



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

**COASTAL APPLICATION FOR A MAJOR SITING PERMIT**

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

PROJECT LOCATION: Street                      Village                      Island			<b>DCRM OFFICE USE ONLY</b>	
			<b>Received by:</b>	
Owner's Name:		DBA:	Coastal Permit No.:	
Mailing Address		Island	Zip Code	Date Received
				Date Distributed
Name of Contractor or Representative (if any)			Address:	
			<b>60 Days Deadline Date:</b>	
Contractor's CNMI License No.:	Type of land:	Lot No.:	Receipt No.:	Date of Receipt:
	Public      Private <input type="radio"/> <input type="radio"/>			
Telephone No.		Email Contact:		Amount Paid:
Funding Source. Check all that apply. Individual__ Business __ CNMI__ Federal__ Foundation__		*Estimated Project Cost:		Date Certified Complete:

New \_\_\_\_\_

Amendment \_\_\_\_\_ (Complete pages 1 through 4 only)

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

*Please attach additional sheets or correspondence if needed.*

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

<u>Permitting Agency</u>	<u>Approval Date</u>
a. Zoning	_____
b. Dept. of Public Lands	_____
c. DLNR: Submerged Lands	_____
d. Division of Environmental Quality	_____
e. Federal (if applicable)	
i. _____	_____
ii. _____	_____
iii. _____	_____
iv. _____	_____

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.

Name	Permit Number
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\_\_\_\_\_

3. Is your project site partially or wholly within or adjacent to an “Area of Particular Concern” (APC)? \_\_\_\_\_. If so, which APC?

Wetland / Mangrove APC ____	Ports & Industrial APC ____
Coastal Hazard APC ____	Lagoon & Reef APC ____
Shoreline APC ____	Managaha and Anjota Islands ____
Coral / Sea Grass ____	None of the Above ____

*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. List of adjacent property owners. *Provide copies of Letter of Notification.*

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

5. Required Enclosures. If you are submitting a new major siting application, please include the completed major siting checklist from the DCRM office with your environmental impact assessment as an attachment to this application. If you are submitting a major siting amendment, please ensure that your payment voucher reflecting the fee schedule is enclosed.

**Major Siting Application Checklist Enclosed**

**Environmental Impact Assessment Enclosed**

**Payment Voucher Enclosed**

**CERTIFICATION**

The applicant acknowledges by evidence of their signature that they have reviewed the approved CNMI Coastal Resources Management Policies, and have, where possible, adhered to the policies and standards of the program. Where variances or special exceptions are requested by the applicant, the applicant will be prepared to meet and present testimony on the criteria and burdens of proof for each of these relief provisions. The applicant also acknowledges by evidence of their signature that to the best of their knowledge the information contained in the application, Environmental Assessment Impact Report, and other attached documents associated with the project, are true and valid. If the information contained in the application, Environmental Assessment Impact Report, and other attached documents provided to DCRM for this review is inaccurate or incomplete, then the permit granted under this application may be found to be null and void. Applicant acknowledges that as a condition of the approved coastal permit, DCRM staff shall have access to the applicant’s property to make on-site inspections to insure compliance with the permit. This application is made under oath and subject to the penalties of perjury. The applicant also understands that any false statement may be considered grounds for permit denial, revocation, and/or a civil fine of up to but not exceeding \$10,000.00 per violation per day.

*I \_\_\_\_\_, declare (certify, verify, or state) under penalty of perjury (“under the laws of the United States,” or CNMI) that the foregoing is true and correct.*

*Executed on (date)\_\_\_\_\_.*

\_\_\_\_\_  
Signature of Owner or Authorized Representative

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

**By Authorized Representative:**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CRM PERMIT FEE SCHEDULE**

(Please make payment at the CNMI Treasury office and provide a copy of receipt to DCRM)

FEE AMOUNT	COST OF PROJECT
\$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 .....	plus an additional amount equal to the fee for the cost increment exceeding \$1,000,000.

**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 with them.

_____	_____
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 Major Siting 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 and to answer questions the applicant may have regarding the CRM program and its requirements.

1. **Copies.** The applicant shall file an original DCRM application with exhibits and attachments, one (1) electronic copy and eight (8) hard copies 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; any intentional omissions or misstatements will be referred to legal counsel; at the Administrator's discretion CNMI or federal statutory definition of perjury may apply.
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 the CRM Agency Board and their 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 Program requirements.