



Commonwealth of the Northern Mariana Islands  
**OFFICE OF THE GOVERNOR**  
**Bureau of Environmental and Coastal Quality**

Division of Coastal Resources Management  
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**Eliceo D. Cabrera**  
 Administrator

**Janice E. Castro**  
 Director, DCRM

**MINOR PERMIT APPLICATION**

A coastal permit is required to perform work regulated by the provisions of NMIAC § 15-10.

NAME OF PROJECT		<b>DCRM OFFICE USE ONLY</b>
		<b>Received by:</b>
PROJECT LOCATION: Street	Village	Island
		Coastal Permit Application No.:
Owner's Name:	DBA:	Date Application Received
Mailing Address	Island	Zip Code
		<b>10 Days Deadline Date:</b>
Name of Contractor or Representative (if any)		Address:
		Date of Receipt:
Telephone No.	Email Contact:	
		Receipt No.:
Funding Source. Check all that apply. Individual__ Business__ CNMI__ Federal__ Foundation__	Estimated Project Cost:	Amount Paid:

**New** \_\_\_\_\_

**Amendment** \_\_\_\_\_

**DESCRIPTION OF PROJECT SITE**

A. Have you or any previous owner(s) filed an application for and/or received a permit for any activity on this property? If yes, please provide the name and permit number.

Name	Permit Number
_____	_____

B. List of adjacent property owners:

Name	Mailing Address	Method of Notification
_____	_____	_____
_____	_____	_____

C. List of all permits and licenses which have been received or applied for to date:

Permit/License	Application Date	Approval Date
_____	_____	_____
_____	_____	_____

D. Project site is located on: Public Land \_\_\_ Private Land \_\_\_

A. Island	_____	4. Lot #	_____
B. Village	_____	5. Tract #	_____
C. District	_____	6. Block #	_____

E. Name of Owner as indicated on Title Deed or Quitclaim Deed:

\_\_\_\_\_

Name of Lessor (*If applicable*):

\_\_\_\_\_

F. Total area to be developed (square feet, square meters, acres, etc.):

\_\_\_\_\_

G. Briefly describe the current condition of the project site:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROPOSED PROJECT, USE, OR ACTIVITIES**

**A. Description of Project or Proposed Action(s)**

- Name of Project

\_\_\_\_\_

- Describe in detail the purpose and nature of the proposed activities or project:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Will your project include any construction activity? If yes, please describe and what methods will be used:

\_\_\_\_\_

\_\_\_\_\_

- Will toilet facilities be provided at the project site?

Yes \_\_\_\_ Explain what type: \_\_\_\_\_

No \_\_\_\_ Explain where will personnel be using the toilet facilities?

\_\_\_\_\_

- What is the approximate distance of the project to the High Tide Line of the ocean or the edge of the cliff line? \_\_\_\_\_

- Describe procedures to be used to avoid or mitigate environmental effects, if any:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATION OF TRUTH**

I certify that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines of up to \$10,000.00 per day per violation.

**By Applicant:**

_____	_____
Print Name	Title
_____	_____
Signature	Date

\*\*\*\*\* OR \*\*\*\*\*

**By Authorized Representative:**

_____	
Print Name	
_____	_____
Signature	Date

## CRM PERMIT FEE SCHEDULE

CRM permit application shall be accompanied by a non-refundable CRM permit application and administrative fee in accordance with the following fee schedule, by check made payable to CNMI Treasurer (CRM Rules and Regulations, NMIAC § 15-10-205 (h)).

A. For APC or Temporary Permit Applications

- (1) No fee for government agencies engaging in government projects.
- (2) \$25.00 fee for temporary permits unless waived by the DCRM Director.
- (3) \$200.00 fee for APC development permits. As provided below, a “De Minimis APC Waiver” may be requested and a minor APC permit fee reduction may be granted at the discretion of the DCRM Director.
  - (i) “De Minimis Fee Waiver” Request: When an applicant for a Minor APC permit has substantial evidence that the proposed activity or action will have no direct or cumulative impact on coastal resources, a “De Minimis APC Fee Waiver” may be requested in writing through the permitting office. This request must clearly state the reason(s) why the proposed activity will be “de minimis” in nature, and include a request for a reduction of up to 50% of APC permitting fees for commercial actions and 100% of APC permitting fees for mitigation, restoration, or non-commercial actions.
  - (ii) Review of “De Minimis Fee Waiver” Requests: Such requests must be submitted to the Director with the Permit Manager copied. Permitting staff will review such requests to ensure accurate environmental information has been provided, and the Permit Manager will submit a recommendation to the Director to approve or deny the waiver request within ten working days of receipt of the request at the Saipan DCRM office. The Director may deny or grant the waiver request, or grant the request with restrictions, conditions, or modifications at their discretion. If a waiver is granted, the Director shall issue a letter to the applicant detailing what, if any, restrictions the waiver is conditioned upon, and a copy of this letter will be retained in the permit file. Any deviation of scope of activities of the subject project will be treated as unpermitted for the purposes of enforcement action, if necessary, as detailed in § 15-10-900. Submission of a “De Minimis APC Fee Waiver” request shall stop the clock on review of the submitted APC permit. If the waiver request is denied, the review period will be restarted upon the date of the issuance of the denial letter.

**STATEMENT OF DISCLOSURE  
AND APPLICANT AGREEMENT TO PERMIT FEES**

The applicant agrees that all fees, which must be fully paid to the CNMI Treasury and a copy of the receipt be submitted to DCRM, are based upon representations made to DCRM. If after submission of this fee and that DCRM determines that an error has been made by either the applicant's submission or at the time a fee was determined, the applicant understands that additional fees may be assessed by DCRM. These fees must be paid prior to the submission of any permit application to DCRM.

The applicant understands the above conditions and agrees to comply.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OR**

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On behalf of the applicant, the authorized representative understands the above conditions and agrees to be responsible for ensuring his/her client's compliance.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## NOTICE TO THE APPLICANT

It is the responsibility of the applicant to submit all required supporting documents to DCRM. DCRM regulations for APC Permits require that the following **MUST** accompany every application otherwise application will be deemed incomplete and RETURNED. Once completed, a pre-application conference shall be held to discuss the proposed activity and to provide the applicant with information pertaining to the CRM program goals, policies and requirements and to answer questions the applicant may have regarding the CRM program and its requirements.

Pursuant to §15-10-205 of the DCRM Rules and Regulations, please submit the following:

1. **Copies.** The applicant shall file an original DCRM application with exhibits and attachments and **one digital copy** thereof;
2. **File Location.** CRM permit applications shall be filed at the DCRM office in Saipan. Proposed projects on Tinian or Rota may be filed at the respective DCRM Branch office;
3. **Certification.** CRM permit applications shall be signed and dated by the applicant that the information supplies in the application and its exhibits and attachments are true;
4. Supporting attachments and exhibits pertaining to the proposed project and project site as follows:
  - a. Statements
  - b. Drawings
  - c. Maps
  - d. Permits & Clearances from other regulating agencies (HPO, DEQ, DFW, Zoning, DPL)
  - e. Other documents necessary for thorough review (Staff will provide you with a list)
5. Application Fee (see attached DCRM Fee Schedule for application fee amount)
6. Proof of Ownership (Lease/Rental Agreement & Business License)

In addition, where these additional items are applicable, they are also required:

- a. Affirmation that the proposed structure will be connected to CUC's power, sewer, and water service.

Your application will be thoroughly reviewed by DCRM. You will be notified if additional information is required to complete this review.

To avoid delays in processing your permit application, you are strongly encouraged to fully provide all necessary information and to adhere to all Coastal Resources Management program requirements.