-73	
Asan		3-75	

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Barrigada		8-73		8-73
Chalan Pago-Ordot		10-73		1-74
Dededo		8-75		4-75
Inarajan		9-74		8-74
Mangilao		8-73		8-73
Merizo		12-74		3-75
Mongmong-Toto-Maite		9-73		1-73
Piti		12-74		3-75
Santa Rita		5-73		6-73
Sinajana	Urban & Suburban	10-73	Urban & Suburban	10-73
	Rural	8-75	Rural	10-75
Talofofo		3-75		3-75
Tamuning		8-75		4-75
Umatac		9-74		2-75
Yigo		6-75		4-75
Yona	Urban & Suburban	5-75	Urban & Suburban	3-75
	Rural	10-75	Rural	10-75

The following exhibits are attached to the memorandum:

- A Computer Format of Land Use Inventory
- B Explanation of Codes Used in the Inventory
- C Memorandum on Land Use Survey Procedures dated October 23, 1973
- D Sample Form Used for Research at Land Management
- E Sample Form Used for Research at Revenue and Taxation

Pat Cawunder
PATRICIA CAWUNDER

Attachments

EXHIBIT A

COMPUTER FORMAT OF LAND USE INVENTORY

Variable	Field Columns	Characters
1. District	1-2	Numeric
2. Owner	3	Numeric
3. Lot number	4-23	Alpha-Numeric
4. Land Area	24-32	Numeric
5. Building Area	33-36	Numeric
6. Land Value	37-43	Numeric
7. Building Value	44-50	Numeric
8. Zone	51	Numeric
9. Number of Stories	52-54	Alpha Numeric
10. Primary Use	55-60	Numeric
11. Accessory Use	61-65	Numeric
12. Building Class	66-67	Alpha Numeric
13. Building Condition	68	Numeric
14. Document or C.T. Number	69-75	Alpha-Numeric
*15. Grid Identifier Number	76-79	Alpha-Numeric
16. Home Owner Tax Exemption	80	Numeric

* Not used.

EXHIBIT B

EXPLANATION OF CODES USED IN THE INVENTORY

VARIABLE	EXPLANATION
"DIS"	-Election district; code for Tamuning is 16
"OWNER"	-Ownership code: (one column field) 1 - Public--GovGuam 2 - Private 3 - Navy 4 - Department of Interior (USA) 5 - GHURA 6 - Churches 7 - Corporations and companies 8 - Ownership unresolved 9 - Foreign ownership
"LOT NUMBER"	-Indicates lot number designation as assigned by Land Management. This variable is 20 columns in length. SUBURBAN LOTS are fairly implicit. EXAMPLES: 2118-2-B-2C 5140-3G TRACT LOTS are specified by sequence of block number (if any), lot number, followed by the tract number designation. EXAMPLE: 3L182144-2 Block 3, Lot 18, Tract 2144-2 1L28 5172-2 In some cases, land tracts retain original basic lot numbers, as shown on the above lot number. Block 1, Lot 28, Basic Lot 5172-2
"LAND AREA"	Land Area is given in square meters. Although decimal points are not shown, the figures are given to the hundreds of a square meter. Disregard preceding zeros. * "E" (and) signs as seen throughout the listing represent blanks and/or zeros; a key punch error.
"BUILDING AREA"	Building Area is given in square feet. The figure represented are taken to the nearest square foot, as reflected by Real Property Tax records. Disregard preceding zeros.

VARIABLE	EXPLANATION																																								
"ZONE"	Zones correspond with the existing land use zones. The codes are: 1. Planned Unit Development 2. M-2 Heavy Industrial 3. M1--Light Industrial 4. Commercial 5. Multi-family (R-2) 6. Single-family (R-1) 7. Agricultural 8. Mixed (lots lying within a boundary of two zones)																																								
"STORIES"	Represents member of stories per structure. Disregard preceding zeros; if a "1" is given in the first column, this is a key punching error and actually means one story.																																								
"PRIMARY"	This represents the primary use of the lot. A "9100" code signifies that the lot is vacant. If any other code is given, it implies the specific use of a structure on the lot. The following is a list of codes and their definitions: <table> <tbody> <tr><td>1110</td><td>Single-family (res.)</td></tr> <tr><td>1120</td><td>2-family (res.)</td></tr> <tr><td>1130</td><td>3-6 family (res.)</td></tr> <tr><td>1131</td><td>3-6 family (res.)</td></tr> <tr><td>1150</td><td>Pre-fab single family</td></tr> <tr><td>1190</td><td>Condominium</td></tr> <tr><td>1200</td><td>Barracks</td></tr> <tr><td>1510</td><td>Hotels/Motels</td></tr> <tr><td>2127</td><td>Chicken houses</td></tr> <tr><td>2899</td><td>Chemical and allied products manufacture</td></tr> <tr><td>3261</td><td>Cement block plant</td></tr> <tr><td>4600</td><td>Garages</td></tr> <tr><td>5251</td><td>Hardware--retail</td></tr> <tr><td>5330</td><td>Retail stores</td></tr> <tr><td>5381</td><td>Retail dress shop</td></tr> <tr><td>5410</td><td>Grocery stores</td></tr> <tr><td>5461</td><td>Bakery</td></tr> <tr><td>5510</td><td>Motor vehicle--retail</td></tr> <tr><td>5570</td><td>Tires, batteries, and accy.--retail</td></tr> <tr><td>5530</td><td>Gasoline service stations</td></tr> </tbody> </table>	1110	Single-family (res.)	1120	2-family (res.)	1130	3-6 family (res.)	1131	3-6 family (res.)	1150	Pre-fab single family	1190	Condominium	1200	Barracks	1510	Hotels/Motels	2127	Chicken houses	2899	Chemical and allied products manufacture	3261	Cement block plant	4600	Garages	5251	Hardware--retail	5330	Retail stores	5381	Retail dress shop	5410	Grocery stores	5461	Bakery	5510	Motor vehicle--retail	5570	Tires, batteries, and accy.--retail	5530	Gasoline service stations
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VARIABLE		EXPLANATION
"PRIMARY" (Con't)	5630	Women's accy and specialties--retail
	5700	Furniture and home furnishings--retail
	5711	Furniture retail
	5731	Radios and televisions--retail
	5810	Eating places (establishments serving only food or food and alcoholic beverages)
	5820	Drinking places (alcoholic beverages)
	5830	Food catering service
	5951	Sporting goods--retail
	5994	Cameras and photographic supplies--retail
	5999	Other retail trade
	6190	Finance, insurance, and real estate services
	6214	Laundering and dry cleaning (self-service)
	6216	Laundry room (accy)
	6220	Photographic services
	6231	Beauty shop
	6232	Barber shop
	6370	Warehousing and storage service
	6376	General warehousing and storage
	6396	Trading stamp service
	6397	Automotive and truck rental service
	6399	Other business services
	6411	Automotive repair service
	6490	Other repair services
	6517	Medical clinics--outpatient service
	6625	Carpentry service
	7212	Motion picture theater
	7419	Other sports activity
	7432	Swimming pools
	8399	Other forestry activities and related service
	9100	Vacant

"ACCESS"

This variable represents an accessory use for an additional structure on the lot. The codes and definitions previously listed above include accessory uses. Information on both primary and accy uses are derived from Real Property Tax records.

"CLAS"

Represents the quality of construction material and workmanship. Some records show strictly numeric codes, while others are alphabetic or alpha-numeric. The former indicates an old "building classification" system (although still used to some extent), which ranges between 1.0 to 7.0 (decimal points excluded in printout).

VARIABLE	EXPLANATION
"CLAS" (Con't)	while the latter is a fairly new system. The building class codes and definitions of the old system is given below. These will be followed by the equivalents to the new system.
1.0	
1.1	
1.2	
1.3	
2.0	
2.1	
3.0	
3.1	
3.2	
3.3	
4.0	
5.0	
6.0	
6.1	
7.0	
A	Apartment
AM	Masonry built apartment structure
A1	- Undefined
A3	- Undefined
B	- Key punch error?
B1	- Key punch error?
BT	Butler building
C	Reinforced concrete construction Large (4 stories or more) reinforced
C2	Concrete, multi-family apartments Extra-large (4 or more stories) fire proof
C3	Reinforced concrete, multi-family apartments.
D	Key punch error?
M1	Small to medium one or more story wood frame building with fair grade material and work. Medium to larger one or more story masonry building with good material and work.
M2	Medium to larger one or more story masonry building with best material and work.
W2	Story wood frame building.
"COND"	Represents the current appraised condition of the structure. The following is a list of codes and definitions:
1	Good
2	Normal
3	Fair
4	Poor

VARIABLE	EXPLANATION
"DOC NO"	This variable represents the document number or certificate of title number as issued by records section of Land Management.
"GRID"	This variable was incorporated into the data card for later use. Although source data for this variable have been collected, they have not been coded into the cards. The four-digit grid identifiers are extracted from the Uniform Grid System recently developed.
"E"	This variable indicates whether Home owners Tax Exemption is being applied to the assessment of residential structures. A code "1" denotes the presence of HTE, while a zero or blank indicates otherwise. A maximum of \$15,000 is deducted from the appraised value of the structure (if the structural value is less than \$15,000, the appraised value of the lot is included).



GOVERNMENT OF GUAM
AGANA, GUAM 96910

October 23, 1973

MEMORANDUM

To: Planner IV, Territorial Planning Commission
From: Planner I, Territorial Planning Commission
Subject: Land Use Survey Procedures

A land use survey for Guam is presently being conducted by the master plan staff of the Territorial Planning Commission. It consists of an accumulation of existing land use data concerning every house and parcel of land on the island.

In essence, it is a three-phased compilation of data stemming from two sources--Department of Land Management and Department of Revenue and Taxation.

- I. The first phase begins with data collection from the Department of Land Management, the purpose of which is to obtain a listing of every lot within each municipality and to identify their corresponding areas, ownership and document (deed) or certificate of title numbers. There are three steps within the first phase:
 - A. The first is to research the master index of lots situated within the Record Section of Land Management. This entails obtaining every lot in numerical order and the most recent document or certificate of title number.

NOTE: The purpose for retaining the numerical order of the lots is to prevent possible duplication of lots. Also, it is preferable to obtain a certificate of title number of the lot in place of a document number in order to trace changes in ownership.

- B. The second step is to cross-check the information from the master index with the Record Section's running record of documents and certificate of titles. This entails gathering owner and area data which corresponds to the lot numbers and document or the certificate of title numbers located in the Record Section's public vault.
- C. The last step of the first phase is to gather data concerning the tracts (i.e., subdivisions of basic lots). The Record Section also has a tract record containing the most recent owners and document or certificate of title numbers. The lot numbers and areas can be cross-checked with the Planning Division of Land Management (tract maps).

II. The second phase consists of data collection from the Department of Revenue and Taxation. The purpose of this is to obtain lot numbers as another cross-check of Land Management's data and to obtain use and character information of the buildings situated upon these lots. Data collection from Revenue and Taxation is accomplished utilizing two steps.

- A. The first is to research tax cards concerning property appraisals, building conditions, number of stories and rooms and the buildings' primary and accessory uses. The tax cards are located in the Real Property Tax Division's files.
- B. Due to the fact that the tax roll is updated every fiscal year, corrections may be absent from some of the cards. While the cards are being corrected, they are absent from the files. This constitutes the second step. In order to prevent duplication and preserve the numerical order, the gathering of these corrections should be done after the completion of the research on those cards in the file--this is also done for expediency. All the data collected from Revenue and Taxation is also placed on a standard form--a copy of which is included as an attachment.

III. The third phase is the compilation of both the data collected from Land Management and Revenue and Taxation. The purpose

of this phase is to combine lots with their respective buildings, include military and public lands and for computerization into a basic information system. This combination of data also serves as the final cross-check for all the information gathered.

- A. The first step is to list the lots in numerical order along with the buildings on each lot. In this, both standard forms from the two sources are referred to.
- B. Step two entails the coding of each use, utilizing the "Standard Land Use Coding Manual," a publication produced by the U.S. Department of Transportation. Also, ownership and improvements are coded, using a prearranged coding system.
- C. Step three consists of examining official zoning maps, locating the lots on these maps and finding each lot's corresponding zone. All this information is also placed on a standard form.
- D. Next, a grid number consisting of a combination of letters and numbers is assigned to each lot for easy location on a base map of the district.
- E. The final step of phase three is to key-punch all the land use and related data on computer cards to produce a basic information system for Guam.

Techniques for updating the land use information is not included in the three phases. Basic data collection of the three phases is the essential part of the land use survey and since we are still operating within these three phases, updating procedures have not been thoroughly formulated.

As noted in the context of this discussion, accompanying the procedures for the Land Use Survey are the standard forms used for gathering information from the two sources and the form used for compilation for eventual computerization. Also, a copy of the format used for the computer card is included.

Michael Cruz
MICHAEL CRUZ

Attachments

Sample Form Used For Research at Land Management

Phase one :

LADD MANAGEMENT - STANDARD FORM

SECTION

5

LOT #

0:00:00

AEEI

Doc 17

C

[illegible]

EXHIBIT E
Sample Form Used For Research at Revenue & Taxation

REVENUE & TAXATION - STANDARD FORM

AREA: 3M IDENTITY
OF
PARCEL

USE: RES AP COM INDUSTRIAL
LT HVY

CONDIT: GOOD NORM - FAIR POOR

TYPE: 1 FAM
2 FAM
3-6
MOTEL
QUONSET
PREFAB

BLDG AREA: SQ FT

* BLDG APPR:

* LAND APPR:

TOTAL APPR. VAL:

NOTE:

STORIES: 1 11/2 2 21/2

NO. APTS:

NO. B.RMS:

IMPROVEMENTS: SWALKS
CURBS
WATER
SEWER
ELECT

DATE:

* LAND & BUILDING APPRAISALS (LAND & BLDG VALUES - NOT A OR TAXABLE VALUES)

AREA: 3M IDENTITY
OF
PARCEL

USE RES AP COM INDUSTRIAL
LT HVY

CONDIT: GOOD NORM - FAIR POOR

TYPE: 1 FAM
2 FAM
3-6
MOTEL
QUONSET
PREFAB

BLDG AREA: SQ FT

BLDG APPR:

LAND APPR:

APPR. VAL:

NOTE:

STORIES: 1 11/2 2 21/2

NO. APTS:

NO. B.RMS:

IMPROVEMENTS: SWALKS
CURBS
WATER
SEWER
ELECT

DATE:

TERRITORIAL PLANNING COMMISSION

Preliminary Land Use Survey

A) Definition of Land Use Variables

- 1) Municipality - a political district within which a parcel of land is located
- 2) Ownership - The legal owner of a parcel of land (Excluding leases)
- 3) Lot number - A numerical identification of a parcel of land according to the Department of Land Management
- 4) Land area - Total amount of land within a parcel (in square meters)
- 5) Building area - Total floor space of a structure (in square feet)
- 6) Land value - The estimated (appraised) monetary value of a parcel of property according to the Department of Revenue and Taxation
- 7) Building value - The estimated monetary value of a structure according to the Department of Revenue and Taxation
- 8) Zone - A designation of a section of land for a particular use
- 9) Number of Stories - The number of floors in a structure
- 10) Primary use - The existing, basic use of a parcel of land determined by the function of the structure situated upon it
- 11) Accessory Use - A secondary function of a parcel of land
- 12) Building class - A coded evaluation of building structures in terms of the types of building materials used for its construction
- 13) Building condition - An evaluation of the over-all state of the structure
- 14) Document or Certificate of Title number - A Department of Land Management reference number used to find legal ownership of land and trace property transactions.
- 15) Grid number - An alpha-numeric designation of the approximate location of a parcel of land on a base map of the municipality
- 16) Exemptions - Release from the liability of paying building taxes

Standard Land Use Coding System

<u>Code</u>	<u>Description</u>
1110	Residential - 1 Family
1120	Residential - 2 Family
1130	Residential - 3-6 Family
1131	Apartments
1163	Storage (residential)
1200	Barracks
1400	Mobile Home - 1 Family
1420	Mobile Home - 2 Family
1510	Hotels/Motels
2126	Poultry farms
2127	Chicken Houses
2185	Bottling Companies
2199	Outside Kitchen (accessory)
2740	Commercial printing
2810	Laboratory plant
2910	Petroleum Company
3261	Cement Block Plant
4600	Garages
4732	Radio Transmitting Stations and Towers
4739	Dispatchers' building (radio communications)
4751	Radio and Television Broadcasting (combined)
4812	Electric Generation Plant
5330	Retail stores
5381	Retail Dress shop
5410	Grocery Stores
5461	Bakeries
5530	Gas Stations
5591	Marine Craft and accessories
5711	Furniture Store
5810	Galley
5820	Bar
6214	Laundry
6216	Laundry room (accessory)
6220	Photographic Laboratory
6321	Beauty Shop
6232	Barber services
6370	Warehouse
6376	General Storage (commercial)
6399	Offices (Business Services)
6410	Repair & paint shop
6411	Auto repair
6490	Repair services - workshop, machine shop, sheetmetal shop
6494	Re-upholstery service
6723	Typhoon Shelters
6812	Elementary school
6813	High Schools
6911	CEMETERIES

7419	Pool Halls
7419	Cock pits
7432	Swimming pools
8180	Farms (ranch) general
9100	Vacant land

C) Structural Assessment

<u>Code</u>	<u>Condition</u>
1	Good
2	Normal
3	Fair
4	Poor

D) Ownership

<u>Code</u>	<u>Owner</u>
1	Public (Gov Guam)
2	Private
3	Navy
4	Department of Interior (USA)
5	Guam Housing & Urban Renewal Authority
6	Catholic Church
7	Corporations

E) Real Estate Tax Exemptions

<u>Code</u>	<u>Exemptions</u>
1	Home Exemptions
2	Typhoon Shelters
3	Business

F) Land Use

<u>Code</u>	<u>Zones</u>
1	Planned Unit Development
2	M2 - Heavy Industrial
3	M1 - Light Industrial
4	Commercial
5	Multi-Family
6	Single-Family
7	Agricultural

C) Political Districts

<u>Code</u>	<u>Municipalities</u>
1	① Agana >
2	Agana Heights ✓
3	Agat ✓
4	Asan ✓
5	Barrigada ✓
6	Chalan Pago - Ordot ✓
7	⑤ Dedede
8	Inarajan ✓
9	Mangilao ✓
10	Merizo ✓
11	Mongmong-Toto-Maite ✓
12	Piti ✓
13	Santa Rita ✓
14	Sinajana ✓
15	Talofono ✓
16	③ Tamuning
17	Umatac ✓
18	Yigo ✓
19	④ Yona ✓

H) Completion Dates
Research at Land Management

<u>Districts</u>	<u>Dates</u>
Agana Heights	September, 1973
Agat	May, 1973
Barrigada	August, 1973
Chalan Pago-Ordot	October, 1973
Mangilao	August, 1973
Mongmong-Toto-Maite	September, 1973
Santa Rita	May, 1973
Sinajana	October, 1973

Research at Real Property Tax

<u>Districts</u>	<u>Dates</u>
Agana Heights	January, 1974
Agat	June, 1973
Barrigada	August, 1973
Chalan Pago-Ordot	January, 1974
Mangilao	August, 1973
Mongmong-Toto-Maite	January, 1974
Santa Rita	June,
Sinajana	January

Base Maps

<u>Districts</u>	<u>No.</u>	<u>Fiscal Year</u>
Agana Heights	365	FY74
Agat	167	FY74
Barrigada	254	FY74
Chalan-Pago-Ordot	365	FY74
Mangilao	254	FY74
Mongmong-Toto-Maite	365	FY74
Santa Rita	167	FY74
Sinajana	365	FY74

FORMAT OF COMPUTER
Card - Specifying Fields
and Variables.

Field	Column	Field Length
1) District	1-2	2 Cols
2) Owner	3	1 Col
3) Lot Number	4-23	20 Cols
4) Land Area	24-32	9 Cols
5) Bldg. Area	33-36	4 Cols
6) Land Value	37-43	7 Cols
7) Bldg. Value	44-50	7 Cols
8) Zone	51	1 Cols
9) Stories	52-54	3 Cols
10) Primary Use	55-60	6 Cols
11) Accessory Use	61-65	5 Cols
12) Bldg. Class	66-67	2 Cols
13) Bldg. Condition	68	1 Col
14) Document Number	69-75	7 Cols
* 15) Grid Number	76-79	4 Cols
16) Tax Exemption	80	1 Col

80 Col