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Acting 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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Agnes M. Sablan  
Acting Director, DCRM

## NOTICE TO THE APPLICANT

A pre-application conference is required for all project subject to a major siting permit and shall be scheduled at the earliest opportunity. The pre-application conference is held to discuss the proposed activity, 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.

### § 15-10-206 PERMIT APPLICATION CONTENTS

- **Submission of a Complete Application.** Details required in the CRM permit application must be provided unless information is not applicable, in which case, “not applicable” shall be indicated in the application. If a response to a question is “see attached”, a specific document and page number citation is required to support timely review. All permit applications shall be submitted in English units and all dimensions shall be stated in English units (i.e., inches, feet, square miles, cubic yards).
- **Information and Attachments.** CRM permit applications shall, to the extent necessary, contain attachments and necessary supporting materials including statements, drawings, maps, etc., which are relevant to the CRM permit application, as outlined in the “Application Checklist”, as well as any supplemental information requested by the DCRM Director and/or the CRM Board to support a meaningful review of the project proposal. If the Director or CRM Board requests such supplemental information, applicant must provide the information requested and the clock is stopped on the permit review process until such time that the Director’s and/or CRM Board’s supplemental information request is/are satisfied.

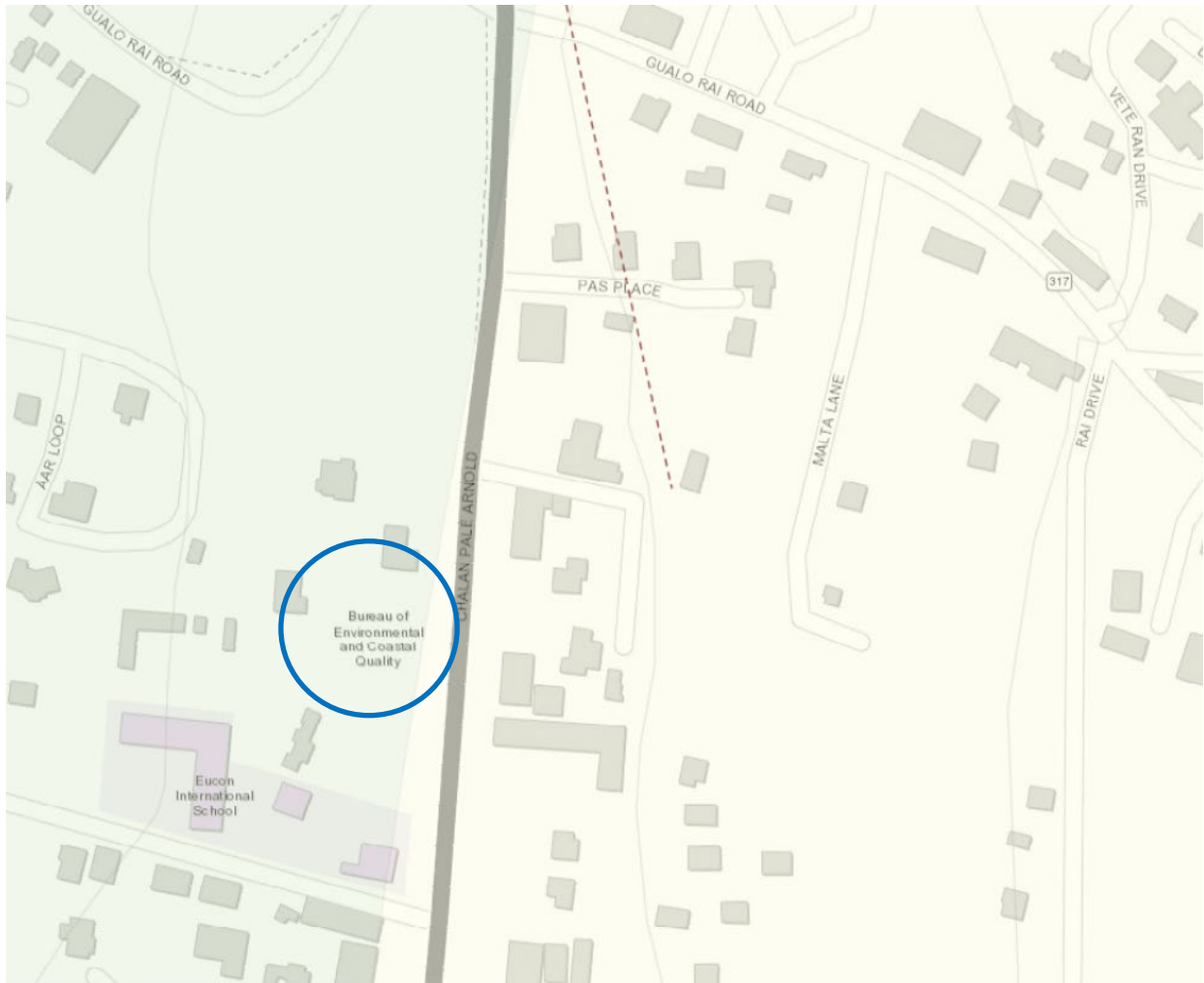
### § 15-10-205 PERMIT APPLICATION PROCEDURES

- **Filing and Copies of Major Siting Application Package:** The applicant shall file an original DCRM application with exhibits and attachments. A total of eight copies shall be submitted to DCRM, either seven hard copies and one digital **OR** one hard copy and seven digital copies (7 thumb drives).
- **Filing location.** The CRM Major Siting permit application package must be filed in person by visiting our Saipan DCRM Permitting Office on the 3rd Floor of the Gualo Rai Center, Suite 305, Chalan Pale Arnold Road, Lower Gualo Rai, Saipan.

A payment voucher will be provided in order to make a payment at the CNMI Treasury office. Please carefully review your CRM Major Siting permit application for completeness to avoid any delays during the review process.

Should you have any questions, please contact DCRM Permitting at [permitting@dcrm.gov.mp](mailto:permitting@dcrm.gov.mp) or call 664-8300 for assistance.

Vicinity Map of BECQ-DCRM Permitting Office on Saipan



## COASTAL APPLICATION FORM FOR A MAJOR SITING PERMIT

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> Received by:	
PHYSICAL LOCATION OF PROJECT: Street                      Village                      Island			
Project Owner's Name:    DBA:		Coastal Permit No.:	
Physical Address: Street                      Village                      Island		Date Received	Date Distributed
Mailing Address:    Island                      Zip Code		30-Day Application Review Deadline:	
Telephone/Cell No.    Email Address		When applicable, date of "Stop Clock":	
Name of Authorized Representative (AR):                      Address:		Date application certified complete:	
Telephone/Cell No.    Email Address:		60-Day Project Review Deadline:	
Authorized Representative's CNMI Business License No. (copy provided as attachment):	Type of land: Public                      Private <input type="radio"/> <input type="radio"/>	Payment Receipt No.:	
Lot Identification No(s):		Date of Payment Receipt:	
Funding Source. Check all that apply. Individual__ Business__ CNMI__ Federal__ Foundation__	Estimated Project Cost:	Permit Fee Paid:	

New \_\_\_\_\_ Amendment \_\_\_\_\_

**A. DOCUMENTATION OF COMPLIANCE WITH OTHER CNMI OR FEDERAL REQUIREMENTS**

*Please attach additional sheets or correspondence if needed.*

1. Type of permit(s) or consultations which have been received or applied for to date.

<u>Permitting Agency</u>	<u>Permit No.</u>
a. Zoning	_____
b. Department of Public Lands	_____
c. DLNR: Submerged Lands	_____
d. DLNR-DFW: SUMBA Credits	_____
e. Division of Environmental Quality	_____
f. Historic Preservation Office	_____
g. Federal (if applicable, check all that applies):	
USACE: ____	USEPA: ____
USFW: ____	OTHER: ____

2. Have you or any previous owner(s) filed an application for and/or received a CRM permit for any activity on this property? If yes, please provide the name and permit number. If none, please indicate "N/A".

Name	Permit Number
_____	_____

3. Is your project site partially or wholly situated on or adjacent to an "Area of Particular Concern" (APC)? \_\_\_\_\_. If yes, please check mark the appropriate APC. If more than one, please check all that applies. Visit [www.dcrm.gov.mp](http://www.dcrm.gov.mp) to view permitting map.

- |   |   |
|---|---|
| <input type="checkbox"/> Shoreline            | <input type="checkbox"/> Coastal Hazards    |
| <input type="checkbox"/> Wetlands & Mangroves | <input type="checkbox"/> Ports & Industrial |
| <input type="checkbox"/> Lagoon & Reef        | <input type="checkbox"/> Outside of APC     |

*If you answered that the proposed project is within or adjacent to an APC (within 150 feet), please include a map depicting the proximity of your project from the APC.*

4. Please provide copies of "Letter of Notification to Adjacent Landowner" as attachment(s). Please describe below the type of method(s) used to notify adjacent landowners.

\_\_\_\_\_

**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

**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 act on behalf of the above applicant/owner on matters pertaining to DCRM’s permitting process and requirements as indicated by the applicant/owner above.

**Authorized Representative:** *(Copy of valid Identification card and business license is 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. Fees for major projects shall be based upon appraisal of construction costs.

	<u>FEE AMOUNT</u>	<u>COST OF PROJECT OR PERMIT AMENDMENT</u>
\$200	Less than or equal to \$ 50,000	
\$400	Value between \$ 50,001 and \$ 100,000	
\$1,000	Value between \$ 100,001 and \$500,000	
\$2,000	Value between \$ 500,001 and \$ 1,000,000	
\$2,000	For every \$1,000,000.00 cost increment exceeding one million dollars.	

**Estimated Project Cost** shall include all costs associated with site preparation (e.g., earthwork, landscaping, etc.) sewage treatment or connections and construction costs (e.g., materials, labor, and installation of all items necessary to obtain a certification of occupancy). All fees are filing fees and are non-refundable.

**Discounted Major Siting Application Fees** are available upon request for qualifying projects pursuant to NMIAC § 15-10-205(h)(5) as follows:

- (i) Discounted fees for qualifying “green” and/or “low impact development” projects. Discounts may be applied for application and administrative fees at the recommendation of the Permit Manager and approval of the Director pursuant to NMIAC § 15-10-205(h)(5)(i) as follows:

1. Tiered permit discounts for qualifying “Energy Star” rated or “LEED certifiable” projects:

Tier 1 Reduction	Building design and construction are “LEED Certifiable”, scoring between 40-49 points on the LEED v4 Building Design and Construction Checklist	10% fee reduction
Tier 2 Reduction	Building design and construction are “LEED Silver Certifiable”, scoring between 50-59 points on the LEED v4 Building Design and Construction Checklist	15% fee reduction
Tier 3 Reduction	Building design and construction are “LEED Gold Certifiable”, scoring between 60-79 points on the LEED v4 Building Design and Construction Checklist	20% fee reduction
Tier 4 Reduction	Building design and construction are “LEED Platinum Certifiable”, scoring between 80-110 points on the LEED v4 Building Design and Construction Checklist	25% fee reduction

(2) Tiered permitting for building redevelopment and best practices are available as follows:

Tier 1 BMP Reduction	<ul style="list-style-type: none"> <li>- Permittee or its operators implements and maintains on-site recycling and composting programs to reduce 50% or more of the waste stream; AND/OR</li> <li>- Project installs, utilizes, and maintains “Energy Star” rated high efficiency / LED lighting and appliances</li> </ul>	5% fee reduction
Tier 2 BMP Reduction	Applicant redevelops or rehabilitates 15% - 25% of the existing building	10% reduction
Tier 3 BMP Reduction	Applicant redevelops or rehabilitates 26% - 50% of the existing building	20% reduction
Tier 4 BMP Reduction	Applicant redevelops or rehabilitates 51% - 74% of the existing building	30% reduction
Tier 5 BMP Reduction	Applicant redevelops or rehabilitates over 75% of the existing building	50% reduction

(ii) Qualifying for Discounted Major Siting permit fee. To qualify for the tiered permit fee reductions listed above, major siting applicants must request discount in writing at least thirty days prior to submitting a major siting application. Applicants are encouraged to discuss proposed fee reduction in advance with Director and Permitting staff to identify any required documentation to support discounted permit fee request. The DCRM Director shall respond to permit fee reduction requests in writing and state whether the request is granted in full, granted in part, or denied and the reasons therefore within thirty days of receiving the request and all required supporting documentation. If no response is received within thirty days of the submission of the request, the request will be considered denied by the DCRM Director. If reduction is approved, agreed upon project implementation will be included as conditions of the major siting permit.

(iii) Forfeiture of applied permit discount. At the DCRM Director’s discretion, a violation of major siting permit conditions or engaging in unpermitted activity with a nexus to the permit discount received by the permit applicant or failure to implement improvements for which the discount was granted may result in forfeiture of applied permit discount, and any outstanding balance may become due at the time of the issuance of a Notice of Violation.



**STATEMENT OF DISCLOSURE AND APPLICANT AGREEMENT OF 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 issuance of any permit by DCRM.

The applicant understands the above conditions and agrees to comply.

_____	_____
Print Name	Title
_____	_____
Signature	Date