

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.

1. The applicant shall file an original DCRM application with exhibits and attachments and one digital copy thereof.

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 on Tinian or Rota, or may be filed at the DCRM office in Saipan.

Your application will be thoroughly reviewed by DCRM technical advisors. 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.



Eliceo D. Cabrera
Administrator

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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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 | | | DCRM OFFICE USE ONLY | |
| | | | Received by: | |
| Physical location of Project | Street | Village | Island | Area(s) of Particular Concern: |
| Project Owner's Name: | | | DBA: | Coastal Permit Application No.: |
| Mailing Address | Island | Zip Code | Date Application Received | |
| Telephone/Cell No. | | | Email Contact | 10-day Deadline Date: |
| Name of Contractor or Representative (if any): | | | Mailing Address | Date of Receipt: |
| Telephone/Cell No. | | | Email Contact | Receipt No.: |
| Funding Source. Check all that apply. Individual __ Business __ CNMI __ Federal __ Foundation __ | | Estimated Project Cost: | | Amount Paid: |

New _____

Amendment _____

I. DESCRIPTION OF PROJECT SITE

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

| Permit/License | Application Date | Approval Date |
|----------------|------------------|---------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

B. List of adjacent property owners:

| Name | Mailing Address | Method of Notification |
|-------|-----------------|------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

C. Project site is located on: Public Land ___ Private Land ___

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

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

- Name of Lessor (*If applicable*):

- Effective Date of Lease: _____ Expiration Date of Lease: _____

E. Total area (square feet, square meters, acres, etc.) of the project site/property:

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

G. Is the project site on or near any environmentally sensitive area (forest/wildlife conservation, agricultural area, historical sites, groundwater source, etc.)?

H. If necessary, is infrastructure available at the site to support the project? Please describe.

II. Description of Project or Proposed Action(s)

1. Briefly describe the purpose and nature of the project:

2. Will your project include any construction activity? If yes, please check all that apply.

- Use of heavy equipment
- Vegetation clearing/Earthmoving
- Grading
- Excavation
- Trenching
- Backfilling. Total cy: _____
- Soil testing/boring
- Demolition
- Blasting
- Construction of new concrete structures
- Other: _____

3. Will toilet facilities be provided at the project site?

Yes Explain what type: _____

No Explain where will personnel be using the toilet facilities?

4. If applicable, what is the approximate distance of the project's property boundary and project's footprint to the High Tide Line of the ocean or the edge of the cliff line?

5. Total area to be developed (square feet, square meters, acres, etc.) at the project site:

6. To avoid, minimize, or mitigate the project's negative impacts to coastal resources, please briefly describe proposed management measures to be implement before, during, and after the proposed activities or actions:

7. Project's anticipated time frame:

Start Date: _____ Completion Date: _____

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/Owner: *(Proof of ownership OR legal authority required)*

Print Name

Title

Signature

Date

LETTER OF AUTHORIZATION

By signing this letter of authorization, I am certifying that the individual listed below is authorized to act on my behalf on matters pertaining to DCRM’s permitting process and requirements. My representative is authorized to perform on my behalf as follows (check all that applies):

- Receive and review documents/permit
- Attend meetings at DCRM’s request
- Make decisions during meetings
- Request follow ups or permit inquiries
- Sign permit application form(s)
- Other: _____

By Applicant/Owner: *(Proof of ownership OR legal authority required)*

Print Name

Title

Signature

Date

***** **AND** *****

The authorized representative understands the above conditions and agrees to be responsible for ensuring his/her client’s compliance.

Authorized Representative: *(Copy of valid Identification card required)*

Name of Authorized Representative

Name of Company

Signature of Authorized Representative

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 or Minor 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'S 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