

Checklist for Major Siting Application & EIA Contents § 15-10-206



A. APPLICATION INFORMATION & ATTACHMENTS (NEW & AMENDMENT)

Print and digital copies of the application package	
All application materials must be clean and legible	
Name of Project	Page 1 of application
Physical location of Project (<i>Street Name, Village, Island</i>)	Page 1 of application
Project Owner's Name (<i>legal entity that owns project</i>)	Page 1 of application
Physical location of business (<i>Street Name, Village, Island</i>)	Page 1 of application
Mailing address of business	Page 1 of application
Contact information of Project Owner (<i>Telephone/Cell No. and email address</i>)	Page 1 of application
Name of Authorized Representative and mailing address information	Page 1 of application
Contact information of Authorized Representative (<i>Telephone/Cell no. and email</i>)	Page 1 of application
Business License Number of Representative	Page 1 of application
Type of Land to developed for this project (<i>public or private</i>)	Page 1 of application
Lot Identification No(s). (<i>Lot numbers must be consistent with title or lease</i>)	Page 1 of application
Estimated project cost for improvements affixed to property	Page 1 of application
REQUIRED SUPPORTING DOCUMENTS	ATTACHMENTS
Copy of application fee payment receipt issued by CNMI Treasury	Attachment
Copy of Articles of Incorporation/Annual Corporate Report/LLC/LLP - <i>Proof of ownership of company</i>	Attachment
Copy of project owner's valid CNMI-issued business license	Attachment
Copy of authorized representative's valid CNMI-issued business license	Attachment
Copy of land title or lease agreement of proposed project site(s)	Attachment
Copies of CNMI and Federal permits/licenses/ESA Credits/Clearance	
- Business license (Project Owner & Authorized Rep.)	Attachment
- Submerged land lease, <i>if applicable</i>	Attachment
- Saipan Upland Mitigation Bank Agreement (SUMBA Credits), <i>if applicable</i>	Attachment
- Zoning Permit	Attachment
- One Start Permit (Earthmoving & Erosion Control)	Attachment
- CNMI Water Quality Certification, <i>if applicable</i>	Attachment
- U.S. Army Corps of Engineers, <i>if applicable</i>	Attachment
- U.S Fish and Wildlife ESA Consultation Clearance, <i>if applicable</i>	Attachment
- U.S. EPA Permits (<i>General Construction Permit; NPDES</i>)	Attachment

A/E Complete Construction Design Plans/Drawings (<i>minimum of 60% completion required for pre-construction</i>)	Attachment
- Architectural Drawings	Attachment
• Site Development Plan	Attachment
• Floor Plans	Attachment
• Cross Section/Elevation/Landscape/General Notes	Attachment
- Structural Drawings	Attachment
- Electrical & Plumbing Drawings	Attachment
- Miscellaneous Drawings and Notes	Attachment
- HVAC and Firefighting Drawings	Attachment
View Corridor Plan (if 6 stories or more)	Attachment
Erosion Control & Stormwater Management Plan	Attachment
Site Coverage Plan w/density % : Open Space %, etc.	Attachment
Watershed & Drainage Map	Attachment
Slope & Elevation (Topographic) Map	Attachment
Vicinity Map (must be legible)	Attachment
Estimates of daily peak utilities demands based on CUC rates (Construction & Operations)	Attachment
Stormwater Calculations (Stamped and certified by a CNMI-Registered P.E.)	Attachment
Copies of list with Letters/Notice to Adjacent Landowners	Attachment
Solid Waste & Hazardous Waste Management Plan, construction and operations (use cubic yards only)	Attachment
Human Resources Management Plan (indicate 30% local hire compliance)	Attachment
Biological Assessment, if applicable	Attachment
Wetland Delineation Report including appropriate buffer zone, if applicable	Attachment
Restoration or Compensatory Mitigation Plans	Attachment
Geotechnical Soil Investigation Report (prepared by CNMI-certified P.E.)	Attachment
Landscaping Plans including list of native plants to be used at project site	Attachment
Traffic Impact Analysis Report (prepared by CNMI-certified professional engineer)	Attachment
Final Archaeological Survey &/or Recovery Report	Attachment
Certification of Truth (<i>name, title, signature, and date</i>)	Page 4 of application
Letter of Authorization and copy of rep's valid ID	Page 5 of application
Statement of Disclosure and Applicant's Agreement of Permit Fees	Page 8 of application
Copy of curriculum vitae of person(s) preparing the following reports	Attachment
• Biological Assessment; Environmental Impact Assessment Report; Archaeological report; Solid/Hazardous Waste Report; and Wetland Delineation Report.	Attachment
Other documents associated with the proposed project	Attachment

B. EIA Narrative Includes – See 15-10-206(e) for more details

REQUIRED INFORMATION TO BE INCLUDED IN THE EIA	
	Project description, purpose, size, and alternatives assessed
	Description of existing environment of proposed project site
	Description of socio-economic characteristics re impacts of project including income, employment, education, infrastructure, and services
	Discussion of alternatives and how preferred alternative was selected
	Description of direct, indirect, and cumulative environmental and socio-economic effects, both positive and negative, which are reasonably foreseeable to result from the project including:
	Plant / wildlife impacts
	Traffic impact analysis
	Solid waste estimates / management plan
	Traffic analysis if required by DPW (standard for projects proposing fifty (50) or more rooms or twenty-five (25) or more full- time staff positions)
	Description of how impacts have been avoided, minimized, or will be mitigated
	Evaluation of alternative management measures to control nonpoint source pollution

Reviewed by _____ on _____.
DCRM Permitting Staff Date