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GOVERNOR

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GENERAL MEMORANDUM NO. 084 – 26

To: Secretary of Samoan Affairs, CEOs, Presidents and Executive Directors of Authorities, Directors, Agency and Office Heads

From: Governor of American Samoa

Subject: Guidelines for Land Use Permit Application Process for Government Projects and General Public

To streamline the Land Use Permit process and ensure compliance with regulatory requirements, the following guidelines have been established. These guidelines aim to prevent unauthorized developments and ensure that all necessary documentation is properly submitted prior to commencement of any physical work that requires a Land Use Permit.

Pursuant to the American Samoa Coastal Management Act (IAW A.S.C.A. 24.0501 et seq.) and American Samoa Coastal Management Program (IAW A.S.A.C. 26.0201 et seq.), the Project Notification Review System (PNRS) represent the regulatory segment of the ASCMP. The American Samoa coastal zone includes the entire island of Tutuila, the Manu'a Islands, Aunu'u Island, Rose Island, and Swains Island in the Territory of American Samoa and all coastal waters and submerged lands for a distance of three (3) nautical miles seaward in all directions therefrom.

All Land Use Permit Applications shall include, at a minimum, the following information and supporting documentation to facilitate timely processing:

Land Use Application must include the following:

- Name of applicant, mailing address, and telephone number;
- Location of property and county;
- Identification of all construction methods and proposed activities;
- Accurate and detailed project description;
- Signed declaration certifying that all information provided in the Environmental Review Application, including exhibits and attachments, is true and correct under penalty of law;
- Project start date;
- Project dimensions;
- Project cost;
- Project completion date;
- Identification of distance (in feet) of project from the shoreline, stream, wetlands, main road, and hillside;
- Identification of available drainage, septic/sewer, and access road.

Agent for the Applicant:

- Name of Architect/Engineer, license number, and telephone number;
- Name of Contractor/Tradesman, license number, and telephone number;
- Information regarding any other builder or self-built project.

Authority to Use and Occupy the Land:

- For communally owned land, applicants must present the application to their Sa'o/matai, or if there is no matai, to at least two registered senior matais in the family for consideration and signatures;
- Applicants must also obtain verification from the Pulenu'u and the Office of Samoan Affairs regarding communal land ownership;
- For freehold or individually owned land, a copy of the Certificate of Registration must be attached along with the owner's authorization.
- For government-owned land, applicants must provide a valid Lease Agreement or obtain the Governor's signature.

Other Required Attachments/Documents:

- A vicinity map;
- An accurate and detailed site plan;
- Any additional supporting documents that may assist in expediting the review process.

Adhering to these guidelines will help in expediting the review and approval process for Land Use Permit Applications. For any additional information or clarification, please do not hesitate to contact the Department of Commerce at 633-5155. Your cooperation is greatly appreciated.



Pulaali'i Nikolao Pula
Governor